

# **DISASTER PROGRAM & OPERATIONS, INC.**

**Franklin County Clerk of Courts**

**Request for Proposal (RFP)**

**Disaster Debris Monitoring Service**

**Authorized contact information:**

**Gabrielle Benigni, President, [gbenigni@dpando.com](mailto:gbenigni@dpando.com)**

**(C): 561-436-3383**

**DUE: July 16, 2021**



Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:  
12/16/2020 to 12/16/2022

**FEATURING WEB AND MOBILE APPS**



**AT&T FirstNet Responder**

**Member ID M5763234**



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## TAB A: STATEMENT OF INTEREST AND INTRODUCTION



**July 16, 2021**

**Franklin County Clerk of Courts**

**Attn: Jessica Gay, 33 Market Street, Suite 203, Apalachicola, FL 32320, phone: (850) 653-8861**

**Subject: Proposal submittal: RFP Disaster Debris Monitoring Services**

DP&O is pleased to submit this proposal for “Disaster Debris Monitoring Services” per Franklin County Clerk of Courts (County). DP&O is committed to provide a successful time-tested system for monitoring all debris removal task operations in accordance with applicable regulations of the Federal Emergency Management Agency (FEMA) and we will supply the necessary personnel with the appropriate qualifications and skill sets to provide the services including, but is not limited to, Disaster Debris Monitoring Services, as well as FEMA Public Assistance Services, Data Management, Financial Recovery Assistance, FEMA Appeals Assistance.

**DP&O is Minority certified with State of Florida, and FDOT for Disaster Recovery, Environmental services, IT and demolition services. DP&O, Inc. is a Florida Subchapter S corporation registered in the State of Florida AND the State of Mississippi with Federal FEIN # 47-3936181 (DO&T FEIN # 27-014109), DP&O’s Federal Cage Code: 82LX4, and DUNNS Number 88882339.** Our firm specializes in Disaster Planning, Response & Recovery Services, Disaster Debris Management Planning & Monitoring, FEMA Public Assistance Program Policy & Grant Management. DP&O is supported by seasoned utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Emergency Management, Debris Management Specialists and IT software specialist.

Additionally, we have decades of experience, professional staff including debris management specialist, emergency debris experts, FEMA policy experts and nationally recognized leaders with capability to offer assistance preparing with disaster planning, managing, reviewing all cost recovery and debris removal data per FEMA, to make the entire process of recovery effort efficient and accurate and per compliance with new FEMA Public Assistance Program Policy and Guide and per Office of Inspector General Audit requirements. DP&O shall be in full compliance with all FEMA guidelines and regulations and all federal law and regulations and will maintain compliance per each updated FEMA PA Policy guidelines.

Per the County’s RFP, DP&O will observe and document (monitor) the day-today operations performed by debris removal vendors under contract with the Board of Entities Commissioners on behalf of the governmental entity’s in the following areas: Franklin County Clerk of Courts, City of Apalachicola, City of Carrabelle, Dog Island Conservation District for Disaster Debris Monitoring Services and Fixed Site Monitoring Services to assist the Entity’s with disaster debris monitoring services to ensure that workers are performing eligible work in accordance with FEMA and all applicable Federal, State, and local regulations. DP&O shall work with the Board of Entity’s and its debris hauling contractors to ensure an immediate, rapid, and efficient response associated with clearing, removal, processing, hauling and disposal of disaster generated debris.

Per the RFP, DP&O utilizes and will implement an electronic documentation system to control, track, and document all work in full compliance with federal and state cost reimbursement requirements to ensure the applicant is reimbursed for all eligible disaster recovery costs and shall use efficient methods and effective cost controls.

*“Our company mission statement is to empower community, collaboration, and resilience. We embrace the disaster challenges that unforeseen obstacles bring and remain flexible, nimble and seize our team creative talents and experience to make order out of disorder. Our goal is to promote the return to “Normal Operations” , reduce financial devastation, decrease economic impact due to disasters providing business continuity while performing successful disaster recovery to ensure all State and Federal regulations are adhered to by our staff.”*

DP&O understands that the Franklin County is seeking professional services to support Debris Monitoring Services, to perform monitoring functions on the removal and lawful disposal of disaster-generated debris (other than household putrescible garbage) from public property and public rights-of-way, on site and at Temporary Debris Staging and Reduction Sites (TDSRS) within the Entity’s immediately after a hurricane or other disaster.

**DP&O firm is located 10033 Sawgrass Drive West Ponte Vedra Beach FL, 32082**, and has satellite offices in Tampa, and Miami, Florida. DP&O will be ready to mobilize and to assist with debris monitoring in an event of a declared disaster.

**DP&O leverages Web based and Mobile Apps (“BOLTEOC™,TRKR™):** TRKR™ is State of the Art, turnkey comprehensive “automated debris management system” (ADMS) which meets or exceeds the RFP requirements.

**DP&O is an approved AT&T FirstNet Responder, Member ID M-5763234** and registered with NPPGov.

**Disaster Program & Operations, Inc.** (formerly known as Disaster Operations and Training, Inc. incorporated 2005), has over 15 years of client representation for U.S. municipalities, South Florida’s cities, State level, and Public Utilities clients. Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate, FEMA Region IV level); **John O’Dell**, CTO (Creator of -WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Gabrielle Benigni**, President (recognized industry leader as Disaster Debris Management Specialist and FEMA Public Assistance reimbursement program policy; **Laurie Wood**, CIO (recognized WebEOC SME and EM Director).

**Authorized contact information:** Gabrielle Benigni, President, [gbenigni@dpando.com](mailto:gbenigni@dpando.com) (C): 561-436-3383

We appreciate the opportunity to submit this proposal. In selecting our approach, processes, and staff, we have made selections that are progressive, flexible, innovative, and industry leading. We are excited to have this opportunity to support you and your business objectives and we look forward to the next steps in your decision-making process, if you have questions about any of the material contained in this response, please do not hesitate to contact us.

Sincerely,

*Gabrielle Benigni*

Gabrielle E. Benigni  
President DP&O

email: [Gbenigni@dpando.com](mailto:Gbenigni@dpando.com) Cell phone: 561-436-3383



## **TAB B: EXPERIENCE**



**HISTORY OF THE FIRM:** Disaster Program & Operations, Inc. (DP&O) formerly known as Disaster Operations and Training, Inc. (DO&T), has been performing Disaster Debris management and monitoring since 2005, in business for over 16 years.. DP&O is **certified by the State of Florida as a Woman-Owned Disadvantaged Minority Business Enterprise (WDMBE), and FDOT (Department of Transportation)** to include Disaster Recovery Services, Data/IT Management. DP&O leverages XACT Recovery software solutions which is also owned by DP&O President Gabrielle Benigni, DP&O's CTO, John O'Dell. Xact Recovery's TRKR, Automated Debris Management System (ADMS) is THE ONLY TRUE state-of-the-art Automated Debris Management System, that was designed to ensure clients maintain compliance with State and FEMA/Federal regulations for disaster debris removal documentation requirements. TRKR is the only ADMS system that has a web-based application that allows the user to view all debris operations real time and maintain/store data in areas of poor internet connection. DP&O's TRKR system operates on the AT&T FirstNet responder cell phones which provides DP&O monitors priority access to internet and cell signals. We are successful in recovering all eligible disaster costs with minimal delay, by adhering to a strict QAQC review and reconciliation process incorporating the FEMA Review details, OIG Audit principles and Standards of Disaster Accounting.

DP&O formerly known as Disaster Operations and Training, Inc. (DO&T), has been performing Disaster Debris management and monitoring since 2005. DP&O is **certified by the State of Florida as a Woman-Owned Disadvantaged Minority Business Enterprise (WDMBE), and Miami Dade county Public Schools as WBE and MBE as well as FDOT (Department of Transportation)** to include Disaster Recovery Services, Data/IT Management. DP&O leverages XACT Recovery software solutions which is also owned by DP&O President Gabrielle Benigni, DP&O's CTO, John O'Dell. **"Bolt EOC™"** and **TRKR™**, web and mobile apps offer a comprehensive turn- key solution for Automating Damage assessments, Emergency/Recovery Costs Tracking, mapping system with photos and exceed ARMY Corp of Engineers and FEMA Requirements for an "Automated Debris Management System (ADMS- THE ONLY TRUE state-of-the-art ADMS designed to ensure clients maintain compliance with State and FEMA/Federal regulations for disaster debris removal documentation requirements, automates ticket ledgers, and reconciliation and tracks real time progress and mapping of all debris

removal and monitoring operations. **Bolt EOC™** and **TRKR™** both store data in areas of poor internet connection.

DP&O's excellent disaster programs emphasize planning to promote pre-disaster preparedness, efficient restoration, while adhering to federal reimbursement requirements, which decreases financial impact to our clients, and maximizes eligible FEMA reimbursement in the event of a federally declared disaster. Hence, rapid mobilization of emergency resources, documentation of emergency road clearing and repairs, transitioning to full debris removal operations and recovery while maintaining accurate daily documentation, progress reports and establishing recovery milestones ensures an effective financial recovery.

Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate at Region IV level, Headquarters); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ) Co-Creator and Partner of Xact Recovery; **Gabrielle Benigni**, President (recognized industry leader as Disaster Debris Management, FEMA Claims Programs and Process & creator of XACT Recovery Software Program ); **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). DP&O's Corporate team all participate on the "International Association of Emergency Management" FEMA Quarterly Recovery Caucus.

DP&O is approved AT&T FirstNet Responder, Member ID M-5763234 and registered with NPPGov which allows DP&O Interoperable communications with first responders and other government agencies and guaranteed access to internet and Cell phone communications allowing our company to provide our team and clients with uninterrupted secured communications necessary for obtaining and gathering critical disaster response and recovery data.

DP&O is knowledgeable in Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other applicable regulations, guidelines, and operating policies. DP&O will support the Entity's during a disaster recovery effort and will be responsible for all aspects of the debris monitoring process. DP&O shall coordinate with the disaster debris removal Contractor(s) and the Entity's to ensure a compliant, well-managed and organized approach to debris collection and disposal within FEMA guidelines.

DP&O will oversee the debris removal and monitoring processes utilizing the following rules and regulations as guidance:

- The Stafford Act, Section 407
- The Stafford Act, Section 406
- 44 CFR § 206.224
- FEMA Public Assistance Program and Policy Guide (FP-104-009-2/January 2018)

DP&O, Inc. is a Florida Subchapter S corporation registered in the State of Florida AND the State of Mississippi with Federal FEIN # 47-3936181 (DO&T FEIN # 27-014109).

DP&O is owned and operated by Gabrielle Benigni, President.

**Please see attached copies of DP&O, Inc.'s Corporate records as follows:**

- **State of Florida Department of Corporate Information**
- **DP&O, Inc.'s Annual Corp Filing March 2020 (Former DO&T Corporate Filing)**

- **State & Federal Minority Disaster Recovery Certifications**
- **State of Florida Minority Certification**
- **Federal Department of Transportation (FDOT)**

**DP&O has never had a lawsuit or any type of legal retribution with any of our clients.**

**DP&O has no Outstanding debt and is financially capable to cash flow our projects and provide monitors safety supplies, and gas and per diem as required for startup operations.**

**DP&O firm is located 10033 Sawgrass Drive West Ponte Vedra Beach FL, 32082**, and has satellite offices in Tampa, and Miami, Florida. DP&O will be ready to mobilize and to assist with debris monitoring in an event of a declared disaster.

DP&O has over 30 Professional staff (5 National Recognized leaders in their Fields of Expertise), and 100 + on call trained professionals with a wide variety of expertise in Disaster Services, Debris Management, IT Software solutions, Environmental Scientists, Electric Engineers, Emergency Managers and FEMA Public Assistance Recovery Specialists.

**COMMENDATIONS/ CERTIFICATES:** **ALL** of DP&O's staff hold FEMA Certificates in Debris Management and advanced FEMA PA/Recovery and Emergency Management Courses.

DP&O's key staff and management FEMA certificates and other professional certificates are included in Attachments.

**John Copenhaver** (Former FEMA Region IV Director) has been National Director of Business Continuity and a TED speaker.

**John O'Dell** was awarded the DHS Nations recognition for creating WEB EOC, the Nations chosen EOC Communication platform used in all 50+ US States and FEMA Headquarters and many counties and cities worldwide.

**Gabrielle Benigni**, President is recognized by the large Utility Organizations as a FEMA Public Assistance Advisor SME and Solutions expert for Disaster Claims submittals management and software. Gabrielle created the Process Flow for "XACT Recovery" Recovery EOC web and mobile modules.

Both Gabrielle and John O'Dell are credited for having the only Response and Recovery software that will be interfacing with WebEOC and ARM 360.

## **EXPERIENCE**

**DP&O's Project** experience below demonstrates an in-depth understanding of disaster debris monitoring in accordance with State Environmental and FEMA Federal policies as follows:

- Documented knowledge and experience coordinating with Federal, State and Local emergency agencies.
- Experience representing local governments with various state and federal funding sources and reimbursement processes, including FEMA, and NRCS.
- Experience with special disaster recovery program management services including private property/right-of-entry (ROE) work, waterways debris removal, leaning tree and hanging limb

removal, hazardous material removal, vessel and vehicle recovery, asbestos abatement, data management, hauler invoice reconciliation and contracting, and FEMA appeals assistance.

DP&O maintains a Document Management system per FEMA Category, per Project clients have secured access to and maintains projects in audit proof format with supporting documents to facilitate a quick project close out and or audit. Additionally, all FEMA PA Portal submittals DP&O documents via screens shots and prepares a summary spreadsheet per project a PW tracking FEMA & State review progress, RFIs and replies.

***City of Florida City: Debris Management & Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; Debris Management Planning; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery***

**Contract Date:** September 2016 – Current

**Cubic Yard:** 150,000+

**Client Contact:** Eugene Leon, Project Mgr – (C) 786-304-8230 email: [projmng@floridacity.gov](mailto:projmng@floridacity.gov)  
Jennifer Evelyn, City Clerk – (C) 305-242-8218 email: [cityclerk@floridacity.gov](mailto:cityclerk@floridacity.gov)

- **Category A Debris Monitoring and Debris Management Planning/Logistics**
- **Category A Debris Removal Records Reconciliation**
- **PW's Submittals/Obligated:** 2 Category A Debris Removal PW's (Per FEMA Accelerated Debris Removal program), 1 Category B Emergency Services PW, 3 Category C Roads PW's, 6 Category E Buildings/ Equipment PW's, 4 Category F Utilities PW's with 85 separate locations, and 3 Category G Parks PW's; 1 DR 4337 Florida Local Mitigation Strategy approval and project application.

DP&O maintains a Document Management system for PW per FEMA Category both electronically which client has access to and maintains projects in audit proof format with supporting documents to facilitate a quick project close out and or audit.

- **Category A Debris Monitoring and Debris Management Logistics (500,000cy +):** DP&O performed all debris management logistics including Emergency Road Clearing, Critical Hazard Tree identifications and Monitoring of Debris Removal hiring & training local monitors. All debris removal operations and data were maintained per FEMAs Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the Florida City debris management site (DMS), obtained FDEM DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. Additionally, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that Florida city requested to save.
- **ROE:** Florida City had many residences where Hurricane damaged trees form Public Right of Way and fell into or on Residential properties. DP&O coordinated all properties with Florida City Project Manager and Mayor for “Right of Entry” (ROE) forms , and cleanup and final inspections. **DP&O** worked closely with the Debris Removal Contractor to coordinate and schedule the ROE crews.



The ROE work was documented with Daily labor and equipment logs and maps of each crew location and Photos of the work performed. All records were maintained in our TRKR web and mobile app.

- **Category A Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into DP&O TRKR™ to verify each ticket was within the formal city boundaries.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for Florida County final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

**PW's Submittals/Obligated:** 2 Category A Debris Removal PW's (Per FEMA Accelerated PAAP), 1 Category B Emergency Services PW, 3 Category C Roads PW's, 6 Category E Buildings/ Equipment PW's, 4 Category F Utilities PW's with 85 separate locations, and 3 Category G Parks PW's; 1 DR 4337 Florida Local Mitigation Strategy approval and project application.

- **Category B Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal:** DP&O worked close with the Florida City Project Manager and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval with FEMA PW.

Post Irma the Recovery team coordinated with the City Engineer, Public Works and Water Control facilities Directors, all damage assessments; gathered and reconciled emergency services costs documentation work orders, force labor, payroll and equipment used, field logs and reconciled with payroll ledger. DP&O ensured all tasks were properly described and hours matched.

- **Disaster Materials Inventory:** DP&O created the pre-disaster inventory for Several Departments (Water/Sewer, and Public Works) from purchase records, and reconciled all purchased Materials with receipts and inventory.
- **Donated Resources:** DP&O maintained a donated resources list to include quantities, value, and volunteer staff for distribution, Police for inventory security. All inventory items distributed included support receipts for FEMA State credit to offset the Florida county share.
- **Hazard Mitigation Grant Management/Local Mitigation Strategy:** DP&O obtained DR 4337 LMS project approval for Storm drainage improvement system of \$1.2 Million dollars and prepared the submittal application with supporting documents for funding which included coordinating with engineer scope of work and reviewing estimate, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

**City of Homestead, Florida: *Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance; COVID-19 FEMA Recovery; CARES ACT Recovery***

**Contract Date:** November 2018 – Current

**Cubic Yard:** 250,000+

**Client Contact:** Steve Taylor, EM Director – (C) 305-283-9241 email: [staylor@cityofhomestead.com](mailto:staylor@cityofhomestead.com)  
100 Civic Ct., Homestead, FL 33030

- **Audit and Records Reconciliation services Cat A, B, C, E, G: 4 Category A PW's; 5 Category E (Building & Equip) PW's; 1 Category B (Emergency Services) PW; 1 Category G (Parks) PW**

DP&O maintains a Document Management system per FEMA Category, per Project for client secured access to and maintains projects in audit proof format with supporting documents to facilitate a quick project close out and or audit. Additionally, all FEMA PA Portal submittals DP&O documents via screens shots and prepares a summary spreadsheet per project a PW tracking FEMA & State review progress, RFIs and replies.

**Description:** DP&O gathered, reviewed, separated, and reconciled all **Debris Removal and Monitoring contractor's data, and supporting documents as follows and input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

DP&O gathered and reconciled all Debris Removal and Monitoring Data for 4 Cat A periods identifying discrepancies between monitoring data and debris removal records including: Leaner/Hangers duplication, ineligible items, truck certs, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. Both Debris Removal and Monitoring contractor submitted invoices overlapping Category A reimbursement periods which DP&O had to separate all invoices and Monitoring documents and data to be consistent with FEMA Category A reimbursement periods for FEMA Portal submittal to each Category A Debris Removal project.

- **ROW to DMS** Ticket ledgers were audited with tickets, truck certifications, monitor logs data, and plotted on TRKR ADMS mapping system to identify tickets that fell out of city limits or that had incorrect GPS coordinates in order we could quickly correct.
- Solid Waste, Force labor and equipment used for debris removal was audited/ reconciled with Time Sheets, payroll ledgers, Daily logs, Tickets and Force equipment truck certifications.
- **DMS to Disposal (Final Haul out)** was reconciled with DMS load haul ticket, and disposal tickets for Correct quantities, DMS information and Disposal turn- around time.
- Leaners/ Hangers ticket ledgers were audited and reconciled with tickets, photos journals, for eligibility, GPS accuracy, address, measurements, and proof of hazard over public right of way. DP&O also plotted on TRKR ADMS mapping system leaner hanger tickets to identify those out of city limits or that had incorrect GPS coordinates so that we could quickly correct the leaner hanger ticket ledger, photo journal and tickets.

**All discrepancies were corrected prior to FEMA final submittal.** All Debris Files submitted to FEMA PA Portal were labeled per FEMA labeling requirements.

**Audit and Records Reconciliation services Cat A, B, C, E, G: 4 Category A PW's; 5 Category E (Building & Equip) PW's; 1 Category B (Emergency Services) PW; 1 Category G (Parks) PW**

DP&O provided audit and record reconciliation services for all Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document management system for each FEMA category per project, per department all cost records, reconciling the data and obtaining missing information.

The Audit included Contracts review and Invoice reconciliation with City daily logs; between invoices, contract rates, task orders, and daily logs; There were Multiple Departments Force labor, Equipment, (including Police and EOC) records review.

Emphasis was placed on Category A (Debris Removal) and B (Emergency Services) for first submittal.

We have supported Homestead thru all FEMA and FDEM RFI's for each FEMA Category and have obtained Category A, B, E (Buildings and Equipment obligations and Category F obligations. We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's XACT RECOVERY Disaster Claims/Document Management system, and TRKR ADMS to facilitate project close out and audits. All projects financial supporting documents are 100% accurate and audit ready.

- **CATEGORY A** - DP&O assimilated and reconciled multiple departments (Parks and Recreation, Public Works, Streets and Stormwater) disaster costs documents and accounting information for Force labor, equipment, materials, and contractors: This included a review and reconciliation of Debris Monitoring and Debris Removal Records, invoices, load haul and disposal tickets including Hazard limbs/trees per FEMA requirements. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.
- **CATEGORY B, C, E and G** - for Category B DP&O performed assimilation and review of all Disaster cost data including force labor and equipment (Parks/Rec, Streets/Stormwater, Customer Service, and Police Departments) with payroll ledgers, Work orders and timesheets. For Category B, C, E and G DP&O reviewed all contractors invoices, detailed items missing, and cross checked with contractor rates and terms to reconcile payments with invoices and supporting documentation, and all data submitted into the FEMA PA Grants Portal.

**Homestead Energy Services (HES):** *Disaster Recovery, Utility Restoration, Monitoring Services, Asset Inventory, Hazard Mitigation.*

**Contract Date:** November 2018 – Current

**Cubic Yard:** 150,000+

**Client Contact:** Billy Branch, Asst Dir. – (O) 305-224-4707 email: [wbranch@cityofhomestead.com](mailto:wbranch@cityofhomestead.com)

DP&O Also utilized XACT Recovery BOLTEOC™ for documenting all HES 6,000+ damaged repaired power pole inventory with equipment construction unit details mapping and photos of damaged repaired poles. DP&O performed utility line clearing, monitoring and contractor data invoice and reconciliation for successful FEMA obligation.

- **2 CATEGORY F PW's (4 million) + Hazard Mitigation, and Category A** - DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles.**

- DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos.
- **MAA Crew and Force labor reconciliation**
- **UTILITY DEBRIS CLEARING, 150,000 + cy**
- **Hazard Mitigation Grant Project Qualification and approval for \$2.8 Million Dollars.**

**Miami Dade Colleges:** *Debris Monitoring / Debris Management Planning; Disaster Recovery Services; FEMA Program Assistance, Debris management planning, Department Training, Hurricane Dorian Monitoring Assistance.*

**Contract Date:** January 2019 - December 2019, Contract extended to Dec 21, 2021

**Client Contact:** Yakir Fernandez

**Phone:** (305) 766-8243

**Email:** Yfernand5@mdc.edu

- DP&O prepared MDC's Debris management plan to include 8 separate campus facilities/ college annexes. Detailed each campus environmentally sensitive areas, critical facilities, surface water features, and areas of limited access.
- DP&O identified strategic debris management sites to facilitate large scale disaster.
- DP&O performs Debris Management Plan (DPM's).

**Village of El Portal** – *Disaster Emergency Services, FEMA PA Assistance, and Debris Management and Monitoring.*

**Contract Date:** September 21, 2017 to present

El Portal Disaster Recovery contractors could not mobilize per El Portal emergency request to mobilize for Emergency Debris removal and Recovery services due to Hurricane Irma. El Portal via Florida City Mutual Aid requested for DP&O to assist with FEMA compliance with Debris Removal operations, Damage Assessments, recovery operations, FEMA PA Program management, Emergency Repairs including Debris management logistics and Monitoring of Emergency Debris removal contractor operations. El Portal was without power and limited internet for several weeks post Hurricane Irma and could not resolicit. The large mixed Debris Village wide was a significant safety and health hazard to the community. DP&O via Mutual Aid coordinated Debris removal crews and mobilized to ensure Miami Shores maintained FEMA compliance with Debris Removal operations, Damage Assessments, and Emergency Repairs. DP&O

**\*Category B, C, F, and G PWs: Prior to Hurricane Irma:** DP&O's Recovery team performed asset damages site inspections and validations and detailed all locations with GPS locations and photos. DP&O reviewed all insurance coverages for potential coverage and to document no coverage for FEMA reimbursement of repairs. This provided the necessary pre-disaster status of damaged assets per FEMA reimbursement requirements.

**PWs Submitted/Obligated:** - 3 Category A PWs, 1 Category B PW, 2 Category C PWs, 1 Category



G PWs, were approved by FEMA and Obligated . Project Closeout was July 11, 2019.

**\*Disaster Materials Inventory:** DP&O had to create the EP pre-disaster inventory form purchase records and Public Works items in stock. This “Pre-Disaster Material Inventory” is FEMA required for reimbursement of Materials used or purchased. DP&O reconciled all purchased Materials with receipts and inventory.

**\*Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal:** DP&O worked close with the El Portal City Manager and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval with FEMA PW.

Post Irma the Recovery team coordinated with the City Engineer and Public Works Directors, all damage assessments; gathered and reconciled emergency services costs documentation work orders with force labor, payroll and equipment used. All Labor/Equipment field logs, and Work Orders were reconciled with payroll ledgers and DP&O ensured all tasks were properly described and hours matched.

**Waste Management Miami-Dade County, Palm Beach and Broward County Cities:**  
*Assist WM clients with FEMA compliance, Debris Management planning and logistics.*

**Waste Management, Government Affairs and Contracts Manager Contact:**

**Contact Jason Neal, Waste Management, Government Affairs Manager Dade Co.**

**Phone:** 305-545-4848; **office:** 305-986-6107; **Email:** [jneal2@wm.com](mailto:jneal2@wm.com)

**Hurricane Katrina (DR 1602, August 2005) and Wilma (DR 1609, October 2005), 10+ Million cubic yards of debris.**

**Dates of Services: August 2005- December 2008. December 2010 to present**

To facilitate quick turnaround of FEMA submittals and documentation, on behalf of Waste Management Cities who contracted Waste Management for Disaster Debris Removal. DP&O provided debris management logistics, contractors and trucks certifications, monitoring of debris operations including Debris management and Disposal sites. DP&O (Former DO&T) performed all Debris removal records reconciliation per each city and reconciled WM Disposal with Debris Removal data, ledgers and tickets. DP&O performed Contractor compliance per Federal regulations and reconciled all Debris Removal contractor invoices for payment. DP&O prepared all City FEMA reimbursement submittals for Category B (Emergency Road Clearing) and Category A Debris Removal for the below Cities in 3 Counties (**Miami-Dade County, Palm Beach and Broward County Cities**) which enabled a very rapid and successful FEMA Project Closeout and funds obligations. The DP&O Reconciliation Team performed records and cost reconciliation between Waste Management debris removal, and disposal invoicing with each of the below Miami-Dade, and Palm Beach cities on behalf of Waste Management and Cities.

**PWs submitted/Obligated:**

**Miami-Dade County Cities** - Key Biscayne, Florida County, El Portal: Total 16 Debris Removal Category A, and 6 Category B (Emergency Road clearing).

**Broward County Cities** - Southwest Ranches, Pompano Beach, and Lighthouse Beach; Total 6 Debris Removal Category A, and 36 Category B (Emergency Road clearing).

**Palm Beach County Cities** – Boynton Beach, Ocean Ridge and Jupiter; Total 6 Debris Removal Category A, and 3 Category B (Emergency Road clearing).

### **OUT OF STATE OF FLORIDA REFERENCES AND EXPERIENCE:**

**Mississippi, Tupelo Water & Light (TWL):** *Disaster Debris Monitoring and FEMA PA Recovery for Utilities*

**Contract Date:** 2014 – 2016

**Cubic Yard:** 300,000+

**Client Contact:** Johnny Timmons, TW&L Director; (C) 662-871-8350; (O) 662-841-6489

J.Timmons@tupeloms.gov, 320 N. Front St. Tupelo, MS 38804

DP&O maintains a Document Management system per FEMA Category, per Project clients have secured access to and maintains projects in audit proof format with supporting documents to facilitate project close out and audits. Additionally, all FEMA submittals DP&O documents via screens shots and prepares a summary spreadsheet per project a PW tracking FEMA & State review progress, RFIs and replies.

**Category A Debris Monitoring and Debris Management Logistics (300,000cy +):** DP&O performed all debris management logistics including Monitoring utilizing TRKR ADMS which included Emergency Road Clearing, Critical Hazard Tree identifications, Debris Removal to Disposal facility and hiring & training local monitors. All **Debris Removal and Monitoring data, and supporting documents were input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

- All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the debris management site (DMS), obtained DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. In addition, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that Florida city requested to save.
- **Category A Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into **TRKR™**, to verify each ticket was within the formal city boundaries.
- **Category F Power /Water Utilities - Disaster Force labor, Equipment, Mutual Aid and Materials Records review.**

DP&O Also utilized XACT Recovery BOLTEOC for documenting all power pole inventory with equipment and damaged repaired poles. This data exists on a secured database for HES to use for tracking daily maintenance of power poles.

- **Reconciliation – Pre-disaster materials Inventory:** DP&O updated the TW&L pre-disaster inventory from purchase records and items in stock. This “Pre-Disaster Material Inventory” is FEMA required for reimbursement of Materials used or purchased. DP&O reconciled all purchased Materials with receipts and inventory.
- **Force labor, Equipment** was reconciled with daily logs and payroll ledgers and compliance with payroll policy. Mutual Aid contractors’ invoices and equipment was inventoried with GPS locations of Power Distribution and above ground power and water control facilities.
- **Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal:** DP&O worked close with the Utility Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval for payment and FEMA PW submittal.
- All Labor/Equipment field logs, and Work Orders were reconciled with payroll ledgers and DP&O ensured all tasks were properly described and hours matched.
- **Contracts Compliance:** DP&O assisted TW&L with verbiage per FEMA/Federal Contracting requirements and performed review of recovery quotes and contracts for FEMA/Federal compliance prior to approval and or council award.

**PW’s obligated and funds Recovered:** TW&L received all disaster costs reimbursement for 2 Category A PW’s \$2.5 Million; 1 Category B PW \$550,000.00; 1 Category C, PW \$542,642.00; 1 Category F PW \$2.9 Million, and 1 Category D PW \$3.2 Million.

**Alcorn County Electric Power Association, Corinth MS: *Disaster Recovery and Grant Management Services.***

**Date:** December 2019 – Current

60,000 CY 20,000 Power Poles

**Client Contact:** Sean McGrath, CFO – (C) 662-287-4402 email: smcgrath@ace-power.com

**Category A Debris Monitoring and Debris Management Logistics (60,000cy +):** DP&O performed all debris management logistics including Monitoring utilizing TRKR ADMS which included Emergency Road Clearing, Critical Hazard Tree identifications, Debris Removal to Disposal facility and hiring & training local monitors. All **Debris Removal and Monitoring data, and supporting documents were input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in city limits.

- All debris removal operations and data were maintained per FEMA’s Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the debris management site (DMS), obtained DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. In addition, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that Florida city requested to save.
- **Category A Debris Removal Records Reconciliation:** Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets,

and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the city right of way. All tickets were dropped into **TRKR™**, to verify each ticket was within the formal city boundaries.

**PWs obligated and funds Recovered:** ACE received all disaster costs reimbursement for 2 Category F PWs \$2.5 Million.

DP&O performed assimilation and reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc). DP&O utilized our Utility/Asset Mobile app to map/inventory and photograph all 20,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments. DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O also qualified Hazard Mitigation for.

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 90% complete with ACE Field crews completing final recovery tasks.

**DP&O is utilizing DP&O's Utility and Asset Mobile app "XACT Recovery", "Bolt"** which allows all Utility Damaged Repaired poles to be inventoried, mapped and tracks equipment and maintenance updates.

DP&O Also utilized XACT Recovery BOLTEOC for documenting all HES power pole inventory with equipment and damaged repaired poles. This data exists on a secured database for HES to use for tracking daily maintenance of power poles.

- **2 CATEGORY F PW's + Hazard Mitigation, and Category A -** DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal and **50+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc). DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 60,000+ Damaged repaired power poles.**

DP&O created the **Damaged Power Pole inventory using BOLTEOC** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos; All **materials used for damaged repaired power poles** were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

**MAA Crew and Force labor reconciliation;** DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs crew location per grid worked and cross referenced with Pole ID numbers per grid.

- **UTILITY DEBRIS CLEARING, 300,000 + cy:** DP&O monitored and maintained Asplundh's debris

removal of debris hazards from utility power lines, utility substations and other critical facilities including the power generating station and utilities over waterways. Massive mixed Debris Piles prevented utility restoration and especially the utilities over or near waterways. DP&O used TRKR to monitor all Asplundh's debris removal hourly work, documenting locations, date, time, debris type, proof of hazard, and crews equipment and labor staff. Each grid section was reconciled with tickets, GPS locations and proof of hazard in public right of way and to critical facilities.

- **Hazard Mitigation Grant Management/Local Mitigation Strategy: DP&O obtained DR 4337 LMS project approval for Utilities In fracture Harding for Power Pole Systems for \$2.4 Million Dollars** and prepared the submittal application with supporting documents for funding which included coordinating with engineer scope of work and reviewing estimate, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O successfully supported the client with all replies to FEMA RFI's.

**State of Oklahoma:** *FEMA Oklahoma OEM Applicant Representation for Debris Monitoring & Developed Statewide Debris Management Plan and Implementation post disaster; Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County*

**Contract Date:** 2007 – 2014

**Cubic Yard:** 500,000+

**Client Contact:** Kathleen Shingledecker, Retired, State Public Assistance Recovery Director; former Infrastructure Branch Director - (O) 256-206-554; **Email:** [shingledeckeroem@gmail.com](mailto:shingledeckeroem@gmail.com)  
Current Address: 24589 State Road, Elkmont AL 35620

DP&O assisted with FEMA Disaster Debris Removal Program management emphasizing FEMA compliance for multiple disasters (Ice Storms, Tornados and Floods). DP&O performed Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County with debris **totaling over 500,000 cy**. Eufaula had sensitive environmental obstacles which included marine scattered debris along the Eufaula Lake shoreline and tributaries. DP&O obtained all permits and interfaced with the environmental agencies for project closeout for debris hazards. For Savannah & McIntosh County we managed DMS site, performed all truck certification and daily reconciliation with debris removal contractor's data and monitoring records. This included with identification and review of FEMA required documentation for damages validation, Project eligibility, and reconciling disaster costs for: debris removal and emergency/recovery repairs, including validating and properly classifying/separating emergency costs versus permanent repairs, for contractors, invoices and supporting documents, force labor and equipment. DP&O prepared PWs with all supporting submittals documentation for Category A-G projects for multiple applicants.

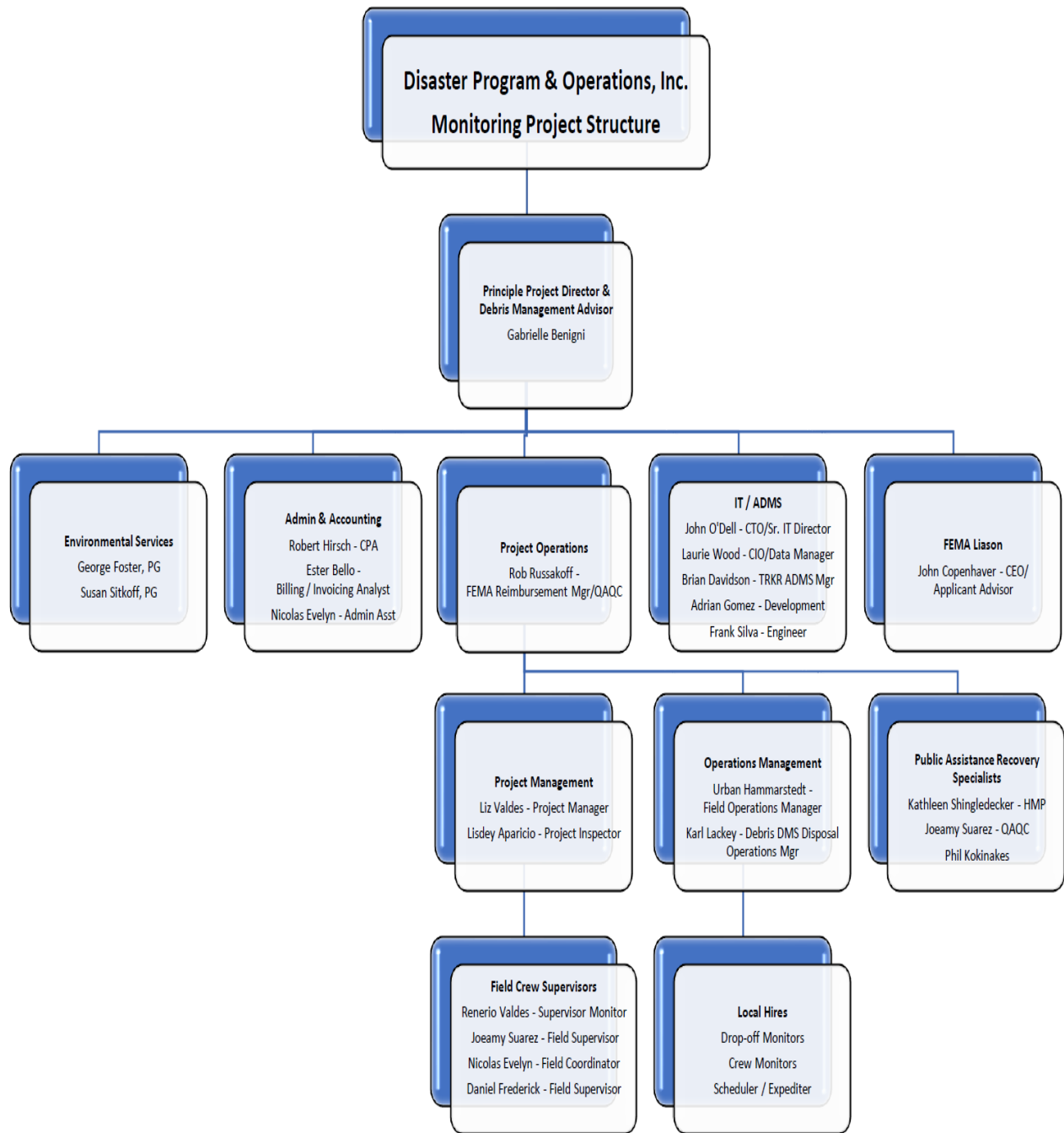
**Category A-G** where FEMA was denying applicants reimbursement due to FEMA misinterpretation of Contract Policies, and Invoice submittals for multiple applicants. DP&O prepared justification analysis for eligibility of contracts with local and State ordinances/policies and common practices for emergency contracts; DP&O validated invoices with supporting records reconciliation and prepared detailed explanation of emergency repairs and special debris removal costs in surface water areas maintained by the applicants. All appeals resulted in successful award of all appealed dollars and receipt of monies.



## **DP&O TEAM**

DP&O's staff and management has extensive experience with Disaster Debris Management Operations for large scale disasters including Hurricanes, Ice Storms, Floods & Tornadoes. **Disaster Program & Operations, Inc.** (formerly known as Disaster Operations and Training, Inc. incorporated 2005), has over 15 years of client representation for U.S. municipalities, South Florida's cities, State level, and Public Utilities clients. Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate, FEMA Region IV level); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Gabrielle Benigni**, President (recognized industry leader as Disaster Debris Management Specialist and FEMA Public Assistance reimbursement program policy); **Laurie Wood**, CIO (recognized WebEOC SME and EM Director our seasoned senior audit team excels with disaster debris records reconciliation to ensure compliance with all FEMA disaster reimbursement and OIG requirements. DP&O team is prepared to mobilize our experienced project management and debris contract monitoring and operational team which consist of all the positions but is not limited to the organizational staff below. DP&O staff capabilities also include FEMA Public Assistance Advisory Services, FEMA /Program Management, maintaining stringent documentation, requirements for Federal Disaster reimbursement, successful "Project Closeout and Flawless State/Federal Audits. DP&O has never had any negative finding against the organization. DP&O staff and management have a success record for obtaining and managing Hazard Mitigation (404 and 406) Financial and Grant Management Programs, FEMA negotiations, and FEMA Appeals representation, when necessary.

**PLEASE SEE DP&O ORGANIZATION CHART NEXT PAGE.**





**Gabrielle Benigni, DP&O President**

**Email:** [gbenigni@dpando.com](mailto:gbenigni@dpando.com)

## SUMMARY:

Ms. Benigni more than 20 years of Emergency/Disaster Response and Recovery services, Debris Management Planning, Debris Removal Operations and is an industry leader for FEMA Public Assistance (PA) program policy, State/ Federal Agency disaster reimbursement requirements, and OIG audits. As a degreed hydrogeologist she began her career directing Environmental Investigations, Contamination Assessments, contaminated site demolition and leveraged her expertise to perform Disaster Planning, Response and Recovery maintaining FEMA compliance for Public Utilities, Utility organizations, Cities, Colleges/Schools ensuring federal compliance and obtaining federal FEMA disaster reimbursement and qualifying projects for Hazard Mitigation.

As President of DP&O (Formerly DO&T), and EXACT Recovery she formed and developed the concept of “Recovery EOC™” web and mobile solutions combining Utility asset Management, daily work order cost tracking with Incident Mode for Disaster Claims & document Management. Using a SQL database “Recovery EOC™” can interface with any existing software programs and is the only disaster recovery program to interface with WebEOC (DHS voted as nations Crisis Incident Management software) used Statewide nationally and in many large cities.

Recovery EOC™ makes order out of disorder for municipalities and Utility organizations, ensuring business continuity during disasters, decreases recovery time and cost, and increases financial survivability from disasters offering: automating damage assessments, and recovery costs tracking with FEMA required submittals documentation, long term document management, and can interface with ESRI, and WebEOC.

Recovery EOC™ centralizes all Assets, Resources (Labor, Equipment, Materials, Contractors) with supporting attachments for multilateral Uses: Utility/Asset management, Work Management, Cost Tracking, Asset Mapping, with Daily and Incident Modes including a Reporting module functions for Client module that produces client specific reports and functions as a “Disaster Claims Management System” with all supporting documents and attachments.

Recovery EOC auto populates federal disaster claims forms, insurance companies and will provides long term disaster document storage in audit proof format. It is the only response and recovery pro.

With DP&O she represents the Tennessee Valley Public Power Authority (TVPPA) for FEMA/federal compliance for Utilities, Mississippi Public Utilities Managers association, and Homestead Utilities, promoting Regional Response and Recovery and Hazard Mitigation/Storm Hardening Projects. Currently, she assists numerous Florida municipalities, Colleges, Public Schools, Waste Management and with Disaster Recovery Operations, including Pre -Disaster Training, Debris Management Planning and FEMA Public Assistance Disaster reimbursement and compliance.

## AREAS OF SPECIALIZATION

- **Disaster Response and Recovery- Damage assessments, Federal PA program Policy expert for: Public Utilities, State, County, Municipalities; Public Schools & colleges.**
- **Debris Management Planning- Debris Removal Operations; Emergency Road Clearing & TDSR operations.**
- **FEMA and USDA Disaster Claims Management; Federal Appeals.**
- **Earthwork/levee construction; Demolition; Asbestos Removal.**
- **Proposal Preparation /Bidding, Project /Contract Administration/Management.**
- **Hazardous Materials Emergency Response -Fuel Spills**



She participates with IAEM (International Association of Emergency Managers) FEMA Caucus quarterly discussions of current FEMA trends and issues for applicant's reimbursements, and assists Waste Management with FEMA compliance and debris management issues for Dade County Cities

She has represented cities in Oklahoma and assisted Oklahoma Office of Emergency Management by preparing FEMA appeals for projects which, after second appeals process, were each successfully awarded at 100% appealed amounts for 14 appeals.

During 2013 Gabrielle, for Super Storm Sandy as State Consultant with NY DHSES, assisted the Liaison to the Chief of Public Assistance and Deputy Commissioner. Her tasks included critical applicants support (including Wastewater Treatment Facilities, and Port Authority) for appeals justification and critical applicant status reports for the Governor's office. She represented the State at various levels for FEMA Projects (Project Worksheets (PW)) Review, and approval at the State/FEMA initial review, State/FEMA QAQC review, and the Final PW Grantee level review and approval.

## SPECIFIC ACCOMPLISHMENTS

- Homestead Utilities, DR 4337 Irma Sept 2017: Damaged Repaired Power Poles and other Asset; Assimilation, and Reconciliation of 50+ Mutual Aid Crews, materials and transformers; Obtained Hazard Mitigation for Concrete Power poles, FEMA PA Projects obligation; Hazard Mitigation Project documentation and FEMA compliance.
- Mississippi Public Utilities Regional Disaster Response and Recovery Planning;
- Disaster Response Dec 28, 2015, EF 4 Tornado: Public Utilities 2 counties, 30 miles of services (Marshall and Benton Counties): Mobilized with Electric Engineer & Drones to perform Damage Assessments, Damaged Repaired Power Poles with equipment Inventory, and mapping; Obtained FAA Exemption for Drones; Debris Management; Emergency contractors and Mutual Aid crews reconciliation; FEMA PA representation and projects obligation;
- Hurricane Olga October 2019, Alcorn Electric Association: Pre – Disaster Asset Inventory with mapping and gps; Performed Damage Assessments, 16,000+ Damaged Repaired Power Poles with equipment, Identified Poles with safety issues: FEMA PA representation thru FEMA obligation / payment.
- Oklahoma -State Debris Management Plan (DMP) preparation and Implementation, for State of Oklahoma, OEM and is FEMA approved. Implemented templates and guidelines for State DMP implementation. Assisted with HMP programs for various disasters.
- Disaster Services for Oklahoma - Performed ice-storm, and tornadoes response and recovery, damage assessments and FEMA PW submittals. Represented municipalities as Applicant's Agent with FEMA, wrote the appeals and assembled supporting documentation for Oklahoma Emergency Management, for 14 FEMA appeals in Region VI that were all awarded at 100%- dollar value.
- Multiple Florida Cities, Hurricane IRMA DR 4337 Client representation, Response Resources including Mutual Aid coordination, Damage Assessments, FEMA PA submittals, documentation; Hazard Mitigation Projects qualification.

**EDUCATION:** B.S., Geology & Hydrogeology, University of Florida, Gainesville

## CERTIFICATIONS

- Hazardous Material Site Supervisor/ Trainer
- Advanced Supervision of Asbestos Abatement Projects - Georgia Tech
- State of Florida Dept. of Natural Resources Oil Spill Prevention, Response and Cleanup
- FEMA Debris Management Planning and Public Assistance
- Advanced PADI Scuba Training
- NIMS/ICS 100-800; HIPAA Chapter 110 –Eligibility Criteria Specialist.

## PRESENTATIONS/TRAININGS

- May 2015- TVPPA, FEMA Requirements for Utilities Disaster Reimbursement.
- May 2015- Edison Electric Institute- Grid Resiliency and Business Continuity
- May 2016- TVA-Licensed CPA Annual Conference – Disaster Accounting- FEMA Requirements, OIG Audits and lessons learned.
- August 2016, September 2016 - TVPPA E&O Annual conference, FEMA Mutual Aid requirements for Utilities.
- September 2017-TVPPA, Annual Safety Conference – Disaster Response & Recovery Planning emphasizing Mutual Aid FEMA Requirements, and lessons learned.
- August 2017, MECA – Michigan Electric Coop Assoc: Regional Disaster Planning, Mutual Aid, FEMA Disaster Reimbursement requirements; Tabletop Exercise.
- October 2017, - NWPPA (Northwest Public Power Assoc) and Alaska Public Power Utility Assoc: Regional Disaster Response, Mutual Aid and FEMA Disaster Reimbursement Requirements for Utilities; Disaster Tabletop Exercise.
- TVPPA, August 2019, Hurricane Irma DR 4337, Category 4: lessons Learned, Increase Resilience via mobile apps and drones; Maintain FEMA compliance.



**John J. O'Dell, Chief Technical Officer, Will serve as Senior IT Director**

**Email:** [Jodell@xactrecovery.com](mailto:Jodell@xactrecovery.com)

**SUMMARY:** John J. O'Dell, DP&O'S CTO, is one of the founders of ESI® and pioneered the concept of WebEOC® as the first web-based Crisis Information Management Systems (CIMS). Co-Creator/Partner of Xact Recovery He has extensive experience in the design and development of complex data integration and records management systems including command, control and emergency facilities, and specializes in Crisis Information Management Systems and critical systems integration technology.



**John B. Copenhaver, Chief Executive Officer, Will serve as Applicant Advisor**

**Email:** [JBCopenhaver@dpando.com](mailto:JBCopenhaver@dpando.com)

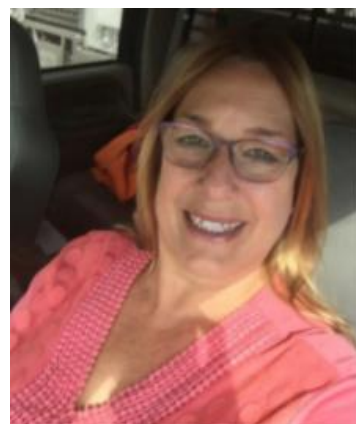
**SUMMARY:** John B. Copenhaver, DP&O CEO, FEMA Policy Expert, has been a licensed Georgia attorney since 1979. He has served in many senior executive roles, including as a Presidential appointee to FEMA, President and CEO of the Disaster Recovery Institute (DRI) International, and was appointed to the Board of Business Continuity Institute. His career has resulted in the following appointed positions of prestige: Principal of the Council for Excellence in Government, Washington, D.C.



**Laurie Wood, Chief Information Officer; Will serve as Data Manager**

**Email:** [lwood@dpando.com](mailto:lwood@dpando.com)

**SUMMARY:** Laurie Wood, DP&O CIO, has over 30+ years' experience in Emergency Management, ESRI/ GIS mapping, Program Management, including Oil & Gas, DOD, American Red Cross, CERT and worked with ESI/WebEOC (Juvare) for approximately 12 years as EM Solutions Manager/SME, and business development. She serves as DP&O's "XACT Recovery's" Data Manager, serving as client/ project data interface QAQC director. Laurie has assisted in 25 large scale disasters including debris operations and WebEOC implementation for incident response.



**Liz Valdes, Will serve as Project Manager**

**Email:** [LValdes@dpando.com](mailto:LValdes@dpando.com)

**SUMMARY:** Liz has and has served for 15 years with DP&O (and former Disaster Operation & Training, Inc.) in several capacities-Debris Management Specialist, Project Monitor Trainer and Disaster Debris SME for beaches, canals and other sensitive environments. Liz successfully managed South Florida Cities, in (Palm Beach, Broward, Dade-County) for multiple disasters in hiring, training, monitor placement with debris removal crews and assisted with obtaining Emergency Debris Management Site permits and performed successful site closure for over 10 million cubic yards. Additionally, she utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities. She specializes in FEMA compliance to ensure all tasks are per FEMA

Accelerated Debris Pilot Program and the most current PAPPG and FEMA Grants Portal.



**Rob Russakoff, Will serve as FEMA Reimbursement Manager/QAQC**

**Email:** [RRussakoff@dpando.com](mailto:RRussakoff@dpando.com)

**SUMMARY:** Rob has over 15 years of Disaster related experience and has served on over 15 large disasters with DP&O (and former Disaster Operation & Training, Inc.) in several capacities - as Project Manager implementing with debris management plans and updates, QAQC of debris field operations and monitors, debris and structure damage assessments, utilities recovery data gathering from the field/client departments. As Director of Debris Operations, he provides seamless mobilization and flow of equipment and staffing resources ensuring debris operations are efficient and that all staff and equipment are strategically mobilized. Rob coordinates all DP&O's ATT FirstNet phones and synchronization with

DP&O's TRKR™ ADMS system. He provides real-time back up supervision of monitor activities and all debris operations. He leads Recovery Records Audit team emphasizing FEMA compliance for documentation requirements using OIG Audit principles to ensure all disaster cost submittals accuracy. He maintains all client FEMA PW Tracking & Progress Reports. Specializes in ensuring all clients records & contracts are in compliance with 2 CFR 200 and that all records audited are per OIG & OMB audit standards.



**Urban Hammarstedt, Logistics; Collection Operations: Will Serve as Field Operations Manager/ FEMA/FHWA Grants Manager**

**Email:** [UHammarstedt@dpando.com](mailto:UHammarstedt@dpando.com)

Works with Logistics to support all projects field operations, site safety, supplies, mobilization, permits, daily progress and QAQC Monitoring. Urban has 10 years of Disaster debris management, DMS Site permits and operations, monitor training. He has served with DP&O in several capacities - Debris Management Specialist, Project DMS Site Supervisor and FEMA Recovery Assistant for records reconciliation. He also utilizes DP&O's TRAKR ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.



**Lisdey Aparicio, FEMA PA Recovery Specialist/ Debris Management Specialist / Will Serve as Project Inspector, FEMA PA Recovery Specialist**

**Email:** [LAparicio@dpando.com](mailto:LAparicio@dpando.com)

**SUMMARY:** Lisdey has served with DP&O (and former Disaster Operation & Training, Inc.) for 7 years in several capacities, as DP&O's Assistant Project Manager for Debris Removal monitoring and serves as a FEMA Recovery Specialist with Category A records, reconciliation & FEMA PA portal submittals. Lisdey assisted Hurricane Irma with multiple cities Debris Removal performing as supervisor monitor, debris site management operations. Including coordinating debris removal Contractor crews (leaner and Hanger with monitors and ensuring FEMA compliance. She

coordinated Final Haul out operations between City debris removal contractor and Waste Management for over 2 million cubic yards.





**Karl Lackey, Project Manager Utilities, Debris Disposal Operations/ Will serve as Debris DMS Disposal Operations.**

**Email:** [KLackey@dpando.com](mailto:KLackey@dpando.com)

**SUMMARY:** Karl leads all Utilities/Infrastructure CAT E & CAT F projects for damage assessments, emergency repairs, Mutual Aid Agreement (MAA) crews, records assimilation & reconciliation including utility materials inventory and reconciliation. Karl leads our team with training and utilization of Xact Recovery “BOLT” mobile mapping system to record damaged assets, inventory infrastructure including power poles and grid systems for pre & post disaster FEMA requirements. He has 5 years of Disaster debris operations including monitor coordination, training and supervisions utilizing DP&O’s TRKR™ ADMS. He has served with DP&O in

several capacities-Debris Management Specialist, Project Monitor Supervisor and Recovery Assistant to DP&O Program Director.



**Philip Kokinakes, Task Manager; Data Manager Asst/ QAQC/ Will Serve as Scheduler/Expeditior**

**Email:** [PKokinakes@dpando.com](mailto:PKokinakes@dpando.com)

**SUMMARY:** Phil has served as a Disaster Recovery Project Specialist with 7 years of experience as a Public Assistance Coordinator, Project Officer, Consultant, Debris Monitor and Roadway Inspector. Duties included inspecting Debris Management Sites. He has participated in over 8 major disasters assisting the operations and logistics managers for supplies, equipment, embolization & monitor placement.



**Joeamy Suarez, Recovery Specialist; Data Manager /Asst /QAQC/ Will serve as Field Supervisor**

**Email:** [JSuarez@dpando.com](mailto:JSuarez@dpando.com)

**SUMMARY:** Joeamy has been with DP&O since 2004 and has provided debris operations task management, debris monitoring supervision, monitor training, and QAQC of leaner hanger debris removal records reconciliation. She has participated in over 8 disasters with multiple cities and over 10 million cubic yards. She excels in reconciliation of Force labor, and equipment with payroll and time sheet data for FEMA submittal. She assists with Debris Removal monitor inspection and maintaining

monitor field logs. She is a trainer DP&O’s TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.



**Reinerio Valdes, Field Recovery Specialist; Field Supervisor Monitor/ Debris Management Specialist. Will serve as Field Supervisor**

**Email:** [RValdes@dpando.com](mailto:RValdes@dpando.com)

**SUMMARY:** Ray has served with DP&O (and former Disaster Operation & Training, Inc.) since 2005 in several capacities- as Debris operations field manager and Project Technical Specialist assisting with debris management plans, debris damage assessments, and maintaining field to office recovery data gathering. He has participated in over 20 disasters with projects estimating over 5 million cubic yards and also utilizes DP&O’s TRKR ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.



**Ester Bello, DP&O Administrator, Billing/Invoicing Analyst**

**Email:** [EBello@dpando.com](mailto:EBello@dpando.com)

**SUMMARY:** Ester Bello has over 20 years in a wide variety of accounting and office administration – from customer service, claims processing. She has served as DP&O's accountant and company administrator for 11 years and coordinated invoicing with DP&O's data manager for all field staff to ensure accurate billing and back up timesheets and records are accurate and maintained. She performs all invoicing with timesheets per client's requirement and FEMA DAC and monitor documentation requirements.



**Nicholas Evelyn, Recovery Specialist / Disaster Recovery Data Entry / QAQC/ Will Serve as Field Coordinator/ Crew monitor**

**Email:** [Nevelyn@dpando.com](mailto:Nevelyn@dpando.com)

**SUMMARY:** Nicholas has been with DP&O since 2015 and has provided debris performs debris monitoring supervision, QAQC of leaner hanger debris removal records reconciliation with photos, GPS locations on tickets and ticket ledgers. DP&O's clients reconciliation of Force labor, and equipment for FEMA submittal. He assists the project manager and operations and logistics and schedulers with field monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

**GEORGE K. FOSTER, M.S., P.G, Environmental Specialist Will serve as GIS Analyst**

**Email:** [Gfoster@dpando.com](mailto:Gfoster@dpando.com)

**SUMMARY:** Experience in Geology, Rock and Mineral Prospecting, Reserves Analysis, Drilling and Coring, Clay Mineralogy, Industrial Mineralogy, Portland Cement Chemistry, and Mine Permitting

**EDUCATION:** MS in Geology, 1985, University of Florida. Master's research involved trace element analysis by x-ray fluorescence (XRF) of Portland cement and cement raw materials and a statistical analysis of the relationship between trace element concentrations and cement mortar strengths. Graduate BA in Geology, 1981, University of South Florida. Declared an honor student senior year (GPA 3.5/4.0). Member USF Rugby Club, 1980 season.



**SUSAN SITKOFF, P.G., Environmental Specialist, GIS Analyst**

**Email:** [Ssitkoff@dpando.com](mailto:Ssitkoff@dpando.com)

**SUMMARY:**

Site assessments, environmental remediation implementation, geographic information systems (GIS), groundwater modeling, field oversight, construction inspecting, site planning and layouts, health and safety, sustainability analysis, geological analysis and mapping, statistical analysis, and risk based cleanup determinations.

**EDUCATION**

B. S. Geology, State University of New York at Stonybrook – Stonybrook, NY (1994)  
BOCES II Technical School, Electronics – Bohemia, NY, FL (1988)

DP&O commits that the key personnel and/or principals and management named in this proposal shall remain assigned to the project throughout the period of the contract. No diversion or substitution of personnel will be implemented without submission of a written request and with the qualifications and experience of the proposed replacement and agreement.

**TAB C: FINANCIAL STATEMENT**



## **STATEMENT OF LITIGATION**

**DP&O has no past or pending litigation or disputes related to the work described herein. DP&O has never been involved with any litigations.**

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T: **305-817-9729** F: 305-817-9732  
www.tdbank.com

**Miami Lakes**  
**16200 NW 57<sup>th</sup> Ave**  
**Miami Lakes, FL 33014**

**2/01/2021:**

To Whom It May Concern:

Our Customer, **Disaster Program and operations, Inc.** currently holds a Business Checking account with TD Bank, N.A.. The account information is as follows:

Account#: **4344953446**

Routing#: **067014822**

Please note **Disaster Program and operations, Inc.** has kept the account in good standing and is recognized as a valued Customer of TD Bank, N.A..

I may be contacted at the phone number below with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'G. Garrastazu', with a long horizontal flourish extending to the right.

**Gabriel Garrastazu**  
**Store Supervisor**  
**TD Bank, America's Most Convenient Bank**  
**16200 NW 57<sup>th</sup> Ave**  
**Miami Lakes, FL 33014**  
**Ph: 305-817-9729**  
**Fax: 305-817-9732**

DISASTER PROGRAM & OPERATIONS, INC.  
(A Subchapter S Corporation)

FINANCIAL STATEMENTS

DECEMBER 31, 2018

WITH

REVIEW REPORT OF CERTIFIED PUBLIC ACCOUNTANT

DISASTER PROGRAM & OPERATIONS, INC.  
(A Subchapter S Corporation)

DECEMBER 31, 2018

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ROBERT D. HIRSCH  
Certified Public Accountant  
10033 Sawgrass Drive W.  
Ponte Vedra, Florida 32082

To the Board of Directors  
Disaster Program & Operations, Inc.  
Ponte Vedra Beach, FL 32082

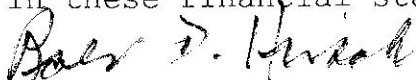
I have reviewed the accompanying balance sheet of Disaster Program & Operations, Inc. (A Subchapter S Corporation) as of December 31, 2018 and the related statements of income and retained earnings, and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Disaster Program & Operations, Inc. (A Subchapter S Corporation).

A review consists principally of inquiries of Company personnel and analytical procedures applied to the financial data. It is substantially less in scope than an examination in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, I do not express such an opinion.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

My review was made for the purpose of expressing limited assurance that there are not material modifications that should be made to the financial statements in order for them to be in conformity with generally accepted accounting principles. The information included in the accompanying supplementary schedules are presented only for supplementary analysis purposes. Such information has been subjected to the inquiry and analytical procedures applied in the review of the basic financial statements, and I am not aware of any material modifications that should be made thereto.

The Company, with the consent of its shareholder, has elected, under the Internal Revenue Code, to be an S corporation. In lieu of corporation income taxes, the shareholders are taxed on their proportionate share of the Company's taxable income. Therefore, no provision or liability for federal income taxes has been included in these financial statements.

  
July 19, 2019

DISASTER PROGRAM & OPERATIONS, INC.  
(A Subchapter S Corporation)

-2-

BALANCE SHEET

DECEMBER 31, 2018

(UNAUDITED - SEE ACCOUNTANT'S REVIEW REPORT)

ASSETS

Current Assets	
Cash	\$171,472
Accounts receivable	<u>325,622</u>
	497,094
 Fixed Assets, at cost	
Transportation equipment	46,161
Furniture and equipment	<u>1,467</u>
	47,628
less: Accumulated depreciation	<u>11,129</u>
	<u>36,499</u>
	<u>\$ 533,593</u>

LIABILITIES

Current Liabilities:	
Accounts payable	\$ <u>- 0 -</u>
	- 0 -

SHAREHOLDER'S EQUITY

Common Stock	1,000
Paid in surplus	48,000
Retained Earnings	<u>484,593</u>
	<u>533,593</u>
	<u>\$ 533,593</u>

See accompanying notes to financial statements

DISASTER PROGRAM & OPERATIONS, INC. -3-  
(A Subchapter S Corporation)

STATEMENT OF INCOME AND RETAINED EARNINGS  
FOR THE YEAR ENDED DECEMBER 31, 2018  
(UNAUDITED - SEE ACCOUNTANT'S REVIEW REPORT)

Contract revenues earned	\$1,549,719
Cost of revenues earned	<u>995,365</u>
Gross margin	554,354
General and administrative expenses:	
Accounting	33,815
Administration	65,434
Advertising and Promotion	32,991
Automobile	7,081
Bank service charges	759
Charities	1,552
Computer expenses	13,520
Continuing education	1,000
Dues and subscriptions	5,615
Insurance	11,815
Legal and accounting	54,250
Meals and entertainment	10,243
Office expense	11,163
Postage	1,925
Rent	32,239
Repairs and maintenance	200
Taxes and licenses	2,240
Telephone	4,898
Utilities	<u>813</u>
	291,553
Net income from operations	262,801
Other income/(expenses)	
Depreciation	<u>( 7,969)</u>
Net income	254,832
Retained earnings - December 31, 2017	<u>338,364</u>
	593,196
Distribution to shareholder	<u>108,603</u>
Retained earnings - December 31, 2018	<u><u>\$ 484,593</u></u>

See accompanying notes to financial statements

DISASTER PROGRAM & OPERATIONS, INC.-4-  
(A Subchapter S Corporation)

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED DECEMBER 31, 2018

(UNAUDITED - SEE ACCOUNTANT'S REVIEW REPORT)

Cash flows from operating activities	
Net Income	\$ 254,832
Depreciation	<u>7,969</u>
	262,801
 (Increase) decrease in:	
Trade accounts receivable	(188,400)
 (Decrease) increase in:	
Trade accounts payable	<u>- 0 -</u>
Net cash provided by operating activities	74,401
 Cash flows from investing activities	
Purchase assets	( 29,628)
Shareholder distributions	<u>(108,602)</u>
Net cash (used by) financial activities	<u>(138,230)</u>
Net decrease in cash	( 63,829)
Cash - December 31, 2017	<u>235,302</u>
Cash - December 31, 2018	<u><u>\$ 171,472</u></u>

See accompanying notes to financial statements



DISASTER PROGRAM & OPERATIONS, INC.-5-  
(A Subchapter S Corporation)

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounts Receivable

The Company evaluates its accounts receivable periodically during the year. All accounts deemed uncollectible at that time are written off.

Income Recognition

The Company follows the percentage-of-completion method of accounting for contracts. Accordingly, income is recognized in the ratio that costs incurred bears to estimated total costs. Adjustments to cost estimates are made periodically, and losses expected to be incurred on contracts in progress are charged to operations in the period such losses are determined. The aggregate of costs incurred and income recognized on uncompleted contracts in excess of related billings are shown as a current asset, and the aggregate of billings on uncompleted contracts in excess of related costs incurred and income recognized is shown as a current liability.

Contract costs include all direct material and labor costs, sub-contractors' costs and those indirect costs determined to be related to contract performance.

Depreciation

Depreciation is provided for by using the accelerated methods over the estimated useful lives of the assets for both financial statement purposes and for tax purposes. Major improvements which extend the useful life of an asset are capitalized. Repairs and maintenance expenditures are charged to operations as incurred.

Use of Estimates

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could vary from the estimates that were used.

Subsequent Events

Management has evaluated subsequent events through July 19, 2019, the date of the financial statements. No events were identified as necessary to be disclosed to keep these financial statements from being misleading or that provide additional evidence about conditions that existed December 31, 2018, including estimates inherent in the process of preparing these financial statements.

**Bank**

America's Most Convenient Bank ®

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Miami Lakes, FL 33014  
Ph: 305-817-9729  
Fax: 305-817-9732

## DP&O ACCOMPLISHMENTS



## Software Solutions



DP&O's TRKR and BOLT EOC can interface with WebEOC, the Nations DHS lead incident management solution utilizing at every Emergency Operation Center in the 50 States and County's including FEMA Head Quarters. DP&O's accomplishment for rapid immobilization to document 20,000 power poles damages, repairs, and emergency utility line clearing with mapping and photo details. The ability to gather the FEMA required documentation and submit all disaster project submittals within 4 months facilitating Alcorn County Mississippi to receive their FEMA reimbursement in 4 months.

## Bringing calm through the storm.

DP&O, Inc, and eXACT RECOVERY™ provide seamless strategic disaster planning, system-wide tactical emergency response services and wrap-around recovery solutions. We help our clients navigate the chaos of large-scale disasters - increasing resilience, building business continuity and increasing long-term financial sustainability. DP&O and eXACT RECOVERY™ provides turn-key, cost effective solutions to government, public and private sector clients.

### Recent Case Studies

"Just know this, like the first responders and health care workers that are being titled as heroes throughout this "C" crisis.....You rank there with them as silent heroes, because without you the residents here in Homestead would be suffering even more than they are now had we not recovered the funding that you were able to do for us."

— Steve Taylor, Emergency Manager, City of Homestead



Homestead, FL



Alcorn County, MS

#### **“Steve Taylor, Emergency Manager-City of Homestead”**

Homestead hired DP&O in December 2018 to assist homestead with hurricane Irma FEMA Disaster Project Submittals for over 12 large homestead projects. DP&O reconciliation and audit team began working in January 2019 focusing on the CAT A Debris Removal/ Monitoring Contractor Data reconciliation. DP&O successfully submitted over 12 projects.

April 7, 2021

Laura M. Rybka, JD, ARM,

Please accept this response to your inquiry pertaining to disaster response and recovery service relating to Disaster Program and Operations (D.P.&O.).

DP&O came on board with the City of Homestead in December of 2018. Since then they have continually provide us confidence with their experience, knowledge base and expertise in the field of debris management, mutual aid contracts, and navigating thru the FEMA & FDEM jungle.

Their team of seasoned professionals are well versed in the policies and process required by FEMA and the State of Florida for successful project completion and obligation of funds. They have been providing us, the client/customer, recommendations and assistance in improving our internal processes related to disaster and grant acquisition financial administration.

DP&O experts do possess an excellent working knowledge of the current FEMA Grants Portal as well as the State PA site. Their staff of professionals have been instrumental in reviewing current documents and uploading additional required information into the FEMA Grants Portal, coordinating with FEMA PDMG's and TFL's.

RFI's (Requests for Information) generated by FEMA and or the State FDEM are thoroughly studied, analyzed and appropriately responded to after review and discussion with us the client/customer.

DP&O has provided additional staffing to collect and audit all disaster related documents to be sure we were compliant with FEMA and State regulations. The staff appears to be quite dedicated and task oriented.

Finally as a proactive response related to their observations on our internal operations they were a good source to identify our weaknesses relating to financial aspects in disaster recovery management, and has developed a comprehensive list of suggested improvements and changes in policy that will aid in assuring that the next recovery process is completed in a timely manner and accurate. The cost reduction benefits in labor hours, especially in a small or minimal staff environment such as ours, are well worth the investment.

Note:

DP&O has assisted the City of Homestead in recovering approximately \$13 million in disaster related damages from Hurricane Irma plus an additional \$2 million in a Hazard Mitigation Project to harden our power grid infrastructure.

Yours in Emergency Management,

Stephen M. Taylor  
Emergency Manager  
City of Homestead  
Office: 305-224-4519  
Cell: 305-283-9241

## **TAB D: REFERENCES**

**1. City of Florida City, Florida:** *Debris Monitoring & Management; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery*

**Date:** December 2016 – Current

**Client Contact:** Eugene Leon, Project Mgr – (C) 786-304-8230 email: [projmng@floridacity.gov](mailto:projmng@floridacity.gov)  
Jennifer Evelyn, City Clerk – (C) 305-242-8218 email: [cityclerk@floridacity.gov](mailto:cityclerk@floridacity.gov)  
404 W Palm Drive, Florida City FL 33034

**2. City of Homestead, Florida:** *Debris Monitoring & Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance; COVID-19 FEMA Recovery; CARES ACT Recovery*

**Contract Date:** November 2018 – Current

**Client Contact:** Steve Taylor, EM Director – (C) 305-283-9241 email: [staylor@cityofhomestead.com](mailto:staylor@cityofhomestead.com)  
100 Civic Ct., Homestead, FL 33030

**3. Homestead Energy Services (HES):** *Disaster Monitoring & Recovery Services*

**Contract Date:** November 2018 – Current

**Client Contact:** Billy Branch, Asst Dir. – (O) 305-224-4707 email: [wbranch@cityofhomestead.com](mailto:wbranch@cityofhomestead.com)  
675 N. Flagler Ave., Homestead, FL 33030

**4. Mississippi, Tupelo Water & Light (TWL):** *Disaster Debris Monitoring and FEMA PA Recovery for Utilities*

**Contract Date:** 2014 – 2017

**Client Contact:** Johnny Timmons, TW&L Director; (C) 662-871-8350; (O) 662-841-6489  
[J.Timmons@tupeloms.gov](mailto:J.Timmons@tupeloms.gov), 320 N. Front St. Tupelo, MS 38804

**5. Alcorn County Electric Power Association, Corinth MS:** *Disaster Recovery and Grant Management Services.*

**Date:** December 2019 – Current      60,000 CY 20,000 Power Poles

**Client Contact:** Sean McGrath, CFO – (C) 662-287-4402 email: [smcgrath@ace-power.com](mailto:smcgrath@ace-power.com)



<b>Client Name and Address</b>	<b>Description of Services</b>
<b>City of Homestead, FL</b>	<i>Debris Management &amp; Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i>
<b>City of Florida City, FL</b>	<i>Debris Management &amp; Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i>
<b>Miami Dade County Public Schools</b>	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
<b>City of Sunny isles Beach. FL</b>	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
<b>Homestead Energy Services (HES),FL</b>	<i>Disaster Recovery and Monitoring Services</i>
<b>Brevard county public schools, FL</b>	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
<b>City of Edgewater, FL</b>	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>
<b>City of Edgewood, FL</b>	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance.</i>



## **TAB E: PROPOSAL MATRIX**

### **DP&O's Qualifications & Expertise for Project Scope Elements**

DP&O understands and shall provide Disaster Debris Monitoring Services and Financial Recovery Assistance (on an as needed basis). It is our understanding the County is preparing for future Disasters by entering a pre-event contract for Disaster Debris Monitoring Services. DP&O's experience and successful completion of many complex debris monitoring projects with challenging obstacles. We have developed a technical approach which facilitates Rapid mobilization, is "Scalable" and can be smoothly modified as the situation and challenges require, and which provides a seamless operation while effectively communicating and facilitating our clients' needs while maintaining federal compliance. Our project management approach below allows us to coordinate with all client departments and partner agencies to ensure the most time and cost-effective debris management and monitoring operations.

DP&O is an AT&T FirstNet approved contractor which we bring 150+ AT&T FirstNet cell phones to client and our monitors which allows us priority First Responder access to internet and cell signals.

DP&O's excellent disaster programs emphasize planning to promote pre-disaster preparedness, efficient restoration, while adhering to federal reimbursement requirements, which decreases financial impact to our clients, and maximizes eligible FEMA reimbursement in the event of a federally declared disaster.

**Our Corporate Principles** each have 25+ years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate at Region IV level, Headquarters); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ) Co-Creator and Partner of Xact Recovery; **Gabrielle Benigni**, President, recognized industry leader as Disaster Debris Management, FEMA Claims Programs and Process & creator of XACT Recovery Software Program); and **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). DP&O's Corporate team includes the counsel support of Baker Donelson, Ernie Abott, former FEMA National Counsel, as appeals advisor expert.

**DP&O Staff consists** of degreed environmental professionals, former Emergency Management Directors, FEMA Public Assistance Recovery experts, Debris Management Planners, Debris Monitoring Trainers & Coordinators. DP&O maintains 150 on- call trained monitors in Florida and additional out of state staffing resources employed in Mississippi, Georgia, and Alabama.

DP&O has been providing debris removal management and monitoring services and FEMA Public Assistance representation since 2004 for over 20 disasters including Hurricanes, Ice Storms, EF 4 tornadoes, and Floods and we have supported over 100 Cities, and Counties, Public Colleges and Public Utilities applicants as well as serving as Subject Matter Experts to resolve reconciliation and Federal Reimbursement issues between Debris Removal contractors and other Monitoring companies.

We have a proven track record of efficient mobilization of trained monitors and professional management staff, accurate debris monitoring methods, providing efficient and cost- effective debris removal logistics and providing documentation for successful FEMA reimbursement. DP&O has a successful track record for engaging FEMA and the State FDEM to overcome and negotiate discrepancies between FEMA and Client.

**Lessons Learned Applied:** Based on our extensive experience, we know that client and debris removal coordination are critical to a successful debris removal recovery. Our confidence in providing successful recovery relies on several practices:

- Pre-Event Meetings, and Table-top Exercises.
- Pre-Event Coordination with Debris Removal Contractor(s) and client.
- Training and Cross Training Staff, Client staff; be providing training and technical assistance with Debris Removal Standard Operating Procedures manuals.
- Debris Management Planning- annual update of debris management plan and annual client /contractor training.
- Daily Progress meetings/ conference calls with Debris Removal contractor and key management staff and client-to discuss progress, obstacles and resolve issues.
- Using State of Art technology and mobile software to track disaster emergency repairs thru recovery and track every debris removal task/cost with all FEMA required documentation.
- Long term document management system of all disaster costs and related records per Department per FEMA Categories.
- Maintain track record of ALL FEMA /FDEM communications, meetings phone calls and emails.

Early organization and accurate tracking of Category A and B activities maximize reimbursement. Meticulous documentation and tracking of employee time, and accurately capturing activities is critical to recovering all eligible recovery costs.

**Financial Capability:** DP&O is a debt free company with \$500,000.00+ bonding ability and the financial capacity to cash flow regional largescale mobilization of debris removal and recovery staff of over 150 staff.

DP&O has an excellent understanding of the documentation involved for the reimbursement from FEMA, FHWA, or Other Federal Agencies, and the State relief programs to make the process of cost recovery efficient and accurate. The processes and documentation required will be in strict compliance with FEMA, FHWA, FDOT or other State and Federal Agencies, and other State relief programs regulations regarding eligibility.

## **SCOPE OF WORK / STATEMENT OF WORK UNDERSTANDING:**

DP&O understands Franklin County RFP request and DP&O shall be providing perform monitoring functions on the removal and lawful disposal of disaster-generated debris (other than household putrescible garbage) from public property and public rights-of-way, on site and at Temporary Debris Staging and Reduction Sites (TDSRS) within the Entity's immediately after a hurricane or other disaster.

DP&O is experienced and capable of efficiently overseeing and monitoring the removal of large volumes of disaster-generated debris from a large area in a timely and cost-effective manner and ensuring the lawful disposal of all debris. DP&O has the capabilities of assembling, directing, and managing a work force that can complete the debris monitoring operations in a maximum of 120 days.

### **DP&O specific services may include, but are not limited to:**

- DP&O shall coordinate daily briefings with key operational staff, Entity's staff, and debris management Contractor(s) to review, formulate and update debris assessment and removal operations and strategies. Schedule, manage and conduct periodic meetings with field staff and Contractors. Meetings shall be scheduled so that they will not impede, hinder nor delay the debris management Contractor(s) and the debris management operation.
- DP&O shall provide a daily report of debris Contractor crew assignments, working locations, number of trucks assigned, total loads, cubic yards collected by debris type, an updated map of streets where debris is collected, and other key operational statistics to the Entity's Project Manager or designee.
- DP&O shall coordinate daily scheduling, dispatching and logistical operations of the field collection monitors.
- DP&O shall hire, train, deploy and supervise all field collection monitors and staff.
- DP&O shall conduct debris surveys and perform debris estimation by debris types as requested by the Entity's.
- DP&O shall maintain accurate records of all debris collection vehicles, including the measurements of the inside of the useable bed space, photographs, license information, vehicle identification decal issuance and regular monitoring for vehicle modifications.
- DP&O shall track and coordinate responses to problems identified in the field, citizen complaints related to debris removal, including commercial and/or residential property damage

claims as a result of debris removal. DP&O shall maintain a detailed GIS database of customer complaints and resolutions.

- DP&O shall make all reasonable efforts to ensure that DMS have access control and security. Conduct end of the day duties and verify that all vehicles have left the DMS at the specified time established by the Entity's.
- DP&O shall make all reasonable efforts to ensure the field collection monitors are accurately recording the streets and locations where debris was collected.
- DP&O shall schedule work for all team members and sub-Contractors on a daily basis.
- DP&O shall conduct inspections on a regular, predetermined, and random basis. Make all reasonable efforts to ensure the appropriate frequency of oversight is performed for all work crews, vehicles, and locations.
- DP&O shall monitor the debris removal Contractor(s) and DMS(s) for compliance with their contract with the Entity's.
- DP&O shall provide training to Entity's staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection Contractor(s), Entity's, state, and federal agencies.
- DP&O shall develop forms, databases, etc. for tracking field activities, and submitting invoices for reimbursement, etc.
- DP&O shall prepare daily personnel tracking sheets (field reports) and shall be maintained for all Contractor personnel assigned to the project.
- DP&O shall set up schedules for monitors each day and coordinate cleanup crew assignments. Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps, trees, hangers/leaners, debris types, and other potential problems.
- DP&O shall prepare daily and periodic tracking reports to support debris removal, DMS operations and final debris disposal for audit purposes. Maintain a database of debris managed, costs incurred and reconcile debris collection and Contractor invoices.
- DP&O shall compile records and assist the Entity's with the preparation of required forms for reimbursement.
- DP&O shall, if requested by the Entity's, provide call center operators to receive and process calls from customers with disaster debris collection concerns within the Entity.

## **TRACKING DOCUMENTATION AND REIMBURSEMENT**

DP&O will utilize our **TRKR™** Automated Debris Management System (ADMS) to auto generate e-tickets, prepare detail load ticket input, track quantities, locations with mapping for all debris operations. ( ROW to DMS, ROW to Disposal, Leaner/Hanger/Stumps, and other debris hazards ) including certifying all equipment used. In the event manual tickets are requested by the client, DP&O will also provide a data entry/data manager to load tickets to track and document the removal and management of all Eligible Debris. DP&O shall be ensuring that all load tickets meet the requirements of FEMA and other Federal or State reimbursement agencies. DP&O will be retaining all original completed tickets on behalf of the County, which shall be turned over to the County, daily. Along with copies of completed load tickets shall also be retained by Respondent, vehicle driver, subcontractor, and DMC. Additionally, load tickets shall be scanned into a master electronic file with a summary spreadsheet identifying each truck and ticket.

### **TRKR™ADMS (Automated Debris Management System) Manual and Electronic Methods:**

The monitoring process to be used includes both the ADMS and manual Load Ticket preparation (if necessary). DP&O is a AT&T FirstNet Approved contractor which provides DP&O constant internet and cell phone access. DP&O's ADMS system is available on each of our Sonim AT&T FirstNet approved Android cell phones and is equipped with high resolution cameras, debris forms and has GPS accuracy of three (3) meters This will provide for accurate GPS and real time photo for debris progress tracking. The management of documentation and data reconciliation is critical for the efficiency of any project. Our "Automated Debris Management System" that has ability to accurately collect and store data collected in the field or at the Debris Management Site and performs data ticket reconciliation and tracking, therefore eliminating and human error for manual data ticket entry.

We anticipate that disaster debris removal activities will be derived from the grid/zone assignments. The crew size and resources will be adjusted or modified as needed during removal phase. DP&O will always seek ways to improve efficiency during the debris removal process.

### **Each load ticket shall contain the following information:**

- a) Municipality ( Franklin County )
- b) Prime Contractor name
- c) Sub-Contractor name
- d) Load ticket number
- e) Truck ID number and capacity
- f) Truck Driver name
- g) Date and time of pick up, loading
- h) Date and time of delivery, unloading
- i) Pick up location (street address or primary street between specific area)
- j) Loading Information
- k) Debris Clearing Cycle (Push, First Pass, Second Pass, Third Pass, etc.)
- l) Total cubic yards picked up.
- m) Debris classification (Vegetative, White Goods, C&D, Mulch, Stump, etc.)

- n) Load Monitor Printed Name and Signature
- o) Dump Monitor Printed Name and Signature
- p) GPS
- q) Inspector
- r) Unloading Information

DP&O will document all recovery work to ensure that proper records are maintained for load tickets and recovery costs for reimbursement purposes. During the first seventy (70) hours following a declared disaster, this may require documenting times that DMC manpower and equipment are actively used in order to document time-and material reimbursements. This shall also include any photographs or other means of confirming debris load information for reimbursement purposes.

DP&O shall assist the County of Franklin in preparing reports necessary for reimbursement by FEMA, FHWA and any other applicable Federal, State, or local agencies. Respondent shall provide daily reports throughout the disaster event, including updates for the daily briefing meetings; reports on the review and validation of the DMC; cubic yard/tonnage reports that provide the number of trucks and volume/tonnage of debris received at each TDMS as well as a total for all TDMSs; and a final report following completion of debris recovery operations. Supervising the preparation of detailed estimates and submitting them to the County debris manager. Implementing and maintaining a disaster debris management system linking the load ticket and debris management site information, including reconciliation and photographic documentation processes. Overseeing the entering, tabulating, and organization of collection and disposal data into required formats in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

**Data Manager:** The Data Manager serves as the County's representative in meetings with representatives of the Debris Contractor(s), State of Florida, FEMA, or other federal, state, or local agency speaking to data-related issues. DP&O shall retain all such documentation for at least ten (10) years following a disaster or emergency event. DP&O's data manager oversees the processing of load ticket information, including QA/QC aspects that ensure documentation is maintained in accordance with all federal, state, and local requirements. In our electronic Ticket system.

**Debris Site Monitoring:** DP&O understands that all debris collected must and shall be monitored and documented by trained DP&O debris site monitors. DP&O shall provide a Debris Site Quality Control Team consisting, at a minimum, of two (2) monitors per debris site. In addition to the monitors, DP&O shall provide spotters and other staff sufficient to monitor the debris removal contractors for contract compliance, efficiency and regulatory compliance.

**DP&O Debris site monitors services and responsibilities include:**

- Provide disposal site monitors and inspectors personnel
- Complete record of contract haulers' cubic yardage and other record keeping as may be needed on the provided load ticket
- Initial each load ticket before permitting truck to proceed from the check-in area to the tipping area
- Remain in contact with debris management/dispatch center or supervisor
- Perform other duties as directed by the dispatch/staging operation, debris management project manager, or designated County personnel.



- Accurately measure load hauling compartments and accurately compute volume capacity in cubic yards, document and record measurements and computations.

These staff members, in conjunction with the project management team, shall coordinate logistics of the debris management site(s) to ensure efficient traffic flow and proper handling of load tickets that record data in compliance with requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies (such as vehicle fullness, type of waste, etcetera).

DP&O shall observe all vehicles entering and exiting the disposal site, ensuring all vehicles are in good repair and safe with secure sideboards and have tailgate. No vehicles will be allowed to enter the debris management site without a tailgate. Debris management site monitors shall also provide verification that all debris reduction sites have access control and security.

**DP&O Debris Management monitoring tasks include, but are not limited to:**

- a) DP&O shall be monitoring the type of waste prior to entering debris management site.
- b) DP&O Disposal Site/Tower Monitors shall estimate the volume of loads on percentage basis of debris collection vehicles.
- c) DP&O shall ensure safety and security of debris management site.
- d) DP&O will document and report activities to the County which may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns.
- e) DP&O will document and report to the County any violations of the Department of Environmental.
- f) If debris site conditions are violated, DP&O shall oversee tasks sufficiently to satisfy the remediation performed by the debris removal contractor.
- g) DP&O monitors will ensure that accurate, legible, and complete documentation is provided through load tickets and other logs and reports, as required.
- h) DP&O will certify the completeness of all load tickets that enter into a disposal site.
- i) DP&O's Exit Site Monitors shall ensure all outbound trucks and trailers are fully discharged of load prior to exit of the DMS.

**Vehicle Certification:** DP&O will ensure that all debris hauling vehicles will be certified prior to debris removal. DP&O understands the importance of having a certification on each vehicle.

**DP&O's TRKR™ Truck and Equipment Certification forms include the following:**

- a) Length
- b) Width
- c) Depth
- d) Gross Volume in cubic yards
- e) Reduction areas such as wheel wells to reduce volume areas in cubic yards
- f) Net volume in cubic yards
- g) Tag number of the vehicle
- h) Company vehicle number
- i) Drive of the vehicle name (printed) and signature



- j) **Monitor name (printed) and signature**
- k) **Date**
- l) **Photograph**

**DP&O's Truck Certification:** DP&O will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines and maintain both a manual and digital copy. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/disposal site for quality control. Certifications should also include a methodology to discourage collection contractors from modifying their vehicle after certification, such as identifying unique attributes to the vehicle like sideboards. Photographs of the vehicle and its driver shall be documented. Periodic spot checks and recertification of trucks that were potentially altered after initial certification shall be performed. Placards identifying load measurements will be provided by the contractor. All DRC equipment shall be certified and accounted for prior to any debris removal task. All debris load/ hauling vehicles will be measured and certified for cubic yard (CY) capacity prior to assignment for debris removal. DP&O will complete a certification of each vehicle using DP&O certification forms and documents to accurately record the cubic yard volume.

**DP&O's vehicle certifications form has the following information on paper form/ and Electronic TRKR™ form:**

**Vehicle Certification Form will have the following information:**

- Vehicles make, model
- Length
- Width
- Height
- Volume in cubic yards
- Tag number of vehicles
- VIN number of vehicles
- Vehicle type
- Driver of vehicle name
- Sub-Contractor representative name
- Certification monitor name certifying vehicle
- Date
- Vehicle certification number

**All DP&O forms and procedures comply with applicable guidelines (FEMA, etc.) as follows:**

- Length, width and depth, or height of the bed area. Any height extension also will be noted. Also, a notation will be made if the vehicle has or does not have a tailgate.
- The "as measured" gross volume in cubic yards.
- Reduction from the gross volume for such things as wheel wells, doghouses, etc. that reduce volume areas in cubic yards to obtain the Net Volume in cubic yards. This net volume will be placed on the placard along with a unique assigned truck/crew number and the name of the Debris Contractor (not subcontractor or owner).
- Vehicle tag or registration number of the vehicle and state of issue.
- Vehicle manufacturer make and Vehicle Identification Number (VIN).

- Owner name.
- Driver of the vehicle name (printed) and signature, driver's license number and expiration date of the driver and state of issue.
- A review of the vehicle insurance carried in the vehicle and that it matches the VIN.
- DP&O employee performing the certification name (printed) and signature.
- Date of certification.

2)

In addition to certifying the vehicle with forms, photographs shall be taken of each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications including photographs shall be retained by the Contractor on behalf of the County. Original certifications retained by the Contractor on behalf of the County shall be turned over to the County upon completion of the project. Additional copies shall be provided to the debris removal.. DP&O's documentation and truck certification process is FEMA approved.

Adhesive placards are affixed to each certified vehicle that provide name of Debris Contractor, the unique vehicle number such as "DT101," etc. and the certified net volume in cubic yards. These placards are adhesive and cannot be removed and affixed to another vehicle. These placards are able to be photographed by the Debris Management Site Monitors/Tower Monitors as well as by the DP&O Automated Debris Management System (ADMS) when a barcode is added to the placard.

Based on the storm generated debris amounts and the required crews/trucks, several truck certification teams should be assigned to eliminate lines of trucks causing traffic hazards and allow the Debris Removal Contractor to commence debris removal quickly and effectively. The majority of the vehicles presented to DP&O for certification will be certified and placard applied at the time of certification and the vehicle released for assignment at that time. DP&O has very little delay in its vehicle certification process as time is of the essence to begin debris removal.

**Below is an example of DP&O's TRKR <sup>TM</sup>ADMS truck certification.'**

<b>Truck No. 704489</b>	<b>Truck No. 704499</b>
<b>Tag No.: SFM409</b>	Tag No.: SFM409
<b>Type of Vehicle: Self-Loader</b>	Type of Vehicle: Self-Loader
<b>Certified Cubic Yards: 72</b>	Certified Cubic Yards: 72
<b>Designated Operator: Handy Man</b>	Designated Driver: Carlos Santana
<b>Date Certified: 10/22/2016</b>	Date Certified: 11/03/2016
<b>Unique Characteristics: Green Cab, Chassis, Truck Manufacturer, Driver Name</b>	Unique Characteristics: Red Cab, Chassis, Truck Manufacturer, Driver Name
<b>Certification Team: Randy Knowitall</b>	Certification Team: Ferrari Gonzales

In addition to certifying the vehicle with forms, DP&O will photograph each vehicle showing the vehicle number and type of vehicle. These photographs shall be attached with the certification. Original copies of these certifications including photographs shall be retained by DP&O on behalf of the County. All original certifications retained by DP&O on behalf of the County shall be turned over to the County upon completion of the project. Additional copies shall be provided to the debris removal contractor, the vehicle driver, and to DP&O.

#### **Debris Estimate and Methodology:**

DP&O leverages our TRKR for rapid accurate debris damage assessments both using windshield surveys, with mapping debris zones and visually quantifying debris (vegetative, c/d white goods, leaner. hangers,) using the TRKR mobile app form with photos. Additionally, we also plan ahead using USACE debris estimating model based on Residential household (population), Tree Canopy and Industrial density. Potential debris that could be generated and onsite damages to each of the MDC campus in the event of catastrophic Hurricane 4 or 5 which high winds could bring area disaster generated debris.

Debris forecasting is crucial to determining the size of the response needed. In general, the following formula is used to estimate debris quantities:

$$Q = H \times (C) \times (V) \times (B) \times (S)$$

<b>H</b> (Households)	=	Population / 3 (3 persons per household)
<b>C</b> (Category of Storm) Factor	=	(See Below)
<b>V</b> (Vegetative Multiplier) Factor	=	(See Below)

**B** (Commercial Density Multiplier) = (See Below)

**S** (Precipitation Multiplier) = (See Below)

<u>Hurricane Category</u>	<u>Value of “C” Factor</u>
1	2 CY
2	8 CY
3	26 CY
4	50 CY
5	80 CY

<u>Vegetative Cover</u>	<u>Value of “V” Multiplier</u>
Light	1.1
Medium	1.3
Heavy	1.5

<u>Commercial Density</u>	<u>Value of “B” Multiplier</u>
Light	1.0
Medium	1.2
Heavy	1.3

<u>Precipitation</u>	<u>Value of “S” Multiplier</u>
None to Light	1.0
Medium to Heavy	1.3

### **Residential Buildings**

County facilities the following formula and building blueprint dimensions will be used for estimating the quantity of debris from a demolished structures will be utilized in the event demolition of single-family residential buildings is required:

$$\frac{\mathbf{L \times W \times S \times 0.20 \times VCM}}{27} = \text{cubic yards of debris (cy)}$$

Where:

<b>L</b>	=	Length of building in feet
<b>W</b>	=	Width of building in feet
<b>S</b>	=	Height of building expressed in stories
<b>0.20</b>	=	Constant to account for the “air space” in the building
<b>27</b>	=	Conversion factor from cubic feet to cubic yards
<b>VCM</b>	=	Vegetative Cover Multiplier

The VCM is a measure of the amount of debris within a subdivision or neighborhood. The descriptions and multipliers are described as:

- **Light** (1.1 multiplier) includes new home developments where more ground is visible than trees. These areas will have sparse canopy cover.
- **Medium** (1.3 multiplier) generally has a uniform pattern of open space and tree canopy cover. This is the most common description for vegetative cover.
- **Heavy** (1.5 multiplier) is found in mature neighborhoods and woodlots where the ground or houses cannot be seen due to the tree canopy cover.

The amount of personal property within an average flooded single-family home has been found to be 25-30 cy for homes without a basement and 45-50 cy for homes with a basement. Estimates of personal property volume assumes all residential properties without basements.

## Outbuildings

In the event the County owned or outreach facilities that are a threat to the community require demolition, the following formula will be used to estimate the debris:

$$\frac{L \times W \times H \times 0.33}{27} = \text{cubic yards of debris}$$

Where:

**L** = length of building in feet

**W** = width of building in feet

**H** = height of building expressed in feet

**0.33** and **27** are constants as noted in 2 above

### 2.3.4 Vegetation

Vegetation is the most difficult to estimate due to the random sizes and shapes of trees and shrubbery. Based on historical events, U.S. Army Corps of Engineers (USACE) has established a few rules of thumb in forecasting and estimating vegetative debris.

- Treat debris piles as a cube, not a cone, when estimating
- 15 trees, 8 inches in diameter = 40 cy (average)
- One acre of debris, 3.33 yards high = 16,117 cy

## Volume – Weight Conversion Factors

These factors to convert woody debris from cubic yards to tons are considered reasonable and were developed by USACE.

Softwoods .....	6 cubic yards = 1 ton
Hardwoods.....	4 cubic yards = 1 ton
Mixed debris .....	4 cubic yards = 1 ton
C&D .....	2 cubic yards = 1 ton

Several truckloads will be tested to verify these conversion factors in the field. Certified Trucks should be well loaded, contain woody debris typical of that being removed, and truck capacities should be verified. Certified

Trucks will only be utilized for Disaster debris hauling and will be certified by the Debris Project Manager, and /or Debris Removal Contractor(s), Debris Monitoring Contractor.

**Load Ticket / Vehicle Certification Completeness:**

DP&O monitors will ensure that accurate, legible, and complete documentation is provided through truck certifications. When a monitor signs a vehicle certification or load ticket, he or she is certifying that ALL information on the document is completed, and the volumes/measurements are correct. DP&O monitors shall not sign or accept any partially completed information. Only complete tickets will be paid by the County. Additionally, debris site monitors shall, at a minimum of daily, calibrate his or her debris removal vehicle load determinations with the tower monitors. Disposal site monitors are expected to provide volume determination consistent with FEMA, FHWA, and all other applicable federal, state, and local agencies.

**Additional Monitoring Duties and Responsibilities:**

**DP&O's responsibilities of the Project Management Team include but not be limited too:**

- Overview of daily activities including status of damage complaints
- Cumulative debris totals by debris site
- Cumulative debris totals by day
- Summary of monthly debris removal efforts (cumulative and by debris site)
- Summary of mulch removal efforts (cumulative and by debris site)
- Summary of mixed/construction & demolition removal efforts (cumulative and by debris site)
- Stump volume by site
- DMS status
- Labor force report
- Debris site processing equipment summary
- Obtaining and become familiar with all debris removal contracts for which they are providing monitoring services.
- Documenting daily and weekly debris removal work, ensuring that proper records are maintained for trip tickets and recovery costs.
- Inspecting means and methods to measure and record work and recommending changes that may be needed.
- Stopping work in progress that is not being performed or documented in the appropriate manner.
- Inspecting work in progress to ensure that removal efforts include debris of the proper type in the proper areas.
- Checking work in progress to make sure that the proper work authorizations, permits, and other prerequisites have been received.
- Reporting on any improvements in work assignments and/or efficiency/productivity that may be appropriate.
- Maintaining digital photo documentation of debris removal work on a weekly basis.
- Aerial photography on a bi-weekly basis.
- Reporting damage within twenty-four (24) hours of knowledge of occurrence.
- Perform work in accordance with all applicable federal, state, and local laws and regulations.
- All reports will be submitted no later than 12:00 Noon the following business day or as requested by the County.

**DP&O's Collection monitoring quality control tasks include, but are not limited to, the following:**

- DP&O shall be verifying that all debris picked up is a direct result of the disaster.
- DP&O shall accurately be recording the addresses, streets, and locations where debris was collected.
- DP&O shall be verifying that the debris collection Contractor(s) are working in their assigned collection areas and roads.
- DP&O shall stop work in progress immediately for improper monitoring documentation or work not being performed in the approved manner. DP&O shall immediately notify the Project Manager to review matter and provide final resolution.
- DP&O will be Inspecting work in progress to assure that removal efforts include debris of the proper type in the proper areas.
- DP&O shall be assuring compliance with contracts by all debris Contractors and debris subcontractors.
- DP&O shall identify eligible stumps, hangers, and leaners. Coordinating with the County and federal/state representatives for eligibility determination and assure documentation (forms, photos, etc.) are completed for reimbursement purposes as may be required by FEMA.
- DP&O shall make all reasonable efforts to ensure that its employees and its subcontractor(s) are working in compliance with all federal, state, local safety regulations appropriate for the task being performed.
- DP&O shall coordinate with the County to respond to problems in the field, such as property damage complaints, debris crew issues, other customer complaints, etc. DP&O shall maintain a detailed database of customer complaints and resolutions. Property damage complaints must be tracked using a GIS.
- DP&O understands neither the services performed by DP&O under this Agreement nor the presence of DP&O nor shall its employees nor subcontractors at any site in performance of its services relieve debris removal Contractor or their subcontractors, the County's or any other entity of their obligations, duties, and responsibilities with respect to job site safety. Contractor has no authority to exercise any control over the debris Contractor or their subcontractors, the Entity's, or any other entity in connection with any health or safety precautions. Contractor shall have no responsibility for, advice on, or to issue directions regarding or assume control over safety precautions and programs in connection with the services performed by debris removal Contractor or their subcontractors or any other entity except to the extent relating to Contractor's employees.

**DMS/Disposal Sites**

DP&O will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from DMS sites through final disposal, if applicable.

**Debris Site Management Monitoring tasks include but not limited to:**

- Monitoring type of waste prior to entering debris management site;
- Disposal Site / Tower Monitors will estimate the volume of loads on percentage basis of debris collection vehicles and update the Load Ticket with the required information documenting the load;
- Ensuring safety and security of debris management site;
- Document and report activities to the County which may require remediation, such as fuel spills, hazardous materials, and other similar environmental concerns;
- Document and report to the County any violations of the Department of Environmental Protection's



(DEP) debris site conditions. If DEP debris site conditions are violated, the Contractor shall oversee tasks sufficiently to satisfy the remediation performed by the Debris Removal Contractor.

- Monitors will ensure that accurate, legible, and complete documentation is provided through load tickets and other logs and reports, as required.
- Certify completeness of all load tickets that enter into a disposal site;
- Exit Site Monitors shall ensure all outbound trucks and trailers are fully discharged of load prior to exit of the DMS.

### **G. Residential Debris Drop Off Site Monitoring.**

In the event the County decides to implement such a program, DP&O will set up, manage and monitor debris drop-off sites where local residents may bring storm debris themselves. We will work with the Parks or Public Works Departments to identify suitable sites, set up segregated disposal areas for different types of debris and provide staff to perform the following:

- Develop public announcements about site locations, hours and disposal criteria;
- Verify residency for each visitor and maintain a log;
- Verify that only storm debris is disposed of at the site;
- Track and record volumes and types of debris;
- Ensure that recyclables are segregated;
- Ensure that any Household Hazardous Waste is handled and stored properly; and Monitor the hauling of debris to final disposal and issue load tickets.

**H. Operational Reports and Record Documentation:** DP&O will prepare and submit operational reports throughout the duration of the debris removal operations. DP&O's daily reports shall document the debris removal. Each daily report submitted will contain the following minimum information:

a. Contractor Name

b. Contract Number

c. Reports and graphs to delineate production rates of crews and their equipment, progress by area and estimations of total quantities remaining, time to completion, and daily cumulative cubic yards of debris removed, processed and hauled. This reporting is due no later than 10:00 a.m. the following business day or as requested.

d. GIS mapping data updates and digitized reports

e. All GIS layers required will be provided to the Contractor by the County Public Works Department, prior to an event or as soon as possible to ensure up to date files and consistency in field structure. All GIS Data must be in an ESRI ArcGIS Desktop ArcMap 10.3 format or higher version.

f. Data exports should be at least monthly and utilize Microsoft® Excel® or other formats acceptable to County.

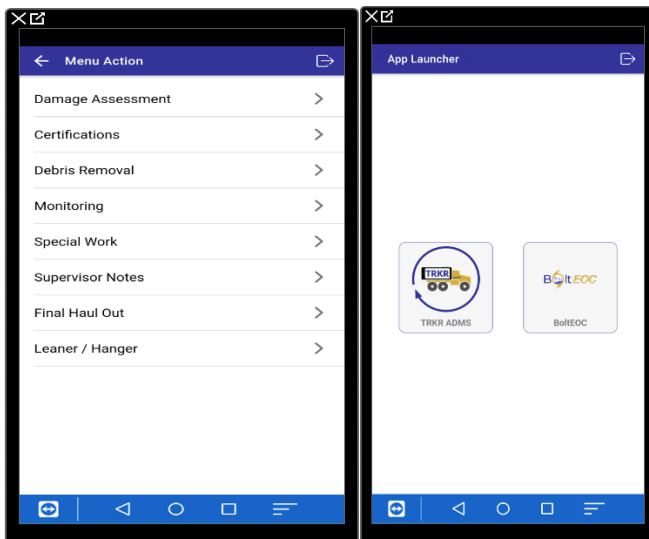
g. Scanned documents should be at a minimum 300 dpi and in jpg, tiff, or Adobe® PDF® file format.

DP&O will review and validate debris removal contractor(s) invoices prior to submission to the County for processing.

**I. Database Reporting:** DP&O shall be responsible for collecting, auditing for completeness and accuracy, tabulating and organizing disposal data into required formats, which will follow all requirements of FEMA, FHWA, and all other applicable federal, state, and local agencies.

**DP&O's ADMS TRKR™ has the system features including the following:**

- Paperless electronic (handheld device) data collection
- Database will be internet accessible to subcontractors, ENTITY'S, state, and other public entities on a need-to-know basis.
- Minimal manual entry of load ticket data fields.
- Automation of debris pickup location thru use of GPS technologies.
- Evaluation of daily event status using web-based reporting and GIS tools.
- Coordination of Contractor invoice reconciliation, FEMA documentation and applicant payment process enabled thru an integrated database management system.
- Auto Generates E-tickets.
- Obtains data without internet connection.
- Includes portable printers for printing tickets if necessary.



- Tracks Emergency Road Clearing Costs (Category B)
- Tracks ALL Category A Debris Removal Costs
- Tracks, automates and links all photos
- Automates ticket ledgers, quantities with all ticket information.
- Tracks and automates DMS operations and photos.
- Disposal – Tracks disposal tickets and reconciles with Loads hauled to disposal facility.

**DP&O TRKR™ database shall also include all information on debris removal including, but not limited to:**

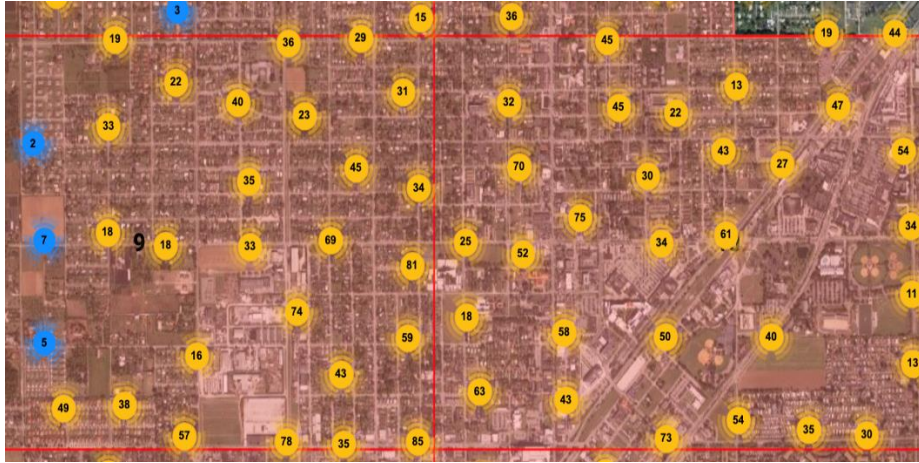
- load ticket, DMS site reduction, Disposal information ( with Photos )
- vehicle certification
- stump removal information
- Ticket Data information with Photos.
- hanger removal data, and leaner removal information
- determination of pass status (i.e. push, first pass, second pass, and subsequent passes.)

All Electronic Ticket ledgers, tickets, will be provided in Adobe PDF or Excell. All photos will be in PDF.

**TRKR™ is THE mobile application to assist with Debris Damage Assessment, cost tracking and validation and includes the following features.**

## **Project Mapping**

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the Owner's information, and FEMA documentation. DP&O will assist the Owner in public communication and will document and relay any citizen complaints for action by the contractor or the Owner.



Upon project award DP&O will download appropriate County zone maps which will define the correct boundaries to ensure all debris being removed falls within the preview of County so reimbursement in its entirety can be obtained.

**Electronic Monitoring:** DP&O will exercise the option to utilize electronic debris monitoring. DP&O will comply with the requirements included in “**Attachment “O”, Electronic Monitoring.**”

DP&O shall carefully document debris removal activities as well as hazardous trees and hazardous limbs using **TRKR ADMS** DP&O will work closely with the Owner to identify and approve removal of those critical debris hazards and DP&O will perform all documentation per strict FEMA requirements for **Hazard Trees (Leaners) and Hazard Limbs (Hangers)**, to ensure that debris removal is eligible for federal funding.

DP&O will provide all management, supervision, labor, and monitors with **AT&T FirstNet Sonim mobile phones with DP&O's Automated Debris Managements System (ADMS) TRKR™ for documenting all debris removal operations**, and which maintains all documentation per FEMA requirements, with mapping GIS locations of each ticket, and auto-populates the ticket ledgers. TRKR allows the client and DP&O to have real time view of all Debris Removal operations via the TRKR web-based app. TRKR is part of the software “Xact Recovery” which is further discussed in section d allows the client to communicate constantly with DP&O and be informed of all debris removal and monitoring operations and progress.

**Hangers/Leaners:** TRKR™ DP&O will validate that hazard limbs greater than 2 inches, and hazard trees measured including photos will be obtained for Leaners and hangers. The monitoring process to be used by DP&O for the County that includes both the ADMS and manual Load Ticket preparation if necessary.

DP&O fully trains the field staff on the requirements associated with their position, the requirements of debris removal and the need for proper documentation in accordance with the DP&O monitor forms and tickets that comply with FEMA and FHWA requirements.

**TRKR™ allows the client and DP&O staff to review all debris operations real-time.** auto populates ticket ledgers, has built in analytics for automated debris data reconciliation and continues to function maintaining data without internet downloading data when Monitor reaches internet signals.

**TRKR™** is user friendly, tracks Monitor location and prompts Monitors to perform functions including required photos and measurements. **TRKR™** automates the following data and records assimilation and database storage:

- Debris Damage Assessments
- Emergency Road Clearing
- All Category A Debris Removal Operations (ROW to DMS or Disposal; DMS to Disposal)
- Autogenerates tickets for ROW to DMS/Disposal; and Final Haul out of reduced debris.
- Autogenerates Leaner, Hanger tickets.
- Reconciles debris removed with landfill disposal.
- Reconciles TDSR (Temporary Debris Storage/Site Reduction) with final haul out
- Streamlines and maintains all documents and information for Leaners, Hangers and Stump removal operations.
- Maintains all data and records per FEMA requirements.
- Populates the FEMA Debris removal Project worksheet templates.

**In addition to TRKR™, DP&Os XACT Recovery offers “BOLTEOC”** Module which is a cutting-edge mobile app and web-based solution that enables users and Mutual Aid Contractors mobile access to Utility/Asset locations, with Asset equipment identified.

**This solution brings disparate information from multi departments into ONE Location for easy access for the following:**

- Infrastructure/Assets (including maps, GPS etc.)
- Labor
- Equipment
- Subcontractors
- Materials
- Mutual Aid Agreements
- Inventory
- Maps/GIS data
- Policies

**Xact Recovery is Scalable, Versatile and Adaptive to client’s needs Providing cross utilization and efficient strategic planning for:**

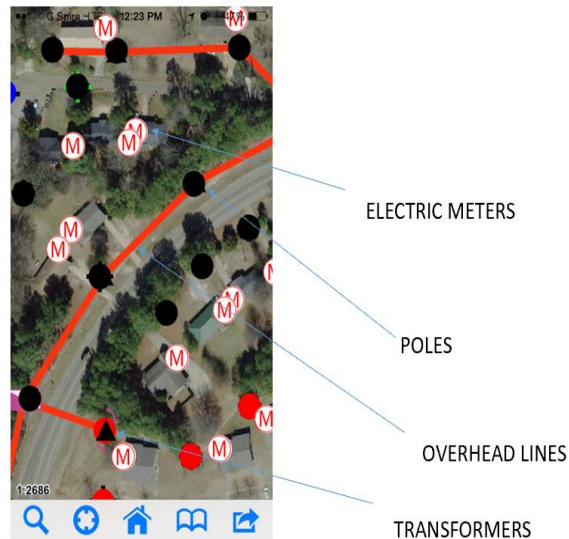
- Pre-Disaster Asset Status/Condition
- Asset Financial values, and Maintenance tracking
- Personnel training and certification
- Internal Policies updates (Payroll/overtime, Union agreements, Insurance etc.)
- Emergency Repair Work Orders and other Required forms for Support documentation Infrastructure to aid Response and Recovery



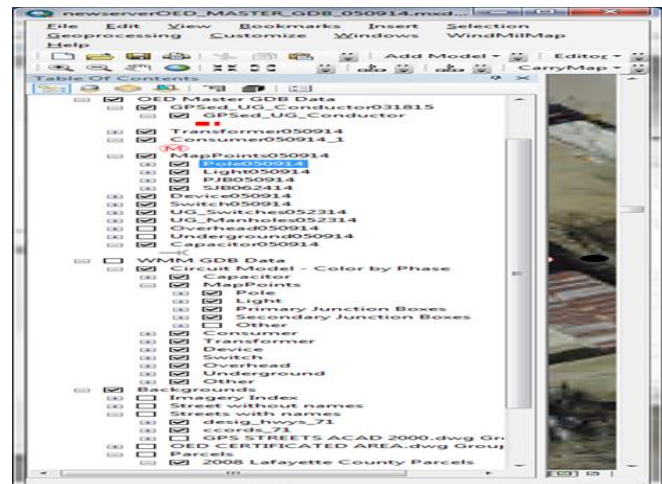
- Mutual Aid Contractors and other Resources
- Gap Analysis – to identify resource weaknesses

**DP&O's team offers time and cost-effective solutions and highly skilled professionals to promote grid reliability and regional planning.**

- Details Asset Equipment Inventory (Utilities, Power, Water, Other Infrastructure) Scalable for multiusers.
- Reports Inventory with Financial \$ value and via excel.
- Documents Inspections, and Repairs.
- Track Crew/Technician areas worked
- Track Crew/Technician areas worked
- Tracks Emergency /Recovery Costs (labor, equipment, contractors, materials)
- Works with Arc Gis or Goggle Earth for mapping assets.
- Works/Stores Data with Out Internet access; updates database when connected.



- ArcGIS Add-In
- Converts ArcGIS files to mobile file ".cmf" and ".exe" files for Windows & Windows CE
- Provides GIS information; Utility Asset details (equipment installed) with images.
- Ability to Search By Asset Type and Criteria
- Zoom to Your Location
- Retains GIS Layered Tree Structure; Ability to Select Different Viewing layers
- Email Asset Data Updates/ Inspections using "Pushpins"
- Attaches Reports With Current Inventory Financial Values
- Facilitates Accurate Disaster Damage Assessments
- Utility Restoration and Costs Tracking
- Crew progress tracking with mapping



## **Monitoring Mobilization & Operational Plan**

### **Staff Mobilization**

When directed DP&O will mobilize 2 to 3 days in advance with key staff experienced in various aspects of debris operations (including truck certification, mapping/zone development, etc.) in order to participate in the "response" phase of the disaster event. Additional staff shall be contacted and put on standby for potential mobilization. Logistical arrangements for out-of-town staff such as lodging arrangements for key staff is considered to be the responsibility of DP&O.

**DP&O has the capability to deploy debris monitors within 24 hours from notice-to-proceed. When**

**additional debris monitoring personnel are needed to meet requirements of the contract, DP&O shall increase the number of debris monitors as needed.**

**DP&O's Monitoring Mobilization & Operational Plan is Presented in the below diagram.**

Time	Task	Deliverables/Milestone
<b>Pre-Event (Preparedness and Mobilization Strategy)</b>		
H-96  (-96Hours: 96 Hours before disaster)	Review capabilities and ensure adequate resources	<ul style="list-style-type: none"> <li>• Contact the County and initiate a communications schedule</li> <li>• Review the County debris plan and prepare assets for activation.</li> <li>• Verify SWA TDRS Permit, Site status, Activation</li> <li>• Discuss deploying project manager of the County.</li> <li>• Maps Review and Priority Routes (Construction)</li> <li>• Run initial models to estimate impact and resource needs (Travel Logistics).</li> <li>• Communications Capability (Satellite)</li> <li>• Contact pre-screened the County debris monitoring workforce</li> </ul>
H-72	ADMS equipment, monitor forms, all Debris Supervisors and Monitoring staff notification and check in.	<ul style="list-style-type: none"> <li>• Verify and update staff and quantities mobilization.</li> </ul>
H-48	Monitor storm track and continue preparations	<ul style="list-style-type: none"> <li>• Continue communications with the County staff</li> <li>• Confirm staging location to mobilize resources</li> <li>• Prepare project assets and begin base camp logistics coordination (Personal Protective Equipment)</li> </ul>
H-24	Prepare final reports	<ul style="list-style-type: none"> <li>• Certify emergency road clearance equipment (in coordination with the debris removal contractor)</li> <li>• Coordinate documentation of emergency push activities.</li> </ul>
H-0	<b>Response &amp; Mobilization</b>	
H+12 Hrs. (12Hours post disaster)	Within 12 Hours of Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>• Mobilize DP&amp;O Project Manager and other key staff</li> </ul>
H+24 Hrs.	Commence work per the County work orders Mobilize to Field Operations Center (FOC) Debris Monitor Supervisors, Monitors and ADMS equipment for Emergency Road Clearing	<ul style="list-style-type: none"> <li>• Begin 70-hour emergency push and restore critical roadway passage.</li> <li>• Begin post 70 hr. emergency road clearing per the County DMP.</li> <li>• Document time and materials</li> <li>• Coordinate with EMC staff to conduct preliminary damage assessments if requested</li> <li>• Begin mobilizing DP&amp;O pretrained local monitors</li> <li>• Initiate debris management site (DMS) opening</li> </ul>
H+48 Hrs.	Emergency Road Clearing/Damage Assessment	<ul style="list-style-type: none"> <li>• Continue emergency push</li> <li>• Continue preliminary damage assessment</li> <li>• Develop debris cost estimate for the County.</li> </ul>
H+72 Hrs.	Disaster Debris Vehicle Certification/Site Preparation	<ul style="list-style-type: none"> <li>• Certify disaster debris vehicles</li> <li>• Verify DMS Site permits and operations.</li> <li>• Verify disposal site availability and possible delays</li> <li>• DMS towers and establish site flow if required due to deficiency</li> <li>• Conduct training/safety sessions for monitors</li> <li>• Open public drop-off sites if requested</li> </ul>
H+96 Hrs.	Begin Debris Collection Monitoring Per work orders obtained from FOC	<ul style="list-style-type: none"> <li>• Assign monitors to load haul crews, leaner and hanger removal crews.</li> <li>• Assign monitors to DMS locations</li> <li>• Assign supervisors to monitors per debris zones</li> <li>• Meetings with all stakeholders as requested.</li> <li>• Implement QAQC of leaner hanger photos and ticket processing</li> <li>• Initiate daily ticket reconciliation with debris removal contractor</li> </ul>
<b>PHASE II Recovery (Debris Hazards Removal, Debris Management)</b>		
Week 1+ through project completion	ROW Debris Collection Monitoring per work orders obtained from FOC	<ul style="list-style-type: none"> <li>• Continue ROW debris collection</li> <li>• Issue daily reports/GIS maps</li> <li>• Hold daily meetings with the County and debris removal contractors as required</li> <li>• Provide citizens/ community debris management hotline (if requested)</li> <li>• Determine which special projects are required (hazardous trees, waterway debris removal, private property debris removal, etc.) and prepare eligibility request</li> <li>• Implement QAQC of leaner hanger photos and ticket processing</li> <li>• Initiate daily ticket reconciliation with debris removal contractor</li> </ul>
Week 1+	Documentation Management	<ul style="list-style-type: none"> <li>• Provide ADMS reports real-time monitoring access</li> <li>• Daily Reporting of quantity and cost</li> <li>• Review truck metrics and inefficiencies provided by ADMS -</li> <li>• Obtain Force labor, equipment, rented materials (if used) and reconcile with backup daily logs. Reconcile all contractor invoice &amp; ticket ledgers with the County Payments.</li> </ul>



## **ADDITIONAL SERVICES: FEMA PUBLIC ASSISTANCE ADVISORY, DISASTER RECOVERY CLAIMS AND MANAGEMENT.**

**OUR APPROACH IS TRIED AND TRUE:** DP&O proposes a three-phased approach to address the Scope of Services used on all our projects which typically falls into 3 major Rapid Response Phases (where we ramp staff and resources); the Long-Term Recovery Phase and Project Closeout. During each of these critical stages the Team provides unique approaches that benefit our clients. Although, dependent on the client needs, these stages may overlap for individual projects, but they remain a solid guide for efficient project execution. Our focus is on quick closeout of projects and to obtain timely reimbursement. We bring to the engagement Lessons-

<b>Phase I - Rapid Response 0-60 Days</b>	<b>Phase II - Long-Term Recovery 60-120 Days</b>	<b>Phase III - Project Closeout 120-180 Days</b>
<ul style="list-style-type: none"><li>• Pre-Event Coordination Planning &amp; Training.</li><li>• Project Management, Key Staff, meet with County's Department.</li><li>• Damage's Inventory review; Debris Damage Assessment; Estimated Quantities</li><li>• Identify Special Debris</li><li>• Emergency Road Clearance; coordination in monitoring.</li><li>• Truck Certification and Equipment.</li><li>• Safety plan and QAQC program.</li><li>• Monitor Placement: Hire and Train Local Monitors if needed.</li><li>• Monitor Placement, DMS Site staffing</li><li>• Environmental Compliance</li><li>• Emergency Issues</li><li>• ADMS TRKR™ Debris Progress Mapping, Quantities, and other reports.</li><li>• Other client recovery request/needs:</li><li>• Damages Inventory</li><li>• Update Identification of FEMA Projects</li><li>• Contracts &amp; Internal Policy Review Mutual Aid Agreements (MAA), &amp; Invoices Compliance</li><li>• HMGP Identify opportunities</li><li>• Initial Project Formulation, Damages descriptions and dimensions</li><li>• PW Preparation- Small PW &amp; Priority work</li></ul>	<ul style="list-style-type: none"><li>• Data Management</li><li>• Data Entry</li><li>• QAQC, Daily Reports, Meetings, Progress Maps</li><li>• Contractor compliance invoice reconciliation</li><li>• Final Disposal, Final Haul Out Completion</li><li>• DMS Site Closures</li><li>• FEMA PW &amp; Debris Cost Documentation Submittals.</li><li>• Continued FEMA and FHWA Program Support</li><li>• PW Preparation Continued- PW scope and costing.</li><li>• Project Prioritization, implementation, and timelines</li><li>• Electronic Records database-Ongoing</li><li>• Disaster Cost Reconciliation, as needed</li><li>• Pre-Audit-FEMA submittals and records</li><li>• Recovery Projects Monitoring &amp; Environmental compliance</li><li>• Timely reimbursement requests</li><li>• Timely Progress Reporting</li></ul>	<ul style="list-style-type: none"><li>• Project Tracking</li><li>• Reimbursement Coordination</li><li>• Project Completion</li><li>• Project Close-out</li><li>• Grant closeout</li><li>• Audit support, defense if needed.</li><li>• Continued FEMA and FHWA Program Support</li><li>• The County Staff Training- As needed</li><li>• Update Disaster/ Debris Plans- As needed</li></ul>

Learned from past engagements as additional value-added and continually balance our resources to ensure the most effective use of staff throughout the lifecycle of each project to produce the most cost-effective program for the County.

### **I. RAPID RESPONSE PHASE I**

- a. **The County Kick Off Meeting/ Reconnaissance** (meeting with department leads, key staff, engineering, facility managers, etc.).

Our team brings experience with your financial, management and facilities staff so we are able to **quickly integrate with no learning curve**. More important our experienced staff will be able to assess your overall needs and impacts. A multi-discipline team of FEMA specialists, debris specialists, document control, engineers and funding specialists will be provided to make sure no damage or opportunity is missed. DP&O will provide early advice on how to structure and pursue projects for 404 Hazard Mitigation, USACE, NRCS, FHWA and CDBG funds.

**For each of DP&O's projects we maintain Quality Assurance and Control implementing the following critical project components:**

- 1. Project Understanding and Kickoff Meeting:** Upon contract award DP&O will schedule a kick-off meeting with the County to discuss and plan a collective project vision to include the scope of work, tracking of costs, organizational structure and schedule expectations that will serve as a common bond, keeping team players together.
- 2. Pre-event and Post-event Project Planning:** DP&O will also focus on developing or updating the County's Debris Management plan including the Temporary Debris management site. This includes but is not limited to tabletop exercised with the County and Debris Removal contractor prior to hurricane season.
- 3. Communications & Meetings:** DP&O's Project Manager and Project Principle will establish avenues of communication with the County's Representative and Debris Removal Contractor, at the contract award. Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be contingent upon maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and County's representatives.
- 4. Project Quality Control:** The Disaster Debris Project Manager and President, hold the ultimate responsibility for quality control of the work performed by DP&O's Project Team and all debris removal contractors. Their final review and approval of all work products is the last step in a series of checks and balances that ensures refinement and review of the work as it progresses. As with any project, effective QA/QC starts with identification of project roles upon initiation, which is a key element to our standard QA/QC program. When a storm is impending (assuming prior notice is available), DP&O and our staff will be on a 24-hour alert from this point forward.
- 5. Monitor Hiring & Training Plan:** DP&O is dedicated to hiring locals to be trained for project debris monitoring positions prior to a disaster, DP&O will reach out to the local area through churches, unemployment offices, newspapers, to provide a monitoring opportunity before a disaster. Additionally, DP&O considers with working with recently laid off or retired individuals to be an added value of knowledge to the team. DP&O Participates with the E verify, and we carefully screen all our staff with background checks and ensure each monitor has a valid drivers license. DP&O maintains a drug free policy workplace and has had a 0 tolerance for drug use. DP&O has had zero workers comp claims as a result of our employee screening and safety plan training.
- 6. Monitor Training:** DP&O has a comprehensive monitor training program which is updated annually as FEMA requirements for disaster debris removal change. DP&O performs annual disaster monitor training for all staff and every newly hired monitor a 4-hour training program and orientation session is conducted by one or more of our monitor supervisor training.

**DP&O has the capability to deploy debris monitors within 24 hours from notice-to-proceed. When**

**additional debris monitoring personnel are needed to meet requirements of the contract, DP&O shall increase the number of debris monitors as needed.**

**6. Project Cost Control:** At DP&O, cost control is a key facet of our success. We pride ourselves in our ability to complete projects within or below project budgets. We have a history of satisfied clients that have come to rely on our abilities to complete projects within an established budget. We can accomplish this by our established, computer-based, cost control system. All labor, other direct costs and subcontractor costs are input into the system via labor time sheets, expense reports and subcontractor invoices. Controlling costs begins with the initiation of each project at DP&O. At the beginning of a project, the Project Manager and Finance Director provides each member of the Project Team with an agreed upon number of hours within which each task is expected to be completed. Daily project meetings provide each Project Manager with the required feedback to anticipate whether the expected labor expenditures will meet the project requirements.

- b. Initiation and Review of Damage Assessments.** Assessment and justification of damages is often where funding opportunities are missed and or recovery project scope does not match per FEMA requirement. During DP&O's rapid response phase our team will focus on debris damage assessments, estimated quantities and critical areas. We will be identifying resources necessary to properly document damages
- c.** and maintain validation to match recovery projects. As client needs we have the Professional staff that assist with infrastructure damage assessments.
- d. Document management system development.** The DP&O Team's brings exceptional capabilities in developing a document management system that **aligns with the reimbursement process for multiple funding agencies** and is setup to make the closeout and auditing process seamless. DP&O understands integrating the required document control systems for closeout and audit early with the County to minimizing any funding de-obligations in the long-term. (More detail on this system is provided in the auditing section of this proposal). **Development of proper document retention procedures and cross-training of the County's staff will allow the County to respond and be audit ready for any State or Federal audits long after closeout is done.**
- e. Applications/Participation in FEMA accelerated Pilot debris program/ Application and Documentation of Time Extensions:** Emergency Work (Categories A& B) time limits are six months to COMPLETE work, with a possible six-month extension granted by the State upon written request and justification. Permanent work time limits are 18 months, with up to 30 months with possible extensions granted by State. Our goal is to identify any extension requests as quickly as possible and submit those in writing to the State and FEMA to ensure they are processed BEFORE the time limit has expired. FEMA may deem certain projects ineligible if these time limit extensions are not approved per the PA Implementation Timeline.
- f. FEMA PA Process Phase 2, Damage Assessment Intake and Eligibility:** This phase of the new FEMA process is very critical since DP&O's experience has identified issues within the FEMA Portal that can cause questions regarding the scope of work accuracy as compared to the damage descriptions summarized by the FEMA site inspectors. DP&O will ensure that FEMA site inspectors include accurate damage descriptions consistent with our DP&O's team methodology, document management system and project tracking facilitate the **FEMA PA Portal requirements for document entry**. Our project tracking ensures that all requests for information and replies are tracked and comply with FEMA submittal deadlines. The below diagram summarizes DP&O's estimated timeline for the County Disaster Recovery Tasks: **NEW PA Program process**.

## II. LONG TERM RECOVERY – PHASE II

Key aspects to the DP&O Teams' approach to the Long-Term are as follows:

- **Continued Identification of Funding through the Recovery Process** – We understand that a variety of funding becomes available as the process unfolds, whether identifying additional damages, justifying better damage estimates or pursuing funding as it becomes available later in the process such as 404 Hazard Mitigation, CDBG Disaster funds, etc., the DP&O Team will remain focused at every step to pursue funding.
  - **Implementation of Lessons Learned** – Through the approach section the DP&O Team will demonstrate our lessons learned from past events that should benefit the County.
  - **Periodic Adjustment of Resource** – As the recovery proceeds, needs may shift from grant management to procurement to construction oversight and engineering estimates review. DP&O will adjust the staff mix as necessary during all phases of recovery.
- a. **Database Reporting:** Disaster Financial Management and maintaining separate Disaster accounting costs records is required by FEMA for federal disaster reimbursement and is one of the most important aspect of FEMA PA Program project compliance. FEMA recommends that an applicant should begin to record emergency response and disaster recovery actions before the President declares a disaster. Similarly, the Office of Inspector General confirms that an applicant accounts for FEMA project expenditures on a project-by-project basis according to federal regulations. Federal Grant Programs require separate grant management and maintaining separate accurate accounting of grant funds allocations and project records.

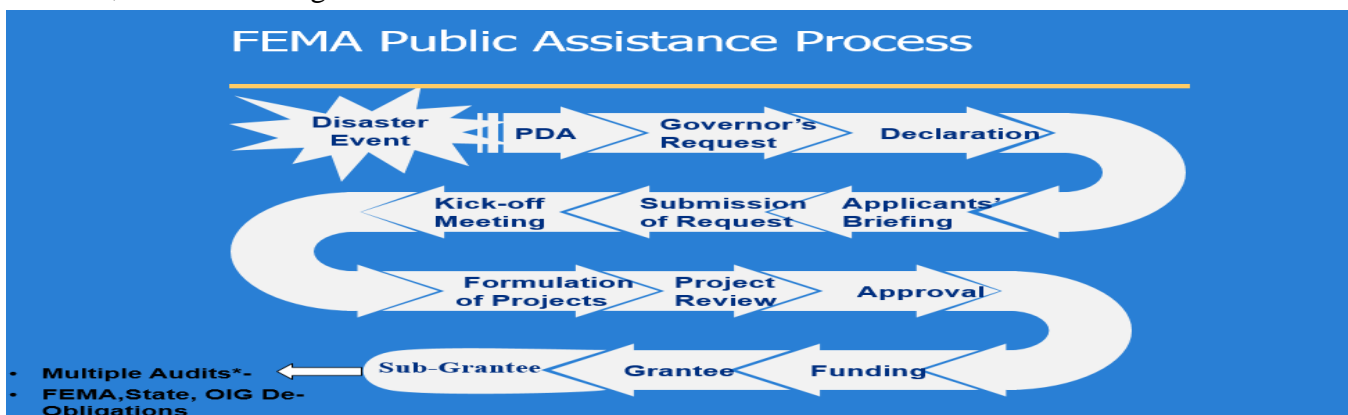
DP&O will collect, audit, reconcile and ensure the accuracy and completeness of all disaster recovery data. This data and associated documentation will be digitized and stored in auditable formats for use in the PA reimbursement process. All documentation and data produced by DP&O will be in compliance with the requirements of FEMA, FHWA and other applicable federal, state and local agencies.

DP&O will utilize our Web and mobile based Disaster Management System which includes Bolt & TRKR™ platform to maintain all Disaster Recovery costs, PW submittals, and Track Funds. DCMS will prevent duplication of data entry and facilitate long term storage of volumes of disaster documents in audit proof format.

### b. FEMA Public Assistance Advisory services

Below is a diagram of the FEMA process which is very detailed and can cause an applicant delays in reimbursement if time deadlines are not strictly adhered to for projects identification and documents review.

We are experienced with the FEMA process and the new FEMA PA Portal and internal complexity of reviews, Portal deficiencies and document entry issues of the FEMA PA Portal and we are ready to represent the County to expedite a smooth transition throughout disaster recovery PW submittals, costs tracking, PW review, and funds obligation.



## **DEBRIS RECORDS RECONCILIATION:**

**Category A** – Proper documentation of Debris Removal cost and data is critical to maximizing FEMA reimbursement. All monitoring data collected in the field and documented will be reconciled with the debris removal contractor invoices to ensure FEMA Compliance for accuracy of debris quantities, locations, dates, GPS coordinates.

The following debris removal records will be reconciled for accuracy and FEMA compliance. DP&O plans to use our TRKR™ ADMS System, however there are instances where the client request manual tickets as well. Where DP&O will be prepared to handle both cases.

Debris removal contractors and monitors invoices will be reconciled for the following items and with associated daily logs and invoices for services per contract billing rates and terms. Discrepancies or issues will be documented and issued to the designated the County representative for Debris Contractor invoice corrections.

- Leaners, hangers, and stumps, - reconciled with Debris removal invoices, per contract cost items and per monitor logs data. We will validate leaners, hangers, and stumps compliance for FEMA documentation including photographs, GPS locations, quantities and stump measurements.
- Debris Removal Load/haul ticket ledgers— We will obtain and review daily Debris load/ haul ticket ledgers and ensure they have been reconciled for duplicate and or missing load/ haul tickets. Reconciliation identifies any discrepancies between load/haul cubic yards and actual debris quantities, and debris removal invoices will be reported to the County for debris removal invoices corrections. Additionally, ticket ledgers will be spot checked for a truck certification haul capacity (cubic yards).
- Load haul tickets will also be validated and spot checks for accuracy per ticket ledgers.
- TDSRS Final Haul out to permitted disposal facility-final haul out ticket ledgers will be reviewed and reconciliation with actual disposal facility ticket ledgers to identify any discrepancies between debris quantities hauled and disposed. Spot checks on final haul out tickets and disposal tickets will be performed for accuracy and per FEMA compliance.
- Additional Debris Removal documents to be reviewed and validated include the following:
  - Truck Certifications and Truck Certification logs;
  - Maps and or streets of Emergency Roads clearing;
  - Debris Removal Progress maps and priorities per the County's Debris Management Plan;
  - Photos and GPS locations;
  - TDSR permit
  - Baseline report and TDSR closure report.
- All reconciled and final Debris removal and monitor documents will be filed manually and electronically and submitted with FEMA Category A FEMA Project Worksheet per Debris Pilot Program requirements.

### **III. PROJECT CLOSEOUT – PHASE III**

DP&O firmly understands that successful project closeout starts the first day of disaster recovery. A focus on proper documentation procedures, pre-auditing and proper procurement procedures at the onset of the recovery assures a smooth project closeout phase.

**Attention to Closeout on Day One.** Our approach will focus on closeout and auditing requirements from the first day on the job. Development of proper document retention procedures and cross-training of staff will allow the Owner to respond to any audits long after closeout is done. To enhance the closeout process, we



focus on key aspects to provide an effective closeout procedure:

**FEMA SUBMITTAL:** final project and cost estimate with supporting documents would then be submitted to FEMA PA Portal and DP&O will answer all Portal “EEI” Questions promptly for Prompt document submittal entry for JFO review and submittal to CRC and EMMIE for obligation.

**To ensure that processing of federal funding is acquired as quickly as possible, the following information and its accuracy responsibilities :**

- Review/reconciliation of debris Contractor invoices and payment recommendation letter
  - Monitoring and Collection information (reports, logs, etc.)
  - Project Status Reports
  - Completed Load tickets
  - Photographs of Debris Collections
  - Tipping Fee Receipts
  - Contractor invoices
  - Review of debris Contractor equipment hours of operation
  - Vehicle certifications
  - Start and end dates of the first debris removal pass and all subsequent passes
  - Timesheets of all subcontractors to support debris monitoring invoices
- 
- **Stress on Quick Closeout of Projects.** Many PWs particularly involving Category A and B activities can often be moved to closeout quickly. We recommend all projects be moved to closeout as expeditiously as possible. Developing the closeout files is most effective when everyone’s memory is clear and staff involved in the activities are still accessible.
  - **Client Staff Involvement/Cross Training.** We understand that the County may want or need to end support activities prior to the extended closeout process that sometimes can occur at the FEMA level. Thus, integrating the County staff into the long-term recovery and closeout phase will be essential to DP&O.
  - **All client disaster Data is Stored in DP&O’s Disaster Claims Management System** for long term document storage and to facilitate project close out and future audits.

For all DP&O clients we maintain a **PW template excel summary per each Final PW with support tabs for Contractor Summary, Force labor, Staff inventory, Force Equipment, Equipment Inventory and Materials** if used. The PW Summary sheet for each project provides, quantities, costs, for Contractors, Force labor, Equipment, and Materials and line items for FEMA and State Share.

**DP&O maintains a tracking system** that documents the Date of PW FEMA PA Portal applicant submittal, and FEMA acceptance. The **PW is then tracked thru CRC approval to FEMA EMMIE obligation.**

**Each PW per FEMA Category is maintained both electronically, and manually in audit proof format** to facilitate a quick project close out and or audit. All projects financial supporting documents are 100% accurate and audit ready.

### **Funding Support**

DP&O shall be prepared to submit FHWA reimbursement claim as needed. DP&O shall be prepared to assist tracking progress of project worksheets and provide quick response to any issue that could slow funding. DP&O shall assist client in finding additional funding sources related to mitigation.

The Team will ensure that all management, and administration of disaster recovery projects, and associated disaster reimbursement costs claims and documents comply with FEMA's most recent Program Policy guide, 2CFR200 for procurement and contracting, and OMB Cost Circulars A-133 Audits and Office of Inspector audit tips. In addition, all state and federal environmental policies for permitting and reporting will be adhered to.



**TAB F: HOURLY RATE SCHEDULE & LICENSES**

### HOURLY RATE SCHEDULE

NAME OF BUSINESS: Disaster Program & Operations, Inc.

CONTACT PERSON: Gabrielle Benigni

EMAIL ADDRESS: gbenigni@dpando.com

AUTHORIZED SIGNATURE: 

The hourly rates shall include all cost including applicable overhead and profit, lodging, meals, transportation, rentals, safety gear, telephone costs, cameras, GPS devices and other incidentals.

	<u>POSITIONS</u>	<u>HOURLY RATES*</u>	<u>HOURS**</u>	<u>TOTAL</u>
1.	Project Manager	\$ 135.00	480	\$ 64,800
2.	Data Manager	\$ 65.00	512	\$ 33,280
3.	Cost Recovery Specialist	\$ 85.00	640	\$ 54,400
4.	Field Supervisors	\$ 65.00	360	\$ 23,400
5.	Fixed Site Monitors	\$ 38.00	960	\$ 36,480
6.	Environmental Specialist	\$ 95.00	120	\$ 11,400
7.	GIS Specialist	\$ 65.00	256	\$ 16,640
8.	Supervising Monitors	\$ 42.00	960	\$ 40,320
9.	Billing/Invoice Analysts	\$ 35.00	320	\$ 11,200
10.	Administrative Assistants	\$ 30.00	640	\$ 19,200
11.	Field Monitors	\$ 38.00	960	\$ 36,480
TOTAL (Items 1-11)				\$ 347,600

\*Any overtime will be billed at the Hourly Rate times 1.5. Overtime is not to be included in the rates above.

\*\*These hours are not intended to represent the actual contract amount but are an estimated representation of a typical work week. The actual contract value will be negotiated with the successful proposing agency prior to issuance of the notice to proceed for each event.

*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP



**TAB G: INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/9/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Harden and Associates 501 Riverside Avenue, Suite 1000 Jacksonville FL 32202		<b>CONTACT</b> NAME: Annemarie Edmonson PHONE (A/C, No, Ext): 904-421-5317 E-MAIL ADDRESS: aedmonson@hardeninsight.com		<b>FAX</b> (A/C, No): 904-634-1302	
<b>INSURED</b> Disaster Program & Operations, Inc 10033 Sawgrass Drive W. Ste. 121 Ponte Vedra FL 32082-2832		DISAOP-01		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
				INSURER A : Admiral Insurance Company	24856
				INSURER B : Old Dominion Insurance Co	40231
				INSURER C : StarStone National Insurance Company	25496
				INSURER D : Maxum Indemnity Company	
				INSURER E : The Hartford Insurance Company	
		INSURER F :			

**COVERAGES**

CERTIFICATE NUMBER: 264929108

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
D	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			BDG-0138767-01	8/19/2020	8/19/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000 \$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ Included
								\$
B	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			B1T6575Z	8/19/2020	8/19/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
C	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/>		76901W204ALI	8/19/2020	8/19/2021	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
E	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	N/A	21 WEC AH3C8L	8/19/2020	8/19/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Consultant Professional Liability Retroactive Date: 8/19/2016			EO000034723-05	8/19/2020	8/19/2021	OCC/AGG Deductible per claim	1,000,000 2,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Officer Excluded - Gabrielle Benigni

**CERTIFICATE HOLDER****CANCELLATION**

Additional Insured:

Franklin County Clerk of Courts  
Attn: Jessica Gay, 33 Market Street, Suite 203,  
Apalachicola, FL 32320, phone: (850) 653-8861

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Disaster, Program &amp; Operations, Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>830-13 A1A North #674</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Ponte Vedra Beach, FL 32082</b>	
7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
			-			-			
or									
Employer identification number									
4	7		-	3	9	3	6	1	8
									1

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Gabrielle Benigni</i>	Date ► 5/24/2021
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.



**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## **TAB H: REQUIRED DOCUMENTS**

- Proposal Submittal Checklist
- Proposer's Certification form
- Addendum Acknowledgement
- Drug Free Workplace
- Sworn Statement on Public Entity Crimes
- Affidavit of Non-Collusion and of Non-Interest of the Entity's Employee
- Professional References
- MWBE Participation Statement
- Vendor Information and W-9 Form
- Hourly Rate Schedule

## Section 8 – Required Forms

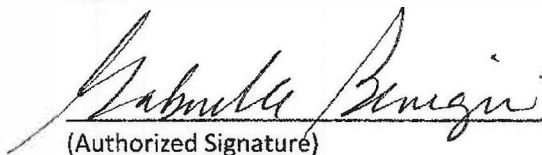
### PROPOSAL SUBMITTAL CHECKLIST

- ☒ Proposer's Certification
- ☒ Addendum Acknowledgement
- ☒ Drug-Free Workplace Certificate
- ☒ Sworn Statement Pursuant to Section 287.133 (3)(a) F.S. in Public Entity Crimes
- ☒ Affidavit of Non-Collusion
- ☒ Professional References
- ☒ MWBE Participation Statement
- ☒ Vendor Information
- ☒ W-9 Form
- ☒ Hourly Rate Schedule

Submission of one (1) original marked "ORIGINAL", five (5) identical paper copies, and one (1) electronic copy in pdf format on CD.

BY:

Bidder

  
(Authorized Signature)

7/14/2021

(Date)

Gabrielle Benigni

(Print Name)

This document must be completed and returned with your Submittal

DISASTER DEBRIS MONITORING SERVICES RFP





**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Proposals, Instructions to Proposers, General and/or Special Conditions, Specifications, RFP Proposal, and any other documents accompanying or made a part of this invitation.

I hereby propose to furnish the goods or services specified in the Request for Proposal at the prices or rates as finally negotiated. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the Entity's adequate time to evaluate the proposal. Furthermore, I agree to abide by all conditions of the proposal.

I certify that all information contained in this RFP is truthful to the best of my knowledge and belief. I further certify that I am a duly authorized to submit this RFP on behalf of the Proposer / Contractor as its act and deed and that the Proposer / Contractor is ready, willing, and able to perform if awarded the contract.

I further certify that this RFP is made without prior understanding, Contract, connection, discussion, or collusion with any person, firm or corporation submitting a RFP for the same product or service; no officer, employee or agent of the Entity's Board of Commissioners or of any other proposer interested in said RFP; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

I further certify that having read and examined the specifications and documents for the designated services and understanding the general conditions for contract under which services will be performed, does hereby propose to furnish all labor, equipment, and material to provide the services set forth in the RFP.

I hereby declare that the following listing states any clarifications, any and all variations from and exceptions to the requirements of the specifications and documents. The undersigned further declares that the "work" will be performed in strict accordance with such requirements and understands that any exceptions to the requirements of the specifications and documents may render the proposal non-responsive.

**NO EXCEPTIONS ALLOWED AFTER THE RFP IS SUBMITTED:**

Please check one: ☒ I take NO exceptions. ☐ Exceptions:

**Disaster Program & Operations, Inc.**

**830-13 A1A N. #674**

NAME OF BUSINESS

MAILING ADDRESS

**Ponte Vedra Beach FL 32082**

AUTHORIZED SIGNATURE

CITY, STATE & ZIP CODE

**Gabrielle Benigni / President**

**561-436-3383**

NAME, TITLE, TYPED

TELEPHONE NUMBER / FAX NUMBER

**47-3936181**

**gbenigi@dpando.com**

FEDERAL IDENTIFICATION #

E-MAIL ADDRESS

STATE OF FLORIDA

ENTITY'S OF **Miami Dade**

The foregoing instrument was acknowledged before me this **14** day of **JUN**, 20**21** by **Gabrielle Benigni**, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: **5/9/23**

**Notary Public**



**DISASTER DEBRIS MONITORING SERVICES RFP**

**ADDENDUM ACKNOWLEDGEMENT**

I have carefully examined this Request for Proposal (RFP) which includes scope, requirements for submission, general information and the evaluation and award process.

I acknowledge receipt and incorporation of the following addenda, and the cost, if any, of such revisions has been included in the price of the proposal.

Addendum #	_____	Date: _____	Addendum #	_____	Date: _____
Addendum #	_____	Date: _____	Addendum #	_____	Date: _____

*Gabrielle Benigni*  
(Authorized Signature)

7/14/2021  
(Date)

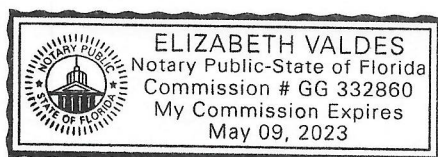
Gabrielle Benigni  
(Print Name)

STATE OF FLORIDA  
ENTITY'S OF Miami Dade

The foregoing instrument was acknowledged before me this 14 day of JUN 2021 by Gabrielle Benigni, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: 5/9/23

*[Signature]*  
Notary Public



*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP





**DRUG FREE WORKPLACE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,  
(Print or type name of firm) Disaster Program & Operations, Inc.

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

Gabrielle Benigni  
(Authorized Signature)

7/14/2021

(Date)

Gabrielle Benigni

(Print Name)

STATE OF FLORIDA

ENTITY'S OF Miami Dade

The foregoing instrument was acknowledged before me this 14 day of July, 2021 by Gabrielle Benigni, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: 5/9/23

[Signature]  
Notary Public



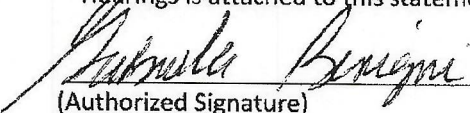
*This document must be completed and returned with your Submittal*

**DISASTER DEBRIS MONITORING SERVICES RFP**

**SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

Before me, the undersigned Entity's, personally appeared Gabrielle Benigni \_\_\_\_\_, who, being by me first duly sworn, made the following statement:

1. The business address of Disaster Program & Operations Inc. \_\_\_\_\_ (name of Offeror or business) is  
830-13 A1A N. #674 Ponte Vedra Beach, FL 32082  
\_\_\_\_\_
2. My relationship to Disaster Program & Operations, Inc. \_\_\_\_\_ (name of Offeror or business) is  
President \_\_\_\_\_ (relationship such as sole proprietor, partner, president, vice president).
3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
4. I understand that "convicted" or "conviction" is defined by the Florida Statutes to mean a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilt or nolo contendere.
5. I understand that "affiliate" is defined by the Florida Statutes to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.
6. Neither the Offeror or Contractor, nor any officer, director, executive, partner, shareholder, employee, member, or agent who is active in the management of the Offeror or Contractor, nor any affiliate of the Offeror or Contractor has been convicted of a public entity crime subsequent to July 1, 1989. (Draw a line through paragraph 6 if paragraph 7 below applies.)
7. There has been a conviction of a public entity crime by the Offeror or Contractor, or an officer, director, executive, partner, shareholder, employee, member or agent of the Offeror or Contractor who is active in the management of the Offeror or Contractor or an affiliate of the Offeror or Contractor. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted person or affiliate to appear on the convicted vendor list. The name of the convicted person or affiliate is \_\_\_\_\_. A copy of the order of the Division of Administrative Hearings is attached to this statement. (Draw a line through paragraph 7 if paragraph 6 above applies.)

  
(Authorized Signature)

Gabrielle Benigni

\_\_\_\_\_  
(Print Name)

7/14/2021

\_\_\_\_\_  
(Date)

DISASTER DEBRIS MONITORING SERVICES RFP



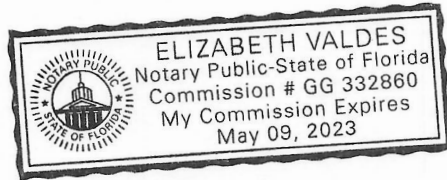
STATE OF FLORIDA

ENTITY'S OF Miami Dade

The foregoing instrument was acknowledged before me this 14 day of July, 2021 by Gabrielle Benigni, who is personally known to me or who has produced as identification and who did take an oath.

My Commission Expires: 5/9/23

Elizabeth Valdes  
Notary Public



*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP





**AFFIDAVIT OF NON-COLLUSION AND OF NON-INTEREST OF ENTITY'S EMPLOYEES**

Gabrielle Benigni, \* being first duly sworn, deposes and says that he (it) is the Offeror in the above proposal, that the only person or persons interested in said proposal are named therein, that no officer, employee or agent of the Entity's Board of Commissioners or of any other Offeror is interested in said proposal; and that affiant makes the above proposal with no past or present collusion with any other person, firm or corporation.

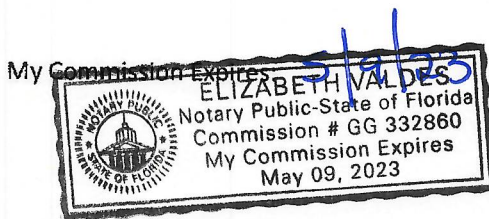
Gabrielle Benigni  
(Authorized Signature)

7/14/2021  
(Date)

Gabrielle Benigni  
(Print Name)

STATE OF FLORIDA  
ENTITY'S OF Miami Dade

The foregoing instrument was acknowledged before me this 14 day of July, 20 21 by Gabrielle Benigni, who is personally known to me or who has produced as identification and who did take an oath.



El Valdes  
Notary Public

\*NOTICE: State name of Offeror followed by name of authorized individual (and title) that is signing as Affiant. If Offeror is an individual, state name of Offeror only.

*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP





**MWBE PARTICIPATION STATEMENT**

Note: The Contractor is required to complete the following information and submit this form with the proposal.

Project Description: Disaster Debris Monitoring Services

Contractor Name: Disaster Program & Operations Inc.

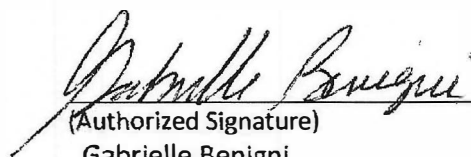
This Contractor (is **XXX**) (is not) a certified small or Minority or Woman Owned Business Enterprise (MWBE) per 44 C.F.R. § 13.36 (e).

Expected percentage of contract fees to be subcontracted to MWBE(s): 0 %

If the intention is to subcontract a portion of the contract fees to MWBE(s), the proposed MWBE sub—Contractors are as follows:

DBE Sub-Contractor	Type of Work/Commodity
<hr/>	<hr/>
<hr/>	<hr/>
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<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

7/14/2021

  
(Authorized Signature)  
Gabrielle Benigni  
(Print Name)

\_\_\_\_\_  
(Date)

*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP



## **PROFESSIONAL REFERENCES**

Please provide three (3) current and correct references from clients for similar services.

1. Company Name: City of Homestead  
Contact Person: Steve Taylor, EM Director  
City, State: Homestead, Florida  
Telephone Number: 305-224-4519  
Email Address: staylor@cityofhomestead.com  
Description of goods or services provided: Disaster Response and Recovery Services  
Contract Amount: \$2.0 mil  
Start/End Date of Contract: 11/2018 - Present
  
2. Company Name: City of Florida City  
Contact Person: Eugene Leon, Project Manager  
City, State: Florida City, Florida  
Telephone Number: 786-304-8230  
Email Address: projmgr@floridacity.gov  
Description of goods or services provided: Disaster Response and Recovery Services  
Contract Amount: \$1.7 mil Plus Ongoing  
Start/End Date of Contract: 2016 - Present
  
3. Company Name: Alcorn County Electric Association  
Contact Person: Sean McGrath, Chief Financial Officer & Marci Gurley, Financial Director  
City, State: Cornith, MS  
Telephone Number: Sean McGrath: 662-287-4402 & Marci Gurley: 662-415-1085  
Email Address: Sean McGrath: smgrath@ace-power.com & Marci Gurley: mgurley@ace-power.vom  
Description of goods or services provided: Disaster Response and Recovery Services  
Contract Amount: \$400K  
Start/End Date of Contract: 2019 - Present

***This document must be completed and returned with your Submittal***

**VENDOR INFORMATION**

*(Please attach a current W9 Form)*

**Name of Individual or Business Name:**

Disaster Program & Operations, Inc.

**Parent Company Name (if different than above):**

**Taxpayer Identification Number (TIN):** 47-3936181

**Vendor is:**

( ☒ ) Corporation

( ☐ ) Partnership

( ☐ ) Sole Proprietorship

( ☐ ) Other \_\_\_\_\_ (Explain)

**Permanent Residence/Corporate Office Address:**

Address 830-13 A1A N. #674

City Ponte Vedra Beach State FL Zip Code 32082

Phone 904-536-7819 Fax \_\_\_\_\_

E-mail gbenigni@dpando.com

**Payment Address (if different from above):**

Address same

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Purchase Order Address (if different from above):**

Address same

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

*This document must be completed and returned with your Submittal*

DISASTER DEBRIS MONITORING SERVICES RFP



# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**DISASTER PROGRAM & OPERATIONS, INC.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC  
☐ C Corporation  
☒ S Corporation  
☐ Partnership  
☐ Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

☐ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from FATCA reporting code (if any)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

**830-13 A1A NORTH #674**

Requester's name and address (optional)

6 City, state, and ZIP code

**PONTE VEDRA BEACH, FL 32082**

List account number(s) here (optional)

## Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

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Social security number

or

Employer identification number

4	7	-	3	9	3	6	1	8	1
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and annuities, and other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

*Gabrielle Benigni*

Date ► 06/01/21

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other

amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

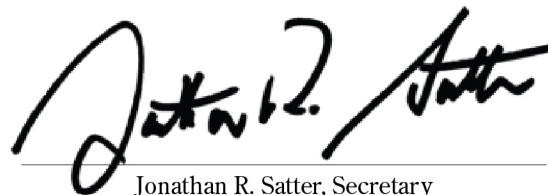


# State of Florida

## Woman Business Certification

### Disaster Program and Operations, Inc

Is certified under the provisions of  
287 and 295.187, Florida Statutes, for a period from:  
12/16/2020 to 12/16/2022



Jonathan R. Satter, Secretary  
Florida Department of Management Services



GREATER ORLANDO  
AVIATION AUTHORITY



JACKSONVILLE  
TRANSPORTATION  
AUTHORITY

# *Florida Unified Certification Program*

## **DISADVANTAGED BUSINESS ENTERPRISE (DBE)**

### **CERTIFICATE OF ELIGIBILITY**

***DISASTER PROGRAM AND OPERATIONS INC***

***MEETS THE REQUIREMENTS OF 49 CFR, PART 26***

***APPROVED NAICS CODES:***

***541620, 562910, 624230***



Samuel Febres

***Samuel Febres (Sammy)***

***DBE & Small Business Development Manager***

***Florida Department of Transportation***



**PLEASE NOTE: THOUGH DBE CERTIFICATION DOES NOT EXPIRE, TO KEEP DBE STATUS, YOU NEED TO FILE A NO CHANGE DECLARATION AND COMPLETE BUSINESS TAX RETURN FORMS YEARLY; ON THE ANNIVERSARY OF YOUR CERTIFICATION.**

**ANNIVERSARY DATE – Annually on 10/08**

The Florida Department of Transportation (Department) has certified,

**DISASTER PROGRAM AND OPERATIONS INC**

under the Florida's Unified Certification Program (UCP) as a Disadvantaged Business Enterprise (DBE), in accordance with Title 49 Part 26, Code of Federal Regulations (CFR).

**DBE Certification does not expire.** It is contingent upon the firm maintaining eligibility annually through this office. We will notify Owners of their responsibilities in advance of the anniversary date.

We have listed the firm in the Florida's DBE Certification Directory, found at the following link:

<https://fdotxwp02.dot.state.fl.us/EqualOpportunityOfficeBusinessDirectory> Prime contractors and consultants must verify the firm's DBE certification status, and identify eligible work area(s) through the Directory. The Department makes available DBE Support Service Providers, offering managerial and technical assistance at no cost.

Contact us at (850) 414-4747 or via email [DBECert.Help@dot.state.fl.us](mailto:DBECert.Help@dot.state.fl.us) with your questions or concerns. Thank you.



Samuel Febres

Samuel Febres (Sammy)  
DBE & Small Business Development Manager  
Equal Opportunity Office

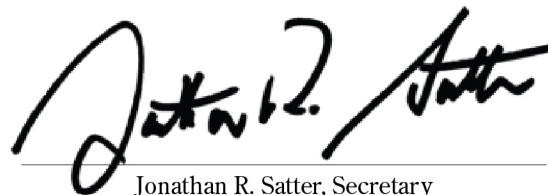


# State of Florida

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287 and 295.187, Florida Statutes, for a period from:  
12/16/2020 to 12/16/2022



Jonathan R. Satter, Secretary  
Florida Department of Management Services



# Recertification Application Step 4 of 4

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# *State of Florida*

## *Department of State*

I certify from the records of this office that DISASTER PROGRAM & OPERATIONS, INC. is a corporation organized under the laws of the State of Florida, filed on May 4, 2015.

The document number of this corporation is P15000039932.

I further certify that said corporation has paid all fees due this office through December 31, 2021, that its most recent annual report/uniform business report was filed on March 1, 2021, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-fifth day of March,  
2021*



*Randy Be*  
**Secretary of State**

Tracking Number: 4988742884CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



## SOUTH FLORIDA WATER MANAGEMENT DISTRICT

REGISTERED VENDOR NO.: 121959

June 27, 2018

Ms. Gabrielle Benigni, President  
Disaster Program & Operations, Inc.  
10033 Sawgrass Dr. W., Suite 121  
Ponte Vedra Beach, FL 32082

---

**CERTIFICATION EXPIRATION DATE**  
**June 27, 2021**

---

Dear Ms. Benigni:

Congratulations, the South Florida Water Management District (District) has certified your firm as a Small Business Enterprise (SBE). This certification is valid for three (3) years and may only be applied when business is conducted in the following area(s):

**Environmental and Disaster Consulting, Demolition and Earthwork Services**

*Your submittal of bids or proposals to supply other products or services outside of the specialty area(s) noted above will not count toward SBE participation. If you require certification in other specialty areas, please contact the Procurement Bureau, SBE Section, for additional information.*

Renewal is required every three (3) years and should be requested a minimum of 45 days prior to the above expiration date.

If any changes occur within your company during the certification period such as ownership, affiliate company status, address, telephone number, licensing status, gross revenue, or any information that relates to your SBE Certification status, you must notify this office in writing immediately. It is imperative that we maintain current information on your company at all times. **FAILURE TO REPORT CHANGES MAY RESULT IN DECERTIFICATION.**

Certification is not a guarantee that your firm will receive work, nor an assurance that your firm will remain in the District's vendor database.

We look forward to a mutually beneficial working relationship.

Sincerely,

  
Alejandro Quintero  
Sr. Contract Compliance Specialist  
Procurement Bureau

/aq.dld