

FRANKLIN COUNTY, FL

RFP NO. RFP-EM2023-001

REQUEST FOR PROPOSAL FOR EMERGENCY
PLANNING, DISASTER RECOVERY, AND
MITIGATION GRANT PROGRAM SERVICES

SUBMITTED SEPTEMBER 18, 2023

PRESENTED BY:

SUMMIT GROUP CONSULTING, LLC
JEANNE DEVLIN, CEO

SOUTH FLORIDA OFFICE:
2706 NEW CASTLE ST
SARASOTA, FL 34231

NORTH FLORIDA OFFICE:
1543 HWY 67
CARRABELLE, FL 32322

MAILING:
6547 MIDNIGHT PASS ROAD #7
SARASOTA, FL 34242

JEANNE@SGCGRANTS.COM
(941) 960-3417



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TITLE PAGE



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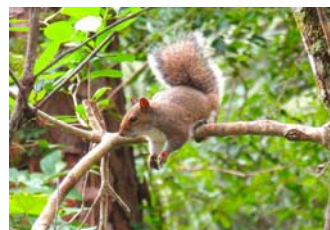
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INTRODUCTORY LETTER



SUMMIT GROUP CONSULTING, LLC

6547 Midnight Pass Road
Suite 7
Sarasota, FL 34242

Jeanne Devlin

CEO
(941) 960-3417
Jeanne@SGCgrants.com

September 15, 2023

Dear Franklin County BOCC,

Summit Group Consulting, LLC is pleased to submit this response to the County's request for proposals to continue providing professional knowledgeable grant consulting and program management services for you. Summit's team will provide the technical support, administrative knowledge, and training to support and assist you with all tasks relating to federal, state, and other grants, offering complete Project Management including damage assessments, cost estimation, insurance reconciliation, environmental evaluation, project development and submission, hazard mitigation proposals, federal procurement requirements review and any other grant coordination and project management needs the County requests of us. We have worked extensively with several federal and many state agencies, as well as all types of local governments and can communicate effectively with the County's counterparts during the grant development, reimbursement, and event closeout phases.

At the County's request, the Summit Team will assign or deploy a diverse group of seasoned technical professionals and subject matter experts who, together, successfully manage grant programs and are able to meet or exceed the County's needs for this contract. In addition to grant management, Summit brings experienced architectural, structural, and environmental engineers, environmental scientists, and related subject matter experts, all supported by a full-service team of specification writers, financial analysts, computer specialists, and cost estimators to the grant development team.

Summit Group's defining characteristics:

You already know us. We have been working with the County and its reimbursement grants for the past 5 years, working with the County and Emergency Management and your Hurricane Michael projects in the weeks immediately following landfall and including resolving issues with DEM to fund a five year old management cost reimbursement request. Although we were only able to work with the County under a task order for the first few weeks Of Hurricane Michael, we never left the County and continued to provide advice and assistance as needed through present day.

Summit teams only with highly trained grant professionals who have a minimum of 10 years actual field experience at the federal, state, and/or local level, specializing in their assigned tasks. Summit also teams with Daniel Arms, a former Federal Coordinating Officer and one of the original authors of the FEMA guide PAPPG, providing great insight on the intent of controversial sections of the guide and eligibility issues.

Summit's principal, Jeanne Devlin, received her degree from Texas A&M University with a double major in Economics and Political Science (Latin honors) with a strong background in

Financial Accounting, an educational combination that continues to prove invaluable to program and grant management in this field of work. Jeanne also has previous experience working with a law firm with primary responsibilities including FEMA policy review and drafting FEMA final determination appeals with a current 100% win rate for all projects not withdrawn. In the past year, Summit has responded to or negotiated more than 20 FEMA project determination memos, requests for information, administrative inquiries, and other adverse actions without a single loss of funding for any of the projects in question.

Summit is already actively engaged with clients regarding the August 3, 2022 retroactive Stafford Act Section 422 rules changes, and the DRRRA 2018 interim policy rule changes, researching the congressional records intently, and working directly with FEMA to resolve issues.

All completed grants have obligated as written, regardless of the many obstacles we overcame with FEMA to ensure the Clients' maximum grant funding. No Summit grant has ever been the subject of an OIG investigation.

Of all MCIP and DAC funding requested for reimbursement within projects managed in the past six years by our key staff, reimbursement rate for recouped funds is currently 100.0%. The reimbursement rate for ready to pay MCIP projects waiting on funding disbursement is currently 93.9%.

Summit operates and maintains a web based grant file system, Summit Direct, which enables the County to send all data and documents through a single secure web link, reducing the time necessary for documentation dissemination and paper file organization and transportation.

Summit strategically engages with clients based on jurisdictional boundaries to ensure we are not over extended in the event of a large storm. Personnel deployed to the County during an incident will work out of Summit's Carrabelle, FL office and will dedicate 100% of their working hours to Franklin County's response and recovery.

Thank you for your time and consideration. The Summit Team looks forward to continuing work with the County to meet and exceed all of your grant needs. If you have additional questions or need more information, please contact Jeanne Devlin at (941) 960-3417 or at Jeanne@SGCgrants.com. Again, thank for this opportunity to submit our proposal to continue serving Franklin County.

Sincerely,



Jeanne E. Devlin, CEO

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QUALIFICATIONS AND EXPERIENCE



Qualifications and Experience

With respect to economy of preparation and with consideration of ADA compliance, Summit will reply directly to the questions as listed:

1. Provide a detailed history of the Consultant's firm, qualifications and prior experience that relates to this project including familiarity and years of service to public agencies.

Summit Group Leadership:

Jeanne Devlin – 35 years including Law Enforcement – Texas Commissioned Peace Officer with prior dispatch experience including U.S. Dept. of Defense and Dept. of Justice grants for police equipment and training, private sector experience in transportation and real estate investing. Texas A&M Bachelor of Science degree with double major in Economics and Political Science, graduated with Latin honors. Hurricane Response volunteer services with American Red Cross – evacuation and search and rescue, specialized disaster recovery and mitigation work with the FEMA Public Assistance and Mitigation programs with FEMA-HQ, 5 states including Florida, and multiple Applicants in multiple states since 2008.

Brian Newhouse – 30 years including 20 years with the U.S. Navy – retired. Bachelor of Arts degree in Emergency and Disaster Management, graduated with honors. Extensive experience as a FL County Emergency Management Director and leading Incident Management Teams.

Eric Zabukovek – 25 years including project management and emergency management specialist services for Florida DEM and as a contractor for Florida and New Mexico and multiple Applicants in multiple states since 2008.

Daniel Arms – 25 years including: CRC - Set up Center for Region 2 which consist of PR, VI, NY, and NJ managed staff of approximately 24 people for Colt Neck Naval Weapons Station Closeout. Completed Mission Assignments with the Army Corps of Engineers on several disasters, Joplin, MS. Superstorm Sandy, Region 1 Managed the Underground Bunker in Maynard, MA for 911 Emergency Operation Centers, Forward Observer for Major Hurricanes Red Phone reporter to HQs. 25 years of experience as the owner of a corporation that built roads, bridges, sewer, water and power lines. Also commercial building construction. Project manager for five years for JEBB Corporation, which entailed sub-division permits and shorefront properties. Joined the FEMA team and spent 25 years working with PA programs. Held many titles, including branch director for several disasters. PA spokesperson for the Red October command mobile unit. I have experience in over two hundred natural disasters. Hold an NFPA certificate from Emmetsburg, MD as a national fire instructor, several years teaching firefighters for the technical college system of Maine. PA operations manager in the Emergency Operations Center for Superstorm Sandy. Lead for the Joplin FS tornado in Missouri appointed to the task of 11schools and the St Mary's 9 story hospital. In 2017, appointed as the PDMG lead in California for the Wildfires and Mudslides.

In 2018 went to PR as a mentor for the TFL, PDMG Leads, and the PDMG along with the site inspectors. 2019 Deployed to Webster, Texas as the Policy Advisor. Moved on in 2019 went to Houston Texas as the Senior Policy Advisor for Hurricane Harvey.

Please see attached Organizational Chart for a comprehensive list of Summit Group personnel including areas of expertise, years in service and proposed position title. Resumes attached in Tab 7.

2. Indicate specifically the personnel who will have primary responsibility for the County's contract and their roles. Indicate all key individuals, their tasks and areas of expertise, include summary resumes, indicate if personnel are full time employees or contracted employees, and provide a project team organizational chart.

Summit Group Leadership:
Project Manager and Contract Manager: Jeanne Devlin
Sr. Grant Specialist: Brian Newhouse
Sr. Grant Specialist: Eric Zabukovek
Sr. Policy Analysis: Daniel Arms

Please see attached Organizational Chart for a comprehensive list of Summit Group personnel including areas of expertise, years in service and proposed position title. Resumes attached. All Summit Group personnel are independent contractors and currently under contract to work with us.

3. Identify any subconsultants who are to participate in providing services. This must include the respective tasks or disciplines they are to perform and evidence of their qualifications. (If subconsultants are to be let, affirmative steps shall be taken per 2 CFR 200.321.) Any personnel identified in the proposal shall not be removed or changed without written consent from the County's representative for the project.

EcoGenesis, LLC: Environmental Scientist, also NEPA review and permitting.
USACE permitting.

GPD Group: Engineering Architectural and Design Services related to Cost Estimating

William Johnston Consulting, LLC: Training, Exercises, NIMS Compliance

Please see attached resumes and statements of qualifications for each subcontractor.

4. Provide the number of employees who serve in Florida that would be available to provide services to the County during normal day-to-day business operations versus during times of emergency or disaster. Describe the experience and training these employees have regarding FEMA and Florida [Federal] Highway Administration (FHWA) grant rules and guidelines, State of Florida pass-through grant rules for reimbursement, debris recovery reimbursement, working with FEMA and the State of Florida handling documentation required for receiving reimbursement (i.e., Project

Worksheets), in resolving reimbursement issues, and dealing with FEMA and State of Florida appeals and audits.

Both Jeanne Devlin and Eric Zabukovek reside and work in the Florida. Summit Group has a dedicated office located on Hwy 67 in Carrabelle, FL. Jeanne lives and works in Franklin County, FL. Eric lives in the Florida Panhandle and works out of Summit Group's Franklin County office. Brian Newhouse lives in South Florida and works out of Summit Group's Sarasota office. Jeanne is available at any time with little or no advance notice. Eric and Brian are available to be on-site with a 24 hour notice. Please see attached resumes for specific qualifications and details.

In Summary,

Jeanne Devlin – Jeanne has worked with federal and state grants of various types since 1988 and began specializing specifically in disaster recovery grants beginning 2008 with employment at U.S. Dept. of Homeland Security/FEMA as an Intergovernmental Affairs Specialist working directly with disaster affected States, Tribes, and Local Jurisdictions to resolve disputes and issues brought to FEMA-HQ directly or through Congressional Inquiry. Jeanne later left federal employment to work directly with States during the grant development phase of disaster recovery first in Texas, then following with Louisiana, New Jersey, Florida, and Kentucky with support to contractors with other State contracts. Jeanne previously worked as first a Florida DEM employee then subsequently as a Florida DEM state contractor and was State Task Force Lead for Hurricane Matthew in 2016 during the beginning phase of the "New PA Model" implementation. Also as a Florida DEM contractor, Jeanne taught the FL DOT disaster recovery class including the FEMA and the FHWA grant program "FDOT FEMA Training" 2016. Jeanne is a State instructor teaching recovery classes throughout Florida and at conference, including authoring and designing the new Advanced Recovery class with topics including recent FEMA policy changes through interim policies, administrative memos, etc. Jeanne now works directly with Local and Regional Governments through all phases of disaster recovery including pre-storm planning, grant development, mitigation identification and proposal development, reimbursement requests, information requests, first and second appeals including negotiation, project closeout, insurance reconciliation, damage assessments, etc. Jeanne also has three years of legal experience as Sr. Vice President of a law firm specifically working with Applicants to file appeals to FEMA project adverse determinations to date without a loss. Jeanne worked with the City of Elizabeth during their Hurricane Sandy grant development phase which included a DHS-OIG audit of a \$25 million Category G project with favorable findings.

Eric Zabukovek has lived and worked in Florida all of his life including four years as an employee with FL DEM and an additional 12 years as a State and Local contractor in Florida and other states. Eric's achievements within Florida include Project Manager for Bay County, FL – Hurricane Michael and Deputy Project Manager for Miami-Dade County, FL – Surfside Building Collapse. Eric also worked for Jeanne as a Team Lead during FL-Hurricane Matthew and also as a Technical

Specialist during Lafourche Parish, LA – Hurricane Ida. Eric’s specialties include the FEMA and FHWA grant programs, cost estimating, grant development, site inspections, damage assessments, financial reconciliation, project closeout validation, and all phases of grant development from initial damage assessments to FEMA final closeout.

Both Jeanne and Eric worked at FL DEM at a time that the division was managing the infamous 2004-5 Florida seven major storms disaster recovery. Their work included project development, final payments, and grant closeouts which included first and second appeals and OIG audits and all policy and research and responses. Jeanne also assisted FL DEM with the State grant financial reconciliation and grant closeout (of entire disasters including individual applicant project closeouts).

There is no part of grant development from pre-storm planning to final grant closeout with as federal, state, and applicant representatives that Jeanne and Eric have not worked in some manner. Please see our technical approach for more details.

Summit Group proudly states all approved FEMA PA work projects not withdrawn by the client have obligated and funded as written without reduction.

Of all MCIP and DAC funding requested for reimbursement within projects managed in the past six years by our key staff, reimbursement rate for recouped funds is currently 100.0%. The reimbursement rate for ready to pay MCIP projects waiting on funding disbursement is currently 93.9%.

5. Specialized Expertise of Team Members - Provide any special expertise your firm has working with FEMA and the State of Florida, including debris reimbursement and monitoring contracts. Provide any special expertise your firm has working with Florida Department of Transportation (FDOT) utilizing the Florida Highway Administration (FHWA) program for road reimbursement. Provide specific information on your firm’s experience working on disaster recovery reimbursement projects specific to Florida.

Summit contractors listed in this response have related federal, State, and Local experience ranging from 10 – 34 years. Ten years actual field experience in a grant related specialized field is the minimum requirement for Summit contracted workers. The principle, Jeanne Devlin has federal experience with FEMA-HQ, Washington DC, State experience with Texas, New Jersey, Louisiana, Kentucky, and Florida, and has worked with numerous of regional/local jurisdictions in more than 10 states. Summit Group contractors represent federal, state, and local experience in more than 40 states and territories.

Jeanne and Eric have both worked directly for the State of Florida DEM and as state contractors. Brian and Jon have both worked with DEM as state contractors. All of us including Dan Arms and Beth McAlister worked under the State contract as PAC Team Leads for the FL 2016 and 2017 disasters. Dan is a former FEMA

Branch Director and one of the original authors of the current FEMA guide, PAPPG.

As a state contractor, Jeanne was the State Task Force Lead for DR 4283 – Hurricane Matthew and subsequently the State FEMA Project Closeout Supervisor until the prime contract ended. All Summit personnel have extensive experience with Florida state pass-through grant rules for reimbursement and advance funding requests, all reimbursement request and project closeout documentation and cost validation including the state's FloridaPA and federal Grants Portal grant management systems. With great perseverance and some patience, Jeanne worked directly with DEM employees and contractors until all cost reconciliation issues were understood and resolved.

In 2016, Jeanne taught the FDOT FEMA Training class which included the FEMA and FDOT grant programs. Jon worked with Nassau County, NY FHWA to develop and submit DDIR's totaling \$3.2 million.

As Project Manager for the Franklin County, FL 2018 Hurricane Michael project, Jeanne worked directly with the Debris Monitor and Debris Haul Contractor to resolve logistical debris disposition problems with the FL DOT haul contractor concerning debris removal on U.S. Hwy 98, the only arterial road partially open within the County right after hurricane landfall. Jeanne also validated and closed Louisiana's largest Hurricane Katrina project, DR 1603 PW 00001 for \$40 million, using the processes developed during the validation process to provide oversight for Franklin County's Hurricane Michael Project, The Villages' Hurricane Irma debris and monitoring project development and subsequent first appeals, and Data Manager services for St Bernard Parish, LA's Hurricane Ida debris monitoring operation.

Jon has 18 years of direct experience with FEMA's cost estimating software (CEF) using RSMeans for cost estimating of large complex projects.

Jeanne, Eric, and Jon have current and direct experience with FEMA's Hazard Mitigation program including Section 404 HM and BRIC grants administered by the State. In the past year, Jeanne has responded to or negotiated more than 20 FEMA project determination memos, requests for information, administrative inquiries, and other adverse actions without a single loss of funding for any of the projects in question. Summit has recently won first appeals in both natural disaster projects and in COVID projects.

Please see attached resumes for specific Applicant and project information.

6. To demonstrate experience and success in conducting similar work, the proposer shall provide a minimum of four (4) similar contracts that best illustrate the proposed team's qualification for the scope of services indicated in this RFP. This shall include project name, project start and completion date, client name and contact information, project staff involved from the proposed

project team as listed on the organization chart (to be included with submittal), and a detailed description of the project and its applicability to evaluation of this RFP.

Franklin County, FL

DR-4734-PA – Jeanne is current working with the County under an emergency contract as Project Manager to oversee and develop the County’s Hurricane Idalia EPM and repair projects.

DR-4399-PA – Jeanne was Hurricane Michael Project Manager as a subcontractor to the County’s 2018 grant contractor. Under a Summit contract, Jeanne worked with DEM to fund a five year old reimbursement request for management costs. Jenni Daniels, Director, Franklin County Emergency Management (850) 653-8977 jenniferd@franklincountyflorida.com

Mail: Franklin County EM, 28 Airport Road, Apalachicola, FL 32320 Summit Staff: Jeanne Devlin

As Project Manager for the Franklin County, FL 2018 Hurricane Michael project, Jeanne worked directly with the Debris Monitor and Debris Haul Contractor to resolve logistical debris disposition problems with the FL DOT haul contractor concerning debris removal on U.S. Hwy 98, the only arterial road partially open within the County right after hurricane landfall. Jeanne completed the desktop Joint PDAs with FEMA and the complex damage inventory for the County prior to the end of the contract.

Jeanne continues to work with the County under a Summit Group contract to help them resolve their DR 4399 Hurricane Michael and older PA project issues. Regardless of contract changes, Summit never has and never will leave a former client hanging with no help or representation.

City of Holmes Beach, FL

Pre-Disaster Recovery Planning, began 5/5/2022 and continuing

DR-4734-PA Hurricane Idalia, 8/25/2023 – present

DR-4673-PA Hurricane Ian, SA Section 406 Mitigation -began 9/26/2022 and continuing

Sage Kamiya, Superintendent of Public Works/City Engineer
(941) 708-5768

SKamiya@holmesbeachfl.org

Mail: City Hall, 5801 Marina Dr, Holmes Beach, FL 34217

Summit Staff: Jeanne Devlin and Brandi Newhouse

Summit has all Hurricane Ian Category A-E work complete and estimated projects submitted to FEMA prior to the 60-day deadline to report damages, and all projects have obligated as written with no reductions. We are in the process of event closeout.

Summit is working with both the City of St Cloud and with the City of Holmes Beach concurrently with pre-disaster recovery planning saving both Cities funding as an economy of scale. Pre-disaster recovery planning also helps to ensure the Cities’ FEMA projects will be submitted in a timely manner expediting full reimbursement funding for grant complete projects. The City of Holmes Beach is current with all NIMS pre-requisite training requirements to continue with the advanced requirements to complete NIMS compliance which is a condition of

FL F-ROC compliance. The City is also current with all pre-storm grant data tables as we entered the 2023 storm season. These completed data tables will be important when FEMA rolls out the next phase of Grants Portal which will house the electronic version of these data tables.

Summit is currently working with the City to develop their Category B – Emergency Protective Measures project for Hurricane Idalia. The coastal city took on 4’-6’ of surge in residential areas while under mandatory evacuation and has extensive preparation and life safety costs to document and validate.

City of St Cloud, FL

Pre-Disaster Recovery Planning, began 5/5/2022 and continuing

DR-4734-PA – Hurricane Idalia – Category B – Emergency Protective Measures

DR-4680-PA – Hurricane Nicole – Category B – Emergency Protective Measures which includes work for the ongoing flooding after Hurricane Ian. Grant submitted pending FEMA CRC validation. Project obligated as written with no cost reductions. We are working with the State on event closeout at this time.

DR-4673-PA – Hurricane Ian – All Categories including FAL debris clearing and monitoring and a waterway decomposing vegetation harvesting project currently undergoing contract and procurement review. Working directly with FL FWL overseeing the waterway debris harvesting project. Also worked insurance reconciliation concurrently with grant development on the Category E and G projects to ensure the City is made whole and FEMA has no questions or reductions in the insurance review phase of FEMA review. All permanent work projects have obligated as written without reduction.

DR-4486-PA – COVID-19 – Category B project – Emergency Protective Measures, three projects under appeal awaiting FEMA’s first determination.

DR-4468-PA – Hurricane Dorian – Category B project – Emergency Protective Measures Project obligated, closed, and paid as written.

DR-4337-PA – Hurricane Irma – All Categories of work – All projects obligated as written, all projects paid and closed as written without appeal except the Category B project with a pending payment (Still not paid as of the date of this response submission).

Older storm grants we worked with the City are paid as written and closed by FEMA.

Began September 2017 and continuing on all storms until the events are closed.

Jason Miller, Fire Chief

(407) 957-8482

jmiller@stcloud.org

Mail: City Hall, 1300 9th St, St Cloud, FL 34769

Summit Staff: Jeanne Devlin and Brian Page (no longer working with Summit Group)

Summit personnel have provided the City with excellent grant management services since 2017 and will continue to do so. To date, projects written by us for the City have obligated as written and survived the five years of state and federal project obligation and disbursement issues to obligate as written in every case. Summit personnel also reconciled and requested, and received for the City full supplemental insurance funding to cover all gaps not funded by FEMA

reimbursement. In some cases, Summit was also successful in securing for the City additional insurance funds for disaster related sites not eligible for FEMA funding. Only the COVID projects are under appeal, as are many COVID projects across the Country. FL DEM has agreed with the City on all appellate points and recommended to FEMA the adverse determination be reversed. All other projects obligated have done so as written and without issues.

The Villages, FL

DR-4734-PA – Hurricane Idalia, Category B Emergency Protective Measures project in progress.

DR-4673-PA – Hurricane Ian, Category B Emergency Protective Measures and Category Z Mgt Cost projects – obligated and paid as written. Waiting for event closeout.

DR-4486-PA – COVID-19 – Category B project – Emergency Protective Measures project – obligated and paid as written. Waiting for event closeout.

DR-4337-PA – Hurricane Irma – A categories of work – 203 projects. All debris projects received an adverse determination from the FEMA JFO. While with the law firm, Jeanne wrote these appeals which the Districts won resulting in full funding for the contract debris project for all 16 (at the time) Districts. Pending event closeout.

Older storm grants and appeals we worked with the Districts are paid as written and closed by FEMA.

Brittany Wilson, Assistant District Manager
(352) 751-3939

Brittany.Wilson@districtgov.org

Mail: 984 Old Mill Run, The Villages, FL 32162

Summit Staff: Jeanne Devlin and Brandi Newhouse

Jeanne first began working with The Villages in 2015 when she worked directly with FEMA to resolve old appeal issues with the 2006 FL Tornado disaster. When The Villages were devastated as Hurricane Irma course directly through the 16 Districts of The Villages, the District govt. contacted Jeanne to help them with grant development and project management. Jeanne has worked with The Villages, now 26 Districts, since. Jeanne works with the District as Project Manager and handles all field work including damage assessments, site inspections, federal and state meetings, policy analysis, etc. Brandi works with Jeanne to validate cost documentation and to assemble the grant package.

City of Olive Hill, KY

DR-4643-PA – 2022 Spring Flooding Category B, D, and F projects Began 03/21/2022 and continuing

DR-4595-HM – 2021 Spring Flooding Began 12/28/2021 and continuing

Spring 2010 – Jeanne worked with the City as FEMA-HQ – Intergovernmental Affairs

Taylor Duncan, Public Works Supervisor and Floodplain Manager
(606) 255-0148

t.duncan@cityofolivehill.com

Mail: City Hall, 225 Roger Patton Dr, Olive Hill, KY 41164

Summit Staff: Jeanne Devlin, Jon Berquist, Greg Noel

Summit, teamed with GPD Group, is working with the City to develop a Hazard Mitigation plan to alleviate catastrophic flooding such as the Spring 2010 flooding event that destroyed most of downtown Olive Hill, KY. Summit is also working directly with the City to write water line repair projects incorporating FEMA Recovery Interim Policy FP-104-009-11 requirements to build resiliency into certain permanent work repairs. The Disaster Recovery Reform Act of 2018 (DRRA) amended Stafford Act Sections 323 and 406, requiring FEMA to fund repair, restoration, reconstruction, or replacement in conformity with “the latest published editions of relevant consensus-based codes, specifications, and standards that incorporate the latest hazard-resistant design and establish minimum acceptable criteria for the design, construction, and maintenance of residential structures and facilities that may be eligible for assistance under this Act for the purposes of protecting the health, safety, and general welfare of a facility’s users against disasters.” As such, many repair projects that were previously considered a separate hazard mitigation proposal under Section 404 and 406 are now considered “in-kind” repairs providing additional funding for enhanced repairs and less grant management activity to apply for a separate HM grant. In the City’s next event, the DRRA interim policy will not only provide single source funding for some project repairs and enhancements, but also negate much of the arguing about the difference between mitigation and damage dimensions. And the precedent will be set with these recent KY projects.

Summit is also working with the City regarding FEMA’s August 3, 2022 rulemaking change to Section 422 – Simplified Procedures which increased the small project threshold to \$1 million and requiring all unobligated projects to comply retroactive to March 2020. While this may be a good idea up front, retroactively applying this rule change to estimated project previously not a small project means there are no cost adjustment versions. We will have these bugs worked out with precedent before the City has to deal with version and appeal issues that may arise as a result of the new Section 422 rule change.

Summit also partners with GPD Group to develop Section 404 HMGP projects for a Floodplain Planning Grant and a Floodplain mitigation grant.

City of Morganfield, KY

DR 4540-PA – 2020 Spring Flooding – Category F project – Directional Boring began 11/2/2021 and continuing. Project obligated and paid as written, only final Category Z payment and event closeout remain.

DR 4497-PA – COVID-19 began Spring 2019, Continued 11/2/2021. Project obligated and paid as written, only final Category Z payment and event closeout remain.

Randy Greenwell, Mayor

(270) 389-2525

rgreenwellmayor@gmail.com

Mail: City Hall, P. O. Box 420, Morganfield, KY 42437 Summit Staff: Jeanne Devlin

In 2020, the City of Morganfield also had a directional bore water line repair project which incorporated FEMA’s DRRA 2018 interim policy addressing the

same concerns and can also be a precedent for DRRA interim policy eligible projects in future projects.

Other references available upon request.

7. Provide a statement as to whether the Proposer has, in the last five (5) years, been a party to a lawsuit of any kind related to, in any manner, the type of services requested in this RFP. If any such litigation exists, provide a statement as to the legal style of the matter, the jurisdiction in which it was filed and the status.

Neither Summit Group nor its principle, Jeanne Devlin, have in the last five (5) years been a party to a lawsuit of any kind related to in any manner the type of services requested in this RFP.

8. A statement that the business is licensed, permitted, and/or certified to do business in the State of Florida. All required federal, state, and local licenses and permits shall be kept in force during the term(s) of the contract. Copies of all required licenses are to be provided with Consultant's submittal.

Summit Group Consulting, LLC is licensed, permitted, and certified to do business in the State of Florida and all required federal, state, and local licenses and permits shall be kept in full force during the term(s) of this contract.

Certificate of Incorporation, Certificate of Status, and County Business Tax Receipt attached.

9. Include any other pertinent information that may be useful to the County to evaluate the Consultant's submittal.

Firms must meet the minimum qualifications and requirements set forth in Section 1.3 of this request. A very low rating in any of the categories will be sufficient cause for the rejection of the submittal.

Section 1.3 Minimum Bidder Qualifications

- The consultant shall be a full-service firm with a remarkably high degree of professionalism and significant experience with these services.

Summit Group is a full service firm, with highly specialized personnel who have worked with federal agencies, state agencies, and other local government and private non-profit organizations through the country. Please refer to our website for additional information: www.SGCgrants.com

- Consultant must have comprehensive knowledge of long-term recovery planning including but not limited to preparedness, response, recovery, resiliency, and mitigation grant services.
- Consultant must demonstrate a high degree of experience and expertise with public assistance, disaster recovery, and mitigation consulting and management services and other training and grant development services.

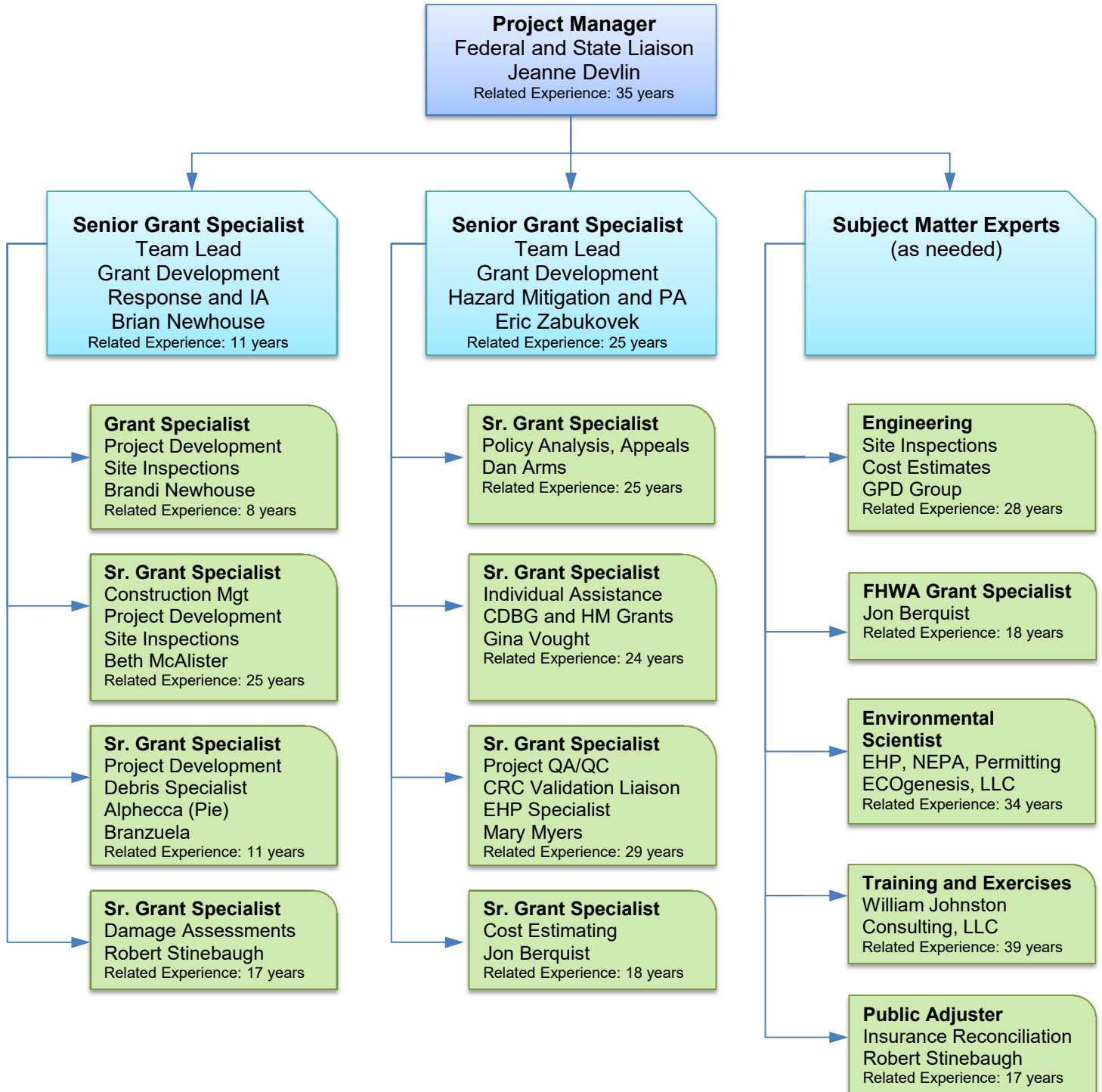
- Consultant must have staff members and/or sub-consultants with significant experience and qualifications in grant management, Federal and State regulatory compliance, and federal and state local permitting processes.

Summit Group takes great pride in working only with independent contractors who have a minimum of 10 years of actual field experience in their technical areas. Summit is not and never will be a “profit margin” focused contractor. Our focus is our clients and we dedicate our service to them in their time of response and recovery needs. Please refer to the comprehensive resumes of Summit Group workers for extensive backgrounds and work experience in each of the preparedness, response, recovery, resiliency, and mitigation areas.

- Consultant must be licensed to do business in the State of Florida.
Please see attached to this response, Summit Group’s FL Certificate of Incorporation and Status, along with our Sarasota County tax receipt. Any additional documentation requested will be provided.

Summit Group Consulting, LLC

Franklin County, FL Project



State of Florida

Department of State


I certify from the records of this office that SUMMIT GROUP CONSULTING, LLC is a limited liability company organized under the laws of the State of Florida, filed on April 5, 2018, effective April 1, 2018.

The document number of this limited liability company is L18000086256.

I further certify that said limited liability company has paid all fees due this office through December 31, 2023, that its most recent annual report was filed on January 28, 2023, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-eighth day of January,
2023*




Secretary of State

Tracking Number: 0117655167CC

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

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

**Electronic Articles of Organization
For
Florida Limited Liability Company**

**L18000086256
FILED 8:00 AM
April 05, 2018
Sec. Of State
ndmccleessam**

Article I

The name of the Limited Liability Company is:
SUMMIT GROUP CONSULTING, LLC

Article II

The street address of the principal office of the Limited Liability Company is:
2706 NEW CASTLE STREET
SARASOTA, FL. 34231

The mailing address of the Limited Liability Company is:
2706 NEW CASTLE STREET
SARASOTA, FL. 34231

Article III

The name and Florida street address of the registered agent is:
JEANNE E DEVLIN
2706 NEW CASTLE ST
SARASOTA, FL. 34231

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: JEANNE E. DEVLIN

Article IV

The name and address of person(s) authorized to manage LLC:

Title: AMBR
JEANNE E DEVLIN
2706 NEW CASTLE ST
SARASOTA, FL. 34231

L18000086256
FILED 8:00 AM
April 05, 2018
Sec. Of State
ndmccleessam

Article V

The effective date for this Limited Liability Company shall be:

04/01/2018

Signature of member or an authorized representative

Electronic Signature: JEANNE E. DEVLIN

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.

2019 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000086256

Entity Name: SUMMIT GROUP CONSULTING, LLC

Current Principal Place of Business:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

Current Mailing Address:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

FEI Number: 74-2414147

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

DEVLIN, JEANNE E
2706 NEW CASTLE ST
SARASOTA, FL 34231 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title AMBR
Name DEVLIN, JEANNE E
Address 2706 NEW CASTLE ST
City-State-Zip: SARASOTA FL 34231

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE E DEVLIN

OWNER

03/01/2019

Electronic Signature of Signing Authorized Person(s) Detail

Date

2020 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000086256

Entity Name: SUMMIT GROUP CONSULTING, LLC

Current Principal Place of Business:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

Current Mailing Address:

3717 STILL CREEK ROAD
TALLAHASSEE, FL 32309 US

FEI Number: 74-2414147

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

DEVLIN, JEANNE E
2706 NEW CASTLE ST
SARASOTA, FL 34231 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title AMBR
Name DEVLIN, JEANNE E
Address 2706 NEW CASTLE ST
City-State-Zip: SARASOTA FL 34231

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE E. DEVLIN

OWNER

02/03/2020

Electronic Signature of Signing Authorized Person(s) Detail

Date

2021 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000086256

Entity Name: SUMMIT GROUP CONSULTING, LLC

Current Principal Place of Business:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

Current Mailing Address:

3717 STILL CREEK ROAD
TALLAHASSEE, FL 32309 US

FEI Number: 74-2414147

Name and Address of Current Registered Agent:

DEVLIN, JEANNE E
2706 NEW CASTLE ST
SARASOTA, FL 34231 US

Certificate of Status Desired: No

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title AMBR
Name DEVLIN, JEANNE E
Address 2706 NEW CASTLE ST
City-State-Zip: SARASOTA FL 34231

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE DEVLIN

OWNER

04/13/2021

Electronic Signature of Signing Authorized Person(s) Detail

Date

2022 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000086256

Entity Name: SUMMIT GROUP CONSULTING, LLC

Current Principal Place of Business:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

Current Mailing Address:

6547 MIDNIGHT PASS ROAD #007
SARASOTA, FL 34242 US

FEI Number: 74-2414147

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

DEVLIN, JEANNE E
2706 NEW CASTLE ST
SARASOTA, FL 34231 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title AMBR
Name DEVLIN, JEANNE E
Address 2706 NEW CASTLE ST
City-State-Zip: SARASOTA FL 34231

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE DEVLIN

OWNER/CEO

01/27/2022

Electronic Signature of Signing Authorized Person(s) Detail

Date

2023 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L18000086256

Entity Name: SUMMIT GROUP CONSULTING, LLC

Current Principal Place of Business:

2706 NEW CASTLE STREET
SARASOTA, FL 34231

Current Mailing Address:

6547 MIDNIGHT PASS ROAD #007
SARASOTA, FL 34242 US

FEI Number: 74-2414147

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

DEVLIN, JEANNE E
2706 NEW CASTLE ST
SARASOTA, FL 34231 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title AMBR
Name DEVLIN, JEANNE E
Address 2706 NEW CASTLE ST
City-State-Zip: SARASOTA FL 34231

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: JEANNE DEVLIN

CEO

01/28/2023

Electronic Signature of Signing Authorized Person(s) Detail

Date



Summit Group Consulting, LLC

Jeanne Devlin <jeanne@sgcgrants.com>

Sarasota Tax Collector Payment Receipt...

1 message

Governmax Billing Department <billing@governmax.com>

Thu, Aug 3, 2023 at 2:52 PM

To: JEANNE@sgcgrants.com

Thank you for utilizing GovernMax.com products and services, your direct access to Sarasota Tax Collector on-line information 24 hours a day, 7 days a week.

On 8/3/2023 2:52:43 PM EDT, you paid the following items...

Description	Amount

Business Tax for 990010135709	\$14.43

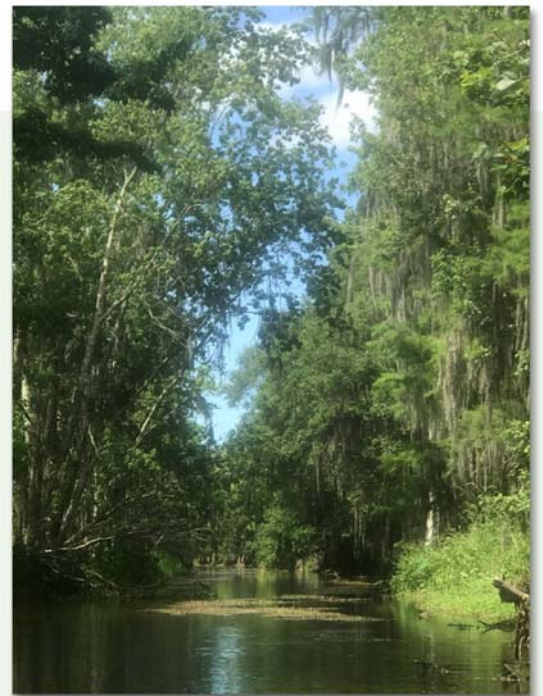
Sub Total	\$14.43
Convenience Fee	\$.00
Total Amount	\$14.43

Please note that the line item description on your monthly statement will appear as 'L2GSARASOTATAXCOLLECTOR'.

Any questions regarding this payment may be directed to mailto:billing@governmax.com

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PROPOSED TECHNICAL APPROACH



Proposed Technical Approach

1. Provide a description of the firm's general approach to the proposed scope of services to include team organization, staff assignments, schedules, quality assurance and accountability.

1. Pre-event Recovery Planning (Preparedness): If requested, Summit works with the County in the 3rd and 4th quarters (Jan-June) to gather and validate Applicant level documentation such as insurance policies and documents, contract review, policy review, data tables completed with updated force account data such as employee lists and rosters and equipment lists matched to FEMA cost codes, pre-event coordination meetings with the debris haul and monitor contractors, identification and permitting of DMS sites, permit application and renewal for other types of projects including USACE (if there is a need), identification of projects for the LMS list, (Section 404 HM projects and other grants), coordination with the State if there is potential overlap, and other pre-storm activities. The work with pre-storm applicant level documents and data tables is an important component of the pending new Grants Portal version not yet live.
2. Short-term Recovery Phase:
 - First day of the 5 day cone: create the call down list ascertaining availability of scheduled Summit personnel (scheduling described in Question 2. below) with 24 hour notice to deploy. Summit loads trucks with field equipment. If the Project Manager and Sr. Grant Specialists are not already in Florida, they start heading this way. Summit identifies pre-planned lodging sources for deployed personnel. If the County requests a Summit person to assist with mission requests to the State, Brian or Jeanne can assist in the EOC.
 - Third day of the 5 day cone (assuming the County is still in the cone), at the County's request Brian or Jeanne can deploy to the County's EOC to begin documentation validation and project development (VAYGO) and to review contract procurement and other emergency related cost activities. If the County does not require Summit's presence at the EOC, the same activities in a limited scope will begin remotely at a secure location inland if either office is also compromised by the storm.
 - 72 hours after landfall (or sooner depending on the magnitude of the storm damage), Brian and/or engineers will deploy to the County and begin initial and project damage assessments. Once the County is declared, Jeanne will submit the County's Request for Public Assistance (RPA) to the State through FLPA or Grants Portal. Project development and insurance adjusting begins.

3. Intermediate Recovery Phase: Depending on the severity of landfall, Jeanne and/or Brian will remain deployed to the County to complete comprehensive damage assessments and to assist with FEMA Joint PDAs and to assist FEMA with the Site Inspections. If site inspections are virtual again, we will complete the FEMA site inspection forms and submit them from location. Jeanne will facilitate the initial FEMA on-site meetings and the Scoping Meeting then quickly transition the weekly or bi-weekly meetings to a conference call. Project development and insurance adjusting with Bob Stinebaugh continues. Either Brian or Jeanne will work directly with the debris contractors to ensure all data and documentation is submitted correctly and timely with a regular report to the County. The Damage Descriptions written during the initial site inspections are entered into the FEMA site inspection reports and into the Damage Inventory excel to ensure consistency of damage information. The Scoping Meeting event marks the beginning of the 60 day deadline to report damages. Jeanne will import and submit the Damage Inventory in grants Portal when complete or just before the required 60 day deadline, as the situation requires.

Summit's goal is to write all work complete projects and estimate all contract work projects pending procurement or initial notice to proceed that are without an engineering or permitting issue and have them ready for submission to FEMA on the 60th day post RSM, the day the Damage Inventory is due. Depending on the level of damage, GPD Group will provide stamped engineering reports with cost estimates for project development. Once these projects are reconciled to insurance adjustment, we request project numbers and submit them to FEMA. While the FEMA-JFO hounds other applicants to get their project documentation submitted and threaten them with a determination memo for insufficient documentation stripping their project funding, we note the 45 day deadline requirement for FEMA to obligate our submitted projects in Grants Portal and track these dates. As an added note, another Client's Hurricane Ian FEMA-PDMG and Mitigation Specialist have both commented several times bragging on us at the JFO for great grant work and wish more applicants had us to help them.

Depending on the magnitude of the storm, some large projects may require considerable time and effort to estimate. Once Summit is 80% complete with project development, Brian and/or others will return to the Sarasota office or their home base and continue to work remotely. Summit's North Florida office is in Franklin County. Jeanne will remain accessible here to the County with little or no notice required to attend meetings, site visits, etc.

All projects will be submitted to FEMA closeout ready and/or documentation complete. Summit will not submit any project level documentation in Grants Portal or FLPA until the project is 100% validated ensuring cost accuracy and FEMA compliance and the final agreed Site Inspection report uploaded by FEMA in portal. Once Brian and the team have completed the grant package for each

project, we will submit the EEI responses, streamlined projects, or expedited grant packages with documents in Grants Portal then advance to the FEMA-PDMG review. Summit will also request the development guide questions be sent to us for response which will give Summit the rights to submit the County's projects directly to the CRC for validation, bypassing the JFO review and wait period. JFO's in Region 4 have approved this request in the past and have saved the Clients valuable time in the reimbursement process.

Project complete submission also ensures no project moves forward missing scope elements or costs. Now that Stafford Act Section 422 – Simplified Procedures rules have changed to increase the small project threshold to \$1 million, no versions will be allowed to projects under \$1 million and small project netting is now the only possibility for cost adjustment. 100% validation and documentation complete projects will help the County avoid the inherent pitfalls of \$1 million small projects. Once projects obligate, the small projects (under \$250,000.00) should be paid by DEM without audit and the County should receive payment in 30 days. We do not yet know if the State Administrative Agency (SAA, or FL equivalent) will require audit on these “super-smalls” given the state's contribution as state share funding. Large projects over \$1 million will fall into the OLA review queue and large projects over \$2.5 million (sliding scale depending on the storm and other factors) may fall into the FEMA-OIG oversight queue along with the Section 428 alternative procedures projects. Jeanne will work directly with DEM and FEMA including DHS-OIG if necessary to manage information requests, strategic funds management, etc. In the past, Jeanne has worked directly with FEMA-OIG during integrity monitoring of multi-million dollar projects producing a positive findings report for the Subrecipient.

Jeanne will work directly with the State submitting all large projects (\$1 million or more unless SAA says otherwise) in FLPA for advance or reimbursement. Given that all projects are written closeout complete, estimated large projects and those subject to FEMA-Strategic Funds Management should be the only heavy lift for both reimbursement and project closeout. (Assumptions made in this paragraph relate to the Congressional Record and Federal Register Notice accompanying the recent rule change to Stafford Act Section 422 – Simplified Procedures rule change.)

4. Long Term Recovery Phase: Jeanne will continue to work with the County and related oversight agencies on any remaining “super-large” and pilot projects until grant completion and final funding reconciliation and disbursement. Jeanne or other Summit personnel will create and submit time extension requests (if necessary) and quarterly reports to DEM through FLPA and create a quarterly status report for the County as we do now. If requested, Jeanne will also work with the County on any prospective Hazard Mitigation projects or LMS activities. If environmental assessments or permitting are necessary, Summit teams with

ECOgenesis, LLC, to provide environmental and cultural resource project services including permitting and NEPA and FEMA-EHP review services.

Summit Group is a state certified WBE business and will be assigned 100% of all grant administration and financial work. 100% of all environmental science and permitting work necessary for grant development will be assigned to ECOgenesis, a certified SBA and state certified WBE Sarasota business. When discussing potential teaming opportunities with other contractors, Summit requests M/WBE status and certificates. Summit also currently teams with other M/WBE companies to provide consulting services.

Brian will work with the County to validate and submit all large project reimbursement requests and project closeouts, if any. This workload is anticipated to be much less than in the past with the new \$1 million small project threshold. However, it remains to be seen if the State Administrative Agency (or equivalent) requires projects of lesser amounts to be validated and closed formally as in the past. We will work with the State on management cost eligibility if this is the case. With the County's request, Gina Vought, our CDBG and Section 404 and 406 HM Specialist will work with the County to identify and manage the County's CDBG-DR projects and to work with the team to support hazard mitigation proposals and projects. If requested, Eric Zabukovek will work with the County regarding Federal Hwy Administration (FHWA) projects and questions. (See Gina's and Eric's resume for previous experience.)

Once all PA projects are closed and funded, Jeanne will manage the final management cost project and account (event) closeout. Jeanne will continue to work with the County concerning mitigation opportunities and projects, training, recovery planning, and any other needs the County may have. While we hope the County will have no appeal issues, Jeanne and Daniel Arms will consult with the State and other FEMA contacts to research and write the appeals. Summit's current win rate is 100% for those first appeals to which FEMA has responded.

Summit's org chart is both scalable and flexible, as an ICS event should be. The magnitude of the storm will determine deployment of the number of personnel listed on the attached organization chart. For smaller events such as category 1 and 2 hurricanes, Jeanne, Brian, and possibly Eric or an engineer will be assigned to the County's project. For larger or complex events, and depending on specific needs, others listed on the organization chart will be deployed as needed for tasks as assigned to them on the chart.

Summit's organizational structure is very flattened. We work with each other, not for one another. As such, any person incurring billable costs to the County's project will provide a line item product/service to the project, regardless of title or org chart position. Summit does not expect the County to carry overhead hours

not directly related to grant management nor do we hire or contract such non-productive positions.

Summit will provide to the County as requested a grant status report. Summit will also prepare for the County any reports or informational documents the County may request for meetings and communications. Summit, likely Jeanne, will also facilitate or attend such meetings at the County's request.

If for some unknown reason, Jeanne or Brian is not able to continue grant services, Eric Zabukovek will take their place until such time as they can return to work.

Summit has an excellent working relationship with DEM and FEMA leadership and will leverage those relationships to assist the County through the grant process.

Summit operates and maintains a 100% web based grant file system, Summit Direct, which enables the County to send all data and documents through a single secure web link, reducing the time necessary for documentation dissemination and paper file organization and transportation. The project specialist can also send an email request including a drag and drop web link to the County for a specific document. Summit will also assign read only access to the County Contract Manager or other designated person for live visibility on the grant process files and status. Summit Direct has no required software to purchase or download.

Summit's goal is to, as much as allowable, to pursue immediate needs funding and insurance proceeds to keep the County in front of major expenditures in a large event. Leveraging expedited and streamlined projects decreases the time waiting for funds disbursement while working directly with the insurance adjuster to provide initial payout with completed grant packages for supplemental funding prior to construction notice to proceed and payment applicant review of construction work completed.

Summit's technical approach is very aggressive and has worked very well for the past six years. Testing this approach compared to that of other contractors with which we have worked in the past proves a much higher rate of return to the Client than previously seen as a subcontractor to other prime contractors. We are currently working with several of our clients to close the Hurricane Ian and Nicole events.

2. Describe the firm's response and service if multiple cities and counties were in need.

Summit strategically engages with clients based on jurisdictional boundaries to ensure we are not over-extended in the event of a large storm. Personnel assigned or deployed to the County during an incident will dedicate 100% of their working hours to the County's response and recovery.

Also, Summit has a call down of over 600 qualified reservists. We schedule pre-positioned reservists based on storm projections, current workload, and needs of our strategic partners. Summit has already analyzed our potential 3rd and 4th quarter (January-June 2024) needs and the potential needs of our engineering prime contractors and reserved certain personnel for potential deployment should the need arise. The attached organization chart shows the 3rd and 4th quarter reserve list for North and Central Florida. Because Summit does not over-extend in a particular geographic area, the County is assured of adequate qualified and experienced grant management personnel pre-positioned to serve the County with a 24-hour notice to proceed.

3. Provide relevant availability guidelines and/or the average time between requests for meetings and actual attendance for current clients. Discuss the availability of the primary contact relative to current and future client workload. Include for each individual the estimated number of hours that will be contributed to this agreement and in what capacity they would serve to this agreement.

Summit respectfully requests at least a 24 hour notice for on-site meetings and formal conference calls. Both Jeanne and Eric live in Florida and barring unforeseen circumstances could be available for on-site meetings in the County within 24 hours. However, Jeanne lives in Franklin County and can be available to the County with little notice if necessary. Remote work requests are tasked within the hour of receipt by the Project Manager or designated POC.

All Summit personnel assigned to a specific project are contracted for full time availability for work. If the County requires each person to work full time hours, we are available to do so. Jeanne will work with the County to establish work schedules to complement the County's needs. Summit will request the County's approval to assign a worker more than 40 hours of work per week. Summit does not deploy the same person to multiple gray sky tasks so work by those deployed to the County will be exclusively for the County's project. Also, as the project starts to right-size, Summit personnel are expected to right-size their work schedules as well. In short, Summit personnel assigned to the County's project will remain working on the project as long as they are needed and will adjust hours or demobilize as the project right-sizes.

Jeanne will be the Project Manager for the County's contract, operating locally within the County, and can be available for meetings and other required assessments and site visits with little notice.

4. Describe the amount of time and ability that your firm would be able to devote to the County to research the current process of how our organization is seeking federal reimbursement and

how that process could be streamlined, as well as how we can better prepare before a loss to document a claim.

Summit will engage with the County to continue Pre-event Recovery Planning. Included in the planning is updated data tables with Applicant level information necessary for force account cost reimbursement such as the equipment list, contract review for procurement compliance and scope accuracy, pre-storm documentation training, LMS mitigation project lists, insurance review, archive of applicant level documents, identification of debris management and final disposal sites along with permit renewal, pre-event meetings with the debris haul and monitor contractors, and other pre-event activities that can be completed prior to an event. Summit will continue to work with the County throughout each year to streamline grant processes, provide training for the County accordingly especially when work reports are necessary to validate force account work and costs, and maximize/optimize grant funding as preparedness is a continual process. The work with pre-storm applicant level documents and data tables is an important component of the pending new Grants Portal version not yet live.

5. Describe how the firm will provide a website and/or portal with details on status of projects.

Summit operates and maintains a 100% web based grant file system, Summit Direct, which enables the County to send all data and documents through a single secure web link portal, reducing the time necessary for documentation dissemination and paper file organization and transportation. The project specialist can also send an email request including a drag and drop web link to the County for a specific document. Summit will also assign read only access to the County Contract Manager or other designated person for live visibility of all grant process files and status. Summit Direct has no required software to purchase or download.

Jeanne will create a single file in the Summit Direct secure site to add Grant Status Reports and deliverables for the County's review and download.

6. Describe how your firm would include public adjusting, including coordinating with the County, insurance and/or grant reimbursement as deemed necessary.

Summit Group works with Bob Stinebaugh, a certified Public Adjuster, to create insurance claim reports to reconcile grant project costs to the initial and supplemental statements of loss. Reconciling completed grant packages to the insurance supplemental state of loss often results in complete project funding and in some cases also provides insurance funding for damages not otherwise eligible for FEMA funding.

All pages of this proposal are printed on recycled paper.

ADA Section 508 Compliance:

Black font contrast ratio is 21:1, blue font contrast ratio is 10.86:1, well above the required 4.5:1.

All title fonts are printed with the Headings 1 selection in Microsoft Word Styles.

The Title Page is printed in Microsoft Word Title Style 1.

Tables were created with Microsoft Word insert table function where possible.

6

PROPOSED FEE SCHEDULE



Summit Group Consulting, LLC

Proposed Fee Schedule

Position Title	Rate	Average Days/Month	Hours/Day	No. of positions	Cost/Mo.
Project Manager	\$150.00	22	8	1	\$26,400.00
Sr. Appeals Officer or Legal Counsel	\$150.00	0.5	8	1	\$600.00
Engineer or Environmental Scientist	\$125.00	0.5	8	1	\$500.00
Sr. Grant Specialist	\$125.00	22	8	0.5	\$11,000.00
Grant Specialist or Insurance Specialist	\$110.00	22	8	0.25	\$4,840.00
Field Representative or Technical Associate	\$45.00	5	8	0	\$0.00
Administrative/Clerical Work	\$25.00	5	8	0	\$0.00
			8		\$0.00
			8		\$0.00
			8		\$0.00
Month Estimated Total	\$730.00				\$43,340.00

This estimate metric is based on a 40 hour work week for a 30 day month with 22 working days per month. The Column E average days per month per full-time and as-needed positions are based on grant development needs experienced in previous activations.

Please indicate your proposed rate for each position in Column D and your proposed count of each of those positions in Column G.

Please indicate additionally needed positions with rate, average days/month and number of positions in the blank lines provided.

When complete, please print this page and add to your Proposed Fee Schedule section of your response. Excel drafts submitted will be considered non-responsive.

7

ADDITIONAL DATA





REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

Information Sheet For Transactions and Conveyances Corporate Identification

The Following information will be provided to the Franklin County Legal Services for incorporation in legal documents. It is; therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the State and Federal Government.

Is this a Florida Corporation: YES (Circle One) or NO

If not a Florida Corporation,
In what State was it created? _____
Name as spelled in that State. _____

What kind of Corporation is it? For Profit or Not for Profit

Is it in good Standing? YES or NO

Authorized to transact business in Florida? YES or NO

State of Florida, Department of State, Certificate of Authority Document No: L18000086256

Does it use a registered fictitious name? YES or NO

Name of Officers:
 President: Jeanne Devlin Secretary: _____
 Vice President: _____ Treasurer: _____
 Director: _____ Director: _____
 Other: _____ Other: _____

Name of Corporation (As used in Florida): Summit Group Consulting, LLC
(Spelled exactly as it is registered with the State or Federal Government)

Corporate Address:
 Post Office Box: 6547 Midnight Pass Road #7,
 City, State, Zip: Sarasota, FL 34242
 Street Address: 2706 New Castle St
 City, State, Zip: Sarasota, FL 34231
(Please provide Post Office Box and Street Address for mail and/or express delivery; also, for recorded instruments involving land)

Federal Identification Number: 74-2414147
(For all instruments to be recorded, taxpayer's identification is needed)

Name of Individual who will sign the instrument on behalf of the Company:
Jeanne Devlin
(Upon Certification of Award, the President or Vice-President shall sign Contract. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. The awarded contractor shall submit a copy of the resolution together with the executed contract to the Contact listed in Section 3.1.)

Title of the individual named above who will sign on behalf of the Company:
CEO



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES RFP #:

CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract Administration.

NAME: Jeanne Devlin

TITLE: CEO

COMPANY NAME: Summit Group Consulting, LLC

ADDRESS: 6547 Midnight Pass Road #7


CITY: Sarasota

STATE: FL **ZIP:** 34231

TELEPHONE NUMBER: 941-960-3417

FAX NUMBER: N/A

EMAIL: Jeanne@SGCgrants.com

SIGNATURE: 



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/8/2023

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 have **ADDITIONAL INSURED** provisions or 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).

PRODUCER Dick, Johnson & Jefferson Insurance 1429 60th Avenue West Suite 200 Bradenton FL 34207	CONTACT NAME: Griselda White PHONE (A/C, No, Ext): 941-758-3861 E-MAIL ADDRESS: griselda.white@djjinc.com FAX (A/C, No): 941-758-5947
INSURED Summit Group Consulting LLC Jeanne Devlin 6547 Midnight Pass Rd #7 Sarasota FL 34242	INSURER(S) AFFORDING COVERAGE INSURER A : Southern-Owners Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 10190

COVERAGES**CERTIFICATE NUMBER:** 803515153**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> NON-OWNED AUTO <input checked="" type="checkbox"/> HIRED AUTO LIAB. GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		20668457	7/22/2023	7/22/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			20668457	7/22/2023	7/22/2024	Professional Services 100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Franklin County Board of Commissioners are added as additional insureds as required by written contract for General Liability.

CERTIFICATE HOLDER**CANCELLATION**Franklin County Board of Commissioners
33 Market Street, Suite 203
Apalachicola FL 32320

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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Attachment 'F'

RESPONDENT'S CERTIFICATION

I have carefully examined the Invitation to Bid.

I hereby propose to furnish the services specified in the Invitation to Bid. I agree that my submittal will remain firm for a period of at least 90 days in order to allow the County adequate time to award bid.

I certify that all information contained in this submittal is truthful. I further certify that I am duly authorized to provide this submittal on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

I further certify, under oath, that this submittal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation tendering a submittal for the same service, that no officer, employee or agent of the County or any other respondent is interested in said submittal; and that the undersigned executed this Respondent's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Addendum Received: # 1 Q/A# # # # # #

Summit Group Consulting, LLC
NAME OF BUSINESS


SIGNATURE

Jeanne Devlin, CEO
NAME & TITLE, TYPED OR PRINTED

MAILING ADDRESS
6547 Midnight Pass Road #7

Sarasota, FL 34242

CITY, STATE, ZIP CODE
Jeanne@SGCgrants.com

E-MAIL ADDRESS
(941) 960-3417
TELEPHONE NUMBER

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/14/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]


Notary Public

Name typed, printed or stamped

My Commission Expires: 10/1/23



Michael Jordan
Comm. # GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary

Attachment 'F'

**SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS

1. This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Jeanne Devlin, CEO

(print individual's name and title)

for: Summit Group Consulting, LLC

(print name of entity submitting sworn statement)

whose business address is: 2706 New Castle St, Sarasota, FL 34231

and (if applicable) its Federal Employer Identification Number (FEIN) is: 74-2414147

*(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:
N/A - ____ - ____).*

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means 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 or with an agency or political subdivision of any other state or of the United States, including but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentations.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means 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 guilty or non contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a.) A predecessor or successor of a person convicted of a public entity crime; or
 - b.) 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. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, and partners. Shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement, which I have marked below, is true in relations to the entity submitting this sworn statement. (Indicate which statement applies).
- ☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any

affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- ☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

STATE OF Florida

COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]



Michael Jordan
Comm. #GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary

Notary Public

Name typed, printed or stamped

My Commission Expires:

Michael Jordan

10/1/23

**AMERICANS WITH DISABILITIES ACT (ADA)
DISABILITY NONDISCRIMINATION STATEMENT**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE
PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS**

This sworn statement is submitted to FRANKLIN COUNTY, FLORIDA by:

Jeanne Devlin, CEO

(print individual's name and title)

for: Summit Group Consulting, LLC

(print name of entity submitting sworn statement)

whose business address is: 2706 New Castle St, Sarasota, FL 34231

and (if applicable) its Federal Employer Identification Number (FEIN) is: 74-2414147

(If the entity has no FEIN, include Social Security Number of the individual signing this sworn statement:
N/A - _____ - _____.)

I, being duly first sworn state:

That the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, and assure that any subcontractor, or third party contractor under this project complies with all applicable requirements of the laws listed below including, but not limited to, those provision pertaining to employment, provision of programs and services, transportation, communications, access to facilities, renovations, and new construction.

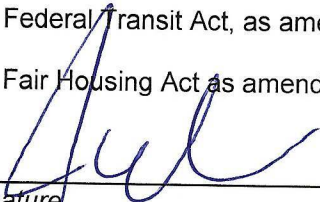
The Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat 327, 42 USC 12101-12213 and 47 USC Sections 225 and 661 including Title I, Employment; Title II, Public Services; Title III, Public Accommodations and Services Operated by Private entities; Title IV, Telecommunications; and Title V, Miscellaneous Provisions.

The Florida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553.501-553.513, Florida Statutes:

The Rehabilitation Act of 1973, 29 USC Section 794;

The Federal Transit Act, as amended 49 USC Section 1612;

The Fair Housing Act as amended 42 USC Section 3601-3631.


Signature

STATE OF Florida

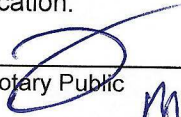
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]



Michael Jordan
Comm. # GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary


Notary Public

Name typed, printed or stamped

My Commission Expires: 10/1/23

BUSINESS ENTITY AFFIDAVIT
(VENDOR/BIDDER DISCLOSURE)

I, Jeanne Devlin, being first duly sworn
state:

The full legal name and business address of the person(s) or entity contracting or transacting business with
Franklin County, FL ("County") are (Post Office addresses are not acceptable), as follows:

74-2414147

Federal Employer Identification Number (If none, Social Security Number)

Summit Group Consulting, LLC

Name of Entity, Individual, Partners or Corporation

<u>2706 New Castle St</u>	<u>Sarasota</u>	<u>FL</u>	<u>34231</u>
Street Address	Suite	City	State
			Zip Code

OWNERSHIP DISCLOSURE AFFIDAVIT

1. If the contact or business transaction is with a corporation, the full legal name and business address shall be provided for each officer and director and each stockholder who holds directly or indirectly five percent (5%) or more of the corporation's stock. If the contract or business transaction is with a trust, the full legal name and address shall be provided for each trustee and each beneficiary. All such names and addresses are (Post Office addresses are not acceptable), as follows:

<u>Full Legal Name</u>	<u>Address</u>	<u>Ownership</u>
<u>Jeanne Devlin</u>	<u>2706 New Castle St, Sarasota, FL 34231</u>	<u>100</u> %
		%
		%

2. The full legal names and business address of any other individual (other than subcontractors, materialmen, suppliers, laborers, or lenders) who have, or will have, any interest (legal equitable, beneficial or otherwise) in the contract or business transaction with the County are (Post Office addresses are not acceptable), as follows:

N/A


Signature of Affiant

9-16-23
Date

STATE OF Florida
COUNTY OF Leban

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.




Notary Public

Michael Jordan
Name typed, printed or stamped

My Commission Expires: 10/1/23

**FRANKLIN COUNTY
DRUG-FREE WORKPLACE COMPLIANCE FORM**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

(The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Summit Group Consulting, LLC does):
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Subsection 1.
4. In the statement specified in Subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this form complies fully with the above requirements.

Vendor's Signature: 

Date 9-16-23

Print or Type Name/Title Jeanne Devlin, CEO

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.



Notary Public 
Name typed, printed or stamped
My Commission Expires: 10/1/23

NO LOBBYING AFFIDAVIT

STATE OF FLORIDA
COUNTY OF Leon

This 16 day of September 20 23,
Jeanne Devlin

being first duly sworn, deposes and says that he/she is the authorized representative of _____

Summit Group Consulting, LLC (Name of contractor, firm or individual), maker of the attached submittal made in response to a request for bid, proposals, qualifications and/or any other solicitation released by Franklin County, FL, and swears that the bidder and any of its agents agrees to abide by the County's no lobbying restrictions in regard to this solicitation.


Affiant

Jeanne Devlin, CEO
Print / Type Name & Title

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

My commission expires:



Michael Jordan
Comm. # GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary


Notary Signature

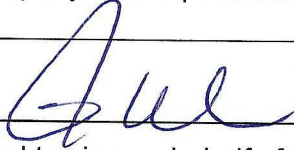
Michael Jordan

VENDOR CERTIFICATION
REGARDING SCRUTINIZED
COMPANIES LISTS

Respondent Vendor Name: Summit Group Consulting, LLC
Vendor FEIN: 74-2414147
Vendor's Authorized Representative Name and Title: Jeanne Devlin, CEO
Address: 2706 New Castle St
City: Sarasota State: FL Zip: 34231
Phone Number: 941-960-3417
Email Address: Jeanne@SGCgrants.com

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: 
who is authorized to sign on behalf of the above referenced company.
Authorized Signature Print Name and Title: Jeanne Devlin, CEO
Date: 9-16-23

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]



Michael Jordan
Comm. # GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary


Notary Public

Name typed, printed or stamped

My Commission Expires: 10/1/23

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS
(for agreements exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned Contractor hereby certifies and attests to the accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

AFFIANT 

Jeanne Devlin, CEO

Typed Name of AFFIANT / AFFIANT Title

Date 9-16-23

STATE OF Florida


COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/16/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]



Michael Jordan
Comm. #GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary

Notary Public 

Name typed, printed or stamped Michael Jordan

My Commission Expires: 10/1/23

E-VERIFY COMPLIANCE FORM


Definitions:

"Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration.

"Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

Effective January 1, 2021, public and private employers, contractors and subcontractors will begin required registration with, and use of the E-verify system in order to verify the work authorization status of all newly hired employees. Vendor/Consultant/Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

- a) All persons employed by Vendor/Consultant/Contractor to perform employment duties within Florida during the term of the contract; and
- b) All persons (including subvendors/subconsultants/subcontractors) assigned by Vendor/Consultant/Contractor to perform work pursuant to the contract with the Department. The Vendor/Consultant/Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the contract is a condition of the contract with the Franklin County, Florida; and
- c) Should vendor become successful Contractor awarded for the above-named project, by entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this Contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination.

Company Name: Summit Group Consulting, LLC	
Authorized Signature: 	Print Name: Jeanne Devlin
Title: CEO	Date: 9/6/2023
Phone: 941-960-3417	Email: Jeanne@SGCgrants.com

STATE OF Florida
COUNTY OF Leon

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 9/14/23 (date) by Jeanne Devlin, CEO (name of officer or agent, title of officer or agent) of Summit Group Consulting, LLC (name of corporation acknowledging), a Florida (state or place of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has produced Drivers License (type of identification) as identification.

[Notary Seal]



Michael Jordan
Comm. # GG366579
Expires: October 1, 2023
Bonded Thru Aaron Notary

Notary Public

Name typed, printed or stamped

My Commission Expires: 10/1/23

E-VERIFY ELIGIBILITY FORM

VERIFICATION OF EMPLOYMENT ELIGIBILITY FORM

PER FLORIDA STATUTE 448.095, CONTRACTORS AND SUBCONTRACTORS MUST REGISTER WITH AND USE THE E-VERIFY SYSTEM TO VERIFY THE WORK AUTHORIZATION STATUS OF ALL NEWLY HIRED EMPLOYEES.

THIS FORM MUST BE COMPLETED AND SUBMITTED WITH THE BID/PROPOSAL. FAILURE TO SUBMIT THIS FORM AS REQUIRED MAY DEEM YOUR SUBMITTAL NONRESPONSIVE.

The affiant, by virtue of the signature below, certifies that:

1. The Contractor and its Subcontractors are aware of the requirements of Florida Statute 448.095.
2. The Contractor and its Subcontractors are registered with and using the E-Verify system to verify the work authorization status of newly hired employees.
3. The Contractor will not enter into a contract with any Subcontractor unless each party to the contract registers with and uses the E-Verify system.
4. The Subcontractor will provide the Contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized alien.
5. The Contractor must maintain a copy of such affidavit.
6. The City may terminate this Contract on the good faith belief that the Contractor or its Subcontractors knowingly violated Florida Statutes 448.09(1) or 448.095(2)(c).
7. If this Contract is terminated pursuant to Florida Statute 448.095(2)(c), the Contractor may not be awarded a public contract for at least 1 year after the date on which this Contract was terminated.
8. The Contractor is liable for any additional cost incurred by the City as a result of the termination of this Contract.

Authorized Signature
Jeanne Devlin

Printed Name
CEO

Title
Summit Group Consulting, LLC
Name of Entity/Corporation

STATE OF Florida

COUNTY OF Sarasota

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization on, this 19 day of September, 2022, by

Jeanne Devlin (name of person whose signature is being notarized) as the
CEO (title) of Summit Group Consulting, LLC (name of
corporation/entity), personally known , or produced Drivers License (type of
identification) as identification, and who did/did not take an oath.



Mark Dymarkowski
Comm.: HH 150660
My Commission Expires:

My Commission Expires: July 8, 2025
NOTARY SEAL ABOVE

Notary Public
Mark Dymarkowski
Printed Name

 An official website of the United States government [Here's how you know](#)



Menu 

My Company Account

My Company Profile

Company Information

Company Name

Jeanne Devlin

Doing Business As (DBA) Name

Summit Group Consulting LLC

Company ID

2099791

Enrollment Date

Mar 09, 2023

Employer Identification Number (EIN)

742414147

Unique Entity Identifier (UEI)

WVRPLJVTDA6

DUNS Number

113322644

Total Number of Employees

1 to 4

NAICS Code

921

Sector

Public Administration

Subsector

Executive, Legislative, and Other General
Government Support

[Edit Company Information](#)

Employer Category

Employer Category

None of these categories apply

[Edit Employer Category](#)

Company Addresses

Physical Address

2706 New Castle St
Sarasota, FL 34231

Mailing Address

6547 Midnight Pass Road
#7
Sarasota, FL 34242

[Edit Company Addresses](#)

Hiring Sites

Number of Sites

1

[Edit Hiring Sites](#)

Company Access and MOU

My Company is Configured to:

Verify Its Own Employees

Memorandum of Understanding

[View Current MOU](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#)

[Accessibility](#) [Plug-ins](#) [Site Map](#)



State of Florida

Woman Business Certification

Summit Group Consulting, LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
08/02/2023 to 08/02/2025



J. Todd Inman
Florida Department of Management Services

Office of Supplier Diversity
4050 Esplanade Way, Suite 380
Tallahassee, FL 32399
850-487-0915
www.dms.myflorida.com/osd

State of Florida

Woman Business Certification

Ecogenesis LLC

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
01/15/2020 to 01/15/2022



Jonathan R. Satter, Secretary
Florida Department of Management Services

JEANNE E. DEVLIN

SUMMIT GROUP CONSULTING, LLC
LONG TERM RECOVERY, INTERGOVERNMENTAL AFFAIRS
LAW ENFORCEMENT, REAL ESTATE, TRANSPORTATION

6547 MIDNIGHT PASS #7, SARASOTA, FL 34242 • 941-960-3417 • JEANNE@SGCGRANTS.COM

HIGHLIGHTS

- More than thirty years of professional public service and volunteer work.
- More than 60 federally declared events – wide range of activation, project management, and grant administration roles.
- Extensive background in Emergency Management, Law Enforcement, Intergovernmental affairs, Community Relations, and Grant Administration.
- Private Sector experience in Real Estate Investing, Management, Accounting, and Transportation.
- Recovery - Public Assistance, Individual Assistance, Sections 404 and 406 Hazard Mitigation and other HMA Mitigation Programs, Section 428 PAAP Projects, Grant Appeals, Long Term Recovery
- Proficient with FEMA Grants Portal/Manager, EMMIE, NEMIS, MB3 (FLPA, LAPA, NJEMGrants, TDEMGrants) software.

PROFESSIONAL EXPERIENCE

Summit Group Consulting, LLC

Sarasota, FL

CEO and Project Manager

Managing Team of 34 Sr. Grant and Field Specialists

April 01, 2018 to Present

- Public Assistance, Individual Assistance, Long Term Recovery, Pre-Disaster Recovery Planning
- Section 404 Hazard Mitigation Grant Program and HMA Programs including BRIC and FMA Grants
- Section 428 Stafford Act – Public Assistance Alternative Procedures (PAAP) – Development/Audit
- Section 324 Recipient and SubRecipient Management Costs – MCIP research and implementation
- Section 705 Disaster Grant Closeout Procedures
- Project and RPA Appeals, Policy Review
- Florida DEM approved Instructor
- DR-4734 – Hurricane Idalia – Franklin County, FL – Project Manager, Grant development
- DR-4399 – Hurricane Michael – Franklin County, FL – Management Cost project financial reconciliation and reimbursement validation with DEM
- DR-4734 – Hurricane Idalia – The Villages, FL (24 Districts) – Project Manager, Grant Administration
- DR 4734 – Hurricane Idalia – Holmes Beach, FL – Category B project development and validation QA, insurance schedule of values review and update
- DR 4734 – Hurricane Idalia – St Cloud, FL – Category B project development and validation QA
- CDBG-DR Grant – St Cloud, FL – Project Audit and Closeout Preparation
- American Rescue Plan Act (ARPA) Grant – St Cloud, FL – Grant reconciliation and annual reports, Project QA
- COPS Grant – St Cloud, FL - Grant reconciliation and quarterly reports, Project QA
- DR 4680 – Hurricane Nicole - The Villages, FL – Project Manager, Project QA, Grant Administration
- DR 4680 – Hurricane Nicole - St Cloud, FL – Project Manager, Project QA
- Holmes Beach, FL – Pre-Disaster Recovery Planning, Grant Management and Closeout
- DR 4673 – Hurricane Ian - Highlands County, FL – Project Manager, Project QA, Expedited Emergency Work Debris Removal Project

- DR 4673 – Hurricane Ian - The Villages, FL (19 Districts) – Project Manager, Project QA, Policy Review
- DR 4673 – Hurricane Ian - Holmes Beach, FL – Project Manager, Project QA, Long Term Recovery and Section 404 Mitigation Projects per LMS list, Policy Review, Training, NIMS Certification Program
- DR 4673 – Hurricane Ian - St Cloud, FL – Project Manager, Project QA, Insurance reconciliation and initial claims submission, Policy review
- DR 4643 – Severe Storms and Flooding - Olive Hill, KY – Grant Administrator – Category B and F – Water Utilities Reconstruction, Category D – Streambank Retaining Wall Reconstruction
- DR 4630 – Severe Storms and Flooding - Olive Hill, KY – Grant Administrator – Section 404 HMPG – Flood Mitigation Planning Grant and Study, Safe Room Grant, BRIC Grant – Flood Plain Mitigation
- LA Declaration - 2022 Arabi Tornado – St Bernard Parish, LA – Debris Monitoring – Data Manager and Technical Advisor
- DR 4611 – Hurricane Ida - East Feliciana Parish, LA - Supporting Hunt, Guillot and Associates (HGA) with staffing needs for Debris Removal Project – grant writing and field inspections
- DR 4630 – Severe Storms and Tornadoes – Multiple County Mutual Aid EPM Projects
- DR 4595 – Severe Storms and Flooding - Union County, KY – Project Manager, Ohio River Dredge project, Engineering Liaison, Section 404 HMGP Mobile Incident Command Center Initiative Grant and generator grants, other initiative grants
- DR 4611 – Hurricane Ida – Lafourche Parish – Supporting Hunt, Guillot and Associates (HGA) with staffing needs for Debris and Permanent work Projects. Policy Advisor and Quality Control
- DR 4611 – Hurricane Ida – St Bernard Parish - Debris Monitoring – Data Manager
- DR 4611 – Hurricane Ida – Mandeville, LA - Debris Monitoring – Compliance Audit
- EM 3569 – Hurricane Ida – Harrison County, MS – Debris Monitoring – Data Manager
- DR 4611 – Hurricane Ida – East Feliciana Parish - Debris Monitoring – Compliance Audit and Data Manager
- DR 4611 – Hurricane Ida – Gonzales, LA - Debris Monitoring – Compliance Audit
- DR 4630 – Union County – Initiative Grant – Tornado Sirens and P25 Radios
- DR 4595 – Union County, KY – Grant Development, Section 404 and 406 Mitigation Projects, Continued Multimillion Ohio River Dredge Project including Mitigation and Design, Section 404 HMPG Grants: Flood Mitigation Planning Grant, Flood Mitigation Project Grant
- DR 4540 – Union County, KY – Grant Development, Engineering Support, Mitigation Consultation for Ohio River Projects, Appeals, Continued Multimillion Ohio River Dredge Project
- DR 4497 – Union County, KY – Grant Development
- DR 4540 – Morganfield, KY – Grant Development, Sewer system force main repairs project
- DR 4497 – Morganfield, KY – Grant Development, Appeals
- DR 4428 – Union County, KY – Union County, KY – Project Management of comprehensive dredge project on the Ohio River in coordination with USACE, includes dredge project and 406 mitigation to redirect flood waters from critical facilities
- DR 4361 – Union County, KY – Project Management of Blackburn Recreational and Emergency Access Facility on the Ohio River including comprehensive Section 404 and 406 mitigation project to reinforce the integral shoreline
- DR 4337 – City of St Cloud, FL – Grant Administration, Large Project and Event Closeout
- DR 4468 – City of St Cloud, FL – Grant Administration, Reimbursement Requests, Large Project and Event Closeout
- DR 4486 – City of St Cloud, FL – Project Development, First Appeals
- DR 4595 – City of Olive Hill, KY – Section 404 HMGP Projects: Flood Mitigation Planning Grant, Safe Room Grant. BRIC Grant: Tygarts Creek Dredge and Flood Mitigation Project
- ecoGENESIS, LLC – USACE Permitting Development

Disaster Law and Consulting, LLC

Tallahassee, FL

Senior Vice President and Project Manager

June 11, 2018 to July 11, 2021

- DR 1539 – DeSoto County – Appeals, Administrative Record
- DR 1791 – Galveston, TX Railroad Museum/Moody Foundation – Project Closeout, Dispute Resolution
- DR 4283 – City of St Cloud, FL, Financial Reconciliation and Request for Reimbursement Submission

- DR 4337 – The Villages Community Development Districts, FL – Grant Administration and Project Management including Financial Reconciliation, Debris Project Monitoring, and Project Appeals
- DR 4337 – City of St Cloud, FL – Grant Administration, Reimbursement Request and Financial Reconciliation, Training, and comprehensive program development, Appeals, Insurance Reconciliation and Supplemental Funding Requests
- DR 4337 – Shell Point Retirement Community (PNP) – Grant Development and Appeals
- DR 4337 – Archways, Inc. (PNP) – Grant Development, Appeals, versioning appealed project costs
- DR 4337 – The Quarry CDD – Appeal on Multimillion Dollar Retention Pond Restoration Project, Evaluation and revision of multi-million dollar flood basin reconstruction and revetment project. Reconstructed the entire grant as a CEF and as a work complete project.
- DR 4361 – McLean County, KY – Grant Development, Financial Reconciliation and Reimbursement Requests, Appeals
- DR 4361 – Union County, KY – Project Management of Blackburn Recreational and Emergency Access Facility on the Ohio River including comprehensive Section 404 and 406 mitigation project to reinforce the integral shoreline
- DR 4361 – Louisville Metro Sewer District (LMSD) – Project Appeals, coordination with Engineers on upcoming flooding mitigation projects, 404 and BRIC.
- DR 4428 – Union County, KY – Union County, KY – Project Management of comprehensive dredge project on the Ohio River in coordination with USACE, includes dredge project and 406 mitigation to redirect flood waters from critical facilities
- DR 4540 – Union County, KY – Grant Development, Engineering Support, Mitigation Consultation for Ohio River Projects, Appeals, Continued Multimillion Ohio River Dredge Project
- DR 4592 – Olive Hill, KY – Grant Development, Section 404 Mitigation Project of Multiple Dredge and Waterway Redesign Projects.
- DR 4595 – Union County, KY – Grant Development, Section 404 and 406 Mitigation Projects, Continued Multimillion Ohio River Dredge Project including Mitigation and Design
- Project formulation - technical writing and consulting, all categories of work
- Project cost estimating
- Grant management – including operations, assessments, and project management through closeout
- Expedited FEMA reimbursement process – Stafford Act, Section 705(c)
- Account Management - SubGrant reconciliation, accounting, and closeout
- RPA and Project appeal research and development
- A-133 Single Audit – support and consultation
- Risk Assessment Evaluation support and consultation

CDR Maguire Engineering, Inc

Tallahassee, FL

Project Manager and Senior FEMA Specialist

June 18, 2018 to January 01, 2019

- DR-4358-KY
- DR-4361-KY
- DR-4399-FL

Florida:

Project Manager – Franklin County, FL – Hurricane Michael

Supervised all aspects of Interim and Long-Term Recovery project oversight, development, and grant management for emergency and permanent categories of work.

Senior FEMA Specialist – Bay County, FL – Hurricane Michael

Oversight of Road and Bridge damage assessments and project development, Permanent work PAAP project development – road repairs, Damage Inventory development and submission.

Kentucky:

State-Applicant Liaison

Technical assistance with Grantee contract work.

Worked directly with Applicants to develop alternative construction project scopes of work utilizing State and local codes and standards, 406 HM, 404 HM, and alternate/improved projects.

Expedited FEMA reimbursement process – Stafford Act, Section 705(c), Small Project Certifications.

Grants Portal training and management.

Damage Inventory formulation.

Site Inspection oversight.

Disaster Strategies and Ideas Group, LLC

Tallahassee, FL

Project Manager and State Task Force Lead

November 05, 2015 – June 11, 2018

State Assignment:

PA Program Manager – Event/Project Closeouts, State Liaison (2017-2018)

- DR-1785 - 4283-FL
- EM-3288 - 3377-FL

Supervision of Public Assistance Closeout and Special Projects Crews comprised of 17 personnel, including Public Assistance Coordinators and PA Project Specialists.

Supervision of staff and responsibilities relating to Public Assistance Coordinator – SubGrant Closeouts and Special Projects – PAAP RFR Review.

Conducted final Audit Review and large project closeout QA/QC.

PA Program Manager – Sec. 428 –Public Assistance Alternative Procedures (PAAP)

Projects (Nov 5, 2015-June 11, 2018)

- DR-4138-FL – Holmes County
- DR-4177-FL – Jackson County

Supervision of the Special Projects Audit Team.

Developed audit controls and procedures for permanent and emergency Work PAAP projects.

Design, implementation, and maintenance of SRIA-PAAP Excel audit system.

Conducted final Audit QA/QC.

Worked directly with DHS-OIG to prepare Category C – PAAP audit report.

Task Force Team Lead – Disaster Team Lead, QA/QC (Jan 5, 2017-May 4, 2017)

- DR-4283-FL – Hurricane Matthew

Supervision of Public Assistance Crews comprised of 47 personnel, including Public Assistance Coordinators and PA Project Specialists.

Eligibility of Category A-G project details, project development and submittal processes, and disaster-specific program guidance.

Created and maintained a master tracker used for reporting project status to the state, defining staffing shortfalls and needs, and optimizing work force resources by qualifications based on project development needs. Assigned districts and workload priorities, oversight and management of team workload, review of subordinate staff projects.

Coordinated with the State PAO, FEMA JFO, and the Hurricane Hermine Task Force Lead within the Public Assistance Division.

Worked directly with FEMA-JFO DIBD, TFLs, and QA/QC Team during the initial review phase of project development.

Performed QA/QC on some project worksheets during the data entry and submission phase in the EMMIE program.

Analysis of projects in Grantee Review, prior to FEMA final review.

Public Assistance Coordinator – PAC Crew Lead (Oct 3, 2016-Jan 7, 2017)

- DR-4280-FL – Hurricane Hermine

Development of Public Assistance projects in Manatee, Pinellas, and Sarasota Counties.

Supervised a team of Public Assistance Project Specialists.

Worked directly with the Project Specialists and Sub Recipients during project formulation, including site visits and amendments to the project worksheets.

Performed QA/QC on all projects during the data entry and submission phase in the EMMIE program.

Public Assistance Coordinator – SubGrant Closeouts/Audit and Special Projects – Long Term Recovery/Public Assistance Alternative Procedures Pilot Program (Nov 5, 2015-Oct 3, 2016)

- DR-1602-FL – Hurricane Katrina
- DR-1609-FL – Hurricane Wilma
- DR-4138-FL – Florida Severe Storms and Flooding
- DR-4177-FL – Florida Severe Storms, Tornadoes, Straight-line Winds, and Flooding

Reconciled and closed the final Sub Grantee Projects for Florida Hurricanes Katrina and Wilma.

Developed a Reimbursement Request and Grant Management Program for the Public Assistance Alternative Procedures Pilot Program (PAAP) for Permanent Work Projects.
Trained Public Assistance Coordinators in the Reimbursement Processes for the SubGrants.
Request for Reimbursement (RFR) and Request for Advance (RFA) validation and review for DR 4138 and DR 4177 PAAP projects and Sub Recipient Direct Administrative Costs (DAC). Calculated PAAP excess funds and developed alternative work scope changes.

Applicant Assignment:

PA Project Manager – Sub-Recipient Grant Administrator

Sept 16, 2017 to June 11, 2018

DR-4337-FL – Hurricane Irma

- The Villages, FL

Recovery grant administration for 16 Governmental Special Districts of The Villages, FL in Sumter, Lake, and Marion Counties.

Supervision of Project Development Crews comprised of 2-3 Project Specialists.

Development of emergency and permanent work projects including Section 406 Hazard Mitigation proposals and estimates across the 16 Districts.

Development of the Damage Inventory and inter-departmental tracking system including action item notifications.

Insurance review of policies and reconciliation of statement of loss totals to project related reimbursement costs.

Internal accounting controls to allocate reimbursement funds across multiple subaccounts per project.

Develop cost estimates for permanent work projects based on engineering reports.

Market analysis of increased debris removal costs comparing pre-positioned contract haulout rates to the current increased statewide haulout rates relative to supply and demand of the quantity of contract labor.

Preparation for each District's A-133 Single Audit.

Other Sub-Recipient Clients:

The Villages Community Development Districts

- DR-1679-FL – Appeals
- DR-4283-FL – Project Review and Account Reconciliation

DeSoto County

- DR-1539-FL – Appeals
- DR-4337-FL – Project Development

Longboat Key, Town of

- DR-4280-FL – Project Development
- DR-4337-FL – Project Development

St Cloud, City of

- DR-4283-FL – Request for Reimbursement
- DR-4337-FL – Project Development and Cost Estimating

Florida Executive Office of the Governor

Florida Division of Emergency Management

Tallahassee, FL

August 27, 2014 to November 5, 2015

Public Assistance Coordinator – Event/Grantee RPA Closeouts

- DR-1539-FL – Hurricane Charley
- DR-1545-FL – Hurricane Frances
- DR-1551-FL – Hurricane Ivan
- DR-1561-FL – Hurricane Jeanne
- DR-1595-FL – Hurricane Dennis
- DR-1602-FL – Hurricane Katrina
- DR-1609-FL – Hurricane Wilma
- DR-1679-FL – Florida Severe Storms & Tornados

Public Assistance Coordinator – Regions 1 and 4

- DR-1785-FL – Tropical Storm Faye
- DR-1806-FL – Hurricane Gustav

- DR-1831-FL – 2009 North Florida Flooding
- DR-1840-FL – 2009 North East Florida Flooding
- DR-4068-FL – Tropical Storm Debby
- DR-4084-FL – Hurricane Isaac
- DR-4138-FL – Severe Storms & Flooding
- DR-4177-FL – Florida Severe Storms, Tornadoes, Straight Line Winds, and Flooding

Grantee Work:

Audited and closed Grantee Category Z Administrative Cost Projects for financial reconciliation and compliance to 2 and 44 CFR and Stafford Act Rules and Regulations, prior to writing Grant Closeout Versions.

Developed a timesheet tracking program documenting all grant administration Direct and Indirect Costs (Grantee DAC Cat Z costs), and also provide tracking of the Division's daily workflow and Project/Account/Disaster status.

Trained Public Assistance Coordinators and Planners in the Grantee/Disaster closeout processes.

Worked with the Grants Supervisor to analyze and reconcile disaster related costs and reconcile Grantee and Sub Grantee SmartLink draws and disbursements for the 2004 and 2005 Hurricane Grants.

Worked with the Deputy PAO on special topics relating to Grantee Review of project worksheets, amendments/versions, and OIG report findings.

Sub Grantee Work:

- Region 1 and 4: Close large projects and accounts, review all project documentation for compliance to the Federal and State rules and regulations. Researched all project closeouts for potential funding shortfalls, wrote project versions to adjust cost variances for project work not previously obligated, identified funding sources for non-compliant projects and project costs, and completed closeout packages.
- Region 7: Large Project Compliance Audit and Appeals of multi-million dollar grants, complex in nature. Research and respond to FEMA Requests for Information (RFIs). Perform Grantee review of Large Project Closeout Packages prior to FEMA Final Review. Quarterly Reporting of project compliance monitoring information to FEMA, processed reimbursement requests for eligible Sub Grantee project costs, prepared appeals for FEMA eligibility determinations and insurance reductions, and regular review and monitoring of project activity to determine cost adjustments, scope changes, time extensions, etc. necessity.

Training Conducted:

Compliance Audit Course: Developed Large Project Audit and Closeout training program for internal use. Trained Contract Personnel to conduct Project Reconciliation and Compliance audit of Federal SubGrants.

Direct/Indirect Costs – State and Local: Developed Training course for internal use, assistance with A-133 Single Audits, and for Project Cost Validation. Trained HQ and SLRC personnel to utilize 44 CFR and CFDA to record program costs and to create Category Z – Grantee Project Scope of Work and to review additional Sub Grantee Direct Administrative Costs.

External EMMIE Overview for Grantee Functions – Developed Training PowerPoint for internal use, distributed and trained small groups to utilize External functions and download documents and attachments in the event the VPN cannot be accessed.

FL-601 – IA/PA Property Damage Assessments: Taught the Individual Assistance Section of the Property Damage Assessment Course in Region 4 with emphasis on eligible costs and required reporting information.

FL-603 – Public Assistance Grant Program: Reviewed training course for edit and additions prior to presenting. Regions 4, 5, 6, and 7: Taught the eligibility Section for with a program audit and closeout component with emphasis on procurement.

Governor's Hurricane Conference 2015: Taught FL-603 – Public Assistance Grant Program – Eligibility. HURREX 2015: Participated as the Public Assistance Coordinator and Deputy Plans Chief in the Joint Field Office during the Florida Statewide Hurricane Exercise.

Witt|O'Briens, LLC, Washington, DC

Recovery Division – Contractor

Disaster Recovery Specialist

UASI Region

May 01, 2013 to August 26, 2014

New Jersey State Applicant Liaison

- DR-4021-NJ – Hurricane Irene
- DR-4086-NJ – Hurricane Sandy

New Jersey Grant Manager/Project Closeout Specialist

- DR-1954-NJ – Winter Storm
- DR-4021-NJ – Hurricane Irene
- DR-4048-NJ – Winter Storm
- DR-4086-NJ – Hurricane Sandy

Louisiana Project Closeout Specialist

- DR-1603-LA – Hurricane Katrina
- DR-1607-LA – Hurricane Rita
- DR-1786-LA – Hurricane Gustav
- DR-1792-LA – Hurricane Ike

State – Applicant Liaison (SAL) to the Sub Grantees in Union County, New Jersey.

Research and resolve issues with FEMA disaster related projects, including time extensions, project appeals, amendments for cost over/underrun, Scope of Work Changes, cost realignments and adjustments, Insurance adjustments to actual proceeds, and Construction Change Orders. Completed project quarterly reports submitted to the State and FEMA. 2 and 44 CFR program and financial audits of large projects. Initial PDAs during the local flooding event. MB3 grant management software program training for State and Applicant personnel. Compliance audit and project closeout procedural training for local government employees.

Training conducted:

MB3 Grant Management Software (NJEMGrants, FLPA, LAPA) – End User

Introduction to the Public Assistance Program: Taught classes on site and at the County EOC

A-133 Single Audit validation training for local auditors

Texas Division of Emergency Management

Recovery Division - Contractor

Assistant to PA Supervisor - Event Closeout Specialist - Reconciliation Accountant

Austin, TX

July 7, 2011 to April 4, 2014

Public Assistance

- DR-1379-TX – Tropical Storm Allison
- DR-1425-TX – Texas Floods
- DR-1479-TX – Hurricane Claudette
- DR-1606-TX – Hurricane Rita
- DR-1709-TX – Texas Severe Storms, Tornadoes, and Flooding
- EM-3216-TX – Hurricane Katrina
- EM-3261-TX – Hurricane Rita
- EM-3290-TX – Hurricane Gustav
- EM-3294-TX – Hurricane Ike
- DR-4029-TX – Wildfires
- DR-1999-TX – Wildfires

Individual Assistance – Disaster Recovery Center Manager

- DR-4029-TX – Wildfires

Processed initial Requests for Public Assistance (RPAs) for SubGrantees.

Processed RPAs and submission questionnaires for private non-profit organizations including taxing organization and state records research. During the DR-1999-TX Wildfires joint field operations, worked with several rural electric cooperatives for additional County declarations and permanent work categories.

Developed and maintained a comprehensive tracking database for State joint field operations grant management. Collected and maintained hard copy and electronic records, including CCR/SAM sub-grantee information and DUNS numbers.

During the DR-4029-TX, Bastrop Wildfires, served as the manager of the Individual Assistance Mobile Disaster Recovery Center TDRC-4 in Northeast Texas, Tyler, TX area.

Administration of Other Needs Assistance Programs (ONA) to victims of wildfire disasters.

Prepared inspection and quarterly reports for advance of funds and reimbursement claims.

State Audit Reviews ensuring TDEM grant programs and projects are in compliance with DPS and Federal grantor policies and procedures, resolving audit and compliance issues and recommending resolutions to audit findings.

Worked with sub-grantees, auditors, and the FEMA Tiger Team, to resolve issues and concerns resulting from lack of proper documentation and the overwhelming workload of multiple disaster projects. As such, was successful in reducing significant fund de-obligation amounts for a major large project based on the FEMA-HQ 9500 Series interpretation of the application of State matching funds for the Local share of the beach renourishment and revetment wall project.

Identified Community Disaster Loans and other grant funding sources to help cover the local share of eligible work and other disaster related work.

Deployed to the Houston Field Office to complete all tasks necessary to close remaining Project Worksheets in the NEMIS disasters, included work with FEMA associates to audit, concur with audit, and close PW's before FEMA's deadline to close these nine event grants in an 18 month timeframe. Worked closely with a FEMA associate, State PA Supervisor and Team Leads to make informed decisions regarding State concurrence with FEMA obligations and de-obligations of Applicants project funds, in many cases reopening State audits and FEMA final reviews.

Working within the guidelines of 2 and 44 CFR, the Stafford Act, and OMB Circulars, I researched policies, rules, and regulations to assist sub-grantee appeal of audit findings at the State and Federal level.

Developed a comprehensive disaster grant closeout process and implemented policies and guidelines focusing on sub-grantee eligibility and project compliance, funding reconciliation, and agency accountability for all grantee and pass-thru funds, including developing an electronic filing and database to retain and maintain records and other information relating to grant close-out and contract information for Division use.

Developed financial reporting methodologies to set up effective systems to complete FEMA's Grantee quarterly reporting requirements, track grant funds including draws and disbursements, and provided financial and project balancing information to complete the Recovery Monthly Management Report.

Developed an electronic database system to monitor the financial operations of federal grants and to balance the Integrated Financial Management Information System (IFMIS) funding draw information to the State Uniform Statewide Accounting System (USAS) and State Comptroller of Public Accounts disbursement information to balance the federal grantee and pass-thru grant accounts and ensure their activity reconciles for fiscal year-end reporting purposes.

During the financial reconciliation of the disaster closeout process, had oversight of the identification of problems in State grant processes and compiled detailed financial reports to advise senior-level management of information pertaining to ongoing grant close-out financial activity on nine current disasters.

Disaster Grant and SubGrant closeout process oversight and training, including project auditing, contract management, and final payment reconciliation.

Audit of eligibility, justification and amounts of reported Grantee Category Z and Sub-Grantee DAC expenditures and work time charges on varied grants and contracts and to ensure accountability for any audit findings, providing for correction or modification of procedures for identified problems.

U.S. Dept. of Homeland Security, Washington, DC

FEMA - Office of External Affairs - DAE

Intergovernmental Affairs Specialist

Grants Directorate Liaison

Congressional Affairs Specialist

June 01, 2009 to April 10, 2012

- DR-4020-NY – 09/11 - Deployed to 2011 Albany NY JFO to resolve Public Relations issues caused as a result of a river changing course through family homes and lands.
- DR-1973-GA – 05/11 - Deployed to 2011 Atlanta, GA JFO to work with local officials in the tornado event that also devastated Alabama. Worked closely with Trenton, Dade County and Ringgold, Catoosa County officials to identify immediate needs within the hardest hit disaster areas, while coordinating with Community Relations and other field teams.
- DR-1912-KY – 05/10 - Deployed to 2010 Lexington, KY JFO to work with state and local officials during the flooding event that also devastated Tennessee. Supervised a FEMA Specialists team from the IA, PA, NFIP, and Mitigation Directorates and Congressional Affairs Division tasked to identify, and quickly resolve, both directorate and public affairs issues related to recovery of the flooding event.

City of Olive Hill, KY, met with State and County Officials regarding grant possibilities and development of their State Intergovernmental Program. Worked with State Officials in Frankfort, KY to identify issues relative to the state's NFIP policies and requirements. Conducted situation briefings with County level officials and worked to resolve problems concerning grant eligibility. Researched and compiled a FEMA Intergovernmental Affairs briefing binder for State and local officials explaining the disaster directorates and sequence of events during the course of response and recovery.

- DR-1876-OK and DR-1877-IA – (HQ) – Back filled a PFT vacancy in Washington DC. With a co-worker, completed a 6 month, 10 position backlog of Federal and State/Applicant Intergovernmental and Congressional Affairs casework. External Affairs – Worked with NEMA, IAEM and NACO on State/Local casework and problem resolution. Vetted sample submissions for conference breakout sessions and training classes.
- Worked with the Office of Recovery and NEMA to gather research for the initial stages of beach renourishment projects.
- Organized and researched content for National NEMA conference calls and the Recovery Directorate.
- Coordinated with the Organizations and supported Acting FEMA Director with research, conference materials and programs during the NACO, NLGA, and IAEM Conferences.
- At the request of a federal Dept. of Education colleague, assisted in the development of materials for the Black Leadership Forum.
- Coordinated and developed the External Affairs component of the Hurricane Preparedness Week launched June 2010. Organized logistics including staffing and booking the NRCC for the annual conference call with Governors. Devised and managed the agenda for the conference call including working closely with NOAA, Red Cross, NGA, and Congressional Affairs.
- DR-1909-TN – (HQ) - Researched and located massive contact lists for FEMA emergency operations initial briefings and subsequent informational conference calls. Ref. Tennessee floods of 2010 and the Spirit Lake Tribal Conference.
- Worked with the Dept. of Energy to establish a Small State and Rural Advocate program within the External Affairs office.
- Worked with the Director of the Office of Disability and Integration Coordination (ODIC) in the early days of her appointment to write policy and procedures, internal and external, imperative to her Directorate. Served as the IGA Liaison to ODIC.
- Served on a legislative workgroup supporting the Acting Administrator during the Senate sub-committee hearings led by LA Senator Landrieu which addressed post-Katrina lessons learned and actions taken and the PKEMRA Act.
- Assisted International Affairs Division with briefing materials for conferences with representatives from Israel, Russia, and Mexico.
- Researched and assembled the FEMA briefing binder for the Senate confirmation hearing of the Deputy Administrator for National Preparedness.
- Worked with FEMA-R9 and the State of Hawaii to develop external affairs training materials for submission to a local conference.
- Worked with the Grants Directorate to identify additional funding for Springfield, Greene County, MO who had received funding from the DHS-EOC Grant Program in 2008.
- Researched NFIP policy and maps to assist Sioux City, IA develop an improved project to help prevent future flooding by the Missouri River through town.
- Attended GIS mapping technical workgroups to research and test additional applications for NFIP mapping capabilities.

U.S. Dept. of Homeland Security, Washington, DC

FEMA - Office of External Affairs

Texas A&M University – Public Policy Internship Program

Intergovernmental Affairs Specialist – Intern

December 28, 2008 to May 6, 2009

- DR-1829-ND – (HQ) - Compiled and organized the first Tribal Media contact list for use by DHS - Tribal Affairs and with FEMA emergency and planning coordination events.
- Worked with IGA Associates to organize the NACO – Washington DC conference, including support of, and research necessary for, the Acting Administrator's speech to stakeholders and other conference attendees. Vetted class materials for FEMA conference presenters. Composed and

presented IGA101 – An introduction to External Affairs/Intergovernmental Affairs at the 2009 NACO Conference.

- Organized and led the FEMA External Affairs presentation at the College Park, MD University Expo.
- Worked with DHS – IGA to resolve grant funding and compliance issues related to Port Authority Grants (seaport grants) and the City of Laredo, Texas (land port of entry).
- Developed an SOP for University Interns' workforce protocol that was later implemented, in part, within FEMA's University Scholars Program.

Riverside Properties, Waco, TX

Real Estate Investor

Baylor University/Downtown Waco, TX

August 01, 1996 to August 16, 2004

- Sales, Leasing, and Renovation of investment properties in the downtown Waco and Baylor University area.
- Wrote real estate contracts, negotiated sales and purchase prices and terms, evaluated HUD statements for accuracy, reviewed property abstracts, title records, tax records, revenue viability metrics and CAP rates.
- Served as President and Board Member of several Homeowner Associations, working with the City of Waco on various construction and permitting issues, including the annexation of a residential neighborhood previously established under the County Authority.
- Renovated all units for leasing and resale.
- Negotiated contracts for construction projects.
- Worked with the City Council and Planning Commission concerning zoning of the downtown Brazos River district.
- Worked with the neighborhood associations, City Planning, and City Parks Department to coordinate funding and acquisitions for the 'Rails to Trails' Park project.
- Performed all accounting and tax duties including writing a comprehensive accounting program to post General Ledger entries, reconcile the balance sheet, and produce fund balance, and profit/loss statements for tax purposes and board utilization.

Brazos Valley Transport, Waco, TX

Independent Contractor

March 01, 2001 to August 31, 2002

- Class "A" Commercial Driver License with P, S, T, X, J and P endorsements.
- Transportation Worker Identification Credential (TWIC) DHS-TSA Port Authority clearance.
- Owned and operated International and Interstate line-haul heavy equipment operation in partnership with FedEx Ground and Central Freight Lines.
- Performed all tasks necessary to employ and retain a small workforce, including all taxing and payroll duties.
- Maintained records necessary for IRS requirements and for DOT and FMCSR requirements.
- Trained new drivers for a minimum of 30 days during over-the-road operations.

City of West Police Dept., West, TX

Commissioned Peace Officer

August 22, 1989 to November 17, 1991

- Patrol Officer, Investigator, Uniform Crime Report Records for the Department
- Grant Management – collecting and reviewing documentation for the Uniform Crime Report Records for the Department to submit to the State, then FBI, for consideration and application of federal grants including the Justice Assistance Grants (JAG)
- Volunteer work with Victims of Violent Crimes
- Security and Crowd Control

EDUCATION & TRAINING

Texas A&M University, College Station, TX

Degree: Bachelor of Science in Economics and Political Science
GPA: 3.63 Latin Honors: Cum Laude
August 14, 2009

McLennan Community College, Waco, TX

Degree: Associate of Science, Concentration in Mathematics
GPA: 4.00 Highest Honors, Highest Scholastic Achievement Award
August 2006

McLennan Community College, Waco, TX

Certificate: TCLEOSE Certified Texas Peace Officer
Regional Police Academy
December 9, 1988

ACTIVITIES AND HONORS

Phi Kappa Phi, National Academics Honor Society
Pi Alpha Sigma, National Political Science Honors Society
Pi Gamma Mu, International Economics Society
Economics Society of Texas A&M University
Pinnacle Honor Society of Texas A&M University
Phi Theta Kappa, National Honor Society for Two Year Schools

EMI COURSES AND SERIES

FL 601 – Preliminary Damage Assessment
FL 603* – Public Assistance Grant Program
FL 604 – Procurement Disaster Assistance Team (PDAT)
G 191 – Incident Command System/EOC Interface
G 202 – Debris Management
G 205*/270.4 – Recovery from Disaster: The Local Government Role
G 290 – Basic Public Information Officer
G 358* – Evacuation and Re-Entry Planning
G 393* – Mitigation for Emergency Managers
G 548 – Continuity of Operations (COOP) Program Manager
G 557* – Rapid Needs Assessment
G 620 – Texas Disaster Recovery Course
G 628 – Infrastructure Damage Assessment
MGT 323 – Instructor Development Workshop – Management and Planning Level
ICS 300 – 2019 Intermediate Incident Command System for Expanding Incidents
ICS 400 – 2019 Advanced Incident Command System, Command and General Staff
IS 100c – Introduction to Incident Command System, I-100
IS 200b – ICS for Single Resources and Initial Action Incident (ICS 200)
IS 200c – Basic Incident Command System for Initial Response
IS 630 – Introduction to the Public Assistance Process
IS 631 – Public Assistance Operations I
IS 632a – Introduction to Debris Operations
IS 634 – Introduction to FEMA's Public Assistance Program
IS 700b – National Incident Management System (NIMS) An Introduction
IS 800d – National Response Framework, An Introduction
Advanced Recovery Pilot Class – Authored and Taught
*FL Certified Instructor

Professional Development Series
Advanced Professional Development Series
Integrated Emergency Management
Preparedness and Technology

Procurement under FEMA Awards (PDAT Training)
Pandemic Flu Full Scale Exercise at Disaster City, Texas A&M, College Station, TX
Numerous other FEMA IS classes

Additional Transcripts and Certifications available upon request

VOLUNTEER WORK

Chapter: Central Texas - Austin, TX
Chapter: Heart of Texas Area - Waco/Bryan, TX
Chapter: Rio Colorado - Bay City, TX
Hurricane Ike - Emergency Evacuation of Special Needs Residents in the Matagorda Bay Area
Hurricane Katrina - Temporary Housing Needs – McLennan County, TX
Tornado and Flooding Events - Community Outreach First Response and Projects in McLennan County, TX

REFERENCES

Bill Johnston	William Johnston Consulting – St Cloud, FL	(407) 791-7458
Jason Miller	Fire Chief, St Cloud, FL	(407) 957-4842
Sage Kamiya	City Engineer, Holmes Beach, FL	(941) 708-5768
Jennifer Daniels	Franklin County, FL Emergency Mgt Director	(850) 653-5608
Elene Harger	TDEM – Public Assistance	(512) 639-1192
Larry Vigil	DHS – FEMA-HQ – Counterterrorism	(202) 489-7552
Bill Kane	Union County, NJ - Deputy OEM Director	(908) 966-2841
George Springer	Merrill Lynch – Global Wealth Manager	(254) 366-7605
Dr. Erik Godwin	Texas A&M University – Professor – Public Policy	(979) 845-1720
David Davenport	McLennan Community College – Instructor – Economics	(254) 299-8667

Emergency Management Institute



FEMA

JEANNE E. DEVLIN

has reaffirmed through completion of the Emergency Management Institute's Professional Development Series a commitment to Standards of Excellence in Emergency Management.

Certificate of Achievement

On this Day, 28 May 2009


Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

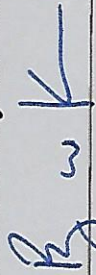
Certificate of Achievement

Presented to

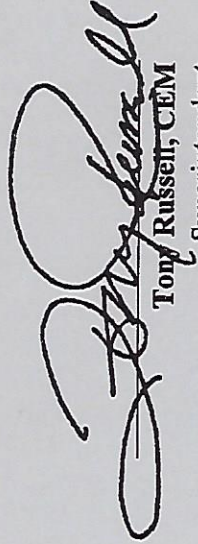
Jeanne Devlin

has reaffirmed through completion of the Advanced Professional Series a
commitment to Standards of Excellence in Disaster Operations Skills.

Awarded this 2nd day of June 2015


State Director

Executive Officer


Tony Russell, CEM
Superintendent
Emergency Management Institute

Brian K. Newhouse

17593 Silverspur Drive, Babcock Ranch, Florida 33982 | 772-341-6576 | brian.newhouse@icloud.com

Summary

- A skilled Emergency Manager with private sector, federal, state, and local government experience, I have led staffs numbering in excess of 300 employees while managing all-hazards emergency management programs on heavily grant dependent budgets. As a twenty-year veteran of the US Navy, I possess strong leadership, mentoring, and team building skills. I also have over thirty years of boots on the ground experience in all phases of multi-disciplinary all-hazards emergency response and management (Fire, EMS, Law Enforcement, Emergency Management, Military, and Public Health). I am a recognized expert in the use of the National Incident Management System (NIMS-ICS) with strong operational, planning, management, training, and leadership skills. Willing and able to deploy on short notice. I am a disabled veteran, passionate about veteran causes and

Experience

VOLUNTEER | FLORIDA STATE GUARD | JAN 2023-JUN 2023

- Commander, Southern Region
 - Lead a team of three volunteers building a team of 500 volunteer emergency responders.
 - Selected as one of the first nine charter members of the newly reestablished Florida State Guard, a division within the Florida Department of Military Affairs.

NON-PROFIT | SOCIETY OF ST. VINCENT DE PAUL CARES | JAN 2023-MAY 2023

- Veteran Peer Mentor
 - Part of a team within a \$45M corporation focused on housing homeless veterans in need.
 - Conduct intake interviews with and establishes program eligibility of homeless veterans.
 - Conduct outreach to identify program eligible veterans.
 - Mentors' homeless veterans and liaisons with other agencies.

COUNTY GOVERNMENT | HIGHLANDS COUNTY EMERGENCY MANAGEMENT | JUL 2022-OCT 2022

- Emergency Management Manager
 - Lead a team of three staff members.
 - Managed the county-wide All-hazards Emergency Management Program.
 - Member – Local Mitigation Strategy Working Group.
 - Supervised the update and development of the counties CEMP and LMS in addition to other plans.
 - EOC Manager for the 2022 Hurricane Ian response.

CONSULTANT/RESPONSE CADRE | HAGERTY CONSULTING | JUL 2022-PRESENT

- Deployable Incident Management Team member
 - Deploys as needed to support disaster operations worldwide.

NON-PROFIT | INCIDENT MANAGEMENT TEAM RESERVIST | BCFS | DEC 2021-APR 2022

- Shelter Manager, BCFS HHS EMD - Office of Refugee Resettlement (ORR), USHHS Mission

- Responsible for the day-to-day care and wellbeing of a shelter containing 112 refugee unaccompanied minors and 35 staff members.
- Medical Surge Task Force Leader (TFL) & Division Supervisor (DIVS), BCFS HHS EMD
 - Deployed, shadowed, and assumed rolls of Task Force Leader and Division Supervisor remotely overseeing the management of over 1000 Medical Surge Nurses and Techs at over 80 facilities throughout the State of Texas

VOLUNTEER/NON-PROFIT |BABCOCK RANCH AMERICAN LEGION POST 415, INC | OCT 2021-PRESENT

- Post Judge Advocate & District 13 Adjutant
 - Charter member of Post 415
 - Serves as the District 13 Adjutant, supporting 18 posts over five counties.
 - Serves as Post Judge Advocate, advising the commander on matters of a parliamentary nature; keeper of the post Constitution & By-Laws.
- Past Post Adjutant & Post Finance Officer
 - Served as the Post Adjutant in charge of all administrative, membership, and finances as well as the corporate Secretary/Treasurer.

INDEPENDENT CONSULTANT/PROJECT MANAGER | CH CONSULTING GROUP | OCT 2021-JAN 2022

- Project Manager/Consultant
 - Supervised twenty-five independent consultants while managing six projects across five states with varying requirements, budgets, and deadlines under contracts worth more than three million dollars

CONTRACTOR | IEM INC. - PLANNER - ILLINOIS MASS VACCINATION PROJECT | MAR 2021-AUG 2021

- Deputy Branch Director, Statewide Field Outreach Branch, State EOC, Springfield, IL
 - Supervised and trained over 300 employees in seven divisions and 35 strike teams across the state.
 - Built the branch from the ground up using standard ICS best practices.
- SME – After Action Review/Improvement Plan, IL Joint Demobilization Planning Team, State EOC, Springfield, IL
 - Served on a small team coordinating a past, present, and future review of the ongoing operation with an end state of a foundational structure for driving the eventual demobilization of operations and a return to normal operations.
- Deputy Branch Director, White House Mandated, Federal Type 1, Community Vaccine Center, Chicago, IL
 - Supervised the daily operations of the COVID-19 vaccine drive-thru site and over 200 employees administering up to 6000 vaccines per day.

STATE GOVERNMENT | FLORIDA DEPARTMENT OF HEALTH | JUL 2020-MAR 2021

- Contact Tracer – conducted epidemiological investigations to identify and respond to COVID-19 outbreaks, focusing on first responders and health care workers.
- COVID-19 Long Term Care Facility Liaison/Inspector
 - Advised and inspected twenty facilities across two counties on all matters pertaining to COVID-19 infection control and outbreak response.
 - Coordinated with other state regulatory agencies regarding compliance and enforcement matters.
- COVID-19 Testing and Vaccination Operations/Logistics Chief and Safety Officer
 - Ensured safe smooth operations of testing and vaccination sites in multiple counties.

COUNTY GOVERNMENT | DESOTO COUNTY EMERGENCY MANAGEMENT | NOV 2018-MAR 2020

- Emergency Management Coordinator/Deputy Director
 - Served as the primary point of contact for +/- 25 CERT and Ham radio volunteers.
 - Secretary – Local Mitigation Strategy Working Group
 - Led the FEMA required LMS Strategy update.
 - Assisted in the development of the counties multi-agency active shooter response plan.

COUNTY GOVERNMENT | HENDRY COUNTY EMERGENCY MANAGEMENT | MAY 2015-DEC 2017

- Director of Emergency Management & E-911 Coordinator
 - Managed the county-wide All-hazards Emergency Management Program with a budget of approximately \$500,000.00.
 - Served as EOC Director/IC in the county EOC through four Level I activations during federally declared disasters to include a direct hit by Hurricane Irma in 2017
 - Developed a cross-functional volunteer program of over fifty members providing no/low-cost manpower pool for the county while filling known operational gaps.
 - Managed the equipment and grant funding for three E-911 Public Safety Answer Points in three different jurisdictions with a budget of over \$3 million dollars.

SEMI-RETIRED | APR 2013-PRESENT

FEDERAL GOVERNMENT | UNITED STATES NAVY | APR 1993-APR 2013

- Retired APR 2013 as a First-Class Petty Officer (E6) after twenty years of service
 - Master-At-Arms (Military Police)
 - Hospital Security Department Leading Petty Officer – Supervised day-to-day operations of thirty Sailors in securing a twenty-acre hospital campus while responding to emergencies and special events.
 - Lead Command Criminal Investigator – Led an office of four junior investigators in conducting criminal investigations of violations of the Uniform Code of Military Justice and other US Codes.
 - Anti-Terrorism Force Protection Officer/Team Leader – Led a team of twenty-one Sailors in securing high value assets and personnel in various threat environments both stateside and overseas.
 - Disaster Preparedness Operations and Training Specialist – Served as the senior advisor to the commanding officer on all matters involving preparing for, responding to, recovery from, and mitigating of the effects of disasters involving natural and man-made hazards to include chemical, biological, radiological, nuclear, and explosive events, and destructive weather conditions worldwide.
 - Hospital Corpsman (Combat Medic)
 - General Duty Corpsman – Independently performed medical administration, clinical, minor surgical, and emergency care duties under medical direction of a doctor.
 - Field Medical Technician – Supervised six junior Corpsman in providing medical services to Marine Corps units in a worldwide operational environment by maintaining field treatment facilities rendering routine medical and emergency care to unit personnel and combatants, coordinating and performing medical and casualty evacuation procedures, ensure the observance of field sanitary and preventive medicine measures supporting force health protection, and

assisting with the procurement and distribution of related supplies and equipment for peacetime use and in combat areas.

Education

BACHELOR OF ARTS | MAY 2014 | AMERICAN MILITARY UNIVERSITY, CHARLES TOWN, WV

- Major: Emergency and Disaster Management with Honors (3.86 GPA).
- Undergraduate Certificate: Fire Science with Honors.
- Related coursework: Extensive additional coursework in All-Hazards Incident Management (NIMS-ICS).
 - Trained in all NIMS-ICS Command and General Staff positions.
 - Certified Instructor in numerous Fire and Emergency Management courses.

ASSOCIATE OF SCIENCE | MAR 2007 | COLUMBIA COLLEGE, COLUMBIA, MO

- Major: Criminal Justice Administration (3.22 GPA).
- Related coursework: Certified Security and Law Enforcement Officer in multiple states.

Skills & Abilities

MANAGEMENT

- Myriad experience managing resources and projects of various levels from a military, contractor, and government standpoint.

COMMUNICATION

- Capable of effectively communicating by written and spoken means.
- Extensive public speaking, instructing, and presentation experience.

LEADERSHIP

- Over thirty years of practical application in leading both small units and large organizations in excess of 300 employees.
- Skilled at leading both up and down the chain of command in a tactful manner.
- Cool under stress and during crisis situations.
- Expert team builder skilled in developing and mentoring team members in depth.

MISCELLANEOUS SKILLSETS

- Trained in all NIMS-ICS Command and General Staff positions.
- CERT Instructor/Program Manager.
- NIMS-ICS and HSEEP Instructor.
- FEMA Professional Development Series (PDS) and Advanced Professional Series (APS).
- FAA licensed Part 107 Commercial Drone Pilot.
- FCC licensed Amateur Radio Technician Class and General Mobile Radio Service Class operator.
- National Weather Service trained Skywarn Weather Spotter.
- Florida Class D Security Guard license.
- Certified in Homeland Security Level III and certified Crisis Response Coordinator – ABCHS.
- Former LEO, EMT, and Firefighter in multiple states and jurisdictions.

Professional and Personal References

- Dr Joseph Pepe, PHD
County Health Department Director/Health Officer
1100 Loveland Blvd
Port Charlotte, FL 33980
941-979-6044
Joseph.pepe@flhealth.gov
Colleague, friend, and neighbor since 2015.
- Mr. Alan Bock
Branch Director/Project Manager, IL Statewide COVID-19 Field Outreach Branch, IEM Inc.
Former ND State Director of Homeland Security
629 Branchwood Lane
Maryville, TN 37801
865-360-0898
alanbock@bellsouth.net

Supervisor and mentor at IEM Inc since 2021.
- Mrs. Dana L. Shropshire, MS, FPED, MEM (Chief Petty Officer, USN, (RET))
Emergency Management Officer, Naval Hospital, Jacksonville, FL (RET)
Northeast Florida Regional Coordinator, National Disaster Medical System (RET)
2080 Child Street
NAS Jacksonville, FL 32214
904-514-5680
dana.l.shropshire.civ@mail.mil
Supervisor and mentor at Naval Hospital.
- Mr. Vernon Owens, CEM
Operations Section Chief
DHS/FEMA Region I
J. W. McCormack POB, Room 442
Boston, MA 02109-4595
202-394-8600
Vernon.owens@fema.dhs.gov
Colleague during the 2017 Hurricane Irma operation from Sep 2017 – Dec 2017.
- Ms. Nikole Helvey, MSHCA
Bureau Chief, Florida Agency for Healthcare Administration
Center for Health Information and Policy Analysis
2727 Mahan Drive
Building 3, MS#16
Tallahassee, FL 32308
904-301-3678
Nikole.Helvey@ahca.myflorida.com
Childhood friend and fellow Public Safety Explorer at Post 836 from 1990 to present.

ERIC J. ZABUKOVEC dba ZüGGi Disaster Consulting
PUBLIC ASSISTANCE SUBJECT MATTER EXPERT

Education / Certificates / Years of Experience	
Degree/Education	BS in Finance – University of Central Florida (2001)
Professional Certifications	NIMS & ICS Certified
Specialized Computer Skills (Include Software Title)	Microsoft Office, Microsoft Project, Teams, OnTime, Adobe, RS Means/Gordian, FEMA BCA Toolkit, EM Grants Pro, FEMA Grants Portal/Manager, EMMIE, CIVIX or EMGrantsPro, Quickbase, and more...
FEMA PA Years of Experience	14
Professional Years of Experience	21
Badge Status	Smart Badge in Hand
Expiration Date, if Badged	10/21/2022

Key Qualifications	
<ul style="list-style-type: none"> ▪ EMMIE ▪ Grants Portal/Manager ▪ Project/Programmatic Closeouts ▪ 406/404 Hazard Mitigation ▪ Debris Specialist ▪ Benefit Cost Analysis ▪ Alternate/Improved Projects/PAAP ▪ Insurance Specialist ▪ Private Non-Profits (PNP) ▪ All Programmatic Requirements (PA) 	<ul style="list-style-type: none"> ▪ Formulate PW's in all categories (A-G); expertise in all categories ▪ QA/QC ▪ Policy ▪ CEF ▪ 50% Analysis Repair/Replace ▪ Alternative/Sec 428 projects ▪ Proposals/Interviews ▪ Successful Project Appeals

FEMA / Relevant Experience

DR-4486-FL COVID-19 Pandemic (5/21 – Present): Project Executive, Independent Consultant @ Hagerty Consulting: Leon County, FL

- Review and Formulation of eligible COVID-19 sub-grants
- Processing of determination memos and deliverance of successful appeals for Force Account Materials
- Provide professional consultation to the County and their Private Non-Profit agencies dealing with COVID pandemic related reimbursements.

EM-3560-FL Surfside Building Collapse (6/2021 – Present): Dpty Project Manager, Independent Consultant @ Hagerty Consulting: Miami-Dade County, FL

- Assist with formulation of (15) Category A & B projects given 90-day deadlines from FEMA
- Attend weekly FEMA meetings with Miami-Dade County's Office of Management & Budget
- Assist and coaching of (9) Mutual Aid entities assisting them with policy and documentation.
- Attend Site Inspections on behalf of Miami-Dade County at several Evidentiary Sites, recording damages and dimensions.
- Formulation of project narratives and processing of Essential Elements of Information (EEI)
- Assist with costing and estimating for damages at debris management sites.
- Coach team as needed on Policy and/or project formulation aspects.

DR-4486-FL COVID-19 Pandemic (8/2021 – Present): Recovery Specialist, Independent Consultant @ Hagerty Consulting: Miami-Dade County, FL

- Processing of Police & Fire Force Account Labor for COVID Testing and Vaccination sites amounting to ~\$50M in eligible claims.
- Assist Team with FEMA determination memos and writing appeals for contracts and materials.

DR-4399-FL Hurricane Michael (3/19 – 5/2021): Project Manager; CDR|Maguire-Emergency Mangement

- Conduct FEMA/State/Applicant meetings on behalf of client: Bay County BOCC, in addition to providing Public Assistance Subject Matter Expertise to County leadership
- Manage staff up to 30-employees, including hiring/firing and disciplinary actions
- Coach staff on Project Formulation, Site Inspections, Proper Documentation, Procurement, etc...
- Process over \$300-Million in PA funding for client, in all Categories of work
- Assist CDR|Maguire corporate management as needed for HR related matters and LinkedIn Ad postings.
- Coach staff on FloridaPA, and programmatic requirements of Public Assistance as well as processing of Bay County PA Projects given FloridaPA.org/EM Grants Pro platform
- Manage FEMA PA turnover through 5-FCO's, 4-TFL's and 9-PDMG's
- Coach state contractors (KPMG) on PA related issues through weekly meetings.

DR-4337-FL, Hurricane Irma (3/18 – 5/21): Senior Grants Specialist; CDR|Maguire-EM

- Consult Collier County School Board, Collier County BOCC & Naples Botanical Garden (PNP) with FEMA PA Subject Matter Expertise
- Process over \$70-Million, in PA Grant Funding
- Teach County Staff the tools and programmatic requirements for Public Assistance upon exiting project
- Assist in FEMA/State/Applicant meetings where necessary
- Formulate over 70-projects for both County and School Board

DR-4283-FL Hurricane Matthew (9/17 – 3/18): Sr. Project Specialist @ DSI, Inc. / FDEM State Contractor

- Provide State of Florida Public Assistance Coordinator (PAC) expertise to Applicants affected, including Baptist Healthcare, City of Jacksonville and the Jacksonville Electric Authority
- Kick-off and Applicant Briefing meetings
- Project Formulation
- Work at State EOC, Tallahassee on Reimbursement Requests for several applicants as Contractor

DR-4269-TX Texas Tax Day Floods (3/17 – 9/17): Project Specialist, AECOM/Integrated Solutions Consulting (FEMA Technical Assistance Contractor)

- Formulate over 100 Project Worksheets previously done or incorrectly formulated
- Conroe, TX & Montgomery County San Jacinto River Flooding
- Mostly Category C - E projects successfully processed

DR-4280-FL Hurricane Hermine (9/16 – 3/17): Sr. Project Specialist @ DSI, Inc. / FDEM State Contractor

- As State PAC, assist Franklin County with PA Project Formulation
- Kick-off and Applicant Briefing meetings
- Project Formulation
- Assist PNP Gulf Specimen Marine Sanctuary with their Public Assistance Sub-grants.

DR-4085-NY Hurricane Sandy (12/12 – 8/14): Project Specialist, AECOM (FEMA Technical Assistance Contractor)

- Public Assistance Coordinator for the New York City Parks & Recreation Department

- Formulate projects for all 5-Boroughs, conduction Site Inspections, Kick-off Meetings and other various PA Support for NYC Parks & Rec.
- Support for the NYC School Construction Authority, NYU Hospital & the NYC Health & Hospital Corp
- Process over \$1-Billion, in sub-grants for multiple applicants

DR's 1539, 1545, 1551, 1561, 1602 & 1609 (12/08 – 12/12) DSI, Inc. / FDEM State Contractor

- Grants Specialist, Grants Planner IV & Remote IT Desktop Support LTRO, Lake Mary, FL
- Create Policies & Procedures, Handle State Assets/Inventory, Desktop Support for Staff
- Successfully assisted 7-Counties (Lake, Orange, Volusia, Brevard, Seminole, Osceola, Sumter & Indian River County) and all applicants within on all Public Assistance Reimbursements, Alternate/Improved Projects, Appeals

Summary of Work Experience

ZüGGi Disaster Recovery	Established 8/2021
Hagerty Consulting, Inc. Independent Contractor	May 2021 - Present
CDR Maguire-Emergency Management, Inc. Sr. Grants Spc. & Project Manager	Feb. 2018 – May 2021
Disasters, Strategies & Ideas, Inc. State of Florida (FDEM) Grants Manager	Aug. 2014 – Feb. 2018
Integrated Solutions Consulting, Inc DBA AECOM, Inc. Technical Assistance Contractor (TAC)	Dec. 2012 – Aug. 2014
FDEM – Bureau of Recovery, Orlando, FL - LTRO/JFO	2008 – 2012

Mr. Eric Zabukovec is a seasoned emergency management specialist, with over 14-years of field experience. Mr. Zabukovec has a long history of working with/for the Florida Division of Emergency Management (FDEM) over his career. He has been involved in almost every major Florida event since 2004, including Hurricane Michael, 4th Largest storm to make landfall in US. Additionally, Mr. Zabukovec was a SERT Team member during Tropical Storm Fay, Operation Haiti Repatriation, and Deepwater Horizon.

Recently, Mr. Zabukovec was tasked with a Deputy PM role under Hagerty Consulting, Inc., for the response and recovery of EM3560-FL a.k.a. Surfside (Champlain Tower) building collapse in Miami Beach, FL. His efforts did not go unnoticed while assisting with the Statewide Mutual Aid Agreements (SMAA) and 9-assisting entities. The City of Miami gave Mr. Zabukovec a challenge coin for his efforts and diligence in helping their Police Department with their claim.

Before Mr. Zabukovec began his career in Emergency Management, he worked as a Budget Analyst for the Villages Community Development Districts in the world famous *The Villages*. This is where Mr. Zabukovec learned much about government procedures and moreover, Budget and Finance related items.

At one point, he was being groomed for being a District Administrator in a quasi-government setting, in which he gleaned much institutional knowledge of governmental affairs. As his first job out of college, he worked with The Villages Community Development Districts from 2001 - 2004.

After working with the Villages, Mr. Zabukovec took a position at an insurance underwriting firm in Daytona Beach, FL, as an Accounting and IT Manager. His skillset with numbers and spreadsheets is where he thrives. Much of his work revolved around Access Database creation, Monthly cash closings and IT Desktop Support. His tenure with EBU Underwriters, Inc, was from 2003 – 2008.

Arms, Daniel Richard

2369 Salem Road

Salem Township

Strong, Maine

04983

DMTravel44@gmail.com

(207) 265- 6504

Years of Experience: 24 FEMA PA

Smart Badge YES

Covid Vaccines YES

Professional Certifications: EMS Ambulance Att. ME, Instructor, 4001 Certified Fire Rescue Institute MD, Fire Training Ed. ME, Certified, ICS-200, IS00018, IS-00100, IS-00700, National Fire Academy, MD, Senior Public Assistant Infrastructure Command Staff Branch Director EOC. Maine Fire Chief 20 yrs. ICS instructor Maine Fire Training and Education Maine College System. Franklin County Deputy Sheriff, Franklin County Road Agent, Carrabassett Town Maine Code Officer, Town of Phillips Code Officer.

Professional Summary:

- Owner: D & T Lumbering Company Inc. 1970 to 1984
- Owner: A & W Construction Company Inc. 1967 to 1984
- Senior Planner with 20 years of Owner Operator, Heavy construction experience, including over 24 years of FEMA PA experience.
- Extensive PA experience which varies of multiple roles such as: IBD, DIBD PA Coordinator, Task Force Lead, PAC Supervisor, PDMG Mentor, Senior Policy Advisor.
- Branch Director Port Authority Super Storm Sandy. Red October Command office PA spoke person.
- FEMA PA Forward observer EOC.
- EMMIE Task Force Lead, Infrastructure Support Branch Lead, EMMIE PAC Crew Lead, and Public Assistance Officer.
- Fire Instructor, CERT Training, and Urban Search and Rescue.
- Senior Policy Advisor DR-4332-TX, 10 Months, 2019

- California Wildfires, 10 Months, 2018
- Senior Trainer, DR-4339-PR, 2020
- PA Subject Matter Expert
- FEMA Debris Expert, Several Ice Storms and Hurricanes lead Branch Director
- Member of 5 man board that wrote the first PAPPG, Policy Guide at HQ. (Original Version)
- Public Assistance Alternative Procedures (Section 428)

Work Experience:

CRC - Set Up Center for Region 2 which consist of P.R., V.I., N.Y., N. J. managed staff of app. 24 people for Colt Neck Naval Weapons Station Closeout. Completed Mission Assignments with the Army Corps of engineers on several disasters, Joplin, MS. Super storm Sandy. Region 1 Managed the Under Ground Bunker in Maynard, MA. for 911 Emergency Operation Centers Forward Observer for Major Hurricanes Red Phone reporter to HQs. have 25 years' experience owner of a corporation that built roads, bridges, sewer, water and power lines. Also commercial building construction. I have five years project manager for JEBB Corporation, which entailed sub-division permits and shorefront properties. I joined the FEMA team and spent 23 years working with PA programs. I held many titles, including branch director for several disasters. I also was the PA spokesperson for the Red October command mobile unit. I have experience in over two hundred natural disasters. I also hold a NFPA certificate from Emmitsburg, MD as a national fire instructor. I spent several years teaching fire fighters for the technical college system of Maine. I was the PA operations manager in the Emergency Operations Center for Super Storm Sandy. I was the lead for Joplin F5 tornado in Missouri appointed to the task of 11 schools and the St Mary's 9 story hospital. In 2017 appointed as the PDMG lead in California for the Wildfires and Mud slides. In 2018 went to PR as a mentor for the TFL, PDMG Leads, and the PDMG, along with the site inspectors. 2019 Deployed to Webster, Texas as the Policy Advisor. Moved on in 2019 went to Houston Texas as the Senior Policy Advisor for Hurricane Harvey for 10 Months.

Civil Logistics: Disaster DR-MLTP-PR-0005 - General Planner Senior - Jan-2020 - Oct-2020

- Trainer/Mentor - for TFLs & PDMGs. QA/QC - reviewed and made necessary corrections to projects for PDMGs Senior Policy Advisor - working with CRC.

Civil Logistics: Disaster DR-4332-TX - Construction Manager Mid - Jan-2019 - Oct-2019

- Senior Policy Advisor - Work with CRC and staff on the Stafford Act Policy.

Civil Logistics: Disaster DR-4339-02 - Construction Manager Mid - Apr-2018 - Sep-2018

- Senior Policy Advisor - Work with CRC and staff on the Stafford Act Policy.

Civil Logistics: Disaster DR-MLTP-CA - Construction Manager Mid - Jul-2017 - Dec-2017

- QA/QC Team Manager - Performed & Reviewed Sub Grant Applications for projects.

DSI - TFL - Feb-2015 - Dec-2016

- Supervisor, Oversee Project Specialist or PDMG
- QA/QC, PA Subject Matter Expert

DSI - PAC Lead - Jan-2014 - Jan-2015

- Oversee Project Specialist
- QA/QC
- entered projects into EMMIE

FEMA Region 2 - Core - Feb-2011 - Feb-2014

- Manager, Supervisor CRC Region2, Colts Neck, Naval Weapons Station, NJ.
- PA Lead for Super Storm Sandy at the NJ, Emergency Operation Center.

FEMA Region 1 - Core - Jan-1996 - Jan-2011

- IBD - South Florida Hurricanes overseen and work with Federal Coordinating Officer.
- IBD - Florida Hurricanes work with the Chief of Staff and the Federal Coordinating Officer 2004 thru 2005
- PA Group Supervisor DR-1791-TX -Reg6
- PA Deputy Branch Director DR-1867-NJ -Reg2
- PA Group Supervisor DR-1813-MA- Reg1
- PA Task Force Leader DR-1816-VT-Reg1
- PA Group Supervisor DR-1852-ME
- Deputy Branch Director DR-1873-NJ
- Deputy Branch Director DR-1889-NJ
- Branch Director DR-1895-MA
- Infrastructure Support Branch Chief DR-1895-MA- Region 1
- PAC-Crew Leader DR-1912-KY- Reg4
- PAC Crew Leader DR-1946-PR

- PAC Crew Leader DR-1948-VI
- PAC Crew Leader DR-1954-NJ
- IS Branch Director DR-1954-NJ Region 2
- PA Task Force Leader DR-1980-MO Region 7
- PA Group Supervisor EM-3192-CT
- PA Group Supervisor EM-3190-TX Region6
- PA Group Supervisor EM-3294-TX
- IS Branch Director EM-3296-MA -Region 1
- IS PAC EM-3312-MA
- Infrastructure Support Branch Chief EM-3312-MA
- PA Task Force Lead EM-3341-NY
- PA Task Force Lead DR-4020-NY
- PA Task Force Lead DR-4086-NJ
- Applicant Closeout - Branch Director

Florida (Southern Emergency Management AFO) 2004 /2005

Discussed and developed an applicant project worksheet closeout program in conjunction with the State of Florida. The program was later used in the close out center (CRC).

Professional References:

Mark Landry - FEMA FCO

William Roach - FEMA HDQ- Washington DC.

Robert Apente - NJSP -OEM 908-600-1618

Tim Wick - FEMA

Kathy Dodd - FEMA Region 7

Luis Molero - Army Core - DHS

Joyce Waters -850-832-6040

SUMMARY OF QUALIFICATIONS:

- Developed and Supervised and Managed/Centralized Processing Operations Center (Region 2 Close Out, NJ)

- Able to identify goals, develop strategies and implement action plans in an efficient, cost effective and customer-centered manner.

- Natural Team Leader processing excellent organizational skills; adept at handling multiple competing demands and strong problem solving skills that is used to evaluate issues and develop diverse solutions.

- Self-starter who takes initiative to conduct research and resolve business challenges.

- Honest, straightforward communicator with strong interpersonal skills.

- Demonstrated ability to work effectively with diverse populations.

[Updated March 21 2021](#)

McAlister, Beth (207) 897 – 8301

bethmcalist6767@gmail.com

Covid Vaccines: (YES)

Mailing Address: PO BOX F Phillips, Maine 04966

Residence: 648 Salem Road Phillips, Maine 04966

BETH MCALISTER LLC - Construction Management - Jan-2017 – Present

- Owner Operator Commercial & Residential
- Site Planner. Blueprints, Estimating.
- Builder

Little Things Mean A lot! - Construction Management - Jan-1997 - Dec-2014

- Owner Operator Builder Commercial & Residential
- Electrical for Residential & Industrial
- Plumbing
- Residential Site Planner
- Blueprints
- Estimating

Professional Summary: I have spent twenty-four years as a general contractor, building both Commercial & Residential businesses and residential homes. I am remarkably familiar with shorefront properties. I have established my business in the fields of buildings, electrical, and plumbing. I have knowledge of demolition and debris removal. I have a working knowledge of all FEMA's PA program. I am experienced with road building, bridge work, and culvert installation. I have worked with both storm and wastewater sewer. I am comfortable with my experience and work in the field. I get along very well with people in state and in federal government and look forward to working with them.

Education: Professional Certifications: 24 years construction (Owner Operator)

Electrical,

Home Health,

FEMA Badge Status; # Smart Badge.

Work Experience:

Worked aside Beacon Hospice 4 years working at my parent's residence: Brother 4 years, (Dementia)
Farther 1 year (Lung Cancer)

Helping Hands – PSS - Aug-2013 - Aug-2014

- Clients Homes

Jean Dow - PCA - Sep-2015 - Apr-2016

- Home Health Care, home care, meds.
- Worked aside Beacon Hospice
- Worked aside Androscoggin Hospice
- Montello Heights
- Schooner Estates
- Bay Square at Yarmouth
- Clients Homes

First Light - PCA - Aug-2014 - Nov-2015

- Worked aside Beacon Hospice
- Home Health Care, home care, meds.
- Nursing Homes,
- Clover Manor,
- Schooner Estates,
- Bridgton Elderly Housing, & working with Beacon Hospice
- Schooner Memory Care Alzheimer's Unit 18-hour shifts.

PA Work History:

DSI - PS - Apr-2016 - Dec-2016

- SI Local Schools, private schools, private parishes (Churches), hospitals, roads & bridges, stormwater, wastewater treatment plants, debris & vortex burning
- Wrote 195 Projects Tallahassee, Monticello Florida for Hurricane Hermine (Stateside)

Civil Logistics: Disaster DR-MLTP-PR-0005 - Construction Manager Senior - Jan-2020 - Oct-2020

- PDMG & Validating projects for CRC
- SI Local Schools, private schools, private parishes (Churches), roads & bridges, stormwater, wastewater treatment plants

- Mentor Verified, validated all documentation provided by the applicant to move projects forward. Site inspections to capture all damages by measurement, photos, detailed information. Assisted PDMGs by answering questions, setting up meetings, attending phone conversations with or the applicant.

Civil Logistics: Disaster DR-4332-TX - Construction Manager Mid - Jan-2019 - Oct-2019

- PDMG & Validating projects for CRC
- SI Local Schools, private schools, private parishes (churches), roads & bridges, stormwater, wastewater treatment plants
- QA/QC,
- PDTFL - working with CRC on daily basis to work through and correct PDMGS project to ensure close out ready.
- Mentor Verified, validated all documentation provided by the applicant to move projects forward. Site inspections to capture all damages by measurement, photos, detailed information. Assisted PDMGs by answering questions, setting up meetings, attending phone conversations with or the applicant.

Civil Logistics: Disaster DR-4332-TX - Construction Manager Mid - Sep-2017 - Aug-2018

- PDMG & Validating projects for CRC
- SI Local Schools, private schools, private parishes (churches), roads & bridges, stormwater, wastewater treatment plants
- Mentor Verified, validated all documentation provided by the applicant to move projects forward. Site inspections to capture all damages by measurement, photos, detailed information. Assisted PDMGs by answering questions, setting up meetings, attending phone conversations with or the applicant.

References:

Daniel Arms (207) 265-6504

Jeff Billings (936) 777-0658

Joyce Watters (850) 832-6040

Trainings:

(PA) EMI Emmitsburg, Maryland - 2017

- PDMG **Hurricane Harvey** DR 4332 (Texas)
- Webinars (weekly)
- PDMG **Maria** DR 4339 - 03 P.R.
- Webinars (weekly)

Certificate:

Houston TX 2019 Public Assistance Program Delivery Management

Brandi Newhouse

Emergency Manager

CONTACT INFORMATION

17593 Silverspur Drive
Babcock Ranch, FL 33982

(239) 810-6968

brandi.j.newhouse@gmail.com

EDUCATION

Bachelor of Science / Public Safety
Administration / Saint Petersburg
College / In progress

SELECTED TRAINING & CERTIFICATIONS

FEMA Basic Academy - 2019
Basic PIO - 2019
Professional Development Series - 2018
NIMS-AH Situation Unit Leader - 2017
NIMS-AH Incident Commander - 2017
FEPA Intermediate Academy - 2017
NIMS-AH Ops Section Chief - 2016
FCC Amateur Radio Tech - 2016

SUMMARY

A consummate professional with nearly a decade of Emergency Management experience in both planned events and real-world disasters seeking increased responsibilities within a professional Emergency Management organization. Known as an outside-of-the-box thinker and a skilled relationship & team builder with the ability to identify and rectify unmet needs in a fiscally responsible and innovative manner.

PROFESSIONAL EXPERIENCE

August 2021 - Present

Planner, CDR Maguire

- Assigned to the Incident Management Teams for Immunization Branch and Health Equity Branch, Kentucky Department of Public Health (KDPH).
- Collate and share Public Health Information with state and countywide partners, as well as external partners to aid in Covid-19 and Monkeypox response.
- Create custom presentations to share across multi-agency groups to encourage vaccinations across several demographics.
- Support statewide planning initiatives for multi-day vaccine clinics.
- Create and support events for Health Equity initiatives across KDPH.
- Create and track project management timelines and deliverables for statewide vaccine rollouts.

March 2021 – Present

Consultant, CH Consulting Group

- Assisted in writing Critical Access Facility Emergency Operations Plan
- Wrote COVID-19 Field Operations Guide for vaccination PODS.
- Created simulated healthcare facilities and systems for FEMA Exercise Simulation System Document.
- Coordinated remotely with team members and clients to meet or exceed project goals and time sensitive deadlines.

May 2019 – August 2021

Planning Consultant, Florida Department of Health in DeSoto County

- Incident Commander for COVID-19 response. Managed a multi-county COVID-19 response (Testing & Immunizations) for over 22 months facilitating over 200K tests and 130K vaccine doses.
- Served as the primary Public Information Officer and media point of contact. Coordinated with leadership as well as Office of Communications for public messaging to include ad buys and outdoor signs.

- Safety Coordinator and Chair of the Safety and Security Committee.
- Coordinate with internal and external partners to plan for, and respond to, county health emergencies including severe weather, mass fatalities, and epidemiological outbreaks.
- Manage resource ordering and inventory.
- Plan and schedule staff training.
- Emergency Operations Plan review and revision.
- Healthcare Comprehensive Emergency Management Plan reviews and approvals.
- Oversaw budget and grant deliverables for Public Health Preparedness program.
- POD Manager for Moderna vaccine open PODs.

COMMUNITY INVOLVEMENT & LEADERSHIP

November 2019 - Present

DeSoto County Amateur Radio Club

- Member
- Board of Directors

February 2017 - Present

Florida Emergency Preparedness Association (FEPA)

- Member
- WebEOC Working Group
- Healthcare Working Group

February 2017 – June 2018

National Emergency Number Association (NENA),

- Member
- New Member Orientation Committee

PERSONAL & PROFESSIONAL REFERENCES

- Personal & Professional References are available upon request.



Alphecca Pie Branzuela, COSS

Ms. Alphecca Pie Branzuela is a founder and Principal at Disaster Response, LLC. She has over 12 years of experience in FEMA Public Assistance Cat A and B, Debris Monitoring, Disaster Management, Contract Administration, Hazardous Waste Operations, and Environmental, Health, and Safety Compliance. Her various roles on multiple large- and small-scale disasters makes her the key player to the success of an operation. Her attention to details, knowledge of FEMA's current PAPPG, and the ability to mitigate issues has helped clients stay in compliance to maximize their full reimbursement and stay within budget. Ms. Branzuela's approach to a successful operation is to keep the lines of communication open between her clients all the way to her field team.

EDUCATION

Hospitality Management
University of Saint La Salle
2002-2005

CERTIFICATIONS

FEMA ICS 100, 200, 400, 700, 800, 632, 800, Safety Orientation, State Disaster Management, Fundamentals of Emergency Management, Emergency Planning, FEMA Developing and Managing Volunteers, Public Assistance Program, Damage Assessment Training, FL-601, Certified Occupational Safety Specialist, 40 Hour Hazwoper, 8 Hour Refresher, 40-Hour Rail Workers Hazmat, TWIC, OSHA 132, OSHA 10 and 30 Construction Trained and Instructor

AREAS OF CONCENTRATION

FEMA Reimbursement, Debris Monitoring Operations, Disaster Recovery, Oil Spill Response, OSHA, Document Control

Disaster Response, LLC
2810 Sundorn St, Unit A
Jefferson, LA 70121

PROJECT EXPERIENCE

Bay County, Hurricane Michael, October 2018

Cat A Senior Recovery Specialist – FEMA Public Assistance

Don Murray, General Services Director, 850-248-8733

Ms. Branzuela led the Cat A recovery efforts for Bay County on FEMA's largest locally lead debris mission. Her responsibilities included contract administration of four contractors, invoice reconciliation of over \$250 million dollars, FEMA reimbursement, damage assessments, procurement, leading a team of 30 contract specialists, and advising the County's various departments on all FEMA related issues (County Manager, General Services, Road and Bridges, Code Enforcement, and Clerk of Court) Ms. Branzuela met with County leaders weekly to provide updates regarding reimbursement, planning, and compliance. In addition, Ms. Branzuela coordinated with FEMA Region 4, the Florida Division of Emergency Management, and the CRC.

- Coordinated debris removal missions with General Services (ROW), Road and Bridges (Drains, Retention Ponds, Canals) and Code Enforcement (PPDR)
- Reviewed and reconciled invoices and formulated an estimated \$250,000,000 in Cat A and B

St Charles Parish, Hurricane Ida, August 2021

Program Manager – Debris Removal

Chandra Sampey, Contract Monitoring, St Charles Parish, 985-783-5102

Disaster Response LLC executed an emergency contract for 32, 30 yard roll off containers for St Charles Parish to help alleviate the municipal waste caused by Hurricane Ida where Ms. Branzuela served as the Program Manager. She coordinated with various Parish departments to strategically place containers throughout the Parish. Her responsibilities included daily operational reports to the Parish, dispatch of trucks and containers for final disposal, document control, assisting field personnel with FEMA compliance, and safety. Ms. Branzuela ensured all operations and documents were in FEMA compliance to maximize the Parish's reimbursement.

- Mobilized containers within 24 hours of Notice to Proceed
- Category B

Patriot Environmental, Pipeline 547 Incident Huntington Beach, October 2021 **Program Manager**

Michael Deno, Project Manager, 305-215-7279

Disaster Response LLC, executed a contract to mobilize 50 certified oil spill responders to Huntington Beach, California in response to the pipeline incident that caused crude oil to spill along Southern California's coast line. Ms. Branzuela served as the Program Manager overseeing shoreline clean up that includes removal, disposal, and decontamination of hazardous material and environmental and safety oversight.

- Mobilized 50 certified oil spill responders and transport vans from the Gulf Coast to New Port Beach, California within 36 hours
- Performed cleanup along 10 miles of shoreline.

City of Foley, Hurricane Sally, September 2020

Project Manager – Debris Monitoring

Rachel Keith, EMA Director, City of Foley, 251-970-2418

Ms. Branzuela's decade of experience in disaster management played a significant role with the City of Foley's debris mission in the wake of Hurricane Sally. Ms. Branzuela worked hand in hand with the City from first push to field compliance, and invoice reconciliation. Ms. Branzuela's transparent approach to leading a debris mission lead to the success of the City of Foley's operation.

- Weekly reconciliation and submittal of contractor invoices
- Monitored 788,413 cy of vegetative and c&d debris
- Onboarded and trained over 80 monitors in FEMA compliance

Upscale Consulting, LLC (Louisiana Department of Transportation and Development) Hurricane Laura and Zeta, August and October 2020

Operations Manager/Trainer/OSHA

Joel Scales, President of Upscale Consulting, LLC 225-726-1616

Ms. Branzuela executed the operational procedure created by the project manager that streamlined the onboarding, training, and dispatch of over 30 traffic control teams covering three DOTD districts in Louisiana to help support the State's debris removal mission. In addition, Ms. Branzuela oversaw the safety of all teams in compliance with LADOTD and OSHA.

- Managed traffic control personnel in three LADOTD districts
- Onboarded and trained over 150 traffic controllers
- Coordinated efforts with the contractor and LADOTD staff
- Estimated 2,000,000 cy of vegetative and c&d

City of Panama City, FL, Hurricane Michael, February 2020

FEMA PA Specialist – Debris Monitoring

Jennifer Aldridge, Disaster Recovery Project Manager Panama City, 850-872-3004

Ms. Branzuela led a team of 10 data personnel to QA/QC and reconcile \$81 million dollars in contractor invoices within four months to assist the City in obtaining reimbursable funds for Cat A. In addition, she led the City's Private Property Debris Removal program which includes residential and commercial debris and demolition

- Performed 100% QA/QC and reconciliation on over 400 contractor invoices totaling \$81 million dollars
- Project close-out of an estimated 3.5 million cy of debris

Florida Department of Environmental Protection, Hurricane Michael (2018-2019), Hurricane Irma (2017), Hurricane Matthew (2016)

Project Manager – Debris Monitoring

Scott Woolam, Project Manager FDEP, 850-245-2806

Ms. Branzuela worked with FDEP to perform monitoring services for the removal of eligible storm related wet debris along State waterways over a span of three years and three storms. Her responsibilities included contract administration, ensuring FEMA compliance, conducting safety and environmental oversight (EHP) budgetary management, protection of ecological habitats, monitoring erosion control, documenting the removal of derelict vessels, permitting temporary offloading sites and responding to public comments and concerns. In addition, Ms. Branzuela performed monitoring and contract services for the restoration of dunes in Flagler Beach that were eroded during Hurricane Irma. She oversaw inspectors/monitors observed the contractors' truck hauls and distribution of an estimated 42,000 CY of sand over a three-week period to maximize FDEP's reimbursement.

- Monitored over 300 miles of state owned shoreline
- Over 200,000 cy of wet debris
- Coordinated with federal, state, and local environmental departments

City of Jacksonville, Florida, Hurricane Matthew (2016) Hurricane Irma (2017)

Data and Operations Manager – Debris Monitoring

Zack Blalock, Public Works Administrator, City of Jacksonville, 904-318-4960

Ms. Branzuela served as the Prime Consultant responsible for monitoring contractors during removal of nearly **2 million CY** of debris (total combined). Her team mobilized 30 inspectors to oversee debris operations 12 hours after landfall. They provided contract administration, performed preliminary damage assessments, assured FEMA compliance, permitted TDSR sites, coordinated briefings and work progress with the City, certified contractor equipment, documented all work performed for FEMA claims, assisted with public relations, implemented quality assurance measures, assisted in writing FEMA Project Worksheets. Ms. Branzuela oversaw approximately 300 local monitors and supervisors who were responsible for documenting cut & toss operations and the removal of storm related debris including hundreds of leaners and hangers and stumps. Her team also supervised and monitored operations at eight TDSR locations and two landfills. She led trained monitors, inspected and quantified each load of incoming debris and haul-outs. They successfully met City of Jacksonville's objective of completing first pass along 4,124 miles of roadway within 30 days. Ms. Branzuela's role as the Data Manager included overseeing a team of over 30 data entry personnel, both in the office and in the field, reconciling invoices and data with the contractor, QA/QC, documenting daily roadways that were cleared, compiling data from cut and toss, debris removal, stumps, hangers and leaners, and site restoration, and reported daily operational numbers to the City.

SKILLS

- Compliance
- Grants- CDBG-DR, BJA, VOCA, VAWA, HMGP
- Organizational leadership
- Effective oral and written communication
- Analytical
- Crisis response
- Exceptional work ethic

WORK HISTORY

Exercise Planning Team *Northeast Florida Regional Planning Council*

Jacksonville, FL • Volunteer April 2022 to Present

- Assist with design and planning of Regional Health Care Coalition exercises
- Evaluate exercise
- Assist in preparation of After-Action Report

Incident Management Team *Garner Environmental Services*

Tallahassee, FL • Contract September 2021 to October 2021

- Contract under FDEM and FDOH to maintain Incident Command structure responsible for planning and delivery of monoclonal antibody clinic in Leon County
- Position held as Planning Section Chief
- Prepared relevant ICS forms, reports, and Tactical Action Plan
- Tracked on-site expenditures and backup documentation
- Ensured accurate and complete documentation maintained for site operation
- Assisted with outreach, public awareness, and communication with stakeholders

State Emergency Operations Center Support *All Hands Consulting, Inc.*

Springfield, IL • Contract July 2021 to September 2021

- Contract under the Illinois Emergency Management Agency to coordinate COVID vaccination clinics that support Illinois Department of Health and local health departments statewide
- Positions held as SEOC Site Coordinator and Field Liaison Officer
- Site coordination for school, equity, and expanded vaccination sites
- Local health department liaison for administrators and stakeholders
- Monitored operations at vaccine sites, submitted check-n and situation reports

Incident Management Team *Emergency Response Educators and Consultants, Inc*

Jacksonville, FL • Contract February 2021 to June 2021

- Contract under the Florida Division of Emergency Management to establish an Incident Command Structure and staffing (Tactical Branch) responsible for the planning and delivery of COVID vaccinations in 14 Florida counties
- Positions held in Planning and Operations sections-PSC, RESL, SITL, DOSC
- Lead role in ensuring accurate documentation and accountability to support compliance and reporting to DEM using relevant ICS forms and reports
- Established single point of contact for resource tracking and utilization
- Maintained vaccine information records from sites and enter data into DOH Florida Shots data base
- Utilized WebEOC and Ready Ops to mobilize resources for multiple mission sites
- Key contributor to development of After-Action Report and demobilization plans

Grant Administrator *St. Johns County BOCC*

St. Augustine, FL • June 2018 to March 2021

- Fiscal and program management of County's first CDBG-DR grant award for Hermine-Matthew recovery
- \$89 million-8 Public Works projects, 3 Utility projects, 2 Multi-family Housing complexes, and large-scale individual Home Repair/Replacements projects
- SME in all CDBG-DR program areas advising senior leadership of issues in area of responsibility
- Responsible for providing detailed, relevant and accurate reports to DEO and HUD
- Developed policies and procedures
- Grant Environmental Compliance Officer
- Led CDBG-DR staff in planning, implementation, execution, and fiscal activities
- Significant collaboration with external organizations to ensure contract compliance with HUD and other local, federal, and state statutes and regulations
- Established priorities and set goals for successful team productivity
- Leader within cross-functional team to identify, analyze, and prioritize recovery and resilience funding opportunities that support whole community for long-term recovery
- Directed improvements to work processes and performance
- Reviewed and approved invoices and submitted requests for reimbursement
- Lead role during internal and external monitoring and audit processes
- Experience with CDBG-DR, CDBG, FEMA, BJA, CDBG-MIT, HMGP
- Staffed EOC during emergencies

Victim Services Program Director/Grant Manager *State Attorney's Office*

Jacksonville, FL • January 2009 to January 2018

- Promoted to supervisor role
- Led and hired staff of 16 staff advocates and additional interns ensuring coordination with law enforcement and other agencies for effective provision of victim services
- Consulted with local government and NGO representatives to understand community needs, prioritize, and strategize response plans
- Completed data and statistical analysis to define and forecast trends in crime, target populations and gaps in services
- Identified grant opportunities and developed proposals based on unmet needs
- Submitted successful applications securing VOCA and VAWA federal awards funding the majority of victim services positions at 100%
- Identified grant opportunities and developed proposals based on unmet needs-BJA awarded \$2 million Sexual Assault Kit Initiative establishing the first local SAKI Unit
- JAG funding awarded-funded 2 positions to create the Community Prosecution Unit
- Managed VOCA, VAWA, SAKI, JAG grant funding sources
- Abuse in Later Life grant partnership-training team participant
- Ensured compliance with grant deliverables monthly, quarterly, and annually
- Led programmatic monitoring process

Victim Specialist *State Attorney's Office*

Jacksonville, FL • November 2000-April 2007, September 2008 to January 2009

- Maintained VOCA/VAWA/JAG grant reporting data and ensure compliance with current deliverables and local, state, and federal laws and regulations
- Assisted in grant application processes by providing information gathered from community stakeholders and own experiences for unmet needs and funding for new initiatives
- Prepared for and attended grant monitoring
- Prepared quantitative and narrative reports to meet grant requirements
- Trained newly hired staff and leadership on grant processes and potential opportunities
- Assisted prosecutor in gathering evidence in Special Assault, Homicide, Special Prosecution Divisions
- Provided direct services to victims, witnesses, and families for trial, deposition, and legal proceedings

Victim Service Program Specialist *Office of the Attorney General*

Jacksonville, FL • 2007- 2008

- Supported regional VOCA sub-grantees of the OAG grantee in 4th and 8th Judicial Circuits with ongoing compliance and monitoring
- Conducted in-person monitoring of the region's domestic violence centers
- Provided training and technical assistance to grantees when needed
- Compiled information and submitted monthly reports to leadership
- Coordinated smooth provisioning of victim services to participants across the region
- Boosted outreach to underserved areas to successfully increase program participation
- Analyzed area program effectiveness and provided feedback to modify, adapt and optimize services
- Coordinated community resources
- Fostered relationships with community to define programming needs strengthen organizational standing in local areas
- Engaged with stakeholders to identify issues and assist with implementing solutions

Victim Advocate *Sexual Assault Response Center*

Jacksonville, FL • 2000 - 2000

- New initiative VOCA grant funded position staffing the SARC at night and weekends
- Compiled information and completed reporting for successful grant compliance
- Provided direct advocacy, support, safety planning and crisis intervention to victims
- Created awareness of victim rights and services through school presentations and trainings
- Corresponded and coordinated with law enforcement, prosecutors, courts and other service providers
- Assisted individuals with navigating the criminal justice process

Victim Advocate *Division of Parole and Probation*

Baltimore, MD • 1999 - 2000

- Implemented new VOCA Victim Advocacy program in Baltimore County Parole and Probation offices and improved response to and treatment of victims in corrections system
- Maintained data and information needed to submit monthly reports to VOCA and ensure programmatic success for future funding
- Continuously developed the program to address unmet needs and future expansion
- Conducted needs assessments with stakeholders in my region
- Ensured promotion of victims' right within the Department
- Primary contact for victims while navigating the corrections process
- Assisted in preparation of victim impact statements for pre-sentence investigations
- Delivered presentations to create awareness of victim rights and services
- Coordinated and collaborated with other agencies and services to improve responses
- Attended all proceedings

EDUCATION

Bachelor of Arts - Management of Criminal Justice Agencies • *Columbia College of Missouri* • June 2006

Criminal Justice • *University of Baltimore*

AFFILIATIONS

Florida Emergency Preparedness Association

RELATED TRAINING

HSEEP

Finance Section Chief

Planning Section Chief

Professional Development Series

Advanced Professional Series-In Progress

OSHA 30 General Industry

SmartSheet, Microsoft Office, Google Sheets, WebEOC

Firefighter/EMT

Trainer-Workplace Violence, Elder Abuse, Domestic Violence, Human Trafficking

Elder and Domestic Violence Fatality Review Teams

JONATHAN BERQUIST

511 Aiken Hunt Circle
Columbia, SC 29223
(518) 229-4367 | jon.berquist@gmail.com

EDUCATION:

Master of Business Administration, May 2009

UNIVERSITY OF FLORIDA – Hough Graduate School of Business, Gainesville, FL

- Concentrations: Finance, Real Estate and Urban Analysis
- Vice President, UF Graduate Real Estate Club

Bachelor of Science in Building Science, May 2005

RENSSELAER POLYTECHNIC INSTITUTE – School of Architecture, Troy, NY

- Dean's List 2002, 2004, 2005
- Studied Mathematics and Construction Management at University College of London

EXPERIENCE:

Berquist Recovery Consulting, Columbia, SC,

President

March 2017 – Present

- Program Management of East Richland County Public Service District in recovery of \$11 MM of FEMA eligible funds. Write and review project worksheets, 404 and 406 mitigation applications. Analyze, validate and organize data for presentation to FEMA. Responsible of review of design RFP's, quarterly reporting, project worksheet tracking and database administration.
- Completed over \$12MM in Cost Estimate Format's for Calhoun Liberty Hospital, Bay County School Board, City of Panama City and Bay Haven Charter Academy.
- Prepared 50% rule documentation package with A/E firm for replacement of Calhoun Liberty Hospital.
- Validated over \$6mm of force account labor and equipment for City of Panama City's submissions to FEMA.
- Validated over \$130MM in Request for Reimbursement's for Florida Department of Emergency Management. Audited 100% of FEMA documented labor, equipment, materials, contracts and procurement to adhere to FEMA policy.
- Prepared and submitted closeout packages to FEMA on behalf of Florida Department of Emergency Management. Completed over \$6MM in closeouts.
- Subject Matter Level expertise of 2 CFR Part 200. Interpretation of federal policy to maximize finding amounts for clients.

Ardurra Group, Nassau County, NY; Columbia, SC

Project Manager

July 2015 – March 2017

- Development of Nassau County project worksheet versions totaling \$122 MM, FHWA DDIR's totaling \$3.2 MM, preparation of closeout packages totaling \$15.4 MM
- Wrote project worksheet appeals and final accounting de-obligation appeals with 100% success rate.
- Program Management of East Richland County Public Service District in recovery of \$11 MM of FEMA eligible funds. Write and review project worksheets, 404 and 406 mitigation applications. Analyze, validate and organize data for presentation to FEMA. Responsible of review of design RFP's, quarterly reporting, project worksheet tracking and database administration.
- Development of sales proposals and acting subject matter expert in RFP interview process.

Tetra Tech, Inc., Napa, CA

Senior Public Assistance Consultant

January 2015 – June 2015

- Created project worksheet review process for Tetra Tech consultant staff. Reviewed and revised \$6.5 million dollars of Category F project worksheets for The City of Napa, California.
- Coordinated with County of Napa Accounting staff to build data for \$4.5 million dollars of Category B project worksheets.
- Reviewed and revised \$2.2 million dollars of Category B and Category C project worksheets for The County of Napa, California.

Adjusters International, New York, NY

Public Assistance Coordinator

2012 - 2014

- Development of FEMA Public Assistance Grant's for critical infrastructure damage within applicant owned facilities involved in the Hurricane Sandy disaster declaration
- Performed kickoff meetings, scheduled and conducted site visits, assessed damages, estimated costs and performed exit briefings with applicants and state counterparts.
- Wrote 45 FEMA Public Assistance Grant's in all categories (A-G), obligating more than \$60 million dollars to applicants.
- Developed 12 facility cost estimates totaling more than \$18 million dollars.

Federal Emergency Management Agency, Albany, NY

Public Assistance Project Specialist

2011 - 2012

- Development of FEMA Public Assistance Grant's for infrastructure damage within applicant owned facilities involved in the Hurricane Irene and Tropical Storm Lee disaster declarations
- Performed kickoff meetings, scheduled and conducted site visits, assessed damages, estimated costs and performed exit briefings with applicants and state counterparts.
- Wrote 160 FEMA Public Assistance Grant's in all categories (A-G), obligating more than \$10 million dollars to applicants.

Attended the Hough Graduate School of Business and obtained MBA.

2007-2009

Jonathan Berquist, Page 2

Jayeff Construction and Development Corporation, Manasquan, NJ

Construction Project Manager

2006 – 2007

- Concurrently managed ground-up construction of 5 restaurant and retail projects (ranging from \$1MM to \$25MM) in New Jersey, Pennsylvania and Florida while adhering to contract schedule, budget and quality constraints.
- Reported directly to the Owner Representative of Brinker International, The Gundaker Commercial Group, Bradley Realty, Walgreen's Store Development and Auto Zone Store Development Vice Presidents', Project Managers' and Engineers.
- Responsible for multiple project teams simultaneously. Managed staff, vendors and contractors. Coordinated and supervised all construction activities from conceptual development through final construction; estimated project costs, developed budgets and construction schedules, reviewed engineering and architectural drawings.
- Monitored progress and ensured compliance with plans and codes, tracked and controlled costs, negotiated vendor contracts, and managed the safety of employees and public at all sites
- Negotiated up to \$1.2mm worth of increased profits through Jayeff's purchasing department

The Whiting Turner Contracting Company, White Plains, NY

2005 – 2006

Project Engineer

- Developed budgeting proposals and aiding preconstruction teams on \$200mm+ of Healthcare, Retail, and Mixed-Use projects
- Responsible for overall budgeting, cost studies, feasibility analysis, subcontractor selection, constructability review, value engineering, scheduling, bid process, GMP process
- Reported directly to the Owner's Representative of Vornado Realty Trust, Taubman Centers, The Macerich Company, Bon Secours Hospital System, Brooks Shopping Centers Vice Presidents', Project Managers', Engineers, Architects and Consultants

SOFTWARE

Microsoft Office, Microsoft Project, Suretrak Scheduling, Prolog, Adobe, RS Means, Xactimate,

BCA Toolkit 5.2.1

ACTIVITIES

Sports: Basketball, Baseball, Golf, Skiing, Running, health and fitness

LICENSES

New Jersey Real Estate Salespersons License

Mary Myers, CFM, ASID, CID, AKBD912.656.1157 / Maryelizabethmyers@gmail.com

Lexington, KY 40502

Accrued 17+ years disaster recovery experience from working 35+ multi-faceted disasters, involving hurricanes, tornadoes, floods, landslides/mudslides, wildfires, winter storms, earthquake, and the COVID-19 Pandemic. Served 7+ years as a FEMA/Reservist Public Assistance (PA)

Environmental Historic Preservation (EHP) Specialist/Lead, Floodplain Specialist (CFM), and HMGP 404 Completeness Reviewer. Functioned 10+ years as a Technical Assistance Contractor (TAC), in various roles such as: FEMA Consolidated Resource Center (CRC) Quality Assurance (QA) Specialist, Document Validation (DVS) Specialist, and Program Delivery Manager (PDMG); LA State EHP PA 406 and HMGP 404 Reviewer; FL Department of Emergency Management (FDEM) PA Project Specialist/Coordinator; IL County COVID EHP Reviewer/Project Data Processor; and CA County Operations/Hotline/Office Manager.

Possess in-depth knowledge of FEMA's programs, policies, and procedures gained from years of consulting 44 CFR 206 (PA), 2 CFR Title 200 (Grant Award), 44 CFR 404 (HMGP), Public Assistance Program and Policy Guide (PAPPG), 9500 Series, PA Debris Guide, the National Environmental Policy Act (NEPA), 44 CFR 800, Section 106 and 110 of the National Historic Preservation Act (NHPA) as implemented under 36 CFR, and other essential disaster-specific resources and publications, in conjunction with applicable Federal, State, and local Statutes and Regulations. Additionally, on-going interactions with various other FEMA program-specific personnel, functions, and activities, has greatly enhanced my over-arching knowledge and understanding of the breadth and depth of FEMA's programs and how they work in concert to achieve FEMA's ultimate Preparedness, Response, Recovery and Mitigation goals and accomplishments.

Wide-ranging knowledge and skillsets acquired from extensive Public Assistance experience reviewing, developing, or processing PA Category A-G and Z Projects throughout the years, initially in the old database systems (Adams/EMIS/NEMIS and EMMIE), and more recently in the new FEMA Grant Manager (GM) (FEMA/TAC) and Grant Portal (Applicant) Program Delivery Model Database System.

Skilled interfacing with federal (grantor) agencies; State (grantee) agencies; Tribal governments (grantee or sub-grantee); and local municipality governments, eligible private-non-profits (PNPs), other eligible Applicant entities (sub-grantees); internal/external stakeholders, the public, and other interested parties as applicable.

Wide-realm Project Management experience accrued, resulting from 20+ years in the design construction industry. Capable of comprehending construction documents, schedules, and specification. Working knowledge of construction methods and building systems. California Certified in Building and Barrier-Free Codes.

Proficient in Microsoft Office (Outlook, Teams, Excel, and Word), Adobe Acrobat, Google Earth), and ZOOM, as well as smartphone/text usage. Completed 7 EMI, 88 EMI/IS, and over 70 other disaster related courses.

CRC QA, DVS, and PA PDMG Specialist, i Parametrics / Fluor for FEMA**2016 - Present**

Quality Assurance Specialist (QA) / CRC - East, Winchester, VA, and CRC - Central, Denton, TX

- Performed over 350 QA Review of Category A-G, Completed, Standard, or Specialized Lanes (Self Cert, PAAP, PPDR, Alternate or Improved Projects, etc.) in Grants Manager (GM) totaling over \$210,000,000 in grant funding, with projects greater than \$22,000,000 in project costs. Collaborated personally with Specialist to help address resolve issues prior to formal email notification.

Document Validation Specialist (DVS) / CRC – East, Winchester, VA

- Reviewed Streamline Project Applications and other related GM documentation for COVID-19 Completed Work Projects. Worked with PDMG/Applicant to obtain additional info or docs required. Identified issues, elevating to management when necessary, and collaborated with stakeholders to find equitable resolutions. Validated information, ensuring data and documentation is accurate and legally sufficient. Developed Damage Description and Dimensions (DDD), Scope of Work (SOW), and Costing Project Worksheets in

Grants Manager, uploaded docs such as correspondence, and processed Determination Memos (DM) as necessary.

Program Delivery Manager (PDMG) / Victoria, TX

- Served as FEMA Liaison to Applicants, providing FEMA policies and procedures expertise. Assisted in ensuring essential information and documentation uploaded into the Applicant's Grant Portal in the Grants Manager (GM) database to facilitate submittal of timely and audit-proof projects for grant funding.

EHP Reviewer / Project Processor, Tidal Basin Group for IL Municipality

2020

- **DR-4489-IL - COVID-19 Pandemic:** Conducted EHP Review on all newly implemented aspects of pandemic procedures, such as stand-up of testing and vaccine sites and adaption of shuttered hospitals, equipment, and renovations necessary to convert facilities into Alternate Care Facilities (ACFs) due to projected pandemic resurgence overwhelming local hospitals. Validated and uploaded projects into EMMIE.

PA Coordinator / Specialist, Disaster Strategies & Ideas for FL DEM

2016 - 2017

- **DR-4283-FL - "Hurricane Mathew":** Provided FEMA programmatic expertise to Flagler County. Assisted in identifying, quantifying, and estimating damages. Gathered supporting documentation and wrote Category A, B, E, & G Project Worksheets for subsequent submittal to FEMA for federal reimbursement.

Disaster Management Consultant, Louis Berger Group for NJ Municipalities

2013 – 2014

- **DR-4068-NJ - "Hurricane Sandy":** Rendered programmatic technical assistance to Ocean County, hardest hit by Sandy. Wrote \$4,500,000 Cat B - Emergency Protection Measures (EPM) Projects, involving 16 Departments, 1850 employees, and 17 Union Contracts. Prepared Requests for Reimbursements (RFR).
- Executed Toms River PPDR Close-out of 176 private properties within 90-day contractual constraints.

EHP / Disaster Recovery Specialist, James Lee Witt Assoc. for LA GOHSEP

2010 - 2013

- **DR-1603-LA - "Hurricane Katrina", and DR-1548-LA - "Hurricane Ivan", DR-1607-LA - Hurricane Rita", DR-1786-LA - Hurricane Gustav, DR-1792-LA - "Hurricane Ike":**
 - *PA Projects:* Responsible for EHP oversight on 5 major hurricane recovery projects in 61 of 64 LA Parishes, except for State agencies & higher education, and for all PNP Projects within all 64 Parishes. Accountable for oversight on 106 OPSB-RSD School Projects, recipients of \$ 2.6 billion "Single Settlement Request" (SSR) grant to accomplish the Board of Elementary & Secondary Education (BESE) - Orleans Parish School Facilities Master Plan, Phase 1 & 2.
 - *HMGP 404 Projects:* Provided EHP oversight on PA 406 and HMGP 404 projects within all 64 LA Parishes. Requested by GOHSEP HMGP to develop a Cultural Resources Appendix as an Amendment to the 1,663-page 2011 LA State Hazard Mitigation Plan, subsequently to be incorporated into the 2014 updated plan. Proposed adding a 5th goal, with proposed objectives, specific initiatives, and activities to improve protection of historic and cultural resources most at risk of natural or manufactured disasters.

EHP Specialist / Lead, FEMA Region IV Reservist

1994 – 1995 and 2005 – 2010

- **16 Multi-faceted Disasters:** Secretary of Interior (SOI) Qualified, EHP Lead / Supervisor of 1-5 Specialists. Ensured federal compliance with Section 106 and 110 of the NHPA, as set forth in 36 CFR 800; National Environmental Policy Act (NEPA); Executive Orders (EOs); and other applicable Federal, State, and local laws/regulations/codes and standards. Certified Floodplain Manager (CFM) / Floodplain Specialist.

NOTABLE PROJECT EXAMPLES:

- **DR-1791-TX - "Hurricane Ike" (2009):**
 - *Individual Assistance (IA) "Temp Housing Community Sites":* Directed 5 Specialist in providing expedited Cultural Resource Surveys (CRS) and subsequent reviews of properties proposed for

“Temporary Housing Community, Cluster, and limited Private Residential Sites”. Oversaw completion of “Record of Considerations” (REC) documentation for approved sites.

- *PA “Pilot Debris Removal Program” (PAPP)*: Worked in concert with the HP Advisor, PA Debris Removal team, and state and local officials under severe time constraints to resolve debris documentation issues as necessary to accomplish clearance of all 1400 “Pilot Debris Removal Program” PWs during the last 3 months of the 1-year program and by the Dec 31, 2008, deadline.
- **DR-1745-TN - “Severe Storms, Tornado, Straight-line Winds & Flooding (2008):**
 - *“Castilian Springs,” NHL - aka “Wynnewood State Historic Site”*: Played integral role in the protection of “Wynnewood,” largest, most intact complex of log buildings in the United States. Site known for Native American “Woodland Culture” tribal stone box graves, slave quarters remnants, and dinosaur remains discovered at nearby sulfur springs. Worked closely with Preservation Architect and collaborated with all agencies and the State and Tribal Historic Preservation Offices (SHPO/THPO,) to accomplish goals and to advert potential for an “adverse effect” because of proposed Scope of work (SOW) and possible dispute among stakeholders.” Prevailing circumstances necessitated the need for complex consultations to bring stakeholders to a consensus of an acceptable SOW, documented in a binding “Memorandum of Agreement” (MOA) signed by all consulting parties.
- **DR-1605-AL - “Hurricane Katrina” (2008):**
 - *“Bayou La Batre”- Alternative Housing Pilot Program” (AHPP)*: Played key role on team pre-reviewing Applicant’s Contractor generated “Environmental Assessment” (EA) to determine compliance deficiencies that would preclude Applicant from satisfying EHP compliances. Project complex because of newly implemented, untried, AHPP that involved co-funding by FEMA and Community Development Block Grant Program funding, in addition to other key factors of concern.
- **DR-1687-TN - “Severe Storms and Tornado” (2007):**
 - *“Enterprise High School”*: Worked closely with SHPO to provide an expedited HP clearance for the demolition of the severely damaged “Enterprise High School” where eleven (11) children lost their lives. Expedited informal SHPO archaeological database search to determine the likelihood of Cultural Resources at the proposed new site for the relocation of the high school, resulting in accomplishing the required archaeological reconnaissance survey, clearing the property in a timely manner for the new construction project to proceed and facilitating healing in the school community.
- **DR-1604-MS - Hurricane Katrina” (2006):**
 - *“Secondary Programmatic Agreement” (PA)*: Co-hosted with current HP Team Lead a weeklong consultation meeting involving FEMA/MEMA JFO Command Staff, applicable HP staff, Headquarters, Advisory Council for Historic Preservation (ACHP), National Trust for Historic Preservation, Office of General Counsel (OGC), SHPO, THPO, and other consulting parties to discuss federally funded, emergency demolition of over 8,000 private residential property, potential mitigation measures to off-set the loss of over 3,500 potentially National Register eligible private residential properties severely damaged and slated for demolition, and protocols for the preparation of the legally binding Programmatic Agreement, to be reviewed, edited, agreed upon, and signed by all consulting parties.
- **DR-1033-GA - “Flint Flood/Alberto Storm” (1994-1995):**
 - *“Lake Blackshear Dam*: Just one of forty-one dams breached. (Estimated \$7,000,000 repair costs / \$30,000,000 repair costs of projects for all forty-one dams breached). Credited with providing essential research data that resulted in saving taxpayers’ \$2,500,000 on Lake Blackshear Dam alone, because of reducing the USACE “Mission Assignment” contract for “Cultural Resource Surveys” (CRS) of the forty-one dams breached and subject to archaeological surveys, with total estimated repair costs of \$30,000,000. Lake Blackshear was the primary power source for the area and a recreation lake. The dam’s gross pool area was de-watered because of the storm, exposing the lakebed and known archaeological resources. Because of two hundred previously documented archaeological sites at the

dam, the lakebed was subject to looting. SHPO contended the whole gross pool area was a part of the projects “Area of Potential Effect” (APE), requiring an archaeological survey of the entire 8,700-acre lakebed. FEMA prevailed in its assertion that a federally funded project did not cause the dewatering and therefore, the APE would be just the area of ground disturbing activities in direct relationship to the construction activities necessary to repair the dam to pre-disaster condition, with the exception of minor increase of the footprint required to upgrade the dam to current codes and standards, and that the re-watering of the impoundment area would actually preserve in-place any artifacts present.

- *“Albany Oakview-Riverside Cemetery”*: (Estimated \$1,000,000 project). Political, highly controversial, multi-cultural, and emotionally sensitive project. Storm caused Christian, Jewish, and Afro-American graves to float up out of the ground and beyond, causing scattered human remains to intermingle. The highly sensitive environment triggered lock-down by the National Guard until mass refrigeration of bones could all be x-rayed to establish cultural identities necessary to ensure proper reinterment in the original sections of the cemetery, however, black communities sought to have their ancestors who were buried in risk-prone lower terrain areas, reburied in higher terrain, lower risk areas of the cemetery along with typical higher income community graves. Also, SHPO contended FEMA responsible for full Cultural Resource Survey (CRS) of entire cemetery to establish boundaries of eligible resources, to then determine if eligible resources were located within undertaking’s “Area of Potential Effect” (APE) of the federally funded undertaking. FEMA prevailed in assertion that the storm impacted any historical resources present, not FEMA, and FEMA only responsible to repair storm damaged resources to Secretary of Interior Standards (SOI), a cost of over \$1,000,000, but still saving taxpayers an additional estimated \$500,000 in assessment costs and considerable associated recordation costs, causing considerable delays in remedying delicate situation.
- *“Macon County Water Plant”*: Flooded Water Plant eligible for a federally funded replacement facility. Applicant chose an “Improved Project” and the “Relocation” of the facility with an estimated cost of \$80,000,000. The existing facility consisted of National Register (NR) eligible buildings, 7 industrial resources, and 2 known archaeological sites previously requiring a Phase II Archeological Surveys. Initial Cultural Resource Assessment (CRA) determined the existence of 2 additional archaeological sites and project design impacts to cultural resources were determined unavoidable, requiring consultation with SHPO, the tribes, and other stakeholders to formulate a mitigation/treatment plan to mitigate the loss incurred from the “Adverse Effect” to a Register eligible resource as a result of extensive excavation, resulting in the necessary curating of artifacts, to be set forth in a binding “Memorandum of Agreement” signed by appropriate consulting parties.
- *“Albany, GA - HMGP 404 Buyout” (Acquisition) of Properties*: Responsible for HP Section 106 Compliance Review, SHPO/THPO/stakeholder consultations, and oversight of the multitude of varied private residential and commercial buy-out properties. Buy-outs consisted of fifteen municipal, 18 private commercial, and 10 residential properties in Newton, 10 residential “Shotgun” houses and 2 Albany State College buildings in Albany, 21 residential and commercial buildings in Montezuma, and 7 Macon Water Plant buildings with industrial resources, all greater than 50% damaged and located in the floodplain. Demolitions of the National Register eligible properties constitutes an “Adverse Effect,” necessitating the need to draft a Memorandum of Agreement (MOA) to memorialize agreed upon mitigation measures to off-set the loss to historic properties. Measures involved the salvage of architectural elements and completion of HABS-HAER photography prior to demolition, with historic narratives to follow.
- *“Environmental Assessments” (EA) and rare Environmental Impact Statement (EIS)”*: Gathered crucial data and assisted with preparation of an Environmental Assessment (EA), necessary because of the multitude of Albany’s complex disaster recovery projects, such as the Albany Riverside Cemetery where uninterred Jewish, Christian, and Afro-American bones comingled as they floated down the street together; Albany Low Income (Shotgun) Houses requiring demolition; and severely damaged Albany State (Black) College resulting in a range of repair/relocate/replace building facility activities, caused on-going public controversy with a potential for Environmental Injustice. The 3 EAs required,

with costs of \$76,000, triggered the necessity for one of the only Environmental Impact Statement (EIS) ever generated by FEMA.

Operations / Office Manager, PBS&J (Now Atkins) for CA Municipality

2003 - 2004

- **DR-1498-CA Wildfires (2003):** Led team of six, locating 400 displaced homeowners. Obtain information, Right of Entry, Hold Harmless, etc. as required for FEMA funded Private Property Debris Removal (PPDR).

Professional Credentials and Licenses

CFM/ASFP (Certified Floodplain Manager/Associate State Flood Plain Managers) Cert. #762895 (2007)

Secretary of Interior (SOI) Qualified, Historic Preservation (2005)

Program Delivery Manager (PDMG) Certificate, Fluor Engineering (2023)

Grants Management Certificate, MCI (Management Concepts Incorporated) (2007)

Professional Development Series (PDS) Certificate, EMI (Emergency Management Institute) (2008)

HMGP "Mitigator of the Month" - Awarded by HMGP Officer, DR-1605-AL (September 2007)

ASID, Professional (American Society of Interior Designers, Professional), License #079167

CID, California (Certified Interior Designer, California) License #5178

AKBA/NKBA (Associate Kitchen Bath Designer/National Kitchen & Bath Association) Certification #104715

Building and Barrier Free Codes Certified, California

Education and Professional Training

Environmental Interior Design (1998) / University of California, Irvine (UCI) (GPA: 3.99 / 4.0)

Additional college credits: Two additional years at various colleges (GPA 3.70 / 4.00)

Professional Development Courses: Emergency Management / Environmental / Historic Preservation

Floodplain Management / Hazard Mitigation Grants Program / Grants Management / Professional Development

Civic Experience

Crystal Cathedral - Garden Grove Community Church, Garden Grove, CA

Chairperson:

- **Home Tour** (1981, 1982, & 1983) Steered committee of 12 members for 6-month period. Coordinated selection of homes. Typical Homes: Mr. Blackwell (Fashion Designer), Dr. Robert Schuller (Crystal Cathedral Pastor / TV - "Hour of Power"), the Johnny Crean home (Fleetwood Industries Motor Homes). Recruited & trained 100 hosts. Served as Master of Ceremony: Luncheon/Exhibit
- **Easter Breakfast** (1983) Lead committee: 6-month planning period. Arranged for Special Guest: Rosemary Clooney. Announcer: Information & Events. (700+ Attendees)
- **Boutique Silent Auction** (1992) Solicited donations and conducted silent auction.

Committee Member: "Crystal Cathedral Cookbook" (1984)

Tour Guide: "Crystal Cathedral" - Buildings & Grounds (1979-1980) (10-50 Tourists per tour)

Christian Counselor: "New Hope" Telephone Counseling - Training (1989)

First Baptist Church Atlanta, Atlanta, GA

Christian Counselor: "Victorious Christian Life" - Training (2002)

PROFESSIONAL HIGHLIGHTS

PA Program Manager
Public Assistance Coordinator
Project Specialist/Professional Claims Adjuster

Education

Community College of the
USAF
72 credits,
Management/Leadership

Grant Experience

- > Public Assistance

Professional Training and Certifications

- > Road & Bridge
Maintenance
- > Creating Firmettes
- > Licensed 6-20
Insurance Adjuster
All License #FL-
P183464
- > Xactimate
Level 1&2
Certified
- > Real-Estate License
- > RV Maintenance
Technician
- > Private Investigator
cc License
- > FHWA
- > FEMA Certificates
- > IS 1, 100, 139, 200,
207, 208, 230a, 235,
240, 241, 242, 244,
393a, 630, 631, 700,
800b, 271, 703a, 907

Robert has over 17 years of leadership and technical consulting experience in disaster recovery with FHWA and the FEMA Public Assistance Programs, working on no less than 18 Federally Declared Disasters with a total recovery of over \$300 million. During this time, he has worked on disaster grants valued at close to a billion dollars. Prior to becoming a professional recovery consultant, Bob worked for Florida Division of Emergency Management (FDEM), Bureau of Recovery, for three years, and FEMA for 2 years.

Robert has excellent computer skills using both Excel and Word software. Qualifications include 6-20 Adjuster All Lines, President Public Adjusters Services, LLC., Xactimate level 1 & 2 certifications, completed the InterNACHI Home Inspector, Real Estate, RV Technician, Private Investigation, and Road and Bridge Certified Inspector.

Professional Experience

Public Assistance Coordinator/Project Specialist Manager

The Integrity Group, LLC, July 2018 to present

As the North Florida Public Assistance Coordinator, he is a member of the RFR team of highly qualified Public Assistance Specialists in meeting a demanding schedule to validate the difficult Reimbursement Requests for Recovery projects throughout the state of Florida. Prepared millions of dollars in projects for disasters: Disaster Recovery (DR), DR 4280, DR 4283, and DR 4339, DR 4339 and DR 4564. Robert was one of the Kentucky lead team members for DR 4630 and Tennessee DR 4637.

PA Program Manager State of Florida

Disaster Strategies and Ideas Group, LLC, Sept 2017 to June 2018

As the North Florida Public Assistance Manager supervising the closeout of all disaster project worksheets. Supervising eight personnel and coordinating between, FEMA, FDEM, and Applicants in meeting the demanding Task Order deliverables.

Multiple County Level PA Program Lead for DR 4283

Disaster Strategies and Ideas Group, LLC, Dec 2016 to Apr 2017

Coordinated with St Johns and Putnam counties as well as all sub county level PA applicants. Lead a team of 5 professional PA specialists in formulating over 50 Project Worksheets in less than 4 months. Then turned over all projects to FEMA PAC for signature.

Multiple County Level PA Program Lead for DR 4280

Disaster Strategies and Ideas Group, LLC, Sept 2016 to Dec 2016

Coordinated with Liberty, Wakulla, and Franklin Counties along with the FEMA PAC in formulating almost all Project Worksheets. Lead a team of 3 Public Assistant professionals to formulate over 23 PWs for 7 Applicants.

Joint Field Office Team Lead for DR 4177

Disaster Strategies and Ideas Group, LLC, May 2014 to Sept 2016

Coordinated directly with FEMA's FCO, Infrastructure Manager, and the State PAO in setting up the JFO and scheduled for Kickoff meetings for the severe storms that flooded that most of the panhandle of Florida as well as the work schedule and training of newly deployed personnel.

Public Assistance Coordinator/Project Specialist

FL, VA, and WV – Jan 2009 to May 2014

Performed and documented Preliminary Damage Assessments. Prepared Project Worksheets (PWs), conducted site visits and kick-off meetings. For closeout procedures, conducted site visits and wrote Final Inspection Reports, PWs, and Final Reconciliation Reports. Program Manager/Field Manager/Public Assistance Coordinator/QA-QC for DRs 4138, 4068, 1831, 1551, and 1545.

FEMA DAE Project Specialist Region 3

Federal Emergency Management Agency, April 2012 to May 2012

Conducted 18 kickoff meeting, site visits, and formulated 34 PWs; #1 PW producer at disaster DR 4061.

Contract Project Specialist, Scion Management Solutions

Virginia Department of Transportation, January 2012 to February 2012

Formulated FEMA 5 PWs and 2 FHWA Detailed Damage Inspection Reports (DDIRs) for DR 1547.

Public Assistance Coordinator

Florida Division of Emergency Management, December 2009 to January 2012

Formulated 46 large project closeouts and 6 small project nettings. Responsible for 4 Counties and assisted in PACs in 2 other Counties. Completed all site inspections with various applicants, Insurance Adjusters, and FEMA insurance specialist. Obtained Professional Claims Adjuster license.

Licensed Insurance Agent

American General Life and Accident, March 2009 to December 2009

Assisted clients and companies in selecting and understanding proper insurance coverage.

Project Superintendent/Manager

VMS, Inc., April 2004 to November 2008

Responsible for all maintenance for State funded roads in three counties in north-west Florida. Provided over site of paving, thermos stripping, and all phases of routine maintenance for federal and state roads. Directed pre and post recovery repairs for two hurricanes DR 1551 Hurricane Ivan and DR 1595

Hurricane Dennis on top of routine maintenance. Wrote and directed contracts to accomplish objective. Certified in various FDOT required areas of expertise.

Field Area Coordinator

Florida Youth Conservation Corps, August 1999 to April 2004

Performed various FDOT contract work using force account labor.

Non-Commissioned Officer in Charge (NCOIC)

United State Air Force, 1979 to 1999; Retired

20 years of active-duty service in the USAF in multiple countries worldwide with various responsibilities from aircraft weapons systems electrician, to flight line expeditor, to the manager of a dental clinic. Received multiple medals and awards. Completed 68 hours CCAF while attending various professional management courses and University of Maryland.

James “Jim” Barron Wilson

206 Lannes West Dr.
Killen, Al. 35645

256-762-1588
jnwilson4@aol.com

Professional Registrations: Professional Insurance Specialist

Summary:

35+ years of experience in Insurance and Management:

- Management / Hired and Trained Insurance Agents with Top Persistency among District Managers
- Hold numerous Insurance Designations
- Retail Carpet Sales and Management
- Commercial & Residential Building & Construction Estimator for Jobs from Blue Prints
- Scheduled and Supervised Installations.
- Ordered and Inventoried Merchandise
- Experienced in Customer Care

Summary of Qualifications:

Candidate has extensive training and experience in the field of Insurance with a background that includes 40+ years of experience in the field of residential and commercial construction, working with contractors on numerous jobs and tasks, estimating, scheduling, supervising and overseeing the completion of jobs. Possesses extensive experience in hiring, managing and training individuals while demonstrating a well-rounded ability to communicate with various personalities on a daily basis maintaining an excellent rapport with individuals in the field. Began association with Pilot Catastrophe Services in 2001 until moving to Kinne Associates in 2016 and continues to the present. Experience includes working property claims for State Farm, Allstate and Liberty Mutual in various states. Previous management experience has led to maintaining a good relationship between the insured and the insurance company.

FEMA experience includes working hail damage, tornadoes, hurricanes, winds and floods all across the U.S. serving as Lead Insurance Specialist, Liaison and serving as Project Manager (PDMG). Whenever called upon to complete a job, candidate develops and writes project worksheets, while managing and collecting insurance information for review of the insured's loss prior to any FEMA assistance, exemplifying considerable experience working with PAC's and Project officers with positive communication with upper management in charge of all events. Current knowledge of the PA program is beneficial to helping reduce the obligation of FEMA in assisting the loss to the claimant. Proficiency in computer programs and software includes Microsoft Office, NEMIS, EMMIE and various other programs.

EXPERIENCE:

2016-Present

Kinne Associates

- Duties included: Reviewing damage of site; determining coverage; writing estimates; meeting with claimants to resolve; documenting information in FEMA computer programing.

2001- 2016

Pilot Catastrophe Services

- Duties included: Reviewing insurance coverages and interpreting for FEMA; communicated findings and results to upper management, supervisors and government entities.

1986 – 2001

Modern Woodmen of America

Agent/Manager

- Duties Included: Insurance sales and annuities; hired, trained and managed new agents.

1984-1987

Shoals Energy

Manager

- Duties Included: Manager of Insulation & General Contracting sales; estimating residential and commercial jobs from blueprints and executing completion of work; promoting positive working relationship among employees, contracting crews and clients.

1976-1984

James Carpet Contractors

Sales / Manager

- Duties Included: Assisted customers; estimated, scheduled and supervised installations; ordered and inventoried merchandise; worked on residential and commercial contracts from blueprints.

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS:

CEF Certified

NFIP Certified

LUTCF Designation

FIC Designation

Farmers Certified

State Farm Certified

Allstate Certified

EDUCATION/TRAINING:

Various Insurance Schools (trained in policies, interpretation & customer care)	1986-1996
Management Training & Motivational Seminars	1986-2000
Debris Training	2006
Mitigation	2006
OPPS I & OPPS II Training	2006
“Hazwoper” Training – Georgia Tech	2008
Job-Specific Safety Hazard & Personal Protective Equipment	
NFIP Training & Certification	2008 - present



Jimmy Stahl, PE, CFM

WATER RESOURCES ENGINEER

Jimmy Stahl, a skilled water resources engineer, delivers public sector engineering services for federal, state and local clients. He has 25 years of experience largely focused on hydrology & hydraulics for large-scale watershed and riverine studies, dam breach analysis, detailed closed system modeling, watershed and stormwater management, green infrastructure, master planning and design services.

Jimmy has extensive experience in preparing resource need projections, proposals, scopes, cost estimates, schedules, reports, other related written and oral communications, and executing and managing work. Recent focus includes leading the \$50M Kentucky Risk MAP Program and the delivery of \$3M dollars in dam safety services.

AREAS OF EXPERTISE

Large-scale Program & Project Management for Water Resource Projects in KY

Floodplain Mapping and Management

Watershed and Stormwater Management, Analysis and Design

YEARS OF EXPERIENCE

27 Total Years

4 Years with GPD

REGISTRATION / CREDENTIALS

- Registered Professional Engineer, State of Kentucky, 1997
- Certified Floodplain Manager, 201

EDUCATION

- Master Masters, Civil Engineering, Specializing in Water Resources, 2005, University of Louisville
- Bachelor of Science, Civil Engineering, 1992, University of Louisville

PROFESSIONAL AFFILIATIONS

- ASFPM / KAMM
- KY / Louisville Silver Jackets
- SAME Louisville, Nashville and Kentuckiana Posts
- ASDSO
- KSPE

REPRESENTATIVE EXPERIENCE

Union County, FEMA Mitigation and Blackburn Boat Ramp Bank Stabilization

Project Manager. Assisted Union County's efforts to secure funding to repair the Ohio River bank for approximately 500 linear feet. Developed damage estimates and subsequently leading the design effort for the repairs.

Kentucky Division of Water, KY Risk Map Program, Statewide

Principal-In-Charge. Led FEMA Risk MAP services in KY, including oversight responsibility for approximately 14,000 square miles of hydrology, hydraulics for more than 5,000 stream miles, lidar collection and terrain processing, sewer infrastructure collection, public meetings, and GIS and engineering deliverables. Including dam design services, his team successfully delivered approximately \$25M in services for KDOW during the prior 10 years.

Kentucky Transportation Cabinet, KY Bridge Scour Program, Statewide

Principal-In-Charge. Led the field assessment of 8,713 bridges in KY for susceptibility to scour. Assessment involved collecting data, face cross-sections, and digital pictures at each site, storing data, assessing scour susceptibility, and providing digital submittal. Included HEC-18 based procedure development, software development, use of GIS, and extensive data management.

Morgan County, Splitwood Branch Hydraulic Analysis & Flood Mitigation Assistance

Project Manager. Morgan County, Kentucky, experienced two major disasters in recent years causing millions of dollars in damage. GPD is working with the County to properly address Kentucky Emergency Management and FEMA requirements. This project includes hydraulic analysis at a roadway crossing over Paint Creek and review of nine damage sites to determine the applicability of the constructed solution. Anticipated future services include hydraulic analysis at other sites, geotechnical exploration, roadway design, and bank stability analysis.



Jordan Kirkendoll, PE

FOUNDATION / GEOTECHNICAL ENGINEER

Jordan Kirkendoll brings 12 years of geotechnical engineering expertise to our team and has worked on over 500 geotechnical studies across the nation. Jordan's engineering experience at GPD includes evaluation of foundations, pavements, embankments, and slope stability analysis and recommendations. Experienced in field engineering and construction applications, Jordan is well equipped to perform construction material testing for large scale projects including inspections on foundations, floor slabs, structural steel, masonry walls, asphalt pavements, concrete, water quality, micro-pile installations, and cut / fill operations.

AREAS OF EXPERTISE

Subsurface Exploration and Evaluations, Non-Destructive Foundation Evaluations, Construction Material Testing, Field Engineering, Construction Applications, Inspections: Foundation, Structural Steel Inspections, Asphalt Pavements, Concrete, Water Quality

YEARS OF EXPERIENCE

12 Total Years
9 Years with GPD

REGISTRATION / CREDENTIALS

- Registered PE, Kentucky, 2015
- Troxler HAZMAT-USDOT and IATA, Troxler Compaction and Density Testing

EDUCATION

- Master of Science, Civil Engineering, 2012, University of Kentucky
- Bachelor of Science, Civil Engineering, 2010, Western Kentucky University

REPRESENTATIVE EXPERIENCE

Morgan County, Splitwood Branch Hydraulic Analysis & Flood Mitigation Assistance, Morgan County, KY. Project Engineer. Morgan County, Kentucky, experienced two major disasters in recent years causing millions of dollars in damage. GPD is working with the County to properly address Kentucky Emergency Management and FEMA requirements. This project includes hydraulic analysis at a roadway crossing over Paint Creek and review of nine damage sites to determine the applicability of the constructed solution. Anticipated future services include hydraulic analysis at other sites, geotechnical exploration, roadway design, and bank stability analysis. Jordan assisted with project logistics and general stream assessment regarding geologic, geomorphic, and geotechnical characteristics at the site.

Home Depot, Pavement Remediation Program, Nationwide. Geotechnical Engineer. Jordan serves as the primary geotechnical project lead for the Home Depot Remediation Program in 12 states. Projects consist of subsurface explorations to assist in providing engineering recommendations regarding the design and construction of pavement replacement and/or pavement remediation at the existing stores. Jordan also oversees the construction materials testing during the construction phases of each project to ensure materials and methods are in accordance with the plans and specifications.

Landmark Engineering, Home-2-Suites Phase I, Bowling Green, KY. Geotechnical Engineer. Jordan acted as the primary client contact and geotechnical engineer for the proposed Home-2-Suites hotel facility located in Bowling Green, KY. Jordan's primary duties associated with the project included geotechnical service proposals, drilling coordination, soil analysis, and providing geotechnical recommendations. Primary issues associated with this project included tight deadlines, budgetary requirements and the challenging geological region (i.e. Karast formations) notorious for producing large sinkholes in the surrounding areas.





▲ Anthony Hewitt, PE

CIVIL ENGINEER - UTILITIES EXPERT

Anthony Hewitt has 22 years of experience in the design and project management of water transmission and distribution pipelines. Anthony has experience in general construction practices for pipeline and is familiar with federal, state, and local agency requirements, utility relocation design, easement acquisition, inspection, and permitting. As a Project Manager for GPD's Water Group, Anthony serves as subject matter professional for construction practices, material selection, hydraulic analysis, and can provide oversight for best management practices.

YEARS OF EXPERIENCE

22 Total Years

REGISTRATION / CREDENTIALS

- Registered PE, Kentucky, #21757

EDUCATION

- Masters, Civil Engineering, University of Louisville, 1998
- Bachelor of Science, Civil Engineering, University of Louisville, 1997

PROFESSIONAL TRAINING

- Class IV Water Distribution System Operator, #15839

REPRESENTATIVE EXPERIENCE

Minors Lane to Preston Highway Transmission Water Main, Louisville, KY. Project Manager for the design, construction management, and installation of 8,600 +/- lineal feet of 48-inch, 36-inch, 30-inch, and 24-inch Ductile Iron Water Main. Project included over 50 easement acquisitions, permits from FEMA, Kentucky DOT, FHWA, and local & state agencies. Other aspects of the project involved 3 stream crossings, installation of pressure monitoring station, pressure plane boundary valves and connections to the existing distribution and transmission systems.

National Turnpike Road Main Replacement, Louisville, KY. Project Manager for the design, construction management, and installation of 39,000 +/- lineal feet of 16-inch, ductile iron water main. The main replacement was completed as 3 separate projects over the course of 4 years. Projects included over 100 easement acquisitions, over 200 service transfers / relocations, meter replacements, 3 railroad crossings, several stream crossings, multiple road bores, permits from local and state agencies. The completed project replaced undersized and problematic asbestos and PVC water mains, improved overall flow capacity to the southern portion of the Louisville Water Company's service area, and provided water to a significant number of unserved and underserved residences in Bullitt County, Kentucky.

Johnson Hollow Pressure Reducing Station and Main Extension, Bullitt County, KY. Anthony led the design, project management, and installation 4,700 +/- lineal feet of 8-inch PVC DR14 and Ductile Iron water main. The project included a pressure reducing station that involved elevation differential of over 300 feet. The primary purpose of the project was to provide service to 128 unserved residences located on the peripheral of the distribution system and eventually, provide as a secondary source to the adjacent region.

Louisville MSD, MS4, Jefferson County, KY. Anthony helped in the mitigation plan to Shean Court, specifically from an infrastructure standpoint. He provided insight as to how the proposed solution might impact existing sewer systems and a decommissioned waste water treatment plant.





▲ Tyler Gaebler

CIVIL DESIGNER

Tyler Gaebler brings eight years of experience in scour analysis and remediation planning as well as geotechnical and water resource engineering. His responsibilities include performing field investigations, gathering sediment samples, gradation analysis, 1D hydraulic modeling, and scour calculations. Tyler also has experience analyzing wastewater treatment facilities, comparing existing facilities to local standards, projecting current and future wastewater flow projections, and recommending capital improvements for the expansion of wastewater facilities.

AREAS OF EXPERTISE

Wastewater Analysis, Distribution System Design, Scour Analysis & Remediation Planning, Subsurface Explorations and Soil Evaluation, In-situ Soil Laboratory Testing, Non-Destructive Foundation Investigations and Evaluations, Foundation Analysis and Design, Construction Material Testing

YEARS OF EXPERIENCE

8 Total Years

EDUCATION

- MS, Civil Engineering, 2013, University of Louisville
- BS, Civil Engineering, 2011, University of Louisville

SPECIAL TRAINING

Bechtel Environmental, Safety & Health Passport Training, 2013

AT&T Ask Yourself Training, 2014

MSHA New Miner Training Certification, 2014

AT&T Supplier Awareness – Network Space Training, 2015

REPRESENTATIVE EXPERIENCE

Beam Suntory, Booker Noe WWTP Expansion and Force Main, Boston, KY. QA/QC. Many of the treatment components of the Jim Beam plant near Boston, Kentucky, had reached their hydraulic and contaminant loading limits. GPD provided a facility plan identifying system elements to be addressed, a phasing plan, force main and sewer design, geotechnical exploration and engineering, surveying, permitting, and WWTP design.

Water Pollution Control Facility CIP, Ashtabula, OH. Process Engineer. GPD provides capital planning, design and funding assistance for a wide variety of projects throughout the city. GPD has been working with the City of Ashtabula and the Ohio EPA to study and design major wastewater utility rehabilitation projects at the Water Pollution Control facility. GPD prepared a preliminary capital improvement plan that totals over \$24 million with an initial facility investment of \$8 million over the next two years.

WWTP Condition Assessment and CIP Plan Development, Rittman, OH. Process Engineer. Assessed the growth of the current and future sewered areas of the city and immediate surrounding areas, projected any potential increase in treatment capacity, and created a CIP so that any increase in flow capacity would be properly treated by the WWTP. All the existing equipment was observed and its condition was assessed. GPD also developed a list of items for continued maintenance for full operation of the plant.

Troy Oaks WWTP Replacement Upgrade, Geauga County, OH. Design Engineer. Geauga County contracted GPD to assist them with the replacement of the failing WWTP, located on the eastern side of LaDue Reservoir. The WWTP was 60 years old and reached its useful life. GPD developed plans for a 7,000-foot long, 6-inch diameter force main that were installed by directional drilling. Portions of the force main were routed around the Rt 422 bridge and located in a casing 8-feet below the reservoir bed.

KTYC Statewide FEMA Drainage Design Contract, Various Locations, KY. Design Engineer. GPD assists KTYC with various FEMA, hydraulic, and scour related services through this statewide contract. To date, assignments include performing detailed scour analysis for more than 30 bridges and culverts considered highly susceptible to scour, and FEMA CLOMR / LOMR services.





Years of Experience

30+

Education

M.S., Environmental Science and Policy,
University of South Florida, 2007

B.A., Environmental Studies, New College,
1992

Thiel College 1983-1986

Double Major in Geology & Env. Science

Coursework Highlights: Mangrove Ecology,
Coral Reef Ecology, Ecohydrology,
Hydrology, Geomorphology, Soil
Taxonomy, Field Botany, General Ecology,
Aquatic Systems and Limnology,
Geomorphology, Conservation Biology, GIS

Areas of Expertise

Wetlands & Streams

- Delineation
- Functional Assessment
- Permitting-USACE & FL, LA & TX State
- Mitigation Design, Development & Implementation
- MBI Permitting
- Bank Operations
- Compliance Monitoring
- Hydrological Design
- Wellfield Monitoring and Drawdown Analysis

Professional Experience

Ms. Fetterman began her career in 1989 as a student intern with Sarasota County Natural Resources Department and since then has obtained 30+ years of progressively responsible experience in mitigation banking, environmental and water use permitting, and ecological resource management. She has worked in environmental permitting and regulation in both the public and private sectors, giving her both a deep and broad perspective and understanding of environmental regulations and compliance. Since 2007, her primary focus has been on large-scale wetland and habitat restoration design and implementation. Her primary areas of proven experience and expertise include:

- Wetland and habitat functional assessment methods in use throughout the southeastern United States and Mid-Atlantic to determine mitigation offsets and credits,
- Delineation of wetland and surface water boundaries jurisdictional to Florida and the United States,
- Due diligence review of potential wetland or habitat mitigation banks/areas
- Large scale wetland and stream restoration and mitigation banking design and permitting,
- Construction oversight and management of contractors in the implementation of wetland and ecological restoration projects
- Wetland mitigation bank and ecological restoration monitoring and compliance
- Natural lands management
- Habitat restoration design, permitting and construction management.
- Mitigation and Conservation Banking site feasibility and due diligence review

Ms. Fetterman is now the managing member and Principal Scientist of ecoGENESIS, LLC, which provides feasibility analysis, wetland delineation and Ordinary High Water determinations, environmental permitting and compliance monitoring, endangered species surveying and permitting, contract management, land management, mitigation, monitoring, ecological valuation and ecological, wetland and stream restoration and mitigation bank design services to private sector wetland mitigation bankers and providers and investors.

EcoGENESIS Current Projects

IMG Mitigation Bank MBI Permitting – Ms. Fetterman is the Principal, project manager and authorized agent working with the USACE and IRT for this state-of-the art ±1,300-acre wetland mitigation banking project. Ms. Fetterman was successful in securing the SFWMD ERP permit for the bank and is using her proven skill set to produce the draft MBI for IRT review. The site, located in remote southern Hendry County will add valuable, high-quality habitat to conservation and mitigation lands holdings in South Florida. The site sits adjacent to the northern boundary of the Big Cypress National Preserve (BCNP) and surrounded by existing wetland mitigation and Panther Conservation banks. The project will restore a heavily pumped and managed citrus grove constructed prior to wetlands regulation in four phases. Prior to agricultural conversion, the site supported a matrix of hydric pine flatwoods and depressional wetlands and will be restored back to those same habitat types. Major wetland habitat associations to be restored include pond cypress, mixed wetland hardwoods, herbaceous marsh, wet prairie, and hydric pine flatwoods. The project will also enhance and preserve upland oak hammock areas. Ms. Fetterman was instrumental in setting-up background water level monitoring for the site and for reference areas on the BCNP. Ms. Fetterman is working closely with the project engineer in the production of hydrologic success criteria tables and hydrologic modeling of the site using data obtained from the background water level monitoring network. The draft MBI will be incorporating current templates developed by the Jacksonville District. The restoration will also entail complete backfilling and re-grading to remove internal grove and large lateral drainage

Endangered Species

- Surveys
- Habitat Evaluations
- USFWS Consultation
- Conservation Banking

Natural Resources Management

- Ecological/Biological Surveys
- Hydrological Assessment & Analysis
- Ecological Valuation
- GPS / GIS Data Collection and Analysis
- Aquatic Systems Monitoring and Management

Honors & Associations

Beta Beta Beta Biological Society
Phi Kappa Phi Honor Society
Society of Wetland Scientists
Ecological Restoration Business Association (ERBA) Board Member (Current)
Sarasota County Environmentally Sensitive Lands Advisory Board Member (Past)
Sarasota Bay National Estuary Program Technical Advisory Committee Member (Current)

Certifications

Florida Certified Burner

Continuing Education & Training

- Gopher Tortoise Certified Agent Training-GT1000 (Ecology & FWC Permitting Guidelines)-2020
GT3000 (Capture & Transport)
[Wildland Conservation, Inc., FWC Appvd. Trainer]-2020
- Florida Chamber of Commerce
Environmental Permitting School Instructor
2007-2018
- Stream Restoration Training (USACE ERDAC) -2008
- Hydric Soils of Florida (FAPSC, USDA Soil Conservation Service, University of Florida, FDEP)
- Florida Chapter 62-340 Wetland Delineation Training (FDEP)
- Wetland Assessment Procedure (WAP) for the Southwest Florida Water Management District (SWFWMD)
- Principles and Concepts of Variogram and Kriging Analysis for Environmental Applications (NGWA)
- Hydrogeology: Application of Fundamental Concepts and Field Techniques to

ditches currently utilized in the grove water management system, thus restoring natural topography and sheet flow of surface waters to the BCNP. In November, Ms. Fetterman secured a preliminary wetland determination for the site under the new Navigable Waters Protection Rule (NWPR) as excluded, prior-converted cropland, thus eliminating the need for a Section 404 dredge & fill permit to conduct the restoration work.

Cedar Bayou Mitigation Bank Consulting Support Services – Ms. Fetterman is providing consulting support services to the client to strategically assess next steps in the MBI permitting process, provide deliverables to address IRT review questions and issues, as well as provide technical support to answer potential project investor inquiries while working through due diligence reviews.

The Mangrove School of Sarasota – Ms. Fetterman is the Principal and project manager for environmental assessment services for the site development plan. The nature-based school is founded on the Waldorf experiential educational model. She is providing endangered species surveying services and wetland delineation services, agency coordination, and an environmental site assessment report documenting all environmental features on the property for Sarasota County development review permitting. Due to the presence of wetlands, she will also assist the client with Florida state verification of on-site wetland and other surface water boundaries. She is also providing environmental consultation to the Landscape Architect and client in the site development design, which will be low-impact and incorporate green infrastructure elements for any stormwater treatment/management required, restoration and planting of native habitat, and school vegetable and pollinator gardens.

Florida Bonneted Bat (FBB) Survey Reports – Ms. Fetterman is the Principal and project manager for subcontracted services ecoGENESIS is providing to a consulting firm on the east coast of Florida. Ms. Fetterman provides all work order management and budgeting, and final Principal review of deliverables to ensure quality standards and accuracy of technical information prior to delivery to the client. Deliverables are reports of acoustical survey and site assessment results provided by the client, including weather data for the survey period, and application of the United States Fish and Wildlife (FWS) consultation key to determine potential effect of proposed activities at the surveyed site(s). Reports also outline any best management practices that may be required should roosting or foraging habitat be present.

Gulf Coastal Plains Wetland Mitigation Bank, Ph1 Continuing Consulting Services

– Ms. Fetterman is responsible for offering high level continuing consulting services to the client and operations staff throughout the operational phase of the bank. As the former lead permitter and designer and technical lead managing planting contractors for this project located within the Galveston Bay area, she provides an unparalleled level of expertise to the client in the operation and implementation of the project. She also assists the client's operations staff in the implementation of a bank- nuisance and exotic species maintenance plan, including in areas of undeveloped phases currently in organic rice production. She also assists with the compilation of operations budgets and maintenance schedules, maps, plans and other deliverables as needed.

Zachary Mitigation Bank Compliance Assistance: Since 2019, Ms. Fetterman is providing high-level consulting assistance to the client in the implementation and operations of the bank. Ms. Fetterman serves as the Principal and project manager responsible for scheduling of staff to assist client operations staff with monitoring and reporting, and technical quality assurance review of data and results. Ms. Fetterman provides an essential high level quality assurance function to the client through review of deliverables and credit release requests and provides senior level expertise to client operations staff in securing credit releases and addressing any compliance issues. She

Florida's Groundwater Investigations (TREEO Center, University of Florida)

- Practical Karst Hydrogeology with Emphasis on Groundwater Monitoring (Environmental Education Enterprises)
- Interagency Prescribed Fire Training (Florida Dept. of Agriculture)
- Contemporary Interpretation of Inorganic Water Quality Data: A Practical Geochemical Approach Using Personal Computers and WATEVAL (NGWA)
- Planning and Implementing Effective Ground-Water Sampling Programs (E³ Institute)
- Preparing Comprehensive Quality Assurance Plans, FAC Rule 17-160 Workshop (FDEP)

Previous Professional Employment History

Sarasota County: 1989-1990; 1992-2000

Davis Water & Waste: 1991

Southwest Florida Water Management District: 2000-2007,

E Sciences, Inc.: 2007-2013

was the lead project designer and permitter for all four sites comprising this umbrella mitigation bank.

EcoGENESIS Past Projects

Willow Lake Mitigation Bank Permitting Services – Ms. Fetterman shepherded this project from feasibility through successful completion of the MBI permitting process. Ms. Fetterman was the designer and permitter for the bank and worked closely with the client to usher the mitigation banking instrument through the USACE permitting process, with the MBI approved and issued in September of 2020. Ms. Fetterman assisted the client in addressing Drainage District 8 issues for removal of spoil along an unnamed tributary maintained by the District to accomplish hydrologic restoration of the upper reaches of the site. The site is unique in that it has undisturbed coastal prairie wetland habitat and upland “pimple mounds”, and when restored, will have a range of tidally influenced (intermediate to brackish) and freshwater coastal prairie habitats. All related tasks for permitting of this 391-acre parcel of land near Lake Charles, Louisiana was managed by Ms. Fetterman, including review and quality assurance of Louisiana Department of Natural Resources Office of Coastal Management permit application materials, client-contracted engineering, survey and GIS services, baseline monitoring contractors, and Mitigation Work Plan design and MBI deliverable production and submittal.

Willow Lake Mitigation Bank Construction Management Consulting Services – Ms. Fetterman was the Principal and project manager providing as-needed consulting services during implementation of the restoration and coordinating with the seed collection contractor. Ms. Fetterman ensured the planting contractor was provided with MWP species lists for both freshwater/intermediate marsh, wet coastal prairie, and pimple mound restoration. Ms. Fetterman was available to answer all client inquiries as the earthwork and planting restoration was performed and provide direction in the implementation of the mitigation work plan. After submittal of the contractor's seeding list, ecoGENESIS staff compiled the final seeded species lists in EXCEL format for the as-built report. Ms. Fetterman reviewed the compiled lists to MWP lists and provided feedback to the client regarding any differences.

Magnolia Estates Wetland and Waters of the United States Delineation: This project required delineation of any on-site Wetlands and Waters of the United States, and applying the current Navigable Waters Protection Rule (NWPR) for a real-estate client seeking Federal funding to re-develop an existing, developed site in Lafayette, LA. The deliverable for this project was a statement of findings and GIS data of the located landward extent of an unnamed tributary occurring on the site. Ms. Fetterman was the Principal and project manager, providing guidance to project staff, coordinating production of project deliverables elements such as maps and wetland delineation GPS data, and final Principal review and quality assurance of project deliverables to the client.

Elm Hall Wetland Mitigation Bank: Ms. Fetterman was the Principal and project manager for this continuing services contract for high-level consulting and senior level expertise in the development of a bottomland hardwood and cypress-tupelo wetland mitigation bank adjacent to the Elm Hall Wildlife Management Area near Napoleonville, LA. The bank is located within the Coastal Zone and required both state and Federal authorizations. Ms. Fetterman provided strategic consulting services to the Agent and Sponsor and subcontractors in the restoration design and in negotiating the permitting process. Ms. Fetterman also provided final deliverable quality assurance review of the prospectus and Louisiana State Office of Coastal Management (OCM) Coastal Use Permit (CUP), and strategic guidance in securing the CUP. Ms. Fetterman directly assisted the client's staff in prospectus development, and in addressing IRT comments and issues, and most recently assisted in the design for the MBI under development by

the client. Ms. Fetterman also mentored client staff and provided spreadsheet tools for the calculation of planting quantities.

Zachary Mitigation Bank Monitoring and Reporting 2018 – Ms. Fetterman provided ongoing project management services for this approximately 500-acre banking project across multiple restoration sites. Ms. Fetterman manages ecoGENESIS subcontract staff and client staff in the mitigation monitoring and report preparation and submittal to the USACE. Ms. Fetterman provided Principal level coordination with USACE staff in order to process interim credit release requests, including for the additional wetland area that developed on the Redwood Creek site. This additional area was identified during the permitting process by Ms. Fetterman and language was added to the MBI Addendum and approved by the USACE to allow for adding of this area post-restoration should it meet wetland technical criteria. The area developed as predicted by Ms. Fetterman resulting in approval and release of additional credits for the bank.

Shreveport Mitigation Bank 2016 Compliance – Ms. Fetterman provided ongoing support in the compliance, monitoring, and reporting of the Shreveport Mitigation Bank. The bank required an AJD determination/delineation to document the areas of the site that met the criteria for wetlands. Ms. Fetterman managed client and subcontracted staff as well as coordinated with agencies in addressing compliance issues.

EcoSystem Renewal Program Manager – Ms. Fetterman provided program management services for a mitigation banking client with holdings in Louisiana and Texas. Responsibilities include selection and management of contracted services for bank permitting and operation, design, and restoration services (ecological and hydrological analysis/design/assessment/monitoring). Ms. Fetterman also provided credit sales technical support services by performing functional assessment of impact areas to determine mitigation offsets. Ms. Fetterman provided project management for on-going banking projects and mentoring of the EcoSystem Renewal operational staff biologist. Under this contract, Ms. Fetterman provided project management services and coordinating with stream sub consultants to produce the Spindletop Bayou Draft MBI, and in preparing and submitting the Cedar Bayou Draft MBI. Ms. Fetterman also provides expert technical assistance in the event of compliance issues and implementation of adaptive management measures.

Ft. Bend Mitigation Contract Management, Feasibility Services – Ms. Fetterman provided project management services for the feasibility evaluation of this ±2,013-acre site just west of Galveston Bay, Texas for wetland (Columbia bottomlands) and stream mitigation and restoration purposes. Ms. Fetterman managed 1099 staff and the client's staff in the performance of an USACE wetland delineation, including coordinating with agency staff. Ms. Fetterman provided report preparation guidance, review and quality assurance, and expert field assistance in hydric soil identification.

Big Darbonne Bayou, Phase I Wetland Mitigation Bank Permitting – Ms. Fetterman provided subcontracted technical services to a consulting company in Louisiana for the establishment and permitting of this ±145-acre bottomland hardwood restoration site located within the West Atchafalaya Basin Floodway in St. Landry Parish, Louisiana. Ms. Fetterman's responsibilities included project management, agency coordination, and preparation of the Mitigation Work Plan, technical sections and attachments of the Mitigation Banking Instrument (MBI), data collection, restoration design, mitigation and existing wetland functional analysis, and Section 404 permitting for enhancement activities within wetlands and waters of the United States. Ms. Fetterman worked closely with the United States Army Corps (USACE) New Orleans District to bring the project to the final mitigation banking permitting stages with submittal and approval of the draft and final mitigation banking instruments.

IMG Mitigation Bank Permitting Contract Management and SFWMD Permitting – Ms. Fetterman brought her 30 years of experience to bear in the successfully permitting

of this project. Initially, she provided high-level project management and regulatory liaison services for a ±1300-acre, multi-phased mitigation bank in Hendry County, Florida. EcoGENESIS eventually took over project design and permitting, withdrew the original permit, and re-submitted a new permit and successfully negotiated the ERP process, re-designing aspects of the project to meet current regulations and resolving all previous issues. Ms. Fetterman's expertise and approach restored confidence in the project and client with SFWMD District staff. The bank will be converting citrus grove back into historically occurring wetland habitats such as hydric pine flatwoods, wet prairie, freshwater marsh, pond cypress, and mixed hardwood wetlands. Ms. Fetterman assumed project management and coordinating the engineering consultants, and completion of all environmental aspects of the project to achieve completion of the permitting process. Ms. Fetterman is also acting as an authorized agent on behalf of the client in negotiation with the agencies to successfully complete both the SFWMD and the Federal USACE permitting process.

Gulf Coastal Plains Wetland Mitigation Bank, Phase I Construction Management –

Ms. Fetterman is the ecoGENESIS project manager and provided services for the establishment of an on-site propagation area, and technical direction and management of planting subcontractors for the 465-acre first phase of this ±1,800-acre tidal marsh and freshwater coastal prairie wetland mitigation bank in East Chambers County, Texas. Ms. Fetterman will also provide baseline monitoring and as-built reporting services. Ms. Fetterman's responsibilities include project management, agency and contractor coordination and oversight, and preparation of a propagation plan and as-built report as project deliverables. Ms. Fetterman is working closely with EcoSystem Renewal staff in the implementation of this pioneering wetland restoration project in the USACE Galveston District. This project has been successfully completed.

Zachary Mitigation Bank Monitoring and Reporting 2015 & 2016 –

Ms. Fetterman provided ongoing project management services for this approximately 500-acre banking project across multiple restoration sites. Ms. Fetterman managed ecoGENESIS subcontract staff and client staff in the mitigation monitoring and report preparation and submittal to the USACE. She also provides guidance and assistance to the client in securing credit releases in conjunction with submittal of monitoring reports.

Missouri Loop Mitigation Bank, Phase 1 Year 3 Monitoring and Reporting –

Ms. Fetterman provided project management, agency coordination and wetland mitigation monitoring and reporting services for the first Phase of this 303-acre wetland mitigation bank near Monroe, Louisiana. The first phase of the site was constructed and planted in 2010 and is resulting in the re-establishment of bottomland hardwood and cypress tupelo wetlands. Ms. Fetterman and subcontracted technical staff provided services related to all aspects of the monitoring and reporting required by the USACE MBI, including hydrological data collection and water level gage maintenance.

Grand Lakes Mitigation Area Feasibility and Permitting Services -

Ms. Fetterman provided subcontracted technical services and contract management and supervision for a mitigation holdings company in Louisiana. Ms. Fetterman's services include feasibility evaluation, subcontractor oversight, and permitting services for this ±271-acre site. The deliverables for this project consisted of feasibility analysis and evaluation, and an MCM credit assessment. Ms. Fetterman's evaluation guided the client in determining and finding a better site alternative to meet wetland mitigation demand within the Lake Charles, Louisiana area.

Spindletop Bayou Mitigation Area Wetland Delineation and Current Conditions Assessment –

Ms. Fetterman provided project management, wetland delineation, and agency coordination services with the USACE Galveston District for this ± 400-acre potential bottomland hardwood and stream mitigation site in eastern Texas. This site contains relict, natural floodplain features of ancient Trinity River channel and is

hydrologically complex as well as highly managed for agricultural production. Prior-converted (PC) fields, existing forested wetland areas and former improved pasture recently converted back into row-crop production and consequently not recognized as prior-converted by the USACE are located on the site, creating a complex delineation scenario that required wetland delineation and hydric soils expertise. Services also included functionally assessing existing forested wetlands using the Galveston District interim Riverine Forested Hydrogeomorphic Method (HGM) for mitigation bank permitting purposes. Ms. Fetterman successfully obtained an approved jurisdictional determination for the project from the Galveston District USACE.

Shreveport Mitigation Bank Replanting Year One Monitoring & Reporting - Ms. Fetterman and subcontracted technical staff provided services related to all aspects of the monitoring and reporting required by the USACE mitigation permit, including vegetative and hydrological data collection and water level gage maintenance and agency coordination. Ms. Fetterman's responsibilities included project management, agency coordination and wetland mitigation monitoring and reporting services for this 240-acre bottomland hardwood wetland mitigation bank near Shreveport, Louisiana. The site was constructed and planted in 2011. While hydrology was documented as re-establishing, the seedlings were adversely affected by the record drought of 2011 and most of the plantings perished. The site was replanted in February of 2012. The monitoring for this project was completed in April of 2014. Final results demonstrated that the site met the initial survival performance measures and resulted in the successful release of credits. This project resulted in the re-establishment of high-quality and diverse bottomland hardwood and cypress floodplain wetland habitat along Red Chute Bayou.

EcoSystem Renewal Water Level Gage Monitoring and Maintenance October 2013-October 2014: Ms. Fetterman and subcontracted technical staff provided support services for data collection and maintenance of Remote Data Systems (RDS) surface water gages installed on all operating EcoSystem Renewal turn-key and mitigation banking sites in Louisiana and Texas. Services also include installation of gages at new mitigation banks sites and decommissioning and re-deployment of gages at sites that have demonstrated attainment of quantitative hydrologic criteria per the USACE permit(s) or Mitigation Banking Instrument(s) (MBIs). At the conclusion of each semi-annual event, a spreadsheet for all operating gages was updated and provided to EcoSystem Renewal.

Central Louisiana Mitigation Area Year 1 Monitoring and Reporting - Ms. Fetterman and subcontracted technical staff provided services related to all aspects of the monitoring and reporting required by the USACE permit, including vegetative and hydrological data collection and water level gage maintenance and agency coordination. Ms. Fetterman's responsibilities included project management, agency coordination and wetland mitigation monitoring and reporting services for this 170-acre permittee-responsible mitigation site near Alexandria, Louisiana. The site was constructed and planted in 2012 and resulted in the re-establishment of bottomland hardwood and cypress slough wetlands. A unique feature of this site was the re-establishment and re-connection of shallow sloughs between the mitigation area and existing, adjacent bottomland hardwood forest managed by the same property owner.

Selected Past Project Consulting Experience

Zachary Mitigation Bank, Multiple Restoration Sites (Project Manager) — Ms. Fetterman provided project management and design services for this approximately 500-acre mitigation banking project consisting of several sites permitted under an Umbrella mitigation banking instrument (MBI). Ms. Fetterman was responsible for managing all

aspects of the project from the initial feasibility analysis, market analysis, and prospectus development to federal/state agency permitting, Wetland Value Assessment (WVA) and Modified Charleston Method (MCM) wetland functional assessment analysis, restoration plan formulation, construction oversight, monitoring and long-term site management. This bank is a bottomland hardwood restoration project on prior-converted improved pasture lands. As the project manager, Ms. Fetterman was also responsible for formulating detailed ecological and hydrological restoration plans for each site addendum to the MBI. This project required detailed GIS assessment and analysis of surrounding land use and impacts of surrounding land use within 50 and 500 feet of each restoration site's boundaries as part of the Wetland Value Assessment (WVA) method utilized to calculate total bank credits for several of the restoration sites. Ms. Fetterman was critical to successfully obtaining the signed umbrella mitigation banking instrument and approved restoration plan for four sites: Copper Mill Bayou, Comite Flats I, Comite Flats II and Redwood Creek. Ms. Fetterman also provided bank implementation and management, monitoring, and as-built documentation and credit release services for these sites. Through her effective working relationship with the USACE New Orleans District, Ms. Fetterman successfully and expeditiously obtained credit releases for all permitted sites.

Missouri Loop Mitigation Bank (Project Manager) — Ms. Fetterman was also the Project Manager for this 302-acre, phased, mitigation bank re-establishing historic bottomland hardwood floodplain forest on prior-converted row crop lands. As with the other projects listed above, Ms. Fetterman was responsible for all aspects of project management from initial feasibility analysis through permitting, to construction oversight and monitoring and long-term management through to bank closure. Ms. Fetterman formulated the wetland restoration plan for this site and successfully coordinated permitting activities with her previous firm's engineers to obtain an approved MBI for the site. Ms. Fetterman successfully coordinated construction and planting of the first 163-acre phase in March 2010. She is also working with the neighboring National Wildlife Refuge (NWR) to create contiguous, high quality wetland habitat for migrating waterfowl as well as endangered mammals such as the Louisiana black bear that are known to utilize the bank and NWR area. Ms. Fetterman also provided baseline monitoring and bank management services post-construction and planting.

Shreveport Mitigation Bank (Project Manager) — Ms. Fetterman was the Project Manager for this 290-acre bank along Red Chute Bayou near Bossier City, Louisiana. Ms. Fetterman completed the MBI permitting process for the site. Ms. Fetterman managed and coordinated the project from the initial feasibility and site data collection stages to the wetland jurisdictional verification phase and clear through to MBI approval from all participating IRT agencies. Ms. Fetterman also provided construction management and planting contractor management services. As with all other large-scale wetland restoration projects, coordination with adjacent landowners, federal, state and local government agencies is required to obtain all necessary approvals in a timely manner. Ms. Fetterman, working in tandem with her former firm's engineering department, formulated the restoration plan for this bank, which includes a hydrologic and vegetative restoration plan that is resulting in the enhancement of existing cypress-tupelo and bottomland hardwood remnant depressional areas, and restoration of wetland depressional, floodplain flats and natural levee bottomland hardwood communities. The restoration plan involved a cascading hydrologic design that included rehabilitation of a highly eroded surface water conveyance that provides one of the only remaining connections between the dredged Red Chute Bayou and its historic floodplain. This complex hydrologic design will result in the establishment of wetland hydroperiod durations and stages conducive to the forested wetland communities restored, and effective hydrologic reconnection to Red Chute Bayou

allowing for attenuation and storage of flood events; yet also abate highly damaging erosion during flooding of the site via this surface water conveyance to Red Chute Bayou.

Gulf Coastal Plains Mitigation Bank (Project Manager) — Ms. Fetterman initially provided senior technical and permitting oversight services of the Ecosystem Renewal subcontracted consultant for this \pm 1,900-acre herbaceous freshwater, intermediate brackish and saltwater mitigation bank. Ms. Fetterman became project manager after her previous firm assumed the project. Ms. Fetterman completed the permitting of the project and coordinated closely with federal and state agencies and the surrounding NWR to re-design a phased restoration plan for this prior-converted rice farm enclosed by levees. The banking project also incorporates the re-establishment of tidal channels and pools re-connecting the bank to the major Bayous forming the eastern and western property boundaries. The tidal network will also facilitate the restoration of high and low brackish and intermediate marsh to the southern section of the bank historically within salt marsh hydric soils. The bank will re-establish historic coastal prairie and freshwater marsh wetlands and drainage features in the northern portion that existed prior to agricultural conversion. The bank will provide essential fish and invertebrate nursery habitat. Ms. Fetterman's competency with this project in addressing agency concerns and in facilitating consensus-building between members of a large, multi-faceted federal and state inter-agency review team resulted in her previous firm assuming all project management and restoration design responsibilities.

Bayou Chevreuil Mitigation Bank (Project Manager) — Ms. Fetterman provided complete project management for this roughly 3,700-acre cypress-tupelo mitigation bank. Services rendered by Ms. Fetterman include prospectus development and federal/state agency permitting support, functional assessment analysis, construction oversight, monitoring and long-term site management. This project is hydrologically complex and required extensive historic aerial analysis and mapping of canopy openings to document tree mortality over time and system failure because of over-inundation, subsidence and impoundment from spoil disposal and levees. Ms. Fetterman was instrumental in formulating an innovative hydrologic and vegetative restoration plan, as well as an accompanying monitoring plan requiring sediment accretion analysis, micro-site monitoring for natural recruitment, and more extensive vegetative and hydrologic monitoring to determine system response to proposed mitigation treatments beyond those typically required for mitigation monitoring requirements. Ms. Fetterman was fortunate to work with Dr. John Day, Professor Emeritus of LSU and Dr. William Conner of the Baruch Wetland Institute as part of this project.

Turtle Bayou Mitigation Bank (Project Manager) — Ms. Fetterman provided project management and permitting oversight for establishing a 277-acre, multi-phase bottomland hardwood and cypress-tupelo mitigation bank near Alexandria, Louisiana. This site in 1952 was bottomland hardwood floodplain forest within the alluvial plain of the Red River. This now prior-converted rice farm will be re-established as floodplain forested wetland over a series of successive phases. The hydrologic design will result in re-establishment and restoration of two perennial streams and sloughs that previously drained through the site before the site was converted. The project will provide valuable, additional stepping-stone habitat along Bayou Beouf for the movement of the endangered Louisiana Black Bear between areas of designated critical habitat within the proposed service area of the bank to the east, west, north and south. Ms. Fetterman to date has provided feasibility and preliminary credit analysis, site data collection, and oversight of permitting products services. A draft MBI is currently under USACE and IRT agency review and comment.

Acadian-Haynesville Pipeline Offsite Mitigation Project (Project Manager) —Ms. Fetterman provided project management, WVA functional assessment analysis and senior technical oversight services for the permitting of this 170-acre permittee-responsible offsite bottomland hardwood mitigation project compensating for bottomland hardwood and cypress-tupelo wetland losses associated with the construction of an interstate pipeline. This 277-acre site, also located in Rapides Parish and directly adjacent to the Central Louisiana Mitigation Bank Project, was an extremely time-sensitive project requiring a 2-week turnaround. Ms. Fetterman effectively coordinated senior ecological and engineering staff from her previous firm to produce a complete mitigation work plan to the client to enable them to submit their permit application prior to changes in New Orleans District functional assessment policy and complete timely public noticing of the project.

Mid-Coast Aggregates Withlacoochee State Forest T.G. Lee Tract Offsite Mitigation Area (Senior Scientist) —Ms. Fetterman provided permitting and project oversight for restoration and mitigation design of a 25-acre offsite mitigation area located on state forest managed lands. By working closely with the state forestry management and technical staff, she facilitated a win-win restoration project that will result in the hydrologic and vegetative re-establishment and enhancement of historic freshwater marsh and wet prairie wetlands. The restoration will return to the site the historic mesic flatwoods and wetland complex that existed prior to ditching and draining of the site and conversion to improved pasture in the 1960s and 70s. Ms. Fetterman successfully completed the DEP and USACE permitting process on behalf of the client.

Previous Employment Experience

E Sciences, Inc. — From 2007 until 2013, Ms. Fetterman was the Office Manager of the Sarasota Office and lead Senior Scientist permitting and implementing wetland mitigation projects and banks for industrial clients and private wetland mitigation bankers in Florida, Louisiana, and Texas. While at E Sciences, Ms. Fetterman permitted seven (7) banks, including an umbrella bank in Louisiana composed of 4 different sites to date. Ms. Fetterman's primary responsibility included client development and complete project management and design of these large-scale wetland restoration projects. Ms. Fetterman also aided other offices, as needed, for other large-scale wetland restoration and permitting projects.

Senior Environmental Scientist, Southwest Florida Water Management District — While at the District from 2000-2007, Ms. Fetterman permitted over 1000 ERPs and WUPs. Pamela was the lead environmental scientist for mitigation banking and regional offsite mitigation permits, large public and municipal water supply permits, large roadway and bridge projects, WUP annual report reviews, and complicated ERPs involving use of Sovereign Submerged Lands (SSL) for transportation projects and residential boating development projects. Ms. Fetterman has also verified hundreds of acres of wetland and surface water boundaries jurisdictional to Florida. Ms. Fetterman in her capacity as a senior scientist also mentored junior level staff, providing in-house training in hydrology, plant identification, delineation and assessment of wetlands, and application of ERP, WUP and SSL rules. During her 7-year tenure at the SWFWMD, for 5 of those years (from 2003 through 2007), Ms. Fetterman permitted more large, Individual permit projects requiring Governing Board and SSL Governor and Cabinet approval than any other reviewer in the District, demonstrating her ability to competently manage environmental aspects of large, complex projects.

Environmental Specialist II, Sarasota County Natural Resources — Ms. Fetterman was responsible for collection, quality assurance, database tracking, and compliance reporting to the Southwest Florida Water Management District (SWFWMD) of quarterly ground water quality and monthly ground water level data for the Carlton Reserve Water Use Permit (WUP) from 1994 to January of 2000. Ms. Fetterman designed and implemented a ground water quality sampling and quality assurance program to facilitate compliance with the County's WUP. She also statistically analyzed and interpreted the ground water level and quality data to determine any effects from water withdrawal and prepared all text and graphics for these sections of the annual compliance report to the SWFWMD. Her other primary duties were assisting in the resource management of the T. Mabry Carlton Reserve and other County-owned properties. Resource management duties included assisting in prescribed burns, species inventories and surveys, and habitat assessments.

Environmental Specialist I, Sarasota County Natural Resources — Ms. Fetterman was responsible for conducting routine compliance inspections of wastewater treatment plant function and effluent and residuals disposal sites for compliance with DEP regulations and Sarasota County ordinances from 1992 to 1994. Ms. Fetterman also routinely conducted investigations and facilitated the resolution of citizen complaints concerning wastewater treatment plants, effluent disposal, residual disposal, water quality and dumping of liquid hazardous waste. Ms. Fetterman defined and drafted the residual site inspector position including physical demand characterizations. Ms. Fetterman compiled and organized information for all residual disposal sites in the County, including detailed residuals spreading site maps delineating required buffer zones, application areas and environmentally sensitive areas. Ms. Fetterman also drafted a Field Quality Assurance Plan for the Division sampling operations for final submittal to DEP as part of the County Comprehensive Quality Assurance Plan. Ms. Fetterman was instrumental in effecting heightened awareness and communication among regulated parties (permittees, haulers) and concerned citizens. Ms. Fetterman also mentored new Division staff in residual disposal site and wastewater treatment plant inspection procedures.

Other Work Experience — Ms. Fetterman began her professional career in 1989 as a paid student intern with the Sarasota County Department of Natural Resources, where she created an educational display depicting the hydrogeology of the T. Mabry, Jr. Carlton Reserve. Shortly after this, she secured a lab technician position in 1991 with Davis Water and Waste, performing laboratory analysis of water and wastewater samples for inorganic parameters such as chlorides, sulfates, biological oxygen demand, total and fecal coliform bacteria, total dissolved solids, and total suspended solids for municipal and private water and wastewater treatment facility clients.

2930 Michabell Drive
St. Cloud, FL 34771

Phone: 407-791-7458
E-mail: wcjohnston62@gmail.com
Work: wcjohnstonconsulting@gmail.com

William C. Johnston

Employment

WCJohnston Consulting, LLC October 2018 to Present
St. Cloud, FL 34771
Consultant/Owner – (*October 2018 to Present*)

City of St. Cloud September 1985 to September 2018
St. Cloud, FL 34769

Emergency Manager – (*August 2013 to September 2018*)
St. Cloud Police Department/Division of Emergency Management

Fire Chief – (*August 2010 – August 2013*)
St. Cloud Fire Rescue Department

Fire Marshal/Assistant Fire Chief – (*September 1993 – August 2010*)
St. Cloud Fire Rescue Department

Firefighter/EMT/Paramedic – (*September 1985 – September 1993*)
St. Cloud Fire Rescue Department

City of Kissimmee September 1984 to September 1985
Kissimmee, FL 34741

Dispatcher – Police/Fire/EMS – (*September 1984 – September 1985*)
Kissimmee Police Department

Education

2000 – Bachelor of Arts degree
Eckerd College St. Petersburg, FL
Organizational Studies, Minor in Public Leadership
Associate of Science degree
Valencia Community College Orlando, FL
1993 – Fire Science/1989 – Emergency Medical Services

Volunteer Experience

American Red Cross.....Board of Directors
First Baptist Church.....Ministry Director
Heart of Florida United Way....Board of Directors
Junior Achievement.....Educator

Certificates

Incident Command System Instructor (E449)
ICS All-Hazards IMT Planning Section Chief T-T-T (E963)
ICS All-Hazards IMT Incident Commander (L950)
ICS All-Hazards IMT Planning Section Chief (L962)
HSEEP: Homeland Security Exercise and Evaluation Program (L149)
ICS Series (700.b, 800.c, 100.c, 200.c, 300, 400, 191, 402)
Instructional Presentation and Evaluation Skills (G141)
Fire Service Instruct 1 – Valencia College, Florida
Florida State Fire College, Certified Fire Officer 1
Multiple G- and L- Classes (146, 202, 205, 427, 549, 557, 948, etc)