### **AGREEMENT**

**THIS IS AN AGREEMENT**, dated the 7<sup>th</sup> day of November 2023, by and between: **Franklin County Board of County Commissioners**, a "public agency" as defined by Section 119.0701(1)(b), Florida Statutes,

### And

**Metric Consulting,LLC** hereinafter referred to as "Contractor" as defined by Section 119.0701(1)(a), Florida Statutes.

Franklin County referred to as the "County" and Metric Consulting may hereinafter collectively be referred to as the "Contractor". This agreement is entered into pursuant to the Competitive Solicitation and awarded of a non-exclusive contract to Metric Consulting on November 7, 2023.

Franklin County and the Contractor, in accordance with the requirements of Section 119.0701, Florida Statutes, as may be amended, specifically understand, acknowledge and agree as follows:

The Contractor shall comply with the public records laws of the State of Florida and specifically agrees to:

- Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services under this agreement;
- Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- Provide that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and
- 4. Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.

Failure by the Contractor to comply with this section and the requirements herein, specifically including, but not limited to, failure by the Contractor to comply with a public records request, shall constitute a material breach of this agreement by the Contractor and shall permit the County to enforce any and all remedies available to it pursuant to this agreement or any other applicable provision of law.

### WITNESSETH

In consideration of the mutual terms and conditions, promises, covenants and payments hereinafter set forth, Franklin County and the Contractor agree as follows:

WHEREAS, as of said date above, Contractor will be an independent contractor for Franklin County Emergency Management; and

WHEREAS, all parties agree upon the scope of services to be provided by the Contractor prior to work being performed.

NOW, THEREFORE, in consideration of the mutual promises, covenants and agreements herein contained and other good and valuable consideration, the receipt of which is hereby acknowledged, it is agreed herein between the Parties hereto as follows:

### ARTICLE 1 RECITALS

Each whereas clause set forth above is true and correct and herein incorporated by this reference.

### ARTICLE 2 SCOPE OF SERVICES AND OTHER CONTRACT TERMS

The Contractor agrees to hold Franklin County and the Florida State Division of Emergency Management harmless against all claims of whatever nature arising out of its performance of its work under this agreement to the extent allowed by law.

The Contractor is bound by all applicable state and federal laws and regulations and is bound by the terms of agreements between Franklin County and the State Division of Emergency Management, which are incorporated herein by this reference.

Contractor agrees that progress on all activities performed pursuant to approved written task orders will be performed in a workman like manner according to the customary standards accepted in this industry and shall be documented in the quarterly reports submitted to the County.

Contractor agrees to provide all labor, materials, equipment, tools, apparatus, transportation, mileage, and incidentals necessary to provide said services set forth in Request for Proposal No. 2022-034 FEMA Public Assistance and Disaster Recovery Consulting and Management Services, attached hereto and incorporated herein as Exhibit A. In the event of conflict, the terms and conditions of this agreement shall prevail. Contractor agrees to perform the assigned responsibilities and duties faithfully, intelligently, and to the best of his/her ability, and in the best interest of the County during the term of this agreement. All services provided shall be performed in accordance with

this agreement and with any and all applicable law, professional standards, and guidelines.

Pursuant to an approved written task order, a written notice to proceed or purchase order, and at the hourly rates in as stated in Exhibit A, said services may include, but are not limited to:

- 1. Contractor shall provide training and exercise initiatives and activities.
- 2. Contractor may be responsible for the revision of existing plans, policies, and procedures, the development of new policies, plans or procedures, or other planning activities directly or indirectly related to Emergency Management.
- 3. Contractor shall seek additional funding and resources to benefit the County's Emergency Services programs.
- 4. Contractor shall provide on-site technical assistance during an event causing an activation of the Emergency Operations Center (EOC) or at the direction of the Emergency Management Director.
- 5. Contractor shall serve as requested by the Director pursuant to approved written task orders.
- Contractor shall obtain resources for response, recovery, resilience, and mitigation efforts after a disaster pursuant to the scope of RFP.
- 7. Contractor shall provide additional services pursuant to the scope of the RFP requested by the Director or Director's designee through individual task authorizations.

### ARTICLE 3 TERM OF THE AGREEMENT

This Agreement shall commence upon execution by both parties and shall remain in effect for three (3) years. Thereafter, the terms of the Agreement may be extended for additional one (1) year periods, upon mutual agreement of both parties, unless earlier terminated by the County. However, such option to extend this Agreement may only be utilized two (2) times as authorized by the County. Contractor shall commence work as provided in a written Notice to Proceed or Purchase Order and acceptance of a written task order defining a task ceiling amount. In the event that Contractor commences any such services without such authorization or exceeds the approved and agreed upon task order ceiling amount, the Contractor expressly acknowledges that it shall do so at his own risk and shall not be entitled to compensation of any kind related to said services provided.

## ARTICLE 4 TERMINATION, REMEDIES AND FINANCIAL CONSEQUENCES

The parties shall have the following rights:

- 1. Termination for County's Convenience: The performance of work under this agreement may be terminated for convenience should the County determine it is in the best interest of the County. The County reserves the right to cancel the agreement without cause with a minimum seven (7) business day's written notice. Any such termination shall be effected by the delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the agreement is terminated and the date upon which such termination becomes effective. Upon such termination for convenience, Contractor shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date, and the County shall have no other obligations to Contractor. Contractor shall be obligated to continue performance of agreement services, in accordance with the agreement, until the termination date and shall have no further obligation to perform services after the termination date. Termination or cancellation of the agreement will not relieve the Contractor of any obligations or liabilities resulting from any acts committed by the Contractor prior to the termination of the agreement. The depositing of a written notice into the United States Postal Service, postage prepaid, shall constitute proper delivery of such notice for determining the seven-day notice provision, but the date of mailing will not be included in this calculation.
- 2. Termination for Contractor's Convenience. Unless otherwise specified within this Agreement, the Contractor may cancel the resulting agreement with thirty (30) calendar day's written notice to the County. Failure to provide proper notice to the County may result in the Contractor being barred from future business with the County. Upon such termination for convenience, Contractor shall be entitled to payment, in accordance with the payment provisions, for services rendered up to the termination date, and the County shall have no other obligations to Contractor. Contractor shall be obligated to continue performance of agreement services, in accordance with the agreement, until the termination date and shall have no further obligation to perform services after the termination date. Termination or cancellation of the agreement will not relieve the Contractor of any obligations or liabilities resulting from any acts committed by the Contractor prior to the termination of the agreement. The depositing of a written notice into the United States Postal Service, postage prepaid, shall constitute proper delivery of such notice for determining the thirty-day notice provision, but the date of mailing will not be included in this calculation.
- 3. <u>Termination for Default:</u> The County shall notify the Contractor in writing of deficiencies or default in the performance of its duties under the Agreement. Three (3) separate documented instances of deficiency or failure to perform in accordance with the specifications contained herein shall constitute cause for termination for default. It shall be at the County's discretion whether to exercise the right to terminate. Contractor shall not be found in default for events arising due to acts of God. The County shall provide

Contractor with ten (10) days of notice of such deficiency or default and the opportunity to cure such deficiency or default within thirty (30) days of notice to the Contractor of such deficiency or default.

The County shall exercise any corrective or remedial actions to include, but not be limited to:

- Requesting additional information from Contractor to determine the reasons for or the extent of non-compliance or lack of performance, or;
- 2. Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected, or;
- Advising Contractor to suspend, discontinue or refrain from incurring costs for any activities in question.

Pursuing any one or more of the above remedies will not preclude the County from pursuing any other rights or remedies which may be otherwise available under law or in equity. If the County waives any right or remedy in this agreement or fails to insist on strict performance by Contractor, it will not effect, extend or waive any other right or remedy of the County, or affect the later exercise of the same right or remedy by the County for any default by the Contractor.

- 4. Warranty of Contractor. The Contractor does hereby expressly warrant and guarantee the services provided hereunder from any and all defects, failures, and deficiencies for a period of one year from the acceptance of the work by County. In the event that such a claim occurs, Contractor shall immediately act to repair, replace, and restore the defective work or, if applicable, reconstruct the work to make it completely and strictly comply with the agreement documents. All warranty services provided hereunder shall be performed at Consultant's sole expense, including materials and labor. Failure of the Contractor to substantially act within thirty (30) days of notice of a claim hereunder shall entitle County, at its sole option, to replace or repair the subject defect and to recover the reasonable costs of said repair from Contractor. The enforcement of the warranty provision shall not be deemed a waiver of any rights that the County may have to declare Consultant in breach of the terms of this agreement and to pursue any and all available legal remedies.
- 5. The County may terminate this agreement at any time in accordance with Section 287.135 Florida Statutes, as may be amended.

### ARTICLE 5 COMPENSATION AND METHOD OF PAYMENT

Contractor shall be compensated in an amount and in accordance with the compensation schedule set forth in the Proposal, attached hereto and incorporated herein as Exhibit A.

The County agrees to compensate the Contractor through Task Authorizations generated by the Franklin County Emergency Management Director.

The total funding amount shall not exceed the Task Authorization amount.

Payment shall be made only after receipt and approval of goods and services as outlined in the Scope of Work of the Task Authorization and approval of the invoice and its supporting documentation by the County. Upon delivery, receipt and acceptance of each deliverable, the Contractor shall submit an invoice to the County.

Deliverable must be completed no later than the date specified in the task authorization. Any deliverable not received, accepted and approved by the County will result in a reduction of the cost for that deliverable.

The Contractor has the right to suspend services for nonpayment after notice to the County and for invoices outstanding after forty-five (45) days.

Neither the County's review, approval or acceptance of, nor payment for, any services provided hereunder shall be construed to operate as a waiver of any rights under this agreement and Contractor shall be liable to the County for any and all damages to the County caused by the Contractor's negligent or wrongful performance of any of the services furnished under this agreement.

The acceptance of final payment by Contractor shall constitute a waiver of all claims by the Contractor except those previously made in writing and identified by the Contractor as unsettled at the time of a request for final payment.

### ARTICLE 6 GENERAL CONSIDERATIONS

Independent Contractor. This Agreement does not create an employee/employer relationship between the Parties. It is the intent of the Parties that the Contractor is an independent contractor under this Agreement and not a County employee for any purposes, including but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Worker's Compensation Act, and the State Unemployment Insurance law. The Contractor shall retain sole and absolute discretion in the judgment of the manner and means of carrying out the Contractor activities and responsibilities hereunder provided, further that administrative procedures applicable to services rendered under this Agreement shall be those of the Contractor, which policies of the Contractor shall not conflict with applicable law. The Contractor agrees that it is a separate and independent enterprise from the County, that it had full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any

joint employment relationship between the Contractor and Franklin County, and the County will not be liable for any obligation incurred by the Contractor, including but not limited to unpaid minimum wages and/or overtime premiums.

<u>Authorized Representative of the County.</u> During the term of this agreement, the County shall designate a representative authorized to act on behalf of the County, as provided by law, with respect to the project. The County's designee will maintain a high degree of oversight of this project. The County's designated representative for this agreement shall be the Emergency Management Director, currently Jennifer Daniels.

<u>Notice</u>. Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and that places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the Contractor and the County designate the following as the respective places for giving of notice:

Contractor:

Metric Consulting Suzanne Settoon 2616 Jenks Avenue Panama City, FL 32405 504-494-4785

Franklin County:

Jennifer Daniels, Director

28 Airport Road

Apalachicola, Florida 32320

850-653-8977

<u>Binding Authority</u>. Each person signing this Agreement on behalf of either party individually warrants that he or she has the full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

Governing Law and Exclusive Venue. This Agreement shall be governed by the laws of the State of Florida, as may be amended. Exclusive venue for any dispute arising from, or related to, this contract, shall be in Franklin County, Florida, and not in any other location.

<u>Extent of Agreement</u>. This Agreement represents the entire and integrated agreement between the Contractor and the County and supersedes all prior negotiations, representations or agreements, either written or oral.

Indemnification. The Contractor agrees to hold harmless and indemnify, including reasonable attorney fees, the County, its officers, employees and agents against any and

all claims, losses, damages or lawsuits for damages or threat thereof, arising from or related to negligent acts, errors or omissions of the Contractor, including reasonable appellate attorney fees and costs.

<u>Independent Contractor.</u> It is agreed by the parties that at all times and for all purposes within the scope of this agreement, the relationship of Contractor and County is that of an independent contractor.

Attorneys' Fees. In the event a suit or action is instituted to enforce or interpret any provision of this agreement, each party shall pay their own attorney fees and costs.

<u>Waiver</u>. The waiver by County of breach of any provision of this agreement shall not be construed or operate as a waiver of any subsequent breach of such provision or of such provision itself and shall in no way affect the enforcement of any other provisions of this agreement.

<u>Severability.</u> If any provision of this agreement, or the application thereof, to any person or circumstance is to any extent invalid or unenforceable, such provision, or part thereof, shall be deleted or modified in such a manner as to make the agreement valid and enforceable under applicable law; the remainder of this agreement and the application of such a provision to other persons or circumstances shall be unaffected, and this agreement shall be valid and enforceable to the fullest extent permitted by applicable law.

Amendment. Except for as otherwise provided herein, this agreement may not be modified or amended except by an agreement in writing signed by both parties. The cost of any contract change, modification, amendment, addendum, change order, or constructive change must be necessary, allocable, within the scope of the grant or cooperative agreement, reasonable for the scope of work, and otherwise allowable

<u>Entire Agreement.</u> This agreement, including the documents incorporated by reference, contains the entire understanding of the parties hereto and supersedes all prior and contemporaneous agreements between the parties with respect to the performance of services by Contractor.

<u>Availability of Funds.</u> The obligations of the County under this agreement are subject to the availability of funds lawfully appropriated for its purpose. All purchases are contingent upon available County funding.

Other Governmental, Special District, and Private Non-Profit Entities. If allowed by the bidding policies of other local governmental, special district and non-profit entities, Franklin County does not object to the successful bidder extending the pricing, terms, and conditions of this contract to them.

Assignment. This agreement is personal to the parties hereto and may not be assigned by Contractor, in whole or in part, without the prior written consent of the County.

<u>Licenses</u>. Consultant shall be properly licensed for the appropriate work specified in this contract scope of services. License(s) must be effective as of the opening or amendment date and must be maintained throughout the Contract Period.

<u>Venue.</u> The parties agree that the sole and exclusive venue for any cause of action arising out of this agreement shall be Franklin County, Florida.

<u>Applicable Law.</u> This agreement and any amendments hereto are executed and delivered in the State of Florida and shall be governed, interpreted, construed and enforced in accordance with the laws of the State of Florida.

<u>Records.</u> In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as many be provided by other applicable State or Federal Law, Contractor expressly understands records associated with this project are public records and agrees to comply with Florida's Public Records law, to include:

- 1) Keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services contemplated herein.
- 2) Provide the public with access to public records on the same terms and conditions that the County would provide the records and at a cost that does not exceed the cost provided in this Florida's Public Records law or as otherwise provided by law.
- 3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- 4) Meet all requirements for retaining public records and transfer, at no cost, to the County all public records in possession of the Contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology systems of the County.
- 5) The Contractor shall maintain books, records and documents directly pertinent to performance under this Contract in accordance with generally accepted accounting principles consistently applied. The County, the State of Florida, or their authorized representatives shall have access to such records for audit purposes during the term of this Contract and for five (5) years following Contract completion.
- 6) If the Contractor has questions regarding the application of Chapter 119, Florida Statutes, as to the consultant's duty to provide public records relating to this contract, Contractor shall contact the County's custodian of public records at the County Clerk's Office, 33 Market Street, Apalachicola, Florida 32320, Telephone 850-653-8861.

Insurance Provided by the Contractor. General and liability limits set forth in Request for Proposal No. 2022-034 FEMA Public Assistance and Disaster Recovery Consulting and Management Services, attached hereto and incorporated herein as Exhibit A. Additionally,

- 1. <u>Insurance.</u> Except as otherwise specified in this agreement, the Contractor and all subcontractors of any tier shall be required, at their sole cost and expense, to maintain in effect at all times during the performance of the work, insurance coverage with limits not less than those set forth set forth in Request for Proposal No. 2022-034 FEMA Public Assistance and Disaster Recovery Consulting and Management Services, attached hereto and incorporated herein as Exhibit A. with insurers and under forms of policies satisfactory to the County. It shall be the responsibility of the Contractor and all of his subcontractors to maintain adequate insurance coverage, and it shall also be the responsibility of the Contractor to assure and evidence that subcontractors are adequately insured at all times. Failure of the Contractor and his subcontractors to maintain adequate coverage shall not relieve the Contractor of any contractual responsibility or obligation.
- 2. <u>Certificate of Insurance</u>. The Contractor and his subcontractors shall furnish to the County such certificates of insurance or endorsements required by the provisions set forth herein. It shall be the responsibility of the Contractor to maintain adequate insurance coverage and to assure that subcontractors are adequately insured at all times. Failure of the Contractor and his subcontractors to maintain adequate coverage shall not relieve the Contractor of any contractual responsibility or obligation. A verification form of such insurance policy shall be filed with the County within ten (10) days of the execution of the agreement. The certificate of insurance shall list the County as additional insured.

At the time of the execution of this agreement and each subcontract, but in any event, prior to commencing work at the job site, the Contractor and his subcontractors shall furnish the County with certificates of insurance as evidence that the policies providing the required coverage and limits of insurance are in full force and effect. The certificates shall provide that any company issuing an insurance policy for the work under this agreement shall provide not less than 30 days advance written notice of cancellation, non-renewal, or material change in the policy of insurance. In addition, the Contractor shall immediately provide written notice to the County upon receipt of notice of cancellation of an insurance policy or a decision to terminate or alter any insurance policy. The County may deem cancellation or termination of any insurance policy a material breach on the part of the Contractor, and the Contractor may be held to be in default of his agreement with the County at the County's option. All certificates of insurance shall clearly state that all applicable requirements have been satisfied including certification that the policies are of the "occurrence" type. Certificates of insurance for the Contractor and the subcontractors' furnished insurance and notices of any

cancellation, terminations, or alterations of such policies shall be mailed to Franklin County Emergency Management, Director, 28 Airport Road, Apalachicola, Florida 32320.

- 4. <u>Interest.</u> All policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provision of these policies, the insurance afforded shall apply separately to each insured, named insured, or additional insured with respect to any claim, suit or judgment made or brought by or for any other insured, named insured or additional insured as though a separate policy had been issued to each.
- 5. <u>Waivers of Subrogation</u>. The Contractor and his subcontractors shall require their insurance carrier, with respect to all insurance policies, to waive all rights of subrogation against the County, its Commissioners, partners, officials, directors, officers, agents, and employees.
- 6. Comprehensive General Liability. This insurance shall be an occurrence type policy written in comprehensive form and shall protect the Contractor and his subcontractors and the additional insured against any and all claims arising from bodily injury, sickness, disease or death of any person other than the Contractor employees or damage to property of the County or others arising directly or indirectly from or out of the act of omission of the Contractor or his subcontractors or their agents, employees or subcontractors. This policy shall also include protection against claims insured by usual personal injury liability coverage, a (protective liability) endorsement to ensure the contractual liability assumed by the Contractor and its subcontractors under the article entitled indemnification and completed operations, products liability, contractual liability, broad form property coverage, XCU, premises/operations, and independent Contractors (to remain in force for two years after final payment).
- 7. Worker's Compensation Insurance. Unless exempted under Chapter 440 of Florida Statutes and evidenced by submission of the State of Florida Department of Financial Services Division of Workers' Compensation Exemption Certificate to the County when requested, the Contractor shall take out and maintain during the life of this agreement, workers compensation insurance for all of his employees connected with the work of this project and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide workers compensation insurance for all of the latter's employees unless such employees are covered by the protection afforded by the Consultant. Such insurance shall comply fully with the Florida Workers Compensation Law. In case any class of employees engaged in hazardous work under this agreement at the site of the project is not protected under the workers compensation statute, the Consultant shall provide adequate insurance, and cause such subcontractor to provide adequate insurance, satisfactory to the owner, for the protection of his employees not otherwise protected.

- 8. <u>Rating.</u> The insurance companies providing coverage must be rated through the A.M. Best rating guide or internet site at ambest.com. Proof of the carrier's FSC rate (must be a 7 or better) and proof of the carrier's best rating (must be A- or better) must be submitted with the Certificate of Insurance.
- 9. <u>Additional Insured.</u> All liability insurance furnished under this agreement shall designate Franklin County, FL and Franklin County Board of County Commissioners as additional insured. The Certificate of Additionally Insured shall also bear the County's address as follows:

Franklin County Board of County Commissioners 33 Market Street Apalachicola, FL 32320

# ARTICLE 7 Additional Federal Requirements

Byrd Anti-Lobbying Amendment, 31 U.S. C. § 1352 (as amended). 1. Such disclosures are forwarded from tier to tier up to the recipient who will in turn forward the certification(s) to the federal awarding agency.

Clean Air Act and The Federal Water Pollution Control Act (as amended). 3. The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

<u>Procurement of Recovered Materials (as amended).</u> The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act. (as amended)

<u>Prohibition on Contracting for Covered Telecommunications Equipment or Services (additional).</u>

- (a) Definitions. As used in this clause, the terms backhaul; covered foreign country; telecommunications covered equipment or services: interconnection arrangements; roaming; substantial οг essential component; and telecommunications equipment or services have the meaning as defined in FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), as used in this clause—
- (b) Prohibitions.
  - (1) Section 889(b) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, and 2 C.F.R. § 200.216 prohibit the head of an executive agency on or after Aug.13, 2020, from obligating or expending grant, cooperative agreement, loan, or loan guarantee funds on certain

telecommunications products or from certain entities for national security reasons.

- (2) Unless an exception in paragraph (c) of this clause applies, the contractor and its subcontractors may not use grant, cooperative agreement, loan, or loan guarantee funds from the Federal Emergency Management Agency to:
  - (i) Procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - (ii) Enter into, extend, or renew a contract to procure or obtain any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology of any system;
  - (iii) Enter into, extend, or renew contracts with entities that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system; or
  - (iv) Provide, as part of its performance of this contract, subcontract, or other contractual instrument, any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system.
- (c) Exceptions.
  - (1) This clause does not prohibit contractors from providing—
    - (i) A service that connects to the facilities of a third-party, such as backhaul, roaming, or interconnection arrangements; or
    - (ii) Telecommunications equipment that cannot route or redirect user data traffic or permit visibility into any user data or packets that such equipment transmits or otherwise handles.
  - (2) By necessary implication and regulation, the prohibitions also do not apply to:
    - (i) Covered telecommunications equipment or services that:
    - i. Are not used as a substantial or essential component of any system; and
    - ii. Are not used as critical technology of any system.
    - (ii) Other telecommunications equipment or services that are not considered covered telecommunications equipment or services.
- (d) Reporting requirement.

- (1) In the event the contractor identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance, or the contractor is notified of such by a subcontractor at any tier or by any other source, the contractor shall report the information in paragraph (d)(2) of this clause to the recipient or subrecipient, unless elsewhere in this contract are established procedures for reporting the information.
- (2) The Contractor shall report the following information pursuant to paragraph (d)(1) of this clause:
  - (i) Within one business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
  - (ii) Within 10 business days of submitting the information in paragraph (d)(2)(i) of this clause: Any further available information about mitigation actions undertaken or recommended. In addition, the contractor shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that will be incorporated to prevent future use or submission of covered telecommunications equipment or services.
- (e) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (e), in all subcontracts and other contractual instruments.

<u>Domestic Preference for Procurements (additional).</u> As appropriate, and to the extent consistent with law, the contractor should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. This includes, but is not limited to iron, aluminum, steel, cement, and other manufactured products.

For purposes of this clause:

Produced in the United States means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

Manufactured products mean items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

<u>DHS Seal, Logo, and Flags.</u> The contractor shall also include this provision in any subcontracts.

Affirmative Socioeconomic Steps. If subcontracts are to be let, the prime contractor is required to take all necessary steps identified in 2 C.F.R. § 200.321(b)(1)-(5) to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

## ARTICLE 8 SPECIAL PROVISONS, EXHIBITS AND SCHEDULES

<u>Special Provisions and Exhibits</u>. This Agreement is subject to the following provisions: Contractor will adhere to RFP and the Scope of Work which is located within this Agreement as Exhibit A.

<u>Schedules</u>. Unless otherwise provided in the Contractor's response to Request for Proposal No. 2022-034 FEMA Public Assistance and Disaster Recovery Consulting and Management Services attached hereto and incorporated herein as Exhibit A, the following Schedules are made a part of this Agreement.

Schedule A: Sample Task Order

Schedule B: Federal Requirements

Schedule C: Fee Schedule and Additionally Insured Certificate (included in Exhibit A)

Schedule D: Contractor Information Sheet and Contact for Contraction Administration Form (included in Exhibit A)

Schedule E: General Terms and Conditions

Schedule F: Certifications and Affidavits (included in Exhibit A)

**Public Entity Crimes Sworn Statement** 

**ADA Disability Nondiscrimination Statement** 

**Business Entity Affidavit** 

Drug-Free Workplace Compliance Form

Anti-Lobbying Affidavit

Scrutinized Companies List Vendor Certification

Certification for Contracts, Grants, Loans, and Cooperative Agreements

E-Verify Compliance Form

Schedule G: Exclusion and Debarment Form - Sam.gov

**IN WITNESS OF THE FOREGOING**, the Parties hereto have made and executed this agreement for the purposes herein expressed on the date first above written.

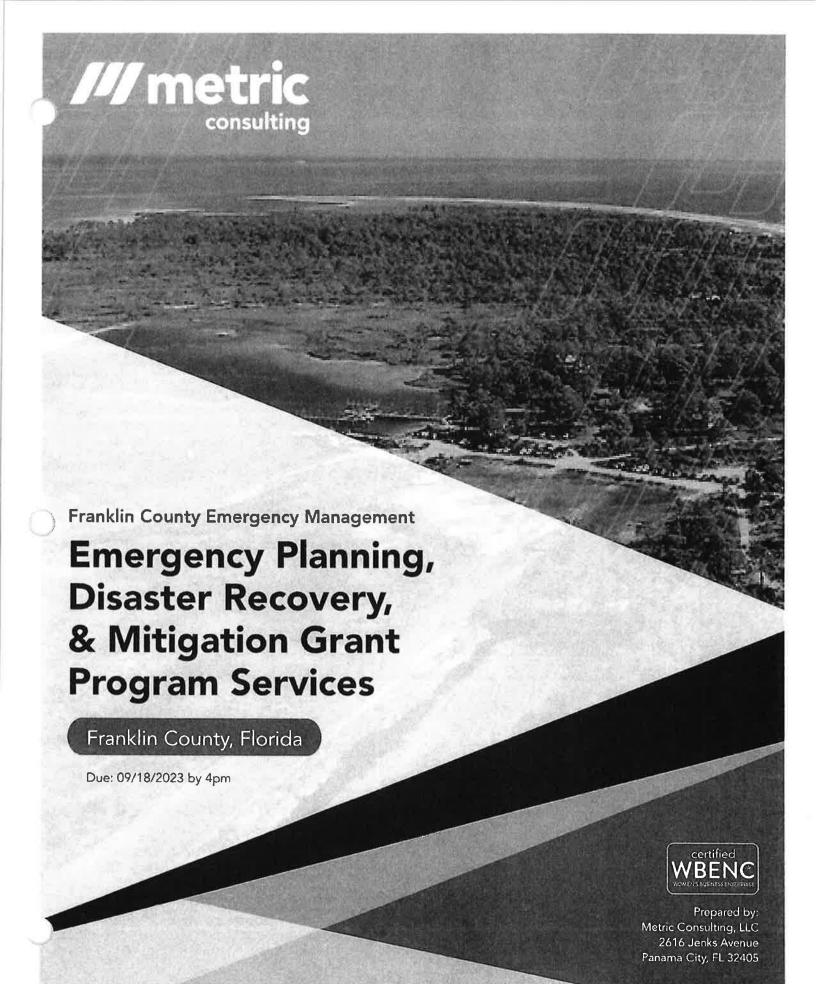
**Metric Consulting** 

Suzanne Settoon

Suzanne Settoon, Vice President of Disaster Recovery & Resiliency

Franklin County Representative

Ricky Jones, Chairman



Tab 1 Title Page



// metric consulting

FULL LEGAL NAME: Metric Consulting, LLC

PHYSICAL ADDRESS: 2616 Jenks Avenue Panama City, FL 32405

TELEPHONE NUMBER: (305) 235-5098

EMAIL ADDRESS: veronica.benitez@metric-consulting.com

Request for Proposal for

# Emergency Planning, Disaster Recovery, and Mitigation Grant Program Services

RFP No. RFP-EM2023-001



PRIMARY CONTACT:

### **Suzanne Settoon**

Vice President of Disaster Recovery & Resiliency 2616 Jenks Avenue, Panama City, FL 32405 (504) 494-4785 | suzanne.settoon@metric-consulting.com Tab 2 Table of Contents

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Tab 3 Introductory Letter September 15, 2023

Franklin County Clerk of Courts Attn: Michelle Maxwell Franklin County Emergency Management 33 Market Street, Suite 203 Apalachicola, FL 32320

Re: Emergency Planning, Disaster Recovery, and Mitigation Grant Program Services (RFP-EM2023-001)

Dear Ms. Maxwell and RFP Selection Committee:

Metric Consulting, LLC (Metric) is pleased to submit our "Emergency Planning, Disaster Recovery, and Mitigation Grant Program Services" proposal to Franklin County (the County). Metric, along with our teaming partners, DCMC Partners (DCMC) and Integrated Solutions Consulting (ISC), bring an experienced team with a cohesive teaming relationship. Our team has a variety of experience with recovery operations in Florida, and we will provide an encompassing suite of support services to allow the County to maximize federal funding, expedite its closeout process, and to retain funding throughout closeout. We will work alongside the County throughout the Federal Emergency Management Agency (FEMA) Public Assistance (PA) Program process, and with the Florida Department of Emergency Management (FDEM) to ensure that all services adhere to federal and state requirements.

Driven by passion and expertise, we can offer the County a clear road to recovery and protection following any disaster event. Our disaster recovery history dates back to August of 1992 - when Metric Engineering, Inc. (Metric Engineering), our partner company, provided relief to the South Florida community in the aftermath of Hurricane Andrew. In the decades since, Metric and Metric Engineering have successfully provided disaster recovery services in Florida, Louisiana, Texas, several states along the Atlantic Coast, and in the Midwest.

In addition to our FEMA PA Program advisory services, we can provide financial, payroll, and grant management, procurement and contract management, Information Technology (IT) and data management, insurance funding support, mitigation support, emergency management support services, project management, damage assessments, and debris monitoring. We have worked with many federal, state, and local agencies, including FEMA, the U.S. Department of Housing and Urban Development (HUD), FDEM, and the Office of Inspector General (OIG).

Metric is headquartered in Miami, Florida, and has numerous offices throughout the state. Metric brings an extensive local presence in Northwest Florida, as we have offices in Panama City, Panama City Beach, and Chipley, and have worked with District 3 of the Florida Department of Transportation (FDOT) for several decades, including disaster recovery initiatives following Hurricane Michael and Hurricane Hermine.

Our grant management approach addresses all areas of the County's Scope of Services (Scope) and is backed by the belief that compliance is a key component to protecting the County's recovery dollars. We have extensive experience in program design and policy development, vendor management, federal procurement regulation, and grant closeout.

We will employ a comprehensive approach to ensure the County's planning and recovery processes are effective and efficient by adhering to the following five principles:

1. Providing Qualified and Capable Personnel | We believe quality begins at the top and is demonstrated by personnel who lead by example. Suzanne Settoon, Vice President of Disaster Recovery & Resiliency, offers over 18 years of recovery program and grant management experience, and will oversee the recovery program - ensuring our team exceeds the County's expectations.

- 2. Establishing a Realistic Schedule and Budget | Each contract is unique and has its own demands, requirements, and solutions. Our team will develop a "Targeted Time Certain Project Plan" that incorporates a comprehensive set of qualitative and quantitative performance metrics.
- 3. Recognizing and Understanding Project Stakeholders | We understand that the County's initiatives are more than projects on paper and that adverse effects may occur if we do not effectively execute deliverables. Each Task Order directly impacts people's lives, and our work accounts for that. We strive to facilitate coordination, understanding, and support from all stakeholders, regardless of economic situation or position.
- 4. Serving as an Extension of the County | As your partner, we are responsible for the County's success. We will center our partnership around communication. Quality is not limited to one area of a program. It is a foundational piece of our culture and is maintained throughout our project lifecycle.
- 5. Executing FEMA PA Program Initiatives | We utilize a three-step approach to the FEMA PA Program, which focuses on (1) grant formulation, (2) grant management, and (3) grant closeout to effectively coordinate funding towards applicable projects and public aid programs.

We will follow these principles to ensure the County can effectively execute recovery efforts and initiatives. We have emergency management and support personnel with diverse backgrounds who are available to support this contract, and we are committed to providing outstanding service that results in cost-effective and community-driven solutions. We are proposing a first-class emergency planning, disaster recovery, and mitigation grant program team, and we trust that our proposal provides extensive information on our ability to accomplish the services listed in the Scope for this contract.

Below are the persons who are authorized to make representations for Metric:

### Primary Contact for this Response:

### Suzanne Settoon

Vice President, Disaster Recovery & Resiliency (504) 494-4785

suzanne.settoon@metric-consulting.com

2616 Jenks Avenue Panama City, FL 32405

### Person Authorized to Legally Bind Metric:

Veronica M. Benitez, Psy. D

President (305) 235-5098

veronica.benitez@metric-consulting.com

13940 SW 136th Street

Miami, FL 33186

Sincerely,

Veronica M. Benitez, Psy. D

President (305) 235-5098

veronica.benitez@metric-consulting.com

Tab 4 Qualifications & Experience

# Prepare. Respond. Recover.

Our story as a distinguished emergency management provider began in August of 1992, when Metric Engineering answered Miami-Dade County's call to support the South Florida community following Hurricane Andrew.

Founded in 2015, Metric Consulting, LLC (Metric) is a privately held, women & minority-owned consulting firm with offices in Florida and Louisiana. We specialize in mitigation, preparedness, response, and recovery, and we have helped our clients recover from some of the biggest events in U.S. history - including Hurricane Andrew, Hurricane Katrina, Hurricane Michael, the Iowa Bird Flu, the Great Floods in Louisiana, and the COVID-19 pandemic. Our staff is comprised of skilled grant managers with broad experience in the FEMA Public Assistance (PA) and Community Development Block Grant (CDBG) programs, as well as staff with backgrounds in debris monitoring, housing assistance, environmental services, program management, grant writing, and a variety of other federal, state, and locally-funded programs and initiatives.

Prior to 2015, Metric was the emergency management division of Metric Engineering, Inc. (Metric Engineering) - a Miami-based transportation planning and engineering firm with 47 years of engineering experience and over three decades of emergency management experience. We provide comprehensive emergency management planning and plan development focused on mitigation, incident operations, logistics, recovery, and continuity of operations, and our 99% federal reimbursement rate supports that notion. When it comes to grant management, we believe that regardless of the funding stream, compliance is a key component to protecting recovery dollars. We have extensive experience in program design and policy development, vendor management, federal procurement, and grant closeout.



Our team has successfully applied for and won funding for a diverse set of clients nationwide. We have provided grant writing and administrative services for more than a decade, including grant writing and administration for infrastructure development and maintenance, technology, transportation, workforce development, records management, energy efficiency, and sustainability projects.

We understand the importance that funding sources play in financing projects for our clients, as well as the variety of regulations that govern federal, state, and local funding streams. We also know how to navigate these hurdles through each phase of a project, from grant research and development to the management of allocated funds. Each funding source has unique and specific requirements, and we provide a 360-degree approach to grant management that combines our project management, regulatory compliance, project controls, and engineering expertise to generate results.

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We understand how to lead clients through programs administered under FEMA, including the FEMA PA Program and the FEMA Individuals and Households Program (IHP). We are also well-versed in CDBG programs funded by HUD, and proficient in navigating funding opportunities and identifying projects for application development through the Infrastructure Investment and Jobs Act.

# Our Key Services



We are a dynamic team of industry-recognized leaders and problemsolvers, and we love what we do.



Approaching our work with this holistic perspective is really what sets us apart: we work together to understand the complex challenges that our clients face, and we design innovative, custom solutions for every stage of the recovery process.

### **FEMA Public Assistance**

Metric approaches FEMA PA collaboratively, leveraging relationships, insights, and practical knowledge to reduce the time between a disaster and cost recovery. We understand FEMA's regulations, and we provide accessible interpretations of policy with actionable guidance to provide our clients with peace of mind that recovery funds are spent in compliance with governing regulations.

### **Debris Monitoring**

When disaster strikes, restoring public safety and eliminating threats to lives and public health cannot wait. A return to normalcy is the first step in the road to recovery. Our goal is the same as our clients' - to quickly restore normalcy while leveraging every federal dollar in the recovery process.

### **Grant Management**

Metric has experiene and the proven flexibility to manage a wide variety of grants for our clients. We guide your grant selection by leveraging federal dollars from multiple funding streams to ensure a comprehensive recovery. We strive to deliver straightforward, concise, feasible solutions to maximize your benefit and shorten recovery time.

Community Development Block Grant Program We have administered CDBG-DR programs since 2010, and we have assisted grantees during all phases of CDBG-DR grant administration, from the development of an Action Plan and Unmet Needs Assessment through program design, project

implementation, and project closeout.

### **Environmental Services**

Our team is experienced in performing environmental reviews of HUD-funded projects for our clients, ensuring that projects do not negatively impact the surrounding environment. We have also performed wetlands, coastal zones, and endangered species reviews in Florida, Louisiana, and Texas.

### **FEMA Hazard Mitigation Grant Program**

We have years of grant funding expertise, including experience interpreting and following regulations within the Federal Disaster Mitigation Act, as well as Section 404 and 406 mitigation. We have specific hazard mitigation planning expertise, as well as proven methods for data-driven stakeholder engagement that is needed to achieve a successful Threat and Hazard Identification and Risk Assessment.



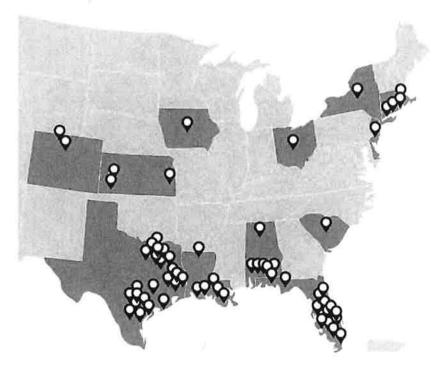
### **Qualifications & Experience**

As the prime consultant, Metric will fully provide the County with grant management, project management, and overall disaster recovery services to deliver as-needed support for federal and state disaster declarations. Metric has the experience and expertise to successfully analyze the current recovery program by making recommendations for strategic improvements, managing and delivering the County's federally funded recovery projects, and monitoring closeout procedures to ensure compliance with Stafford Act programs.

By appropriately leveraging and applying our team's expertise and resources, the County will benefit from reduced audit risks and maximized recovery reimbursements. Metric has project controls in place and is ready to work for the County to achieve successful project closeout.

Our resources include systems and protocols that are set up to support document retention and real-time reporting and monitoring to support maximized efficiencies committed to providing the County with the highest quality of services and have the financial resources to meet your disaster recovery efforts. We affirm our ability to not only meet, but to exceed the services requested in the RFP. We encourage the County to reach out to any of our references to understand the level and quality of our work, the project oversight methods we use to ensure costcontrol measures, and our ability to push FEMA and all federal and state partners to ensure we deliver projects on-time and on budget.



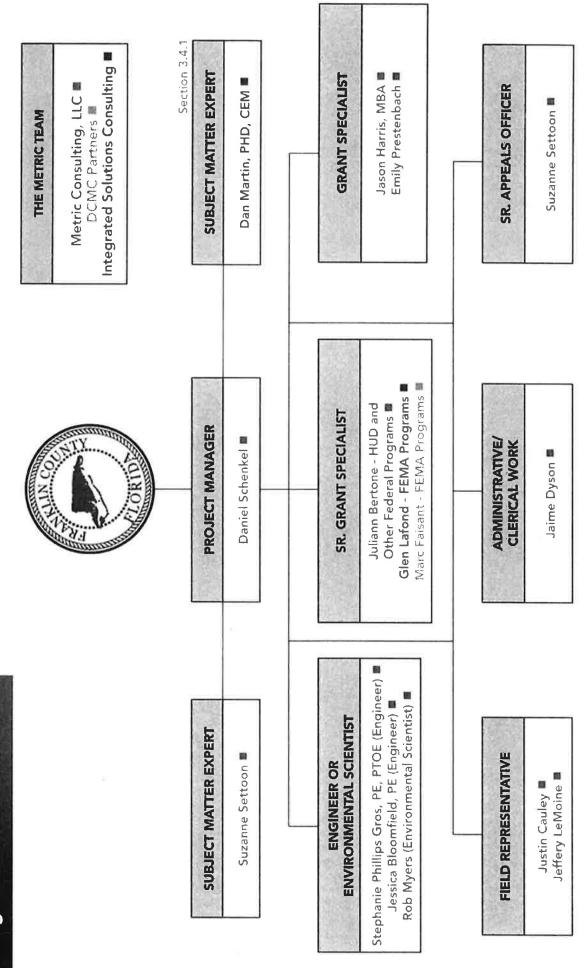


### Office Location & Team

The office serving this contract is in Panama City, Florida, and work performed for this contract will be based out of that office, through one of our nearby offices in Panama City Beach or Chipley, or on-site at the County (as needed). Our team is led by Daniel Schenkel, Project Manager, and Suzanne Settoon, Subject Matter Expert. They will be supported by grant specialists, field representatives, an engineer, an environmental scientist, insurance specialists, and administrative personnel – all who offer varied subject matter expertise in several key federal grant management and disaster recovery areas.

The organizational chart below details our proposed team, and additional resources are available to provide further expertise as it relates to the program. The organizational chart is followed by a Scope of Work (Scope) matrix that Ilustrates our staff's capabilities as they relate to the Scope. This section also includes resumes for all proposed members of the Metric team. We offer an efficient and responsive team that will deliver the requested Scope without duplicating efforts that are being provided elsewhere.

# Organizational Chart



# Experience with Tasks Included in the Scope of Work

& stnemssezAepaments & Technical Assistance to Support Reimbursement	>							>
Project Controls	>							>
Project SOW / Design Reviews	>			>	`			>
Cost Estimating \ Benefit Costs Analysis	>			>	`			>
Project Management for Complex & Long-Term Disaster Projects	>						>	
Emergency Management Support Services & Training		>	>				>	>
Mitigation Support	>	>	>					
Insurance and Other Funding Support	>	>	>				>	>
Information Technology and Data Management		>	>				>	>
Procurement and Contract Management / Monitoring Support	>	>	>				>	>
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Grant Closeout Expertise	>	>	>				>	>
Grant Identification and Grant Application Development		>		>			>	
Financial, Payroll, and Grant Management Support	>	>	>				>	>
Familiar with URCS and FHWA rerquirements & policies	>	>	>					>
Proficient in HUD CDBG- DR Programs	>	>	>			>	>	
& A9 AM33 in FEMA & Spicient in FEMA TIM	>	>	>		>	>		<b>\</b>
Team Members	<b>Daniel Schenkel</b> Project Manager	Suzanne Settoon Project Manager (FEMA SME), Sr. Appeals Officer	Dan Martin, PHD, CEM Subject Matter Expert	<b>Stephanie Phillips Gros, PE, PTOE</b> Engineer	<b>Jessica Bloomfield, PE</b> Engineer	Rob Myers Environmental Scientist	Juliann Bertone Sr. Grant Specialist - HUD and Other Federal Programs	<b>Glen Lafond</b> Sr. Grant Specialist - FEMA Programs

# Experience with Tasks Included in the Scope of Work

Emergency Planning, Disaster Recovery, and Mitigation Grant Program Services Management

Team Members Proficient in FEMA PA & MIT Policies	Marc Faisant Sr. Grant Specialist -	Jason Harris, MBA Grant Specialist	Emily Prestenbach Grant Specialist	Justin Cauley Field Representative	Jeffery LeMoine Field Representative	Jaime Dyson Administrative/ Clerical Assistant
Proficient in HUD CDBG-				`	>	
Familiar with NRCS and HHMA rerquirements & policies						
Financial, Payroll, and Grant Management Support	>	>	>			>
Grant Identification and Grant Application Development			>			
Grant Closeout Expertise	>	>	>			`
Vppeal Development / OIG Audit Review	>					
Environmental and Historical Preservation Expertise						
Procurement and Contract Management / Monitoring Support	>	>	>			>
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Insurance and Other Funding Support	>	>	>	>	>	
Mitigation Support Emergency Management						
8 services 8 Training						
Project Management for Complex & Long-Term Disaster Projects				`		
Cost Estimating / Benefit Costs Analysis						
Project SOW / Design Reviews						
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### Metric Team Assigned to Program

We are proud of our firm's history as a leading provider of comprehensive disaster recovery consulting services and are excited to introduce the team we propose for this contract. We believe in the continuous improvement of our team members and those around us, and we will support the County with the best staff we have to offer. Our team includes staff who have a history working with hurricane recovery projects for FEMA, the State of Florida (the State), government entities, private non-profit organizations, and similar previous public assistance and hazard mitigation contracts in the region (Hurricane Hermine, Hurricane Michael). Further, our proposed staff are all full time employees. As a team, we are experts in FEMA PA, FEMA HMGP, HUD CDBG-DR, and IIJA grant funding. We have completed projects in compliance with audit requirements, and we look forward to the opportunity to successfully close out FEMA PWs for the County.



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### Daniel Schenkel | Project Manager

Mr. Schenkel boasts extensive knowledge in construction and disaster recovery programs, with experience in FEMA PA and CDBG-DR funded projects. He has worked with FEMA Emergency Work and Permanent Work projects, working directly with FEMA and GOHSEP to maximize funding and reimbursement, from assessment to closeout. He has 13 years of experience in cost estimating and project management in the public and private sectors, including with the Rebuild Florida and Restore Louisiana programs. He has worked with local permitting offices to ensure building code compliance. He is detailed in program operations from project initiation through closeout, including scheduling, resource allocation, proficiency, and analytics for maximum delivery.



### Suzanne Settoon | Subject Matter Expert/Sr. Appeals Officer

Ms. Settoon has 18 years of experience in emergency management and disaster recovery with FEMA and the Small Business Administration. As a FEMA CORE employee at FEMA's Louisiana Recovery Office within the Branch of Public Assistance for eight years, Ms. Settoon served in multiple capacities from Project Specialist to Public Assistance Group Supervisor. As a FEMA CORE employee, she worked within multiple disasters affecting Louisiana, beginning with Hurricane Katrina in 2005 and through the Louisiana Severe Storms and Great Floods in 2016. Over the last seven years in the private sector, she has continued to assist municipalities, school boards, and other public entities to ensure they increase their FEMA PA eligibility, identify FEMA HMGP opportunities, and successfully navigate the bureaucracy of compliance. Prior to her experience in PA, Ms. Settoon worked within the Branch of Individual Assistance as a Team Lead within the Applicant Services department, where she worked with state, local, and voluntary agencies to provide temporary housing solutions to disaster survivors. Currently, she oversees all aspects of recovery programs and provides technical advice to guide the team through the maze of compliance requirements, meeting program deadlines, and maximizing reimbursements.



### Dan Martin, PHD, CEM | Subject Matter Expert

Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large Federal Emergency Management Agency (FEMA) and other U.S. federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters.



### Stephanie Phillips Gros, PE, PTOE | Engineer

For over 15 years, Ms. Phillips has led a variety of transportation projects from funding identification, preliminary needs, project feasibility, design, and construction for numerous municipalities and agencies in several states. Serving as the lead for over 200 large projects, for both the private and public sector, she has managed all aspects of project delivery, including planning, environmental documentation, funding/grant administration, cost estimation, permitting, and public/stakeholder outreach. The success of several projects has heavily relied on assisting with strategic and efficient communication between state and local agencies, governmental entities, and private clients, and streamlining processes. Assisting with the client's understanding of funding, process, policy, permitting, show-stopping constraints, and programmatic timeline restrictions has been essential to each project's successful implementation.



### Jessica Bloomfield, PE | Engineer

Ms. Bloomfield currently serves as Metric's Area Design Manager for North Florida and serves as a Project Manager and Roadway Engineer. She focuses on all aspects of highway design and planning, as well as drainage design, project management, and utility design and coordination. She has completed 21 Resurfacing, Restoration and Rehabilitation (RRR) projects, four capacity projects, and multiple safety and operational projects for the FDOT, as well as cities, counties, and various municipalities throughout Florida. She is also responsible for preparing construction cost estimates and specification packages.





### Rob Myers | Environmental Scientist

Mr. Myers is experienced providing a wide array of environmental assessments and technical reports, with an emphasis on PD&E, wildlife surveys, and environmental permitting. Mr. Myers has held USFWS 10(a)(1)(A) endangered species permits for 20 federally listed species and is a proven PD&E scientist who has managed PD&E projects in five FDOT districts. In addition, Mr. Myers currently conducts Environmental Assessments and Tiered Environmental Reviews for multiple CDBG programs that satisfy all HUD requirements as defined in 24 CFR 58, in accordance with all applicable laws, environmental regulations, applicable Federal, State, and Local regulations established by the National Environmental Policy Act (NEPA), and development of the corresponding Environmental Review Records (ERRs).



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### Juliann Bertone | Sr. Grant Specialist - HUD and Other Federal Programs

Ms. Bertone has extensive experience with HUD's CDBG Program and in developing and executing federally funded programs. She is a quality improvement project leader who plans and organizes projects, meetings, and presentations, and creatively collaborates with partners in government, non-profit, for profit, and academic settings to enhance project skill sets and conduct data collection. Ms. Bertone is well-versed in training and technical assistance, sub-recipient management, program design, and program compliance. With demonstrated subject matter expertise in public health and comprehensive disaster recovery, she is well-equipped to manage a broad range of disasters. She also offers unique experience in stakeholder engagement and the delivery of community-driven solutions.



INTEGRATED SOLUTIONS

### Glen Lafond | Sr. Grant Specialist - FEMA Programs

Glen LaFond has more than 25 years combined of Emergency, Construction, Project, and Financial Management experience in both the public and private sector. Glen has worked on 16 disasters, including flood, wind, and earthquake hazards. He achieved FEMA's highly coveted Advanced Professional Series Certificate in Emergency Management and completed the National Fire Academy's Type 3 All Hazard IMT Technical Assistance Program. His experience in responding to and working multiple disasters, coupled with his background in the construction industry, give him a unique insight into the Emergency Management field that has proven invaluable to his applicants and clients. Glen is a FEMA policy and procedural expert with strong technical writing skills that he uses to write project worksheets as well as appeals to ensure maximum grant awards.



### Marc Faisant | Sr. Grant Specialist - FEMA Programs

Mr. Faisant has significant experience in disaster mitigation, response, and recovery. His understanding of FEMA's PA and IHP programs and expertise as a disaster recovery technical writer is utilized to develop emergency operations, hazard mitigation, and crisis communications plans. He has worked with clients on the municipal, county, state, and federal level to provide hazard assessments, emergency notification protocols, organizational and post-incident assessments, and leadership in emergency operations and response. He assists in the identification and development of mitigation proposals, preliminary damage assessments, and preparing closeout packages ensuring all documentation is OIG audit compliant.



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### Jason Harris, MBA | Grant Specialist

Mr. Harris has worked on some of the largest and most complex disaster recovery programs in the nation, assisting disaster impacted communities in the management of difficult federal disaster grants from the FEMA Public Assistance program and HUD's Community Development Block Grant – Disaster Recovery (CDBG-DR) and Essential Services Grant (ESG) programs. He has utilized his detail-oriented accounting and financial analysis skills to ensure compliance and reasonableness of disaster recovery projects and that sub-grantees can get reimbursed for the maximum amounts eligible under the law.





### Emily Prestenbach | Grant Specialist

Ms. Prestenbach has six years of experience as a Senior Recovery Grants/ Closeout Specialist in the FEMA PA Program. She has designed and developed relational databases and has experience providing financial accounting reconciliation guidance to clients during the grant closeout process. She is an analytical, detail-oriented, and accomplished data professional with a record of accomplishment collecting, analyzing, and improving business data to enhance solutions.





### Justin Cauley | Field Representative

Mr. Cauley has supported disaster recovery projects in the states of Florida, Colorado, South Carolina, Texas, New York, Ohio, Rhode Island, Kansas, and the Commonwealth of Puerto Rico. His responsibilities have included disaster case management, debris management, grant management, and compliance monitoring and implementation. Mr. Cauley has provided FEMA PA grant management services to Larimer County, Colorado, and he was deployed to South Carolina following the February 2014 Severe Ice Storm, where he assisted with field inspection and verification. He served as a Disaster Case Manager Supervisor and provided comprehensive mobility counseling and disaster case management services to eligible homeowners under the CDBG-DR Program within the Deep East Texas Council of Governments and Liberty County, Texas.





### Jeffery LeMoine | Field Representative

Mr. LeMoine has over 20 years of leadership experience, including time spent developing and managing inventory data processes to ensure proper inventory and staffing needs were met. He has also been a lead Critical Infrastructure Field Inspector and provided damage assessments, project formulation, and the implementation of overhead drone technology to inspect infrastructure. He is adept at providing technical data geared toward mitigation strategies to increase resiliency and strengthen critical infrastructure, and he has developed mitigation and resilience strategies to meet changing community lifeline criteria.



### Jaime Dyson | Administrative/Clerical Support

Ms. Dyson is an experienced grant and administrative professional with a proven history delivering exceptional operational and data management support. For over 10 years, Ms. Dyson has worked with multiple private and public agencies to maintain project and grant documentation, prepare project reports, and to perform other clerical type duties required throughout a project's lifecycle. She specializes in force account labor and materials reconciliations for FEMA Public Assistance Program applicants, ensuring they maximize their federal disaster funding. She is detail-oriented and uses her exceptional communication skills to interact with project stakeholders to provide the highest-quality service. She is adept at multi-tasking and prioritizing to meet schedule deadlines.

#### **Daniel Schenkel**

Project Manager





Technical Expertise
Program Management
Project Management
Damage Assessments
Owner Representation
Cost Estimating
Field Inspections
Quality Control
Data Tracking
Construction Management
FEMA Policy Knowledge
HUD Policy Knowledge

Years of Experience

Education
B.S., Business/Project
Management,
Master at Arms, U.S., Navy

Certifications

IJCRC WRT, IJCRC ASD, RSA,

AMRT, NORMI CMA, NORMI
CMR, TWIC

Xactimate 28 Certified
FEMA Hazard Mittigation
Unified Hazard Mittigation
Incident Command
ICS Initial Response

Professional Memberships IICRC PMI NORMI

#### **Professional Profile**

Mr. Schenkel boasts extensive knowledge in construction and disaster recovery programs and has experience in FEMA PA and CDBG-DR funded projects across the Southeast. He has worked with FEMA funded Emergency Work and Permanent Work projects, and has worked directly with FEMA to maximize funding and reimbursement, from assessment to closeout. He has over 13 years of cost estimation and project management experience in the public and private sectors, including with the Rebuild Florida and Restore Louisiana programs, as well as with local permitting offices to ensure building code compliance. He is detailed in program operations from project start-up through closeout, including scheduling, resource allocation, project proficiency, and project analytics. He is proficient with XactAnalysis, Xactimate, RSMeans, Procore, Centerline, management/estimating tools.

#### **Experience**

05/2022 – 06/2023: <u>Program Director</u> | Calcasieu Parish Police Jury, Lake Charles, LA: Mr. Schenkel oversaw FEMA funded disaster recovery and new construction projects for CPPJ as the program director. He managed a team of people working as the owner representative for the Police Jury in facilitating project completion on time and within budget, while working with the grants management team to maintain funding sources across both locally and federally funded projects.

05/2022 – 04/2023: Cost Estimator/Compliance Review | Rebuild Florida: Mr. Schenkel worked with program contractors to review damage assessments for code compliance and additional scope change orders. He reviewed submitted files with the contractor to ensure all scope items were captured and cost estimated to be included in the project budget while maintaining program guidelines.

07/2022 – 05/2023: Owner Representative | City of Lake Charles, Lake Charles, LA: Mr. Schenkel worked as the owner representative for the City of Lake Charles for the Lakefront Development and Port Wonder projects. He engaged the designers and General Contractors to facilitate full project completion while maintaining the project schedule, budget, and communications between all stakeholders.

08/2022 - 05/2023: Cost Estimation & Grant Application for HM Funds | Port of Lake Charles Hazard Mitigation Grant Program Application, Lake Charles, LA: Mr. Schenkel assisted in the development of the project and grant application for the Port of Lake Charles, assisting with obtaining funding for an emergency onsite generator to maintain operations in the event of a disaster. He completed a benefit-cost analysis and developed the grant application for FEMA's HMGP.



| Daniel Schenkel - Project Manager

08/2022 – 05/2023: Project Manager | Various Disaster Recovery Programs, Lake Charles, LA: Mr. Schenkel served as a Project Manager for numerous federally funded disaster recovery programs. In addition to providing project management and facilitation of construction projects, he is an expert in the industry in providing cost estimates and cost analyses. Mr. Schenkel created the SOP for the firm's inspection process and assisted in the development of a field inspection software tool. He has daily direct oversight of program staff and manages quality control efforts for optimal client success. He has regular and productive interfacing with agency, State and Federal program stakeholders. Mr. Schenkel serves as the primary point of contact for issue resolution for executive management. Schenkel leverages his background in construction and direct experience with cost estimating and project management for HUD and CDBG programs.

08/2021 – 03/2022: <u>Damage Assessment & Cost Estimating Manager</u> | Jefferson Davis School Board, Jefferson Parish, LA: Mr. Schenkel was contracted to provide project management services for FEMA funded projects for current and future declared federal disasters. Mr. Schenkel provided damage assessments for the School Board's 14 campus sites, managing the RFPs and construction project management.

02/2018 – 03/2020: <u>Damage Assessor/QC Field Inspector</u> | Restore Louisiana Program, Statewide: Mr. Schenkel provided field inspections for reconstruction of damaged homes following HUD and SOP guidelines. He worked with the local agencies for permitting and code compliance. Revised and wrote field files using Xactimate28. Maintained file status in EGrants and tracking in XactAnalysis. He worked with program contractors before and after contract signing to ensure quality and accuracy of projects.

08/2017 – 01/2018: <u>Project Manager</u> | Restore Louisiana Program, Baton Rouge, LA: Mr. Schenkel oversaw file management and tracking, estimating and quality file review. He also managed production and quality of work while supervising 60+ people for the Reconstruction and Damage Assessments on the Restore Louisiana project. Write SOP and processes for various stages of the program. He performed quality control of all files for payments processing and file closeouts.

02/2017 – 07/2017: <u>Director of Mitigation</u> | Various Disaster Recovery Projects, Lafayette, LA: Mr. Schenkel oversaw all aspects of remodel and restoration projects, including estimating, sales, production, profit and loss, and budgetary guidelines for various Sibley Construction Services projects. He managed crews and launched a successful mitigation department and emergency services response for the insurance restoration industry. He also managed communication with vendors, including contractor connection.

03/2016 – 08/2016: Regional Project Manager | Various Restoration Projects, Lake Charles, LA: During his tenure with Guarantee Restoration Services, Schenkel's responsibilities included project management from start to finish of various restoration projects both residential and commercial. Mr. Schenkel created estimates for all projects with detailed line-item estimates using Xactimate 28. He maintained the budget with target profit margins. He invoiced customers and maintained relationships with clients and homeowners.

12/2014 – 08/2015: Emergency Services Manager | Various Restoration Projects, Indianapolis, IN: Mr. Schenkel's responsibilities with Faulkner Restoration included project management from start to finish of various restoration projects both residential and commercial. He created estimates for all projects with detailed line-item estimates using Xactimate 28. He maintained the budget with target profit margins.

#### Suzanne Settoon

Subject Matter Expert/Sr: Appeals Officer





Technical Expertise
FEMA PA Technical Expertise
Grants Management
Project Management
Program Management
Project Controls Review
FEMA/HUD Policy Knowledge

Years of Experience

#### Education

B.A., General Studies, Louisiana State University, 1992

#### Training & Certifications

- FEMA Qualification Position Public Assistance Task Force Leader
- IS-400 Advanced Incident Command System
- L-825 incident Action Plan (IAP) Training
- IS-920 FEMAs Performance Management Program
- IS-546a Continuity of Operations (COOP) Awareness.
- IS-547a Introduction to Continuity of Operations.
- OHS Together Building Employee and Organizational Resilience
- L-541 Supervising Temporary Workforce
- S-800 b National Response Framework (NRF)
- FEMA Public Assistance Ops LTraining
- FEMA 404 Hazard Mitigation Training
- FEMA PA Ops II Training
- FEMA PA Ops II Training
- FEMA PAC (Public Assistance Coordinator) Training

#### **Professional Profile**

Ms. Settoon has 18 years of experience in emergency management and disaster recovery with FEMA and the Small Business Administration. She worked as a FEMA CORE employee at FEMA's Louisiana Recovery Office within the Branch of Public Assistance for eight years and served in multiple capacities from Project Specialist to Public Assistance Group Supervisor. In that time, she worked on projects that involved multiple disasters that affected Louisiana, including Hurricane Katrina and the Louisiana Severe Storms and Great Floods in 2016.

Since joining the private sector, she has continued to assist municipalities, school boards, and other public entities to ensure they increase their FEMA PA eligibility, identify FEMA HMGP opportunities, and successfully navigate the bureaucracy of compliance. In that time, she has worked as a Team Lead within the Branch of Individual Assistance, where she worked with state, local, and voluntary agencies to provide temporary housing solutions to disaster survivors. She joined another emergency management firm following the historic flooding in the Baton Rouge area in August of 2016. In that role, she led a team of grant managers as they addressed all aspects of the City of Baton Rouge's flood recovery, providing technical advice to guide the City through compliance requirements, meeting program deadlines, and maximizing reimbursements.

#### Experience

06/2023 – Present: FEMA PA Subject Matter Expert | FEMA PA Consultant, Pasco County, FL: Ms. Settoon provides program oversight and technical advice to assist the County to ensure maximum reimbursement for their COVID-19 and Hurricane Ian FEMA PA claim.

#### **Previous Experience**

03/2020 – 05/2023: Senior Grants Manager | Baton Rouge General Medical Center, Disaster Recovery, Baton Rouge, LA: During the COVID-19 Health Pandemic, the Baton Rouge General Medical Center requested disaster recovery advisory services and grant development to obtain funding through the CARES Act. Ms. Settoon provided owner representation with both GOHSEP and FEMA, client updates to the CARES Act relevant to the medical industry, oversaw grant development and formulation for submittal to FEMA, and ensures no duplication of benefits are received.

01/2018 – 05/2023: Project Manager/Technical Assistance Liaison | City of Central Disaster Recovery Grants Management, Central, LA: Following the Great Flood in 2016, Ms. Settoon oversaw the City's FEMA PA recovery



Suzanne Settoon - Subject Matter Expert/Sr. Appeals Officer

# Training & Certifications (cont.)

- FEMA Individual Assistance Basic Training
- IS-300 Introduction to the inclinest Communications in
- IS-200 ICS for Single Resources and Initial Action Incidents
- 15-200 ti ICS for Single Resources and Initial Action Incidents
- IS-700 National incident Management System.
- IS 700 a National Incident Management System
- IS -240 Leadership and Influence
- IS-235 Evertise Design
- IS-241 Decision Making and Problem Solving
- IS-230 Principals of Emergency Management

program valued at \$60M. Through the FEMA appeal process, she was able to secure funding for road repairs that were initially deemed ineligible by FEMA. In addition, the City of Central received an allocation of \$13.7M from FEMAs HMGP Program following the severe flooding. Ms. Settoon assisted the City to develop and bring to the community for adoption five hazard mitigation drainage projects, which include upsizing of culverts to sustain a 25-year storm.

03/2017 – 03/2023: Closeout Grants Manager | LSU Health Care Services Division (LSU HCSD) Disaster Stafford Act Closeout Assistance, Baton Rouge, LA: Ms. Settoon oversaw a team of closeout specialists in the reconciliation and closeout process for Hurricanes Katrina, Rita, Gustav, Ike, and Isaac FEMA funded projects totaling over \$220M in recovery funding.

03/2020 – 05/2023: Senior Compliance Grants Manager | Louisiana Housing Corporation-Disaster Recovery Management of the COVID-19 Operations, Baton Rouge, LA: The Louisiana Housing Corporation managed the statewide effort to temporarily house a targeted population, which started in New Orleans. Ms. Settoon provided program oversight, which includes shelters, coordination with the on-site staffing agency, and wraparound services at multiple sites within eight cities in Louisiana.

10/2016 – 08/2019: Program Director | East Baton Rouge City-Parish Disaster Recovery Grants Management, Baton Rouge, LA: South Louisiana was heavily impacted by a severe flooding event in August 2016 (DR-4277), which has required the City of Baton Rouge to reach out to CSRS, Inc. to assist in managing grants awarded by FEMA for the City's recovery. Ms. Settoon is responsible for overseeing all infrastructure projects eligible for repair or replacement through FEMA Public Assistance program. This position requires managing a team consisting of Project Specialist, Cost Estimators, and Closeout Specialist; meeting with City Officials and Department Directors to identify damages incurred by each of the City's departments; seek Hazard Mitigation opportunities for applicable projects; review all project request for forwarding to FEMA, including cost estimates; manage project priorities, oversee project reimbursement request from GOHSEP and manage closeout activities of all projects.

O3/2016 - 09/2016: Supervisory Emergency Program Manager, Public Assistance Group Supervisor | FEMA/Joint Field Office, DR-4263. Baton Rouge, LA: DR-4263 affected 38 parishes throughout Louisiana with an estimated 758 PA projects to be formulated at an estimated cost of 105 million dollars. As the PAGS for DR-4263 her responsibilities consisted of managing, cultivating, and supporting over 60 staff members, consisting of Task Force Leads to Project Specialists including contracted Technical Assistance Specialists. She attended all applicant kick-off meetings at the beginning of the disaster to introduce FEMA staff assigned as the applicant's point of contact, while presenting the FEMA PA program and process. Ms. Settoon obtained the knowledge of the PA program, which allowed her to assist TFLs with eligibility determinations during the PW development phase, while adhering to policy in accordance with Title 44, Code of Federal Regulations (44 CFR) and FEMA PA Program and Policy Guide (PAPPG). Ms. Settoon conducted weekly production meetings with staff to ensure goals were met for PW development and attended applicant project meetings to further FEMA relationships with the applicant and State partners.

# DANIEL MARTIN, PHD, CEM

Subject Matter Expert



#### PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises.

Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large Federal Emergency Management Agency (FEMA) and other U.S. federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4.500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant. and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

#### EX時報的是 & CHECIER VIIIOSS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- · Community Disaster Recovery
- · Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- · Certified Emergency Manager
- · Certified Homeland Security Professional
- · Certified Emergency Manager
- · Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

#### VEARS OF EXPERIENCE

• 30+ years of experience

#### TRUE VITTON

- · MA & PhD, Emergency Management
- BS, Environmental Engineering
- Graduate Studies, Public Health & Sociology
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

#### RECOUNTERN

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award

#### RULES AND PROPER DESCRIPTION

 DHS – FEMA; National Response & Recovery Directorate Planning & Coordination Program: Program Director; ISC; 2010 – Present.

# DANIEL MARTIN, PHD, CEM

## Subject Matter Expert



- DHS FEMA; National Catastrophic Planning Technical Assistance Program; Managing Principal; ISC; 2015 Present.
- DHS FEMA; Nationwide Infrastructure Response & Recovery Public Assistance TAC Support; Managing Principal; ISC; 1998 Present.
- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; ISC; 2014 Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; ISC; 2009 Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal; ISC; 2015 Present.
- Houston-Galveston Area Council All Hazards Preparedness, Planning Consulting, and Recovery Services; Managing Principal; ISC; 2012 Present.

#### Stephanie Phillips Gros, PE, PTOE

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Technical Expertise
Grants Management
Project Management
Program Management
Project Controls Review

Years of Experience

#### Education

8.S. Civil Engineering, Louriania State University, 2008

#### Training & Certifications

- FEMA Qualification Position Public Assistance Task Force Leader
- IS-400 Advanced Incident Command System
- L-82S Incident Action Plan (IAP) Training
- IS-920 FEMAs Performance Management Program
- 15-546a Continuity of Operations (COOP) Awareness
- IS-547a Introduction to Continuity of Operations
- DHS Together Building Employee and Organizational Resilience
- L-541 Supervising Temporary Workforce
- S-800-ti National Response Framework (NRF)
- FEMA Public Assistance Ops L'Iraining
- FEMA 404 Hazard Mitigation Training
- FEMA PA Ogs II Training
- FEMA PA Ops II Training
- FEMA PAC (Public Assistance Coordinator) Training
- FEMA Individual Assistance Basic Training
- IS-100 introduction to the Incident Command System

#### **Professional Profile**

For over 15 years, Ms. Phillips has led a variety of transportation projects from funding identification, preliminary needs, project feasibility, design, and construction for numerous municipalities and agencies in several states. Serving as the lead for over 200 large projects, for both the private and public sector, she has managed all aspects of project delivery, including planning, environmental documentation, funding/grant administration, cost estimation, permitting, and public/stakeholder outreach. The success of several projects has heavily relied on assisting with strategic and efficient communication between state and local agencies, governmental entities, and private clients, and streamlining processes. Assisting with the client's understanding of funding, process, policy, permitting, show-stopping constraints, and programmatic timeline restrictions has been essential to each project's successful implementation.

Ms. Phillips has lead and coordinated successful grant applications for INFRA, MEGA, SS4A, RAISE/BUILD, CFI, STP, EDA, and several others, and assisted with the project's execution in compliance with federal standards and regulations. She has assisted DOT's with presentations for identified mega projects and the prioritization of state programmatic decisions. As a subject matter expert and QA/QC lead, she has lead plan development for over 100 projects, and has developed templates to enforce consistency and compliance throughout planning, environmental, traffic, and safety studies. She has helped mitigate several projects in progress to better comply with State and National permitting and compliance requirements, including coordination of identified economic development sites that would request access to state-owned transportation infrastructure.

#### **Experience**

09/2020 – 07/2022: Senior Grants Manager & Scoping Engineer | St. Bernard Port North-South Intermodal Connector Road EDA Grant, St. Bernard Parish, LA: Grant Application Lead for a north-south connector from Judge Perez Drive to St. Bernard Highway. In addition to connecting two highways, the road provides north-south connectivity to the Port of St. Bernard and completes one phase of a master planned Florida Avenue Extension. The new roadway will open land up for development and provide an alternate ingress/egress for the hospitals they renovate and expand services. Ms. Phillips worked with the future and existing tenant, the Port, other stakeholders, and regional planning office. After the successful grant application, Ms. Phillips lead the efforts in coordination with agencies and project scoping, identification of baseline measurements for reporting and compliance.

07/2020 – 09/2022: Senior Program Manager and Scoping Engineer | MOVEBR Transportation Plan, Program Manager and Pre-Construction QAQC Lead. Baton Rouge, LA: Responsible for the project scoping and overall QAQC/consistency of programmatic policies for the \$1.2B program. Ms. Phillips successfully managed the two largest projects in the program (Airline North and Airline South). She assisted in leadership of the program, cost estimation, financial modeling, budgets, design standards, and focuses on overall constructability/feasibility of projects. As a part of her project management tasks, she oversaw the successful INFRA grants and STP >200k applications, including cost estimation, identification of project goals, economic development, and feasibility.

09/2017 – 05/2020: <u>Senior Manager</u> | South East Arkansas and North East Rail INFRA Grant Application and Environmental Document, Regional: Project Manager on INFRA application for rail line from NE Louisiana to SE Arkansas. As a follow up to our effort in assisting the consortium in securing \$10M on funding through the INFRA program, we provided Environmental and GIS services.

#### Jessica Bloomfield, PE

Engineer





Technical Expertise
Project Management
Public Involvement
Site Development
Roadway/Drainage
Utility Coordination & Design

Years of Experience 21 Years

#### Education B.S., Civil Engineering, Washington State University (2002)

Professional Registrations Professional Engineer - FL No. 66427

#### **Professional Profile**

Ms. Bloomfield currently is Metric Engineering's Area Design Manager for North Florida and serves as a Project Manager and Roadway Engineer. She focuses on all aspects of highway design and planning, as well as drainage design, project management, and utility design and coordination. She has completed 21 RRR projects, four capacity projects, and multiple safety and operational projects. She is also responsible for preparing construction cost estimates and specification packages.

#### **Experience**

Engineer of Record | Harrison Avenue from Government Street to 4th Street, City of Panama City, FL: This is a complete streets project on Harrison Ave. in downtown Panama City, from Government St. to 4th St. The design included complete reconstruction of the roadway, sidewalk, drainage structures, and buried utilities. Metric was responsible for the design of the new roadway which included a flush curb to make a more "walkable" community, lighting, bioretention/soil cells for stormwater treatment, water and sewer replacements, conduit for power service and to place overhead lines to underground.

Project Manager/Engineer of Record | CR 2341 (Jenks Avenue) from SR 368 (23<sup>rd</sup> Street) to CR 2312 (Baldwin Road), Bay County, City of Panama City: This project included roadway design to widen approximately 1-mile of Jenks Avenue from a 2-lane rural roadway to a 5-lane urban roadway with bicycle lanes and sidewalk. The roadway design plans included adjusting the vertical profile, cross sections, new side street turnouts, and Maintenance of Traffic plans. The project also involved community awareness and a public information meeting.

<u>Project Manager</u> | Bay County Respite Center, Panama City, Florida (Bay County Council on Aging): Served as Project Manager for this building addition, pro bono project. Prepared grading plans, drainage plans, and parking design for building addition project. Applied for and obtained FDEP stormwater permit and City of Panama City development Order.

Project Manager | Chavers Storage, Panama City Beach, Florida (Private Development): Served as Project Manager for this site development project. Obtained a Bay County Development Order, involved preparation of Site plans for two 5-story warehouse buildings, roadway design of Clara Avenue and turn lanes on SR 30A (Back Beach Road). Obtained all required permits: FDOT Driveway Connection, FDOT Utility, FDEP Stormwater, Sanitary Sewer, Potable Water, Dredge and Fill Permit (requiring mitigation), and City of Panama City Beach utility approval. This project also involved a traffic study design of left and right turn lanes on a state road.



Jessica Bloomfield, PE - Engineer

<u>Project Manager</u> | Dormitory Design/Build, Tyndall Air Force Base, Florida (U.S. Army Corps): Served as Civil Engineering Project Manager for this development project, consisting of four buildings, parking areas and offsite stormwater re-routing. Site plans for this project included parking lot design, stormwater design, water, sewer, and gas design, and coordination during construction. Also obtained an Environmental Resource Permit (Dredge and Fill), & Stormwater and Drinking Water permits from the FDEP.

<u>Project Manager</u> | Grande Oaks Subdivision, Callaway, Florida (Private Development): Served as Project Manager for this site development project. Site plans for this 30-unit subdivision included roadway design, stormwater design, water and sewer design, landscape design, and other components necessary for construction. Also prepared applications and obtained all necessary permits for construction.

Assistant Project Engineer | Cottages at Heritage Village, Lighthouse Village, Kingswood Baptist Education Facility, Sleep Inn (Private Developments): Served as Assistant Project Engineer for site development projects. The projects included design of new driveways and parking areas for the proposed buildings. Design tasks included but were not limited to providing adequate stormwater attenuation, lift station design, final grade elevations, preparing details, and signing and striping plans.

Project Manager | CR 22A (Bob Little Road) Bike/Pedestrian Path from Cherry Street to 7<sup>th</sup> Street, Bay County, City of Callaway: The design includes a pedestrian and bike path on the east side of Bob Little Road, cross drain extension, piping ditches, signing, and striping, Traffic Control Plans, and utility coordination. A stormwater permit was obtained for minor drainage work in wetlands. LAP Specifications and the Bid Package were also prepared for the City.

<u>Project Manager</u> | Pine Avenue Sidewalk, Washington County, City of Chipley: This LAP project included sidewalk design on the north side of Pine Avenue. The project also involved modifications to a cross drain, signing and striping, Traffic Control Plans, and utility coordination.

Project Manager | Continuing Services Design Consultant (2022 – 2027), FDOT District 3: This Task Work Order based contract includes design work for milling and resurfacing, intersection improvements, structures, signalization, lighting, drainage, signing and pavement markings, maintenance of traffic, right-of-way maps, environmental permits, utility coordination and relocations, geotechnical investigations and testing, design surveys, and post-design services, as well as minor services such as plans updates, cost estimates and scheduling support, fiber upgrades, and public involvement (PI) services. Metric will perform a Benefit/Cost Analysis when applicable and share our findings with the District. From there, we will develop and propose a Scope of Services that covers the necessary improvements to be addressed and any value-added items that we discover during our field review. After the Scope is finalized, our team will meet with District 3's Project Manager to confirm the project schedule and timeline, and to coordinate dates for TWO authorizations, the Notice-to-Proceed, issues/resolutions, and resource distribution.

Project Manager/Engineer of Record | SR 30A (US 98/15<sup>th</sup> Street) from West of CR 2343 (Jenks Avenue) to SR 389 (East Avenue) in Bay County, FDOT District 3: Served as Project Manager and Engineer-of-Record for this urban resurfacing project. This project consisted of milling and resurfacing an urban principal arterial. Other improvements include widening side street turning radii, new mast arms, sidewalk, bus bays with bus pads, retaining walls, and minor drainage improvements. Plans include roadway, signalization, and signing & pavement markings.

#### Rob Myers III

Environmental Scientist





Technical Expertise
HUD COBG-DR
Environmental Reviews
Permitting
Transportation Planning
PD&E
Wildlife Surveys

Years of Experience

Education B.S. Biology, University of Texas at Austin (2004)

#### **Professional Profile**

Ms. Bloomfield currently is Metric Engineering's Area Design Manager for North Florida and serves as a Project Manager and Roadway Engineer. She focuses on all aspects of highway design and planning, as well as drainage design, project management, and utility design and coordination. She has completed 21 RRR projects, four capacity projects, and multiple safety and operational projects. She is also responsible for preparing construction cost estimates and specification packages.

#### Experience

Senior Environmental Scientist | HUD Environmental Reviews, DeSoto County: Metric currently holds an ongoing contract with DeSoto county providing Professional Services for the Environmental Review of current, anticipated, and upon request, future Housing and Urban Development (HUD) Community Development Block Grant Mitigation (CDBG-MIT) and Community Development Block Grant Corona Virus (CDBG-CV) funded projects. Throughout this contract Metric will conduct Environmental Assessments and Tiered Environmental Reviews that satisfy all HUD requirements as defined in 24 CFR 58, in accordance with all applicable laws, environmental regulations, applicable Federal, State, and Local regulations established by the National Environmental Policy Act (NEPA), and development of the corresponding Environmental Review Records (ERR). Metric will oversee the Environmental Assessments of an array of potential impacts, including but not limiting to: Land Development, Socioeconomic, Community Facilities and Services, Health Care, Social Services, Solid Waste Disposal/Recycling, Wastewater/Sanitary Sewers, Water Supply, Public Safety - Police Fire, and Emergency Medical, Parks, Open Space and Recreation, Unique Natural Features, Water Resources, and Vegetation and Wildlife. During the entire environmental review process Metric will provide a comprehensive Environmental Review Record for the pre-project environmental conditions, the anticipated environmental impact of the proposed activities and any potential mitigation measures that may be appropriate to bring the project into environmental compliance.

Project Manager/Senior Environmental Scientist | CDBG, HOME, ESG, CDBG-CV, and EGS-CV HUD Grant Environmental Documentation, Collier County, FL: Metric holds an ongoing contract with Collier County Government to conduct Site Specific Environmental Reviews and prepare appropriate NEPA documentation. Metric begins by screening projects and determining the appropriate Classes of Action and level of required documentation. Metric then collects the necessary data through both desktop and field evaluations and develops the associated NEPA checklists, maps and supporting documentation to demonstrate compliance with HUD requirements. We have also found that following and attaching the HUD Partner Worksheets for each particular category is key to understanding how HUD interprets environmental regulations and what supporting information will be required to demonstrate compliance and secure project approval. As public involvement and notification are often required, Metric identifies if the 8-step or 5-step processes are required



Rob Myers III - Environmental Scientist

and then prepares necessary documentation for public notice. As needed, Metric also develops correspondence and documentation for regulatory agencies. Ultimately, Mr. Myers (Project Manager) certifies the environmental documentation and presents it to the County for approval and signature by the County Manager as the Responsible Entity.

Senior Environmental Scientist | HUD Voluntary Home Buyout, Panama City, FL: Metric holds an ongoing contract to conduct Environmental Assessments and Tiered Environmental Reviews and prepares the appropriate NEPA documentation to satisfy US Department of Housing and Urban Development (HUD) requirements under the Environmental Review Procedures' 24 CFR Part 58. Under its first Task Work Order, Metric is providing documentation for 35 houses in Panama City that will be purchased as part of the Buyback Program because of repeated flooding. This requires inspections of each house and completion of an Environmental Assessment.

<u>Production Manager</u> | Hurricane Harvey Disaster Recovery Program, Texas General Land Office: Mr. Myers oversees the production of Site-Specific Checklists and Categorical Exclusion Type I's that are required to release federal funds for repairing storm-damaged houses. This program stems from US Housing and Urban Development Block Grants related to Hurricane Harvey. As a sub to True North, Metric created a custom GIS tool and has produced the required GIS maps, data, and NEPA documentation for well over 100 applicant properties.

Senior Environmental Scientist | US 90 PD&E Study, Santa Rosa County, FDOT District 3: Providing environmental management and QA/QC for this PD&E Study of a new roadway alignment within Milton, FL. The study covers approximately five miles and faces unique challenges from Section 4(f) impacts, relocations, contamination, and a river crossing. Mr. Myers' principal duties include serving as the lead author for the Conceptual Stage Relocation Plan, the Section 4(f) DOA and DOE, the Contamination Screening Evaluation Report, as well as providing support for the Noise Study Report.

Senior Environmental Scientist | SR 389/East Avenue Feasibility/PD&E Study from SR 30 (US 98B) to Sherman Avenue (CR 2337) SR 389 (East Avenue) from Port Entrance to SR 30 (US 98B), FDOT District 3: The first part of this project is to complete a Feasibility Study of 2.3 miles of roadway to document information necessary to determine fatal flaws, logical termini, purpose and need, and corridors or alternatives that meet performance metrics identified in the purpose and need. The second phase of this project is to prepare a PD&E Study to reflect the approved feasible alternatives.

Senior Environmental Scientist | SR 292 Feasibility/PD&E Study from SR 173 (Blue Angel Parkway) to SR 295 (Navy Boulevard), Escambia County, FDOT District 3: SR 292 (Sorrento Rd./Gulf Beach Hwy.) in Escambia County, is being considered for widening from a two-lane undivided to a four-lane divided urban typical section with bike lanes and sidewalks that will link Blue Angel Parkway to Navy Boulevard. The approximate limits of the project are from SR 292 (Sorrento Rd./Gulf Beach Hwy.) (MP 12.030) to SR 295 (Navy Blvd.) (MP 17.246). This is a two-phase PD&E study. Stage 1 will complete a Feasibility Study to provide documented information necessary to determine fatal flaws, logical termini, purpose and need, and corridors or alternatives that meet performance metrics identified in the purpose and need. Once the feasibility report is completed, Metric will perform the remainder of the PD&E study, which will likely become a Type 2 Cat X.

#### Juliann Bertone

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Sr. Grant Specialist – HUD and Other Federal Programs



Tachnical Expertise
Project Management
Public Health Policy
Contract Management
CDBG-DR Policy
HUD Housing Counseling
Subrecipient Management
Financial Controls
Budget Development
Stakeholder Engagement
COVID-19 Federal Funding

Years of Experience

#### Education

M.A., Global Leadership & Sustainable Development, Hawaii Pacific University, B.S., Integrated Marketing Communications, Ithaca College

#### Certifications

- Graduate Regional Institute for Health and Environmental Leadership
- CDPHE Project
   Management Essentials
- CDPHE Behavioral Health for Spokespersons Training
- FEMA Introduction to ICS for Operational First Responders
- · FEMA External Affairs

#### **Professional Profile**

Ms. Bertone has extensive experience with HUD's CDBG Program and in developing and executing federally funded programs. She is a quality improvement project leader who plans and organizes projects, meetings, and presentations, and creatively collaborates with partners in government, non-profit, for profit, and academic settings to enhance project skill sets and conduct data collection. Ms. Bertone is well-versed in training and technical assistance, subrecipient management, program design, and program compliance. With demonstrated subject matter expertise in public health and comprehensive disaster recovery, she is well-equipped to manage a broad range of disasters.

#### Experience

06/2023 - Present: <u>Program Manager</u> | FEMA PA Consulting Services, Pasco County, FL: Oversees FEMA PA program in response to Hurricane Ian and COVID-19 declared disasters. The Metric team provides overall FEMA PA program management, including Quality Assurance / Quality Control audit reviews, project reporting, meeting with the Florida Division of Emergency Management (FDEM) and FEMA.

06/2023 – Present: Program Manager | Grant Management Services, City of Pinellas Park, FL: Pinellas Park selected metric to assist with grant management and reporting for federal, State of Florida, and any other applicable entities. This includes general FEMA Public Assistance and other agencies grant management advice, assistance, and reporting. Metric also will manage the life cycle of grants, including compiling, preparing, and submitting commencement and pre-reimbursement documents; preparation and submission of status reports to grant agencies as required; compilation, preparation, submission of close-out documentation.

11/2022 – Present: <u>Project Manager</u> [ Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Consulting Services, Franklin County, OH: Metric is working with Franklin County to develop a HOME-ARP Allocation Plan, ensuring the creation of a plan that best serves the Franklin County community. Tasks include developing an Allocation Plan schedule, conducting the required agency and service provider consultation process, developing the Allocation Plan in compliance with all HOME-ARP regulations, conducting required public participation, and assisting the County in the submission of the final Allocation Plan to HUD.

05/2022 – Present: <u>Project Manager</u> | Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Consultation Services Contract, City of Columbus, OH: Metric was selected to provide grant consultation services for the City's \$16 million allocation of HOME-ARP funding. The allocated funds are intended to reduce homelessness and increase housing stability across the country. Metric created a detailed project work plan to ensure the creation of a compliant and comprehensive funding Allocation Plan. Next,



Juliann Bertone - Sr. Grant Specialist - HUD and Other Federal Programs

Metric designed and implemented stakeholder engagement strategies, including an online survey and inperson input meeting. Then, the Metric team assisted the city in the required consultation services report for the Allocation Plan.

04/2022 – 07/2023: Senior Grant Manager: | Grant Management Project (CDBG), Terrebonne Parish Consolidated Government, LA: Metric was selected by Louisiana's Terrebonne Parish Consolidated Government for the Grant Management and Administrative Services For HUD, FEMA, and Other Federally Funded Programs contract. Metric supports CSRS by providing program management, grant, and project management for disaster recovery funding, planning advisory services, grant writing, reimbursement and closeout activities, compliance maintenance, and guidance for several government aid programs.

09/2021 – 02/2023: Associate Program Manager | COVID-19 Response and Assistance, Unified Government of Wyandotte County and Kansas City, KS: In response to the COVID-19 pandemic, ARPA funding was utilized to provide urgent and targeted funding for workers and families. The Unified Government sought assistance to maximize its ARPA funding while identifying additional grants to provide relief to citizens. To expedite their efforts, the Unified Government requested grant discovery, community liaison, and technical government grant writing services to maximize their allocated funds. Metric's goal was to identify federal funding opportunities through ARPA, and to collaborate with state agencies to ensure the Unified Government received the maximum amount of funding possible. Metric provides the Unified Government with comprehensive grant management and cost recovery services, including strategic planning, FEMA PA cost recovery, program implementation support, and technical assistance.

05/2021 – 07/2022: <u>Associate Program Manager</u> | Needs Assessment for ARPA Funding, Saline County, KS: Metric's team was engaged by Saline County to support their capabilities to ensure compliance with federal regulations while maximizing the usage of ARPA funding in the local community. Metric's team conducted a needs assessment for one of Saline County's ARPA funded programs, and Metric assisted Saline County as they identified that the safe diversion of community members from incarceration through the creation of pathways to specialized services and treatment was one of their goals. The goal of the needs assessment was to obtain a full picture of the unmet needs that ARPA funding could address in the interconnected areas of criminal justice, mental health, and public safety.

#### Additional Experience

07/2020 - 06/2021: <u>Associate Program Manager</u> | COVID-19 SPARK Grant Management Support, Finney County, KS

07/2020 - 06/2021: Associate Program Manager | COVID-19 Recovery and Response Assistance, Seward County, KS

07/2020 - 06/2021: <u>Associate Program Manager</u> | SPARK Grant Management Support, Neosho County, KS

#### Prior Experience

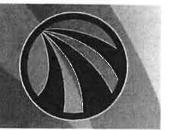
05/2019 - 08/2020: <u>Supervisor Community Development Block Grant</u> | Puerto Rico Department of Housing, San Juan, PR

04/2014 - 05/2019: Communications & Policy Analyst | Colorado Department of Public Health and Environment, Denver, CO

02/2014 - 10/2014: Grants & Communications Associate | Isles Inc., Trenton, NJ

# **GLEN LAFOND**

## Sr. Grant Specialist - FEMA Programs



#### Principle by 8

Glen LaFond has more than 25 years combined of Emergency. Construction, Project, and Financial Management experience in both the public and private sector. For the past 15 years, Glen has worked on 16 disasters, including flood, wind, and earthquake hazards. Due to his commitment to the emergency management discipline. Glen achieved FEMA's highly coveted Advanced Professional Series Certificate in Emergency Management and completed the National Fire Academy's Type 3 All Hazard IMT Technical Assistance Program. Mr. LaFond has the knowledge, skills, and abilities to manage a disaster at any level, including Federal, State, County, local jurisdiction, and private sectors. His experience in responding to and working multiple disasters, coupled with his background in the construction industry, give him a unique insight into the Emergency Management field that has proven invaluable to his applicants and clients. Glen is a FEMA policy and procedural expert with strong technical writing skills that he uses to write project worksheets as well as appeals to ensure maximum grant awards for his applicants.

Most recently, Glen has been serving as the Program Director for 3 clients in Southwest Louisiana. He is currently overseeing more than \$160 million in FEMA grants to help his applicants recover from the devastating affects of Hurricane Laura and its 150 mph winds. As a Section 428 PAAP Alternative project policy specialist, Glen has directed over \$80 million into this complicated FEMA grants program. This has allowed his clients to maximize their grant funding while also allowing them the greatest flexibility with their funding as they repair and rebuild their facilities. The experience and professional knowledge of Glen and his team has allowed his clients to far outpace the other applicants in this disaster in terms of the amount of obligated and hazard mitigation funds received.

Before his currently deployment. Glen served as a FEMA Emergency Management consultant in New York State on Hurricane Sandy DR-4085 where he wrote more than \$700 million in Public Assistance Project Worksheets across all categories of work for restoration and mitigation efforts, including grants written under the newly created Public Assistance Alternative Procedures Program (PAAP). He has used his construction management and estimating background to assist applicants in developing scopes of work and wrote his own restoration CEF estimates and mitigation Cost Benefit Analyses for critical infrastructure that included wastewater treatment plants, State, and prominent local government entities as well as school districts and housing authorities. Mr. LaFond also has been deployed as an Insurance Specialist where he prevented over \$120 million in duplication of disaster benefits and resolved outstanding insurance issues in appeal or OIG audit during the FEMA grant closeout process.

#### UNDER DEL ACCURATION ALEROSS

- FEMA Public Assistance
- FEMA Individual Assistance
- · FEMA PA Policy, Guidelines and Regulations
- · Project Management
- Construction Management
- 404 | 406 Hazard Mingation
- · Cost Estimating (CEF) and RS Means
- Section 428 PAAP
- · Insurance
- · Alternate & Improved Projects
- Program Delivery Manager (PDMG)
- · Site Inspection
- Public Assistance Coordinator (PAC)
- · Writing Project Worksheets

#### VENUES OF EXPERSION E

• 25) years of experience

#### THE R. P. LEWIS CO., LANSING

- · BA, Business Administration
- Advanced Professional Series in Emergency Management from FEMA
- State of Florida's GOLD State Management Team (SMT)
- National Fire Academy's All Hazards Incident Management Team (AHIMT)
- · Grants Manager | Grants Portal

# GLEN LAFOND

## Sr. Grant Specialist - FEMA Programs

#### EMERGENCE MANAGEMENT GUSSECTANDE PUBLICACITERSOUT DONS CONSULTING, APRIL 2013 - PRESENT

- Project Manager for ISC on Hurricane Laura, and damages to the Harbors and Airports, Primary PM and POC between elients and project reps.
- Technical Assistance Consultant (TAC) to FEMA for Hurricane Maria DR-4339; served as PDMG and Grants Manager reporting specialist.
- Technical Assistance Consultant to FEMA for Hurricane Sandy DR-4085; served as Project Specialist.
- Wrote over \$500 million in Public Assistance Project Worksheets (PW's) across all categories of work including writing Section 428 PAAP Projects
- Wrote projects for Airports, tunnels, bridges, school districts, housing authorities and wastewater treatment plants.

#### LARGONSULEVS TREATER TWO ACTIVE MONEY PROPERTY AND THE TREE THE PORT OF STREET

- Emergency Management Consultant to Florida League of Cities (FLC) / Florida Municipal Insurance Trust (FMIT)
- Worked with League members, FEMA and the State of Florida to reconcile claims and reduce municipal deobligation exposure by over \$120 Million.
- As a Project Manager for FMIT, worked expeditiously to repair flooded NASA building with over \$5M in damages
  while staying within budget & timeline.
- Puerto Rico: DR-4339 Hurricane Maria, Public Assistance Emergency Grant Program, Disaster Recovery Specialist
   October 2017 = May 2018

#### PACOORDINATUREPACE DEORIDADIVISION OF EMERGENCY MANAGEMENT OF DEAL 2008 2011

- Provided assistance, support, and consultation to local governments throughout Florida for FEMA's Public Assistance Program
- Responded to multiple disasters conducting preliminary damage assessments (PDA's), Applicant Briefings and writing Project Worksheets (PW's)
- Responsible for writing over 150 closeout versions for large projects from the 2004-2005 Florida hurricanes
- operations, work product and deliverable for accuracy and completeness.
- Evaluate individual performance of field staff, conduct progress assessments, variance analyses and corrective action plans.
- Develop monthly progress and performance reports on field operations and personnel for FEMA.

#### MANAGES ASCENSOR CONSULTANT COMMANDALE REAL AND DRIVED BOTHS AND THOSE

- Managed a construction and maintenance crew of 20-25 team members.
- Project Manager for dozens of commercial construction projects and build outs.
- Maintain 12 self-storage facilities, numerous commercial properties, and mall.

#### MARC FAISANT

Project Role: Sr. Grant Specialist - FEMA Programs

Company: DCMC Partners

Marc Faisant has significant experience in disaster mitigation, response, and recovery efforts. His understanding of FEMA's Public and Individual Assistance programs and expertise as a disaster recovery technical writer is utilized to develop emergency operations, hazard mitigation, and crisis communications plans. Mr. Faisant has worked with clients on the municipal, county, state, and federal level to provide hazard assessments, emergency notification protocols, organizational and post-incident assessments, and leadership in emergency operations and response. At the project level, Mr. Faisant assists in the identification and development of (404 and 406) mitigation proposals, preliminary damage assessments, and preparing of closeout packages ensuring all documentation is OIG audit compliant.

Mr. Faisant has worked with a multitude of FEMA Public Assistance applicants in Florida, Virginia, Louisiana, Mississippi, Vermont, New York, and New Jersey. He also performed community outreach work with British Petroleum (BP) to assist the southern parishes in Louisiana that were impacted following the Deepwater Horizon tragedy that resulted in a massive oil spill, Recently, he worked with the USDA to help respond to the avian flu outbreak in Minnesota and Iowa.

Mr. Faisant is a technical writer who has been assisting applicants as they navigate through the FEMA Public Assistance program for the past 12 years. He was selected to work in the Gulf Coast Recovery Office, in New Orleans, following Hurricanes Katrina and Rita to help examine overarching issues and work toward the development of new standardized practices for future events.

#### SELECTED EXPERIENCE

#### City of Orlando (2022-Present)

#### Senior Recovery Specialist

Is providing Public Assistance technical expertise and support to the City of Orlando.

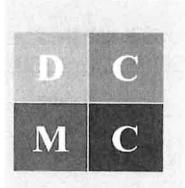
#### Talquin Electric Cooperative, Inc. (2019)

#### Recovery Specialist

- · Assist various cooperatives in their recovery from Hurricane Michael.
- Identify, collect, organize required documentation to develop Project Worksheets for Debris Removal Operations, Emergency Protective Measures, and permanent work.

#### School District of Palm Beach County, West Palm Beach (2017-2018) Project Manager

- Ensured that Project Worksheets are written in accordance with FEMA policy.
- Worked with School District officials to collect and organize the relevant documentation needed to secure funding for the projects that have been identified.



#### YEARS OF EXPERIENCE 16 years

#### AREAS OF EXPERTISE Debris Removal

Disaster Recovery
Disaster Response
Hazard Mitigation
Plan Writing
Public Assistance
Technical Writing
Workshop Facilitation

# REGISTRATIONS, CERTIFICATIONS & TRAININGS 40-Hour HAZWOPER Training

Evacuation and Hurricane Mitigation Workshop

Natural Resource Damage Assessment Training

**OSA Site Supervisor Training** 

OSHA 10-Hour Construction Safety Training

Shoreline Cleanup Assessment Team (SCAT) Training

EDUCATION
Creighton University

 Provided daily updates and weekly status reports to the School District to ensure that the project is completed on time and under budget.

#### Village of North Palm Beach, FL (2017-2018)

#### Project Manager

- Coordinated with the Finance and Public Works Departments to identify eligible damages that resulted from Hurricane Irma.
- Collected the documentation necessary to receive FEMA Public Assistance funding.
- Developed Project Worksheets to submit to FEMA.

#### City of Orlando (2016-2017)

#### Debris Removal Consultant

 Identified, reviewed, organized, and compiled the documentation necessary to receive FEMA reimbursement for eligible debris removal work completed following Hurricane Matthew.

#### Citrus County, FL (2016)

#### Project Manager

- Served as the Project Manager for the Debris Monitoring throughout Citrus County following Hurricane Hermine.
- Hired and trained the temporary employees needed to monitor the trucks, reviewed the paperwork
  generated by these monitors, tracked the progress and provided daily reports to the client.
- Coordinated with FEMA, State, and local representatives to gather and organize the documentation for FEMA to complete the Project Worksheet.

#### Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) (2012)

#### Closeout Specialist, Hurricanes Katrina, Rita, Gustav, and Ike

- Worked with a team that was assembled to work with local, state and FEMA representatives to reconcile and close out large, expedited, consolidated, improved and alternate projects from the various storms that have impacted Louisiana starting with Katrina.
- Reviewed and audited projects to ensure the funds were properly accounted for and that the work had been completed in accordance with the scope of work.
- Worked with the applicant representatives to determine what documentation would be needed for closeout and prepare for a potential OIG audit.

VERK HISTORY

DCMC Partners (2017 - Present)
Witt O'Brien's (2010 - 2017)
PBS&J (now Atkins) (2005 - 2010)

#### Jason Harris, MBA

Grant Specialist





Technical Expertise
Scope Development
Cost Reconciliation
Cost Analysis
GAZOC
FEMA PA Program
FEMA HIMA
Governmental Accounting
Project Management
Grant Management

Years of Expenence

Education
MSA, Concentration in Public
Accounting, Strayer
University,
MBA, University of Phoenix,
B S., Retail Management,
University of South Carolina

Certifications
Contracting Officer's
Technical Representative
(COTR)
Cornification, 2007
FAC-C Level II Defense
Acquisitions Workforce
Improvement Act (DAWIA)
training, 2010 – 2012
Comproller and Acquisition
Advanced training, 2006
Supervisors and Managers
Training, 2006
15 634 Introduction to FEMA's
Public Assistance

#### **Professional Profile**

Mr. Harris has worked on some of the largest and most complex disaster recovery programs in the nation, assisting disaster impacted communities in the management of difficult federal disaster grants from FEMA's PA Program, HUD's CDBG-DR Program and Essential Services Grant (ESG) Programs. He has utilized his detail-oriented accounting and financial analysis skills to ensure compliance and reasonableness of disaster recovery projects and to ensure sub-grantees receive the maximum eligible amount.

#### **Experience**

2021 – Present: <u>FEMA Technical Advisor</u> | Jefferson Parish Recovery Grants and Program Management Jefferson Parish, LA: Mr. Harris serves as an expert advisor on post-disaster debris and demolition-type services. He evaluates costs for debris removal to develop the disaster inventory listing for submittal to FEMA for Category A debris removal projects on debris removal tasked with applying documentation requirements for the justification of temporary debris removal sites and debris removal projects to address any federal environmental concerns with debris. He interfaces with the assigned FEMA Program Delivery Manager to formulate the Scope on the Parish's Category A Debris Removal projects. He responds to FEMA RFIs and those inquiries from the grantee in developing FEMA grants and processing reimbursement requests. As part of these efforts, he collaborated with Parish department officials and contractors to facilitate the process of the project formulation and reimbursements to expedite the Parish's funding for debris removal.

2015 – 2019: Funding Quality Assurance and Compliance Lead | The Recovery School District Disaster Recovery Program, New Orleans, LA: Mr. Harris served as a technical advisor to resolve complex eligibility and policy issues on the compliance to federal regulations involving the individual FEMA federal grants for the Recovery School District construction projects to rebuild the Orleans Parish school system after Hurricane Katrina. He advised on the compliance with federal regulations and FEMA policy for the administering of FEMA's first Single Settlement Request for \$1.2 billion with the Recovery School District client including amending the grant scope of work, technical issues that arise from the design, estimation, and construction of projects, and closing out of single project work sites within the federal grant. Additionally, he advised the client on creating a sub-ledger account database to track eligible expenditures and payments from the grantee to properly track the FEMA funding versus the CDBG-DR and the Department of Education's RESTART program.

2019 – Present: FEMA Public Assistance (PA) Technical Assistant Contract (TAC) | FEMA Public Assistance Technical Assistant Contract IV, Zone II, New Orleans, LA: Mr. Harris is currently assigned to Zone II for the FEMA PA Technical Assistant Contract IV and awaiting deployment. His assignments will include working as a technical representative in funding of federal grants.



Jason Harris, MBA - Grant Specialist

2015 – 2019: Funding Quality Assurance and Compliance Lead | Funding Quality Assurance and Compliance Lead | Recovery School District (RSD) Grants and Project Management Recovery Program, New Orleans, LA: Mr. Harris was responsible for compliance with federal regulations involving the FEMA grants associated with the Single Settlement Request for RSD. Before RSD, he led Jacobs/CSRS Chief Administrative Office Team for the City of New Orleans' Recovery Program to complete the key performance indicator (KPI) milestones for contract year three. Currently, he uses his technical skills and knowledge of federal regulations to manage compliance of the grant program and close grants. His relationships with FEMA needed recovery of the state. He advised on policy and regulations to support grants management and associated activities for federal and state programs, primarily the FEMA PA Program, FEMA HMGP, and HUD CDBG recovery programs.

2013 – 2015: Chief Administrative Office Liaison | City of New Orleans Grant Management Program, New Orleans, LA: Mr. Harris led the Chief Administrative Office Team after Hurricane Katrina, managing the grant managers administering the infrastructure projects, including writing version requests to PWs to provide comprehensive detailed damage descriptions. He worked closely with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and the City as the consultant and technical advisor to determine eligibility of infrastructure projects through federal policies and regulations including the 44 Code of Federal Regulations and the FEMA PA Policy Guide.

2013: Chief Administrative Office Liaison | The City of New Orleans Disaster Recovery Program, New Orleans, LA: Mr. Harris led the Chief Administrative Office team to successfully complete the key performance indicator milestones for contract year three and obtained a 90.4 percentile overall rating through planning and managing the team's skills and time administering the more than 280 operating grants management projects. He utilized the Stoplight Analysis to determine the compliance risk, de-obligation risk, and liquidity risk of more than a thousand operating and capital federal projects held by the City of New Orleans to analyze the complex financial issues within the reporting of the federal payments and applied expenditures for reimbursement. Mr. Harris worked closely with GOHSEP and the City of New Orleans as the consultant and technical advisor to determine eligibility of infrastructure projects through federal policies and regulations including the 44 Code of Federal Regulations and the Federal Emergency Management Agency (FEMA) Public Assistance Policy Guide overturning FEMA's ineligibility determinations. He also managed the grant managers' administering of infrastructure projects including writing version requests to project worksheets to provide comprehensive detailed damage descriptions that include dimensions and cause of damage, final reconciliation of expenses, and close-out, of the federal grants. He collaborated on a strategy or end-game approach with Jacobs/CSRS joint venture senior management for the close-out of the federal grants to be presented to the City of New Orleans by advising on the details of the presentation, City management structure and City accounting system, and worked with the FEMA technical team as a technical advisor to resolve complex eligibility and policy issues.

2008 – 2012: Financial Analyst | Federal Emergency Management Agency (FEMA). New Orleans, LA: Mr. Harris supported FEMA's Louisiana Transitional Recovery Office, supporting over 500 FEMA employees to support the state of Louisiana's recovery efforts after hurricane Katrina. Specifically, Mr. Harris determined the eligibility of smore than \$65 million of state administrative costs by applying Office of Management and Budget (OMB) Circulars A-87, A-133, A-102 and Code of Federal Regulations 44 to ensure compliance with the approval process of state management costs. He was responsible for creating a standardized protocol process for approval of state management costs funds that reduced the approval process from 121 days to 25 days by establishing protocols for completion of work. He also collaborated with GOHSEP to ensure the State met the objectives of the State's Administrative Plan for FEMA's Public Assistance and Hazard Mitigation Grant Administration disaster program. Additionally, Mr. Harris evaluated and supervised performance and reviewed invoices provided by contractors and worked with the contractors to clarify standard and special provisions of their contracts as the Contracting Officer Technical Representative (COTR) for contracts exceeding \$1.4 million.

#### **Emily Prestenbach**

Grant Specialist





# Technical Expertise Force Account Labor Cost Estimating Project Worksheet Development Grant Management Data Analysis Closeout Reconciliation Grant Writing

Years of Experience 6 Years

#### Education

B.S., Business Administration Nicholls State University (2022)

#### Certifications

- FEMA IS-100
- Excel for Accounting and Finance Professionals, 2021
- IS-0230 e. Fundamentals of Emergency Management
- IS-276,a, Benefit-Cost Analysis Fundamentals
- IS-01000: Public Assistance Program and Eligibility
- IS-1601: The Public Assistance Delivery Model Orientation
- IS-1002 FEMA Grants Portal
- IS-1005: Public Assistance Alternative Procedures
- IS-1006: Disaster Damage and Developing Project
   Files
- IS-1007: Detailed Damage Description and Dimensions.
- IS-1008: Scope of Work Development

#### **Professional Profile**

Ms. Prestenbach has six years of experience as a Senior Recovery Grants/Closeout Specialist in the FEMA PA Program. She has designed and developed relational databases and has experience providing financial accounting reconciliation guidance to clients during the grant closeout process. She is an analytical, detail-oriented, and accomplished data professional with a record of accomplishment collecting, analyzing, and improving business data to enhance solutions.

#### **Experience**

06/2023 – Present: Senior Fiscal Recovery Specialist | FEMA PA Consultant, Pasco County, FL: Conducts Quality Assurance and Quality Control reviews for FEMA PA reimbursement from Hurricane Ian. Ms. Prestenbach reviews data for Force Account Equipment with FEMA schedule of current equipment rates as well as 20% compliance reviews for all Force Account Labor summaries.

04/2022 – Present: Senior Grant Consultant | Grant Management Project (CDBG), Terrebonne Parish Consolidated Government, LA: As a subconsultant, our Team was selected by Louisiana's Terrebonne Parish Consolidated Government for the Grant Management and Administrative Services For HUD, FEMA, and Other Federally Funded Programs contract. Metric supports the prime consultant by providing program management, grant, and project management for disaster recovery funding, planning advisory services, grant writing, reimbursement and closeout activities, compliance maintenance, and guidance for several government aid programs. Ms. Prestenbach provides outreach services, identifying unmet needs that fit program requirements and developing projects that meet policy guidelines.

O7/2022 – 05/2023: Lead Senior Consultant | Home Investment Partnerships Program – American Rescue Plan Consultation Services, City of Columbus, OH: Metric was selected by the City of Columbus, Ohio to provide grant consultation services for the City's \$16 million allocation of HOME-ARP funding. Metric's team created a detailed project work plan to ensure the creation of a compliant and comprehensive funding Allocation Plan, Based on the plan, Metric designed and implemented stakeholder engagement strategies, including an online survey and in-person input meeting. With the data compiled, Metric assisted with creation and submission of the required Allocation Plan.



| Emily Prestenbach - Grant Specialist

#### Certifications (Cont.)

- 15-1009 Conditions of the Public Assistance Grant
- I5-1010: Emergency Protective Measures
- 15-1012 Direct
   Administrative Costs
- IS-1013: Costing Estimates and Cost Estimating Format
- IS-1014: Integrating 406
   Mitigation Considerations into Your Public Assistance
- IS-1020 Public Assistance Donated Resources
- IS-01023 Electrical Systems Considerations
- IS-2900 a National Disaster Recovery Framework (NDRF) Gverview

#### **Previous Experience**

2016 – 2022: Disaster Recovery Analyst | PSEG/LIPA: Ms. Prestenbach compiled all supporting documentation and reconciliation of project costs for work that has been completed. She develops spreadsheets for reconciling financial records and catalogs supporting documentation in proper files for final reconciliation. She was required to communicate with client contractors and field staff for missing documentation. By working with the Closeout Financial Grants Manager, she processes all documentation to ensure accuracy for the development of final reconciliation of closeout packages and audits. She assesses project's work status, costs, and supporting documentation against the actual Scope of Work to reconcile estimated project costs with actual costs of completed work.

08/2022 – 11/2022: Senior Recovery Grants / Closeout Specialist | Lane Electric: Ms. Prestenbach compiled all supporting documentation and reconciliation of project costs for work that had been completed for the 2020 Wildfires that impacted the State of Oregon. She develops spreadsheets for reconciling financial records and catalogs supporting documentation in proper files for final reconciliation. She was required to communicate with client contractors and field staff for missing documentation. By working with the Closeout Financial Grants Manager and directly with Lane Electric financial department, she processes all documentation to ensure accuracy for the development of final reconciliation of closeout packages and audits. She assesses project's work status, costs, and supporting documentation against the actual Scope of Work to reconcile estimated project costs with actual costs of completed work.

09/2022 – 11/2022: Disaster Recovery Analyst | Richmond University Medical Center: Ms. Prestenbach collaborated with client to compile all supporting documentation and reconciliation of project costs for work that was completed. She uploaded all the supporting documentation into FEMA's Grants Portal for FEMA review and obligations of funds. She developed spreadsheets for reconciling financial records and catalogs supporting documentation in proper files for final reconciliation.

05/2016 – 10/2016: <u>Project Specialist</u> | City of Palm Coast, FL: Ms. Prestenbach was responsible for the development of all the Force Account, Labor, Equipment and Materials to support the development of Project worksheets for the city. Ms. Prestenbach worked very closely with all the city's different departments to gather all the required source documentation to submit to FEMA.

#### **Justin Cauley**

Field Representative





Technical Expertise
CD8G DR Policy
Tenant Relocation
Acquisition, and Uniform
Relocation Act (URA)
FEMA Public Assistance
Vendor Management
Data Analysis
Cirant Management
Debris Management
Recovery Management

Years of Experience

Education B.S. English, Troy State University

Certifications IS 00001.a - Emergency Manager: An Orientation to the Position. 15-00029 - Public Information Officer Awareness IS 00030 a - Mitigation EGrants System 15 00042 - Social Media in Emergency Management 15 00100 p - Introduction to Incident Command System 1500200 b - ICS for Single Resources and Initial Action 1500393 a - Introduction to Hazard Mitigation 1500453 - Introduction to Homeland Security Planning 1900632.a - Introduction to

Debris Operations

Program

1500634 - Introduction to

FEMA's Public Assistance

#### Professional Profile

Mr. Cauley has more than eight years of disaster recovery experience. He has supported disaster recovery projects in the states of Florida, Colorado, South Carolina, Texas, New York, Ohio, Rhode Island, Kansas, and the Commonwealth of Puerto Rico. His responsibilities have included disaster case management, debris management, grant management, and compliance monitoring and implementation. He provided FEMA PA grant management services to Larimer County, Colorado, and was deployed to South Carolina following the February 2014 Severe Ice Storm, where he assisted with field inspection and verification. He also served as a Disaster Case Manager Supervisor and provided comprehensive mobility counseling and disaster case management services to eligible homeowners under the CDBG-DR Program within the Deep East Texas Council of Governments and Liberty County, Texas.

#### Experience

05/2022 – Present: Process Engineer | Home Investment Partnerships Program – American Rescue Plan (HOME-ARP) Consultation Services Contract, City of Columbus, OH: The allocated funds are intended to reduce homelessness and increase housing stability across the country. Our team created a detailed project work plan to ensure the creation of a compliant and comprehensive funding Allocation Plan. Based on this plan, we designed and implemented stakeholder engagement strategies, including an online survey and in-person input meeting. With the data compiled, the Metric team assisted the city in the required consultation services report for the Allocation Plan.

09/2021 – Present: Case Manager | American Rescue Plan Act, Providence, RI: Mr. Cauley serves as the lead case manager for Providence, RI's Small Business Grant Program that provided 2800 small businesses with a \$2500 grant. Mr. Cauley provides reviews for each application, throughout the entire application process, including, but not limited to, intake, eligibility, payment processing, and close out, while also providing technical assistance to applicants.

09/2021 – Present: Process Engineer | COVID-19 Response and Assistance, Unified Government of Wyandotte County and Kansas City, KS: The Unified Government sought assistance in maximizing its ARPA funding opportunities while identifying additional federal and state grants to provide relief to citizens. To expedite their efforts, the Unified Government requested grant discovery, community liaison, and technical government grant writing services to maximize the funds they were allocated. Metric was brought on to identify federal funding opportunities through ARPA, and to collaborate with state agencies to ensure the Unified Government received the maximum amount of funding possible. Metric provides the Unified



Justin Cauley - Field Representative

Certifications Cont.
IS00700 a - National Incident
Management System (NIMS).
IS00800 tr - National Response
Framework

Government with comprehensive grant management and cost recovery services, including strategic planning, FEMA PA cost recovery, program implementation support, and technical assistance. Metric is also supporting the Unified Government through the creation and operation of an ARPA Small Business Grants Portal, which is using \$550,000 of allocated ARPA funds to directly support small businesses within the Unified Government.

05/2021 – Present: Process Engineer | Needs Assessment for ARPA Funding, Saline County, KS: Metric's team was engaged by Saline County to support their capabilities to ensure compliance with federal regulations while maximizing the usage of ARPA funding in the local community. In this role, Metric's team conducted a needs assessment for one of Saline County's ARPA funded programs, and Metric assisted Saline County as they identified that the safe diversion of community members from incarceration through the creation of pathways to specialized services and treatment was one of their goals. The goal of the needs assessment was to obtain a full picture of the unmet needs that ARPA funding could address in the interconnected areas of criminal justice, mental health, and public safety. After determining local needs within these priority areas, Metric determined which ARPA funding path would be most beneficial. After analyzing local data and an array of national programming, Metric built an encompassing image of potential ARPA funding streams. Then, Metric determined that Saline County's ARPA funds should be allocated towards developing a mental health program.

09/2020 – Present: <u>Data Manager</u> | Hurricane Laura, Districts 2, 3, 7, & 8, Louisiana Department of Transportation and Development: Mr. Cauley serves as Supervisor, overseeing QC/QC and data analysis for the Hurricane Laura debris clean-up project. Mr. Cauley has overseen the documentation, reconciliation, and invoicing of over 2.6 million cubic yards of debris.

07/2020 – Present: Process Engineer | COVID-19 SPARK Grant Management Support, Finney County, KS: In March 2020, the COVID-19 pandemic was declared a major disaster throughout the U.S. Later that month, Kansas' Governor (Laura Kelly) issued an emergency declaration and authorized the use of state resources and personnel to assist with the pandemic's response and recovery operations through the use of Strengthening People and Revitalizing Kansas (SPARK) grant funds. The allocation of SPARK grant funds opened the door for reimbursement for all eligible public assistance applicants for the County - including nearly 37,000 residents. Metric was retained by Finney County to support grant management and writing for COVID-19 related reimbursements aimed at increasing resiliency by improving the systems that support housing, government access, and public infrastructure. Metric provides Finney County with comprehensive grant management and cost recovery services that cover strategic planning, FEMA PA cost recovery, program implementation support, and technical assistance and training. Metric is managing a grant program that includes \$10.9 million in funding.

#### **Additional Experience**

07/2020 - Present: Process Engineer | COVID-19 Recovery and Response Assistance, Seward County, KS

07/2020 - Present: Process Engineer | SPARK Grant Management Support, Neosho County, KS

05/2019 - 08/2020: Program Manager | Hurricane Maria, PR

10/2016 - 06/2019: Data Collection Supervisor | Hurricane Michael, FL

03/2016 - 08/2018: CDBG-DR for New York Rising | Governor's Office of Storm Recovery

02/2014 - 08/2014: Billing Analyst | South Carolina Severe Winter Storm, South Carolina Department of Transportation

09/2013 - 03/2014: Recovery Consultant | 2013 Colorado Flooding, Larimer County, CO

02/2013 - 03/2016: Mobility Counselor | Homeowner Opportunity Program, Texas General Land Office

#### **Jeffery LeMoine**

Field Representative





# Technical Expertise Recovery Management Financial Management Grant Management & Accounting Field Inspection & DroneInspection Damage Assessments Quality Assurance Data Analysis

Years of Experience 20 Years

Education 85, Geography/Urban Planning, Frostburg State (1997)

#### Certifications

- IS-393 B: Introduction to Hazzard Mitigation
- IS-634: Introduction to FEMA's Public Assistance Program
- IS-276 A: Benefit-Cost Analysis Fundamentals
- IS-277.A: Benefit-Cost Analysis: Entry Level
- IS-1001 Public Assistance Delivery Model Orientation
- IS-1002: Grants Portal-Transparency at Every Step
- IS-2900 A: National Oisaster Recovery Framework
- Building Resilient Infrastructure and Communities (BRIC) Summer Engagement Series, 2020
- Project Management Framework Overview

#### **Professional Profile**

Mr. LeMoine has over 20 years of leadership experience, including time spent developing and managing inventory data processes to ensure proper inventory and staffing needs were met. He has also been a lead Critical Infrastructure Field Inspector and provided damage assessments, project formulation, and the implementation of overhead drone technology to inspect infrastructure. He is adept at providing technical data geared toward mitigation strategies to increase resiliency and strengthen critical infrastructure, and he has developed mitigation and resilience strategies to meet changing community lifeline criteria.

#### Experience

06/2023 – Present: Senior Fiscal Recovery Specialist | Pasco County, FL: Conducts QA/QC review for FEMA PA reimburesment from Hurricane Ian. Jeff reviews data for Forced Account Equipment with FEMA schedule of current equipment rates as well as 20% compliance review for all Force Account Labor summaries.

01/2023 – 06/2023: <u>Case Manager</u>: | Newton County, GA: Jeff served as a lead case manager for the Newton County Emergency Rental Assistance Program funded through the American Rescue Plan Act. The program provided \$1.2 million in assistance to County residents who suffered financial hardships due to the COVID-19 pandemic.

12/2022 – Present: Grants Specialist | Grant Management Project, Terrebonne Parish Consolidated Government, LA: As a subconsultant, our team was selected by Louisiana's Terrebonne Parish Consolidated Government for the Grant Management and Administrative Services For HUD, FEMA, and Other Federally Funded Programs contract. MCL will support CSRS by providing program management, grant, and project management for disaster recovery funding, planning advisory services, grant writing, reimbursement and closeout activities, compliance maintenance, and guidance for several government aid programs.

#### **Prior Work Experience**

08/2021 – 02/2022: <u>UAS (Drone) Inspector | Louisiana State Government:</u> UAS Pilot Inspector for Louisiana State Government and Schools. Utilizing drone technology to assess damaged areas quickly and safely from Hurricane Ida. This consists of collecting high resolution drone photos and putting data into reports to easily assess damage for insurance reimbursement.



I Jeffery LeMoine - Field Representative

#### Certifications (Cont.)

- E & P Field Safety Courses, 2019, 2020
- Notice of Funding Opportunity (NOFO)
   Webinar Series, 2020
- Remote Pilot Certificate SUAS
- ACES Part 1-3: Onsite
   Damage Level Assessments,
   2022
- OPSEC Awareness for Military Members, DoD Employees and Contractors
- Privacy at DHS
- FEMA Badge (Security Clearance) 2022

01/2021 – 02/2022: <u>Technical Inspector</u> | <u>Lane Electric Cooperative</u>: Lead Critical Infrastructure Inspector for Lane Electric Cooperative. His responsibilities include damage assessments, project formulation and the implementation of overhead drone technology inspections of infrastructure with the ICF Drone Team. He also provides technical data for the development of mitigation strategies to strengthen critical infrastructure to be more resilient against future damage, aligning resiliency strategies to meet community lifeline criteria.

06/2019 – 02/2022: Field Site Inspector Lead | Long Island PSEG Assistance Program: Field Site Inspector For PSEG-LI conducting QA/QC for the scope of work being completed on the Overhead Mainline Distribution System across Long Island NY. This consists of field inspection of over 1,025 miles of storm hardening of the system to build resiliency and redundancy to ensure that all work has been completed to meet program compliance.

#### Jaime Dyson

Administrative/Clerical Assistan





Technical Expertise
FEMA PA Program
Force Account Labor &
Materials Reconciliation
Written Communication
Project Reporting and
Document Controls
Database/Document
Management
Contract Management
Quality Control

Years of Experience 12 Years

Education McNeese State University

#### **Professional Profile**

Ms. Dyson is an experienced grant and administrative professional with a proven history delivering exceptional operational and data management support to her clients/employers. For over 10 years, Ms. Dyson has worked with multiple private and public agencies to maintain projects and grant documentation, prepare project reports, and to perform other clerical duties. She specializes in force account labor and materials reconciliations for FEMA PA Program applicants, ensuring they maximize their federal disaster funding. She is detail-oriented and uses her exceptional communication skills to interact with project stakeholders.

#### Experience

03/2022 – Present: Grant Manager | City of Shreveport, LA - Storm Recovery Program, Shreveport, LA: Ms. Dyson works closely with the City of Shreveport's staff and FEMA on disaster recovery efforts. Her primary responsibilities include gathering and processing documentation to ensure compliance for all reimbursement requests being submitted to FEMA and GOHSEP. Additionally, Ms. Dyson has been solely responsible for the City of Shreveport's Force Account Labor claim, including collecting all necessary documentation, calculating all expenses, providing justification narratives, and answering FEMA's Requests for Information.

03/2022 - Present: Grant Manager | City of DeQuincy, LA - Hurricane Recovery Program, Lake Charles, LA: Ms. Dyson works with GOHSEP, FEMA, and City of DeQuincy staff on all disaster recovery projects to ensure the City of DeQuincy is reimbursed with all eligible funds for emergency and permanent work projects. She organizes all contracts, invoices, and procurement documentation to ensure efficiency. Additionally, she verifies that project documentation is compliant, and corrects issues with GOHSEP to mitigate future audit risks on a wide range of active projects. Ms. Dyson works hands-on with all disaster recovery team members to streamline internal processes and facilitate open communication. She utilizes Louisiana PA and the FEMA Grants Portal systems to perform database management. Since beginning on these projects, Ms. Dyson has helped the City of DeQuincy obtain additional reimbursements valued at more than \$500k by auditing projects for accuracy and closeout purposes. As required by federal and state programs, she submits requests for reimbursements with backup documentation. Ms. Dyson has completed numerous projects that involved the reimbursement process, cost reconciliation, and closeout submittal.

03/2022 – Present: Grant Manager | Lake Charles Regional Airport Hurricane Recovery Program, Lake Charles, LA: Ms. Dyson works with the Director of LCRA, GOHSEP, and FEMA on multiple disaster recovery projects. She is responsible for gathering documentation to validate all claims being sent to FEMA, and she manages the Grants Portal process for the client. Ms. Dyson coordinates meetings between the Lake Charles Regional Airport and FEMA, manages progress reports, develops meeting agendas, and helps facilitate meetings. Additionally, she is responsible for database management and reporting to GOHSEP.



Jaime Dyson - Administrative/Clerical Assistant

03/2022 – Present: Grant Manager | City of Vinton Hurricane Recovery Program, Vinton, LA: Ms. Dyson manages and organizes the disaster recovery claims related to Hurricane Larua for the client. She has completed Force Account Labor claims and successfully provided the documentation to receive reimbursement. After being assigned to this client, Ms. Dyson was able to find additional funds available for the city and facilitated the receipt of the funds. She works closely with the city's new Mayor and City Clerk to share her knowledge of FEMA's Public Assistance program and requirements for assistance.

03/2022 – Present: Grant Manager | St. Charles Parish Schools Hurricane Recovery Program. Lake Charles, LA. Grant Manager. Ms. Dyson is working with this client to obtain, organize and submit necessary documents to ensure reimbursement of funds spent by St. Charles Parish School Board for disaster recovery on various school buildings and for the reimbursement of their Force Account Labor. She maintains a working relationship with school board staff to expedite requests for Public Assistance.

09/2020 – 10/2021: Assistant Clerk | City of DeQuincy, DeQuincy, LA: Ms. Dyson supported the City with FEMA claims related to recent disasters that have impacted the municipality. She compiled and managed grant documentation, including but not limited to, force account labor, force account equipment, emergency, debris removal and utility related costs. She interfaced with City, GOHSEP and FEMA officials to maximize the efficiency of the project formulation process and maintained positive working relationships with those stakeholders throughout the lifespan of grants she managed. Ms. Dyson served as the City's representative during weekly progress meetings with FEMA. She provided community outreach to local citizens with utility related questions and supported in the processing of utility payments.

02/2020 - 09/2020: Employment Coordinator | Louisiana Workforce, LLC, New Roads, LA: Ms. Dyson worked onsite with the Department of Corrections to place DOC offenders into work release positions with local employers. She worked with facility wardens to determine offender needs. She assisted offenders in obtaining State identification cards, social security cards and birth certificates. She communicated with DOC staff on offender issues, including work release eligibility, disciplinary rule violations and release dates. She also corresponded with employers to validate worker productivity among her DOC placement candidates.

02/2014 – 02/2020: Administrative Assistant | Louisiana Workforce, LLC, New Roads, LA: Ms. Dyson performed all duties pertaining to a correctional center in compliance with State of Louisiana guidelines. She created and updated spreadsheets for recordkeeping purposes, maintained and organized files including offender and administrative files, completed Human Resources tasks pertinent to the hiring process such as I-9 verification, scheduling, benefits enrollment, payroll, and uniform issuance, and coordinated with administration on accounts payable, accounts receivable, facility inventory and supply ordering. She also communicated with statewide facilities to gather information as needed, organized office tasks to ensure maximum productivity while following standard protocol, and worked in numerous computer programs including Microsoft Word, Microsoft Excel, Microsoft Power Point, File Maker Pro and Cajun II database.

#### Our Subconsultants' Experience



A LEMOINE COMPANY

DCMC Partners (DCMC) is a crisis management and public safety consulting firm that was founded in 2014 by Mark Merritt, Barry Scanlon, and Drew Sachs. DCMC's team of emergency management experts have over a 35-year track record of helping clients across the nation, including local governments, states, schools, utilities, healthcare providers, and other private nonprofits.

For this contract, **DCMC** will focus on Mitigation Support. DCMC provides its clients with expertise in all areas of disaster recovery, including preparedness, response, recovery, long-term recovery planning, mitigation, insurance, grants management, and appeals.

When supporting clients through the recovery process, the DCMC team draws on experience that includes involvement in nearly every significant disaster in the U.S. since the early 1990s.



DCMC has extensive experience with federal recovery programs, including FEMA's PA and hazard mitigation programs. Their staff are intimately familiar with the laws and regulations governing disaster recovery, and they understand how the federal government has implemented and enforced these regulations over the years.

While DCMC offers clients a one-stop-shop for all their crisis management and public safety needs, their leadership team is best known for its expertise in long-term recovery planning and management, particularly as it relates to the management of complex recovery programs and funding. The DCMC team solves the

problems and disagreements that often accompany complex disaster recovery and hinder recovery efforts, threatening clients' financial well-being.

DCMC team members have prepared and submitted more than 35,000 PA PWs for more than 1,500 applicants, and clients consistently attribute receiving and retaining billions of dollars in funding to DCMC's recovery program management and expertise.

Overall, DCMC has helped clients secure, manage, and retain over \$36 billion in FEMA and other recovery program funding, plus billions more in insurance resources.

# Places Where DCMC Has Worked

#### Our Subconsultants' Experience



Incorporated in 2005, Integrated Solutions Consulting, Corp. (ISC) is a professional services firm that specializes in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. For this contract, ISC will focus on Information Technology and Data Management, Insurance and Other Funding Support, and Emergency Management Support Services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follow relevant federal, state, and local programmatic directives and requirements. ISC is staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals. Throughout ISC's 18+ years of service, ISC has had the privilege of supporting diverse communities across the country as a single-source provider of emergency planning services.

Unlike their competitors, ISC is focused on providing emergency management and homeland security consulting services to the private and public sectors.

ISC's focus on these services provides their staff with a wealth of experience and lessons learned, granting ISC the ability to not just meet their clients' needs, but to deliver services that go above and beyond. ISC's mission is to provide consulting solutions from a professional emergency management perspective for public and private entities. This mission is carried out by their extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering, and is supported by their reputation for providing exceptional professional service. ISC accomplishes their mission from regional offices located throughout the nation.

#### Company Name

Integrated Solutions Consulting, Corp.

#### Company Structure

S-Corporation

#### Company Ownership

Illinois, 2005

#### **Location of Company Offices**

Panama City, FL Orlando, FL Miami, FL Chicago, IL & more

#### **Point of Contact**

Daniel Martin, PhD, CEM, Principal 220 S. Buchanan Street Edwardsville, IL 62025 847-306-3541 (c)

Dan.Martin@i-s-consulting.com

#### Website

https://www.i-s-consulting.com/

#### Number of Employees in Florida

204

ISC's principles drive them to achieve continued project success with value-added products:

- 1. **Trust:** ISC treats each relationship as a two-way partnership with trust at the core of the relationship.
- 2. Integrity: ISC delivers client-focused results that meet or exceed all FEMA and State compliance demands.
- 3. Innovation: By leveraging their experience and research with science and technology, ISC look to be innovators by establishing new standards and efficiencies in the industry.
- 4. Performance: As evidenced by their D&B Top Supplier Performance Rating, ISC consistently out-performs their client expectations, setting them up for success in the future.



Based on the scope of work presented in the RFP, Metric has meticulously chosen team members to support Mr. Schenkel as the Project Manager. Mr. Lafond brings over 25 years of emergency management experience, with 15 years dedicated to FEMA recovery programs of various perils. Marc Faisant offers over 12 years of experience dedicated to FEMA recovery programs. Both Mr. Lafond and Mr. Faisant are Florida residents and are highly experienced with FEMA PA and hazard mitigation policies and program requirements. They have over 25 years of combined experience working with FDEM through their assignments with county and municipal clients. They have developed strong relationships with FEMA and FDEM personnel in FEMA Region 4, based on their work assignments in the Florida area. Both will serve as needed in the role of Sr. Grant Specialist.

Mr. Lafond is experienced in responding to and working with multiple disasters. Coupled with his background in the construction industry, Mr. Lafond has unique insight into the emergency management field that has proven invaluable to FEMA applicants and his clients for permanent work projects. Mr. Lafond is a FEMA policy and procedural expert with strong technical writing skills that he uses to write PWs and appeals to ensure maximum grant awards for his applicants. He is proficient in all categories of work within the FEMA PA Program. Mr. Lafond has had the opportunity to work side-by-side with state DOTs and county and municipal governments to coordinate the emergency repair of roadways and bridges through the FHWA's Emergency Relief (ER) Program. Along with ISC team members, he worked closely with the Puerto Rico Department of Transportation and COR3 to coordinate the disaster assistance funding provided through FHWA's ER Program and FEMA's PA Program for over 16,000 miles of roadway, including a countless number of bridges.

Mr. Faisant is experienced in all categories of work for FEMA's PA programs and has expertise as a disaster recovery technical writer. His skills are often utilized to develop emergency operations, hazard mitigation, and crisis communications plans. Mr. Faisant has worked with clients on the municipal, county, state, and federal levels to provide hazard assessments, emergency notification protocols, organizational and post-incident assessments, and leadership in emergency operations and response. At the project level, Mr. Faisant assists in the identification and development of Public Assistance eligible projects, FEMA (Section 404 and 406) mitigation proposals, preliminary damage assessments, and the preparation of closeout packages, ensuring all documentation is compliant with OIG guidelines.

Our team is prepared to serve the County and travel as needed for face-to-face meetings and to execute on-site deliverables. We always stand flexible to meet our client's expectations and ensure that their recovery is our priority.



In the last five years, Metric has completed satisfactory disaster debris monitoring for the FDOT, LaDOTD, TxGLO, TxDOT, and several other clients throughout Florida and Louisiana, Throughout each operation, Metric remained committed to aiding the client in securing complete reimbursement.

#### Metric's Debris Monitoring Experience

Throughout the duration of many of these projects our professional staff have become experts in staff mobilization, field documentation, data management, project mapping, truck certifications, and training and mobilizing experienced collection monitors.

Metric understands that supporting our clients' debris removal operations requires us to be immediately accessible, and we will provide staff as swiftly as possible, both pre- and post-disaster. Our staff members are highly experienced and can be "boots on the ground" as it relates to accurately monitoring debris collection and capturing the documentation needed for FEMA reimbursement. Additionally, Metric's personnel can serve in a variety of other roles, such as public information - providing scripts for messaging postdisaster and outlining distribution plans for public information.

Metric has developed a learning architecture to support rapid onboarding and the continuous development and improvement of our team. Training includes an outline of the keys to a successful debris operation, an overview of eligible debris types and standards, a rundown of how to prepare the correct documentation to ensure reimbursement, and a summary on how to write tickets for debris removal. New staff are trained and are fully available to support a debris monitoring program on day one.

#### Grant Reimbursement Actions & Issue Resolution

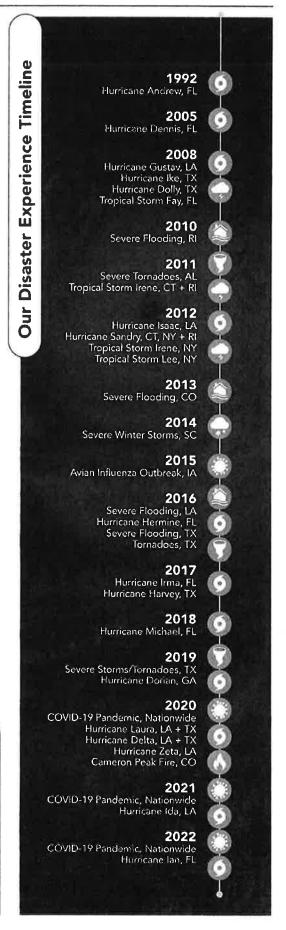
If any inquiries or apprehensions arise during a disaster recovery operation, the County can rest assured that Metric will be readily available to address any queries years following our contract end date. We understand that FEMA can request information years down the road. Over time, Metric has consistently led clients to achieve maximum reimbursement following disasters.



"There is Metric and then there is everyone else." Kevin Guthrie, Assistant County Administrator Pasco County, Florida

"Metric far exceeded expectations in assisting LaDOTD with debris estimates, monitoring, management, organizational skills, complaint resolution, and as a consultant. Metric played a vital role for LaDOTD in this historic 2020 Louisiana Hurricane season." Debris Manager LaDOTD District 3

"Metric's team has worked effectively and efficiently with LaDOTD personnel to support LaDOTD's response and recovery efforts following natural disasters for nearly a decade." Vicki L. Ponthieux, Manager LaDOTD



Storm Type: Hurricane | The Flood | O Tornado | \* Tropical Storm

Disaster Response	Client	Scope	Budget	Project Dates	Type of Jurisdiction
Hurricane Ian 🗗	FDOT - District 5	Debris monitoring for all counties; DDRs; PWs; est. 20,000 CY.	\$1,500,000	2022 - 2023	District
Hurricane Ian 🛭	FDOT - District 7	Debris monitoring support; data management; documentation	\$40,000	2022 - 2023	District
Hurricane lan 🗷	FDOT - District 1	Debris monitoring, documentation & data management, field monitoring, and reporting.	\$15,000	2022 - 2023	District
Hurricane Laura and Tropical Storm Beta 🖾 🖋	TxGLO	Monitor removal of debris from 39 miles of public beach in Galveston and Brazoria Counties	\$161,280	2021	Combination
Hurricane Ida 🤷	South Lafourche Levee District	Clean up of 188,961 CY of debris	\$2,100,000	2021 - 2022	District
Hurricane Ida 🥨	Terrebanne Parish School District	Clean up of over 4,190 CY of debris	\$459,561.09	2022 - 2023	District
Hurricane Ida 🕰	LaDOTD	Monitored debris in Orleans, St. Bernard, Plaquemines, Jefferson, Lafourche, Terrebonne, & St. Charles parishes - 2.1M CY of debris.	\$4,100,000	2021	Combination
Tropical Storm	FDOT - District 5	Cut & Toss	\$54,008	2020	District
Hurricane Sally 🕶	FDOT - District 3	Debris monitoring, vendor management, data validation & reporting in accordance with FEMA/ FHWA	\$96,461	2020	District
Hurricane Season - Brazos River Cleanup €	TxDOT - Houston City	Monitored removal of debris in sensitive environments, which required specialized marine equipment	\$34,640	2020	City
Hurricane Laura 🖾	TxDOT - Beaumont City	Monitored removal of over 1M CY of vegetative & C&D debris.	\$1,942,122	2020	City
Hurricane Delta 🛎	TxDOT - Beaumont City	Ensured debris generated by Laura and Delta remained separate	\$57,429	2020	City
Hurricanes Laura, Delta, and Zeta 😂	LaDOTD	Monitored removal of over 3.1M CY of debris removal in 20 parishes	\$2,381,782	2020	Combination
Severe Storms & Flooding ≈	TxDOT - Houston City	Provided monitoring in at least 4 locations simultaneously	\$41,137	2020	City
Hurricane Dorian 🛎	FDOT - District 5	Monitored debris removal and hazardous limb removal	\$216,864	2019	District
Severe Storms & Tornadoes ()	TxDOT - Lufkin	Removal of 200,000 CY of vegetative debris & over 250 hazardous trees, limbs, and stumps	\$213,618	2019	City
Severe Storms & Tornadoes ()	TxDOT - Bryan	20,000 CY of vegetative debris, including waterborne debris	\$149,338	2019	City
Tropical Storm Imelda #	TxDOT - Beaumont	Focused on FEMA PA reimbursement for Category A expenses.	\$307,316	2019	City
Hurricane Michael	FDOT - District 3	Monitored debris on state roads for 13 counties and county roads in four counties.	\$358,790,499	2018	City

#### Provide any Special Expertise your Firm has Working with Florida Department of Transportation (FDOT) Utilizing the Florida Highway Administration (FHWA) Program for Road Reimbursement

Functional Classification is the hierarchy of the roadway network and determines funding mechanisms for a variety of projects, including emergency management reimbursement. Metric fully understands the classification activities and what classes are reimbursed by FHWA, and which are reimbursed by FEMA. Metric Engineering has worked as the Functional Classification consultant for the FDOT District 3 since 2000 and led the update efforts following the 2010 census. Metric is currently leading the functional classification updates that resulted from the 2020 census. Metric is coordinating with FDOT's Central Office and with FHWA for the classifications in the Franklin County area, and Metric serves as the District Three QA/QC Consultant for all Federal Aid classifications for the FDOT highway network.

ISC, through their national recovery contracts, has worked closely with state DOTs as well as county and municipal governments to coordinate the emergency repair of roadways. The FHWA's Emergency Relief Program assists State and local governments with the repair of Federal-Aid roads and bridges that have been damaged by disasters.

Following Hurricane Sandy, ISC worked with the Port Authority of NY-NJ to conduct thorough damage assessments of the Holland Tunnel, develop cost estimates to repair and restore the Holland Tunnel, and coordinate the administration of disaster relief funding through the FHWA Emergency Relief Program and FEMA's PA Program under the authorities of the Sandy Recovery Improvement Act.

Additionally, Hurricane Maria caused severe destruction throughout the Commonwealth of Puerto Rico and an estimated \$91.6 billion in damages. Compounding the situation caused by the hurricane, Puerto Rico had been facing an economic crisis spanning more than a decade, coupled with structural-demographic, health, social, and infrastructure stresses, including Puerto Rico's power and energy sectors. Puerto Rico's transportation sector was severely damaged, making areas of the Commonwealth inaccessible, disrupting mass transit services, and crippling sea and airports. ISC staff worked closely with the Puerto Rico Department of Transportation and COR3 to coordinate the disaster assistance funding provided through FHWA's Emergency Relief Program and FEMA's PA Program for over 16,000 miles of roadway, including a countless number of bridges.





#### Firm References

# PASC COUNTY FLORIDA OPEN SPACEN. MOREOUT PLACES. Pasco County, Florida

07/2017 - Present



Franklin County, Ohio 11/2022 - 05/2023



Florida Department of Transportation - District 3 07/2017 - 04/2023



City of Chipley, Florida 2023



Bay District Schools 09/2021 - 12/2021

#### **Contract Information**

#### **Disaster Related Recovery Services**

Patrick W. Ballinger I Grants Coordinator 8731 Citizens Drive, New Port Richey, FL 34654 (727) 847-2411 x8457 I pballinger@pascocountyfl.net

**Proposed Staff on this Project:** Suzanne Settoon, Juliann Bertone, Emily Prestenbach, Daniel Schenkel, Justin Cauley

**Services:** Debris monitoring, financial/programmatic compliance, FEMA PA & HMGP, disaster response and recovery, program management

#### **HOME-ARP Allocation Plan**

Genee' Cosby | Community Development Administrator 150 South Front Street, FSL Suite 10, Columbus, OH 43215 (614) 525-5578 | geneecosby@franklincountyohio.gov Proposed Staff on this Project: Juliann Bertone, Justin Cauley

**Proposed Staff on this Project:** Juliann Bertone, Justin Cauley, Emily Prestenbach

**Services:** Project critical path plan development, development of Allocation Plan, progress report creation, stakeholder engagement, Needs & Gap Analysis Report

#### Natural Disaster Monitoring/Construction Engineering and Inspection Services

Beverly Renae Sanders, PE I Assistant District Construction Engineer Highway 90 East, Chipley, FL 32428

(850) 330-1658 | renae.sanders@dot.state.fl.us

**Proposed Staff on this Project:** Suzanne Settoon, Daniel Schenkel, Justin Cauley

**Services:** Debris removal monitoring, disaster response and recovery, FEMA PA & HMA involvement, financial compliance

#### **Federal Grant Development Services**

Patrice A. Tanner I Assistant City Administrator/City Clerk 1442 Jackson Avenue, Chipley, FL 32428 (727) 847-2411 x8457 | PTanner@cityofchipley.com

**Proposed Staff on this Project:** Suzanne Settoon, Juliann Bertone, Emily Prestenbach, Daniel Schenkel, Stephanie Phillips Gros

**Services:** Project selection, project scope and cost development, funding review and maximization, coordination with stakeholders, project narrative creation, project application and submission

#### Public Assistance Technical Services - Emergency Contact

Leon Walters | Executive Director

1311 Balboa Avenue, Panama City, FL 32401 (850) 767-4205 | waltell@bay.k12.fl.us

Proposed Staff on this Project: Dan Martin

**Services:** Completed audit of FEMA Grants Portal and Florida PA, Cleaned up and reorganized 180 active recovery projects, identified \$16.2 million in cost overruns, identified and addressed eligibility issues with various PWs, provided consultation on FEMA policy guidance to BDS



Pasco County, Florida



#### **Project Description**

Metric was hired by Pasco County to provide disaster recovery and hazard mitigation consulting services. Our team serves as a grant administration and Hazard Mitigation Grant Program recovery consultant. We are responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, effective quality-management protocols, reviewing and improving procedures, and providing reimbursements and financial management.

#### Event Activation: Hurricane Ian (2022)

Metric compiled and reviewed over \$2 million in FEMA PA eligible project costs including force account equipment, materials and labor. Our team also analyzed field documentation and scopes of work.

#### Event Activation: COVID-19 (2020)

The County issued COVID-19 Recovery Category B: Emergency Protective Measures, which involve recovery services for federal funding programs as they relate to county-wide recovery measures. Our team is assisting with FEMA PA Category B: Emergency Protective Measures, Health and Human Services reimbursements and grants, duplication of benefits, project closeout, appeals, HUD CDBG-CV, date of loss and unemployment issues, and CARES Act guidance and grant management.

#### Event Activation: Hurricane Irma (2017-2018)

Prior to Hurricane Irma striking Florida, Pasco County activated our team to the County's Emergency Operations Center to ensure the County was capturing every eligible dollar spent. We advised Pasco County on numerous FEMA issues, including eligibility, debris, contracting, and labor. We coordinated with FEMA and Pasco County to prepare over \$10.4 million of PA grant money, including debris removal, emergency protective measures, and various permanent repair projects.

#### Event Activation: Hurricane Hermine (2016-2017)

Metric assisted the County in reviewing all of their FEMA PWs that stemmed from the hurricane, ensuring all eligible costs were documented and captured by FEMA and FDEM. Our team reviewed the County's Direct Administrative Costs and assigned them to the appropriate PWs (costs FEMA and FDEM failed to include). We reviewed over \$1.3 million in PWs that were previously reviewed by FEMA. We identified over \$100,000 of additional reimbursable items that FEMA did not include in it's original PWs. Our team resolved disputes and prepared appeals when unfavorable determinations were received.

#### **Project Features**

- ✓ Financial/Programmatic Compliance
- Policy & Procedure Subject Matter Exdpertise
- Disaster Response and Recovery Management
- O Program Management

#### **Client Reference**

Patrick W. Ballinger Grants Coordinator Pasco County, Florida (727) 847-2411 x8457 pballinger@pascocountyfl.net

#### **Project Dates**

2017 - Present

#### **Project Value**

\$14.8M

#### HUD Voluntary Home Buyout, City of Panama City

City of Panama City



#### **Project Description**

Metric holds an ongoing contract to conduct Environmental Assessments and Tiered Environmental Reviews and prepares the appropriate NEPA documentation to satisfy US Department of Housing and Urban Development (HUD) requirements under the Environmental Review Procedures' 24 CFR Part 58. Under its first Task Work Order, Metric is providing documentation for 35 houses in Panama City that will be purchased as part of the Buyback Program because of repeated flooding. This requires inspections of each house and completion of an Environmental Assessment.

#### **Project Features**

- **⊘** CDBG-MIT
- **⊘** CDBG-CV Funded Projects

#### **Client Reference**

Lee Waller Project Manager 501 Harrison Ave. Panama City, FL 32401 (850) 691-4609 lwaller@pcgov.org

#### **Project Dates**

2022 - Present

#### **Project Value**

\$200M

#### Federal Grant Development Services

City of Chipley, Florida



#### **Project Description**

Metric Consulting was selected by the City of Chipley, Florida to provide technical assistance in the selection, development and submission of their grant application to the Office of the Secretary of Transportation, U.S. Department of Transportation (DOT)'s Reconnecting Communities and Neighborhoods (RCN) Program

The Metric team reviewed the City's preliminary concepts of infrastructure to determine feasibility and most applicable funding mechanism, met with the stakeholders to review potential site and provided recommendations for application to the Neighborhood Access and Equity (NAE) Program. The NAE Program provides technical assistance and grant funding to improve walkability, safety, and affordable transportation access through context-sensitive strategies for improving community connectivity; mitigating or remediating negative impacts on the human or natural environment; and assisting economically disadvantaged or underserved communities with planning and capacity building activities.

In cooridation with City staff, Metric developed strategies specific to the identified projects, created detailed maps and graphics, and conducted cost esimation needed for the grant application and submission. Based on the approved scope and project materials, our team completed the grant narrative, obtained letters of support and compelted all mandatory forms required for submission.

The Metric team ensured that all grant requirements were met and the City's grant application was submitted ahead of the Notice of Funding Opporitunity deadline.

#### **Project Features**

- ❷ Project Selection
- Project Scope and Cost Estimation Development
- Funding Review and Maximization
- O Coordination with Stakeholders
- Project Narrative Creation
- Project Application and Submission

#### Client Reference

Patrice A. Tanner
Assistant City Administrator/City
Clerk
City of Chipley Florida
PTanner@cityofchipley.com

Project Dates 2023

Project Value \$5M

# CDBG-DR Environmental Services and Damage Assessments

Texas General Land Use Office



#### **Project Description**

In partnership with True North and Grantworks, Metric is currently tasked with provision of environmental services and damage assessments in support of the Texas General Land Use Office (TxGLO)'s Homeowner Assistance Program (HAP) aimed at helping Texan homeowners recover after Hurricane Harvey. Metric conducts Tier 2 site specific environmental reviews for properties assisted by the program to comply with 24 CFR Part 58, existing programmatic agreements, and all related laws and authorities This includes scheduling and performing field assessments, and desktop reviews. The Site Specific Environmental Review team is responsible for obtaining CAD data, site location and site vicinity mapping, determination of requirements for flood insurance and/or elevation of new structures using both Preliminary and Effective FEMA flood maps, mapping and consultation regarding historic preservation, wetland protection, endangered species, wild and scenic rivers, toxic sites, and noise.

Additionally, Metric is tasked with inspections to survey storm damage and gauge construction progress. Metric has scheduled and conducted hundreds of field inspections to document storm damages in each home to create a detailed damage cost estimate using Xactimate and in accordance with program procedures.

Due to the need to efficiently process thousands of documents and create tens of thousands of maps, Metric designed a custom GIS web application that draws from existing regulatory databases and produces consistently formatted maps. This web application has streamlined production and improved quality control, as it eliminates the need to independently access dozens of databases and create maps from scratch. Maintaining the schedule and turning around project applications in less than two weeks is a major aspect of this project, and more than 50 applicant sites are typically processed each month. In addition to an efficient GIS-based web application, this also requires highly-trained staff and a rigorous Quality Control (QC) program.

During program construction, each home is inspected to confirm its constructed or rehabilitated meeting all applicable local codes, rehabilitation standards, zoning ordinances, and that all local permitting and city/county inspections are completed. Each home inspected is verified to meet the International Residential Code 2012 or higher (IRC) (with windstorm provisions) and International Building Codes (IBC). Rehabilitation projects are verified to comply with Housing Quality Standards (HQS) and all applicable local codes and ordinances.

#### **Project Features**

- O Damage Assessments
- Policy and Procedures Development
- Program Monitoring and Oversight
- Project and Grants Compliance and Closeout

#### Client Reference

Mark A. Havens Chief Clerk (512) 936-4441 Mark.Havens@GLO.Texas.gov

#### Project Dates

2012 - Present

#### Project Value \$2.2M

# CDBG-DR Housing Program Design, Management & Closeout

Texas General Land Use Office



#### **Project Description**

Metric served as the Program Manager for Texas General Land Use Office (TxGLO)'s pilot "Homeowner Opportunity Program" (HOP), which entailed creating policy and procedures, providing direct mobility counseling services to homeowners who voluntarily relocated to promote housing choice and affirmatively further fair housing, and vendor management for provision of real estate and title clearance services in the wake of Hurricanes Ike and Dolly (round 2 CDBG-DR program). HOP involved relocation of low-income applicants in FEMA-designated high-risk areas or areas of high minority or poverty concentration to higher opportunity areas. The Metric team drafted and implemented policies and procedures involving the provision of real estate services, housing counseling, protection of housing choice, affirmatively furthering fair housing, URA regulations concerning real property acquisition and rights of displaced persons.

Metric assisted the TxGLO in determining program eligibility, conducting counseling to determine housing preferences and requisite amenities for relocated households, grant execution, real estate closing, and applicant management through closeout.

To achieve the goals of the program, Metric was tasked with coordination and collaboration with multiple vendors contracted to deliver specific aspects of the program. We spearheaded orchestration of legal services for title clearance, provision of real estate services, environmental reviews, and construction, allowing the program to serve hundreds of applicants who were successfully relocated to safe, sanitary homes.

#### **Project Features**

- Policy and Procedures Development
- Implementation of URA Regulations
- Program Monitoring and Oversight
- Project Management
- Project and Grants Compliance and Closeout

#### Client Reference

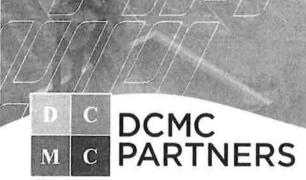
Jorge Ramirez
Deputy Director
(512) 463.5001
Jorge.ramirez@glo.tx.gov

#### Project Dates

2012 - 2017

#### Project Value

\$500M



#### A **LEMOINE** COMPANY

#### **Project Description**

The City of Galveston engaged DCMC Partners to support the City's recovery from recent hurricanes and future events. DCMC is providing technical assistance to resolve open issues with PA grants. This includes the drafting of appeals, development of closeout packages, and resolution of insurance duplication of benefits. DCMC initially drafted appeals for disputed project worksheets from Hurricane Ike. To support its recovery from Hurricane Harvey, the City added task orders for developing HMGP applications for drainage improvements.

DCMC team members have supported the City's recovery efforts for more than a decade. Under previous contracts, our team members helped the City of Galveston obtain and keep well over \$100 million in FEMA funding in the aftermath of Hurricane Ike. We helped resolve issues and secure funding for the City for debris removal, emergency protective measures, and damages to both facilities and infrastructure. We balanced insurance claims with FEMA grants to maximize total reimbursement for the City's losses. We conducted damage assessments, resolved funding issues associated with "saltwater trees" (trees killed over time by saltwater intrusion), successfully addressed FEMA's initial refusal to provide funding for roadways and infrastructure that had been destroyed but could not be replaced due to coastal erosion, and countless other matters requiring both timely and expert engagement. In doing so, our team members regularly helped maximize funding for the City above and beyond that which was offered by FEMA, adding tens of millions of additional dollars to the resources available to the City for its recovery efforts.

to replace the City's 59th Street Potable Water Pump Station, which was heavily damaged by Hurricane Ike (2008). It was determined that the City and its residents would be better served by a replacement of this critical asset rather than repair of the pre-storm asset, including a

DCMC's hazard mitigation SME worked with the City to develop a project

#### **Disaster Recovery**

The City of Galveston

#### **Project Features**

- Development
- Program Management
- Management
- Program Monitoring and Oversight
- Project Management
- Project and Grants Compliance and Closeout

#### Client Reference

Tesa Wrobleski, Director of Disaster Recovery & Grants City of Galveston, TX (409) 797-3574 twrobleski@galvestontx.gov

#### Project Dates

2018 - 2026

#### **Project Value**

\$190M

complete upgrade of all pump station equipment and the installation of a 10MW emergency power generator. The pumps station building would be designed and constructed to meet FEMA's safe room standards and be capable of withstanding a Category 05 hurricane. The final project leveraged funding from HMGP, PA (Alternate Project), CDBG-DR, the Texas Water Development Board, and the City's General Fund. This successful leveraging of funding and the careful integration of the eligible scopes of work allowed the City to move forward with their recovery secure in the knowledge that this critical pump station would not fall in the next catastrophic storm event.

#### **Hurricane Sally Disaster Recovery**

Florida Department of Emergency Management



A LEMOINE COMPANY

#### **Project Description**

The Florida Division of Emergency Management (FDEM) hired DCMC in December of 2020 to provide disaster recovery support related to damages brought about by Hurricane Sally. The state of Florida faced catastrophic losses due to Hurricane Sally, the most destructive storm to strike the Alabama-Florida border region in nearly twenty years.

Under the Hurricane Sally declaration, DCMC has assisted 91 applicants. DCMC has also worked on 735 projects currently processing through FEMA's Grants Portal, 671 of which have been obligated, totaling over \$190 million. DCMC has processed requests for reimbursement totaling over \$136 million on over 600 projects, \$129 million of which has already been fully approved and released to applicants. 171 projects have already been submitted for closeout with obligations totaling \$116 Million. Our PA Staff works directly with the applicants to process these projects, from initial formulation through close-out. Our team engages both with FEMA and applicants to guide the applicants through the process and maximize funding.

Though this work is still ongoing, DCMC has already helped to secure millions of dollars in funding for the State and its jurisdictions and has used their expertise to resolve countless challenges and problems. It is worth noting that due to the COVID-19 Pandemic, DCMC has provided these services to FDEM remotely. While the COVID-19 safety protocols put in place by FEMA have certainly been challenging, DCMC resourcefulness and experience ensured that progress on FDEM's projects did not suffer. For example, when FEMA started conducting site inspections, DCMC was unable to participate. With our years of expertise with the applicable regulations and reviewing similar documentation, our team excelled at reviewing the site inspection documentation, resulting in favorable outcomes for our client.

#### **Project Features**

- Project Scope and Cost Development
- FEMA Hazard Mitigation Grants
  Program Management
- Program Monitoring and Oversight
- O Project Management
- Project and Grants Compliance and Closeout

#### **Client Reference**

Melissa A. Shirah Chief of Recovery Tallahasse, FL (805) 815-4410 melissa.shirah@em.myflorida.com

#### **Project Dates**

2020 - 2025

Project Value \$9M

#### **Public Assistance Technical Services – Emergency Contract**



#### **Project Description**

ISC provided disaster recovery professional services to the school district of Bay County. This included project management, disaster recovery advisory, grants development, funding source compliance and reimbursement, closeout and audit support, and consultant coordination related to the aftermath of Hurricane Michael.

ISC provided Bay County Schools with end-to-end support in completing the review of 180 active projects submitted to FEMA, reconciled and requested time extensions, prepared quarterly reports, and identified improved/alternate project scopes of work.

Additionally, ISC staff provided training to school personnel.

ISC accomplished the following in 3 months:

- Completed audit of FEMA Grants Portal and Florida PA
- Clean up and reorganization of 180 active recovery projects
- Reconciliation of \$232,464,149.76 in FEMA Public Assistance funds
- Identified \$16.2 million in cost overruns
- Identified unpaid FEMA payments for large and small projects
- Identified and addressed eligibility issues with various PWs
- Provided consultation on FEMA policy guidance to BDS
- Prepared FEMA Quarterly Reports and proactively addressed issues with FDFM and FFMA CRC

#### **Bay District Schools**

#### **Project Features**

- O Project Management
- O Disaster Recovery Advisory
- Funding Source Compliance and Reimbursement
- O Closeout and Audit Support
- Consultant Coordination related to the aftermath of Hurricane Michael

#### **Client Reference**

Leon Walters Executive Director, Facilities at Bay District Schools waltell@bay.k12.fl.us 850-767-4205 or 850-767-5294

#### **Project Dates**

09/2021 - 12/2021

**Project Value** \$232M



#### Disaster Recovery Program Management

City of Sarasota, Florida

#### **Project Description**

Hurricane Ian devastated the City of Sarasota and its 55,000 residents. There was approximately 200,000 CY of debris across the City of Sarasota, and infrastructure throughout the City sustained damage from the storm. Additionally, the City initiated numerous emergency protective measures to protect the health, life, and safety of its residents and to reduce significant additional damage to the City.

Hours after the storm passed, ISC rolled into Sarasota and initiated debris operations. ISC oversaw all debris monitoring operations to ensure that only eligible debris was removed. Monitors use an automated debris management system to maintain records of contract hauler's trucks, including cubic yardage or loaded weight, time in and time out, number of loads per day, and other data as requested by federal, state, or other involved agencies. All documentation collected is validated and compiled to complete a FEMA claim.

In addition, ISC assisted the City with its FEMA claim for all permanent work (Categories C-G), ISC conducted detailed damage assessments to Cityowned facilities and infrastructure. All damage inspections were completed within 2 weeks. ISC identified over 32 properties that received storm-related damages that were eligible for FEMA Public Assistance reimbursement. ISC prepared all FEMA Project Worksheets and cost estimates.

ISC was able to increase Sarasota's initial FEMA claim of a couple million dollars, to over \$12 million in eligible FEMA Public Assistance funding.

#### **Project Features**

- **O** FEMA Damage Assessments
- Project Scope and Cost Development
- FEMA Hazard Mitigation Grants
  Program Management
- FEMA Public Assistance Grants
  Management
- Program Monitoring and Oversight
- Project Management

**Project Dates** 09/2022 - 01/2023

**Project Value** \$12M

Provide a Statement as to Whether the Proposer has, in the Last Five 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

Metric Consulting, LLC has not, in the last five years, been a party to a lawsuit of any kind related to, in any manner, the type of services requested in this RFP.



#### **Proof of Required Licenses**

Metric was established as a Limited Liability Company in Miami, Florida on 06/17/2015 and is certified to do business in the State of Florida. Metric's authorized representatives include Veronica Benitez, Manuel Benitez, and Ivonne Benitez.

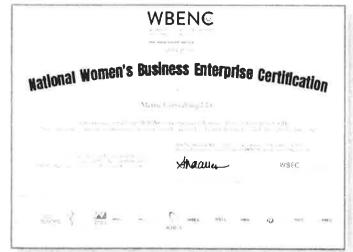
A copy of the first page of our SunBiz Report from the the Division of Corporations is included below.



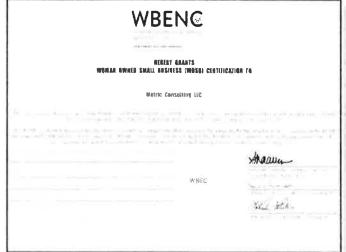
#### Women's Business Enterprise and Woman Owned Small Business Certifications

Metric is a certified Woman and Minority Owned Business through the State of Florida's Division of Purchasing's Department of Management Services' Office of Supplier Diversity and through the Women's Business Enterprise National Council.

#### National Women's Business Enteprise (WBE) Certification



#### Woman Owned Small Business (WOSB) Certification



#### **Proof of Required Licenses**

#### **Articles of Organization**

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

L15000105886 FILED 8:00 AM June 17, 2015 Sec. Of State cmustain

#### Article I

The name of the Limited Liability Company is: METRIC CONSULTING LLC

#### Article II

The street address of the principal office of the Limited Liability Company is: 13940 SW 136 STREET

13940 SW 136 STREET SUITE 200 MIAMI, FL 33186

The mailing address of the Limited Liability Company is

13940 SW 136 STREET SUTTE 200 MIAMI, FL 33186

#### Article III

The name and Florida street address of the registered agent is:

MARILEY PEREZ 13940 SW 136 STREET SUITE 200 MIAMI, FL 33186

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: MARILEY PEREZ

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

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#### Article III

Tab 5 Proposed Technical Approach

## Our approach to the Scope requested for Emergency Planning, Disaster Recovery, and Mitigation Grant Program Services

Metric understands that the County seeks professional service assistance throughout the life of the projects as required to support the County's disaster recovery, to expedite financial recovery, and mitigation grant programs, through the various FEMA grant programs and other federal funding programs. emergency planning Metric has extensive programmatic disaster recovery experience and intimate knowledge of FEMA operations, including a strong understanding of the FEMA Public Assistance and Mitigation Program, the Stafford Act, and hazard mitigation.

In addition to our FEMA PA Program and mitigation experience, Metric has managed grants within HUD's CDBG Program, including CDBG-DR, CDBG-MIT, and CDBG-CARES, as well as Department of Economic Opportunity grants. Metric has been successful in identifying and developing successful applications for critical funding for local municipalities and counties through the Infrastructure Investment and Jobs Act (IIJA), Inflation and Reduction Act, and other federal, state, and local grant sources. Our staff have drafted policy guidance to assist our clients that has later been adopted by FEMA, and we work alongside FEMA to obtain maximum reimbursement for our clients. We are also capable of assisting with timekeeping procedures and developing and submitting Project Worksheets (PWs) to obtain funding for recovery and reconstruction.

Whether a natural disaster strikes, a pandemic occurs, or a client wants to discuss mitigation preparedness measures, our disaster recovery experts can deploy within 24 hours. Adherence to policies and procedures set forth by federal regulations such as the Americans with Disabilities Act (ADA), the Stafford Act, and the Uniform Relocation Act require staff who understand how these rules interact.

Federal agencies such as the Department of Transportation (DOT) and the Department of Justice (DOJ) have made unprecedented levels of funding available for mitigation, preparedness, and recovery projects, and many state-level agencies have followed suit. As a Florida-based firm with 10+ offices throughout the state, we have first-hand knowledge of the resilience of Florida's communities and citizens, and the resolve Floridians have demonstrated in achieving efficient and effective recoveries. We are trained on rules, regulations, and guidelines at the state and federal levels, and have used our knowledge to support clients with grant writing and grant applications, Benefit-Cost Analyses (BCAs), project monitoring, reimbursement services, payment reconciliation, procurement development, oversight, and financial management.

We have extensive familiarity with recovery operations in Florida, including experience with disasters such as hurricanes and major flooding events. Our familiarity and level of involvement have allowed us to gain insight into the needs and challenges the State faces following catastrophic events. We provide tailored program and policy expertise and work with our clients, teaming partners, and stakeholders to ensure our work complies with FEMA PA Program eligibility requirements and applicable codes, standards, and regulations.

Following a declared disaster, the County may receive funding from multiple sources outside of FEMA and the CDBG Program, including funding from the State and FHWA. We will work with the County to maximize funding, ensuring that we prioritize the expenditure of funds that have the strictest compliance requirements, which will allow the County to prevent duplication of funding sources.

# 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

Our knowledge across different recovery programs will minimize the potential for interagency conflicts and equip the County with the tools it needs to resolve disputes. Below, we have included an overview of relevant disaster assistance areas and procedures that are key to maximizing federal and state disaster reimbursement. Throughout a project's lifecycle, our project managers will provide technical support for all permanent work projects to ensure compliance with FEMA regulations. Our disaster management administration approach is founded on the six key principles to the right:



Metric will complete the following activities to produce applications that result in limited information requests from FEMA and an efficient path towards reimbursement:

 Kickoff Meeting – Upon initiating a Task Order, Metric will schedule a kickoff meeting with the County. We will review key details of the project, including program intent and priorities, eligible uses of funding, implementation timelines, and evaluation Cost Recovery and Financial Management
We are experts in FEMA programs. We understand how these
funds can be combined with CDBG and other funding streams to
fully leverage and maximize all available funding resources, so
the client's out-of-pocket costs are minimized.

Communication
We know strong communication is the foundation of a strong
program. We deliver a range of communications from reports to
one-on-one interaction to ensure stakeholders of all levels of
influence remain engaged and supportive of the client's efforts.

In-Depth Policy Knowledge
We offer grounded, practical knowledge of the myriad of
regulations governing FEMA and other federal grants from
environmental reviews to the Stafford Act, Uniform
Administrative principles, and beyond. We rely on expertise and
experience to design and implement initiatives that weave
compliance throughout.

Data Oriven Results
Our team's expertise in data analysis, decision support tools, and
GIS mapping enables our clients to define metrics, understand
scenarios, inform policies, track initiatives and projects, and
ultimately understand their data, allowing informed decisions
that result in measurable outcomes.





criteria, as well as sustainability. We will identify damaged facilities and plan damage assessments as needed. We prioritize projects to ensure projects that are well documented immediately move forward to provide cash flow. We will schedule weekly project meetings to review our grant application progress.

Request for Information = Metric will provide a detailed Request for Information (RFI) that outlines any
documentation that we will need from the County. We will create a SharePoint site (or the County's preferred
platform) for efficient data sharing and collaboration. Our team will also request data inputs that we can
develop into compelling grant application content.

 Grant Application Development - Prior to engaging in application development, we will review proposed projects to ensure that each project meets FEMA's program goals and eligibility requirements.

\* Environmental and Historic Preservation Review — Our environmental team is versed in environmental reviews for federally funded programs and will weigh in on environmental and historic preservation considerations. They will address how potential environmental concerns can be resolved or avoided, as well as what mitigation steps can be taken during project implementation.

 Stakeholder Coordination – We will help the County coordinate with stakeholders to review and support project applications, and we will assist the County by submitting applications to meet all FEMA deadlines.
 We will work with FEMA and FDEM to ensure information requests are completed efficiently.

Benefit Cost Analysis – For future projects that require a cost effectiveness review, Metric will determine
the approach for each BCA to justify the highest return on investment for each project. We will determine
whether the analysis is based on historical damages, or whether damages need to be professionally modeled
using FEMA or other federal funding source methods.

#### **Establish Adequate Financial Controls**

The County can mitigate funding delays or denials and avoid missing opportunities by establishing financial practices and procedures before a disaster occurs. We will ensure that financial management systems like payroll are in place, and that all transactions are captured and processed according to applicable laws and regulations.

We will perform the following activities to ensure the compliant development, implementation, and management of financial systems:

- Conduct a performance evaluation of the County's payroll tracking system to ensure compliance with 2 Code of Federal Regulations (CFR) Part 200
- Review the County's accounting principles to verify compliant practices for fiscal and accounting management
- Support the County in streamlining its financial management policies, procedures, and account lines to establish smooth transitions before and after a disaster, if needed



#### Initiate

Establish proper financial policies, procedures, and systems. Train staff on proper recording and handling of any awarded funding. Benefit: Increases the ability to detect fraud, waste, abuse, or mismanagement.



#### Plan

Identify resource and capability gaps, risks, and financial hazards. Deploy resources to fill gaps and mitigate risks.

Benefit: Improves ability to project financial needs after disaster and set recovery and response budgets.



#### Execute

When recovery funds are received promptly allocate funding to specific initiatives according to established procedures.

Benefit: Ensures adequate financial resources are available to complete recovery initiatives.



#### **Monitor and Control**

Monitor use of disaster recovery funds against compliance standards, budgets, and projected expenditures.

Benefit: Supports transparent financial stewardship and encourages compliance with federal funding requirements.



#### Closeout

Close the project in accordance with federal funding requirements and archive records to prepare for future audit. Benefit: Eases the burden of audit and prevents federal funds from later recapture and de-obligation.

#### **FEMA Public Assistance Program**

We utilize our staff's relationships with FEMA and FDEM, insights, and practical knowledge to reduce the time between a disaster and reimbursement from FEMA and FDEM. We understand the regulations and details that govern the FEMA PA Program, and we provide simple breakdowns of FEMA's policy that are backed by actionable initiatives. Our approach to the FEMA PA Program is broken into the following three phases:

#### 1. Grant Formulation

Pre-obligation grant related activities undertaken to identify and document damages and expenses to formulate projects and apply for FEMA Funding.

#### 2. Grant Management

Post-obligation grant related activities required to draw down FEMA funding to complete and close approved projects.

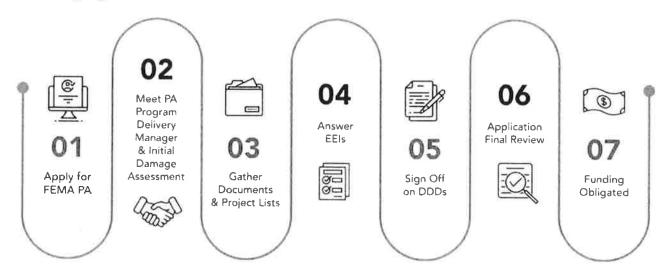
#### 3. Closeout

Submit final documentation required to close project. Archive information and organizational process assets to facilitate any future audit

#### Grant Formulation (Pre-Obligation)

Our knowledge of FEMA's Grants Portal and our streamlined processes for project development will provide the County with a seamless and effective pre-obligation phase.

### FEMA Public Assistance Application Process



The FEMA PA process begins with ensuring damages are accurately captured and completed in the County's Damage Inventory. Metric's project managers and damage assessment team are versed on FEMA policy and can provide accurate damage assessments that meet FEMAs requirements.

The Damage Inventory must be completed within 60 days of the Recovery Scoping Meeting, as it provides the foundation for project development. The Damage Inventory is crucial, as it will help our team and the County to group projects, determine site inspection dates, develop a project's Scope of Work, and set up a project for a successful lifecycle. To confirm that the County is prepared to receive maximum reimbursement, we will begin tracking event-related costs during the grant formulation phase.

Proper damage assessments are critical to a timely recovery. The assessments support the preparation of Essential Elements of Information, Damage Descriptions and Dimensions, and ultimately will allow the Client to provide compliant PWs. During the Applicant Final Review, we will assist the County with the following critical review items:

- Ensure the project Scope is accurate, and all damages are captured
- Verify that completed work is included
- Check to see if a fixed cost offer is accepted, and ensure the cost reflects the fixed-cost offer that was agreed upon
- Confirm the cost estimate is close to the anticipated cost, if a fixed cost offer is not accepted

#### **Best Practices**

Submit a memo with each EEI so the person writing your project has context and a plain language explanation of your proposed project.

#### Grant Management (Post-Obligation)

A majority of the work occurs in the grant management phase. In order for the County to draw down its funds, FEMA and the State will need to ensure the County submits all appropriate documentation and is following the project's approved Scope. In the FEMA PA Program, this is known as submitting a Request for Reimbursement (RFR). Our grant process streamlines the creation and submittal of RFRs, which will allow FEMA to reimburse the County at a quicker rate than many other applicants in the state.

We carefully account for items throughout the grant formulation process, which allows us to compile RFRs in a simple and straightforward manner. As RFRs are approved and FEMA obligates funding to the County, we will enable the County's projects to stay on track by monitoring each project against planned outcomes. If budget overruns, schedule delays, or quality issues affect a project's timeline, we will work with the Contractor and the County to re-align the project with its proposed schedule.

#### Grant Compliance

We believe that emphasizing compliance throughout the grant process is the best way to create an environment where transparent financial stewardship thrives. We understand that compliance must be embedded throughout all program resources, materials, policies, and procedures.

We provide technical consulting to assist our clients in navigating federal and state rules and regulations, and our goal is to oversee effective, efficient, and compliant projects and programs. Metric will provide comprehensive solutions for key compliance components involved with managing federal grants, including compliance with applicable Federal Register Notices, record retention, embedded financial controls, and other processes that

ensure compliance with 2 CFR Part 200 and other relevant regulations. We will conduct compliance reviews in accordance with agreed upon standards, ensuring that results are tracked, managed, and stored in a secure and organized manner.

#### **Ensuring Compliance & Minimizing Risks**

Our compliance framework provides an assurance that each project file "tells the story" and is preserved in an audit-ready, fully-compliant file.

#### Grant Closeout

Once a project is complete and actual costs are known, the project enters the closeout phase, and a closeout package is prepared. We will provide exemplary project management services and will prepare all closeout paperwork, making sure all data is properly stored and accounted for throughout the lifecycle of a project. We understand that preparation for an error-free closeout phase begins on day one of a project. We have completed closeout packages for several federal funding streams, including FEMA, HUD, FDEM, and the FHWA, and we will apply that knowledge as we facilitate the successful closeout of projects for the County.

#### Appeals

FEMA may disagree with information that is presented within a project and may deem the project (or portions of it) ineligible for reimbursement. In these cases, we will work with the County to prepare policy-driven defense of the project. Our approach to appeals begins with our design for operations and applications for funding. A policy-driven approach enables us to reduce the number of appeals and adverse determinations that our clients face. When disagreements with FEMA arise, we attempt to mediate issues on a policy basis to avoid the cost and delays that the appeals process involves.

Metric submitted a successful policy-driven argument that was supported by common sense explanation to support the City of Cranston, Rhode Island in a FEMA appeal. FEMA's adverse determination was reversed, and the City of Cranston's questioned costs were reimbursed.

When appeals are necessary, we advocate for our clients' ability to pursue recovery projects and initiatives that align with their vision. We will work alongside the County to create compelling and concise appeals packages. Our team includes subject matter experts, engineers, and policy specialists who have successfully appealed FEMA funding decisions to the benefit of our clients around the country. We are prepared to support the County if there is a need for appeals, including during instances of potential funding de-obligations.

#### Representation with FEMA, FDEM, and other Agencies

We have an extensive history working with federal and state entities, and our philosophy for interaction has always been based on transparency. Trust thrives on strong relationships, and a smooth grants process is achieved when there is mutual trust between parties. We have supported our clients through numerous monitoring visits and compliance reviews, including compliance reviews conducted by FEMA, HUD, and the OIG. We have also represented our clients throughout audits conducted by FEMA, the State Auditor's Office, the U.S. Department of Homeland Security, and the OIG.

Potential Improvements and Maximization of FEMA Funding

FEMA's HMA programs provide funding for eligible mitigation activities that reduce disaster losses and protect life and property from future disaster damages, including the HMGP and the Building Resilient Infrastructure and Communities (BRIC) Program. To provide comprehensive mitigation and resilience efforts, we will assist the County in securing funding from multiple sources within FEMA's HMA portfolio. Hazard mitigation authorized under Section 406 of the Stafford Act is provided to fund mitigation measures that coincide with disaster-damaged facilities and is limited to declared counties and eligible damaged facilities. Through cost analysis, Metric will work to maximize funding through mitigation opportunities found within projects. This may include improvements through Building Code requirements or project hardening to ensure repairs prevent potential damage in the future. This work may involve our team and the County working directly with a FEMA Mitigation Specialist and Grant Manager to discuss opportunities within the project lifecycle, ranging from inspection through completions.

#### Hazard Mitigation Grant Program

We will prepare a list of the most advantageous mitigation measures for each project for the County's consideration during the grant formulation phase. We will work with the County to leverage funding for projects that are eligible under Section 406, keeping in mind that it is also possible to utilize BRIC or Flood Mitigation Assistance (FMA) funds.

#### Section 404 Funding

The County's Hazard Mitigation Plan is more than a vital planning document that outlines strategies for reducing risk to human life and property by minimizing the impact of potential disaster events. It allows the County to be eligible to apply for funding under FEMA's HMA programs, including the HMGP. To be eligible for FEMA's hazard mitigation grants (including BRIC or FMA funds), the County must have an approved Hazard Mitigation Plan. To assist the County with the development of its Hazard Mitigation Plan, or to aid in updating the existing plan, we will assess disaster risks and vulnerabilities in the area. After potential risks and vulnerabilities have been identified, our team will support the County by providing solutions for long-term strategic mitigation against future disaster events.

To ensure the Hazard Mitigation Plan is maintained, we will aid the County in procuring funding through FEMA's HMA funds, which provide grants to communities to develop and update their respective Hazard Mitigation Plans. Once mitigation strategies are identified, we will work with the County to bring these visions to life by designing programs that exceed the County's needs.

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Long-Range Recovery Planning

Metric understands that long-range recovery planning is much different than preparing for the immediate response phase of a disaster. Long-range recovery planning and preparation involves the identification of strategic restoration, improvement, and growth priorities that are identified pre-disaster. Every disaster is unique, and the extent and types of damage will differ. The severity of a disaster will also impact how long-term recovery is implemented. We will implement recovery planning prior to a disaster, along with mitigation and response preparation, to ensure all potential scenarios are covered.

As needed, we will assist the County in the development of a long-range recovery plan pre-disaster, which will cover the establishment of clear leadership, decision-making structures, and stakeholder involvement. The County's long-range recovery plan will also institute criteria for identifying redevelopment goals related to economic sustainability and growth, environmental factors, and historical preservation. Our goal is for the long-range recovery plan to guide the County in determining goals and priorities for each specific disaster scenario.

## Provide Damage Assessments for County Facilities, including Technical Assistance and other Elements of Information to Support Reimbursement

Metric offers the County a multi-disciplinary team that includes several professional engineering staff that can review a wide variety of engineering plans as they relate to disaster-related tasks, including the repair and/or construction of damaged facilities and infrastructure. We will work with our engineering team and damage inspection experts to ensure that all repairs comply with FEMA, state, and local eligibility requirements, and that they adhere with all applicable PWs and guidelines.

Our core knowledge includes the principles of allowable costs, insurance requirements, equipment costs, procurement procedures, cost reasonableness, and reporting. We conduct detailed analyses on repair/construction efforts performed in comparison to the Scope of Work and PWs to assure eligibility and adherence to grant requirements and guidelines.

Our site inspectors, engineers, and construction managers have in-depth experience in FEMA damage eligibility and are experts at understanding and capturing disaster damage, including subtle details that are not immediately visible, such as corrosion and water infiltration. Metric will work to analyze cost data to determine the correct repair or rebuild approach. We will provide mitigation applications for opportunities found before and after a disaster. This may include cost estimation through third-party software and hard cost data from vendors. Cost Analysis development based on FEMA's BCA tool will be utilized for mitigation applications.

#### Damage Assessment After a Disaster

We will work with County staff to verify that a comprehensive site inspection takes place, which will allow us to create a complete Scope of Work. The complete Scope of Work will help us ensure sites and structures are restored to pre-loss conditions. One service we offer is a site inspection walkthrough with FEMA personnel, which ensures all damages are captured for a faster Damage Description and Dimensions formulation. A complete Damage Description and Dimensions overview is beneficial to the project formulation timeline, as it reduces FEMA's timeframe for capturing all damages. Further, we can provide cost estimation for damages to allow the County to fully understand the dollar value of the damages.

Understanding job site safety and OSHA requirements is a critical part of our site inspection operations. Our team will inspect all damaged components of a site or structure, capture damages through time and GPS stamped photographs, and compose a Damage Inventory with dimensions to provide FEMA the proper documentation to develop the Damage Description and Dimensions, and a PW.

#### Repairs, Mitigation Efforts, and Cost Documentation

We will work in tandem with County staff to prepare FEMA PA emergency and permanent work project estimates. We are capable of developing replacement costs for buildings, property, and sites to help determine cost estimating, as well as to formulate. Damage Descriptions and Dimensions, and a complete Scope of Work. Over time, this process leads to the creation of accurate force account labor and equipment summary reports that are used to develop grant applications. Project formulation involves capturing damages that resulted from an event, determining a method of repair, and creating a cost estimate for the repair. This process operates differently for emergency work (FEMA Categories A-B) and permanent work. FEMA uses the PW (FEMA Form 90-91) to document details of the project, including the Damage Description and Dimensions, Scope of Work, and the costs. The Scope of Work and cost details should cover the who, what, why, when, where, and how of a project. Each project must comply with federal laws, regulations, and policies. Costs must be reasonable and necessary to accomplish the eligible work.

Although FEMA approves funds, the approval timeline depends on the quality of efforts that were made to document damages and the quality of reviews for RFRs or advances. After a disaster, we will work with the County to determine the level of effort and staffing needs for the recovery process, and from there we will work with the County to determine the severity of damages. We will ensure damages are accurately captured and that assessments are performed by recovery personnel who have FEMA and CDBG-DR assessment experience.

#### Benefit-Cost Analysis

We will aid the County in the establishment of costs for each PW. If preliminary costs have been developed by FEMA, we will provide independent assessments. Costs for completed work will be based on actual costs for materials and labor. Costs for pending work are estimated in accordance with industry standards and include labor costs, equipment costs, purchased supplies, contracts, mutual aid, and donated resources. Metric uses RSMeans' building cost database as our primary source for obtaining and applying costs to damaged items. RSMeans is the data standard for government related work and is accepted by FEMA as a tool for providing reasonable cost estimates. For large projects, we will aid applicants in the application of the Cost Estimating Format (CEF), which is a spreadsheet-based program that FEMA developed to establish general and administrative costs. CEF costs are added to a project's base estimate to determine the total project cost. This approach will allow us to reduce the risk of funding de-obligation. Our team will provide ongoing technical assistance to ensure projects are efficiently processed, and that they comply with FEMA guidelines. We will assist the County with insurance settlement determinations, and we will utilize RSMeans' cost database to validate projects and prepare any appeals.

#### **Quality Control**

Total quality management is essential to the continuous improvement of the County's projects through the prevention, detection, and mitigation of outliers and inefficiencies which may jeopardize program success. Our quality management philosophy focuses on preventative actions that are supplemented by corrective actions. Preventative actions like built-in inspection and quality control checkpoints mitigate the risk of costly mistakes and inefficiencies. Corrective actions pin-point root causes of non-performance or deviations from established performance standards and employ solutions to get a program back on track.

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

Metric holds a deep bench of employees that includes grant and project managers, cost estimators, and damage assessors. Metric has the ability to lean on its partner firm, Metric Engineering, for technical staff, such as GIS specialists and environmental scientists. Upon Metric pursuing opportunities through RFPs, Metric ensures we build a team that encompasses multiple experienced partnering firms, as we value the importance of providing redundancy in services. This action ensures that we can scale up as needed. Metric is prepared to ensure that our proposed team members are available to ramp up when the County is in need.

# Detailed Work Plan to Kickoff FEMA Public Assistance Recovery

# First 14 Days

# Days 15-60

🔻 Continue agreed upon engagement

Man with CEMA and FDEM

Work with the County's Risk Manage. to understand expense and insurance

# Long-Term Actions

# Conduct a kick-off maeting between Metric Consulting LLC and The Lounity

- infertity dare ages and facilities "That like Quiter to yropolish han Sevi Christae assessments
- to perform assessments that ment > Form damage assessment feams FEMAS specifications
- Beam engagements with ft MA and FDFM (in required)
- Develop the Damage inventory (DB WALL PERMA Provider 1st
- Review and respond to

- Work with the County to establish the Linst, 60 iday schedule with detailed three month task and production gnals for the FEMA program
- and adjust as needed to ensure the mast effective and efficient format Review current reporting structure monthly reports, quarterly reports, between both parties regarding accounting team for discussion for reporting to the County's and County bnefings
- alignment of metrics for overarching Establish Key Performance Indicators (KPIs) for the Metric tearn to ensure objectives, and ensure all parties and longer term production agree on KPIS
- are properly documented including Review DDDs for all storm damages define removal, force account labor submitted to FEMA, and ensure all troders of needed), and permanent protective measures terrapolary and equipment, emergency work progests
- management teams work in unison finsure the grant and project

- available during the recovery phase additional funding as it ber omes Provide insight and guidance to
- Culinct review retain and package grant duta and barkep
- guidance and development of RFDs tor permanent work reconstruction Assist a providing procurement (as needed)

developing the Scope of Work for

Assemble the backup and begin

suffernents by project

for the County's approval prior to each project based on the DDD's

submitting through the

FEMA Crants Portal

- Renoncie Snope and cost through the comparison of estimates to actuals
- Develop eligibility arguments and justifications

the County's Risk Manager on all

insurant e developments so

maximum efficiently can be at hiered on effort to be

Continue to coordinate with

Submit Reimbursement Requests to FDEM

expended on FEMA program's documentation requirements

- Requests and Atternate It iproved Develop and submit all Version or 428 project requests
- Review pay requests for permanent Work proverts to ensure achievence
- Package and submit all final ricseout documentation
- Prepare and support all infernal and external audit proceedings (thirten)
- reports to the County and Quarterly Reports to FDEM as required by Provide monthly and executive the funding programs

Provide relevant availability guidelines and/or the average time between request 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.

Our practice is to immediately respond to all meeting requests. We value open communication and responsiveness, and the norm for Metric is to accommodate all meetings upon the client's request. If there is a valid reason that a project manager can't accommodate a meeting request, our leadership team is always prepared to step up and participate. Through internal weekly program meetings, our project managers ensure our leadership team and subject matter experts who are included in this proposal are always aware of the program's current status It is our practice to have regular check-in meetings with our clients as often as needed during the program's life to maintain open communication and to ensure that expectations are being met.

The core Metric team presented in this proposal is prepared to be available when called upon. They will be available for the hours that are necessary based on the severity of the event. Upon activation and after assessments have taken place, we will advise the client during the Kick-Off Meeting of the necessary hours we anticipate for positions needed. The capacity of our team is outlined in the organizational chart and resumes.

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 e streamlined, as well as how we can better prepare before a loss to document a claim.

Upon contract award and execution, and at no additional cost, Metric will hold a kick-off meeting with the County prior to contract activation. During that meeting we will introduce the project manager and his core team to the County for the opportunity to build the relationship with the professionals that will be working side-by-side with the County when needed. The kick-off meeting is implemented to ensure that expectations are met at the time of activation and that the County is set up for success from the beginning. Topics covered during this meeting will include a discussion on how we collect and file project documentation, our processes and protocols, our request to provide County payroll policies, and ensuring all pre-positioned disaster recovery contracts are stored in a document depository system for review. This practice ensures federal compliance prior to an event. In addition, we ask that the County share any concerns and lessons learned from previous disasters.

Metric is experienced in setting our clients up for a successful recovery and ensuring that we maximize available funding for recovery. During the initial kick-off meeting, we would welcome a conversation to understand the County's internal practices and make recommendations for efficiency. This is part of our initial contract initiation process for success and comes at no cost to our clients.

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

Our team will utilize ISC's Odysseus™ Grant Management Tool (GMT) to provide a portal with details on the status of projects. Odysseus™ is a cloud-based suite of tools that is designed to enhance the knowledge management process, increase the County's operational effectiveness, increase collaboration and understanding, support knowledge transfer and retention through training and education, ensure regulatory compliance, and maximize funding efficiency.

The Odysseus<sup>TM</sup> GMT system will allow us to provide a ready-to-use or customized grant management system to allow the County to track, administer, report, and maximize grant funding. It serves as a centralized location for project collaboration, automates workflows, and personalized dashboards can be used to highlight pending tasks and the overall progress of grant funding allocations.

#### Key features of the Odysseus™ GMT include:

Real-Time Tracking	Tracking and reporting of grant funding will allow the County to expedite disaster recovery efforts and maximize reimbursement
Customizable	Personalized dashboard reports allow for transparency and help guide the execution and management of disaster grant allocations
Data Access	Easy-to-interpret data reporting and graphic analytics will help the County identify resource needs and gauge disaster recovery progress
Compatability	Odysseus™ GMT can be integrated with existing tools and software, including the County's financial management system
Tools	Odysseus™ provides the ability to track FEMA PA, CDBG-DR, FEMA 404/406 HMGP, CARES Act assistance grants, and more
Compliance	Automated notifications and simplified workflows will ensure compliance with federal regulatory and disaster program requirements
Flexibility	The County can modify the GMT's workflow to adhere to individual programs, processes, and procedures







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

Insurance is a critical component to disaster recovery, and maximizing proceeds is key - especially when an entity has previously received federal funding. Prior to an event, we review our clients' insurance policies and requirements to understand potential funding impacts and to help maximize funding. All damages will be captured in accordance with the peril of loss, and we will monitor the reductions that are applied for correctness.

Our team will work with the County's risk managers to ensure the County understands the insurance regulations related to obtaining and maintaining requirements for future disasters. In the past, we have reviewed insurance-listed damages and ensured that all damages are captured in the insurance reports. Metric will coordinate with FEMA and the County regarding all insurance developments so that maximum efficiency can be achieved on efforts under FEMA's documentation requirements.

Tab 6

Proposed Fee Schedule

#### Fee Schedule

Proposed Fee Schedule

		Average Days/Mont		No. of	
Position Title	Rate	h	Hours/Day	positions	Cost/Mo.
Project Manager	\$190.00	22	8	1	\$33,440.00
Sr. Appeals Officer or Legal Counsel	\$175.00	0.5	8	1	\$700.00
Engineer or Environmental Scientist	\$160.00	0.5	8	1	\$640.00
Sr. Grant Specialist	\$175.00	22	8	1	\$30,800.00
Grant Specialist or Insurance Specialist	\$140.00	22	8	1	\$24,640.00
Field Representative or Technical Associate	\$150.00	5	8	1	\$6,000.00
Administrative/Clerical Work	\$80.00	5	8	1	\$3,200.00
Subject Matter Expert	\$200.00	1	8	1	\$1,600.00
			8		\$0.00
			8		\$0.00
Month Estimated Total	\$1,070.00				\$99,420.00

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. Exceldrafts submitted will be considered non-responsive.

#### Direct Administrative/Management Costs

The administrative cost of recovery is complex and broad. We have years of direct experience accurately and properly tracking direct administrative and project management costs in compliance with FEMA guidance and have successfully secured additional eligibility through Project Worksheets and reimbursement by the state. Systems will be in place from day one of the contract award to ensure our team and the County's Force Account Labor staff are tracking their time and tasks properly to capture DAC/Management Costs per the FEMA guidance. Doing so facilitates our clients' reimbursement approval for our grants and project management services. In addition, to ensure cash flow for the County, we submit DAC costs as appropriate for timely reimbursements through FDEM.

Metric and our teaming partners work to ensure that our professional services align with the allowable 5% direct administrative costs. Pasco County's FEMA recovery program was included as a project in this proposal. This program was completed under the allowable grant administrative costs allowed by FEMA. If there is an occasion that costs are going to exceed the allowable cap, we immediately bring it to the client's attention in time that, if needed, we ensure that the client's grant management team or designated personnel are trained to successfully closeout the program.

#### **Proposed Team**

Name	Job Title	Years of Experience	Job Description			
Daniel Schenkel	niel Schenkel Project Manager 13		Oversee all grant and project management recovery projects to ensure the team meets Metric Consulting's standards and client expectations. Develop processes as the program requires. Guide the team to ensure compliance and eligibility rule are followed. Track and monitor program progress. Act as County liaison between FEMA and FDEM Attend all program meetings. Communicated directly with the County on program needs and program updates. Provide progress reports to the County. Conduct cost estimates as needed to support FEMA PA and Mitigation projects.			
Suzanne Settoon	Project Manager (FEMA SME), Sr. Appeals Officer	18	Provide program guidance and support to team as needed for all federally funded programs from program kickoff to closeout. Provide policy and procedural guidance. Remain available to the County as needed. Provide County training as needed.			
Dan Martin, PHD, CEM	Subject Matter Expert	30	Provide program guidance and support to the team as needed for all federally funded programs from program kickoff to closeout. Provide policy and procedural guidance. Remain available to the County as needed. Provide emergency management training and IT solutions to the County for recovery program management as needed.			
Stephanie Phillips Gros, PE, PTOE	Engineer	15	Provide expert knowledge in identifying funding for project needs through the IIJA and IRA opportunities, scoping projects and cost estimating for grant application development.			
Jessica Bloomfield, PE	Engineer	21	Review projects and cost estimates for permanent work projects as needed.			
Rob Myers	Environmental Scientist	16	Provide all EHP tasks as needed.			
Juliann Bertone	Sr. Grant Specialist - HUD and Other Federal Programs	10	Provide contract, and procurement guidance, implement all HUD-related programs, and the application development and grant management of other federal funding programs outside of HUD and FEMA. Lead all HUD related program initiatives.			

#### **Proposed Team**

Name	Job Title	Years of Experience	Job Description
Glen Lafond	Sr. Grant Specialist - FEMA Programs	25	Provide contract and insurance reviews. Provide procurement guidance. Implement all FEMA recovery and mitigation programs. Develop project scope of work and cost estimates. Lead FEMA PA program activities.
Marc Faisant	Sr. Grant Specialist - FEMA Programs	16	Provide contract and procurement guidance. Develop project scope of work and cost estimates. Conduct all activities required to implement FEMA Mitigation programs.
Jason Harris, MBA	Grant Specialist	18	Assist Sr. Grant Manger with grant management activities to include gathering of grant documentation for project development, uploads of all information in FEMA grants portal and Florida PA. Process request for payment with FDEM and respond to Request for Information. Assist with all closeout functions.
Emily Prestenbach	Grant Specialist	6	Assist Sr. Grant Manger with grant management activities to include gathering of grant documentation for project development, uploads of all information in FEMA grants portal and Florida PA. Process request for payment with FDEM and respond to Request for Information. Assist with all closeout functions.
Justin Cauley	Field Representative	8	Assist with all field activities, including assessments and project management activities for permanent work projects.
Jeffery LeMoine	Field Representative	20	Assist with all field activities, including assessments and project management activities for permanent work projects. Conduct drone assessments if required.
Jaime Dyson	Administrative/ Clerical Assistant	12	Data management and retention of all documentation to support the program.

Tab 7 Additional Data to Support Proposal



REQUEST FOR PROPOSAL FOR EMERGENCY PLANNING, DISASTER RECOVERY & HAZARD MITIGATION GRANT PROGRAM SERVICES REP.#

## 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 (Circ	or NO
If not a Florida Corporation,			
In what State was it created?	N/A		
Name as spelled in that State,	A 1.1()		
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, Certific	ate of Authorit	y Document No: <u>L15000105</u>	886
Does it use a registered fictitious name?		YES	or NO
Name of Officers:			
President		Secretary:	
Vice President:			
Director:		Director:	
Other: Veronica Benitez, Psy.	D Manager	Other: Manuel Benite	z   Manager
Name of Corporation (As used in Florida): M	etric Consultin	g: LLC	
		etly as it is registered with the Sta	ate or Federal Government)
Corporate Address:			
Post Office Box;			
City, State, Zip:			
Street Address: 13940 SW 13		100	
City, State, Zip: Miami, FL 33	1186		
(Please provide Post Office Box and Street Addres	s for mail and/or	express delivery; also, for record	ed instruments involving land)
Federal Identification Number: 47-4413674			
(For	· all instruments	to be recorded, taxpayer's id	entification is needed)
Name of Individual who will sign the instrume Veronica Benitez, Psy. D			
(Upon Certification of Award, the President or Vice-	President shall st	gn Contract. Any other officer sh	all have permission to sign via o
resolution approved by the Board of Directors on be	half of the compa	ny. The awarded contractor shall	I submit a copy of the resolution
together with the exe	ecuted contract to	the Contact listed in Section 3.1.	)
Title of the individual general share where the	ion on h 1 :16	6 4 la = 6 la = 10 la	
Title of the individual named above who will si President	ign on behalf o	I the Company:	
riesidelli			



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

#### CONTACT FOR CONTRACT ADMINISTRATION

Designate one person authorized to conduct contract Administration.

NAME: Veronica Benitez, Psy. D	
TITLE: President	
COMPANY NAME: Metric Consulting, LLC	
ADDRESS: 13940 SW 136 Street	
CITY: Miami	
STATE: FL	ZIP: 33186
TELEPHONE NUMBER: (305) 772-9519	
FAX NUMBER: N/A	
EMAIL: veronica.benitez@metric-consulting.con	า
SIGNATURE:	

#### 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

therein contained and was duty authorized	10 00 50						
Addendum Received: # # #	#	#	#	#			
Metric Consulting, LLC							
NAME OF BUSINESS							
SIGNATURE							
Veronica Benitez, Psy. D, President NAME & TITLE, TYPED OR PRINTED							
MAILING ADDRESS 2616 Jenks Avenue							
Panama City, FL 32405							
CITY, STATE, ZIP CODE veronica.benitez@metric-consulting.com							
E-MAIL ADDRESS (305) 235-5098							
TELEPHONE NUMBER							
STATE OF Florida		*					
		-					
The foregoing instrument was acknowledge this 113 23 (date) by Veronica (exception) to the corporation on behalf of the corporation of the corpora	Se nily oration	ez(nam acknov	e of officiency).	cer or age	nt, title of	officer or ag	gent)
(type of identification) as i	identifica	ation.	He/sne I	s personally	known to	me or has p	roduc
[Notary Seal]		$\mathcal{A}$	ili.	Dome	<u></u>		
	Not	tarý Publ	(1)	12.15	ina		
LILIA DOWLING Notary Public - State of Florida Commission # HH 357992			printed o	r stamped	31/27		
My Comm. Expires Mar 31, 2027 Bonded through National Notary Assn.					10		

5

6

#### 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 OFFICAL AUTHORIZED TO ADMINISTER OATHS

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

Veronica Benitez, Psy. D | President

	(print individual's name and title) for Metric Consulting, LLC
	(print name of entity submitting sworn statement)
	whose business address is: 2616 Jenks Avenue, Panama City, FL 32405
	and (if applicable) its Federal Employer Identification Number (FEIN) is 47-4413674  (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement.
)	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.
	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 contenders.
	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.
	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.
	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.

CONTRACT IN EXCESS OF THE T	HRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.
Signature	
STATE OF Floridg COUNTY OF Dade	
this 13 23 (date) by Veronica  Mctric Consolting (name of co	liged before me by means of □ physical presence or □ online notarization \( \frac{\text{New Le?}}{\text{name}} \) (name of officer or agent, title of officer or agent) of orporation acknowledging), a \( \frac{\text{Local degree}}{\text{local degree}} \) (state or place of the corporation. He/she is personally known to me or has produced.
[Notary Seal]	Notary Public Dowling  Name typed, printed or stamped
LILIA DOWLING  Notary Public - State of Florida  Commission # HH 357992  My Comm. Expires Mar 31, 2027  Bonded through National Notary Assn.	My Commission Expires 3 31 2027

#### 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: Veronica Benitez, Psy. D J President
for	(print individual's name and title) Metric Consulting, LLC
	(print name of entity submitting sworn statement)
whos	e business address is: 2616 Jenks Avenue, Panama City, FL 32405
and ( (If the	if applicable) its Federal Employer Identification Number (FEIN) is: 47-4413674 e entity has no FEIN, include Social Security Number of the individual signing this sworn statement)
I, bei	ng duly first sworn state
and requir	the above named firm, corporation or organization is in compliance with and agreed to continue to comply with, assure that any subcontractor, or third party contractor under this project complies with all applicable rements of the laws listed below including, but not limited to, those provision pertaining to employment, provision orgrams and services, transportation, communications, access to facilities, renovations, and new construction.
Section	Americans with Disabilities Act of 1990 (ADA), Pub. L. 101-336, 104 Stat327,42USC1210112213 and 47 USC ons 225 and 661 including Title I, Employment, Title II, Public Services, Title III, Public Accommodations and ces Operated by Private entities, Title IV, Telecommunications, and Title V, Miscellaneous Provisions.
The F Statu	Torida Americans with Disabilities Accessibility Implementation Act of 1993, Section 553,501-553,513, Florida les:
The F	Rehabilitation Act of 1973, 229 USC Section 794;
The F	ederal Transit Act, as amended 49 USC Section 1612
The F	air Housing Act as amended 42USC Section 3601-3631
	e of Florida NTY OF Dade
this	pregoing instrument was acknowledged before me by means of physical presence or online notarization [13] (date) by <u>recoiled</u> (name of officer or agent, title of officer or agent) or consultation (name of corporation acknowledging), a <u>florida</u> (state or place or oration) corporation, on behalf of the corporation. He/she is personally known to me or has produced (type of identification) as identification.
	[Notary Seal]  Notary Public  Ounling
d	Name typed, printed or stamped  Notary Public - State of Florida Commission # HH 357992 My Comm, Expires Mar 31, 2027

Mc

#### BUSINESS ENTITY AFFIDAVIT (VENDOR/BIDDER DISCLOSURE)

I, Veronica Benitez, Psy. D			, being	first duly sworn	
state: The full legal name and business address Franklin County, FL ("County") are (Post	s of the person(s) or Office addresses ar	entity contract e not acceptat	ting or transac ole), as follow	cting business with	١
47-4413674 Federal Employer Identification Number	(If none, Social Secu	ırity Number)			Ē.
Metric Consulting, LLC  Name of Entity, Individual, Partners or Co	orporation				
2616 Jenks Avenue Street Address Suite	Panama City	FL	32405		
OWNERSHIP DISCLOSURE AFFIDAVI	City <b>7</b>	State	Zip Code		
1. If the contact or business transact be provided for each officer and (5%) or more of the corporation's name and address shall be provided are (Post Office addresses are no	director and each st stock,, If the contra ded for each trustee	ockholder who act or business and each ben	o holds direct s transaction i	ly or indirectly five is with a trust, the	percent full legal
Full Legal Name	Add	ress		Ownership	
Veronica Benitez, Psy. D 13940	SW 136 Street, Su	ite 100, Miam	i, FL 33186	60	%
The Zhao Group, LLC	6500 SW 112 Sti	reet, Miami, Fl	_ 33156	40	%
suppliers, laborers, or lenders) wi in the contract or business trans as follows:	saction with the Cou	unty are (Posi	t Office addre	esses are not acc	ceptable),
Signature of Affiant		Da	9   13	3/23	
STATE OF Floridg COUNTY OF Dade	100				
The foregoing instrument was acknowledge this 9/13/3 (date) by Veronco (name of coincorporation) corporation on behalf of (type of identification) a (Notary Seal)  LILIA DOWLING Notary Public - State of Florida Commission # HH 357992 Hy Comm. Expires Mar 31, 2027 Bonded through National Notary Assn.	rporation acknowle the corporation. He is identification.  Notary Public	of officer or edging), a de/she is pers	agent, title Floridg onally known	of officer or a	agent) of

#### 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 Metric 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 contender 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.
	the person authorized to sign the statement, I certify that this form complies fully with the above uirements
Ver	ndor's Signature Date 9 13 23
	nt or Type Name/Title Veronica Benitez, Psy. D. President
ST/ CO	ATE OF Florids UNTY OF Dade
nota age plac	e foregoing instrument was acknowledged before me by means of Tophysical presence or Tonline arization, this 13 3 (date) by Provide Den Laname of officer or agent, title of officer or ont) of Metric Casultan (name of corporation acknowledging), a Florida (state or ce of incorporation) corporation, on behalf of the corporation. He/she is personally known to me or has duced (type of identification) as identification.

[Notary Seal]

LILIA DOWLING Notary Public - State of Florida Commission # HH 357992 My Comm. Expires Mar 31, 2027 Bonded through National Notary Assn.

Notary Public Name typed, printed or stamped My Commission Expires

#### NO LOBBYING AFFIDAVIT

COUNTY OF Dade
This 13th day of September 2023.  Veronica Benitez
being first duly sworn, deposes and says that he/she is the authorized representative of
Metric 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
Veronica Benitez, Psy.D   President Print / Type Name & Title
The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 9/13/33 (date) by Veraica Brate(name of officer or agent, title of officer or agent) of Metric Carso 14.45 (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 (type of identification) as identification.
My commission expires 3 31 27  Notary Signature  Notary Signature
LILIA DOWLING Notary Public - State of Fiorida Commission # HH 357992 My Comm. Expires Mar 31, 2027

#### VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Me	etric Consulting, LLC	
Vendor FEIN: 47-4413674		
	tative Name and Title: Veror	nica Benitez, Psy. D   President
Address: 2616 Jenks Avenue		
City: Panama City	State: FL	Zip: <u>32405</u>
Phone Number: (352) 235-509	8	
Email Address: veronica.benite	z@metric-consulting.com	
\$1,000,000 or more, that are of Companies with Activities in the F.S., or the Scrutinized Companies that are engaged in As the person authorized to sig the section entitled "Responder in Sudan List or the Scrutinized Scrutinized Companies that Bo	n either the Scrutinized Come Iran Petroleum Energy Secupanies that Boycott Israel a boycott of Israel.  In on behalf of Respondent, Int Vendor Name" is not listed and Companies with Activities yout Israel List. I further certaint to section 287.135, Flori	contracting with companies for goods or services of mpanies with Activities in Sudan List, the Scrutinize ector Lists which are created pursuant to s. 215.473 I List, created pursuant to s. 215.4725, F.S., of I hereby certify that the company identified above it doneither the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the rtify that the company is not engaged in a boycott of rida Statutes, the submission of a false certification done costs.
Certified By: Veronica Benitez, who is authorized to sign on bel Authorized Signature Print Nam Date: 91333	half of the above referenced	Veronica Benitez, Psy. D   President
STATE OF Fluridg		
COUNTY OF Dade		
(lype of identification) (Notary Seal)	Iname of officer or a formal corporation acknowledging), a f of the corporation. He/she is partion, as identification.	s of Pphysical presence or online notarization, this agent, title of officer or agent) of a Floridg (state or place of personally known to me or has produced
Commiss My Comm B	sion # HH 357992 Expires Mar 31, 2027 National Notary Assn. M	Name typed, printed or stamped My Commission Expires 3 31 2

#### 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:

- 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.
- 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	
Veronica Benitez, Psy. D / President	
Typed Name of AFFIANT / AFFIANT Title	
9 13 33 Date	
STATE OF Floridg	
agent) of Metric Consultant (name	ged before me by means of Aphysical presence or a online tooking. Beaute(hame of officer or agent, title of officer or a corporation acknowledging), a Florida (state behalf of the corporation, He/she is personally known to me or
has produced(type of id-	entification) as identification.
[Notary Seal]	Notary Public Pounts
LILIA DOWLING  Notary Public - State of Florida  Commission # HH 357992  My Comm. Expires Mar 31, 2027	Name typed, printed or stamped  My Commission Expires: 3 31 27
Bonded through National Notary Assn.	

#### 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
- 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 Metric Consulting, LLC	
Authorized Signature:	Print Name: Veronica Benitez, Psy. D
Title President	Date 9/13/23
Phone (305) 235-5098	Email: veronica.benitez@metric-consulting.com
STATE OF Florida COUNTY OF Dade	
of Metric Consoling (name of co	ged before me by means of physical presence or onling once per poration acknowledging), a provided (state or place of e corporation. He/she is personally known to me or has produced identification.
[Notary Seal]	Notary Public Dans
LILLA DONU NC	Name typed, printed or stamped
LILIA DOWLING  Notary Public - State of Florida  Commission # HH 357992  My Comm. Expires Mar 31, 2027  Bonded through National Notary Asso.	My Commission Expires 3 31 27

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COVERAGES

#### CERTIFICATE OF LIABILITY INSURANCE

06/23/2023

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).

this certificate does not conter rights to the certificate holder in lied of si	uch maarsi	menus).			
PRODUCER Collinsworth Ins & Risk Mgmt Services In P.O. Box 661628 Miami Springs FL 33266	CONTACT NAME PHONE (A.C. No. Ext) E-MAIL ADDRESS	.700	E Collingworth 930-4795	FAX (AC, No) (786)	930-4794
eremt phrinds in 19800	INSURER(S) AFFORDING COVERAGE			NAIC ≉	
	INSURER A	Valley F	orge Insurance Con	npany	20508
NSURED Metric Consulting, LLC	INSURER 8 Continental Insurance Company			35289	
metric commutating, buc	INSURER C Continental Casualty Company			20443	
13940 SW 136th Street	INSURERO				
Miami FL 33186	INSURER E				
(305) 235-5098	INSURERF				

CERTIFICATE NUMBER: Cert ID 17894

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 AFFORCE AFFORCE AFFORCE SET BED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. ADDI SUBB TYPE OF INSURANCE POLICY NUMBER EACH DOCUMENCOL DAMAGE TO PERTED 06/30/2023 06/30/2024 PREMISE RICE AND INSIDE X COMMERCIAL GENERAL LIABILITY 1,000,000 DARISMAGE X DOCK 7018632301 1,000,000 NEO FAR A , sine person. 15.000 PERSONAL LAGIS NUMBER 1,000,000 GENT ADDREDATE DIMENSES AS FIRE DESERBLIASONEGATE 2,000,000 FOLICY X PRO-PROBLETS -: GMP OP AGG - 5 2,000,000 Empl Benefits Liab OTHER 1,000,000 AUTOMOBILE LIABILITY COMBINED SINGLE LIMIT Earlighted 1,000,000 06/30/2023 06/30/2024 BLOFF INJING Profesors OWNED AUTOS ONL SCHEDIUS() BOYDER NUCLEY FOR ELEMENTS & PROPERTY DAMAGE X UMBRELLA LIAB 5080427574 X BOOUR 26/30/2023 06/30/2024 ESTAUGUER-ENGE 5,000,000 EXCESS LIAB CENTIS MADE 5,000,000 RETENTION 5 10,000 WORKERS COMPENSATION AND EMPLOYERS LIABILITY 06/30/2023 06/30/2024 % PER 7018632329 EL EACH ROODENT 1,000,000 N NIA (Mandalory in NH) 1.000.000 E + DISCASE - DA FOPLOYER S " yas describe sager GESCRIPTION OF CIPERAT ONS THICK 1,000,000 E. L. DISEASE - PIGLICY LAND Professional Liability MCH591958531 05/30/2023 06/30/2024 Bach Claim 3,000,000 Claims Made Basis Policy Aggregate 4,000,000 DESCRIPTION OF OPERATIONS (LOCATIONS (VEHICLES (ACORD 101 Additional Remarks Schedule, may be attached if more space a required)

CERTIFICATE HOLDER	CANCELLATION
"Specimen Certificate"	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS
For Proposal Purposes	AUTHORIZED REPRESENTATIVE

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REVISION NUMBER

ACORD 25 (2016/03)

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2009

Metric Consulting, LLC holds M/WBE certifications through the Women's Business Enterprise National Council, and Metric will cover 70% of the workload for this contract. When applicable, Metric will utilize small businesses, minority, and/or disadvantaged entrepreneurs to help cover the work.



# // metric consulting

2616 Jenks Avenue Panama City, FL 32405 metric-consulting.com