

# FORVIS

**Public Sector Advisory Services**

## A PROPOSAL FOR **RFP-0447**

Submitted by FORVIS, LLP  
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October 14, 2022

Ms. Nicolle Whitney  
Purchasing Coordinator  
Jefferson Parish  
200 Derbigny Street | Suite 4400  
Gretna, LA 70053

Dear Ms. Whitney:

Jefferson Parish (the Parish) is no stranger to the complex challenges that come with serving the public. Aging infrastructure, constant regulatory updates, and budgetary constraints are just a few of the issues the Parish has to address as you work to satisfy demand for your services and citizen needs. Navigating this environment can be difficult without a professional services firm with extensive public sector experience to provide helpful guidance and tools you require. **FORVIS** is here to help.

We understand the Parish's request for Grant Consulting Services and stand ready to proceed according to your timeline. Our dedicated Grants Management practice has extensive knowledge providing similar services to a variety of public sector clients and we are willing to perform the services described within the RFP and negotiate a contract if we are selected as the preferred vendor.

FORVIS, a new firm combining two established track records of focused accounting and advisory experience, can provide the Parish with the industry-specific insight and knowledge you deserve. At FORVIS, we have a client-centered service approach and commitment to industry specialization. Our professionals choose the industry they work in and have a passion for it. Your proposed engagement team has experience serving public sector entities, many of which are comparable in size to the Parish, so you can be confident we understand the complexities of the industry and stay apprised of industry trends to better serve the Parish.

In addition to FORVIS' dedicated Grants Management practice, for this project we will be teaming with, Bryant Hammett & Associates, LLC (BHA), has a wealth of knowledge and strong background working with the public sector, and can provide the Architectural and Engineering (A&E) services for your ARPA projects.

We believe our proposal will help you select our firm for efficient and objective services delivered by experienced professionals. If you have any questions or concerns, please reach out to us by phone or email as provided below. We thank you for this opportunity and look forward to hearing from you soon.

Respectfully Presented,




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Our acceptance of this engagement is subject to completion of our normal client acceptance procedures. Upon acceptance, the actual terms of our engagement will be documented in a separate letter to be signed by you and us. The information provided in this proposal is intended for informational purposes only and may not be copied, used, or modified, in whole or in part, without FORVIS' prior written approval. All information in this proposal is as of June 1, 2022, including projected statistics for FORVIS, unless otherwise noted.

# Technical Proposal

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For your convenience, we have structured our proposal according to the requirements in your RFP. We believe our proposal will demonstrate our qualifications to serve the Parish.

INFORMATION CONTAINED IN FORVIS' RFP RESPONSE, WHICH IT ASSERTS AS CONFIDENTIAL, IS EITHER BUSINESS AND/OR PROPRIETARY TRADE SECRET INFORMATION NOT SUBJECT TO DISCLOSURE AS SET FORTH IN THE STATE OF LOUISIANA'S OPEN RECORDS ACT. SUCH CONFIDENTIAL INFORMATION HAS INDEPENDENT ECONOMIC VALUE TO FORVIS, IS NOT REASONABLY ASCERTAINABLE BY THIRD PARTIES AND IS THE SUBJECT OF REASONABLE EFFORTS BY FORVIS TO MAINTAIN ITS SECRECY AND/OR CONFIDENTIALITY. SUCH INFORMATION IN THIS PROPOSAL SHALL BE DESIGNATED WITH THE WORD "PROPRIETARY."

## Deliverables

Per the requirements of the RFP, we have included our proposed deliverables for this opportunity in the boxes to the right of each subsection under "Proposal Elements."

## Financial Profile

Per the RFP requirements, our financial profile can be found on page 32, under the section titled, "Financial Profile."

## Proposal Elements

FORVIS understands managing federal funding with confidence begins with a strong foundation. Meeting with stakeholders to assess funding priorities will inform our research of future types of funding to meet the Parish's needs. Researching government and non-government grant opportunities can provide diverse funding streams for workforce development, infrastructure, technology, public health, public safety, and quality outdoor community spaces. Because of our experience and your community insights, we welcome writing applications that highlight your innovative ideas for meeting the community's needs.

We have project management software systems, contract management processes, and human resource programs already in place which can help reduce risk and streamline grants administration and reporting. As your trusted advisor, we will communicate and provide written updates in a transparent manner. The following sections relate to our scope of work in accomplishing your grants management goals mentioned in the RFP.

## Program Approach

FORVIS' proposed strategies are designed to help the Parish acquire and manage federal funding with confidence, compliance, and efficiency. FORVIS has created an approach that will present end-to-end grants consulting services with quality and compliance for the Parish. Our approach also includes procedures specifically designed to identify possible fraud, waste, abuse, and de-obligation risk.



# Technical Scope of Work/Services

## Planning

Your hand-selected project team will work closely with the Parish dedicated team to conduct the initial planning. The outcomes of the initial kickoff planning meeting will be to plan the scope, identify required resources, and schedule each task as outlined in the Scope of Work. FORVIS will communicate with the Parish leadership on a regular basis to form an understanding of processes and gain access to necessary documentation. A revised detailed timeline will be created after the kickoff meeting with the Parish and will be provided to identified interested parties. Any updates made will be provided as applicable.

### Deliverables

- Project management plan
- Master project timeline
- Others as determined with the Parish

## Align Your Goals with Compliance Standards

We will then overlay your goals with the required compliance standards to help meet your goals while appropriately managing risk.

## Help Develop a Scope

FORVIS will assist in developing the scope as determined with the Parish along with specific tasks, recommendations, and communications to assist the Parish with compliance. We will also help the Parish develop a monitoring protocol for your federal funds. Because of our work with other direct recipients of federal funds, we can provide the Parish with a well-established framework that can be tailored to meet the Parish's needs.

## Leverage Your Existing Policies, Procedures, and Controls

By learning more about how your organization operates, we will help identify synergies and potential gaps with federal funding requirements and assist in developing appropriate policies and procedures to bridge gaps that were identified.

## Funding Needs Analysis/Strategic Outreach

FORVIS will provide the Parish with information related to the research, application, and acquisition of grants related to federal and state funding opportunities. This includes providing assistance and technical guidance as the Parish determines the written course of action for selecting various funding opportunities.

### Deliverables

- Project management plan
- Master project timeline
- Others as determined with the Parish

## Funding Needs Analysis

We will coordinate and conduct interviews with the Parish department staff to assess current programs and their funding priorities.

We will hold brainstorming sessions with the Parish to discuss:

- Refinement of funding allocation and spending methodology
- Allowable uses for funding

We will coordinate with the Parish to then assess the priority matrix of scored funding, provide recommendations, and work with the Parish to score and make final determinations for program spending

## Grant Funding Research

We will research and assess funding options from federal, state, local, and foundation grant agencies to help the Parish determine its funding preferences, grant amounts, match amounts, and timelines. We will also gather other relevant information necessary for the Parish to make an informed decision.

We will assist the Parish in assessing spending plans and eligibility requirements by leveraging our experience and best practices with other governmental entities across the country.

We will assess your grant portfolio on an ongoing basis to guide the Parish on opportunities to enhance grant funding. Our primary areas of focus will include economic development, public safety, and infrastructure (transportation, water, sewer, technology, parks, and recreation).

## Grant Proposal Development

### Assist in the Preparation and Development of Grant Applications

We will help with writing and developing grant applications to conform to the scoring criteria and formatting requirements outlined in the grant instructions.

We will assist in compiling application components that consist of the narratives, budget and budget narratives, objectives/outcomes/deliverables, utilization plan, timeline, staffing plan, evaluation, and other areas as required.

We will also assist in retrieving necessary legal documents required for filing grants applications.

#### Deliverables

- Funding needs analysis
- Priority matrix
- Grant research
- Others as determined by the Parish

### Review Grant Applications

We will perform both a quality review and a technical review of the proposal prior to submission. The quality review will focus on formatting and grammar and the technical review will focus on an in-depth comparison of the scoring criteria to the proposal components to enhance the scoring potential and increase the likelihood of an award.

### Finalize Applications

We will finalize application components, convert documentation and data into acceptable formats, compile the various pieces of the application, include required back-up documentation, and send these to the Parish in a ready-to-submit format.

### Submit Grant Applications

FORVIS will assist with registration and submission into **grants.gov** or other submission portals, if requested by the Parish.

### Assistance in Responding to Requests for Information

We will assist the Parish in assessing requests for information and facilitate those responses within a scheduled timeframe to the applicable grant funding agency.

## Technical Assistance and Project Management

We will provide technical assistance throughout the project to assist the Parish as needed with state, local and federal Uniform Guidance, and requirements in the administration of their federally funded grant programs all while sharing best practices for process efficiencies along the way.

FORVIS employs both Certified Public Accountants (CPAs) and Project Management Professionals (PMPs) who have extensive grants management experience. Our approach is based on the concept of accountability, effective collaboration, and uses quality management tools and quality control processes such as Work Breakdown Structure (WBS) templates, checklists, and performance metrics.

#### Deliverables

- Grant applications
- Quality & technical review
- Grant submission packages
- Others as determined by the Parish

Quality control is at the very core of our FORVIS services. The high standards set by industry guidelines and our own subject matter advisors govern FORVIS' professional services. We are committed to completing your requested services efficiently,

accurately, and per the deadlines you establish. FORVIS will work with the Parish to help provide quality control throughout the project lifecycle.

## Privacy and Protection

The Parish's privacy and the protection of confidential information are essential to keeping your competitive advantage. FORVIS' professional services are governed by the American Institute of Certified Public Accountants (AICPA) Code of Professional Conduct, which establishes a duty of confidentiality regarding client information. FORVIS takes that duty very seriously as demonstrated by a number of policies and procedures, including:

- FORVIS personnel receiving training regarding the confidentiality of client information
- Inclusion of confidentiality provisions in employment contracts with FORVIS personnel
- Highly secure file storage methodologies
- Leading enterprise document management system
- Fully encrypted servers and computers for FORVIS personnel
- Encryption of confidential information on mobile devices
- Robust information security policies and security awareness training
- Spyware, malware, and anti-virus protection
- Automated patch management
- Secure client portal for exchanging documents
- Encryption of internal emails
- Capability to send and receive encrypted emails externally
- External access to internal resources via VPN solution requiring two-factor authentication
- These processes and more will be utilized to keep the Parish's information safe

## Project Management

We will provide technical assistance and project management services, including but not limited to clarification related to compliance with project/grant requirements, and compliance with general federal and state guidelines related to administrative expenses, accountability, transparency, and contracting as requested by the Parish.

FORVIS has project management software systems, contract management processes, and human resource programs already in place to assist the Parish in your efforts to meet your project management goals. Our project management services are aligned with key principles and processes from the Project Management Institute's (PMI), **Project Management Body of Knowledge (PMBOK) Guide and Standards**. This enables us to standardize the methodology and approach to be applied to clients for planning, monitoring, quality standards and reporting. This plan is based on the concept of accountability and effective collaboration and uses quality management tools and quality control processes such as Work Breakdown Structure (WBS) templates, checklists, and performance metrics. WBS generates reports of ongoing monitoring of contract activities.

## Provide Ongoing Guidance Regarding Federal Funding

We will provide experienced guidance and advisory services regarding applicable legislation, regulations, policies, and rules related to federal recovery funds. This includes but is not limited to guidance with the U.S. Department of Treasury, 2 CFR 200, and other oversight agency guidance applicable to awarded funding. If needed, we can provide insights related to compliance with Office of Management and Budget (OMB) Uniform Guidance and the Single Audit Act, including performing internal control risk assessments.

## Meetings

FORVIS will attend annual in person planning meetings as determined by the Parish. In addition, we can provide weekly status updates of our activities and the current project completion percentage. Additionally, the Project Manager will hold no less than one monthly virtual meeting with the Parish to provide updates and assess progress. Monthly reporting will be discussed in detail with the Parish but will likely include:

- Status updates, asking clarifying questions, responding to questions, and presenting information as deemed appropriate
- Activities finished in the prior month, along with an executive summary of the work done
- The status of ongoing tasks, new critical issues, and emerging risks
- Discussion and determination of reporting for key program activities
- Findings found at the conclusion of each phase of the project

The preferences on the frequency and timing of any requested meetings will be determined by the Parish. We will also attend other meetings as requested throughout the project. Meetings held by FORVIS will include agendas and meeting minutes to follow. Meeting minutes will include a list of attendees, topics discussed, and outcomes or changes that need documenting.

## Coordination With Oversight Agencies

Our team's regulatory compliance experience includes assisting in ascertaining eligibility and the identification of authorized uses of ARPA funds, and any funds that may become available to the Parish through other government agencies.

As may be applicable, we can coordinate between federal, state, and local agencies, including the: U.S. Department of Treasury, U.S. Office of Management and Budget, U.S. Attorney's office, U.S. Department of Justice, and many offices through the State of South Carolina, including Emergency Management Agencies, the Attorney General's office, the Department of Revenue, the Auditor General, and the Office of Management Services.

FORVIS will assist the Parish in establishing one or more appeals procedures for disputes regarding amounts awarded, including processes for mishandling, or misinterpreting the rules and regulations which may result in payback to those agencies and/or evaluation of final determinations.

## Identify Deadlines

We will assist the Parish with identifying relevant funding source deadlines, including application, expenditure, reporting, and closeout.

## Change Control

We will help you develop a change management process that includes a log that houses any change requests and/or issues brought up during the project. This log will include but not be limited to the person who raised the change, the reason for the request, risks involved with the change, resources needed for the change, those who will need to be informed of the change, responsible parties for assessing the change, and other applicable items per change request.

## Customizable Grants Management System

We believe technology should do more than just execute our services, which is why we're continuing to invest in significant technological enhancements. Our aim is to make the service process smoother and improve the client experience. We're going beyond simply adapting to an electronic environment—we're deploying tools that harness project management, data analytics, artificial intelligence, and powerful benchmarking solutions, all while emphasizing the importance of security and confidentiality.

FORVIS utilizes a web-based project management application to plan tasks, allocate the necessary resources, and monitor the progress of work and deliverables, resulting in high-quality technical performance and scheduled completion of work within predetermined budgets. Using this platform, our team leaders will track the progress of tasks in real-time. This also allows us to provide you with a dashboard, giving you quick access and a greater perspective on the status of this engagement.

## **Coordinate and Manage Project Deliverables**

We will assist the Parish in the coordination and management of project deliverables, as well as obtaining relevant and required data and documentation. We also will provide regular status reports that will provide a clear and objective view of the project and/or projects assigned to us by the Parish.

## **Assess Process Improvements**

The complexity of the requirements for federal awards and executing successful grant programs often results in multiple manual and time-consuming processes. These processes affect different departments and individuals in unique ways based on the type of award and programs being managed. Beyond maintaining compliance, we can assist in enhancing processes to assist in improving operating efficiencies as requested by the Parish.

## **Identify Fraud, Waste, and Abuse Practices**

While we cannot guarantee we will be able to identify all fraud, waste, and/or abuse, we can put our years of experience forward in reporting and offering remediation options to the Parish should this become necessary.

## **Internal Controls and Compliance**

We can help establish procedures for verification of eligibility for awards and expenditures of ARPA. This includes using accounting and reporting internal control mechanisms to record, track, and disburse funds according to federal, state, and local laws and regulations including, but not limited to: Uniform Guidance, General Accepted Accounting Principles, and the Parish's internal fund(s) based accounting policies and procedures.

Any funds administered through subrecipient awards would also adhere to program policies and procedures as well as Uniform Guidance. If requested, we would assist in the development of applicable policies and procedures, as well as the grants management system for both recipient and subrecipient/contractor assessments, tracking, reporting, and documentation retention.

- We will work with the Parish to help establish internal controls within its accounting and reporting practices. A list of items to be addressed for internal controls purposes are shown below. They include but are not limited to: grant management, including timekeeping, cost allocation, and record retention
- Procurement and vendor management
- Cash receipts and accounts receivable
- Disbursements and accounts payable
- Treasury management
- Financial close and reporting
- Segregation of duties
- Personnel and payroll compliance
- Information technology security

## **Help Develop Grant Policies and Procedures**

We will assist in the preparation of both an internal and external-use manual reflecting the applicable federal, state, and contract requirements, including tools to assist in drawdown procedures and the compiling of reports for both finance and nonfinance staff use. This can also include guidance for categorizing costs in compliance with applicable rules and regulations. In addition, we will assist in the preparation of policy memos as needed to address updates to policies throughout the project.

## Risk Assessment

Our process uses a first level review team, followed by a second level review of expenditures of federal funds to help you assess whether documentation is in line with the approved budget narrative as submitted by subrecipients and maintained in accordance with applicable regulations and requirements.

Our risk assessment and monitoring will gather information about whether a subrecipient has audits, as required under 2 CFR Part 200 Subpart F, and that services are delivered in accordance with contract requirements. This approach helps assess the extent of potential fraud risks that may be identified in the course of monitoring and whether the subrecipient has put in place appropriate fraud controls to address such risks.

Our grants management system and data analytics can be used to assess records of the subrecipient to see whether systems are in place to appropriately document the provision of services, client eligibility, and compliance with other contract requirements. Our assessments can be focused on a risk-based approach, sample testing, or 100% review of documents based on consultation with the Parish.

The outcome of the initial risk assessment may decide that programs with a low risk may be eligible for a desk review. The desk review will utilize monitoring tools that are designed with the goal that subrecipients follow the essential programmatic requirements including:

- Federal, state, and local laws
- Authoritative directives issued by the Parish
- the Parish policies and procedures
- Contractual and grant requirements
- Correct expenditures for federal and state funds
- Financial practices as it relates to federal, state, and local policies and procedures
- Compliance with contractual goals and the delivery and quality of meaningful services in an efficient manner
- Compliance with national objectives and eligibility of proposed activities
- Overall organizational capacity and ability to finish the proposed project

In certain instances, our monitoring may identify weaknesses that may increase the level of risk, which will require additional monitoring, sample size, and additional assessments to help programmatic activities and systems comply with requirements and operate as intended to meet contractual obligations.

## Transitional Approach

The following summarizes FORVIS' transitional approach:

- We will ask the Parish to identify and or provide a program monitoring staff liaison. This person will assist in the coordination of our requests and coordination with subrecipients. They will be our primary point of contact throughout our engagement.
- We will interview management to assess and identify activities that have historically been performed for federal grant awards.
- We will hold a preliminary planning meeting with the Parish and your staff, either separate or together, to discuss risks, strategic opportunities, and concerns.

Subsequent to the initial transition phase, we believe proactive and consistent communication is key to our working together.

### Deliverables

- Risk assessment
- Subrecipient monitoring tool
- Monitoring reports
- Others as determined by the Parish



## Assess Current Level of Risk

FORVIS will first assess the current level of risk by assessing the Parish's current monitoring reports, organizational audits, current, and past performance reports. FORVIS will further assess the state and each subrecipient, taking into consideration the following factors as part of the risk assessment:

- The stability of the management environment
- The effectiveness of internal controls currently in place
- Performance and compliance gaps between contracted, expected, and actual results
- Cost Allocations
- Financial Reporting and Reconciliation
- Procurement policies
- The ability of the subrecipient to meet eligibility requirements
- The structure and reliability of information systems

The initial risk assessment will determine the level of overall subrecipient risk, risk level of each program, sample size in dollar amount and percentage for each program, and key indicators that may identify a concern in program design or the delivery of services.

## Help Develop and Execute Risk Assessment Matrix

FORVIS will help develop and execute a risk assessment matrix to assess the risk level of each program. The risk assessment will assign each subrecipient and state agency program a risk score of low, moderate, or high.

## Subrecipient Risk Assessment Tool

FORVIS will carefully assess the risk assessment matrix and level of risk associated with each funding stream. Once we confirm eligibility and final disbursement of funds, we will use the Risk assessment Tool described below. Each assessment visit will be scheduled a month in advance and be done virtually. Each subrecipient will be scheduled for a few days of assessment. We will also provide each entity with a timeline that includes deadlines for the monitoring assessment process. Requests for documentation will be sent to the Parish and subrecipients prior to a virtual assessment. FORVIS will provide a secure portal where files can be stored and exchanged. This portal can be set up so subrecipients can also upload files. This site restricts file access to only those that each entity approves. We will monitor for duplication of benefits and help develop processes and documentation requirements around the risk assessment, monitoring, and management, including training of sub-recipients on grant requirements.

A subrecipient risk assessment monitoring tool will be created to help assess whether subrecipients are carrying out the program design and using methodologies that achieve negotiated standards as outlined by their contracts with the Parish. These tools will also help assess whether funds are being spent for authorized purposes and information is being captured, reported, and utilized to make qualitative decisions to continuously improve performance and the delivery of programs in accordance with applicable state, local, and federal requirements.

To assist us in gaining a general understanding of the subrecipient, we have built out a risk assessment methodology that bases the categorization of subrecipient as high, medium, or low risk for noncompliance and/or misuse of federal awards. Our methodology involves asking subrecipients questions throughout the process and assessing other relevant information. This will also include an assessment of the current financial management and accounting systems used to track grant awards and projects. After these assessments, we will provide recommendations for project specific cost accounting practices and coding for grant expenditures.

### Example of Memo for Planning for Subrecipient Risk Assessment and Monitoring (dedicated to "Proprietary 1006")

#### Purpose

The purpose of this memo is to document the process and methodology used for the subrecipient risk assessment and monitoring required by the USCF Treasury/CIG.

The OFDA number assigned is: 1006.0000

- Treasury - <https://home.treasury.gov/policy-issues/coronavirus/updates-and-local-government>
- CIG - <https://www.treasury.gov/about/organizational-structure/pages/CARES-Act-Reporting-and-Transparency-Information.aspx>

As of planning, the address in the memorandum supplement has not been released.

- On October 26, 2020 the CIG issued the Prime Recipient Desk Review Procedures as located at WFO 252.12.
- 500.01 are the specific procedures applied to school districts.
- 500.02 are the specific procedures applied to local public health departments (MOL's (LPH-2)).
- 500.03 are the specific procedures and existing term processes.
- 500.04 are the specific procedures applied to Public Health and Public Safety Payroll.

SRM - subrecipient monitoring team

- CIGS - grants management software

#### General Information:

As noted at WFO 251.00-00-00: What cost principles with Treasury CIG be applying to determine allowability of costs during audit if Subpart E of 2 CFR 200 is not applicable to this funding? The CARES Act and the Treasury guidance and FAQs will be used as criteria for allowability of costs. According to Treasury's FAQs, provisions of the Uniform Guidance, 2 CFR 200, will be used as criteria for allowability of costs. According to Treasury's FAQs, provisions of the Uniform Guidance, 2 CFR 200, will be used as criteria for allowability of costs. According to Treasury's FAQs, provisions of the Uniform Guidance, 2 CFR 200, will be used as criteria for allowability of costs.

- The definition of a subrecipient provided by Treasury CIG is different than the definition of a subrecipient in the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal, 2 CFR Part 200 (Uniform Guidance). Which definition is a prime recipient supposed to comply with? The prime recipient must comply with the Treasury CIG definition. For purposes of reporting in the Uniform Guidance, a prime recipient is to report on subrecipients as defined in Question 2 above. In addition, Treasury has issued guidance as described in Treasury's Coronavirus Relief Fund Frequently Asked Questions (FAQs) noting that prime recipients are to report on and manage subrecipients as defined in 2 CFR sec. 200.355 through 200.359.

#### Step 1: Planning & Build Out

- **Consideration of subrecipients:** -CIGS obtained the listing of subrecipients at WFO 251.02. -FORVIS was only engaged to perform grants administration procedures.
- The [redacted] were given their CIG funding based on the allocation required by the Treasury.
- **Advanced Funding:** FORVIS confirmed with the Treasury guidance at WFO 251.02 for methodology to be used by the states to pass through the funds. WFO 251.00-00-00: **Should States receiving a payment transfer funds to local governments that did not receive payments directly from Treasury?** (yes, provided that the transferred funds are used by the local government for eligible expenditures under the statute. To receive prompt distribution of funds to the CARES Act authorized Treasury to make direct payments to local governments with populations in excess of 500,000, in amounts up to 40% of the local government's per capita share of the federal allocation. This category of action was based on a recognition that it is more administratively feasible to rely on grants, rather than the federal government to manage the transfer of funds to smaller local governments. Consideration of the needs of local governments for funding



# Monitoring

## Entrance Conference

FORVIS will conduct an entrance conference with the subrecipients, the Parish personnel (if determined by the Parish), and the FORVIS monitoring team conducting the assessment. In the entrance conference the monitor will describe the process of the assessment, help establish expectations and timeline for the assessment, and required access to key personnel and records to finish the assessment effectively and efficiently. The monitors will work through the logistics of working hours, space, and internet access.

### Deliverables

- Monitoring fieldwork
- Exit conference & documentation
- CAP/Appeals process

## Virtual Monitoring Fieldwork

FORVIS will finish the on-site monitoring field work in an efficient manner, covering the essential compliance components for each program. Field work will consist of staff interviews, assessing participant files and systems, and general observations of control systems such as securing personal identifiable information (PII). Below is a partial list of areas that will be assessed during the Parish's monitoring of its subrecipients. This list is not all-inclusive, and FORVIS may request additional information on areas to be monitored based on the risk assessment of the subrecipients.

- Contract and grant requirements
- Intake and assessment procedures
- Participant eligibility
- Case management practices
- Case notes review
- Management information systems: records and reports
- Complaints, grievances, investigations, hearings
- Customer services surveys
- Data entry accuracy and timeliness
- Meaningful supportive services
- Fraud, waste, and abuse policies and procedures
- Occupational and vocational training programs
- Worksite compliance and subsidized employment agreements
- Internal control environment and monitoring reports
- Compliance with the Parish policies and procedures
- PII review and compliance
- Exit Conference and Corrective Action Plan

FORVIS will conduct exit conferences with subrecipient staff as well as with the FORVIS monitoring team staff that conducted each assessment. In the exit conference, FORVIS will discuss the steps within the monitoring process, discuss areas of noncompliance, and pending items to name a few. If a Corrective Action Plan (CAP) is warranted and pending items exist, each subrecipients will have 30 calendar days of the issued monitoring report to submit their CAP.

Recommendations from Experienced Consultants

Throughout the assessment period, FORVIS will maintain contact with the designated the Parish liaison and provide status reports on a regular basis. If the FORVIS discovers recurring issues that need attention, these issues will be communicated with potential solutions identified.

Follow-Up Assessments

Upon the completion and utilization of CAPs, a subsequent monitoring assessment may be requested by the Parish. A follow-up monitoring report will be provided to the Parish within 10 business days of the completion of the follow-up monitoring. Deliverables are provided below.

Training Services

FORVIS’ engagement team can provide the Parish with subrecipient training services to keep the milestone dates outlined in your monitoring processes on track while sharing guidance for process efficiencies along the way.

- **Serve as Point of Contact** – We can serve as the point of contact for the Parish, and any staff determined by the Parish, including but not limited to coordinating with agencies and departments responsible for the grant award on behalf of the Parish and any subrecipients, as directed by the Parish.
- **Provide Training Materials** – We will prepare any requested training materials to be distributed during training sessions FORVIS conducts. Training materials will be sent to the Parish prior to distribution to make edits, share comments, and provide approval. These trainings can include but are not limited to:
  - Financial monitoring standards outlined within the agency’s policies and procedures
  - Financial Monitoring Tool
  - Subrecipient Risk Assessment Tool
  - Federal Uniform Guidance updates and best practices

Deliverables
<ul style="list-style-type: none"><li>▪ Training materials</li><li>▪ Training sessions</li><li>▪ Session evaluations</li><li>▪ Others as determined by the Parish</li></ul>

FORVIS will assist the Parish with developing and presenting the materials needed for any scheduled training sessions. We do not anticipate using materials from a third party. However, we could potentially use materials developed by an applicable funding agency such as: The Department of Treasury, the state oversight agency, and OMB to name a few. We will obtain copyright or other permissions as necessary for the use of protected materials.

- **Session Evaluations** – FORVIS will utilize a training session feedback questionnaire for each training session held for each participant in attendance to provide the Parish with informative responses to assess the presenters and materials covered. This will provide the Parish with the tools necessary to continue to provide effective and productive sessions that only enhance the outcomes of your federally awarded funds. Additionally, we will provide attendance records to the agency for each training session held.

## Reporting and Project Records Retention

FORVIS will prepare and provide the Parish with various reports and data metrics throughout the lifecycle of the project. Additionally, we will work closely with the Parish to assess or recommend additional financial and reporting metrics that would be beneficial for the agency and other stakeholders.

### Monthly Reports

We will provide the Parish with a monthly report that provides real-time status reports to include financial monitoring, training metrics, such as a listing of grants, the status of each grant, the total costs of grants and cost share amounts. Other components may include dates of service, budget, schedule, performance metrics, and contract metrics that clearly identify deliverables completed by our team. The frequency of these reports will be determined between the Parish staff and FORVIS at the kickoff meeting.

#### Deliverables

- Project reporting
- Federal reporting assistance
- Assistance with RFIs
- Closeout activities
- Others as determined by the Parish

### Maintaining Records

Through our secure grants management system or by using the client systems, we will design procedures to collect data and maintain the required programmatic and fiscal records to demonstrate compliance with applicable regulations and requirements. FORVIS maintains audit and engagement documentation in Pfx Engagement, an electronic system to document, store, and approve client documentation. Once the final report is approved, and the engagement is finalized, the record retention period begins. This period follows firm record retention policies but can easily be increased based on your internal record retention policy.

### Track Activity and Outcomes

If FORVIS needs to have access to the Parish's accounting systems, we will work with your personnel to obtain the information we need to track activities. We will also assist the Parish with tracking subgrantee program operations, performance objectives and project completion against proposed schedules and budgets.

### Assist in the Closeout Process

FORVIS will assist in aspects of closing out your ARPA grant. Including but not limited to reporting, assessing, and maintaining documentation requirements.

# Qualifications & Experience

We take team selection seriously and have the appropriate team of advisors to meet your needs. Previous experience is a primary determinant for assigning professionals to your engagement, and we have assigned individuals who are experienced in working with the public sector to your engagement.

## Team Resumes



**Julie Murdock, CPA, CTP®**  
Managing Director

**972.702.8262**  
julie.murdock@forvis.com

**Engagement Role**  
Principal

**Experience**

A member of FORVIS' National Grants Management Practice, Julie has more than 20 years of financial and administrative experience in both not-for-profit and for-profit industries. Her experience includes financial reporting, grants management and compliance, audit preparation, including Single Audits, and board governance.

In addition to meeting the accounting and advisory needs of her clients, she is a trusted professional offering strategic planning, cash forecasting and financial operational assessments. She has additional experience with capital campaigns, and construction services as well as system implementations.

In her prior experience as a chief financial officer, Julie was a member of the senior leadership team in a high-growth environment with oversight for finance, treasury, risk management, contract administration, human resources, technology, facilities, and retail operations. She actively participated in board and executive committee meetings and served as staff liaison with audit and finance committees, including multiple investment committees.

Julie is a member of the Texas Society of Certified Public Accountants, the Association for Financial Professionals and is a Certified Treasury Professional® (CTP).

She is a graduate of Texas A&M University, College Station, with a B.S. degree in economics, and a graduate of the University of Dallas, Irving, Texas, with an M.B.A. degree.



**G. Scott Soles, CPA, CFF®**

Director

**281.501.4932**

Scott.Soles@forvis.com

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### **Engagement Role**

Financial Subject Matter Advisor

### **Experience**

Scott is the leader of the Grants Management practice unit, which provides consulting and advisory services to help organizations successfully administer federal funding. Scott brings to this role decades of experience working with complex organizational matters on an international scale, including federal funding, providing compliance guidance, and improving processes. Scott currently works with the team helping to administer the CARES, CRRSAA, and ARP Acts, including ESSER I, II, and III, and EANS.

Prior to joining FORVIS, he was the chief financial officer (CFO), principal deputy, for the United States Department of Agriculture (USDA). The CFO role required a variety of daily briefings and the continual monitoring of past, present, and future legislation and compliance activities related to agency performance standards, including grants. Scott helped implement DATA Act reporting and federal financial assistance policy. Among the system upgrades and revisions made during Scott's tenure at the USDA were those made to ezFedGrants.

Prior to the USDA, Scott held several key international positions in finance, audit, and consulting in international and Fortune Global 500 companies. In these roles, he managed large organizations and departments responsible for new legislation compliance implementations in the private sector, such as SOX.

In addition to being a CPA, he holds the Certified in Financial Forensics (CFF®) credential and is a member of several professional organizations, including the National Grants Management Association.

Scott is a 1986 graduate of Texas State University, San Marcos, with a B.B.A. degree in accounting.



**Lindsey C. Jackson, PMP**  
Senior Managing Consultant

**601.948.6700**  
lindsey.jackson@forvis.com

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### **Engagement Role**

Program Manager

### **Experience**

A member of FORVIS' National Grants Management Practice, Lindsey has more than nine years of financial and grants administration experience for governmental and private industries.

Lindsey's grants management experience includes working on projects involving CARES Act and ARPA funding. She currently serves as a Project Manager for a Missouri DESE engagement, in which FORVIS supports the State with projects related to the CARES Act, CRRSAA and ARPA, including ESSER I, II, III and EANS.

Lindsey has experience providing clients a wide range of grant administration services, including grant administration, project/program management, design and development of policies and procedures, HUD CDBG-DR and FEMA program implementation, training, procurement, construction management, compliance and oversight, and program closeout.

In addition to handling grant administration and program management for her clients, she advises them on operational efficiencies, internal controls, governance issues. She also routinely shares best practice recommendations gained from working with a variety of organizations.

Lindsey is a certified Project Management Professional (PMP).

She is a graduate of Mississippi College with a B.B.A. in accounting.



**Stacey Powell, CPA**  
Senior Consultant II

**317.383.4017**  
stacey.powell@forvis.com

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### **Engagement Role**

Audit Specialist

### **Experience**

A member of FORVIS' Not-for-Profit Public Sector division, Stacey has more than 20 years of experience in performing program evaluations of government agencies. In both the past and present, she has done work with audits, Federal and state regulatory compliance, grants management, process improvement, and Code of Federal Regulations (CFR).

She has managed, monitored, and audited federal and state grants as well as handled years of contract administration. She has been the controller for organizations ranging from \$250 thousand to \$125 million in annual revenues. Stacey also has financial and administrative experience in several industries and has worked for both state and federal government agencies.

She is a member of the Indiana CPA Society (INCPAS), the American Institute of Certified Public Accountants (AICPA), and the National Grants Management Association (NGMA).

She holds a B.S. in accounting from St. Josephs College, Rensselaer, Indiana.



**Kim Swain**  
Managing Consultant

**417.520.5394**  
Kim.Swain@forvis.com

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### **Engagement Role**

Project Analyst/Consultant

### **Experience**

Kim is a grants management consultant with FORVIS. She has more than 20 years of grant writing and management experience, including ten years as a grants director for the Quapaw Nation. Kim has been awarded over 150 grants totaling \$40 million. She has provided grant writing, research, and grant compliance services which have repeatedly resulted in innovative revenue growth and increased margins. Her consulting and advisory services include strategy creation, relationship management, concept implementation, project and program creation, budget preparation, grant writing, grant management, and grant compliance.

Before joining FORVIS, Kim's grants experience included directing, developing, and managing the grant process from pre- to post- award for 30+ grants annually (from more than 15 federal agencies) including planning, budgeting, strategy, program/project development, and project management. Additionally, she oversaw the multiple aspects of financial management and procurement for compliance, establishing procedures for internal controls to monitor compliance with federal grants rules and regulations, specifically 2 CFR Part 200. Kim also ensured adequate documentation of files for each grant-funded project for tracking and reporting purposes.

Kim is a graduate of John Brown University with a B.S. degree in organizational management.



**Evan A. Masters**  
Consultant

**417.865.8701**  
evan.masters@forvis.com

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### **Engagement Role**

Clerical Support

### **Experience**

A member of FORVIS' grants management practice, Evan provides grants management assistance to clients from various public service industries. Evan has managed funds from the following federal sources: TANF, the CARES Act, FEMA, Provider Relief Funds (PRF's) and Chafee funds.

Prior to joining FORVIS, he worked in the nonprofit industry where he served in a variety of roles related to the financial and operational health of the organization. His responsibilities included grant writing, grants management, government relations, billing, bookkeeping, and program operations.

Evan is a 2019 graduate of Evangel University, Springfield, Missouri, with a B.B.A. degree in finance and management.



## BDA Team Resumes

### Keith Capdepon, JR, PE – A&E Subject Matter Advisor

KEITH CAPDEPON, JR, PE  
[KCAPDEPON@BHA-ENGINEERS.COM](mailto:KCAPDEPON@BHA-ENGINEERS.COM)



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#### **EMPLOYMENT**

##### **Lead Civil Engineer**

**January 1998 - Present**

##### **Bryant Hammett & Associates, LLC**

Mr. Capdepon is a Registered Professional Engineer in the State of Louisiana and has been practicing for over 30 years, working for BHA since 1998. He has owned a construction company licensed in heavy construction, highway, street and bridge construction, utilities, and public works construction.

Mr. Capdepon has significant experience with various engineering projects including drainage and street, landfills, municipal water transmission, detention/retention pond design, distribution and treatment and wastewater collection and treatment. He has designed various engineering projects including new road construction and road re-construction and highway reconstruction for the LADOTD; subsurface drainage and flood control projects for several municipalities; municipal water transmission including ground storage and elevated storage tanks; distribution and treatment for ground water and surface water; and wastewater collection and treatment. Capdepon has designed subdivision developments including streets, all utilities (gas, water, and sewerage), subsurface drainage, and has engineered site and grading plans for hospitals and restaurants.

Mr. Capdepon specializes in managing large-scale projects from inception to project closeout, responsible for the overall design, execution, and coordination of complex projects. He develops cost estimates, reviews plans and specifications, approves change orders, and manages the construction management of design projects.

Capdepon has decades of experience in projects funded through CDBG, FEMA, and HUD. He is most recently managing the large-scale HUD and OCD-funded Audubon Estates Subdivision design and construction, which is a result of the Pecan Acres Sustainable Resettlement Program in Pointe Coupee, LA, a program aimed to provide new resilient housing for a neighborhood subject to several repetitive loss flooding. Capdepon manages all infrastructure design for the program, including roadways, drainage systems, stormwater detention ponds, water distribution, and sewerage systems.

He has over 30 years of hazard mitigation experience with various projects intended to eliminate and mitigate risk to property from hazard events before, during, and after disasters, including the removal of structures from hazardous areas, the acquisition and demolition of flood prone structures, the replacement of culverts damaged by flooding to increase capacity and other drainage mitigation measures.

**QUALIFICATIONS:** Over 33 years civil engineering experience; 20+ years LCCGB design experience; Engineering design professional for more than 70 infrastructure projects funded through CDBG

**CERTIFICATIONS:** 1986, Professional Engineering, Civil, Louisiana License No. 22157  
1985, Contractor's License: Building Construction, Heavy Construction,  
Highway/Street/Bridge Construction, Municipal and Public Works Construction

**EDUCATION:** Bachelor of Science, Civil Engineering, 1980, Mississippi State University

MELONIE ELLZEY, CFM  
[MELLZEY@BHA-ENGINEERS.COM](mailto:MELLZEY@BHA-ENGINEERS.COM)



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## **EMPLOYMENT**

### **HMGP Program Manager**

**September 2020 - Present**

#### **Bryant Hammett & Associates, LLC**

Ms. Ellzey currently manages the construction supervision of properties in Jefferson Parish's home elevation or reconstruction program. She provides construction plan development and plan review, construction kickoff meeting, site visits, milestone inspections, monitoring of property closeout, and various other tasks. Previous mitigation experience includes the development, implementation, supervision, and management of HMA programs for GOHSEP and the private sector.

Ellzey managed the completion of preliminary damage assessments in Jefferson Parish to classify the properties as Major, Minor, or No Damage. She then managed the Substantial Damage Estimates on those properties with Major damage.

Melonie recently performed Benefit Cost Analysis for properties included in Jefferson Parish's Building Resilient Infrastructure and Communities (BRIC) FY2021 application

## **EXPERIENCE**

### **Grants Manager**

**2019-2020**

#### **Rostan Solutions, LLC**

Program management and implementation of grants; Mrs. Ellzey is proficient in the most recent FEMA BCA toolkit, RISK Map 6, FEMA Mitigation eGrants, the Flood Map Service Center, and the LouisianaHM Web site.

The development, implementation, supervision, and management of HMA programs for GOHSEP and the private sector. She performed outreach and development of grant application including data collection, BCA development, budgeting, and mapping.

### **Owner**

**2017-2019**

#### **Disaster Resilience Specialists, LLC**

Responsible for the implementation, supervision, and management of HMGP Projects and FMA Projects; performing grant financial audit and closeout of HMA projects; working with local municipalities to refine and streamline current HMA policies and procedures.

Programs: Jefferson Parish LA SRL Fiscal Years (FY) 2011-2012 • Jefferson Parish, LA HMGP (DR#1603, DR#1607, DR#1786, and DR#4080), RFC (FY 2012), and FMA (FY 2015 and FY 2016) • Jefferson Parish, LA PA (DR#1603)

### **Grant Manager**

**2013-2017**

#### **Hunt, Guillot & Associates, LLC**

##### **St. Tammany Parish, LA**

SRL (FY 2009, FY 2010, FY 2011 and FY 2012), FMA (FY 2013, FY 2014, FY 2015, and FY 2016), and HMGP (DR#1786 and DR#4080) and Lafayette Parish Consolidated Government (LPCG), LA HMGP (DR #1786):

*Mitigation of residential flooding by structure acquisition/demolition. Function as primary point of contact with property owners and contractors involved in the grant programs. Management of projects involving contract review, budgeting, and oversight of project implementation.*

**Disaster Recovery Specialist  
GOHSEP**

**2009-2013**

St. Tammany Parish, LA SRL (FY 2008-2011); Vermillion Parish, LA SRL (FY 2012); Richland Parish, LA SRL (FY 2010); Caddo Parish, LA SRL (FY 2010); Richland Parish, LA SRL (FY 2010):

*Mitigation of residential flooding by elevation, structure acquisition/demolition, mitigation reconstruction, and localized drainage. Outreach and development of grant application including data collection, BCA development, budgeting and mapping. Financial audit and programmatic review of all projects for reimbursement eligibility and payment processing at the State Government level.*

**CERTIFICATIONS:** 2013 ASFPM Certified Floodplain Manager – Certificate No. US-13-07337

**PROFESSIONAL ORGANIZATIONS:** The Association of State Floodplain Managers, Louisiana Floodplain Management Association

**TRAINING:** Flood Provisions of the International Codes and ASCE 24 – 2017; FEMA Substantial Damage Estimator (SDE) 1.1 – 2012

**PRESENTATIONS:** FEMA Annual Hazard Mitigation Stakeholder Workshop 2018 – Mitigation Reconstruction: Building a Resilient Housing Stock

## References

We have a track record of helping similar public sector entities and understand our clients are our best ambassadors. Listening to us helps but hearing directly from your peers can be a meaningful step in your decision-making process. We encourage you to reach out to the following clients to discuss FORVIS' and BHA's services and capabilities at your convenience.

### FORVIS' References

#### Missouri Department of Elementary and Secondary Education

Dr. Chris Neale  
Assistant Commissioner  
573.751.3501  
[chris.neale@dese.mo.gov](mailto:chris.neale@dese.mo.gov)

#### Sedgwick County, KS

525 N Main St Ste 823  
Wichita, KS 67203  
Lindsay Poe Rousseau  
Chief Financial Officer  
316.660.7141  
[lindsay.poerousseau@sedgwick.gov](mailto:lindsay.poerousseau@sedgwick.gov)

#### Franciscan Missionaries of Our Lady Health System

Kathryn Ponder  
Sr. Director, Decision Support  
225.765.6576  
[Kathryn.Ponder@fmolhs.org](mailto:Kathryn.Ponder@fmolhs.org)

### BHA's References

#### Jefferson Parish

Maggie Talley  
Director of Floodplain Management  
Jefferson, LA  
(504) 736-6732  
[MTalley@jeffparish.net](mailto:MTalley@jeffparish.net)

#### Louisiana Land Trust

Michael B. Taylor  
Executive Director  
Baton Rouge, LA  
(225) 309-0779  
[mtaylor@lalandtrust.us](mailto:mtaylor@lalandtrust.us)

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

Angele Romig  
Covington, LA  
504. 304.2500  
[aromig@gocivix.com](mailto:aromig@gocivix.com)

# Proposer Qualifications and Experience

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The Parish strives to meet the needs of those in your community amid various challenges. Keeping up with regulatory change, properly implementing GASB pronouncements, identifying ways to better serve the public, and demonstrating transparency and accountability are all important. With so many different items needing attention, having knowledgeable advisors by your side to provide guidance and high-quality service can help provide the Parish the confidence you need to tackle those issues. **FORVIS** works with hundreds of public sector entities across the country which means our advisors have the experience needed to assist the Parish as you navigate your operating environment, demonstrate sound fiscal stewardship, and plan for what's ahead.

## The FORVIS Value

The Parish's choice of an advisor is important. Beyond completing your requested services on time, the Parish should expect access to necessary technology and grants management resources so you can be decisive on matters that may affect your bottom line. While FORVIS is a new name in the marketplace, we bring an established history of performance helping similar clients see improvements to operations, processes, and financial outcomes. With a fresh perspective from FORVIS, the Parish can be confident you are connected to the tools and services you need to thrive and receiving significant value through year-round thought leadership, best practice recommendations, and proactive ideas.



In addition, as evidenced by our recognition in the **INSIDE Public Accounting** 2022 IPA Best of the Best list, FORVIS offers value through a strong, reputable network of support and resources. Our national coverage benefits our clients, our people, and the market of the future as we focus on our commitment to deliver **Unmatched Client Experiences™**.

## The FORVIS Difference

Being a top 10 public accounting firm matters, but what sets us apart is our commitment to client service and a forward-thinking mindset focused on innovation. We prioritize investing in new technologies to help clients navigate public sector developments, and we foster a dynamic culture of leadership and professional development. This means the Parish can work with a grants management-focused team driven by our forward vision to help you succeed today while helping the Parish prepare for the future.

Here's what sets us apart:

- FORVIS proudly encourages and promotes diversity and an inclusive workplace. With innovative strategies for recruiting, as well as an ongoing focus on the development and implementation of internal inclusion programs, we are committed to identifying opportunities that help each individual to thrive.
- With the urgency of changing environmental, social and governance (ESG) requirements and the expectation your organization is prepared for what comes next, our experienced advisors are ready to offer the insight and variety of service options you may need as disclosure standardization gains traction.
- With a forward vision that drives our Unmatched Client Experiences, FORVIS is driven by a commitment to anticipate what's ahead so that our clients are ready to thrive when it arrives.

## Firm History

FORVIS, LLP was formed in 2022 through the combination of two nearly 100-year-old firms, both committed to providing Unmatched Client Experiences—Baird, Kurtz, and Dobson (BKD), established in Kansas City and Joplin, Missouri, in 1923, and Dixon Hughes Goodman LLP (DHG), established in Norfolk, Virginia, in 1932. BKD and DHG each bring a distinct legacy of what it means to provide professional services that go above and beyond. By joining forces to become FORVIS, we are embarking on a bold path with forward vision.



With more than 5,500 dedicated professionals located in 70 markets across 28 states, the UK, and the Cayman Islands, FORVIS’ professional services span all 50 states as well as around the globe. We offer a wide range of assurance, tax, advisory, and wealth management services to this global client network.

## FORVIS Grants Experience

Since FORVIS began providing grants management, compliance, and administration services in 2010, we have gained experience in assisting multiple state and local government entities with full grant lifecycle services for billions of dollars in federal funding. Our clients receive grants from a variety of agencies and pass-through agencies, including the CRF/ARPA since its inception during the COVID-19 pandemic. We have helped state and local governments recover from the pandemic and natural disasters such as the Joplin tornado, Hurricanes Harvey and Katrina, Superstorm Sandy, extreme winter storms, and the Deepwater Horizon oil spill.

We also offer training and technical assistance to our clients to help you better understand the ins and outs of effectively managing federal award dollars. In addition, we assist with strategic planning, compliance, cost recovery, monitoring and required reporting. We are currently supporting various government entities, health care entities, and nonprofit organizations across the country with end-to-end grants management, administration, and compliance services. This experience has allowed us to help establish numerous applications, compliance, monitoring, and reporting programs to help our clients manage their funds efficiently and effectively.

A list of the types of funding our team has worked with can be found below.

EXAMPLES OF FUNDING TYPES
<ul style="list-style-type: none"><li>• Coronavirus Aid, Relief, and Economic Security Act (CARES Act)</li><li>• American Rescue Plan Act (ARPA)</li><li>• Indian Community Development Block Grant – CARES (ICDBG-CARES &amp; ICDBG-ARPA)</li><li>• Center for Disease Control COVID-19 Relief (OSTLTS)</li><li>• Provider Relief Funds (PRF)</li><li>• FEMA Public Assistance (PA)</li><li>• Community Development Block Grant - Disaster Recovery (CDBG-DR)</li><li>• Shuttered Venue Operators Grant</li><li>• Department of Health and Human Services (LIHEAP-CV, CSBG-CV, and FVPSA-CV)</li><li>• Substance Abuse and Mental Health Services Administration (TOR-CV)</li></ul>

## Experience with CARES

In addition to the above, we also have extensive experience working with the CARES Act & ARPA funding sources as evidenced by the work we do for Cole County, Missouri. This experience, which extends to other public sector clients, includes:

- Providing end-to-end grants management consulting services related to millions in originally CARES Act funding, but now ARPA funding as well
- Assisting the county in developing a related scope and procedures
- Advising, developing, and assisting in implementing their grant monitoring program in addition to assisting with establishing, maintaining, and staffing an inquiry center to receive complaints and/or concerns
- Providing procurement support services and assisted in enhancing processes to improve operational efficiencies
- Customizing and designing a monitoring system to automate many of the project management functions, as well as provided a customized online dashboard to monitor progress toward established goals.

# The BHA Difference

## Company History

Bryant Hammett & Associates, LLC is a Louisiana-based consulting civil engineering, land surveying, disaster response, and construction supervision firm which provides professional services for various governmental and private concerns throughout the Gulf South region.

BHA has been in business since August 1, 1984. We have grown from a small four-member firm to over 30 employees, and operate offices in Jefferson, East Baton Rouge, Plaquemines, and Concordia parishes. All our technical personnel have experience in the land surveying and engineering fields.

BHA is a HUBZone business certified by the U.S. Small Business Administration and is certified by the Louisiana Department of Economic Development as a Hudson Initiative Firm.

BHA is comprised of highly qualified, experienced, and licensed surveyors, engineers, GIS technicians, certified floodplain managers, construction managers, administrators, inspectors, CADD operators and clerical support. BHA has an extensive network of professionals, from structural engineers to hydraulic engineers, to help solve our clients' challenges on any project. Our central locations allow us to work easily throughout Louisiana and in neighboring states.

Our executive management team has been working together since 1984 and has achieved a wealth of knowledge of engineering, surveying, and the governmental permitting and funding processes. Our long-term working relationships with local, state, and federal governments and regulatory agencies have provided us with valuable experience and a keen understanding of what these and other agencies require.

BHA holds valid engineering and land surveying licenses issued by LAPELS and remains in good standing with Louisiana Secretary of State; BHA also maintains Residential and Heavy Construction Contractor Licenses from the Louisiana State Licensing Board of Contractors.

## Professional Services

### Construction Supervision for Hazard Mitigation Grant Programs

BHA is currently responsible for construction supervision services for Jefferson Parish's Hazard Mitigation Assistance home elevation and reconstruction grant program for 2014-2020 Mitigation Funding; BHA has been the sole provider of these services since 2012. BHA provides licensed Certified Floodplain Managers, Surveyors, Construction Managers, Licensed Contractors, Inspectors, Professional Engineers, and FEMA, HMA and NFIP subject matter experts to deliver these services.

### Civil Engineering

BHA provides civil engineering for the design of water treatment systems; storm water management systems; water distribution systems; water supply systems; wastewater treatment systems; NPDES permitting; USCOE permitting; landfill permitting, design, inspection, and construction staking; building site design; utility relocation; gas distribution systems; street and highway construction/reconstruction; bridge design; subdivision design

### Disaster Management

BHA provides services in storm and disaster preparedness, emergency management, post-event recovery and redevelopment with an emphasis on disaster recovery management and hazard mitigation. The firm is especially familiar with catastrophic flooding and the need to recover and mitigate severely damaged properties. Services include property condition assessment; property security; discovery; forensic investigating; due diligence; remediation management; document management for reimbursement from FEMA; claims review for insurance and FEMA.



## Construction Management

BHA Construction Managers oversee the planning, design, and construction of all design projects, from start of finish. Our CMs manage the project's time, cost, and quality, including providing preliminary cost estimates; coordination with appropriate federal, state, and local agencies; preparation of permits and documentation needed for funding; supervision of construction bid process; conducting conferences with owner and contractor; review and processing of requests for payment and change orders; provision of record drawings; final inspections and testing.

## CDBG Experience

BHA has been involved in the Louisiana Community Development Block Grant (LCDBG) program for more than 30 years. We have been the engineering design professionals for more than 60 infrastructure projects funded through the CDBG Disaster Recovery Program, CDBG Public Facilities Program, the CDBG Demonstrated Needs Program and the CDBG Economic Development Program for a total dollar volume of approximately \$35 million, which assisted 14 separate communities.

## Project Management

BHA provides complete project management for construction and HMGP projects, including Coordination with federal, state, and local agencies; preparation of scope, work schedule and cost estimates; feasibility studies; preliminary and final design; preparation and administration of bid documents; reviewing and processing contract documents; monitoring of payroll; permitting; on-site supervision; change order processing; final inspections and testing for quality assurance.

## Land Surveying

BHA's professional land surveyors are registered in Louisiana, Mississippi and Texas and offer a wide range of surveying services, including:

- Boundary and control surveys
- ALTA surveys
- Hydrographic surveys
- Topographic surveys
- Right-of-way determination
- Control for photogrammetric surveys and aerial photography
- Establishing benchmarks
- Accident site surveys
- Wetlands delineation
- Construction surveys/construction layout
- Utility layout
- Pipeline surveys
- Elevation certificates
- Subdivision design and layout

## (FEMA) Public Assistance Technical Assistance Contract (PA TAC) IV, Zone 2

BHA serves as a subcontractor on the TAC IV PA Program, providing people and resources needed to support communities during and after major disasters and emergencies. The U.S. Department of Homeland Security's FEMA Public Assistance Program provides assistance to states, local government entities, tribes, and non-profit organizations so that communities can quickly respond to and recover from declared major disasters or emergencies. BHA supports this program by deploying a staff to supplement FEMA's recovery efforts.

# Overview of Team Qualifications and Experience

Per the requirements listed in your RFP, below is an at-a-glance summary of your engagement team's experience.

## FORVIS' Team Experience

Name / Title	Certifications/Training	Funding Source Experience
Julie Murdock, Managing Director	<ul style="list-style-type: none"> <li>20+ years' experience with various types of grant funding</li> <li>B.S. in Economics</li> <li>M.B.A.</li> <li>Certified Public Accountant (CPA)</li> <li>Certified Treasury Professional (CTP)</li> </ul>	<ul style="list-style-type: none"> <li>CARES Act</li> <li>ARPA</li> <li>ESSER, EANS, CRRSA Act</li> <li>CRF</li> <li>FEMA</li> <li>U.S. Dept of Housing &amp; Urban Development (HUD) &amp; CDBG</li> <li>U.S. Dept. of Justice (DOJ)</li> </ul>
G. Scott Soles, Director	<ul style="list-style-type: none"> <li>B.B.A. degree in accounting</li> <li>CFF®</li> <li>CPA</li> </ul>	<ul style="list-style-type: none"> <li>CARES</li> <li>CRRSAA</li> <li>ARPA</li> <li>ESSER I, II, and III</li> <li>EANS</li> </ul>
Lindsey C. Jackson, Senior Managing Consultant	<ul style="list-style-type: none"> <li>9+ years' experience with various types of grant funding</li> <li>B.B.A. in Accounting</li> <li>Certified Project Management Professional (PMP)</li> </ul>	<ul style="list-style-type: none"> <li>CDBG-DR</li> <li>U.S. Department of Agriculture (USDA) Broadband</li> <li>FEMA - Public Assistance</li> <li>ESSER and EANS funds through the CARES Act, <i>Coronavirus Response and Relief Supplemental Appropriations Act</i> (CRRSA Act), &amp; ARPA</li> <li>SLFRF through ARPA</li> <li>SVOG</li> </ul>
Stacey Powell, Senior Consultant II	<ul style="list-style-type: none"> <li>20+ years of experience in public accounting, performing tax audits, and single audits of nonprofit organizations</li> <li>CPA</li> <li>Project Management - Government Projects certification from the Project Management Institute</li> </ul>	<ul style="list-style-type: none"> <li>CARES Act</li> <li>ESSER, EANS, GEERS -CRRSA Act &amp; ARPA</li> <li>FEMA and HUD</li> <li>Department of Defense (DOD)</li> <li>Veterans Affairs Grant &amp; Per Diem Program (VA GPD) &amp; Supportive Services for Veteran Families (SSVF)</li> </ul>

Name / Title	Certifications/Training	Funding Source Experience
Kim Swain, Managing Consultant	<ul style="list-style-type: none"> <li>• 20+ years of grants writing and management experience</li> <li>• Grant Director</li> <li>• B.S. in Organizational Management</li> <li>• Experience with pre-award and post-award grant management responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• ESSER and EANS funds through the CARES Act, CRRSA Act, &amp; ARPA</li> <li>• CRF</li> <li>• ARPA</li> <li>• Temporary Assistance for Needy Families (TANF) and Chafee funds</li> </ul>
Evan Masters, Consultant	<ul style="list-style-type: none"> <li>• 3 years' experience with non-profit administration and finance</li> <li>• B.B.A. in Finance</li> <li>• B.B.A. in Management</li> </ul>	<ul style="list-style-type: none"> <li>• ESSER and EANS funds through the CARES Act, CRRSA Act, &amp; ARPA</li> <li>• CRF</li> <li>• ARPA</li> <li>• Temporary Assistance for Needy Families (TANF) and Chafee funds</li> </ul>

## BHA's Team Experience

Name / Title	Certifications/Training	Public Sector Agency Experience
Keith Capdepon, JR, PE	<ul style="list-style-type: none"> <li>• B.S. in Civil Engineering</li> <li>• 1986, Professional Engineering, Civil, Louisiana License No. 22157</li> <li>• 1985, Contractor's License: Building Construction, Heavy Construction, Highway/Street/Bridge Construction, Municipal and Public Works Construction</li> </ul>	<ul style="list-style-type: none"> <li>• Bureau of Humanitarian Assistance (BHA)</li> <li>• Louisiana Department of Transportation and Development (LaDOTD)</li> <li>• CDBG</li> <li>• FEMA</li> <li>• HUD</li> </ul>
Melonie Ellzey, CFM	<ul style="list-style-type: none"> <li>• Association of State Floodplain Managers (ASFPM) Certified Floodplain Manager</li> <li>• Flood Provisions of the International Codes and ASCE 24 – 2017</li> <li>• FEMA Substantial Damage Estimator (SDE) 1.1 – 2012</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA</li> <li>• Hazard Mitigation Assistance (HMA) Programs</li> <li>• Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)</li> </ul>

# Grant Applications Completed

Detailed below is a list of grant applications our dedicated grant writers have completed over the course of their careers.

- Library Enhancement
- Small Grant Support
- CTAS-COPS
- CTAS-METH
- Housing Preservation Grant
- Tribal Homeland Security
- LIHEAP
- ICDBG
- Basic
- Herd Development
- TRGP
- Tribal Youth Program
- Self-Governance-Planning
- AFG
- CSBG
- SMART AWA
- Community Facilities
- Comp Planning
- Substance & Alcohol Abuse
- Corrections Planning
- Enhancement
- IT-ICDBG
- THPO
- OJS
- Surplus
- PDM
- GHW
- Opioid Overdose
- LWCF
- THPO
- THSGP
- CTAS-TRGP
- CTAS-DV
- StoryCorps
- CRF
- Texas Medical Center Library
- Surplus Bison
- THSGP
- Climate Change - Mgmt. Intern
- Climate Change - Travel/Trn
- THPO
- Enhancement
- ICDBG
- NAGPRA
- Carseat
- CTAS-PA3
- LIHEAP
- CSBG
- Basic
- GHW
- TTPSF
- THPO
- Basic
- ICDBG
- TRGP
- CTAS-PA3
- CTAS-PA4
- CPS
- Court Grant
- SASP
- AHP
- GHW
- FVPSA
- CSBG
- Court Grant II
- LIHEAP
- THPO
- CRF 3 - Preserving Places
- CRF 3 - Language
- CRF 3 - Pilot
- Enhancement
- THSGP
- Basic
- TBH
- Resiliency - Category 1
- Resiliency - Category 3
- PA 5
- PA 8
- Tribal Opioid Response
- FVPSA
- Resiliency - Category 2
- CSGB
- JAG-LLE
- LIHEAP
- Cout Grant 3
- GHW
- Keepseagle
- Set-Aside Phase II
- ICDBG
- THPO
- Farm to School
- Basic
- Tribal Behavioral Health
- Equipment
- Homeland Security
- Resiliency - Category 3
- PDM AA
- CTAS PA 4
- CTAS PA 7
- TOR - Supplemental
- AFG
- SVPP
- DV One-time funding
- CCDF Construction
- VAWA
- FVPSA
- NAAF
- PDM-Project
- PDM-MA
- CSBG
- THPO
- TBH/COVID
- CDC/COVID
- COVID
- FVPSA COVID
- LIHEAP COVID
- LIHEAP
- CSBG COVID
- COVID
- ICDBG
- RESILIENCE CATEGORY 3
- LIBRARY BASIC
- SAMHSA CONTINUATION
- ICDBG - CARES
- TOR-Year 1
- FVPSA
- VSSA
- TRGP
- TOR-Year 2

## Grant Award Amounts and Entity Assisted

Per the RFP requirements, we have included below the entities we have assisted and the amounts they have been awarded.

ENTITY ASSISTED	AWARD AMOUNTS
Missouri Department of Elementary & Secondary Education	\$2.8 billion in multiple federal funding sources
Sedgwick County, Kansas	\$100 million in CARES Act funds
Cole County, Missouri	\$9 million in CARES Act funding
City of Waco, Texas	\$7.8 million in COVID-19 relief funds \$34.7 million in ARPA funding
State of Missouri	\$520 million in CARES Act funding

# Innovative Concepts

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Since the Parish is a public sector entity, we understand that you may need additional audit support in areas such as cybersecurity, forensics, and construction. Included below are some of the services we provide in these areas and how they could benefit the Parish on this engagement or in the future.

## Confidence in Information Security

In today's increasingly connected world, the Parish faces a number of potential risks related to your digital information. Identity theft, network hacking, wire fraud and ransomware could occur any time and expose your organization's vital information. Whether you want to prepare for the unforeseen, respond to a breach or improve weaknesses in your systems, FORVIS can help.

Located in our offices across the country, FORVIS' cyber professionals help organizations understand the risks associated with complex information systems and develop appropriate plans to protect against cybersecurity attacks. This highly experienced team provides a variety of cybersecurity solutions—from risk assessments, vulnerability and penetration testing to incident response and investigation. Our professionals use industry standard frameworks, such as COBIT and COSO, along with other established methodologies, to align specific IT processes with industry best practices. We can help the Parish identify the critical threats affecting your IT infrastructure and operations while working toward the common goals of cybersecurity readiness and operational sustainability.

## Forensics & Valuation Services

FORVIS' Forensics & Valuation practice (FV) professionals help organizations and attorneys with fraud investigations, litigation support and damage calculations, as well as business valuations, digital forensics, and electronic data discovery. Our FV advisors have years of experience and hold various certifications, including:

- Accredited in Business Valuation (ABV)
- Accredited Senior Appraiser (ASA)
- ACL Certified Data Analyst (ACDA)
- Certified in Financial Forensics (CFF)
- Certified Fraud Examiner (CFE)
- Certified Public Accountant (CPA)
- Certified Valuation Analyst® (CVA®)
- EnCase® Certified Examiner (EnCE®)

## Specific Skills & Experience for Construction & Real Estate

FORVIS Construction & Real Estate advisors offer the specialized skills and experience necessary to help you achieve your objectives. Through our collective experience, we can provide the following services:

- Audit and financial reporting
- State eligibility/qualification report preparation
- Operations assessments
- Strategic tax review and planning
- Ownership succession planning, including employee stock ownership plan (ESOP) experience

- Claims preparation and support
- Project manager and field superintendent financial statement training
- Due diligence, negotiation assistance and similar transaction services related to acquisitions
- Benchmarking analysis (internal and external) through FORVIS ClientLink
- Organizational training programs on scheduling, planning and resource control
- Use of FORVIS.bid to help identify bidding trends that may merit a different strategy
- Overhead allocation methods and job markup considerations
- Equipment pool analysis, including assistance in setting intra/intercompany rental rates
- Lease versus buy decision analysis
- Organizational structuring to help improve tax planning strategies
- Year-end tax and working capital planning
- Financing requests and negotiations
- Expansion of bond program limits and enhancement of surety relationship
- Coaching for division leaders and project managers
- Project profitability analysis to help identify strengths and weaknesses within the organization
- Project performance improvement initiatives
- Project closeout/post-completion analysis
- Facilitating efforts to leverage best practices in project management and field operations across the organization
- Participation in the establishment/enhancement of internal coaching and evaluation programs
- Participation in the establishment/enhancement of executive and management incentive compensation programs
- Documentation of field operation protocols to help improve consistency of best practices for safety and profitability
- Helping improve management information reporting and challenging the appropriateness of intra/intercompany charges and allocations
- Analysis of captive insurance programs
- Federal Acquisition Regulations (FAR) and Cost Accounting Standards (CAS) compliance for government contractors
- Enterprise risk management initiatives to help identify and mitigate risk across the breadth of operation—from the evaluation of project opportunities to project completion
- IT evaluation and selection
- IT security and disaster recovery planning
- Forensic auditing
- Management and ownership succession planning



# Estimated Project Schedule

Please see below an estimated project schedule that, if selected, will be reviewed with the Parish in more detail so as to solidify milestones, deliverables and estimated completion times for tasks outlined within the scope of work.

ACTIVITY	RESPONSIBLE PARTIES	TIMELINE
Contract Execution	Contract Manager, Principal and Jefferson Parish	Oct. 2022 – Nov. 2022
Planning	Principal, Subject Matter Advisors, Program Manager and Jefferson Parish	Dec. 2022 – Jan. 2023
Grants Management	Principal, Subject Matter Advisors, Program Manager, Project Analyst/Consultant, Audit Specialist, Clerical Support and Jefferson Parish	Oct. 2022 – Sept. 2023
Documentation Collection	Program Manager, Project Analyst/Consultant, Audit Specialist, Clerical Support	Jan. 2023
Risk Assessment	Principal, Subject Matter Advisors, Program Manager and Jefferson Parish	Feb. 2023 – Mar. 2023
Monitoring	Principal, Subject Matter Advisors, Program Manager, Project Analyst/Consultant, Audit Specialist, Clerical Support and Jefferson Parish	Jun. 2023
Reporting	Program Manager, Project Analyst/Consultant, Audit Specialist, Clerical Support	Jul. 2023 – Aug. 2023
Closeout	Principal, Subject Matter Advisors, Program Manager, Project Analyst/Consultant, Audit Specialist, Clerical Support and Jefferson Parish	Sept. 2023

# Financial Profile

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## FORVIS' Financial Profile

As a privately held partnership, FORVIS does not provide financial statements to outside sources.

Our firm is built on a culture of Integrity First. FORVIS' chief financial officer takes personal responsibility for the thoroughness and correctness of the following financial information:

- FORVIS' capital structure is 100 percent partner financed. Our partnership agreement requires partners to maintain capital accounts, which are reviewed annually to verify the firm has sufficient capital to finance operations, capital expenditures, expansion, etc. FORVIS has no outstanding bank debt.
- Our FORVIS Employees' Savings Trust Retirement Plan is a defined contribution plan with 401(k) contributions funded after each payroll, as well as profit sharing contributions funded annually at the end of the fiscal year. Payments to retired or withdrawn partners are limited under our partnership agreement to a low percentage of firm net income.
- Our system of financial and budgetary controls provides for on-time monthly financial statements. Each month, management compares actual financial data to the current year's budget and to the previous year's figures. On a daily basis, management can monitor the firm's financial performance and adopt appropriate strategies to meet changing conditions.

We are confident our financial house is in order, and our partners are committed to keeping it that way.

## BRYANT HAMMETT & ASSOCIATES, LLC Profit and Loss

January 2019 - December 2021

	Jan - Dec 2019	Jan - Dec 2020	Jan - Dec 2021
Income			
Total Income	\$ 4,992,923.33	\$ 4,990,941.97	\$ 4,458,234.32
Gross Profit	\$ 4,992,923.33	\$ 4,990,941.97	\$ 4,458,234.32
Expenses			
60000 Contract Labor	80,462.15	27,425.93	75,350.39
60100 Salaries & Wages	2,076,754.36	1,137,428.30	0.00
60110 Payroll Taxes & Expense	155,179.30	88,326.06	58.10
60200 Other Employee Benefits	70,865.88	42,572.12	0.00
60300 Depreciation Expense	73,004.17	111,752.28	112,393.59
60400 Auto Expense	4,603.93	3,514.37	7,528.05
60450 Vehicle Repairs	23,136.72	17,574.06	13,291.35
60500 Business Meals/Development	4,608.66	2,379.29	4,793.14
60510 Entertainment	14,750.00	0.00	3,016.35
60550 Employee Meals	1,221.10	143.13	372.07
60600 Employee Recruitment	4,058.19	4,147.00	4,147.00
60700 Equipment Rental	47,567.90	86,031.10	26,642.23
60800 Utilities	21,020.00	22,917.18	22,707.83
60810 Janitorial	4,880.00	5,695.00	6,375.00
60820 Building & Equipment Repair	37,256.06	9,489.25	6,887.43
60830 Pest Control	2,986.18	24,215.00	618.17
60840 Building Repair	10,415.67	13,240.55	12,255.23
60900 Uniforms	1,332.81	416.81	84.64
61000 Fuel - Survey	26,160.00	21,537.43	26,147.99
61100 Postage	1,016.75	1,867.33	2,938.41
61200 Office Supplies & Expense	26,738.67	38,561.26	28,587.00
61205 Survey Supplies & Expense	16,291.60	14,630.77	25,701.41
61210 Copies	1,571.60	1,774.53	1,168.90
61220 Telephone	18,009.99	18,696.22	16,833.93
61230 Supplies	938.20	8,897.55	4,371.05
61300 Professional Services	539,680.50	906,518.68	419,784.64
61310 Legal & Accounting	21,136.87	28,007.59	28,115.45
61400 Travel	265,075.48	147,388.50	81,655.35
61410 Travel nonbillable	324.16	239.15	203.56
61500 Insurance	87,572.00	121,430.05	87,952.62
61600 Dues and Subscriptions	39,807.84	42,875.30	41,266.36
61650 Software Subscriptions	0.00	0.00	538.58
61700 Property Taxes	1,272.86	1,542.84	1,610.33
61710 Taxes & Licenses	6,029.51	11,159.29	4,237.07
61720 Corporate Quarter Tax	315,545.00	117,282.00	369,059.14
61800 Seminars	5,232.99	3,973.18	1,507.97

61900 Professional Literature	865.09	343.65	358.06
62000 Advertising	3,230.24	2,722.52	4,191.91
62100 Miscellaneous	100.00	0.00	0.00
62200 Nondeductible	0.00	7,413.30	0.00
62300 Contributions	64,894.00	30,652.14	32,270.00
62400 Interest Expense	111.37	0.00	31.96
62500 Bank Service Charges	1,760.93	220.00	330.00
62600 Bad Debts	0.00	9,586.00	8,171.65
62700 Retirement Expense	26,589.14	21,299.21	0.00
63000 Rent Expense	86,648.21	92,346.35	72,632.88
70000 Payroll Expenses	0.00	527,553.41	1,969,703.56
70400 Reimbursements	0.00	0.00	18,661.24
70430 Retirement Plan	0.00	0.00	20,998.67
<b>Total Expenses</b>	<b>\$ 4,190,706.08</b>	<b>\$ 3,775,785.68</b>	<b>\$ 3,565,550.26</b>
<b>Net Operating Income</b>	<b>\$ 802,217.25</b>	<b>\$ 1,215,156.29</b>	<b>\$ 892,684.06</b>
<b>Total Other Income</b>	<b>\$ 45,397.17</b>	<b>\$ 36,393.48</b>	<b>\$ 87,295.35</b>
<b>Net Income</b>	<b>\$ 847,614.42</b>	<b>\$ 1,251,549.78</b>	<b>\$ 979,979.41</b>

Wednesday, Oct 12, 2022 01:10:26 PM GMT-7 - Cash Basis

CONFIDENTIAL

# Appendix

# Exceptions to Terms & Conditions

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FORVIS understands the parties will negotiate the terms and conditions contained in the post-award contract. Upon being selected as the successful bidder, FORVIS may require modification to the terms and conditions, as referenced in the RFP, to comply with professional standards and/or FORVIS policies. As FORVIS has successfully resolved similar agreements with governmental entities, FORVIS is confident the parties can successfully negotiate mutually acceptable terms and conditions. FORVIS sincerely appreciates the Parish's consideration and understanding. We look forward to working with you in this regard.

# Additional Forms

## Attachment A: Insurance Requirements

### FORVIS



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/02/2022

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

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

PRODUCER 1-847-385-6800 Edgewood Partners Insurance Center Lemme, a division of EPIC 111 West Campbell 4th Floor Arlington Heights, IL 60005	CONTACT NAME: Cathy Kuehl PHONE (A/C, No, Ext): 847-385-6800 FAX (A/C, No): E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Swiss Re International SE and Various INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED FORVIS, LLP 14241 Dallas Parkway Suite 1100 Dallas, TX 75254-2961	NAIC #

#### COVERAGES

CERTIFICATE NUMBER: 65707201

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			B0572MR229248	06/01/22	06/01/23	Each Claim 10,000,000 Aggregate 10,000,000

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

#### CERTIFICATE HOLDER

FORVIS, LLP  14241 Dallas Parkway Suite 1100 Dallas, TX 75254-2961  USA	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)  
Cheryl.Donohue@lemme.com\_LEM  
65707201

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FORVIS





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
09/29/2022

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).

<b>PRODUCER</b> Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA	<b>CONTACT NAME:</b> <b>PHONE (A/C. No. Ext.):</b> (312) 381-1000 <b>FAX (A/C. No.):</b> (312) 381-7007 <b>E-MAIL ADDRESS:</b>														
<b>INSURED</b> FORVIS, LLP Attn: Scott Henderson 910 East St. Louis Street Suite 400 Springfield MO 65806 USA	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Federal Insurance Company</td><td>20281</td></tr><tr><td>INSURER B: Chubb National Ins Co</td><td>10052</td></tr><tr><td>INSURER C: Chubb Indemnity Insurance Co.</td><td>12777</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: Chubb National Ins Co	10052	INSURER C: Chubb Indemnity Insurance Co.	12777	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Federal Insurance Company	20281														
INSURER B: Chubb National Ins Co	10052														
INSURER C: Chubb Indemnity Insurance Co.	12777														
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER:** 570095695724 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket Additional Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		30040658 General Liability	06/01/2022	09/30/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG Included
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		7362-88-88 Auto	06/01/2022	09/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION		78197191 Umbrella	06/01/2022	09/30/2023	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N / A	70441240 WC (AOS) 70441241 WC (AK & MS)	09/30/2022	09/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C						

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

## CERTIFICATE HOLDER

FORVIS, LLP  
910 East St. Louis Street  
Suite 400  
Springfield MO 65806 USA

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*Aon Risk Services Central, Inc.*

Holder Identifier :

Certificate No : 570095695724

# Bryant Hammett & Associates, LLC



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/09/2022

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).			
<b>PRODUCER</b> Brown & Brown of Louisiana, LLC 400 East Kaliste Saloom Rd. Ste 1100 Lafayette LA 70508		<b>CONTACT NAME:</b> Stacey Gannaway <b>PHONE (A/C, No, Ext):</b> (337) 234-5111 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> Stacey.Gannaway@bbrown.com	
<b>INSURED</b> Bryant Hammett & Associates LLC 6885 Hwy 84 West Ferriday LA 71334		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Continental Casualty Company <b>NAIC #</b> 20443 <b>INSURER B:</b> The Continental Insurance Company <b>35289</b> <b>INSURER C:</b> Louisiana Workers' Compensation Corporation <b>22350</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	

COVERAGES		CERTIFICATE NUMBER: CL229934293		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	6081831103	09/12/2022	09/12/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	6081799480	09/12/2022	09/12/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		6081799477	09/12/2022	09/12/2023	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	32849D	09/12/2022	09/12/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		AEH591947741	03/26/2022	03/26/2023	Aggregate 2,000,000 Per Claim 2,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) In favor of: THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS & AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT & PARISH COUNCIL, 1221 ELMWOOD PARK BLVD., JEFFERSON, LA. 70123						

CERTIFICATE HOLDER	CANCELLATION
Jefferson Parish, its Districts, Departments and Agencies 1221 Elmwood Park Blvd, Suite 605 Jefferson LA 70123	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

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# Certification of Restrictions on Lobbying

## ATTACHMENT "C"

Anti-Lobbying Form

### CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, Julie Murdock, Managing Director, hereby certify on  
(name and title of bidder's official)

behalf of FORVIS, LLP that:  
(name of bidder)

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

This certification is a material representation of fact upon which reliance is 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 section 1352, title 31, U.S. Code. 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.

Executed this 12th day of October, 2022.

By Julie Murdock  
(signature of authorized official)

Managing Director  
(title of authorized official)

Revised: 3/5/2021

# Debarment/Suspension Certification Form

## ATTACHMENT "C"

Debarment/Suspension Form

### DEBARMENT/SUSPENSION CERTIFICATION

#### Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Julie Murdock, Managing Director  
(Name and Title of bidder's official)

FORVIS, LLP  
(Name of bidder/company)

1400 Meadowbrook Road  
(Address)  
Suite 300, Jackson, MS 39211  
(Address)

PHONE 601.948.6700 FAX 601.948.6000

EMAIL julie.murdock@forvis.com

Julie Murdock Signature 10/12/2022 Date

Revised: 3/5/2021



# Signature Page

## Request for Proposals #0447

### Grant Consulting Services in Connection with the American Rescue Plan Act of 2021 and Other Local, State, Federal and Private Opportunities

#### SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Grant Consulting Services in Connection with the American Rescue Plan Act of 2021 and other Local, State, Federal and Private Opportunities for the Jefferson Parish Public Safety Grants and Administration Department.

**Request for Proposals will be received until 3:30 p.m. Local Time on: October 14, 2022.**

Acknowledge Receipt of Addenda: Number: #1  
Number: #2  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_  
Number: \_\_\_\_\_

Name of Proposer: FORVIS, LLP

Address: 1400 Meadowbrook Road / Suite 300, Jackson, MS 39211

Phone Number: 601.948.6700 Fax Number 601.948.6000

Type Name of Person Authorized to Sign: Julie Murdock

Title of Person Authorized to Sign: Managing Director

Signature of Person Authorized to Sign: Julie Murdock

Email Address of Person Authorized to Sign: julie.murdock@forvis.com

Date: 10/12/2022

This RFP signature page must be signed by an authorized Representative of the Company/Firm for proposal to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

# Request for Proposal Affidavit

## Request for Proposal

### AFFIDAVIT

STATE OF

Texas

PARISH/COUNTY OF

Collin

BEFORE ME, the undersigned authority, personally came and appeared: Julie Murdock  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that he/she  
is the fully authorized Managing Director of FORVIS, LLP (Entity), the party  
who submitted a proposal in response to RFP Number 0447, to the Parish of Jefferson.

Affiant further said:

#### Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_

Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ☒

there are NO campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

**Choice B** ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

Solicitation of Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

**Choice B** ✓ there are **NO** solicitations for campaign contributions which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and



That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

Subcontractor Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** ☒ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned RFP.

**Choice B** ☐ There are **NO** subcontractors which would require disclosure under Choice A of this section.

Julie Murdock  
Signature of Affiant

Julie Murdock  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 13<sup>th</sup> DAY OF October, 2022.

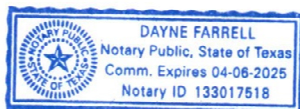
Dayne Farrell  
Notary Public

Dayne Farrell  
Printed Name of Notary

133017518  
Notary/Bar Roll Number

My commission expires 04/06/2025.

3



## List of Subcontractors

- Bryant Hammett & Associates
  - Keith Capdepon
  - Melonie Ellzey

# Letter for Authority to Bind

## FORVIS

910 E. St. Louis Street, Suite 400 / Springfield, MO 65801

P 417.831.7283 / F 417.831.4763

[forvis.com](http://forvis.com)

October 12, 2022

Nicolle Whitney  
Purchasing Coordinator  
Jefferson Parish  
200 Derbigny Street Suite 4400  
Gretna, LA 70053

Re: Request for Proposal ("RFP") for Grant Consulting Services in Connection with the American Rescue Plan Act of 2021 and Other Local, State, Federal and Private Grant Opportunities, RFP-0447

As FORVIS' Chief Risk Officer, I have provided the following attestation to address your request for documentation to show evidence of the authorized representative authority to contractually bind FORVIS, in accordance with Section 1.7 (A) of the RFP.

As a managing director of the firm, Julie Murdock is authorized to contractually bind FORVIS.

Thank you for your consideration.

By 

Michael G. Wolfe, Chief Risk Officer

Date October 12, 2022

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# Diversity & Inclusion

## Fostering an Inclusive Environment

At FORVIS, we are passionate about fostering an inclusive environment that celebrates diversity and creates a workplace where everyone can experience belonging.



When there is a sense of belonging, it empowers people at FORVIS to bring their best and authentic self to work every day, focusing their workday energy on what matters most – their career and our clients.

-Kevin Price, Senior Vice President



## Diversity & Inclusion Strategy Pillars

### 1 Individual Journey

We concentrate on the talent lifecycle of our team members. From recruitment to development, and through the advancement of our people, we commit to ensure the appropriate application of equity. Our goal is to foster an environment that enables all of our professionals to plan their future in a way that successfully integrates their career with their lifestyle, regardless of gender, race, skill set, age, or other factors.

### 2 Workplace Culture

FORVIS supports the distinctive characteristics of our work environment that promote belonging. Our firmwide Inclusion Networks, such as Women Forward, the African American Network, PRIDE+ (LGBTQ) and others, facilitate crucial conversations while promoting greater awareness through connections. In conjunction with a leading human resources consulting firm, FORVIS participates in nationwide benchmarking studies to measure our progress toward best-in-class diversity representation.

### 3 Organizational Identity

FORVIS believes Diversity and Inclusion (D&I) are integral to our organization and brand identity. We embrace D&I as a key component to the success of our people, our clients, and the communities we serve. Firm leadership encourages and facilitates open discussions on D&I topics and uses our pillars of focus to guide the strategic direction of the firm. We strive to be a thought leader, sharing our D&I perspectives in industry-based publications and as a member of the CNBC Workforce Executive Council.

## Accomplished Through:



- Awareness** We pursue and share experiences that drive a deeper acceptance and understanding of everyone
- Action** We contribute to diverse environments, promote authentic expression, and work to build understanding with others
- Allyship** We actively seek to understand others and be the support they need as they encounter challenges
- Accountability** We consistently hold ourselves and others accountable for creating and expanding a culture of inclusion

Our efforts are considered successful when we are thriving in differences, celebrating unique perspectives, and promoting authentic expression. With diverse and inclusive teams, we bring unique perspectives and better serve our clients through FORVIS' client experience model of being responsive, taking action and adding value.

# About FORVIS

# FORVIS

Assurance / Tax / Advisory

## An Enhanced Professional Services Firm

What's going to happen tomorrow? You can't predict the future, but you can prepare for it. To thrive in an environment that moves faster every day, business leaders need to anticipate and be ready for what comes next.

That's where **FORVIS** can help. Driven by a commitment to anticipating what's ahead, we aim to help our clients be ready when the future turns to the present. We're committed to using our exceptional vision to provide **Unmatched Client Experiences™** that drive business forward.

FORVIS was created by the merger of equals between BKD and DHG. We now have the scale and scope of a dynamic, top 10 professional services firm—but we'll continue our legacy of high-touch personal service delivered with remarkable care, expertise, and drive.



**8<sup>th</sup>**  
Largest US Firm



**530+**  
Partners &  
Principals



**5,500+**  
Team Members



**10+**  
Industries



**70**  
Markets



**28**  
States + UK  
& Caymans



**@FORVIS**  
Follow us  
on social media



**“With national coverage and international presence, we're infinitely stronger: for our clients, our people, and the market of the future.”**

—Tom Watson, CEO

## Forward Vision Drives Our Unmatched Client Experiences

As a FORVIS client, you will benefit from a single organization with the enhanced capabilities of an expanded national platform, deepened industry expertise, greater resources, and innovative advisory services. Our aim is to help clients succeed today while preparing them to forge ahead into a clear future.

We are FORVIS—driven by a commitment to anticipate what's ahead so that our clients are ready to thrive when it arrives.



Member of Praxity™, an international alliance of independent accounting firms that offers multinational clients access to resources around the world. FORVIS is a trademark of FORVIS, LLP, registration of which is pending with the U.S. Patent and Trademark Office.

# FORV/S