

DISASTER PROGRAM & OPERATIONS, INC.

Jefferson Parish, LA

REQUEST FOR PROPOSAL For Consulting Services for Disaster Recovery and FEMA Public Assistance RFP #: 0448

DUE: October 14th, 2022, at 3:30 PM

Proposer: Disaster Program & Operations Inc.
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Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
12/16/2020 to 12/16/2022



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Disaster Program & Operations Inc.

TAB A: COVER LETTER

October 14th, 2022

**Jefferson Parish, LA
Department of Purchasing
200 Derbigny Street, Suite 4400
Gretna, LA 70053**

Subject: Proposal Submittal: RFP # 0448 for “Consulting Services for Disaster Recovery and FEMA Public Assistance”

Disaster Program & Operations, Inc. (DP&O) is pleased to submit this proposal for **“RFP# 0448 – Consulting Services for Disaster Recovery and FEMA Public Assistance”** for the Jefferson Parish of Louisiana (Parish). DP&O is committed to providing successful assistance in providing federal and state disaster-related grant and public assistance services. We have the extensive knowledge in Federal and State requirements for reimbursement from FEMA. DP&O is highly experienced with the FEMA reimbursement processes and procedures and has successfully obtain reimbursement for expenditure related to federally declared disaster events. DP&O is capable of providing a range of related services including damage assessment, training, grant writing, grant application development, feasibility studies, benefit cost analysis, regulatory coordination, project monitoring, reimbursement services, payment reconciliation, financial management services, and other services as needed and ordered by the Parish and included in the Scope of Services.

DP&O is Federal GSA Minority, WOSB (Woman Owned Small Business) certified with the Federal Department of Transportation (FDOT) and Louisiana Department of Transportation and Development (LADOTD) for Disaster Recovery, Professional Services, Environmental services, IT, and demolition services.). DP&O, Inc. is a Florida Subchapter S Corporation registered with Federal FEIN # 47-3936181. DP&O's Federal Cage Code: 82LX4, and DUNS Number 88882339.

Primary Authorized Contact Information: Gabrielle Benigni, President/Owner, gbenigni@dpando.com; Phone: (C): 561-436-3383; (24/7): 800-753-8563. **Please see Tab J for Evidence of Authority.**

DP&O's Louisiana's office is located at 120 Holiday Blvd, Covington, LA 70433. Our corporate headquarter is located at 10033 Sawgrass Drive W. Suite 121, Ponte Vedra Beach, FL 32082. Utilizing our Recovery EOC disaster claims and document management system, both our client and staff have 24-hour access to all client disaster project files. Recovery EOC maintains all disaster project costs and back up documentation in audit ready format, allows clients visibility to work in progress and enables DP&O to ramp up with the Parish's project expeditiously to assist with Disaster Related Recovery Services.

The DP&O is Extremely Skilled, Highly Experienced, Well Prepared and Ready to Provide the Highest Quality Disaster Recovery Consulting Services & Support!

DP&O (formerly known as Disaster Operations and Training, Inc. incorporated 2005), has over 17 years of client representation for U.S. municipalities, South Florida's cities, State level, and Public Utilities clients. Our Corporate Principles each have 25 + years as nationally recognized for Disaster Debris Management, Disaster Recovery Programs, Emergency Management, and IT software & Incident Response systems. Our key Management includes: **Gabrielle Benigni**, President (recognized industry leader for FEMA Policy , Expert Federal Disaster Claims Management and Hazard Mitigation Projects qualifying & Disaster Debris Management for large Utility Organizations (APPA, TVA, TVPPA, NWPPA MECA) and Other Public Agencies; **John Copenhaver**, CEO, former FEMA Region IV Director (applicant advocate, FEMA Region IV level); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA

HQ); **Laurie Wood**, CIO (recognized WebEOC SME, Utility IT expert, and EM Director). We are supported by Baker Donelson, Ernie Abott (Former National FEMA Council) and appeals expert. **Rob Russakoff**, Senior VP Recovery/Debris Management/QAQC Data Manager. **Liz Valdes**, VP Recovery Debris Management Expert/Project Manager. DP&O is supported by seasoned utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Emergency Management, Debris Management Specialists, and IT software specialist.

Our firm specializes in Disaster Planning, Response & Recovery Services, Disaster Debris Management Planning FEMA Public Assistance Program Policy and Grant Management. We have successfully represented U.S. Municipalities, Florida's Counties and Cities, Public Utilities, Public County School Districts and Florida State College Consortium.

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

DP&O utilizes and will implement an electronic documentation system (BOLT EOC™) to control, track, and document all work in compliance with federal and state cost reimbursement requirements to ensure the applicant is reimbursed for all eligible disaster recovery costs. BOLT™ exceeds the Parish ADMS requirements per the RFP. **DP&O leverages Web based and Mobile Apps: BOLTEOC™; TRKR™** is State of the Art, turnkey comprehensive "automated debris management system" (ADMS).

DP&O Leverages Web Based BOLTEOC™ and Mobile TRKR™ Apps to Centralize ALL Information in ONE Federally Secure Database for Assets/Infrastructure per Department, Labor, Equipment, Contractors, Materials, Policies, Asset & Crew Mapping.

Automating Recovery Project Costs, Damage Assessments and Auto-Populating FEMA PW Templates in an Audit Ready Format !

DP&O is an approved AT&T FirstNet Responder, Member ID M-5763234, registered with NPPGov. This allows DP&O and our clients priority access to cell and internet post disaster as a first responder with AT&T FirstNet. DP&O maintains over 150+ AT&T FirstNet cellphones.

DP&O will not be utilizing any Subcontractors to assist in the performance of Disaster Recovery and FEMA Public Assistance for the Parish and is committed to meet the time and budget requirements per the needs of the Parish.

We appreciate the opportunity to submit this proposal which will verify DP&O possess the best demonstrated experience in disaster recovery programs, extensive knowledge and expertise in the requirements and restrictions of 2 CFR 200, Federal Emergency Management Agency (FEMA) Public Assistance Programs, Hazard Mitigation Grant Program (HMGP), Federal Highway Administration-Emergency Relief (FHWA-ER), Florida Department of Transportation (FDOT), Fire Management Assistance Grant program (FMAG), Flood Mitigation Assistance Grant Program (FMA), Community Development Block Grant Disaster Recovery (CDBG-DR) and Natural Resources Conservation Service (NRCS). In selecting our approach, processes, and staff, we have made selections that are progressive, flexible, innovative, and industry leading. We are excited to have this opportunity to support you and your business objectives and we look forward to the next steps in your decision-making process, if you have questions about any of the material contained in this response, please do not hesitate to contact us.

Sincerely,



Gabrielle E. Benigni, President DP&O

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DP&O understands that the Jefferson Parish Department of Public Safety Grants and Administration is requesting proposals from licensed professionals to provide Consulting Services for Disaster Recovery and FEMA Public Assistance. DP&O will provide all necessary services to provide federal and state disaster related grant and public assistance services.

DP&O has experience and successful completion of many complex disaster recovery projects. We have developed the below technical approach which facilitates for Rapid mobilization, scale up and modify operations as the situation and challenges require, and provide a seamless operation while effectively communicating and facilitating our clients' needs and maintain federal compliance.

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

PER RFP SCOPE OF WORK, DP&O IS WILLING AND CAPABLE OF PROVIDING THE FOLLOWING SCOPE OF WORK/SERVICES BUT NOT LIMITED TO:

- Ensuring Parish disaster recovery and restoration processes comply with laws, regulations and guidelines to maximize reimbursement for eligible disaster expenditures and to minimize timing for reimbursement.
- Developing and executing processes for obtaining, analyzing and gathering field documentation; including, but not limited to, records related to procured goods and services, timekeeping, and force account labor and equipment.
- Possessing the expertise and be able to prepare FEMA Public Assistance emergency and permanent work project estimates including, but not limited to cost estimating, developing detailed damage descriptions and dimensions, scope of work, and accurate force account labor and equipment summary reports.
- Assisting the Parish departments with services post-impact to perform damage assessments, inspections and project management services from impact to repair.
- Collaborating with federal state and local staff, as needed, on project formulation, including damage assessments, information gathering, project development, preparation of project worksheets, and other project submittals to Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) and/or the Federal Emergency Management Agency (FEMA).
- Coordinating and interfacing with engineering and design efforts for repair and/or construction of damaged facilities and infrastructure that will comply with FEMA eligibility and cost reasonableness determinations. Provide oversight of repair/construction efforts to ensure work complies with applicable Project Worksheets and related FEMA Public Assistance grant requirements and guidelines.
- Identifying and addressing inappropriate insurance reductions and ensure insurance policy compliance with federal and state regulations.
- Developing strategies and maximize formulation of 406 hazard mitigation projects.
- Possessing the expertise and assist in all disaster-recovery financial reimbursement and reporting processes required by FEMA, State or other agency. Ensure there are no duplications of submission if varying agencies are involved.
- Possessing the expertise and assist the Parish through FEMA, State (or other agency) guidelines to capture force account labor eligible expenses accurately for timesheets and project cost accounting. Assist in the review of Parish personnel policies to ensure compliance for eligible cost reimbursement.
- Challenging, where applicable, FEMA on their previous work, eligibility determination, cost valuations, project formulation and inaccurate statements on the Public Assistance Program including appeal determinations.
- Assisting the Public Safety Grants & Administration Department with cash flow, advance, and reimbursement requests and documentation in anticipation of future audits.

- Possessing the expertise and assist the Parish through federal, state (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services. Provide oversight of contractor's billing to ensure all costs eligible for disaster grant funding are documented and claimed.
- Developing processes for ensuring compliance related to contract monitoring and contract close-out as required by federal, state, or other agencies.
- Possessing the expertise and assist the Parish with identifying other disaster recovery funding opportunities, including additional federal recovery programs.
- Assisting with recovery of FEMA Public Assistance cost share funding through CDBGDR applications.

DP&O'S PROJECT APPROACH:

OUR APPROACH IS TRIED AND TRUE and includes a three-phased approach to provide the Scope of Services - Our approach strategy below has been successfully time-tested by our Public Agency and Utility clients and proven to be a robust, comprehensive, turn-key approach that is flexible for each clients' specific needs and unique conditions and internal programs and processes. Our approach ensures that from day one we maintain strict compliance with FEMA, FHWA, other State and Federal Agencies documentation requirements, submittals timelines, for all eligible disaster costs.

DP&O's overall programmatic approach typically falls into three major phases: **The Rapid Response Phase** (where we ramp up the program); **Long-Term Recovery Phase and Project Closeout**. During each of these critical stages the Team provides unique approaches that benefit our clients. Although, dependent on the client needs, these stages may overlap for individual projects, but they remain a solid guide for efficient project execution. Our focus is on quick closeout of projects and to obtain timely reimbursement. We bring to the engagement Lessons-Learned from past engagements as additional value-added and continually balance our resources to ensure the most effective use of staff throughout the lifecycle of each project to produce the most cost-effective program for the Parish.

Key aspects that the DP&O Team provides in each phase are provided below

Phase I - Rapid Response 0-60 Days	Phase II - Long-Term Recovery 60-120 Days	Phase III - Project Closeout 120-180 Days
<ul style="list-style-type: none"> • Interface/Integrate with the County Departments • Provide PA Disaster Recovery Project Team • Existing DR Projects Review, prioritize and resolve funding issues for outstanding projects. • HMGP/CDBG Projects review/ Identify opportunities Begin Other Funding Source Identification. • Project Prioritization, implementation, and timelines • Document Management System in place. • Financial Needs Alignment 	<ul style="list-style-type: none"> • PW Preparation; RFIs (FEMA GOHSEP) • Continued- PW Tracking • HMGP, CDBG, BRIC Reviews: ID potential projects eligibility; Track ongoing HMGP & LMS projects. • Review LMS projects update as needed. • NEW PW project scope and costing • PW Obligation Pursue • Engineering Design, as needed • RFP /Solicitation preparation. • 2 CFR 200 Compliance. • Continue Funding Identification & Pursuit • Project Prioritization, implementation, and timelines 	<ul style="list-style-type: none"> • Project Tracking • Reimbursement Coordination; Payment Tracking • Project Completion • Project Close-out • Other Grants closeout • Audit support, defense if needed. • Continued Recovery Progress Reporting. • Continued Client Training. • HMGP, BRIC Reviews: ID potential projects eligibility; Track ongoing HMGP & LMS projects *Review LMS projects update as needed.

<ul style="list-style-type: none"> • Initiate Weekly / Monthly PW and Work Progress Reports. OPW Preparation- Small PW & Priority work • Environmental Compliance and issues. • Data Gathering, Review/Initiate Cost/ Record Reconciliation • Disaster Cost Reconciliation, as needed • Pre-Disaster Prep: Audit- FEMA submittals and records • Recovery Projects Monitoring & PW Progress Reporting (Reviews, Obligations, Payments). • Damages Inventory Review/ Update if needed Engineering Report/Assessment • Contracts & Internal Policy Review Mutual Aid Agreements (MAA), & Invoices Compliance 	<ul style="list-style-type: none"> • Electronic Records database-Ongoing • PW Versions- As needed • Disaster Cost Reconciliation, as needed • Pre-Audit FEMA submittals and records • Recovery Projects Monitoring & PW Progress Reporting (Reviews, Obligations, Payments). • Timely Reimbursement requests • The Client Staff Training- As needed • Update Disaster/ Debris Plans- As needed. • Payroll Systems Review for FEMA compliance. • Policies Review for update per FEMA compliance. 	
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PROPOSED METHODOLOGY:

1. Rapid Response Phase

This phase sets the foundation for the entire program. This “ramp up” period includes some key aspects of getting procedures established and beginning the critical steps to expedite recovery process. DP&O is ready to mobilize a rapid response team comprised of individuals who bring hands-on experience with each phase of the process and the variety of funding sources available and bring a thorough understanding of each of the key critical success factors.

DP&O Professional staff will leverage their experience and lessons learned while they adapt their proven approach into a customized program that addresses The Client specific needs. Not only does this streamline the process by limiting the number of individuals necessary to coordinate, it also provides a more cost-effective delivery. Some of the key tasks that will take place during this phase are summarized in the chart below:

Parish Onsite Kick off Meeting: DP&O’s Key Management staff will meet with the Parish department leads, key staff, engineering, facility managers, etc. to introduce our approach, discuss the Parish priorities by Disaster, Existing key Disaster project issues, Current Recovery funding status. We will establish point of contacts, client specific reporting preferences, and Plan of action to integrate Document management system, and financial needs alignment. More important our experienced staff will be able to leverage Lessons Learned in previous disasters, understand the Parish’s internal processes for Disaster accounting and Department tracking and address your overall needs, and impacts. This will allow the DP&O team to provide early advice on how to structure and pursue Future Disaster projects and evaluate existing projects for 404/406 Hazard Mitigation, USACE, NRCS, FHWA, CDBG-DR, and other Infrastructure Grants coming available to the parish.

DP&O will assign a dedicated disaster recovery team for the Parish. This team's priority will be to serve the disaster recovery requirements as needed for the Parish. DP&O utilizing dedicated teams has a proven successful client representation track record.

Disaster Recovery PA Project Team: Immediately DP&O will assign a dedicated Disaster Recovery PA Team. Our team members bring years of client representation success. Our thorough understanding of the FEMA and Florida PA portal systems will minimize the learning curve time as all our staff are dedicated to quickly and effectively identifying any outstanding or key issues, establishing communications with GOHSEP or FEMA to quickly resolve lingering reviews and review previous back up submittals that may need clarifying to move the project.

Financial System Alignment: The DP&O Team firmly understands that planning for and tackling the financial demands of a disaster recovery effort are often the most challenging for any Parish. Accordingly, we stress establishing an early understanding of the Parish's financial needs and developing strategies to implement to address them. The DP&O Team has successfully pursued multiple mechanisms such as expedited PW reimbursement, CDBG-DR, Community Development Loans, or other alternative funding sources and other mechanisms to help the Parish bridge the financial demands that come with fronting all disaster recovery costs. The DP&O Team will compare the Parish current system with the financial requirements to develop a **centralized system that captures the appropriate eligible cost information in a timely manner** for reporting to support reimbursement.

Develop a Strategy to Target Required FEMA Matching Funds. As part of the financial system alignment, DP&O Team will assist in establishing strategies to help the Parish meet the matching fund requirement for receipt of FEMA and other federal funds. As required all federal funds will be identified to a specific federal revenue sub-account; a specific sub account will track matching state grant proceeds received. Whether identifying donated resources to offset the match requirement, providing support to justify a reduced match, or pursuing CDBG or other funds to provide the matching dollars, DP&O will develop an approach that meets the Parish's needs.

Document Management System Implementation: The DP&O Team's brings exceptional capabilities in utilizing a document management system that aligns with the parish to share all Pre and Post Disaster documents and costs data and is set up to accommodate the reimbursement process for multiple funding agencies and make the closeout and auditing process seamless. DP&O understands integrating the required document control systems for closeout and audit early with the Parish is essential to minimizing any funding de-obligations in the long-term. (More detail on this system is provided in the auditing section of this proposal). DP&O team provides cross-training of the Parish staff for FEMA Disaster Reimbursement requirements, and checklists to ensure no documentation is missing. This will allow the Parish to respond & be audit ready for any State or Federal audit.

Initiation and Review of Damage Assessments: Immediate Post disaster during Damage assessments Assessment justification of damages is often where funding opportunities are missed and or recovery project scope does not match per FEMA requirement. During DP&O's rapid response phase our team will focus on identifying resources necessary to properly document damages and maintain validation to match recovery projects. Whether staff are needed that can assess Water Control Facilities, Fire Stations, Buildings, Roads, Parks, or Beach and Beach Walkover we have the Professional staff that assist with these assessments.

Damage Assessments: Pre-Disaster "Asset Status and Condition" are a critical FEMA requirement for validating damages post disaster. Most entities in multiple programs or in excel formats for asset inventory, yet lack the details of pre disaster asst inspection. DP&O's pre-event services include centralizing all of the clients assets and resources per department with status and conditions photos, GPS locations and mapping to facility efficient and accurate damage assessment and minimize the time to qualify and identify post disaster projects. Many times, repairs are made and the damage is not well documented and this can cause FEMA to question or deny the repair. DP&O's BOLT EOC's captures and maintains all emergency repairs cost disaster with the pre disaster asset status and condition.

We understand that engineers are needed to support the case for scope of repairs required. In addition, documenting pre-existing conditions is often essential to justify damages and those damages validated thru site inspections (above and underground). With the DP&O Team we provide the engineering staff experienced with identifying damages to infrastructure. The DP&O Team will provide the resources needed to quickly and comprehensively identify and justify damages. Working with the Parish, the Parish's works system we will ensure no Damages or Emergency Repairs are overlooked and qualify for long term recovery projects.

Integrating Disaster Financial Data: DP&O believes that the key to strong project financial management begins with establishing a laser sharp focus on the project plan and holding all stakeholders accountable for their respective contributions to the project's success. Our Document management and tracking system provides real time financial information project funding sources and the status of each project expenditure. This approach allows the Parish the ability to monitor the financial picture of the recovery and review the project documentation progress. This approach also provides access to project information that can immediately identify potentially ineligible costs or discrepancies. This will be further discussed in the section "Information Technology and Data Management."

Disaster data and records will be entered using electronic and manual methods: DP&O will use "Recovery EOC™" Excel Templates to upload and auto populate the Parish disaster costs. Throughout the recovery process the solution can be populated both manually and electronically and allows to expand on the evolving data and costs including: force labor, equipment, contractors/mutual aid contractors, materials, rented equipment with all supporting back up as attachments: payroll, time sheets, contracts, solicitations, daily logs/invoices, payments, etc., inventory maps, engineering reports, policies, etc.).

PW Review/Payment Tracking: DP&O documents all FEMA PA Portal submittals via screens shots and our Recovery EOC maintains a **PW Tracking costs summary spreadsheet** of all projects. Additionally, our team maintains a **PW tracking of the entire FEMA & State review progress**, RFIs and replies to timeline which provides immediate notification of FEMAs often repeated RFIs for duplicate previous submitted information. This protects our client from unnecessary FEMA delays and additional costs.

Maximize funding and Expedite the PA process: From day one DP&O's approach will be to target **ALL ELIGIBLE PROJECT COST** and prioritize the quickest turn-around of project funding for the Parish maximizing funding opportunities overlooked including Hazard Mitigation. We have a time-tested successful client approach to expedite the PA Process ensuring that all funds are allocated and are reconciled and reimbursed by federal or state assistance. DP&O will ensure that the Parish receives and retains funding expeditiously and that ALL Deadlines regarding grant reimbursement requirements are met.

Disaster Claims Management System, & Progress Reporting: DP&O's Recovery EOC Disaster Claims Management System Produces client specific Disaster Project financial reports and PW Tracking reports as needed. A common practice of our Program Approach is providing weekly progress reports for; PW's submittals/reviews, PW's obligated and PW's payments status. Progress reports include details of each PW's review status, RFI replies through obligation. Additionally, the Request for Reimbursement and payments are reconciled to the penny and included on the weekly progress reports.

RECORDS RECONCILIATION, VALIDATION AND INPUT:

DP&O recovery team will gather, validate, reconcile following but not limited to:

- Project Worksheet Templates
- Materials: All recovery material will be reconciled - Pre-Disaster Existing Inventory, Materials in Stock and Purchased will be reviewed and reconciled.
- Policies (Procurement, Payroll and Insurance): Procurement, and payroll, overtime policies will be reviewed for federal compliance. Procurement per 2 CFR 200 is FEMA's most stringent requirement.
- Insurance: an available copy of insurance policy for all assets claimed and the schedule of values with deductibles.

- Damage Assessments Documentation.
- Force Labor Records Review: Employee Additional Recovery Roles.
- Force Equipment Records: cross check with FEMA Cost Code.
- Emergency Repairs Documentation.
- Buildings /Lease Agreements (if any, if needed): reviewed and included with disaster documents: a copy of any lease agreements, or maintenance agreements for items claimed for FEMA reimbursement showing maintenance responsibility of the assets claimed for damage repairs; and any staging properties, or buildings temporarily leased as a result of the disaster and claimed with disaster reimbursements will require copy of leased agreements.
- Donated Resources: all donated resources and volunteers will be gathered, reviewed and included for reimbursement advantages. This log will be used to calculate the Donated Resource credit the applicant will receive to reduce the 6.25% share of the project cost.
- Procurement Policies; Contracts, Emergency Contracts and Solicitations per FEMA Compliance; Pre-Qualified vendors
- Historic, Archaeological and Environmentally sensitive areas.
- Recovery Construction Projects in progress.
- **Category A – Debris Removal Documents Review** (Debris Removal, Staging/Reduction and Disposal)
- **Debris Contracts** – All Debris removal contracts and monitoring contracts, Request for Proposal (RFP), selection criteria; Emergency Contract(s), will be reviewed for FEMA and Federal Contracting compliance.
- The following debris removal records will be reconciled for accuracy and FEMA compliance and FEMA required Debris Documents per Appendix D of Debris Removal Pilot Program:
- Debris removal contractors and monitors invoices will be reconciled for the following items and with associated daily logs and invoices for services per contract billing rates and terms. Discrepancies or issues will be documented and issued to the designated Parish representative for Debris Contractor invoice corrections.
- Leaners, Hangers and Stumps: reconciled with Debris removal invoices, per contract cost items and per monitor logs data. We will validate leaners, hangers, and stumps compliance for FEMA documentation including photographs, GPS locations, quantities and stump measurements.
- Debris Removal Load/haul Ticket Ledgers— We will obtain and review daily Debris load/ haul ticket ledgers and ensure they have been reconciled for duplicate and or missing load/ haul tickets. Reconciliation identifies any discrepancies between load/haul cubic yards and actual debris quantities, and debris removal invoices will be reported to the Parish for debris removal invoices corrections. Additionally, ticket ledgers will be spot checked for a truck certification haul capacity (cubic yards). Load haul tickets will also be validated and spot checks for accuracy per ticket ledgers.
- TDSRS Final Haul out to permitted disposal facility-final haul out ticket ledgers will be reviewed and reconciliation with actual disposal facility ticket ledgers to identify any discrepancies between debris quantities hauled and disposed. Spot checks on final haul out tickets and disposal tickets will be performed for accuracy and per FEMA compliance.
- Additional Debris Removal documents to be reviewed and validated include the following:
 - Truck Certifications and Truck Certification logs; -Maps and or streets of Emergency Roads clearing;
 - Debris Removal Progress maps and priorities per the parish Debris Management Plan.
 - Photos and GPS locations; -TDSR permit- Baseline report and TDSR closure report.
- All reconciled and final Debris removal and monitor documents will be filed manually and electronically and submitted with FEMA Category A FEMA Project Worksheet per Debris Pilot Program requirements.

Training Parish Departments/Staff: DP&O has an ongoing client Training Program and table-top exercises both in person and via web ex which allows our staff to engage with the Parish staff and incorporate Lessons Learned to improve future response and recovery tasks ensuring FEMA Compliance for both FEMA Federal and State PA grant management procedures and requirements and required Pre-Disaster information and Post Disaster Documentation requirements. Our Training is tailored to each client specific needs and Lessons Learned and includes but not limited to the following:

- FEMA Requirements for Pre-Disaster Asset Status & Inventory
- Internal Policies Review
- Procurement and Contracts
- Damage Assessments
- Emergency Repair Documentation
- Emergency Debris Removal
- Disaster Documentation and Submittals
- Multiple other Critical Items

Disaster Lessons Learned:

As with every Disaster planning effort, this will involve interviews of all department heads to discuss their experience and needs during various emergency events.

Hazard Mitigation Assets/Projects Identification: We recommend the Parish to consider recent events (Federal Declared and Non-declared Disasters) to identify Potential assets/infrastructure that require mitigation and hardening to prevent or minimize future disaster damages and that will benefit the safety of the community. DP&O has a successful track record of qualifying client infrastructure for 404 or 406 funding post disaster and is currently leveraging qualifying infrastructure for CDBG-DR, CDBG-Mit, and BRIC grants. Whether identification of a new or further hardened infrastructure, purchase of additional back- up generators, pumps, communications systems, or relocation of critical facilities, early identification will assist with the qualification of these critical assets for mitigation.

Based on our extensive experience, we know that the following activities are critical to an effective FEMA Public Assistance program:

Overlooking Damages: Documenting and proving damages documentation for underground infrastructure (storm drains, culverts, underground water /sewer lines) and other assets pump stations, electric control systems, Building interiors (elevators, and AC units), can be challenging as they may be older and require pre disaster maintenance records to verify the disaster damages. Post disaster inspection & testing of these critical infrastructure assets to ensure full working capacity will aid in properly identifying overlooked damages.

FEMA 2 CFR 200 Contract Compliance and internal policy review: The DP&O team review all Contracts including Emergency Vendors, Materials purchases and Disaster contracts all maintain compliance with 2 CFR 200 for procurement, and award. We also recommend that all contracts require Task Orders with a Not to Exceed budget to be issued for all work if possible. Additionally, change orders and or contract addendums and extensions also need to maintain FEMA Contract language and compliance. DP&O will review all internal policies (payroll, disaster pay, ect.) to ensure disaster pay and other critical disaster and overtime pay are addressed to ensure FEMA reimbursement post disaster.

Debris Management Planning (DMP) & Department Training/ Tabletop exercise: Instead of leaving the DMP on the shelf we recommend a DMP Quick reference guide during the DMP update that provides a quick overview of critical DMP items: Debris removal Zones, Critical facilities; Emergency Road clearing priorities; Beach Sand cleanup/screening; Debris hazards identification; Parks Debris removal; Roles and Contact updates; Debris management Site locations review. **After the DMP is updated a DMP Disaster Prep training** is recommended to bring all the Departments that participate Debris Removal operations together with the Debris Removal contractor(s) and Monitoring company to discuss the updates and Lessons learned from previous disasters.

Lessons learned reviews include but not limited to: mutual aid agreements and contractor mobilization, emergency materials, equipment resources, temporary staff training, department work order and emergency repair cost tracking, traffic control; evacuation issues; environmental complications, Parish essential services (temporary shelters, donations management, ect.). A key aspect is business continuity and lessons learned by the parish for past disasters.

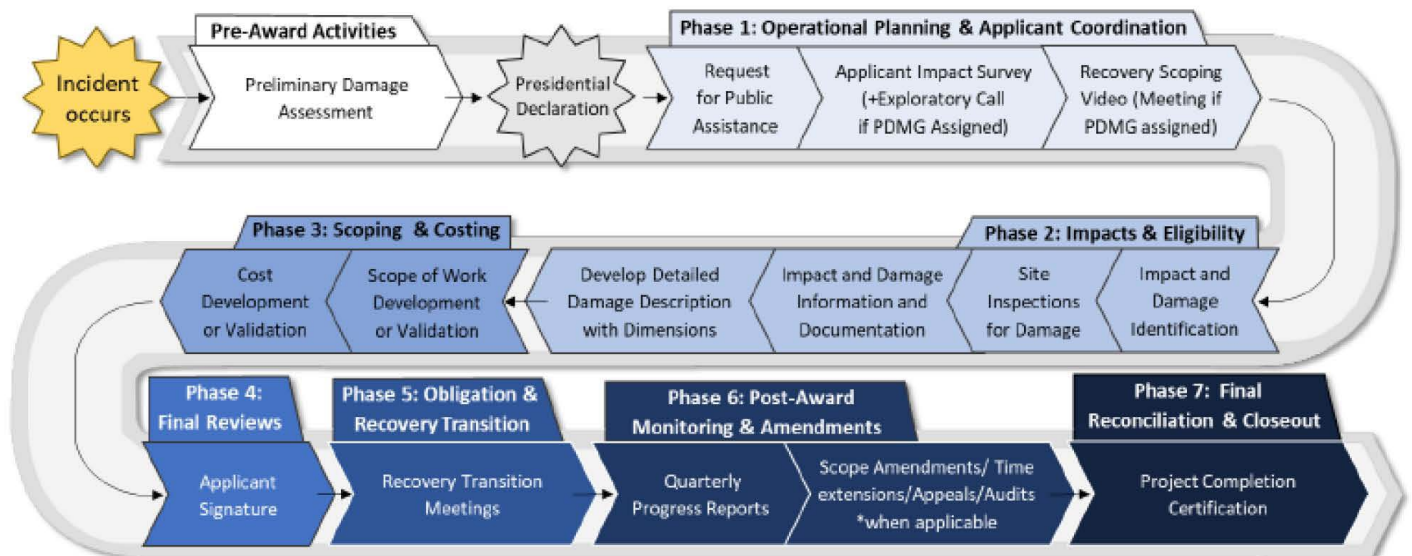
FEMA Public Assistance Advisory Services

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

The Public Assistance Process

FEMA Public Assistance

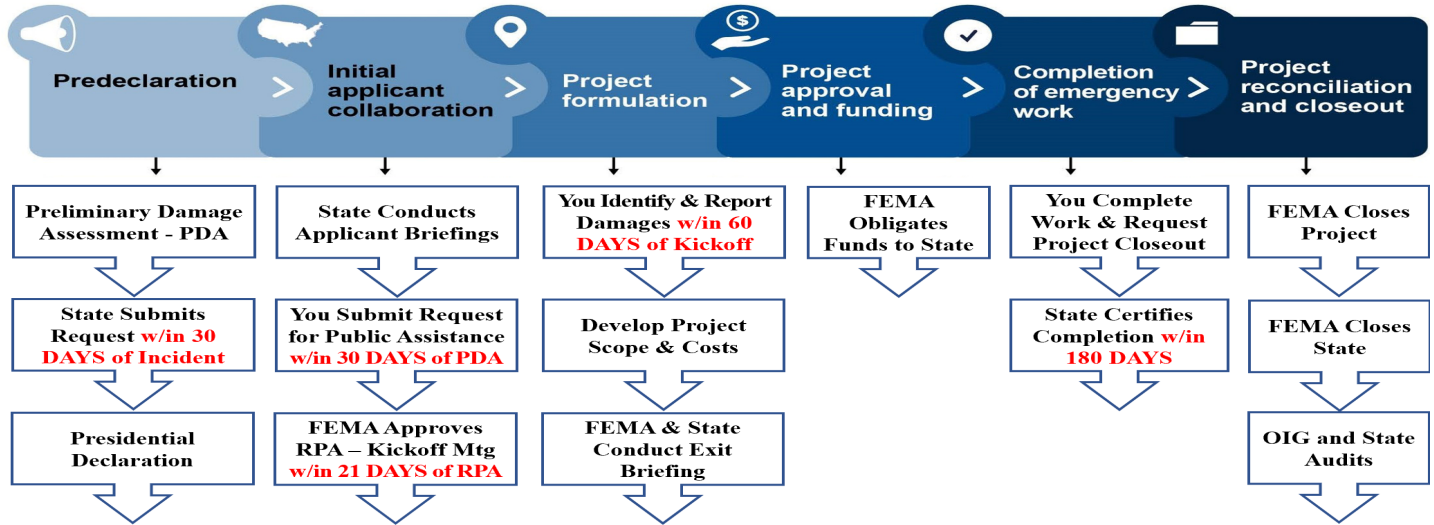
PROGRAM DELIVERY PROCESS STEPS for APPLICANTS



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

We stay focused on the critical deadlines and ensure submittal of audit ready documents complying with the FEMA “Verify as you Go” (VAYGO) review process.

FEMA has Implemented Validate as You Go (VAYGo) for Public Assistance Subawards



We will participate in the Parish’s designated FEMA workgroup and provide FEMA Program Assistance for all Recovery tasks to include but not be limited to the following:

1. Damage assessments details review, for FEMA categories A-G, List of all known assets/facilities damaged.
2. During this we will discuss and Identify Environmental or historical compliance or concerns; Historic preservation sensitive areas identified, Rnd List of facilities covered by insurance; policies are required at meeting.
3. Communicate risks that could preclude our ability to optimize reimbursement and make recommendations to the Parish for reimbursement tasks.
4. Work completed and, if so, associated documentation (e.g., invoices, contracts, bids, spreadsheets with Force Labor/Equipment account information). Assist the Parish through FEMA, State (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services. Provide oversight of recovery contractor’s billing to ensure all costs eligible for disaster grant funding are documented and claimed.
5. Ensure the Parish documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews.
6. Obtain and review all FEMA/State, PDAs, Request for Public Assistance forms, applicant briefing meetings, including FEMA/State Site Inspections.
7. Meeting with Department Supervisors - Identification of all expenditures eligible for reimbursement under FEMA categories A-G per department and per FEMA Category. This includes a review of Submitted Category A-G Projects and supporting information.
8. In this we will provide a checklist to each department for FEMA required critical documents and provide assistance assimilation all documents.
9. Alternative Procedures for permanent work and debris removal projects per Sandy Recovery Act.
10. Ensure the Parish disaster recovery and restoration procurement processes comply with laws, regulations and guidelines as required by FEMA, State or other agencies

11. Identification, of Work Completed and Work to Be completed schedules; FEMA Alternate or Improved Projects; Includes a review of HMGP projects identified and or submitted for Local Mitigation strategy.
12. Obtain Engineering estimates and defined Scope of Work per recovery projects.
13. File Immediate Needs Funding if State participates. File for Immediate Needs Funding based on FEMA approved projects (50%) to decrease financial detriment to the community.
14. Obtain facility inventories and materials used schedule facility assessments.
15. Obtain and Review the Parish Internal Policies (Payroll/Overtime, Insurance, Disaster Emergency contracting) for Federal /FEMA compliance, coverages, items not covered and deductibles.
16. Review available Hazard Mitigation projects identified. Comprehensive mitigation program development, including mitigation plan, cost benefit analysis, project management, GIS mapping, environmental review and staff augmentation
17. Federal Grant projects identified (CDBG).
18. Site inspections that could be conducted immediately following the Kickoff Meeting.

Application and Documentation of Time Extensions: If Required: Emergency Work (Categories A & B) time limits are six months to COMPLETE work. Permanent work time limits are 18 months. DP&O is aware that FEMA and Cal OES have a programmatic agreement in place for extension approvals. Our goal is to identify any extension requests as quickly as possible, upon the initial project obligation and submit written request to the State and FEMA to ensure they are processed prior to the time limit expiration. FEMA may deem certain projects ineligible if these time limit extensions are not timely submitted in compliance with the PA Implementation Timeline.

Immediate Needs Funding (INF): In Severe Disasters Immediate Needs Funding (INF) is to meet an Applicant's critical recovery. Post Disaster the DP&O team will be ready to list of potential projects with estimates that the Parish could request INF for 50% of Project estimate.

PW Preparation: All projects will be carefully reviewed by our experienced team and guidance will be provided for highest value of reimbursement with least amount of time delay. Each Project situation will be evaluated appropriately to determine which project writing scenario is most beneficial. Applying lessons-learned from previous disasters and defining how individual departments will work together is critical to maximizing reimbursements between the available recovery programs.

With the enforcement of environmental and historical compliance minor scope of work or materials changes are required to be submitted to FEMA for a determination whether additional FEMA review is required. Prompt replies are required, or this may involve suspension of work.

Projects written by FEMA Category – this project writing approach could also result in separate departmental permanent projects securing project documents from the department heads.

Projects written by Facility – This method of writing projects may require obtaining documents from multiple departments, from multiple contractors, purchase orders, invoices, etc., for a single damaged facility: this process will make it easier to confirm anticipated insurance proceeds.

Once the Scope of Work and Cost Estimate are complete, supporting back-up documentation will be attached. These may include procurement policies, contracts, bid tabulations, invoices, purchase orders, proof of payments, pay policies, payroll registers, Force Account daily activity logs, equipment logs, and emergency call logs, damage assessment validations, blueprints, etc.

PW Preparation and Tracking - DP&O will perform the following to optimize PW review:

- Confirm the ‘anticipated insurance proceeds’ by working with the Parish’s Risk Manager.
- Identify mitigation options for the damaged facility (Section 406 mitigation) and include 404 mitigation options from the Parish Local Hazard Mitigation Plan adopted 4/23/19, if feasible.
- Apply FEMA’s Cost Estimating Format to the base cost with mitigation options.
- Identify alternate or improved project options based on site specific considerations, development of solid local cost estimates, and the District’s Capital Improvement Plan.
- Be Prepared for the FEMA Environmental Review by identifying with in project areas that may have Endangered or Protected species, Environmental issues, or be on the Historic listing.

Applying our extensive experience using FEMA PA Portal and FEMA EMMIE, we will conduct thorough PW review, troubleshoot any documentation issues and track approval/obligation.

PW Submittal, Review and Approval Tracking- will be maintained throughout the FEMA new PA Program process:

We perform daily / weekly PW obligation status checks and verifying the documents are consistent with actual Parish project submittals as the FEMA reps do make mistakes in transferring the PA Portal to FEMA’s EMMIE where the PW is finalized. This will allow us to troubleshoot and bring to FEMA’s attention any mistakes made by the PDMG and obtain resolution.

Once a PW is written, the applicant signs off in the Portal the FEMA reps submit the project PW forms and documents to FEMA EMMIE (Emergency Management Mission Integrated Environment (EMMIE)) grant tracking program for approval and obligation. The project is reviewed by various FEMA review queues, (Initial, including eligibility, insurance, historic, mitigation and environmental; QAQC, and Final State/FEMA Grantee approval). DP&O will maintain PW Submittal, Review and Approval Tracking throughout the below FEMA PA Portal process Review and approval.

FINANCIAL, PAYROLL AND GRANT MANAGEMENT SUPPORT

DP&O assist in all disaster-recovery financial reimbursement and reporting processes required from FEMA, State of Florida, or other agencies. We ensure there are no duplications of submission, if varying agencies are involved.

DP&O will assist the Parish through FEMA, State of Florida (or other agency) guidelines providing the following for successful Grant management:

1. Advise on FEMA’s policies, regulations, practices and procedures related to the tracking of costs, including direct administrative costs, to facilitate and maximize reimbursement for all eligible costs.
2. Map the flow of documentation and requirements to ensure the efficient and transparent management of disaster recovery funds.
3. Advise on quality assurance/internal controls for disaster recovery funds.
4. Develop checklists to ensure that grant applications are complete and in compliance with federal requirements.
5. Advise on records retention policies for federal disaster recovery programs. Other optional services may be required at a later date dependent upon the level and scope of federal and state disaster recovery program funding. These optional services include, but are not limited to, the following:
6. Prepare required progress reports for federal and state disaster recovery programs.

7. Prepare grant close-out documents, files, and reports.
8. Conduct pre-audit activities and prepare disaster recovery projects for audit.
9. Assist with bidding and contracting processes for projects.
10. Capture force account labor eligible expenses accurately for timesheets and project cost accounting.
11. Assist in the review of the Parish personnel policies to ensure compliance for eligible cost reimbursement.
12. Assist the Parish through FEMA, State of Florida (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services. Provide oversight of consultant's billing to ensure all costs eligible for disaster grant funding are documented and claimed.
13. Perform interval reviews and reconciliation of actual project spending to ensure project costs are accurately captured.
14. Ensure the Parish documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews

Provide oversight of contractors' billing to ensure invoices are in accordance with their contracts and that all costs eligible for disaster grant funding are documented and claimed.

PROCUREMENT AND CONTRACT MANAGEMENT SUPPORT

DP&O's Disaster recovery programs include the responsibility of procurement and contract assistance to ensure that procurement procedures and contracts with suppliers, professional services providers and general contractors are in compliance with federal procurement guidelines and requirements. Most importantly, we have prepared contracts and assisted with procurement of services very recently for six different federal funding sources - including FEMA and CDBG. We know the rules and regulations required for compliance that if not properly followed would jeopardizing disaster cost reimbursements.

DP&O's local professional staff and corporate management Nationally recognized as Subject Matter Experts (SME) for FEMA Policy, and Federal Contracting and procurement requirements and will provide invaluable assistance in the application of local procurement rules.

Since FEMA typically follows local competitive procurement policies and guidelines, this provides a fully rounded effort to ensure compliance for eligible cost reimbursement.

INFORMATION TECHNOLOGY AND DATA MANAGEMENT

DP&O's data records management and tracking system provides real time financial information not only on the sources of project funding but also on the status of each project expenditure. This approach allows the owner/partner the ability to look in at any time to monitor the financial picture of the recovery and review the project documentation progress. This approach provides access to project information that can immediately identify potentially ineligible costs initiated by contractors or in records discrepancy.

Disaster data and records will be entered using electronic and manual methods. DP&O will use "Recovery EOC™" Excel Templates to upload and auto populate the Parish disaster costs. Throughout the recovery process the solution can be populated both manually and electronically and allows to expand on the evolving data and costs including force labor, equipment, contractors/mutual aid contractors, materials, rented equipment with all supporting back up as attachments: payroll, time sheets, contracts, solicitations, daily logs/invoices, payments, etc., inventory maps, engineering reports, policies, etc.).

The Recovery EOC™ Excel Templates automatically formulate into FEMA PW forms to properly integrate disaster document information per compliance with FEMA, State, or other agencies. This method ensures the Parish's documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews, if needed. DP&O's Recovery EOC™ software can integrate with the Parish's existing asset, inventory and costs accounting systems if needed. Our data base and document management system maintains Each Project with FEMA required templates with supporting attachments in audit ready format.

DP&O's Recovery EOCTM software provides a significant cost savings to data management and includes:

- Templates to upload *the Parish's* assets, disaster costs (labor, Equipment, Materials, Contractors, Rented Equipment ...).
- Uses the Parish data and maintains all disaster financial costs per FEMA template (Force labor, equipment, contractors, materials) requirements and auto populates Federal FEMA reimbursement forms per FEMA Category, per Project, and any other federal grant forms. This allows efficient comparison of FEMA representative's changes to the Parish's FEMA Disaster PW costs submittals
- Centralizes all Disaster data information with supporting records in one secured location: Force Labor/Equipment, contracts, materials/vendors, including Assets and damage assessments validations.
- Complies with FEMA required stringent Damage Assessment (DA) documentation to support project cost. DA validations include the pre-disaster asset status documentation (Inspections, warranty logs, photos, maps, purchase orders, daily logs, etc.).
- Links Force equipment to FEMA cost codes.
- Provides the Parish specific disaster costs reports.
- Maintains all FEMA required Debris Removal costs and documents including Force labor, equipment, materials and contractors while storing required submittals as attachments: debris progress maps, contracts, solicitations, labor and equipment daily logs, monitor logs, truck certifications, debris removal tickets and ledgers, disposal tickets, and Temporary Debris Storage and Reduction (TDSR) site permits; Auto- reconciles debris removal ticket ledgers.
- Can Integrate with existing Parish asset, financial and inventories,
- Complies with FEMA required stringent damage assessment documentation to support emergency/recovery cost. For each asset damaged our solution will maintain and carry over thru recovery all Damage assessments validations including the pre-disaster asset status documentation (Inspections, warranty logs, photos, maps, purchase orders, daily logs, etc.).
- Maintains Parish FEMA applicant required information (entered only once) to prevent duplication of data entry for numerous FEMA projects submittals. This includes the FEMA applicant fringe benefit calculation sheet per department which is required for each FEMA Project submittal.

INSURANCE AND OTHER FUNDING SUPPORT

Understanding the District's existing insurance coverages is a key component to ensure full advantage of available program funding opportunities.

We are well versed in the numerous opportunities to enhance disaster recovery funding through FEMA, HUD (CDBG) and various other agencies. In addition to maximizing the available funds, we are ensuring that necessary and sufficient documentation is being collected, assimilated, reviewed and validated, audited, filed and stored so that no opportunity is adversely impacted by improper or insufficient documentation.

Most importantly we know how to pursue funding through other agencies. We also understand that FEMA funding may not be available for all your damages and will pursue and implement funding from these agencies if appropriate. For example, the funding sources should be considered dependent upon the circumstance:

- **National Resources Conservation Service Emergency Watershed Protection (NRCS-EWP)** – grants for work on wetlands, floodplains, and watersheds.
- **Housing and Urban Development Community Development Block Grants (HUD- CDBG, CDBG-DR)** – as further indicated below this is a common funding source that occurs after disasters and can be utilized to fulfill the match and other resource needs.

HAZARD MITIGATION SUPPORT

A key aspect to maximize hazard mitigation opportunities is early identification prior to implementation of permanent repairs necessitates qualified engineers experienced in disaster recovery to be involved during the damage assessment phase of the recovery. In addition, it is critical that this staff understands the difference in 404 and 406 funding opportunities. Often in a rush to return to normalcy, repairs are made that are either permanent or deemed as permanent by FEMA. Meanwhile rebuilding in a slightly different manner could incorporate hazard mitigation at an incremental cost increase that could be and often is approved by FEMA.

406 Hazard Mitigation is directly approved into PWs for a specific damaged element. The funding is available as soon as the project worksheet is obligated. The hazard mitigation activity must be directly related to the damaged element. For example, 406 Hazard Mitigation funding will pay the cost to build a platform to raise a damaged emergency generator to above the flood level. However, it will not pay the cost to transfer the emergency generator to another facility.

404 Hazard Mitigation is a separate funding source that is coordinated at the State which involves a competitive process and often involves a much wider universe of activities that could be considered hazard mitigation, such as complete relocation of facilities, provision of safe houses, providing equipment that did not exist prior to the event like emergency generators, etc. The competitive process to obtain the funding often starts long after the obligation of PWs that include 406 Hazard Mitigation. Knowing these differences may be essential for the Parish to achieve its goals as it will ensure the project team takes the necessary steps to pursue 404 Hazard Mitigation funding and/or CDBG funding at an early stage so that funding for critical needs is captured.

For performance on the hazard mitigation analysis, we are consistently updated on disaster industry trends, including Cost-Benefit Analysis of mitigation options. We are familiar with the Benefit-Cost Analysis (BCA) Tool Version 5.0 which is available online at no cost and more easily demonstrates cost-effectiveness when applying for FEMA's Hazard Mitigation Assistance (HMA) grants. This tool includes guidelines, methodologies, and software modules for a range of major natural hazards including:

- Flood (Riverine, Coastal Zone A, Coastal Zone V)
- Hurricane Wind
- Damage-Frequency Assessment
- Tornado Safe Room
- Earthquake
- Wildfire

EMERGENCY MANAGEMENT SUPPORT SERVICES

DP&O believes the most important aspect to emergency management services or post—disaster recovery continuity of operations is a thorough preparation before an event occurs.

Whether assessing activities of in-house personnel or outsourced resources, establishing these needs after the event makes the success of recovery less robust. This involves a review of at least the following:

- Existing Emergency or Disaster Response & Recovery Plans; Emergency Operation Procedures
- Previous Hazard Mitigation Planning Efforts
- Existing on call contracts for emergency services
- Existing in-house resources for emergency operations and proximal resources availability (e.g., Mutual Aid)

Operational failures during past events Disasters planning realizes the urgent need for a Disasters planning realizes the urgent need for a regional planning, response and recovery to unify our internal capabilities and resources in the event any one or more of your departments or mutual aid members exhaust their capabilities. We include an “All Hazards” in scope, which means that the guidelines, as well as accompanying procedures address disaster response and recovery to natural, man-made, and technological events.

We take an innovative approach to disaster planning, response and recovery leveraging existing communications tools and cloud-based technologies for more efficient communication, notification of and mobilization of resources before during and after a disaster.

With Disaster Planning we can provide a process to assist the Parish EM if necessary and other Parish departments accompanying Emergency Operating Procedures (EOPs) and “templates” that can be adapted to specific needs and requirements of each Department to further guide consistent emergency readiness, providing roles/responsibilities and successors, response, damage assessments, emergency costs documentation and recovery procedures between departments to support rapid response deployment.

Our Disaster Plans and EOPs adhere to the Incident Command Structure (ICS) summarized below. The State of Florida designates the NIMS as the basis for all incident management. NIMS provides a consistent nationwide approach for federal, state, tribal, and local governments to work together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The components of NIMS Incident Command System (ICS) - summarized below:

- Identification and management of resources (including systems for classifying types of resources)
- Collection, tracking, and reporting of incident information and incident resources
- Qualification and certification; Training
- Multi –Agency Coordination
- ICS is used by all levels of government (federal, state, tribal, local, first responders, non- governmental organizations, private sector) and is applicable across disciplines.

Key Characteristics of ICS Management includes the following:

- Common terminology ensures all employees use terms that are standard and consistent.
- Modular organization enables ICS structure to expand or contract as needed by the incident.
- Integrated communications, establishes a common communications plan, standard operating procedures, clear text, common frequencies, and common terminology. Collection, tracking, and reporting of incident information and incident resources.
- Unity of Command, each person within an organization reports to only one designated person.
- Comprehensive resource management maximizes resources use, mobilization efficiency, consolidates control of single resources, reduces communications load; Identification and management of resources (including systems for classifying types of resources).
- Manageable span of control, limits number of resources that any supervisory control to between three and seven, with five being optimal.
- Designated incident facilities, which include an Incident Command Posts if necessary.
- Deployment- of local, interstate support, and national federal support.
- Information and Intelligence Management- streamlined reporting of outages, restoration forecasts, damage assessments, and resources mobilized.
- Disaster Planning should include identifying certain key facilities for grid hardening to leverage the Hazard Mitigation funding opportunities offered and encouraged by and State and FEMA after a federal declared disaster. resources and staffing levels appropriate for support functions

DISASTER RECOVERY RELATED SERVICES SUPPORT

DP&O team will provide Disaster Planning Services to include the following activities:

- a. Planning, procuring (2 CFR 200 compliant), and/or preparing necessary plans, informational surveys, including coordinating photogrammetric and Geographic Information Services, environmental studies, and geotechnical investigations required for planning considerations.
- b. DP&O can utilize our Drone and capture 3 D images on critical infrastructure which provides thorough pre disaster asset status and aids our team and the Parish to identify assets that can qualify for mitigation.
- c. At the Parish's request, prepare conceptual repair estimates that may assist with FEMA funding obligation. Such estimates may include, but are not limited to, the cost to implement an exact replacement, repair versus replace comparisons.

This will aid in exploring alternate or improved projects, as well as potential HMGP grant projects, prior to initiating permanent repairs. Repairs vs Replacement comparisons performed pre disaster will benefit the Parish in planning to rebuild these facilities by including infrastructure hardening options.

- d. Construction to include the following activities:
 - Advise the Parish on development of construction bid packages in conformance with 2 CFR 200 federal requirements, as well as providing advice on bid award process.
 - Respond to Request(s) for Information on an as-needed basis.

2. PHASE II - Long Term Recovery

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

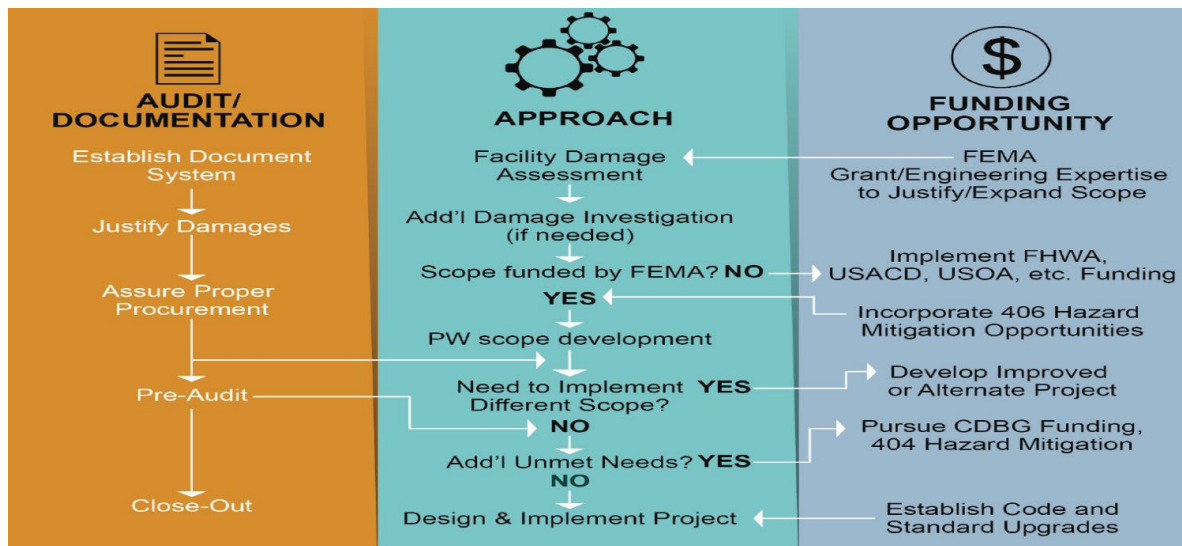
Periodic Adjustment of Resources: As the recovery proceeds, needs may shift from grant management to procurement to construction oversight and engineering estimates review. Immediate Post disaster the Parish may require damage assessments, emergency repairs tracking, debris hazards identification. DP&O will scale up with staff to facilitate timely critical data gathering. DP&O will adjust the staff mix as necessary during all phases of recovery

Continued Identification of Various funding Sources through the Recovery Process: The DP&O Team will reviews all Funding streams available Post Disaster and we understand that multiple funding Grants becomes available as the process unfolds, whether they are 404 Hazard Mitigation, CDBG Disaster funds, or BRIC we leverage additional grants that will aid the Parish to become more resilient to future disasters.

Database Reporting: DP&O will utilize our Recovery EOC Disaster Claims and Document Management System platform to maintain all Disaster Recovery costs, PW submittals documentation per FEMA/Federal disaster reimbursement requirements. Recovery EOC prevents duplication of data entry and facilitates long term storage of volumes of disaster documents in audit proof format.

3. PHASE – III Project Closeout

DP&O'S LIFE CYCLE APPROACH TO FUNDING: Ensures Maximum Funding Opportunities for the PARISH RESOURCES THAT WILL BE REQUIRED TO PERFORM THE TASKS



Attention to Closeout on Day One. Our approach will focus on closeout and auditing requirements from day one. Development of proper document retention procedures will allow the Parish to respond to any audits long after closeout is done. To enhance the closeout process, we focus on the following key aspects to provide an effective closeout procedure:

Stress on Quick Closeout of Projects. Many Projects particularly involving Category A and B activities can often be moved to closeout quickly. We ensure all projects records are in audit ready format to facilitate closeout expeditiously utilizing Recovery EOC.

The Project Worksheet (PW) and submittals are all labeled per FEMA requirements and are uploaded to FEMA PA Portal, and maintained in our Document Management system in audit ready format with screen shots of Files/dates uploaded to the FEMA Portal. This ensures during Project Closeout any missing or FEMA/GOHSEP overlooked items are quickly located to prevent project close out delays.

All Parish FEMA projects will be stored long term in DP&O document management and accessible 24/7.

Client Staff Involvement/Cross Training. We understand that you may want or need to end support activities prior to the extended closeout process that sometimes can occur at the FEMA level. Thus, integrating the Parish staff into the long-term recovery and closeout phase will be essential to DP&O.

DP&O anticipates that we will only need the Parish to provide the following:

- **Conference room for onsite meetings.**
- **Dedicated secure office /storage room or conference room to accommodate documents assimilation and scanning.**
- **Meeting with department heads and administrative and access to all disaster documents including but not limited to: cost records, staff information, policies, blueprints, maps, engineering.**

PROJECT MANAGEMENT PLAN & QUALITY CONTROL

DP&O's successful Recovery Project Management relies on the following "**Quality Control Components**" to control and execute DP&O's Program Approach & Methodology included in this proposal. DP&O maintains the quality control components as a means for quick and efficient conflict resolution. In fact, our quality control components prevent many obstacles from becoming an actual conflict. This process has produced superior results for past projects. The **Quality Control & Conflict Resolution Components Include:**

- A. Project Understanding and Kickoff Meetings**
- B. Communications and Meetings**
- C. Project Quality Control**
- D. Project Cost Control**
- E. Staffing Plan**

A. Project Understanding and Kickoff Meeting

Upon contract award DP&O will schedule a kick-off meeting with the Parish to discuss and plan a collective project vision to include the scope of work, tracking of costs, organizational structure and schedule expectations that will serve as a common bond, keeping team players together.

B. Communications and Meetings

DP&O's Project Director will establish avenues of communication with the Parish's Representative and point of contact at the contract award meeting. Regular communications, starting with the initial project meeting and continuing through response recovery & the Parish training will ensure that work progress is fully staffed, monitored and reported. Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be contingent upon maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and the Parish's representatives.

We also recognize the importance of maintaining open communication with other Parish contractors so that we can be sure our work processes are never in conflict. If a problem arises, we are always willing to do all we can to facilitate the success and timeliness of all parties involved.

DP&O team will maintain a continuous presence during the entire Disaster Recovery Process and will coordinate daily with the Parish's designated contact to coordinate department meetings for critical information required or submit progress reports and status of outstanding items required for successful FEMA reimbursement and project closeout.

Throughout the execution of the Parish's entire recovery program DPO will meet with the Parish representatives and recovery contractors as directed by, and coordinated with, the Parish. DP&O will provide minutes of all meetings within 24 hrs. after the meeting and with follow up items as necessary.

C. Project Quality Control

DP&O's President holds the ultimate responsibility for quality control of the work performed by DP&O's Project Team. Their final review and approval of all work products is the last step in a series of checks and balances that ensures refinement and review of the work as it progresses. As with any project, effective QA/QC starts with identification of project roles upon initiation, which is a key element to our standard QA/QC program. Further, oversight and support will be provided from levels within the project organization.

Upon notice of Contract award, the Parish will contact DP&O and our staff will be on a 24-hour alert from this

point forward for a notice to proceed and mobilization. All communications (two-way radios, cell phones, E-mails, fax numbers) and support subcontractor's equipment, supplies, will be verified. DP&O will verify, assign and mobilize all resources as needed, and per agreement with the Parish.

D. Project Cost Control

At DP&O, cost control is a key facet of our success. We pride ourselves in our ability to complete projects within or below project budgets. We have a history of satisfied clients that have come to rely on our abilities to complete projects within an established budget. We can accomplish this by our established, computer-based, cost control system. All labor, other direct costs and subcontractor costs are input into the system via labor time sheets, expense reports and subcontractor invoices. This information is then available to our staff as project reports guide the project manager in assessing the financial status of the project. These reports provide the project manager with the necessary information to identify cost variances and implement corrective actions. DP&O tracks its Direct Administrative Costs (DAC) and time sheets per FEMA DAC Codes for easy daily DAC Cost/ Task Tracking.

Controlling costs begins with the initiation of each project at DP&O. At the beginning of a project, the Project Executive and Finance Manager provides each member of the Project Team with an agreed upon number of hours within which each task is expected to be completed. Daily project meetings provide each Project Manager with the required feedback to anticipate whether the expected labor expenditures will meet the project requirements.

DP&O's response to the recovery process will be immediate, rapid, efficient, with acceptable cost controls, accountability procedures, with written reports and submittals in place, to assure that the Parish will have the means to be reimbursed for all eligible disaster recovery costs from appropriate Federal and State Agencies.

E. Staffing Plan

Our team maintains all the staff needed for this Recovery Project. We will ramp up with our trained, on call support professional staff in the event of a disaster /Hurricane and scale up based on the severity of the disaster.

The Proposed Project Team presented in our Project Organization Chart will be working directly on the Parish Recovery Project. Our management resources are positioned locally to ensure completion of the scope of work. The Project Director, Project Manager and key team staff are local and can be available to work with the Parish Departments and Recovery Manager as required by the Parish. Our nearby office locations allow our team to both work at our offices remotely and or onsite as the Parish Projects require. Our intended presence in the Parish offices flexible and based on the Parish's schedule, deadlines, and needs.

DP&O's staff includes 2 former Emergency Directors, 1 former Region IV Federal/FEMA Director, 1 Public Assistance Former State Level Assistant Director, 2 IT executives, 2 accounting/ finance managers, 1 CPA's; 1 Snr VP Recovery, 1 VP Recovery, 15 FEMA PA Recovery and Compliance specialists; 1 Florida P.E.; 2 Environmental Scientists; 1 Utility/ Infrastructure Project Operations manager; 1 Electric Engineers, 20 on call FEMA PA professional staff and 120 contract monitors; 1 Logistics Director; 1 Logistics Assistant.

Our staff provides a credible, diverse blend professionals, construction, environmental specialists, and the Nation's most highly recognized FEMA Policy experts, and disaster "IT" professionals includes: **John Copenhaver**, DP&O's CEO, former FEMA Region IV Director; **John O'Dell**, DP&O's CTO, founder WebEOC (used by 52 states & territories including Florida and Florida Counties); **Gabrielle Benigni**, DP&O's President, recognized nationally for her client demonstrate it has available under its direct supervision, the necessary organization, experience, equipment, and staff to properly fulfill all the conditions, requirements, and specifications required under this solicitation.

COORDINATION OF TEAM STAFF & ENGINEERS

DP&O has a dedicated a local Recovery project team and provides Florida based support staff who can work onsite or remotely using our shared document management system. This will enable us to scale up and down as required by the Parish Project needs.

Daily Project Briefings: Communicating Staff Planning, Assessing Project needs and identifying obstacles is critical to the success of our project. To ensure our team stays well informed we hold Daily project status reports with the entire working group therefore addressing any special project needs or Staff assistance. This Daily briefing ensures sharing of project knowledge while maintaining a keen focus on cost effective and quality services.

We also maintain a Daily Project status tracking of our recovery tasks to accommodate our Weekly Client Progress report of ALL Projects task, status, and issues. This enables us to resolve problems quickly eliminating delays in FEMA/GOHSEP or other agency submittals.

TAB D: DP&O'S QUALIFICATIONS AND EXPERIENCE

Disaster Program & Operations, Inc. was incorporated in 2015 and has been in business for 7+ years and was a sister company to Disaster Operations and Training, Inc. incorporated in 2005. DP&O has provided excellent disaster planning, response, and recovery services

representing, Public Utilities clients, Municipalities, Public Schools and Universities. Our successful track record and strategic client approach has minimized recovery time, prevented FEMA obligation delays, maximized reimbursement dollars and qualified our clients for disaster federal grants and qualified Millions in hazard mitigation 404 and 406 funds.

DP&O team is multidisciplined with accomplished strengths critical to the Parish's Disaster Recovery Program; FEMA PA Program Management; Federal/ State Funding Strategies; FEMA Grant Audit Compliance and have firsthand local and State knowledge.

Primary Authorized Contact Information: Gabrielle Benigni, President, gbenigni@dpando.com; Phone: (C): 561-436-3383; (24/7): 800-753-8563.

DP&O will not be utilizing any Subcontractors to assist in the performance of Disaster Related Recovery Services for the Parish.

DP&O has never had any negative finding against the organization, nor has it had any customer/client complaints.

DP&O has decades of success and experience with the entire disaster management and disaster reimbursement administration process, from performing mobilizing to assist with damage assessment, emergency repair, donating resources management, debris management, maintaining FEMA compliance throughout the entire process. Our well-seasoned staff emphasize from day one, emphasize on audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management and administration FEMA, other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, LMS (local mitigation strategy). Our technical approach demonstrates the highest level of in-depth understanding Disaster Management and Administrative Services in accordance with FEMA policies, OIG audit principals resulting in decades of successful financial recovery for our clients from disasters.

Additionally, our management team excels with FEMA Policy compliance consulting, representation assistance, Disaster claims preparation, Request for information (RFI's) replies, Costs records reconciliation, Disaster document management, PW review tracking, FEMA negotiations and any appeals associated with disasters and reporting responsibilities to the federal and State government. Most importantly, our knowledge of the FEMA PA Portal, and State Portal System enables our team to timely identify and resolve potential discrepancies clarify questionable items and turn projects around quickly to obligation and payment.

DP&O's staff and management have decades of experience with FEMA Public Assistance (PA) Advisory Services, FEMA / with multiple Federal Grant Program Management occurring simultaneously during the disaster recovery life cycle, maintaining stringent documentation, requirements for Federal Disaster reimbursement, successful "Project Closeout and Flawless State/Federal Audits. DP&O staff and management are extremely experienced with Hazard Mitigation (404 and 406) Financial and Grant Management Support, FEMA negotiations, and FEMA Appeals representation.

Most of our Staff have College Degrees in Accounting, Environment, Geology and Engineering and have a Direct Project Knowledge and Experience Working in Sensitive Environmental, Historic and Beach/Coastal Critical Areas!

Most importantly, our knowledge of the FEMA PA Portal, and GOHSEP PA Portal including a long-standing working relationship with GOHSEP and GOHSEP Consultant Auditors which enables our team to timely identify and resolve potential discrepancies clarify questionable items and turn projects around quickly to obligation and payment.

Our Management Team excels with FEMA Policy compliance consulting, representation, assistance, and support with monitoring recovery efforts and Federal and State reporting responsibilities emphasizing timely disaster reimbursement. We adhere to maintaining stringent documentation, requirements for Federal Disaster reimbursement, resulting in successful “Project Closeout and Flawless State/Federal Audits. For over 15 years we have been successful in recovering all eligible disaster costs with minimal delay, or de-obligations, by adhering to a strict QAQC review and reconciliation process incorporating the FEMA Review details, OIG Audit principles and Standards of Disaster Accounting.

SIMILAR PROJECT EXPERIENCE

DP&O uses our RecoveryEOC™ (**BOLTEOC™, TRKR™**) web and mobile app which provides Disaster Claims & Document Management system and maintains all supporting documents required per FEMA Category for each Project in audit ready format with all supporting documents to facilitate a quick project close out. This allows our clients to have 24/7 access to all project records and view our work in progress. RecoveryEOC™ maintains projects in audit proof format and audits and prevents duplication of efforts and maintains data integrity and provides long term document storage. DP&O documents all FEMA PA Portal submittals via screenshot and prepares a summary spreadsheet per project and maintains PW tracking progress of FEMA & State review, all FEMA RFI's and State VIR's.

DP&O is presenting the following 5 reference projects of past performances with similar scope of services within the last eight (8) years.

CITY OF HOMESTEAD FL:

DR4337 Hurricane IRMA Disaster Recovery Services; FEMA Program Assistance; FEMA HMGP; COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Monitoring / Debris Removal Audits

Contract Date: November 2018 – Current

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

Obligated Amount: \$12.3 M; # of PWs by Category: A (Debris Removal) – 5; E (Building & Equipment) – 6; Category B (Emergency Services) – 4; Category F (Utilities) – 6; Category G (Parks) – 6

Description: DP&O was awarded the Disaster Recovery Contract to provide audit and record reconciliation Services for Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document Management System for each FEMA category per project, per department all cost records, reconciling the data obtaining missing information; contracts review and Invoices reconciliation; disaster projects records costs data to identify missing required items or discrepancies between invoices and daily logs; Multiple Departments Force Labor, Equipment, (including Police and EOC) records review. Emphasis was placed on Category A (Debris Removal), Category B (Emergency Services) & Category E (Buildings/Equipment) Projects.

Category A: DP&O reconciled all Debris Removal and Monitoring Data for four Category A periods identifying discrepancies between monitoring data and debris removal records including: Leaner, Hanger duplication, ineligible items, truck certifications, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.

Category B: DP&O assimilated and reconciled multiple departments (Police, Parks and Recreation, Public Works, Streets & Stormwater) disaster costs documents and accounting information for Force Labor, Equipment, materials, and contractors. FEMA obligated Category B however denied Police department due to FEMA overlooking submittals in the FEMA PA Portal. DP&O Prepared the Category B Police Department appeal, and successfully obtained all Police submitted Labor and Equipment disaster costs. For the appeal, DP&O reconciled all Police Work Orders, with Payroll, Time sheets, and patrol cars utilized and updated narratives for emergency tasks. FEMA awarded the appeal and FDEM is in final payment at this time.

Category E & G: Performed all project inspections and assimilation, review and reconciliation of the following:

Force Labor - payroll, with time sheets, work orders or daily logs

Equipment - with cross check to force labor and Work Orders; FEMA costs codes updates

Contractors - invoices with back up daily logs, areas worked, payments; Contract compliance with 2 CFR 200

Materials - with POs, Payments and uses /reason; In stock and Purchased Materials reconciled

We have supported Homestead thru all FEMA and FDEM RFIs for each FEMA Category and have obtained Category A, B, E and G obligations and FEMA reimbursements.

We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's Disaster Claims/Document Management system and to facilitate a quick project close out and or audit. All projects financial supporting documents are 100% accurate and audit ready.

FEMA COVID DR4486 and CARES ACT SUBMITTALS: DP&O has performed all COVID disaster submittals.

Costs records reconciliation and submittals for both FEMA Covid 19 streamlined application submittal.

DP&O also managed all client submittals and performed client representation for the **Dade County Cares Act Portal**. DP&O submitted all Request for reimbursement and tracked all payments for Cares Act and submittals of Police Haz Pay. We have recently performed Project close out for Cares Act final payments.

HOMESTEAD ENERGY SERVICES (HES):

DR 4337 Hurricane IRMA Disaster Recovery Services, FEMA Hazard Mitigation Grant Management; Asset Inventory Status Inspections; Utility Restoration; Monitoring Services

Contract Date: November 2018 – Current

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

Obligated Amount: \$7.2 M; # of PWs by Category F (Utilities) – 2; Hazard Mitigation - 1

Hazard Mitigation Grant Management: DP&O obtained DR4337 \$2.4 Million-dollar HMGP project approval in addition to the \$4.8 Million we obtained for FEMA PA Category F Utility restoration costs. DP&O prepared the submittal application with supporting documents, including the Benefit Cost analysis, coordinating with engineer the scope of work, reviewing estimates, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

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

DP&O utilized RecoveryEOC™, BOLTEOC™ for documenting all HES 8,500+ damaged repaired power pole inventory with equipment construction unit details, mapping and photos of damaged repaired poles. DP&O performed utility line clearing, monitoring and contractor data invoice and reconciliation for 55 Mutual Aid Contractors, Emergency Food Vendors and Hotel assignments.

This data now exists on a secured database for HES to use for tracking daily maintenance of power poles and installation of new grid system hardening Concrete Power Poles installation.

Materials Reconciliation: Materials used in Stock and purchased for damaged repaired power poles were cross referenced to Power Poles repaired. DP&O reconciled all materials purchased, used in stock with vendor POs, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

MAA Crew and Force Labor Reconciliation; DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs, cross referencing crew location per grid worked, Hours/Date and cross referenced with Pole ID numbers per grid to obtain all Mutual Aid contractor costs reimbursement.

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

2 Category F PW's + Hazard Mitigation and Category A - DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal and **55+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc).

Pre-Disaster Asset Inventory per FEMA post disaster reimbursement requirements: DP&O utilized our Utility /Asset Mobile app BOLTEOC to map/inventory and photograph **all 25,000+ power poles, substations, warehouses, office buildings, and other critical facilities.**

DP&O created the **Damaged Power Pole inventory using BOLTEOC™** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos.

CITY OF FLORIDA CITY, FL:

DR4337 Hurricane IRMA Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/CDBG; COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring

Contract Date: September 2016 – Current

Client Contact: Eugene Leon, Project Exec Director - (C) 786-304-8230 email: proj-mngr@floridacityfl.gov
Jennifer Evelyn, City Clerk – (C) 305-242-8218 email: cityclerk@floridacity.gov

Address: 404 W Palm Drive, FL City, FL33034.

Obligated Amount: \$ 7M; # of PW's S: Category A (Debris Removal) - 2 (FEMA Accelerated PAAP); Category B - (Emergency Services) - 1; Category C (Roads) - 6; Category E (Buildings & Equipment) - 4; Category F (Utilities) – 3 with 85 separate locations; Category G (Parks) - 3; Florida Local Mitigation Strategy (LMS) approval and project application - 1

DP&O prepared the Grant Application, Procurement Services, Construction Management, State & Federal Reporting and processing and recommending payments to Contractor for work completed.

DP&O was responsible for **FEMA Program Assistance:**

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

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

Disaster Materials Inventory: DP&O created the pre-disaster inventory for Several Departments (Water/Sewer and Public Works) from purchase records and reconciled all purchased Materials with receipts and inventory.

Donated Resources: DP&O maintained a donated resources list to include quantities, value, and volunteer staff for distribution, Police for inventory security. All inventory items distributed included support receipts for FEMA State credit to offset the Florida county share.

Category A: Debris Monitoring and Debris Management Logistics (100,000cy+) DP&O performed Monitoring of Debris Removal, Hazards limbs/trees and stumps per FEMA's Pilot program for Accelerated Debris removal; Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the Florida City debris management site (DMS), obtained FDEM DMS site permit and final closure. DP&O maintained all DMS site operations, ensured the grinding operations were performed to optimize land space and minimize cubic yards for final haul out and provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests; a debris costs analysis for replanting of trees that Florida city requested to save.

Category A: Debris Removal Records Reconciliation per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets, truck certifications certified no duplicate tickets; leaner/hanger tickets were reviewed for accuracy, readability and GPS coordinates.

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

Hazard Mitigation Grant Management/Local Mitigation Strategy: DP&O obtained DR 4337 LMS project approval for Storm drainage improvement system of \$1.2 Million dollars and prepared the submittal application with supporting documents for funding which included coordinating with engineer scope of work and reviewing estimate, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates and special requirements (Right of Way Purchase).

FEMA COVID DR4486 AND CARES ACT SUBMITTALS: DP&O has performed all Covid disaster submittals.

Costs records reconciliation and submittals for both FEMA Covid 19 streamlined application submittal.

DP&O also managed all client submittals and performed client representation for **the Dade County Cares Act Portal**. DP&O submitted all Request for reimbursement and tracked all payments for Cares Act and submittals of Police Haz Pay. We have recently performed Project close out for Cares Act final payments.

ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS:

Disaster Recovery and Grant Management Services

Contract Date: December 2019 – current

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

Address: 1901 S Tate St, Corinth, MS 38834

Obligated Amount: \$ 5.2M; # of PW's S: Category F (Utilities) – 2

Disaster Recovery Services:

Category B (Emergency Services) and Category F (Utilities): DP&O performed assimilation & reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app to map/inventory and photograph all 20,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal.

DP&O identified additional overlooked power poles and other costs that ACE did not include with original damages assessments.

Materials: Damaged and Repaired Power Poles were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

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

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 100% complete and ACE received FEMA reimbursement payment of all submitted costs.

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

MISSISSIPPI TUPELO WATER & LIGHT (TWL):

FEMA Program Management, FEMA Grant Management and Disaster Recovery Service

Contract Date: 2014 – 2016

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

Email: J.Timmons@tupeloms.gov

Address: 320 N. Front St. Tupelo, MS 38804

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

- **Category F Power /Water Utilities - Disaster Force labor, Equipment, Mutual Aid and Materials Records review.**

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

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

Category A Debris Monitoring and Debris Management Logistics (100,000cy +): DP&O performed all debris management logistics including Monitoring utilizing TRKR ADMS which included Emergency Road Clearing, Critical Hazard Tree identifications, Debris Removal to Disposal facility and hiring & training local monitors. **All Debris Removal and Monitoring data, and supporting documents were input the data into TRKR ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in Marin County limits.

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

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

DP&O'S PROFESSIONAL PERSONNEL

DP&O's staff and management have decades of experience with providing the entire Federal Disaster Grant management, administration process, Federal & FEMA Policy compliance for the Stafford Disaster Relief and Emergency Assistance Act provisions and regulations (44CFR and 2CFR 200) and Sandy Recovery Improvements Act (SRIA) of 2013 including alternative procedures for public assistance and debris removal. As it relates to federal programs (FEMA PA, 404 & 406 programs, FEMA close-outs, HUD CDBG-DR, USDA, USACE, FHWA, FTA, EPA and others). DP&O has been furnishing recovery program management and federal funds management services for 17 years to repair and harden infrastructure, improve flood mitigation, and Utility Hardening, & restore shorelines, making communities more resilient since 2005 for 15 federally declared disasters.

The DP&O Team Staff and Management have DECADES of Experience with Providing the Highest Level of Support for Entire Federal Disaster Grant Management & Administration Process

Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate at Region IV level, Headquarters); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Gabrielle Benigni**, President (FEMA Policy compliance recognized industry leader for Disaster Project Claims Submittals, Disaster Debris Management, and Hazard Mitigation /CDBG- DR Program management; programs and Process & creator of eXACT Recovery Software Program); **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). DP&O's Corporate team all participate on the "International Association of Emergency Management" FEMA Quarterly Recovery Caucus. **Rob Russakoff**, Senior VP Recovery/Debris Management/QAQC Data Manager. **Liz Valdes**, VP Recovery Debris Management Expert/Project Manager. DP&O is supported by seasoned utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Emergency Management, Debris Management Specialists, and IT software specialist.

DP&O has 45 Full time Professional Staff consisting of Debris Management Planners, Emergency Management Directors, Public Assistance Recovery experts, IT developers, Electric Utility Engineers, Civil Engineers, Degreed Environmental Professionals/Geologists. All staff hold advanced FEMA ICS and Debris Management Certificates including National Incident Management Systems (NIMS).

DP&O maintains 150+ on- call trained professional debris management and monitoring staff, and FEMA SME, Environmental professionals, and damage assessment technicians. **Most of our staff have Florida college degrees in accounting, environmental, geology, and engineering and have a direct project knowledge and experience working with FDEM Recovery staff and consultant auditors. All of our staff are experienced using FEMA PA Portal systems and hold HAZWOPER Site Supervisor Certifications and are CPR AED / Basic First Aid Certified.**

DP&O RESUMES TO FOLLOW

DP&O STAFF RESUMES AND QUALIFICATIONS



Gabrielle Benigni, DP&O President, Program Manager

Email: GBenigni@dpando.com

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

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

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

Recovery EOC™ centralizes all Assets, Resources (Labor, Equipment, Materials, Contractors) with supporting attachments for multilateral Uses: Utility/Asset management, Work Management, Cost Tracking, Asset Mapping, with Daily and Incident Modes including a Reporting module functions for Client module that produces client specific reports and functions as a “Disaster Claims Management System” with all supporting documents and attachments. Recovery EOC auto populates federal disaster claims forms, insurance companies and will provides long term disaster document storage in audit proof format. It is the only response and recovery pro. With DP&O she represents the Tennessee Valley Public Power Authority (TVPPA) for FEMA/federal compliance for Utilities, Mississippi Public Utilities Managers association, and Homestead Utilities, promoting Regional Response and Recovery and Hazard Mitigation/Storm Hardening Projects. Currently, she assists numerous Florida municipalities, Colleges, Public Schools, Waste Management and with Disaster Recovery Operations, including Pre -Disaster Training, Debris Management Planning and FEMA Public Assistance Disaster reimbursement and compliance.

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

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

AREAS OF SPECIALIZATION

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

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

SPECIFIC ACCOMPLISHMENTS

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

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

CERTIFICATIONS

- **2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**
- Advanced Supervision of Asbestos Abatement Projects - Georgia Tech
- State of Florida Dept. of Natural Resources Oil Spill Prevention, Response and Cleanup
- FEMA Debris Management Planning and Public Assistance
- Advanced PADI Scuba Training
- NIMS/ICS 100-800; HIPAA Chapter 110 –Eligibility Criteria Specialist.

PRESENTATIONS/TRAININGS

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

Disaster Response, Mutual Aid and FEMA Disaster Reimbursement Requirements for Utilities; Disaster Tabletop Exercise.

- TVPPA, August 2019, Hurricane Irma DR 4337, Category 4: lessons Learned, Increase Resilience via mobile apps and drones; Maintain FEMA compliance.
- TVPPA, August 13, 2021, Hurricane Disaster Prep, IT Solutions for Disaster Recovery and Documentation 2 Case studies.



Rob Russakoff, Senior VP Recovery

Email: RRussakoff@dpando.com

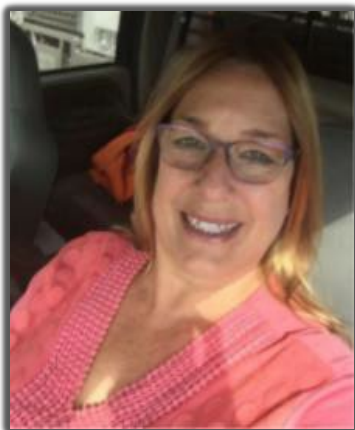
SUMMARY: Rob serves as DP&O's Disaster Recovery lead auditor, Senior Close out/Recovery Specialist, Florida Certified Public Adjuster license, with 15 yrs. Experience with disaster recovery cost accounting and audit experience and Public Agency financial analysis. He has spent several years as DP&O's Operations Manager and FEMA Recovery Audit Specialist and now leads the FEMA and CARES Act Recovery team for reconciliation tasks and strategy for most efficient turnaround of Covid 19 data given very tight deadlines. Rob is highly proficient with MS Office Suite, excel and database software He utilizes DP&O's Recovery EOC disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery reports in abundance with

FEMA Policy and requirements for labor equipment, material, and contractor reimbursement, reconciliation, and FEMA submittals support. He excels Force labor records reconciliation and skilled with the most difficult of payroll reporting programs used by public Agencies. Additionally, he is very proficient with Mutual Aid Contractors invoice and back up records reconciliation identifying and resolving data issues before FEMA Submittal. He is extremely proficient representing Public Agency clients with FEMA Policy and FEMA negotiations, and very skilled, FEMA PA and State Portal systems, including the FEMA Covid Streamlined application process and CARES ACT. Rob supports clients with FEMA and or State RFIs detailed replies and request for reimbursements, PW progress tracking through closeout. He is the current Lead QAQC Auditor. He utilizes DP&O's Recovery EOC disaster cost claims and document management system and provides all DP&O's clients Disaster Financial Recovery reports.

- **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**
- **University of Richmond - B.A. Business Management 1984**
- **2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

FEMA CERTIFICATES:

IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS- 1100.a Increased Cost of Compliance



Liz Valdes, Asst. Project Manager

Email: LValdes@dpando.com

SUMMARY: Liz has and has served for 15 years with DP&O (and former Disaster Operation & Training, Inc.) in several capacities - **Senior Planning & Training Specialist & Grants Specialist / Recovery Specialist &** Debris Management Specialist, Project Monitor Trainer and Disaster Debris SME for beaches, canals and other sensitive environments. Liz successfully managed South Florida Cities, in (Palm Beach, Broward, Dade-County) for multiple disasters managing public municipalities Disaster Financial Recovery and FEMA Program representation. As Project Manager Liz, directed Damage Assessment teams, qualified all Eligible Disaster projects and worked closely with client departments to prepare the FEMA required Scope of Work (Completed and Work to Complete projects. Liz manages DP&O's Recovery specialist assigning /supervising disaster records gathering,

records reconciliation. Prior to submitting to FEMA PA Portal ensures all FEMA submittals are audit ready. She utilizes DP&O's Recovery EOC disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery reports. Liz prepares promptly FEMA and State RFIs and performs all PW progress tracking for client's progress reporting. She identified and qualified 404 & 406 Hazard Mitigation projects and with DP&O she also is lead in hiring, training, recovery technicians and debris monitoring staff including placement with debris removal crews. She assisted with obtaining Emergency Debris Management Site permits and performed successful site closure for over 10 million cubic yards. Additionally, she trains staff with DP&O's Disaster Claims and Document Management system, and TRKR™ ADMS system used for monitoring /tracking all debris removal operations costs with FEMA required back up. She specializes in FEMA compliance/ policy and ensures all debris removal tasks are per FEMA Accelerated Debris Pilot Program and comply with the most current PAPPG and FEMA Grants Portal.

FEMA CERTIFICATES:

IS 10a Animals in Disaster: Awareness & Preparedness, IS 11a Animals in Disaster: Community Planning, IS 15a Special Events Contingency Planning for Public Safety Agencies, IS 100 Introduction to the Incident Command System, IS 200 ICS for Single Resources & Initial Action Incident, IS 200c Basic Incident Command System, /IS 230 Principles of Emergency Management, IS 244b Developing & Managing Volunteers, IS 275 Roles of the EOC in Community Preparedness, Response & Recovery, IS 321 Hurricane Mitigation Basic for Mitigation Staff, IS 556 Damage Assessment for public works, IS 558 Public Works & Disaster Recovery, IS 559 Local Damage Assessment, IS 630 Introduction to the Public Assistance Process, IS 631 Public Assistance Operations 1, IS 632 Intro to Debris Operations in FEMA's Public Assistance Program, IS 634 Introduction to FEMA's Public Assistance Program, IS 700 National Incident Management system NIMS an Introduction, IS 702 NIMS Public Information Systems, IS 703a NIMS Resource Management, IS 706 NIMS Intrastate Mutual Aid an Intro, IS 800a Nation Response Plan NRP an Introduction, IS 841.a NEMIS HMGP System. Overview & Setup, IS 842.b NEMIS HMGP System. Enter the HMGP Application, IS1004 The FEMA Site Inspection Process, IS 1006 Documenting Disaster Damage & Dev Project Files, IS 1007 Detail Damage Description & dimensions, IS 1010 Emergency Protective Measures, IS 1018 Determination Memorandum & Appeals, IS 2002 Intro to FEMA Operational Planning, TS-R4 FEMA Reimbursement made easy, TS-11 Debris Management, TS-12 Evaluating Debris Management & Monitoring RFP's, TS-20 Emergency Pet Friendly Sheltering & Pets Act Reimbursement.

CERTIFICATIONS

2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED



Urban Hammarstedt, Field Operations Specialist

Email: UHammarstedt@dpando.com

SUMMARY: Urban has 10 years of Disaster Recovery and Records audits per FEMA and OIG audit requirements. He works with the client's finance and other key departments to ensure payroll records are verified with field operations and contractor invoices are reconciled with contractor daily logs and task performed. He manages all DP&O's infrastructure utilities disaster and Hazard Mitigation Projects and works close with the Utility clients to identify and qualify their projects for Hazard Mitigation, Utilizing DP&O's Recovery EOC Mobile App he provides project financial tracking logistics to support all projects from mobilization, client emergency repairs & recovery costs tracking, progress mapping. He reviews all client field data and Mutual aid

contractor invoicing to ensure all costs are accurately captured and verified in Recovery Disaster Claims and document management system. He excels with materials reconciliation (used in stock and purchased with installed during recovery. He supervises DP&O's Field Technicians in tracking Disaster Recovery and Hazard Mitigation Project cost and progress leads our team with training and utilization of Xact Recovery "BOLT" mobile cost & mapping system to record damaged assets, inventory infrastructure including power poles and grid systems for pre & post disaster FEMA requirements. He has served with DP&O in several capacities – Disaster Recovery audit services. Debris Management Specialist, Project FEMA Recovery Assistant for records reconciliation. He is Product Manager and a lead trainer for DP&O's Recovery EOC Web & Mobile Software Solutions and manages all Utilities/Infrastructure CAT E & CAT F, and G projects for damage assessments, emergency repairs, Mutual Aid Agreement (MAA) crews, records assimilation & reconciliation including utility materials inventory and reconciliation.

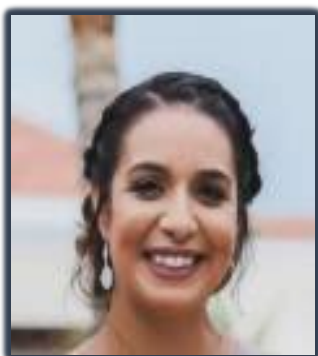
EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **University of Memphis-Bachelor of Business Administration, Major in International Business – 1991**
- **2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

FEMA CERTIFICATES:

FHWA Emergency Relief Pro Training for Local Agencies, IS-026 Guide to Points of Distribution, IS-075 Military Resources in Emergency Management, IS 100c Introduction to the Incident Command System, IS-101.c Preparing for Federal Disaster Operations, IS-102.c Preparing for Federal Disaster Operations: FEMA Response Partners, IS-103 Geospatial Information System Specialist, IS-120.c An Intro to Exercises, IS-130.a How to be an Exercise Evaluator, IS 200c Basic Incident Command System, IS-230.d Fundamentals of Emergency Management, IS-235.c Leadership and Influence Emergency Planning, IS-240.b Leadership & Influence, IS-Decision Making and Problem Solving, IS-242.b Effective Communication, IS-244.b Developing and Managing Volunteers, IS- 245.b Intro to the Federal Priorities and Allocations, IS-276.a Benefit-Cost Analysis Fundamentals, IS-288.a The Role of Voluntary Agencies in Emergency Management, IS-315.a CERT and the Incident Command System (ICS), IS 317.a Introduction to Community Emergency Response Team, IS 318 Mitigation Planning for Local & Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-323 Earthquake Mitigation Basics for Mitigation Staff, IS-324.a Community Hurricane Preparedness, IS-325 Earthquake Basics Science Risk & Mitigation, IS-393.b Introduction to Hazard Mitigation, IS-395 FEMA Risk Assessment Database, IS-403 Intro to Individual Assistance, IS-552 The Public Works Role in Emergency Management, IS-554 Emergency Planning for Public Works, IS 556 Damage Assessment for Public Works, IS-558 Public Works and Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, An Introduction, IS-815 ABC's of Temporary Emergency Power, IS-841.a NEMIS HMGP Systems Overview and Startup,

IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System - Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS- 1100.a Increased Cost of Compliance, IS-1101.b Basic Agent Tutorial, IS-1113 Coastal Barrier Resources Act, IS-1170 Intro to the Interagency Security Committee, IS-1300 Introduction to Continuity of Operations, IS-2000 National Preparedness Goal & System Overview, IS-2002 Introduction to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Functions, IS-2500 National Prevention Framework, An Introduction, IS- 2600 National Protection Framework, An Introduction, IS-2700 National Mitigation Framework, An Introduction, IS-2901 Intro to Community Lifelines.



Joeamy Suarez, DAC Specialist

Email: JSuarez@dpando.com

SUMMARY: Joeamy has been with DP&O since 2004 and provided Records reconciliation and data entry of force labor and equipment records, QAQC of supporting daily logs, payroll and time sheets. She is very proficient is highly proficient with MS Office Suite, excel and database software and utilizes DP&O's Recovery EOC disaster cost claims and document management system with Microsoft SQL reporting and provides QAQC of completed FEMA PW templates prior to FEMA PA portal submittals. As Recovery specialist /Data manager she reviews all clients Force labor, equipment ,rented equipment, contractors documents to identify discrepancies and resolved issues prior to FEMA submittal.

She Additionally, assists with Debris Removal Operations costs records reconciliation and cross checking to ensure all GPS are accurate on tickets and within Public Agency boundaries. She excels with reconciliation of debris removal contractor and debris monitor records and resolving any discrepancies between the costs back up are corrected prior to FEMA submittal (including ticket ledgers, tickets, daily logs, invoices, payments, photos and maps of areas worked). She assists with Debris Removal monitor inspection and maintaining monitor field logs. She is a trainer for DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

FEMA CERTIFICATES:

IS 100c Introduction to the Incident Command System, IS 200c Basic Incident Command System for initial Response, IS-00230.d Fundamentals of Emergency Management, IS-242.b Effective Communication, IS 244b Developing & Managing Volunteers, IS- 00318 Mitigation Planning for Local and Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-00321 Hurricane Mitigation Basics for Mitigation Staff Certificate, IS-00393.b Introduction to Hazard Mitigation, IS 556 Damage Assessment for Public Works, IS 558 Public Works & Disaster Recovery, IS- 00559 Local Damage Assessment, IS 632a Introduction to Debris Operations , IS 633 Debris Management Plan Development, IS-1002 FEMA Grant Portal-Transparency at every step, IS 1004 FEMA Site Inspection Process, IS-1006 Disaster Damage & Developing Project files, IS-1007 Detailed Damage Description & Dimensions, IS 1010 Emergency Protective Measures, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Introduction to FEMA Operational Planning.

CERTICATIONS

2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED

**Ester Bello, DP&O Billing / Invoice Analyst****Email:** EBello@dpando.com

SUMMARY: Ester Bello has over 20 years in a wide variety of accounting and experience with government administration and financial analysis. She has served with DP&O for 7 + years as DP&O's lead QAQC Data Manager for DP&O's Public agency Clients. She ensures data integrity from day 1 is audit ready and properly categorized, labeled per FEMA requirements for disaster claims submittals processing. She has served as DP&O's lead accountant and company administrator and oversees all DP&O's accounting staff 11 years coordinating invoicing and client DAC Submittals and ensures all DP&O's staff invoices are accurate per contract billing and client budget Pos and back up timesheets with project titles accurate and maintained. She performs all invoicing with timesheets per client's requirement and FEMA DAC and monitor documentation requirements.

EDUCATION AND PROFESSIONAL ASSOCIATIONS

- **UNF, Jacksonville, Florida; BA Business, Year 1998.**
- **AEI Claims Law Continuing education.**

**Nicholas Evelyn, Administrative Support****Email:** Nevelyn@dpando.com

SUMMARY: Nicholas has been with DP&O since 2015 and has experience in government administration or financial analysis. provided debris performs debris monitoring supervision, and recovery assistance in several capacities. Post disaster data gathering, review and records assimilation including DP&O's clients reconciliation of Force labor, and equipment for FEMA submittal. QAQC of debris removal records reconciliation with photos, GPS locations on tickets and ticket ledgers. He assists the project manager and operations and logistics and schedulers with identifying field obstacles and ramping up staff, monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Florida International University- B.S in Psychology Year 2020**

FEMA CERTIFICATES:

IS -10a Animals in Disaster: Awareness & Preparedness, IS-11a Animals in Disaster: Community Planning, IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322.

CERTIFICATE**2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**



Eddie Sanchez, Financial EOC Supervisor / NRCS Specialist

Email: Esanchez@dpando.com

SUMMARY: Eddie has been with DP&O since 2017 and is very hands on and has a large field presence and manages field Damage Assessment operations for Buildings, Utilities, Parks, and Roads. He has represented our and advised on possible issue surrounding NRCS's jurisdictions. He supervises other DA Technicians using Recovery EOC BoltEOC web and mobile app to ensure all Damages Descriptions are detailed and photos are clear and easy to view in addition to identifying overlooked damages. During Debris Removal operations he supervises the Temporary Debris Management Site (TDMS) Monitors and Operations performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He provides debris monitoring supervision, QAQC of leaner, hanger, stump and spot checks of monitors photos, GPS locations on tickets and ticket ledgers. He also performs reconciliation of Force labor, and equipment for FEMA CAT A submittal. He assists the project manager and operations and logistics with scheduling field monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Arts in Mass Communication**
- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Science Degree in Radio/TV**

2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED



Reinerio Valdes, DA Field Technicians

Email: RValdes@dpando.com

SUMMARY: Ray has served with DP&O (and former Disaster Operation & Training, Inc.) since 2005 in several capacities- as Project Technical Specialist, and Damage Assessment Technician for Public Agencies and Public Power Utilities performing damage assessments, emergency repair crews, cost, tracking and documentation. Using DP&O's Recovery EOC BoltEOC mobile app he leads our DA team for obtaining utility asset inventory mapping with asset details, photos and notes. He has participated in over 20 disasters with critical FEMA deadlines to obtain all damaged inventory, which Ray excels at field data gathering of most sensitive DA data.

FEMA CERTIFICATES:

Flood Mitigation Basics for Mitigation Staff, IS-393b Intro to Hazard Mitigation, IS-556 Damage Assessment for Public Works, IS-558 Public Works & Disaster Recover, IS-559 Local Damage Assessment, IS-632a Introduction to Debris Operations, IS-633 Debris Management Plan Development , IS-700b Introduction to the National Incident Management System , IS-703a NIMS Resource Management, IS-706 NIMS Intrastate Mutual Aid an Intro, IS-800c Nation Response Framework an Introduction, IS-841a NEMIS HMGP System Overview & Setup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System: Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-1002 FEMA Grants Portal Transparency at every step, IS-1004 The FEMA Site Inspection Process, IS- 1006 Documenting Disaster Damage & Development project file, IS-1007 Detailed Damage Description & Dimensions, IS-1010 Emergency Protective Measures, IS-1018 Determination Memos & Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Intro to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Function.

2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED

Jose Arocha, DA Technician**Email:** Jarochoa@dpando.com

SUMMARY: Jose has served with DP&O (and former Disaster Operation & Training, Inc.) since 2017 in several capacities- Utility Task Manager leading crews assigned to inventory and map damaged repaired power poles with equipment and providing daily progress and safety issues reports. He also performs Debris operations as field manager and Project Technical Specialist assisting with debris management plans, debris damage assessments, and maintaining field to office recovery data gathering. He is very hands on and has a large field presence and manages field operations including overseeing the Temporary Debris Management Site (TDMS) Monitoring being performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He has participated in over 20 disasters with projects estimating over 5 million cubic yards and also utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

CERTIFICATE**2022 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED****Adrian Gomez, IT MANAGER****Email:** adrian.gomez@dpando.com

SUMMARY: Adrian is DP&O's Software IT Director providing IT services and custom software development services and leads our development team. He provides support to a variety of industries and is an extremely gifted software developer with over ten years of experience in software architecture, enterprise mobility, IT infrastructure, cybersecurity, and IT management. Also Founder of Wide Evolution Systems, Corp. Mr. Gomez is a Honeywell ISV Gold Partner and also a Honeywell developer.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- University of Havana, Cuba Computer Science

**BRIAN HUDSON, GIS Specialist****Email:** Bhudson@exactrecovery.com

SUMMARY: Brian Hudson has 20 years of experience serving the public Utility industry and serves as DP&O's Subject Matter Expert on disaster projects located in the Southeast of the United States. Brian has mobilized with DP&O on multiple disasters at the request of TVPPA, aiding the Public Utilities with coordination of Mutual Aid Contractors, Material and Crew Logistics, and working with DP&O's TRKR™ and BoltEOC™ to confirm the damages boundaries, map debris hazard's locations and document damage repaired power poles with details of RUS units, mapping, and identifying safety hazards. He also performs asset inventory inspections and mapping in water and sewer. He leads the identification of new features for BoltEOC™ Utility Asset Mobile App.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- University of Mississippi Oxford, 2000 B.S.E.E Electric Engineering

JAMES E. SHIRK, P.E. - Florida Professional Engineer, #046468, Engineer IV American Academy of Environmental Engineers

SUMMARY: Jim serves as DP&O's Engineer for Environmental projects and he has 30 + years Engineering experience including the following projects:

Property Evaluation and Assessment

- Performed over 20 initial evaluations for property transfers under the New Jersey Environmental Cleanup Responsibility Act (ECRA),
- Performed over 80 Phase I Environmental Site Assessments in New Jersey, Pennsylvania, Texas, and Florida for transfers of property used for asphalt batch mixing, retail and apartment construction, hotels and motels, and waste recycling.

Remedial Design for Contaminated Soils and Groundwater

- Designed systems and prepared remedial action plans to remediate soil and groundwater contaminated by hydrocarbons and solvents. System designs have included recovery using pneumatic pumps, collection and treatment for discharge to municipal treatment works, air sparging, bio-sparging, soil vapor extraction, multi-phase extraction, and *in situ* bioremediation.

Geotechnical Investigations and Assessments

- Evaluated geotechnical investigations for sinkhole studies, prepared cost assessments and reviewed field operations for investigation for more than 20 residential properties.

Surface and Groundwater Resources

- Completed major stream surveys in New York, New Jersey and Florida, including determining stream flows, developing stage-discharge relationships, predicting travel time and re-aeration data from physical stream configuration, and stream modeling for dissolved oxygen.
- Designed and implemented a stream survey in Florida to provide data to develop a detailed water budget.

EDUCATION: BS and MS in Civil Engineering, 1965, 1970, University of Arkansas.

GEORGE K. FOSTER, M.S., P.G., Environmental Specialist

Email: Gfoster@dpando.com

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

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



John J. O'Dell, Chief Technical Officer/ SME

Email: JOdell@eXactrecovery.com

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

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- Virginia Tech's Management Systems Laboratory (MSL) in 1984
- Virginia Tech with a BS in Industrial Engineering and Operations Research (IEOR/Systems Engineering)



John B. Copenhaver, Chief Executive Officer/SME

Email: JBcopenhaver@dpando.com

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

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Bachelor of Science in Geological Sciences, minors in Physics and Mathematics, Brown University, 1975**
- Juris Doctor, concentration in International Law, University of Georgia School of Law, 1979
- State Bar of Georgia membership and license to practice law is current.



Laurie Wood, Chief Information Officer; Data Manager

Email: LWood@dpando.com

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

Management, and Inventory. She worked for ESi/WebEOC (now Intermedix) for approximately 10 years as the Director of Marketing and Business Development and an EM, SME in software consultancy domestic and international and Certified WebEOC Administrator. In the emergency management sector, having worked in the field as well as in emergency management. She also served as the Dep. Director of Emergency Management Forsyth M-DCPS GA where she transitioned the department from a Civil Defense Agency to Emergency Management Agency. Moreover, she has been a certified GA Emergency Manager, is a trained GA Firefighter and a Certified GA First Responder (NAEMT) and American Red Cross Disaster Services Instructor- Instructor for Train-the-Trainer. Laurie will provide supervision of donations and volunteer management and inventory and will perform all QAQC on recovery projects and progress mapping.

FEMA CERTIFICATIONS:

IS-001, IS-002, IS-003, IS-005, IS-22, IS-55, IS-120, IS-208, IS-230, IS-240, IS-241, IS-275, IS-393, IS-700, IS-800 IC/EOC Interface, Infection Control: A Street Smart Approach; Rescue Specialist; Crash Victim Extrication, Emergency Planning, Awareness for Initial Response to Hazardous Materials Incidents, Director & Certification Briefing, Hazardous Weather and Flooding Preparedness, Basic Public Information Officer, Decision Making and Problem Solving, Developing Volunteer Resources, Threat & Risk Assessment for Weapons of Mass Destruction, Mass Fatalities Incident Response, Exercise and Design Evaluation Disaster Response and Recovery Operations, Hazardous Materials Contingency Planning; Principles of Emergency Management; Certified Emergency Manager, Community Emergency Response Team Train-the-Trainer

Course; Certificates of Attendance to Georgia Emergency Managers Conference 2002-2004 (Note: PDS Course work completed)

American Red Cross Disaster Instructor Specialty Training:

- Fundamentals of Instruction & Facilitation
- Preventive Disease Transmission
- CPR instructor
- Shelter Operation/Simulation
- Introduction to Disaster Services
- Family Services
- Certificate of Appreciation - Disaster Assistance
- Emergency Services of the Year - Forsyth County
- DAT 2004
- Supervision in Disaster (Management)

2018 Governor's Hurricane Conference Training Courses:

- TS4. (G205) Recovery from Disaster: The Local Government role - Awarded 05/18/2018

EXPERTISE OF KEY PROJECT PERSONNEL

DP&O's Recovery projects have all had successful FEMA reimbursement of all eligible debris removal cost. The Below Chart Summarizes the Disaster Debris Removal and Monitoring including FEMA PA Recovery Projects of our Key Staff. Some of the Staff Listed in the below chart may not be required for this project.

DP&O DISASTER RECOVERY KEY PERSONNEL	POSITIONS / TITLE	DISASTER RECOVERY PROJECTS
Gabrielle Benigni	Program Manager	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Rob Russakoff	Project Manager	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Liz Valdes-	Asst Manager	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Urban Hammarstedt	Field Operations Specialist	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020

Joeamy Suarez	DAC Specialist	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Nicolas Evelyn	Admin Support	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Brian Hudson	GIS Specialist	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Reinerio Valdes	Field Supervisor	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Laurie Wood	Data Manager	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Ester Bello	Admin / Billing Analyst	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Eddie Sanchez	Financial EOC Specialist / NRCS Specialist	Hurricane: 2005 Katrina/Wilma; 2017 Irma; 2019 Olga Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
George Foster	Environmental Specialist	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Jerry Quinn	Senior Public Assistance / Insurance Consultant	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
James Shirk	Project Engineer	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma;

		2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020
Bob Hirsh/David Max	CPA Auditor / Project Controls Manager	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4 Covid-19; CARES ACT: 2020

DEMONSTRATED VOLUME OF MERCHANTS

Below is our list of current and future workload. DP&O has no restraints due to any current contract.

Client Name and Address	Description of Services
CITY OF HOMESTEAD, FL	<i>Debris Management Planning & Audit Monitoring; Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery</i>
CITY OF FLORIDA CITY, FL	<i>Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring.</i>
MIAMI DADE COUNTY PUBLIC SCHOOLS	<i>Disaster Recovery Services; FEMA Program Assistance including Disaster Planning. Debris Monitoring / Debris Removal Audit;</i>
SEMINOLE COUNTY PUBLIC SCHOOLS	<i>Disaster Recovery Services; FEMA Program Assistance including Disaster Planning Debris Monitoring / Debris Removal Audit;</i>
HOMESTEAD ENERGY SERVICES (HES), FL	<i>HMGP Concrete Power Pole Installation Grant Management; Disaster Recovery, Utility restoration, Monitoring Services, Asset Inventory, Hazard Mitigation.</i>
ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS	<i>Disaster Recovery and Grant Management Services; Debris Management and Debris monitoring.</i>
BREVARD COUNTY PUBLIC SCHOOLS, FL	<i>Disaster Recovery Services; FEMA Program Assistance. Debris Monitoring / Debris Removal Audit;</i>
FLORIDA COLLEGE CONSORTIUM; 28 Colleges	<i>28 Florida Colleges Disaster Recovery Services, Debris Management Planning, FEMA Program Management; Debris Monitoring / Debris Removal Audit</i>
SUNNY ISLES, FLORIDA	<i>Disaster Recovery Services; FEMA Program Assistance; Debris Monitoring / Debris Removal Audits.</i>
MIAMI DADE COLLEGES	<i>Debris Monitoring / Debris Removal Audit; Disaster Recovery Services; FEMA Program Assistance</i>
CITY OF EDGEWATER, FLORIDA	<i>Disaster Recovery Services; FEMA Program Assistance; Debris Monitoring / Debris Removal Audit;</i>
CITY OF EDGEWOOD, FLORIDA	<i>Disaster Recovery Services; FEMA Program Assistance Debris Monitoring / Debris Removal Audit;</i>

DP&O REFERENCES

DP&O is providing the following references with similar scope of work/services.

CITY OF HOMESTEAD FL:

DR4337 Hurricane IRMA Disaster Recovery Services; FEMA Program Assistance; FEMA HMGP; COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Monitoring / Debris Removal Audits

Contract Date: November 2018 – Current

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

HOMESTEAD ENERGY SERVICES (HES):

DR 4337 Hurricane IRMA Disaster Recovery Services, FEMA Hazard Mitigation Grant Management; Asset Inventory Status Inspections; Utility Restoration; Monitoring Services

Contract Date: November 2018 – Current

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

CITY OF FLORIDA CITY, FL:

DR4337 Hurricane IRMA Pre-Disaster Response and Recovery Planning; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/CDBG; COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring

Contract Date: September 2016 – Current

Client Contact: Eugene Leon, Project Exec Director - (C) 786-304-8230 email: proj-mngr@floridacityfl.gov

Jennifer Evelyn, City Clerk – (C) 305-242-8218 email: cityclerk@floridacity.gov

Address: 404 W Palm Drive, FL City, FL33034.

ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS:

Disaster Recovery and Grant Management Services

Contract Date: December 2019 – current

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

Address: 1901 S Tate St, Corinth, MS 38834

TAB E: INNOVATIVE CONCEPTS



DISASTER PROGRAM & OPERATIONS, INC.

**Louisiana State & FDOT Certified Minority:
Disaster Recovery, IT & Environmental Services,
Demolition.**

EMERGENCY DISASTER SERVICES: DP&O commits to Hire, train, and utilize Locals.

- **Damage Assessments: Infrastructure, Utilities & Debris Estimates.**
- **Emergency Repairs Tracking (Power poles with Equipment etc...) & Debris Removal.**
- **Drone and IT Capabilities.**
- **Emergency Services Administrative Support.**
- **Critical Resources Mobilization. Communications, Power, PODS (offices, bath & bed etc...)**
- **Donations & Volunteer Management; Staging & Inventory.**
- **FEMA Submittals Documentation; Field & Financial Data and Costs Reconciliation.**

UTILITY AND ASSET MOBILE & WEB APP



Daily & Incident Modes: Pre-disaster Status Asset Documentation with Mapping/GPS.

- **Emergency Repairs and Recovery Work Orders Cost Tracking.**
- **Debris Removal & Utility Line Clearing Cost Tracking with FEMA Required Details and Photos.**
- **Enables Real-time View of Response and Recovery Progress.**
- **Reporting Module - Client Specific Reports; FEMA Forms Auto Populated.**

DEBRIS MANAGEMENT: PLANNING, MONITORING (Automated Debris Management System & Reporting)

DISASTER CLAIMS & DOCUMENT MANAGEMENT



- **Automated Disaster Claims Management with FEMA Required Submittals Attachments.**
- **Protection of Documents: Maintains Records in Audit Proof Format for Future Inspections/Audits.**
- **Long Term Disaster Document Management and Storage.**

FEMA PUBLIC ASSISTANCE & GRANTS MANAGEMENT: DISASTER PLANNING & TRAINING

- **FEMA Policy Compliance; Identify Eligible Projects per FEMA Categories A-G.**
- **Records Documentation; Costs Reconciliation; Audits.**
- **404 (State) and 406 FEMA Hazard Mitigation Grant Program Management.**
- **Disaster Planning & Training; Emergency Operation Procedures; Business Continuity; SOP's; Debris Management Plans.**

TAB F: PROJECT SCHEDULE

RESPONSE and MOBILIZATION STRATEGY		
PHASE 1 – RAPID RESPONSE (0-90 Days)		
TIME	TASK	DELIVERABLES / MILESTONES
H+ 48-72 Hours	Within 48-72 Hours of Notice to Proceed (NTP)	<ul style="list-style-type: none"> • Mobilize DP&O Project Executive & Manager and other key staff
H+ 72 Hours	Mobilize to Meet with the Client Recovery Group & Prioritize Tasks Commence Work per Client Work Orders. Disaster Recovery PA Teams Assigned	<ul style="list-style-type: none"> • Meeting with Departments as needed • Review Existing projects: FEMA, GOHSEP PA Portals • Review Project folders for missing or mislabeled items • Review Emergency Services Tasks • Review Utilities, Infrastructure, Existing IT & Inventory Systems • Implement Rapid Response Recovery Tasks • Communications with FEMA, GOHSEP
Week 1-4	ARPA Projects Review, Submittals and Funding Request Initiate Disaster Data & Document Management System Identify Existing Eligible Projects - PW Preparation Geo-reference Database with Inventory, if needed for Utilities Mapping /Surveys Financial Needs Alignment Contracts & Internal Policy Review HMGP: 406, 404 and other Grants Identified.	<ul style="list-style-type: none"> • Obtain /Review ARPA projects list; Begin Progress Report Tracking • Implement DR Outstanding Project review and Progress Reporting • Pre-Disaster Asset Inventory systems in place for Asset Status, Condition and Inspections • Post Disaster Damage Assessments; Engineering/ Drone Surveys (if necessary) • Data Gathering, Review/Initiate Cost/ Record Reconciliation • Utility Geo-Reference Database Inventory Repaired Update • Mutual Aid Agreements (MAA), & Invoices Compliance • Contractor Invoices; Records reconciliation • Projects formulation, Damages descriptions and dimensions • FLFE, Materials reconciliation, Data Entry • HMGP Identify opportunities per 404/ 406
60-90 Days	Begin Other Funding Source Ident. Transition to Phase II- Long -Term Recovery DR Project Prioritization Electronic Records/ Disaster Cost Reconciliation Recovery Projects Monitoring Environmental Compliance PW Preparation - FEMA PA Portal PW Document Entry Initiate Client Staff Training	<ul style="list-style-type: none"> • Initial Project Formulation, Damages Descriptions and Dimensions • Site Inspections • Project Prioritization, Implementation and Timelines • Contractor Records, FL, FE, Materials Reconciliation and Data Entry • Electronic Records Database - Ongoing • FEMA PA Portal PW Document Entry, Answer EEI's

PHASE II - LONG TERM RECOVERY (90-180 Days)

90-180 Days	Project Prioritization Electronic Records/ Disaster Cost Reconciliation Recovery Projects Monitoring Environmental Compliance PW Obligation Pursue Engineering Design, as needed RFP Solicitation Preparation Continue Funding Id & Pursuit Project Prioritization, Implementation and Timelines Electronic Records Database PW Preparation - FEMA PA Portal PW Document Entry PW Versions - as needed Client Staff Training - Ongoing Update Disaster/ Debris Plans	<ul style="list-style-type: none"> • Project Prioritization, Implementation and Timelines • Site Inspections • Contractor Records, FL, FE, Materials Reconciliation and Data Entry • Electronic Records Database - Ongoing • FEMA PA Portal PW Document Entry- Reconciled Records Only • Lessons Learned Reporting • FEMA PA Portal PW Document Entry, Answer EEI's • Prepare/ Update Disaster or Debris Management Plans
--------------------	---	---

**PHASE III – PROJECT CLOSEOUT (120-180 Days) +
CONTINUED LONG - TERM RECOVERY PROJECTS (Up to 18 Months)**

<p>120-180 Days</p>	<p>PW Preparation – Continued Engineering Design, as Needed</p> <p>RFP Solicitation Preparation</p> <p>Project Tracking Reimbursement Coordination Project Completion</p> <p>Project Closeout</p>	<ul style="list-style-type: none"> • PW Preparation Continued - PW Scope and Costing • PW Obligation Pursue • Engineering Design, as Needed • RFP Solicitation Preparation
<p>180 Days - 12 Months</p>	<p>Grant Closeout</p> <p>Audit Support, Defense if Needed</p> <p>Continued Long Term Recovery Projects</p>	<ul style="list-style-type: none"> • FEMA PA Portal PW Document Entry, Answer EEI's • Schedule Project Closeout • Facilitate Audits • Final Lessons Learned

TAB G: FINANCIAL PROFILE

Please see the attached DP&O Financial Statements as requested.

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

FINANCIAL STATEMENTS

DECEMBER 31, 2019

WITH

REVIEW REPORT OF CERTIFIED PUBLIC ACCOUNTANT

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

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

I have reviewed the accompanying balance sheet of Disaster Program & Operations, Inc. (A Subchapter S Corporation) as of December 31, 2019 and the related statements of income and retained earnings, and cash flows for the year then ended, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of the management of Disaster Program & Operations, Inc. (A Subchapter S Corporation).

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

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

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

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

Disaster Program & Operations Inc
Balance Sheet
As of December 31, 2019

Accrual Basis

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	171,472.37
TD CHECKING 3446	
Total Checking/Savings	171,472.37
Other Current Assets	
Transportation	46,161.08
Total Other Current Assets	46,161.08
Total Current Assets	217,633.45
TOTAL ASSETS	217,633.45
LIABILITIES & EQUITY	
Equity	
Retained Earnings	190,563.76
Net Income	27,069.69
Total Equity	217,633.45
TOTAL LIABILITIES & EQUITY	217,633.45

Disaster Program & Operations Inc

Profit & Loss

January through December 2019

Accrual Basis

	Jan - Dec 19
Ordinary Income/Expense	
Income	
Consulting Income	1,315,455.07
Total Income	1,315,455.07
Gross Profit	1,315,455.07
Expense	
Accounting	33,815.00
Administration	65,434.38
Airfare expense	18,263.70
Auto Rental	10,431.11
Auto Tolls, Gas, Parking	1,076.73
Automobile Expense	5,004.75
Bank Service Charges	759.00
Charities	1,552.00
Continuing Education	1,000.00
Dues and Subscriptions	5,615.00
Expense reimb 2018	5,129.67
Expense reimb 2019	34,612.92
GH Conference	8,880.19
Hotel Expense	101,672.94
Insurance Expense	
Auto Insurance	1,723.08
General Liability Insurance	1,672.18
Worker's Compensation	4,448.07
Insurance Expense - Other	3,971.19
Total Insurance Expense	11,814.52
Legal	54,250.01
License/Tax	2,240.25
Meals and Entertainment	10,243.46
Medical	80.00
Miscellaneous	6,000.00
Office Furniture	1,467.23
Office Gifts	11,651.60
Post office	1,925.32
Professional Fees	9,414.00
Proposal Prep and Printing	12,305.82
Rent ATL	16,228.65
Rent FLC	13,000.00
Rent PV	3,010.00
Repairs and Maintenance	200.00
Research Expense	9,230.59
RFP Proposals	45.00
Security Expense	1,939.00

Disaster Program & Operations Inc
Profit & Loss
January through December 2019

Accrual Basis

	Jan - Dec 19
Software and Internet	13,520.18
STAFF CONSULTANTS	771,206.80
Telephone Expense	4,897.51
Travel Expense	6,862.75
Truck Allowance	1,000.00
Utilities	811.84
Website/Advertising	32,991.29
Total Expense	1,289,583.21
Net Ordinary Income	25,871.86
Other Income/Expense	
Other Income	488.97
Office Supplies Credit	708.86
Travel Expense Credit	
Total Other Income	1,197.83
Net Other Income	1,197.83
Net Income	27,069.69

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

NOTES TO FINANCIAL STATEMENTS

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Accounts Receivable

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

Income Recognition

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

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

Depreciation

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

Use of Estimates

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

Subsequent Events

Management has evaluated subsequent events through July 19 , 201 9 , the date of the financial statements. No events were identified as necessary to be disclosed to keep these financial statements from being misleading or that provide additional evidence about conditions that exist ed December 31 , 2019, including estimates inherent in the process of preparing these financial statements.

Disaster Program & Operations Inc

Balance Sheet

As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
TD BANK ACCOUNTS	
Money Market	189,000.43
TD CHECKING 3446	22,191.89
TD BANK ACCOUNTS - Other	-35.34
Total TD BANK ACCOUNTS	211,156.98
Total Checking/Savings	211,156.98
Other Current Assets	
Inventory Asset	18,384.94
Transportation	57,409.38
Total Other Current Assets	75,794.32
Total Current Assets	286,951.30
TOTAL ASSETS	286,951.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
TD Bank CC	-8,562.89
Total Credit Cards	-8,562.89
Other Current Liabilities	
Due To Angel Santos	112,000.00
Fora Loan	75,800.00
GM Loan	-1,983.24
SBA Deposit	299,800.00
Total Other Current Liabilities	485,616.76
Total Current Liabilities	477,053.87
Total Liabilities	477,053.87
Equity	
Retained Earnings	315,282.93
Shareholder	
Shareholder Distributions	-343,106.93
Total Shareholder	-343,106.93
Net Income	-162,278.57
Total Equity	-190,102.57
TOTAL LIABILITIES & EQUITY	286,951.30

1:27 PM

07/08/22

Accrual Basis

Disaster Program & Operations Inc
Summary Balance Sheet
As of December 31, 2021

	Dec 31, 21
ASSETS	
Current Assets	
Checking/Savings	315,340.34
Other Current Assets	75,794.32
Total Current Assets	391,134.66
TOTAL ASSETS	391,134.66
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	-8,562.89
Other Current Liabilities	575,046.44
Total Current Liabilities	566,483.55
Total Liabilities	566,483.55
Equity	-175,348.89
TOTAL LIABILITIES & EQUITY	391,134.66

TAB H: PRICE PROPOSAL

Please see DP&O's Price Proposal submitted under separate cover.

TAB I: REQUIRED FORMS

Please see attached required forms signed and notarized.

Anti-Lobbying Form

CERTIFICATION OF RESTRICTIONS ON LOBBYING

I, Gabrielle Benigni/President, hereby certify on
(name and title of bidder's official)

behalf of Disaster Program & Operations, Inc. 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 13th day of October, 2022.

By Gabrielle Benigni
(signature of authorized official)

President
(title of authorized official)

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 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.

Gabrielle Benigni/President
(Name and Title of bidder's official)

Disaster Program & Operations, Inc.
(Name of bidder/company)

830-13 A1A North #674
(Address)
Ponte Vedra Beach FL 32082
(Address)

PHONE 561-436-3383 FAX _____

EMAIL gbenigni@dpando.com

Gabrielle Benigni Signature 10/13/2022 Date

Request for Proposals #0448

To Provide Consulting Services for Disaster Recovery and FEMA Public Assistance

SIGNATURE PAGE

The Jefferson Parish Department of Purchasing is soliciting Request for Proposals (RFP'S) from qualified proposers who are interested in providing Consulting Services for Disaster Recovery and FEMA Public Assistance for the for the Jefferson Parish Public Safety Grants & 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: Disaster Program & Operations, Inc.

Address: 830-13 A1A North #674
Ponte Vedra Beach FL 32082

Phone Number: 561-436-3383 Fax Number _____

Type Name of Person Authorized to Sign: Gabrielle Benigni

Title of Person Authorized to Sign: President

Signature of Person Authorized to Sign: *Gabrielle Benigni*

Email Address of Person Authorized to Sign: gbenigni@dpando.com

Date: 10/13/2022

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.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Disaster Program & Operations, Inc.
INCORPORATED, DULY NOTICED AND HELD ON 10/12/_____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT Gabrielle Benigni_____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF
THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS
CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH
THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR
AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL PROPOSALS, PAPERS,
DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE
ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY
SUCH PROPOSAL OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING,
CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT
AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE
AND CORRECT COPY OF AN EXCERPT OF THE
MINUTES OF THE ABOVE DATED MEETING OF THE
BOARD OF DIRECTORS OF SAID CORPORATION,
AND THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

Ester Bello

SECRETARY-TREASURER

10/12/2022

DATE

Request for Proposal Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the Council acts on the matter.**
- **RFP Affidavit must be submitted in its original format prior to approval in accordance with Sec. 2-895(b) of the Jefferson Parish Code of Ordinances.**

Instruction sheet may be omitted when submitting the affidavit.

Request for Proposal

AFFIDAVIT

STATE OF Florida/Miami Dade County

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: Gabrielle Benigni
_____, (Affiant) who after being by me duly sworn, deposed and said that he/she
is the fully authorized President of Disaster Program & Operations, Inc., the party
who submitted a proposal in response to RFP Number 0448, 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.

G Benigni
Signature of Affiant

Gabrielle Benigni
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

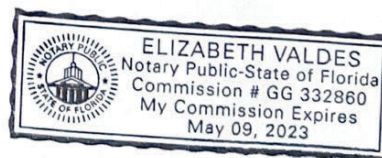
ON THE 14 DAY OF October, 2022

E Valdes
Notary Public

Elizabeth Valdes
Printed Name of Notary

GG 32860
Notary/Bar Roll Number

My commission expires 5/9/2023



TAB J: DP&O'S ADDITIONAL INFORMATION

Please see attached additional documents including our Insurance Certificate.



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

November 30, 2021

Disaster Programs & Operations Inc.

Attn: Gabrielle Benigni
404 West Palm Drive
Florida City, FL 33034

Dear Gabrielle Benigni:

Congratulations! The Louisiana Department of Transportation (LADOTD) Compliance Programs Office, on behalf of the Louisiana Unified Certification Program (LAUCP), is pleased to notify you that your company has been certified as a Disadvantaged Business Enterprise (DBE) in accordance with 49 CFR Part 23 and 26 and all the laws of this state applicable to the transaction of business.

The LAUCP has been established to facilitate statewide DBE certification. It eliminates the need for DBE applicant firms to obtain certification from multiple agencies and provides reciprocity within Louisiana. The Louisiana Department of Transportation (LADOTD), the Louis Armstrong New Orleans International Airport (LANOIA) and the Regional Transit Authority (RTA) are the only certifying agencies which comprise the LAUCP.

Your firm has been certified to perform services as described in the following North American Industry Classification System (NAICS) code(s):

NC541620 – Environmental Consulting Services
C20 – Environmental Impact assessment
NC562190 – Remediation Services
C63 – Environmental Remediation
NC624230 – Emergency and Other Relief Services

Your firm's designation as a DBE will appear on the official Louisiana UCP DBE Directory website at www.laucp.org. This directory consists of DBE firms certified by all of the above-mentioned agencies.

Per the federal regulations, suppliers only receive 60% goal credit towards the materials they provide. A Louisiana Contractor's License is required by any contractor performing work in excess of \$50,000 with the exception of electrical, mechanical and plumbing which are required to have a license if work is in excess of \$10,000. You may contact the State Licensing Board for Contractors at (225) 765-2301 for more information.

In accordance with 49 CFR paragraph 26.83 (j), you must provide to the LAUCP, every year on the anniversary of the date of your certification, **November 30, 2022**, an affidavit sworn to by the firm's owner, along with all supporting documents (**Business taxes with all attachments, such as 1098, 1099, K-1's and/or W-2's**) stating your firm continues to meet the eligibility requirements of the program. If

you fail to provide this affidavit in a timely manner, you will be deemed to have failed to cooperate under 49 CFR Part 26. 109(c). An email informing you to submit the necessary documentation will be forwarded to you approximately six (6) weeks prior to your anniversary date. However, should you not receive notification for your annual affidavit, contact this office. The responsibility to assure continued certification is yours. Failure to continue your eligibility will result in immediate action to decertify your firm. Additionally, in accordance with 49 CFR paragraph 26.83 (i), as a DBE, you must notify our office, immediately in writing of change in circumstances affecting your ability to meet size, disadvantaged status, ownership or control of your firm. You must provide the written notification within 30 days of the occurrence of the change.

The Louisiana UCP certifying entity reserves the right to withdraw this certification if at any time it is determined your certification was knowingly obtained by false, misleading will, or incorrect information. The Louisiana UCP certify entity also reserves the right to request additional information and/or conduct an onsite visit at any time during the certification period to verify any documentation submitted in the application for certification. By accepting certification, your firm hereby consents to the examination of its books and documents by the certifying entity's DBE Program.

We are pleased to have you as a participant in the LAUCP and wish you much success.

If you have any questions in regard to the content of this letter, contact the LADOTD DBE Certification Unit at (225) 379-1382.

Respectfully,

Rhonda Wallace

Rhonda Wallace
DBE/SBE Program Manager

Enclosure (Certificate)



LOUISIANA UNIFIED CERTIFICATION PROGRAM

Disadvantaged Business Enterprise Program

This is to certify that under Title 49, Part 26 of the Code of Federal Regulations
& under the State of Louisiana United Certification Program (LAUCP)

Disaster Programs & Operations Inc.

Is a Certified Disadvantaged Business Enterprise (DBE) in the following specialties:

NC541620, NC562190, NC624230

NOTE: There may be other approved NAICS Codes. The online DBE Directory includes a complete list of approved codes.

Certificate Eligibility: November 30, 2021 to November 30, 2022

This certificate is valid through the above date provided. This firm meets the on-going programmatic standard and fulfills the annual update requirement to remain in good standing as a DBE. This certification is subject to annual verification and suspension or revocation based upon reasonable cause to believe that the firm is ineligible.

Rhonda Wallace

Rhonda Wallace, DBE/SBE Programs Manager

Louisiana Department of Transportation & Development

R. Kyle Ardoin
SECRETARY OF STATE

State of Louisiana
Secretary of State



COMMERCIAL DIVISION
225.925.4704

09/30/2020

Administrative Services

225.932.5317 Fax

Corporations

225.932.5314 Fax

Uniform Commercial Code

225.932.5318 Fax

ONLINE FILING
ebello@dpando.com

DISASTER PROGRAM & OPERATIONS, INC.

It has been a pleasure to approve and place on file your application for certificate of authority. The appropriate evidence is attached for your files.

Payment of the filing fee is acknowledged by this letter.

The passage of Act 944 of the 1991 Regular Session of the Louisiana Legislature requires all for-profit corporations to file a Disclosure of Ownership Affidavit with the Secretary of State's office before contracting with state government. Non-profit corporations, and for-profit corporations whose stock is publicly traded are exempt.

Forms may be obtained by contacting this office at the above telephone number, by writing to the below address, or from our web site. A stamped copy of this form will be returned to you and must then be forwarded to the appropriate state agency.

Please note that as of January 1, 2018, business owners in the following parishes will be required to file all available business documents online through **geauxBIZ**: Ascension, Bossier, Caddo, Calcasieu, East Baton Rouge, Jefferson, Lafayette, Livingston, Orleans, Ouachita, Rapides, St. Tammany, Tangipahoa and Terrebonne.

In addition to email and text notifications, business owners now have the option to enroll in our secured business filings (SBF) service. This service is available online, at no charge, by filing a notarized affidavit. Upon enrollment, an amendment cannot be made to your entity without approval using your personal identification number. This is another way to protect your business from fraud and identity theft.

Online filing options are available if changes are necessary to your registration or if you need to file an annual report. Please visit our website at **GeauxBiz.com** for your future business needs.

Sincerely,

The Commercial Division
WEB



R. Kyle Ardoin

SECRETARY OF STATE

As Secretary of State of the State of Louisiana, I do hereby Certify that

the Application Form for Certificate of Authority of

DISASTER PROGRAM & OPERATIONS, INC.

Domiciled at FLORIDA CITY, FLORIDA,

Was filed and recorded in this Office on September 30, 2020.

Thus authorizing the corporation to exercise the same powers, rights and privileges accorded similar domestic corporations, subject to the provisions of R. S. 1950, Title 12, Chapter 3, and other applicable laws.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

September 30, 2020

Secretary of State

WEB 44095168F



Certificate ID: 11278861#GTL73

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate**, then follow the instructions displayed.
www.sos.la.gov

R. Kyle Ardoin
SECRETARY OF STATE

State of Louisiana
Secretary of State



September 30, 2020

COMMERCIAL DIVISION
225.925.4704

Administrative Services

225.932.5317 Fax

Corporations

225.932.5314 Fax

Uniform Commercial Code

225.932.5318 Fax

The attached document of DISASTER PROGRAM & OPERATIONS, INC. was received and filed on September 30, 2020.

WEB 44095168F

**APPLICATION FOR AUTHORITY
TO TRANSACT BUSINESS IN LOUISIANA**

(R.S. 12:304)

This Company is For:
BUSINESS

Corporation Name:
DISASTER PROGRAM & OPERATIONS, INC.

Previous Name:

Principal office address in state or country of incorporation/organization:
404 WEST PALM DRIVE
FLORIDA CITY, FL, 33034

Principal business office address:
830-13 A1A N #674
PONTE VEDRA, FL, 32082

Principal business establishment in Louisiana:
1439 CENTRE STREET
ALEXANDRIA, LA, 71301

Registered office address in Louisiana:
1439 CENTRE COURT
ALEXANDRIA, LA, 71301

Mailing Address:
830-13 A1A NORTH #674
PONTE VEDRA BEACH, FL, 32082

Registered agent's name and address in Louisiana:
MIKE SHELTON
1439 CENTRE COURT
ALEXANDRIA, LA, 71301

Nature of Business to be transacted in Louisiana (optional):

Names and addresses of directors and officers:
GABRIELLE BENIGNI (PRESIDENT)
830-13 A1A NORTH #674
PONTE VEDRA BEACH, FL, 32082

The filing of a false public record, with the knowledge of its falsity, is a crime, subjecting the filer to fine or imprisonment or both under R.S. 14:133.

BY TYPING MY NAME BELOW, I HEREBY CERTIFY THAT I AM AN OFFICER
ELECTRONIC SIGNATURE: GABRIELLE BENIGNI (9/30/2020)
TITLE: PRESIDENT

State of Florida

Department of State

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

The document number of this corporation is P15000039932.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on January 20, 2020, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-first day of September,
2020*



Randy Be
Secretary of State

Tracking Number: 2955291280CU

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

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



Agent Affidavit and Acknowledgement of Acceptance

Charter Number: 44095168F

Charter Name: DISASTER PROGRAM & OPERATIONS, INC.

The agent / agents listed below accept the appointment of registered agent for and on behalf of the Charter Name above.

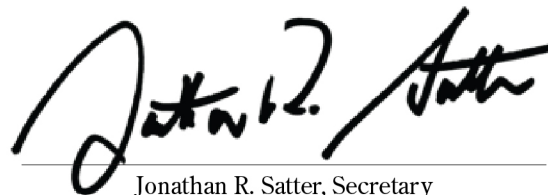
Date Responded	Agent(s)	Agent(s) Electronic Signature
09/30/2020	MIKE SHELTON	MIKE SHELTON

State of Florida

Woman Business Certification

Disaster Program and Operations, Inc

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



Jonathan R. Satter, Secretary
Florida Department of Management Services



GREATER ORLANDO
AVIATION AUTHORITY



JACKSONVILLE
TRANSPORTATION
AUTHORITY

Florida Unified Certification Program

DISADVANTAGED BUSINESS ENTERPRISE (DBE)

CERTIFICATE OF ELIGIBILITY

DISASTER PROGRAM AND OPERATIONS INC

MEETS THE REQUIREMENTS OF 49 CFR, PART 26

APPROVED NAICS CODES:

541620, 562910, 624230



Samuel Febres

Samuel Febres (Sammy)

DBE & Small Business Development Manager

Florida Department of Transportation



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

ANNIVERSARY DATE – Annually on 10/08

The Florida Department of Transportation (Department) has certified,

DISASTER PROGRAM AND OPERATIONS INC

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

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

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

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

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



Samuel Febres

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

State of Florida

Department of State

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

The document number of this corporation is P15000039932.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 7, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2022*



Ronald R. De
Secretary of State

Tracking Number: 7850800589CC

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

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

State of Florida

Department of State

I certify from the records of this office that XACT RECOVERY INC is a corporation organized under the laws of the State of Florida, filed on January 29, 2020, effective January 29, 2020.

The document number of this corporation is P20000010610.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 7, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of January, 2022*



Ronald R. De
Secretary of State

Tracking Number: 7985485389CC

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

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



SOUTH FLORIDA WATER MANAGEMENT DISTRICT

June 27, 2021

REGISTERED VENDOR NO.: 121959

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

CERTIFICATION EXPIRATION DATE
June 27, 2024

Dear Ms. Benigni:

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

Environmental and Disaster Consulting Services

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

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

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

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

We look forward to a mutually beneficial working relationship.

Sincerely,


Alejandro Quintero
Sr. Contract Compliance Specialist
Procurement Bureau

/aq.dld



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/19/2022

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 Arthur J. Gallagher Risk Management Services, Inc. 501 Riverside Ave Suite 1000 Jacksonville FL 32202		CONTACT NAME: Cynthia Casanova PHONE (A/C, No, Ext): 813-367-5601 E-MAIL ADDRESS: cynthia_casanova@ajg.com		FAX (A/C, No): 904-634-1302
INSURED Disaster Program & Operations, Inc Xact Recovery 10033 Sawgrass Drive W. Ste. 121 Ponte Vedra FL 32082-2832		INSURER(S) AFFORDING COVERAGE		NAIC #
DISAOP-01		INSURER A: Admiral Insurance Company		24856
		INSURER B: StarStone National Insurance Company		25496
		INSURER C: Maxum Indemnity Company		26743
		INSURER D: Old Dominion Insurance Company		40231
		INSURER E: Zenith Insurance Company		13269
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 443194135

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
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			TBD	8/19/2022	8/19/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included \$
D	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			B1T6575Z	8/19/2022	8/19/2023	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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			TBD	10/3/2022	8/19/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
E	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	Z137927902	8/19/2022	8/19/2023	<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	Consultant Professional Liability Retroactive Date: 8/19/2016			TBD	8/19/2022	8/19/2023	OCC/AGG Deductible per claim \$1,000,000 \$2,500

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

CERTIFICATE HOLDER

Additional Insured:
Jefferson Parish, LA
Department of Purchasing
200 Derbigny St, Suite 4400
Gretna, LA 70053

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

P15000039932

(Requestor's Name)

(Address)

(Address)

(City/State/Zip/Phone #)

☐

PICK-UP

☐

WAIT

☐

MAIL

(Business Entity Name)

(Document Number)

Certified Copies _____

Certificates of Status _____

Special Instructions to Filing Officer:

Office Use Only



800271347018

RECEIVED
15 MAY -4 PM 4:23
DIVISION OF CORPORATIONS

FILED
2015 MAY -4 AM 8:42
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

5/5ar

CORPORATION SERVICE COMPANY
1201 Hays Street
Tallahassee, FL 32301
Phone: 850-558-1500

ACCOUNT NO. : I20000000195

REFERENCE : 615808 121501A

AUTHORIZATION : *Lydia Cohen*

COST LIMIT : \$ 70.00

ORDER DATE : May 4, 2015

ORDER TIME : 3:05 PM

ORDER NO. : 615808-005

CUSTOMER NO: 121501A

DOMESTIC FILING

NAME: DISASTER PROGRAM & OPERATIONS,
INC.

EFFECTIVE DATE:

☒ ARTICLES OF INCORPORATION
☐ CERTIFICATE OF LIMITED PARTNERSHIP
☐ ARTICLES OF ORGANIZATION

PLEASE RETURN THE FOLLOWING AS PROOF OF FILING:

☐ CERTIFIED COPY
☒ PLAIN STAMPED COPY
☐ CERTIFICATE OF GOOD STANDING

CONTACT PERSON: Lydia Cohen - EXT. 62974

EXAMINER'S INITIALS: _____

FILED
2015 MAY -4 AM 3:42
TALLAHASSEE, FL
CLERK OF COURT

ARTICLES OF INCORPORATION
of
DISASTER PROGRAM & OPERATIONS, INC.
(a corporation)

Executed by the undersigned for the purposes of forming a Florida Corporation under Chapter 607, Florida Statutes (2014):

ARTICLE I. NAME AND ADDRESS

The name and address of the corporation is:

DISASTER PROGRAM & OPERATIONS, INC.
529 Sunset Drive
Ponte Vedra Beach, Florida 32082

FILED
2015 MAY -4 AM 8:42
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE II. DURATION AND COMMENCEMENT

This corporation shall exist perpetually and shall commence on the date of execution and acknowledgment of these Articles of Incorporation.

ARTICLE III. PURPOSES

This corporation is organized for the following purposes:

1. To provide disaster consulting and disaster training services.
2. To hire and/or train personnel to carry out these purposes.
3. To rent, lease, purchase and/or own facilities and equipment which are sufficient for the conduct and/or operation of the purposes of the corporation.
4. To transact any and all lawful business for which corporations may be incorporated or organized under the laws of the State of Florida.

ARTICLE IV. CAPITAL STOCK

This corporation is authorized to issue 1000 shares of Five Dollar (\$5.00) per share par value common stock which shall be designated common shares, all of which shall be the same class.

ARTICLE V. VOTING RIGHTS

Except as otherwise provided by law, the entire voting power for the election of Directors and for all other purposes shall be vested exclusively in the holders of the outstanding common shares of this corporation. The holder of each outstanding common share shall be entitled to one (1) vote per share unless otherwise provided in the By-Laws.

ARTICLE VI. MANAGEMENT

The business of this corporation shall be managed by a Board of Directors chosen by the Shareholders or the Shareholders may elect to have the corporation managed by the Shareholders acting as Directors, in which case the terms shall be used interchangeably herein, pursuant to Chapter 607, Florida Statutes (2014).

ARTICLE VII. INITIAL REGISTERED AGENT AND OFFICE

The street address of the initial Registered Agent of this corporation is **233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202**, and the name of the initial Registered Agent of this corporation at that address is **C. HOLT SMITH, III, ESQUIRE**.

ARTICLE VIII. INITIAL BOARD OF DIRECTORS

This corporation shall have one (1) Director initially, the number of which may be increased or decreased from time to time according to the By-Laws of this corporation, but shall never be less than one (1) Director. The name and address of the initial Director of this corporation is:

GABRIELLE BENIGNI

**529 Sunset Drive
Ponte Vedra Beach, Florida 32082**

ARTICLE IX. INCORPORATOR

The name and address of the person signing these Articles of Incorporation is:

GABRIELLE BENIGNI

**529 Sunset Drive
Ponte Vedra Beach, Florida 32082**

ARTICLE X. AMENDMENT

This corporation reserves the right to amend or repeal any provision contained in these Articles of Incorporation, or any amendment to them, and any right conferred upon the Shareholders is subject to this reservation.

IN WITNESS WHEREOF, the undersigned subscribing Incorporator has hereunto set his hand and seal this 12th day May 2015 for the purpose of forming this corporation under the laws of the State of Florida.

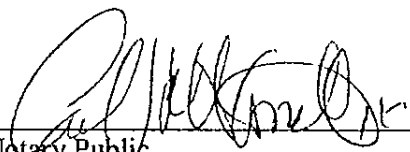

GABRIELLE BENIGNI

STATE OF FLORIDA
COUNTY OF DUVAL

I HEREBY CERTIFY that on this day before me, an officer duly authorized in the state aforesaid and in the county aforesaid to take acknowledgments, personally appeared **GABRIELLE BENIGNI**, who executed the foregoing instrument as Incorporator of **DISASTER PROGRAM & OPERATIONS, INC.**, a corporation named herein, and acknowledged before me that she executed the same as such Incorporator, in the name of and on behalf of the said corporation. She is ☒ personally known to me or has ☐ produced _____ as identification and did (did not) take an oath.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, this 1 day of May 2015.

(SEAL)


Notary Public

CARL Holt Smith
Typed/printed name of Notary

My Commission Expires: _____

**CERTIFICATE DESIGNATING PLACE OF BUSINESS
OR DOMICILE FOR THE SERVICE OF PROCESS
WITHIN THE STATE, NAMING AGENT UPON WHOM
SERVICE OF PROCESS MAY BE SERVED**

IN COMPLIANCE WITH SECTION 48.091, FLORIDA STATUTES, THE
FOLLOWING IS SUBMITTED:

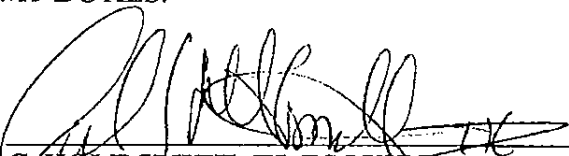
First, that **DISASTER PROGRAM & OPERATIONS, INC.**, desiring to organize or qualify under the laws of the State of Florida, with its principal place of business at the City of Ponte Vedra Beach, State of Florida, has named C. HOLT SMITH, III, ESQUIRE, located at 233 E. Bay Street, Ste. 930, Jacksonville, Florida 32202, as its Agent to accept service of process within Florida.

DISASTER PROGRAM & OPERATIONS, INC.

By: 
GABRIELLE BENIGNI, President

DATED: May 1, 2015

HAVING BEEN NAMED TO ACCEPT SERVICE OF PROCESS FOR THE ABOVE STATED CORPORATION, AT THE PLACE DESIGNATED IN THIS CERTIFICATE, I HEREBY AGREE TO ACT IN THIS CAPACITY, AND I FURTHER AGREE TO COMPLY WITH THE PROVISIONS OF ALL STATUTES RELATIVE TO THE PROPER AND COMPLETE PERFORMANCE OF MY DUTIES.


C. HOLT SMITH, III, ESQUIRE
Registered Agent

DATED: May 1, 2015

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Disaster Program and Operations, Inc.

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

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

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

☐ Other (see instructions) ►

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

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

5 Address (number, street, and apt. or suite no.) See instructions.
830-13 A1A North #674

6 City, state, and ZIP code
Ponte Vedra Beach, FL 32082

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

4	7	-	3	9	3	6	1	8	1
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person ► *Gabrielle Benigni*

Date ► 10/13/2022

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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

Required Clauses from Federal Emergency Management Agency (FEMA) in accordance with 2 C.F.R. § 200.326 AND 2 C.F.R. Part 200, Appendix II, Required Contract Clauses.

The Federal Emergency Management Agency (FEMA) requires that the following terms and conditions be incorporated into this Solicitation as well as into a resulting subsequent Contract. By submitting a Proposal in response to this Solicitation, the Proposer acknowledges and agrees to adhere to the specific requirements of these clauses. The term “Contractor” shall be used interchangeably and also mean the “Proposer.”

1. REMEDIES

- a. Standard. Contracts for more than the simplified acquisition threshold, currently set at \$250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II(A).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

2. TERMINATION FOR CAUSE AND CONVENIENCE

- a. Standard. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

3. EQUAL EMPLOYMENT OPPORTUNITY

If applicable, exact language below in subsection 3.d is required.

- a. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 11246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II(C).

b. Key Definitions.

- i. Federally Assisted Construction Contract. The regulation at 41 C.F.R. § 60-1.3 defines a “federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.
 - ii. Construction Work. The regulation at 41 C.F.R. § 60-1.3 defines “construction work” as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
- c. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
- d. Required Language. The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

During the performance of this contract, the contractor agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon

contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. DAVIS-BACON ACT

- a. Standard. All prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.
- b. Applicability. The Davis-Bacon Act only applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. **It DOES NOT apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.**
- c. Requirements. If applicable, the non-federal entity must do the following:
 - i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
 - ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with

the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.

- iii. Include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”).

Suggested Language. The following provides a sample contract clause:

Compliance with the Davis-Bacon Act.

- a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- c. Additionally, contractors are required to pay wages not less than once a week.

5. COPELAND ANTI-KICKBACK ACT

- a. Standard. Recipient and subrecipient contracts must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).

- b. Applicability. This requirement applies to all contracts for construction or repair work above \$2,000 in situations where the Davis-Bacon Act also applies. **It DOES NOT apply to the FEMA Public Assistance Program.**
- c. Requirements. If applicable, the non-federal entity must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation, each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

Sample Language. The following provides a sample contract clause:

Compliance with the Copeland “Anti-Kickback” Act.

- a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.
- b. Applicability. This requirement applies to all FEMA contracts awarded by the non-federal entity in excess of \$100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
- c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

Compliance with the Contract Work Hours and Safety Standards Act.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) *Violation; liability for unpaid wages; liquidated damages.* In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) *Withholding for unpaid wages and liquidated damages.* The (**write in the name of the Federal agency or the loan or grant recipient**) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) *Subcontracts.* The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

- a. **Standard.** If the FEMA award meets the definition of “funding agreement” under 37C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

- b. Applicability. This requirement applies to “*funding agreements*,” but it **DOES NOT apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of “funding agreement.”
- c. Funding Agreements Definition. The regulation at 37 C.F.R. § 401.2(a) defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

- a. Standard. If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).
- b. Applicability. This requirement applies to contracts awarded by a non-federal entity of amounts in excess of \$150,000 under a federal grant.
- c. Suggested Language. The following provides a sample contract clause.

Clean Air Act

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

2. The contractor agrees to report each violation to the (**name of applicant entering into the contract**) and understands and agrees that the (**name of the applicant entering into the contract**) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

Federal Water Pollution Control Act

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The contractor agrees to report each violation to the (**name of the applicant entering into the contract**) and understands and agrees that the (**name of the applicant entering into the contract**) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. DEBARMENT AND SUSPENSION

- a. Standard. Non-Federal entities and contractors are subject to the debarment and suspension regulations implementing Executive Order 12549, *Debarment and Suspension* (1986) and Executive Order 12689, *Debarment and Suspension* (1989) at 2 C.F.R. Part 180 and the Department of Homeland Security's regulations at 2 C.F.R. Part 3000 (Nonprocurement Debarment and Suspension).
- b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

c. Requirements.

- i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530.
- ii. In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any nonprocurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the nonprocurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipients.
- iii. Specifically, a covered transaction includes the following contracts for goods or services:
 1. The contract is awarded by a recipient or subrecipient in the amount of at least \$25,000.
 2. The contract requires the approval of FEMA, regardless of amount.
 3. The contract is for federally-required audit services.
 4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of \$25,000.
- ci. Suggested Language. The following provides a debarment and suspension clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

Suspension and Debarment

- (1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- (2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- (3) This certification is a material representation of fact relied upon by (**insert name of recipient/subrecipient/applicant**). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (**insert name of recipient/subrecipient/applicant**), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- (4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. BYRD ANTI-LOBBYING AMENDMENT

- a. **Standard.** Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA's regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of \$100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.

c. Suggested Language.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

d. Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, 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 was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 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.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Gabrielle Benigni

Signature of Contractor's Authorized Official

Gabrielle Benigni

Name and Title of Contractor's Authorized Official

01/10/2022

Date

11. PROCUREMENT OF RECOVERED MATERIALS

- a. Standard. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. § 200.322.
- b. Applicability. This requirement applies to all contracts awarded by a non-federal entity under FEMA grant and cooperative agreement programs.
- c. Requirements. The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- d. Suggested Language.
 - i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—
 - 1. Competitively within a timeframe providing for compliance with the contract performance schedule;
 - 2. Meeting contract performance requirements; or
 - 3. At a reasonable price.
 - ii. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.
 - iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."