

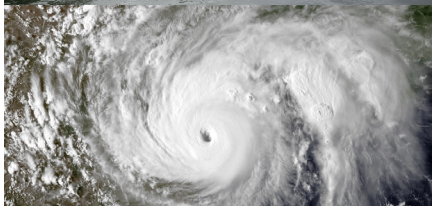


PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA



SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



ROSTAN
SOLUTIONS

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FOR ST. BERNARD PARISH, LOUISIANA



SECTION 1 – INVITATION FOR PROPOSAL SUBMISSION FORM

SUBMITTED BY

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**ST. BERNARD PARISH GOVERNMENT
REQUEST FOR PROPOSAL FOR
PROGRAM MANAGEMENT SERVICES
OFFICE OF EMERGENCY PREPAREDNESS
SUBMISSION FORM**

Company Rostan Solutions, LLC

Address 8282 Goodwood Boulevard, Suite W6, Baton Rouge, LA 70806

Telephone Number/e-mail 225-202-3637 | kjones@rostan.com

Acknowledgement of Addendum(s) #1, 5/17/2022

Proposer agrees to supply the products or services identified above in accordance with the terms, conditions, and specifications contained in this proposal for one (1) year.

Total price per unit includes the costs associated with the delivery of the service to a specific location(s) as directed by the St. Bernard Parish Emergency Operations Center, mobilization costs, equipment rental fees and maintenance for the duration specified. The Proposer must identify reasonable break points for both for quantity and duration of services provided.

The proposer will provide a schedule of values for all of the services to be rendered. Any point breaks provided for either quantity or duration of service need to be provided for consideration.

NOTE: It is the Proposer's responsibility to provide adequate information in their proposal package to enable St. Bernard Parish to ensure that the proposal meets the required criteria. Items listed in the package shall be in the same order as listed in the specifications. Failure to do so could result in the rejection of the bid.

EMPLOYEES NOT TO BENEFIT

I (we) hereby certify that if the contract is awarded to our firm, partnership, or corporation, that no employee of St. Bernard Parish or members of his/her family, including spouse, parents or children has received or been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution or any similar form of remuneration on account of the act of awarding and/or executing this contract.

A selection committee made up by qualified St. Bernard Parish staff shall review and evaluate all replies. The selection committee will have only the response to the solicitation to review for selection of finalists. It is therefore important that respondents emphasize specific information pertinent to the work.

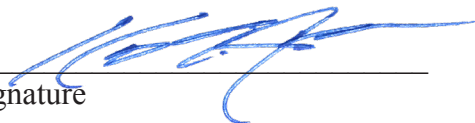
CONFLICTS OF INTEREST

The Proposer [] is [x] is not aware of any information bearing on the existence of any potential organizational conflict of interest.

COLLUSION

I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same services, materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal laws and can result in fines, prison sentences, and civil damage awards.

I hereby certify that the responses to the above representations, certifications and other statements are accurate and complete. I agree to abide by all conditions of the proposal and certify that I am authorized to sign for my company.



Signature

5/23/2022

Date

Kyle Jones

Name (Printed)

Principal/Vice President

Title

Certification for Contracts, Grants, Loans, and Cooperative Agreements
As required by the Byrd Anti-Lobbying Amendment, 31 U.S.C. 1352

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, Rostan Solutions, LLC, 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.


Contractor's Authorized Official

5/23/2022
Date

Kyle Jones, Principal/Vice President
Name & title of Contractor's Authorized Official



PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS

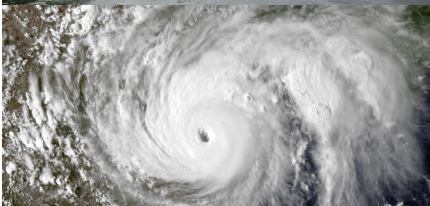


Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA

SECTION 2 – COVER LETTER/EXECUTIVE SUMMARY

- 2.1 Cover Letter
- 2.0 Executive Summary



SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



2.1 COVER LETTER



ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Baton Rouge, LA 70806

T: 225.202.3637 | F: 813.333.7330

www.rostan.com

May 24, 2022

St. Bernard Parish Government
Attn: Hillary J. Nunez, Director, Department of Public Works
1125 E. St. Bernard Hwy.
Chalmette, Louisiana 70043

Re: RFP — Program Management in Support of Emergency Operations

Dear Ms. Nunez and Selection Committee Members,

Rostan Solutions, LLC (Rostan) is pleased to submit to you for consideration our response to *RFP — Program Management in Support of Emergency Operations* published by St. Bernard Parish (Parish). Rostan is a Baton Rouge-based FEMA consulting firm that specializes in disaster recovery and program management services. Our primary focus is centered around our speed and accuracy in obtaining federal funding for Louisiana Parishes. **Our recent demonstrated success during DR-4611 (Hurricane Ida), specifically with Plaquemines and St. James Parish sets us apart from our competitors — as both parishes, received an obligated and funded Category A (Debris) Project Worksheet (PW) for debris removal and Category E PW for 1206 Assessments months in to the disaster because our team understood the federal/state system in a way that sets the projects on a fast track to funding.** We also recognized early on the countless moving parts of a recovery effort that a local government bears, and we take pride in helping our clients navigate and overcome the complex challenges of recovery to emerge with greater resilience, strengthened infrastructure, and broader economic stability.

Based on our demonstrated experience in St. James and Plaquemines Parishes and specifically in GOHSEP Region 3 and 1 since 2015, we understand that the Parish is seeking ‘cradle to grave’ disaster grant and program management consulting services for FEMA’s Programs. *This being recognized, and in an effort to showcase our true understanding of the Parish’s current and future needs, Rostan is bringing forth our team of professionals that is intimately familiar with local, Parish government, and more specifically with FEMA’s Public Assistance, Hazard Mitigation Grant Program, and Non-Disaster Funding Programs related to local parish government.* Our Team will **DELIVER** results and provide immediate **DIRECTION** for St. Bernard Parish throughout its entire recovery process.

Our recommended approach that is highlighted throughout this proposal is based on our extensive disaster recovery experience working with FEMA Applicant’s in Louisiana; our unrivaled intuitional knowledge of the Governor’s Office of Homeland Security and Emergency Preparedness’ (GOHSEP’s) Recovery Operation and Personnel; our working relationships with FEMA Region 6, and our comprehensive understanding of the requirements described in the RFP. We believe, however, that this recommended approach, will yield the Parish greater results, and will bode well for a more efficient and effective recovery program.

PHILOSOPHY

Our philosophy for providing successful disaster recovery programs remains simple. Provide credentialed personnel that stay with our clients through closeout; Leverage our close relationships with GOHSEP and FEMA Region 6 to yield results; Lead and provide sound direction to navigate our clients’ recovery efforts; and Deliver maximized funding results that align with the long-term vision of our clients.

Specific to the Parish's requirements, Rostan possesses decades of quality experience providing disaster recovery services for program and grant administration to local governments. We understand the ultimate scope of services for financial recovery that are being requested by the Parish, and we are offering an approach that highlights our keen understanding of the Parish's true needs:

- Have Rostan serve as the primary Point of Contact for the Parish on FEMA and GOHSEP correspondence. Serve as the FEMA Consulting Team manager to manage all Program Management elements for an effective FEMA Public Assistance cost recovery program and have costs attributed to Program Management costs that will be needed as part of this project. This action will involve **CLOSE** and **TRANSPARENT** coordination with GOHSEP to showcase the cost savings of utilizing a firm familiar with the Parish's assets and damaged elements, and more importantly, a firm with a keen understanding of the Public Assistance Program.
- Have Rostan's Consulting Team manage the Grant Administration and FEMA Program technical elements (428, 406, 50/50, Consensus based codes) for costs incurred primarily under the Management Costs Policy and serve as the Parish's FEMA/GOHSEP Liaison and Technical Subject Matter Expert for all eligibility issues. This action will involve **CLOSE** and **TRANSPARENT** coordination with GOHSEP to showcase the cost savings of utilizing a firm familiar with the Parish's assets and damaged elements.

DELIVERING RESULTS

Rostan has developed, implemented, and managed FEMA projects in 14 states and two US territories in Regions II, III, IV, VI, VII, VIII, & IX spanning more than 60 years and recovering more than \$5 billion since 2006.

What we address in our proposal is critical — speed, solid process delivery, and a well-organized, efficient management team. Beyond the specific requirements, and as displayed throughout our submission, the Rostan Team offers:

- **Demonstrated and Extensive FEMA Public Assistance (PA) and Infrastructure Project Experience** — We are recovery leaders with decades of PA expertise and eligibility experience with infrastructure projects at both the subgrantee and grantee levels, including specialized knowledge and capabilities surrounding municipalities. The Rostan Team is local and intimately familiar with the Parish. We are ready to mobilize as needed to provide quality consulting services upon notice to proceed.
- **Demonstrated and Trusted Advisors with a substantial footprint in the State of Louisiana** — Our dedicated Louisiana-based team offers the Parish exceptional FEMA PA technical expertise and proven performance through trusted key personnel. Our Team's unrivaled engineering experience with the Parish and the FEMA PA expertise will help the Parish achieve the best outcomes for their recovery effort.
- **Demonstrated and Professional Collaboration with All Stakeholders** — By working collaboratively with internal and external stakeholders, our objective is to avoid delays, maximize eligible funding, and avoid appeals. Our staff has years of prior experience working directly with GOHSEP and FEMA. This key experience will prove invaluable to the Parish's recovery.
- **A Demonstrated Cadre of Subject Matter Experts** — In addition to our key staff, we have a cadre of additional subject matter experts available for remote consultation or deployment to the project within hours as needed. Our cadre previously supported recovery on dozens of disasters in nearly every role at the local, state, and federal level.

By selecting our team, we will help lay the foundation for a successful recovery, ensuring the Parish maximizes grant funding while achieving compliance with complex regulations. We are proud to submit this response and are looking forward to working with Parish and State leadership to successfully bring St. Bernard Parish to the forefront of GOHSEP and FEMA Region 6's attention, similarly to how we have assisted all of our clients.

By selecting our team, we will continue to build upon the success that has been made and we will help lay the foundation for a successful recovery, ensuring that the Parish continues to maximize grant funding opportunities while achieving compliance through complex regulations. We are proud to submit this response and are looking forward to working with Parish and State leadership to have St. Bernard Parish remain at the forefront of GOHSEP and FEMA Region 6's attention, similarly to how we have assisted all our clients.

I will serve as the primary liaison for the Parish regarding this project effort, including contractual requirements and technical clarifications. I can be reached through the points of contact below:

PRIMARY CLIENT CONTACT	
NAME	Kyle Jones
TITLE	Principal/Vice President
ADDRESS	8282 Goodwood Boulevard, Suite W6 Baton Rouge, LA 70806
PHONE	225-202-3637
FAX	813-333-7330
EMAIL	kjones@rostan.com

We look forward to your favorable response to our proposal and to continue working with the Parish towards an expedited and successful recovery. I am the duly authorized agent of Rostan and if you should have any questions, please contact me via cell at 225-202-3637 or by email at kjones@rostan.com.

Very truly yours,



Kyle Jones, CEM
Principal/Vice President
Rostan Solutions, LLC

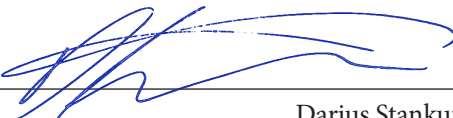


ROSTAN SOLUTIONS, LLC
3433 Lithia Pinecrest Road, Suite 287
Valrico, FL 33596
T: 813.333.7042 | F: 813.333.7330
www.rostan.com

AUTHORITY TO ACT ON BEHALF OF COMPANY

Let it be known that Kyle Jones, Vice President and Principal of Rostan Solutions, LLC, has full authority to act on behalf of this Limited Liability Company in all negotiations, bidding, concerns and transactions including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive and receipt therefore all purchase orders and notices issued pursuant to the provisions of any such bid or contract, this company hereby ratifying, approving, confirming and accepting each and every such act performed by said agent.

I hereby certify the foregoing to be true and correct, and the same has not been revoked or rescinded.



Darius Stankunas
President
5/1/2022

2.2 EXECUTIVE SUMMARY

Rostan intimately understands how vulnerable St. Bernard Parish is to disasters due to its geographical location. An effective and timely recovery requires leadership, direction and the ability to interface with state and federal agencies. A successful recovery program will ensure a timely return to full functionality with a more resilient Parish, and our Team, presented herein, possess the capabilities and local experience to manage stakeholders and outcomes to maximize results.

Our Team is not just a traditional disaster recovery consulting firm. Whether we are helping communities recover from natural disasters, safeguarding and maintaining critical power infrastructure, or providing innovative strategies for in-kind matching components, we go to work each day knowing that we are making a positive impact for our clients.. These are huge responsibilities, and we take pride in providing a successful an expedient path forward. Thinking differently and challenging the norm is where we thrive. Every day we plan for the unexpected, develop critical insights, and deliver new, creative, and adaptive solutions. No matter the situation, our Team is your partner and advocate. We serve as the critical interface between GOHSEP and FEMA and allow the Parish to focus on its primary mission.

Rostan has held leadership roles for multiple local governments for federal funded programs for Hurricanes Katrina, Rita, Gustav, Ike, Sandy, and more recently with Hurricanes Laura, Delta and Ida. For each engagement, we use a proven project delivery and control system that is customized and scaled to our client's needs and capacity. Our approach includes the following fundamental goals:

- 1 Identifying and reducing program risks
- 2 Monitoring contractual and programmatic compliance
- 3 Overcoming recovery obstacles by streamlining program processes
- 4 Optimizing staffing and program resources
- 5 Developing and recommending innovative solutions to solve complex problems
- 6 Proactively detecting potential issues in advance of funding or disbursements

OUR TEAM

The Rostan Team is fully prepared to assist St. Bernard Parish with the management of their disaster recovery efforts, including programmatic and funding support related to the FEMA Public Assistance (PA) program and any other programmatic, technical, or funding programs required to manage the full disaster recovery process.



Rostan Solutions, LLC's primary mission is focused primarily on one objective—assisting its clients in recovering from disasters. We can proudly say that, in the past 20 years, Rostan employees have served more than 300 clients in the state, local, and private non-profit sectors resulting in more than \$5B in disaster-related funding opportunities. Since 2017, Rostan has expanded to over 25 credentialed FEMA eligibility and policy specialists, and grant management / technical experts at the helm of one of the firm's principals. We strive for excellence and thrive in facilitating federally funded programs on behalf of our clients from project inception through closeout.

Rostan has a history of providing expert, efficient service. Rostan's approach does not require large teams of personnel, nor do we expect to replace the effective roles of the local, state, and federal partners in the recovery process. The approach is to provide a resource of expertise and experience to ensure that the recovery process is effective, and the pursuit of federal assistance results in the client being made whole. Rostan is not just a program expert, although our expertise in the federal disaster recovery

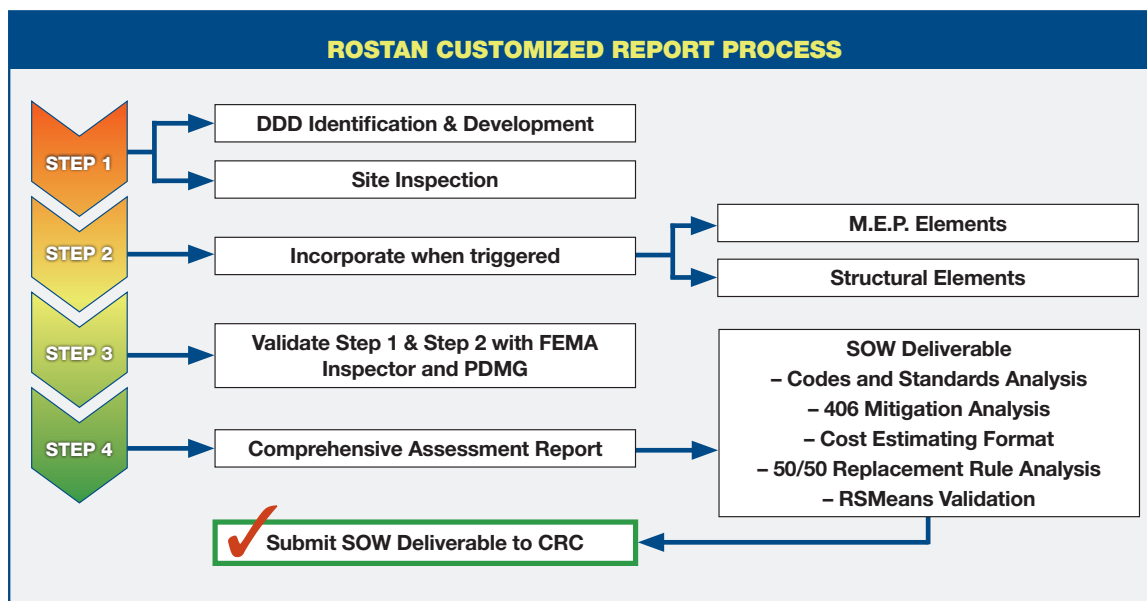
programs is comprehensive. Rostan also brings the expertise of infrastructure and environmental concerns. We have the ability to engage leading experts to ensure that all aspects of the recovery and mitigation process are effective. Rostan has worked on many projects and understands the unique issues and concerns that the Client must address during disaster recovery to address FEMA Compliance concerns. Our expertise also includes insurance coverage analysis for post disaster risk and our experience allows us to pursue all options for funding assistance.

UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES

Rostan has traditionally had a sensitivity towards the utilization of minority-owned enterprises in the normal course of our business, which includes Women and Minority Business Enterprises (W/MBE) as subcontractors and as suppliers of goods and services. Furthermore, we try to extend our efforts beyond professional level services, whenever possible, to engage Women and Minority Business Enterprises for nontechnical needs that may arise during the normal course of operations. Rostan has long been an advocate of Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) project participation and will continue to utilize SBE and DBE firms whenever feasible because we believe in investing in the community and the grassroots establishments that give communities character.

ROSTAN EXPERTISE

The lifeblood of any disaster recovery program endeavor lies in sufficient funding. In order to ensure sufficient funding, where clients can not only restore functionality but actually build back better, through command of available funding sources is required. In a federally declared disaster FEMA's Public Assistance and Hazard Mitigation programs are the primary funding mechanisms employed to fund restoration of public facilities and infrastructure. Our team is familiar with management of FEMA Public Assistance and Hazard Mitigation projects, including the Alternative Procedures Pilot Program implemented through the Hurricane Sandy Recovery Improvement Act. This makes our Team the best choice for ensuring that all opportunities for federal assistance are sought and every eligible dollar is reimbursed. We are highly skilled in all major disaster recovery programs and insurance claims management. In addition, our Principal Project Executive, Kyle Jones, has a longstanding and close working relationship with GOHSEP and FEMA Region 6, and harnesses the expertise to move projects and streamline eligibility issues. His experience with GOHSEP and direct access with the State will be an invaluable asset to the Parish.



The comprehensive team has developed a proven method for accounting for, and correlating costs, to federal grants for a swift and audit resilient reimbursement. This approach defines a program management strategy with standard operating procedures, communication protocols and oversight, such that our clients meet any of the programmatic demands of FEMA and other funding sources. We are very familiar with negative financial and program audit findings that can plague FEMA programs. Our approach begins with the end in mind and will anticipate those issues before they can threaten funding, helping ensure a successful recovery program.

COMMITMENT TO THE PARISH

As St. Bernard Parish’s recovery partner, our Team will maximize the amount of eligible grant funding, streamline the overall grant recovery process, and reduce or eliminate the disaster-related burdens placed on Parish resources. To do this, we have identified a team of professionals and dedicated personnel that will work to perform the following tasks:

CAPTURE OF DISASTER-RELATED DAMAGES
Our Team has worked on dozens of federally declared disasters — from performing site inspections to managing the entire recovery operation. We will staff this engagement with the resources needed to properly support the ongoing efforts of the Parish. Our staff of FEMA subject matter experts, engineers, architects, insurance specialists, and policy advisors will work with the Parish, GOHSEP, and FEMA to accomplish this.
RETENTION OF FUNDING
Our Team will provide the support needed to ensure that the Parish avoids deobligation of all the funding it is entitled to under the provisions and statutes set forth in law. Our team is staffed with construction managers, engineers, policy experts, and legal advisors who will work together to ensure that all activities performed on behalf of the Parish are in accordance with applicable laws, codes, and regulations.
INNOVATIVE STRATEGIES
Our team is especially adept at identifying innovative opportunities to fund the integration of sustainability and resiliency strategies into recovery projects. We will leverage every dollar of funding in support of the overall recovery and resiliency efforts.
MANAGE INSURANCE ADJUSTMENT SUPPORT
Our team knows the importance of insurance, especially with required programs such as the National Flood Insurance Program (NFIP). Our team is very familiar with training recipients to understand and comply with FEMA’s “obtain and maintain” requirements, and the implications and complications caused by duplication of benefits. This knowledge and our understanding will provide a foundation to assist with managing their insurance proceeds and avoiding duplication of benefits. We will work directly with the GOHSEP Technical Team to ensure insurance proceeds are applied correctly and that federal funding is maximized.
LEVERAGE OUR RELATIONSHIPS
Our unique experiences and longstanding relationships with GOHSEP, FEMA Region VI, and other federal, state, and local counterparts will enable us to resolve problems, expedite funding and ensure that the Parish’s funding is being utilized in the most effective and efficient manner.





PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES
IN SUPPORT OF EMERGENCY OPERATIONS
FOR ST. BERNARD PARISH, LOUISIANA

SECTION 3 – PROPOSER QUALIFICATIONS



SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



3. PROPOSER QUALIFICATIONS

ROSTAN SOLUTIONS, LLC



Rostan Solutions, LLC (Rostan) is a consulting firm that specializes in emergency preparedness, response, and recovery services and is a nationally recognized disaster recovery company with a thorough knowledge of both State and Federal regulations pertaining to disaster recovery management, Federal Emergency Management Agency (FEMA) Public Assistance, Federal Highway Administration (FHWA) recovery funding, and mitigation funding programs. Rostan also has proven success in managing recovery programs and meeting complex documentation and records requirements on behalf of local governments for FEMA reimbursement for all relevant public assistance categories for more than a decade. Rostan's key disaster management personnel harness more than 150 years of combined experience with disaster recovery programs resulting from natural and man-made disasters.

In response to increasing client interest, in 2004 Malcolm Pirnie developed an emergency planning and disaster recovery management practice to assist its clients in addressing their disaster management needs. In 2006, Malcolm Pirnie created Rostan as a wholly owned subsidiary. In 2009, Malcolm Pirnie merged with Arcadis-US, Inc. (Arcadis) and Malcolm Pirnie became a wholly owned subsidiary of Arcadis. In 2013, Arcadis divested Rostan, and Rostan became an independent, privately-owned small business whose principal partners led the original development of the company while with Malcolm Pirnie in 2004.

Rostan has extensive experience with short-term and long-term recovery and mitigation projects. Our team members have worked closely with numerous municipalities, and higher education facilities with an instrumental vision for successful obligation of FEMA and HUD funding, while representing the clients' interests in meetings with the State and FEMA, leading to millions in awarded projects. Our Team provides a cradle to grave approach to ensure that every eligible cost is captured and reimbursed by the federal programs. We have developed systematic processes for implementing program support for Federally funded programs. Rostan includes experts in long-term recovery and mitigation planning, infrastructure, federal assistance programs, environmental and historic preservation, and hazard analysis, in addition to unique and cutting-edge technical resources. Our team encompasses expertise and direct experience with clients and can help navigate the complexities of the grant processes.

Rostan assures the Parish that we have the necessary financial resources to implement the Parish's needs. We would be happy to provide financial statements and bonding / credit capabilities upon request. Rostan has not be terminated from a contract within the past five (5) years. Rostan has not failed to complete any work awarded to us. Neither Rostan nor its principals have ever been disbarred or suspended from bidding on federal, state, or local government projects during the last five (5) years. Neither Rostan nor its principals have been in any criminal, civil, or disciplinary hearings concerning business related offenses in which the company or its principals were defendants within the last five (5) years.

FULL LEGAL NAME:

Rostan Solutions, LLC
POC: Kyle Jones, Vice President
Telephone: 225-202-3637
Fax: 813-333-7330
Email: kjones@rostan.com

CORPORATE STRUCTURE:

Limited Liability Company

YEARS IN BUSINESS:

Established in 2006

FEDERAL TAX IDENTIFICATION:

20-5425053

NUMBER OF EMPLOYEES:

45

OFFICE HEADQUARTERS:

8282 Goodwood Boulevard, Suite W6, Baton Rouge, LA 70806

KEYS OF SUCCESS:

1. A specialized disaster recovery consulting firm with former GOHSEP personnel that harnesses well over 150 years of collective team experience directly with FEMA and CDBG-DR federal funding programs.
2. Louisiana-based recovery team with FEMA technical eligibility and policy experts.
3. Rostan has tenured experience with the FEMA Public Assistance Program that enables our firm to lead the recovery effort on behalf of communities and help our clients navigate the complexities of the FEMA Public Assistance program.

9/16/2020

Commercial - Search

State of
Louisiana
Secretary of
State**COMMERCIAL DIVISION**
225.925.4704Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
ROSTAN SOLUTIONS, LLC	Limited Liability Company (Non-Louisiana)	WHITE PLAINS	Active

Previous Names**Business:** ROSTAN SOLUTIONS, LLC**Charter Number:** 36888609Q**Registration Date:** 11/6/2008**Domicile Address**44 SOUTH BROADWAY, 15TH FLOOR
WHITE PLAINS, NY 10601**Mailing Address**3433 LITHIA PINECREST ROAD
SUITE 287
VALRICO, FL 33596**Principal Business Office**3433 LITHIA PINECREST ROAD
SUITE 287
VALRICO, FL 33596**Registered Office in Louisiana**501 LOUISIANA AVENUE
BATON ROUGE, LA 70802**Principal Business Establishment in Louisiana**501 LOUISIANA AVENUE
BATON ROUGE, LA 70802**Status****Status:** Active**Annual Report Status:** In Good Standing**Qualified:** 11/6/2008**Last Report Filed:** 10/31/2019**Type:** Limited Liability Company (Non-Louisiana)**Registered Agent(s)****Agent:** CORPORATION SERVICE COMPANY**Address 1:** 501 LOUISIANA AVENUE**City, State, Zip:** BATON ROUGE, LA 70802**Appointment Date:** 10/4/2013**Officer(s)**

Additional Officers: No

Officer: DARIUS STANKUNAS**Title:** Member**Address 1:** 3433 LITHIA PINECREST RD**Address 2:** STE 287**City, State, Zip:** VALRICO, FL 33596**Amendments on File (4)**

Description	Date
Revoked	3/15/2011
Reinstatement	11/15/2011
Foreign LLC Statement of Change	10/3/2013
Foreign LLC Statement of Change	12/28/2015

[Print](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/27/2021

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must 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 Lassiter-Ware Insurance 1300 N. Westshore Blvd. Suite 110 Tampa FL 33607	CONTACT NAME: Wendy Tyree PHONE (A/C, No, Ext): (800)845-8437 FAX (A/C, No): (888)883-8680 E-MAIL ADDRESS: wendyt@lassiterware.com																					
INSURED Rostan Solutions, LLC 3433 Lithia Pinecrest Road Suite 287 Valrico FL 33596	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Crum & Forster Specialty Insurance Co</td><td>44520</td></tr><tr><td>INSURER B:</td><td>Travelers Casualty & Surety Co</td><td>19038</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Crum & Forster Specialty Insurance Co	44520	INSURER B:	Travelers Casualty & Surety Co	19038	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES**CERTIFICATE NUMBER:** 21-22 Cert**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractors Pollution Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			EPK137115	09/29/2021	09/29/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EPK137115	09/29/2021	09/29/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			EFX118933	09/29/2021	09/29/2022	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	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 N	N/A	UB5J8648192147G	09/29/2021	09/29/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability (Claims-Made) Limits included with General Liability			EPK137115	09/29/2021	09/29/2022	Each Claim \$1,000,000 Aggregate \$2,000,000

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

All supporting endorsement(s) and policy form(s) attached, if any, comprise the Certificate of Liability Insurance in its entirety. Please review these endorsement(s) and policy form(s) as certain coverage provided by them may only apply when a written contract or agreement between the parties requires such coverage be provided.

The attached page(s) noting additional terms, conditions, coverage and/or comments applies.

CERTIFICATE HOLDER

~Evidence of Insurance c/o Rostan Solutions, LLC
3433 Lithia Pinecrest Road
Suite 287
Valrico FL 33596

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

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ACORD 25 (2016/03)

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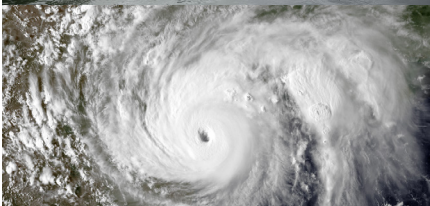
PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES
IN SUPPORT OF EMERGENCY OPERATIONS
FOR ST. BERNARD PARISH, LOUISIANA

SECTION 4 – FAMILIARITY AND EXPERIENCE WITH FEMA’S PUBLIC ASSISTANCE PROGRAMS



SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



4. FAMILIARITY AND EXPERIENCE WITH FEMA'S PUBLIC ASSISTANCE PROGRAMS

PLAQUEMINES PARISH, LA | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2020 – PRESENT



Rostan serves as the Project/Client Manager for program management services to Plaquemines Parish Government for all FEMA Public Assistance Grant Program recovery projects. Responsibilities include but are not limited to providing FEMA policy guidance and recommendations to the parish; collecting and disseminating data; conducting site inspections and damage cost estimates; developing project scopes of work for FEMA PA Project Worksheets (PWs); delivering technical expertise; reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reports; identifying and recovering project overpayments; advising on contracts and proper procurement engagement; and submitting closeout timely. Works closely and collaborates with various funding agencies and internal parish departments to ensure the proper use and application of the Public Assistance funding. Rostan monitors and oversees all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-3392 Tropical Storm Nate	\$178,797.08	Grant and Program Management, Technical Services	2019–Present
DR-4345 Hurricane Harvey	\$649,448.82	Grant and Program Management, Technical Services	2019–Present
DR-4458 Hurricane Barry	\$2,100,000.00	Grant and Program Management, Technical Services	2019–Present
DR-4484 COVID-19 Pandemic	\$200,000.00 (continuing)	Grant and Program Management, Technical Services	2020–Present
DR-4559 Hurricane Laura	\$387,484.98	Grant and Program Management, Technical Services	2020–Present
EM-3543 Hurricane Sally	\$342,138.64	Grant and Program Management, Technical Services	2020–Present
DR-4570 Hurricane Delta	\$172,105.11	Grant and Program Management, Technical Services	2020–Present
DR-4577 Hurricane Zeta	\$2,200,000.00	Grant and Program Management, Technical Services	2020–Present
DR-4611 Hurricane Ida	\$10,000,000.00 (TBD-Est.)	Grant and Program Management, Technical Services	2021–Present

Client Contact: Kirk Lepine, Parish President, 333 F. Edward Hebert Blvd., Bldg. 100, Belle Chasse, LA 70037, 504-934-6020, klepine@ppgov.net

ST. JAMES PARISH, LA | MITIGATION AND PUBLIC ASSISTANCE RECOVERY PROGRAM MANAGEMENT SERVICES | 2018 – PRESENT



Rostan currently serves as the program/grant management firm for St. James Parish government and provides strategic consulting support to the Parish for Hurricane Ida recovery. Rostan works closely with the Parish to facilitate all programmatic requirements for the Public Assistance Program and is responsible for all grant management, project management, Private Property Debris Removal program management, substantial damage assessments and oversees the insurance cost recovery process. The Rostan team also helps the Parish manage two FEMA HMGP applications for funding for the St. James Interior Drainage project, which proposes to remove existing undersized and deficient culverts within multiple parish municipalities replacing them with larger, more appropriately sized culverts to handle the peak flow associated with the 10-year/24-hour rainfall events.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4611 Hurricane Ida	\$20M	Public Assistance: Categories A–G	2021–Present
DR-1786 HMGP Reallocation	\$7.6M	Interior Drainage Project	2018–Present

Client Contact: Eric Deroche, Director of Emergency Preparedness, 5153 Canatella Street, Convent, LA 70723, 225-562-2265
eric.deroche@stjamesparishla.gov

WEST FELICIANA PARISH, LA | PUBLIC ASSISTANCE RECOVERY AND MITIGATION PROJECT MANAGEMENT SERVICES | 2018–PRESENT



Since 2015, Rostan has served as the program management consulting firm to West Feliciana Parish for all parish mitigation and public assistance recovery projects. Rostan is responsible for coordinating all programmatic activities and serves as the Parish liaison to FEMA and GOHSEP for all correspondence and meetings. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$4M	Streambank Stabilization	2015–Present
DR-4277 Public Assistance	\$5M	Bridge Replacements	2016–Present
DR-4277 HMGP	\$2M	Drainage and Lift Station Projects	2016–Present
DR-4462 Public Assistance	\$20M	Debris, Road Repairs Force Account Labor	2019–Present
DR-4484 COVID	\$2M	Cat B Costs	2020–Present
DR-4559 Public Assistance	\$1M	Force Account, Repairs, Debris	2020–Present

Client Contact: Kenny Havard, Parish President, 225-784-3647, khavard@wfparish.org, 5934 Commerce Street, St. Francisville, LA 70775

CONCORDIA PARISH, LA | FEMA PUBLIC ASSISTANCE AND HAZARD MITIGATION GRANT PROGRAM | MULTIPLE DECLARED DISASTERS | 2019–PRESENT

CONCORDIA PARISH POLICE JURY

Rostan is the Program Manager for all of Concordia Parish Police Jury's (CPPJ) FEMA-related Public Assistance and Hazard Mitigation grant projects, and also serves as the special advisor to the Police Jury on its Louisiana Watershed funding opportunities and CARES funding. Rostan helped CPPJ overcome an initial denial by FEMA for roads impacted by the 2019 Mississippi River DR-4462 flooding events and has avoided numerous project appeals to date with our collaborative approach to GOHSEP and FEMA Region 6. Rostan has also helped expedite the Parish's HMGP project funded through DR-1603.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4462 Public Assistance	\$3M	Asphalt/Gravel Roads; Force Account Labor	2019–Present
DR-1603 HMGP	\$7.1M	Brushy Bayou Flood Control Project	2019–Present
LA CARES	\$2M	COVID-19 Emergency Measures	2020–Present

Client Contact: Sandi Burley, Secretary/Treasurer, Concordia Parish Police Jury, 318-336-7151, sburley@conppj.org, 4001 Carter Street, Room 1, Vidalia, LA 71373

LA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS | BATON ROUGE, LA FEDERAL FUNDING AND FLOOD RECOVERY MITIGATION PROJECT SUPPORT | 2015–PRESENT



Since 2015, Rostan has been serving in the role as the FEMA Consultant and Program Manager for the Louisiana Department of Public Safety and Corrections (DPS&C) supporting the Louisiana State Penitentiary for all FEMA funding associated with Recovery and Mitigation projects from DR-Public Assistance-4462 and DR-Hazard Mitigation-1603. Rostan was successful in its efforts to obtain funding for a \$9M+ pump station, generator facility and rehabilitation project for DPS&C, which replaced its existing and inefficient facility. Additionally, Rostan worked closely with the DPS&C to recover critical Category B- Emergency Protective Measures funding for emergency repairs that the Agency conducted on-site as a result of the high Mississippi river water from DR-4462. This work equated to a project worksheet being obligated for nearly \$1M in FEMA Public Assistance Funding. Under DR-4462, the Rostan team also developed projects to capture debris damages, fencing loss, as well as damages associated with the Angola main road corridors and chase roads within the facility. Rostan is currently working with FEMA, GOHSEP and the DPS&C to apply for 406 Mitigation funding totaling over \$2M in mitigation road and ferry landing solutions.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-1603 HMGP	\$9M+	Pump Station Retrofit; Bulkhead Stabilization and Weir Gate Replacement	2015–Present
DR-4462 Public Assistance	\$2M+	Temporary Pump Repairs, Debris, Ferry Landing Damages, Chase Road Network Damage, Utility and Transmission Line Damage and Force Account Labor	2019–Present

Client Contact: Tammy Grant, CPPB, Finance Administrator, Louisiana Department of Corrections, 225-342-6578, tammy.grant@la.gov, 504 Mayflower Street, Baton Rouge, LA 70802

MCNEESE STATE UNIVERSITY | PUBLIC ASSISTANCE RECOVERY MANAGEMENT SERVICES | 2020 – PRESENT



Rostan served as the Technical Team Lead for all damage assessments and Scope of Work Formulation services to interface with FP&C and McNeese throughout all phases of the initial recovery project post Hurricane Laura. In summary, the Rostan team assessed over 137 University buildings in 8 days and completed a re-assessment of all 137 buildings in 3 days due to Hurricane Delta additional damages. The Rostan team leveraged FEMA reimbursement, insurance proceeds, CDBG, and other sources of funding for the recovery project as a partner to G.E.C., FP&C, ORM and McNeese. The Rostan team conducted and tracked field assessments of each building project designated by FP&C; developed a Project Report for each building project designated by ORM/FP&C and submitted the Project Report to FP&C and McNeese after field assessment were completed. Additionally, the Rostan team provided strategic support to McNeese for all FEMA programmatic expertise needed on behalf of the University System.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559	\$250M	Damage Assessments; 406 Mitigation Support; 428 Analysis	2020–2021

Client Contact: Richard Rhoden, Director of Facilities, McNeese State University, 337-475-5887, rrhoden@mcneese.edu, 4406 Common Street, Lake Charles, LA 70607

CITY OF SULPHUR, LA | PUBLIC ASSISTANCE RECOVERY PROJECT MANAGEMENT SERVICES | 2020 – PRESENT



Rostan currently represents the City of Sulphur to provide grant and project management and technical assistance in the development of a comprehensive recovery strategy in the aftermath of Hurricanes Laura and Delta. Our team conducted damage assessment city-wide, and has over 35 FEMA Projects written to date, totaling in excess of \$70M. Rostan worked closely with GOHSEP and FEMA in an effort to secure one of the first local government Category A-Debris Project Worksheets from DR-4559 (Laura) that totaled over \$20M. The Rostan Technical Team is assisting the city with all Project Management activities with temporary facilities, remediation and abatement projects, and also with managing its Private Property Debris Removal Program. Additionally, Rostan serves as the primary interface between the City and GOHSEP/FEMA.

GRANT NAME	AWARD AMOUNT	SCOPE OF WORK	DATE
DR-4559 Public Assistance	\$70M+	Grant and Program Management, Technical Services	2020–Present
DR-4570 Hurricane Delta	\$500K	Grant and Program Management, Technical Services	2020–Present

Client Contact: Jennifer Thorn, Finance Director, 337-527-4509, jthorn@sulphur.org, 101 N Huntington St., Sulphur, LA 70663



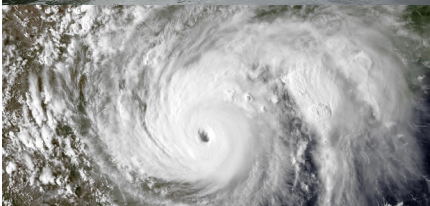


PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA



SECTION 5 – REFERENCES

SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



5. REFERENCES

As the Parish will see, Rostan has extensive experience providing disaster recovery and program management consulting services to local Louisiana governments. We value not only our reputation, but also our clients. We have many long-term client relationships, and we are humbled by and proud of our references. We pride ourselves on our speed of delivery, which each client reference will attest to. Provided below are references for relevant projects.

PLAQUEMINES PARISH, LOUISIANA | 2019-PRESENT



Kirk Lepine, Parish President
333 F. Edward Hebert Blvd., Bldg. 100, Belle Chasse, LA 70037
Tel: 504-934-6020
Email: klepine@ppgov.net

ST. JAMES PARISH, LOUISIANA | 2018-PRESENT



Eric Deroche, Director of Emergency Preparedness
5153 Canatella Street, Convent, LA 70723
Tel: 225-562-2265
Email: eric.deroche@stjamesparishla.gov

WEST FELICIANA PARISH, LOUISIANA | 2018-PRESENT



Kenny Havard, Parish President
5934 Commerce Street, St. Francisville, LA 70775
Tel: 225-784-3647
Email: khavard@wfparish.org

CITY OF SULPHUR, LOUISIANA | 2020-PRESENT



Jennifer Thorn, Finance Director
101 N Huntington St., Sulphur, LA 70663
Tel: 337-527-4500
Email: jthorn@sulphur.org

CONCORDIA PARISH, LOUISIANA | 2019-PRESENT

CONCORDIA PARISH POLICE JURY

Sandi Burley, Secretary/Treasurer
Concordia Parish Police Jury
4001 Carter Street, Room 1, Vidalia, LA 71373s
Tel: 318-336-7151
Email: sburley@conppj.org

NATCHITOCHES PARISH, LOUISIANA | 2020-PRESENT



Julie Lockhart, Treasurer
200 Church Street, Natchitoches, LA 71457
Tel: 318-352-2714, ext 3
Email: jlockhart@npgov.org

LITIGATION STATEMENT

Neither Rostan Solutions, LLC, nor any of its principals has been involved in any lawsuits within the past five (5) years.



PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA



SECTION 6 – MANAGEMENT AND RESPONSE PLAN

- 6.1 Overview
- 6.2 Customized Approach for St. Bernard Parish
- 6.3 Leverage Available Funding
- 6.4 Protocols

SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard
Suite W6
Baton Rouge, LA 70806
Kyle Jones, Vice President
Phone: 225.202.3637
Fax: 813.333.7330
Email: kjones@rostan.com
Website: www.rostan.com



6.1 OVERVIEW

Rostan will act as an extension of St. Bernard Parish during all meetings and correspondence with GOHSEP/FEMA and will facilitate the grant management in accordance with FEMA policies. This includes but is not limited to, consulting and advising the Parish as subject matter expert for any grant modification requests. Rostan will represent all Parish information and intents to FEMA and the State of Louisiana in a manner which maximizes the outcome for St. Bernard Parish to the fullest extent possible. Part of this approach includes the development of a strategy which meets the needs of the Parish and is appropriate per applicable guidance and regulation.

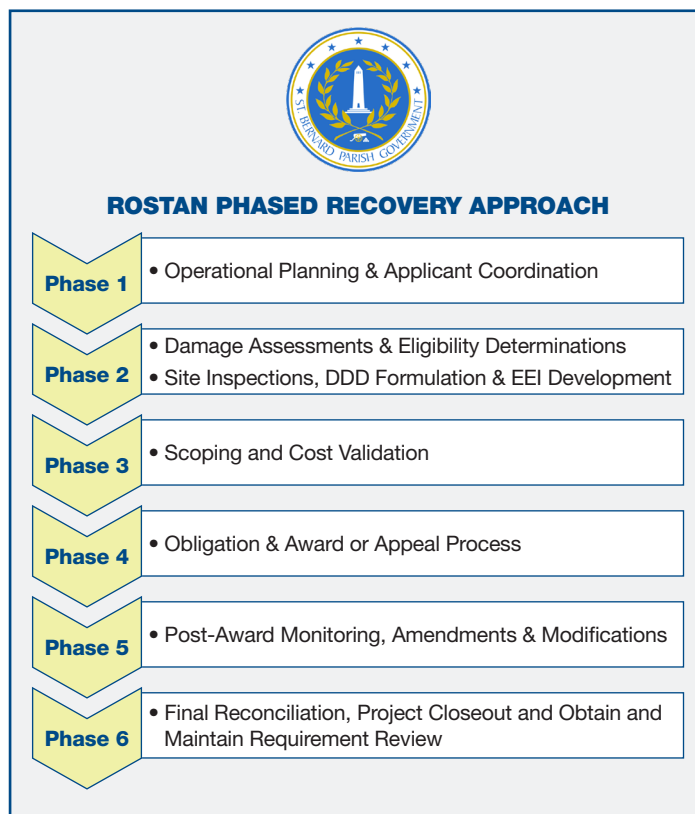
Rostan will provide personnel resources to St. Bernard Parish with expertise and experience for identification of damage and costs, project worksheet development and oversight, and analysis of all available mitigation opportunities and subsequent proposal development. Our team will work directly with the Parish in applying for grant funding and developing components, which will capture, document, and organize information in an appropriate, eligible, and compliant manner for presentation to FEMA and the State.

Our team, as FEMA Program, Technical and Policy experts, are well-equipped to provide continued support to St. Bernard Parish for FEMA Public Assistance and Hazard Mitigation Programs. The Public Assistance (PA) Grant Program (including 406 Mitigation) provides assistance to state entities maintaining and operating public infrastructure to respond, recover and mitigate impacts. Our experts will assist with project development, formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts. These solutions will be funded through approved FEMA Project Worksheets (PW) and Hazard Mitigation Proposals (HMP). Our Team will work closely with each Parish Department and also with the Administration to validate projects immediately following an event through our customized local government Approach.



For *Public Assistance Programs*, the ‘Rostan Phased Recovery Approach’ illustration outlines the various phases of the Parish’s recovery effort in alignment with the new FEMA Delivery Model, and truly showcases our expertise of how the FEMA P.A. Program is managed. Our approach is specifically customized and tailored to FEMA’s newly implemented process and is designed for speed and fast track of project funding.

Our customized approach begins with sound understanding of the proposal requirements, but also captures additional recommendations in resource capacity and contract structure/ capacity to deliver aggressive results based on our collective team’s credentialed experience in disaster recovery. The elements included within the organizational structure represent not only our understanding of the Request for Proposals, but more importantly illustrate how our comprehensive team intends to deliver results for St. Bernard Parish.

Our approach focuses on our existing relationships with FEMA and the intimate knowledge that our team has of the solicitation with regard to the organizational type of St. Bernard Parish. Our experience with the local government will allow us to expedite the delivery of the Key Service Areas for the Parish. Our Approach also involves the IMMEDIATE need of a standing meeting with FEMA and GOHSEP to keep all stakeholders engaged and to keep projects moving.



For *Hazard Mitigation Programs*, the Post Disaster Mitigation Program illustration outlines the various funding opportunities that are available to St. Bernard Parish. It is the intent of Rostan, to aggressively pursue hazard mitigation funding to address Parish needs for all vulnerable facilities. Our demonstrated success with cities of Calcasieu Parish, highlights our capabilities in being able to apply for, secure, and manage HMGP funding on behalf of St. Bernard Parish. Rostan staff will pave the way for the Parish to position for Hazard Mitigation Funding and will open the door for other opportunities to mitigate vulnerable critical infrastructure and insufficient drainage systems.

POST-DISASTER MITIGATION		
406 Hazard Mitigation (HM)	 Hazard Mitigation Grant Program (HMGP)	 Non-disaster (competitive HM grants on annual funding cycle)
Post-disaster	Post-disaster	Non-disaster
Funding through FEMA PA Program	Funding through FEMA HMGP Program Funding is limited.	Funding through Hazard Mitigation Assistance (HMA) Program
Incident-specific Grants	Multi-hazard/Area-wide Grants	Multi-hazard/Area-wide Grants
Funding available for Disaster-damaged Elements of Facilities Only	Funding available for Damaged + Non-damaged Facilities	Funding available for Non-damaged Facilities



6.2 CUSTOMIZED APPROACH FOR ST. BERNARD PARISH

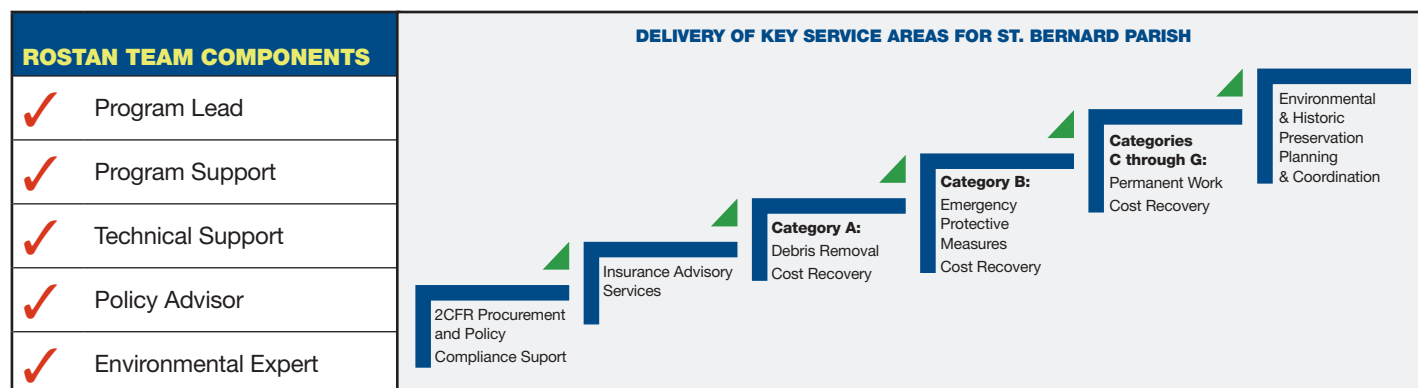
Our approach to this project is centered around the fact that we understand how local government operates and functions better than our competitors. Our approach is customized to the needs of St. Bernard Parish and focuses on speed, sound process delivery, and a well-organized, efficient management team who understand Parish processes, facilities, and infrastructure. Our intent to hit the ground running, which is why we are providing a screen shot of our FIRST meeting agenda to kick-off the project, should we be selected.

This agenda highlights our understanding of how to streamline processes and meet the satisfaction level of the Parish to fulfill our responsibility as your consultant. During this kick-off meeting with the Parish Administration, our Team will discuss our strategy in how we intend to provide coverage and effectively represent the needs of all Parish facilities. Rostan will focus the discussion for this meeting primarily around the immediate needs of the Parish relative to active projects. Because of our history with local governments, we recognize and understand that federal funding and reimbursements are critical, and these elements involve a close and coordinated effort with Parish Finance Staff as well as GOHSEP and the Louisiana Legislative Auditors (LLA) to ensure reporting mechanisms and accounting best practices are in place.

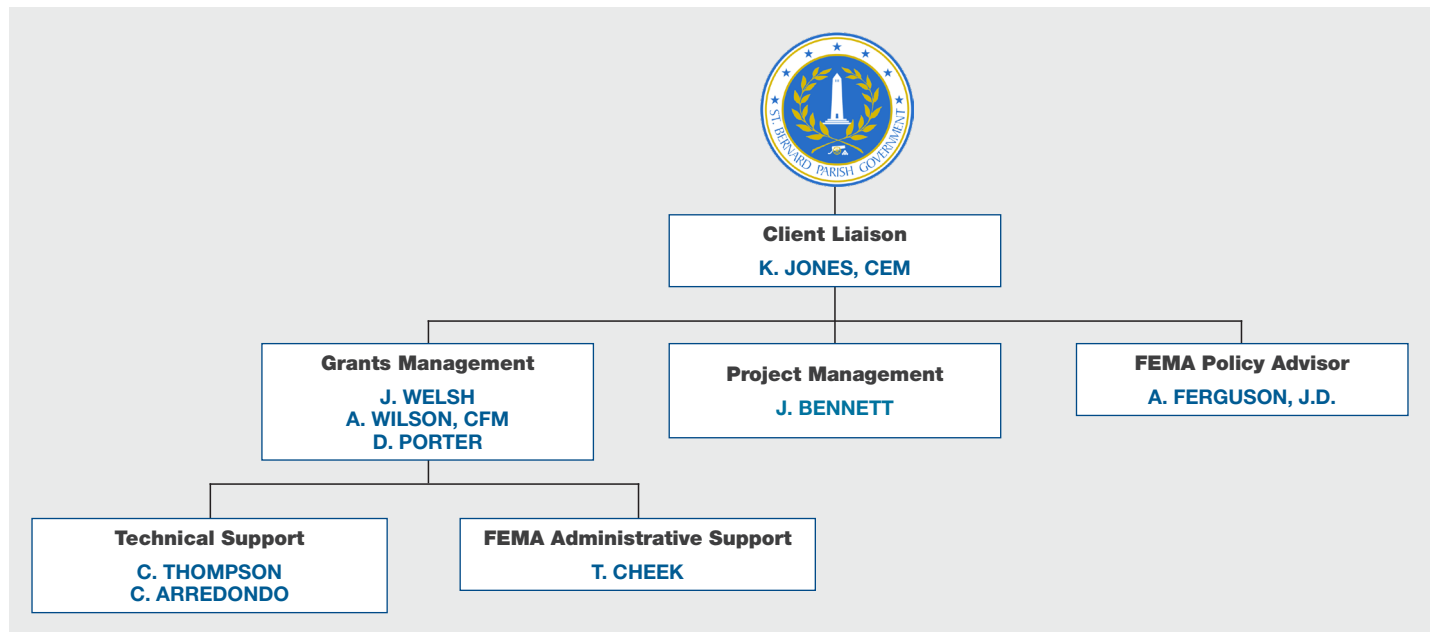
It is therefore our intent, based on our hands-on experience to date with local government, to designate and deploy our Teams to the Parish to begin project coordination after the initial Kick-Off meeting.

Our Teams will each consist of the following expert capability and will deliver our Key Services Areas to St. Bernard Parish for all active Projects:

	
St. Bernard Parish FEMA Recovery and Mitigation Programs	
AGENDA	
I. Introductions / Project Roles and Assignments	
II. File/Account Access and Overview	
a. Louisianaapa.com (Existing)	
b. Louisianahm.com (Existing)	
c. FEMA Grants Portal (Existing)	
d. Rostan SharePoint	
III. Active Project Needs	
a. Project Overview	
b. Immediate Funding Needs	
c. Cost Share and Match Responsibility / Solutions	
d. Reimbursement Needs	
IV. Immediate To-Do's	
a. Project File Reviews	
b. Recent Storm Assessments (Laura, Delta, Ida) Technical Review	
i. Consensus Based Codes	
ii. 1206 Substantial Damage Assessments	
iii. Hazard Mitigation Proposals (406) Discussion	
iv. Hazard Mitigation Grant Program (404) Discussion	
v. Non-Disaster Mitigation (FMA, PDM, BRIC) Discussion	
c. Insurance Review	
www.rostan.com	



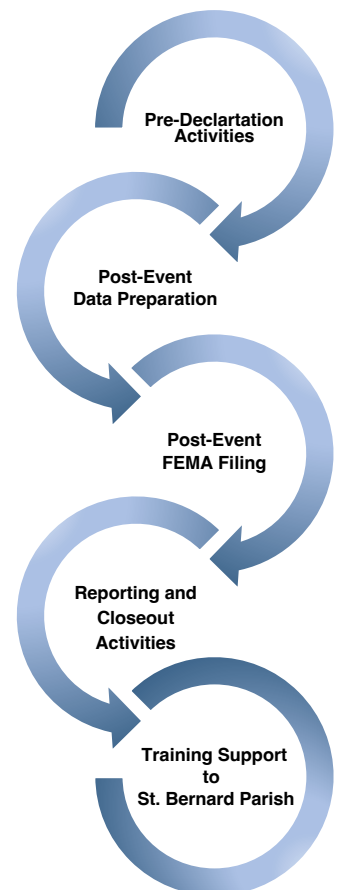
These Teams are fundamentally cross trained in both Public Assistance and Hazard Mitigation Programs. Additionally, each Team possesses the knowledge of CDBG-DR Non-Federal Matching requirements for the disasters that have been approved by GOHSEP. Based on our demonstrated history with local government, we understand and recognize that the most beneficial solution is to designate and devote our personnel to St. Bernard Parish so that relationships can be formed, continuity/streamlining of processes can occur, and our team can understand each Parish facility on an intimate level. This approach is most notable with our intimate knowledge and familiarity with the City of Sulphur's infrastructure. Because our team was so involved, so integrated, and so familiar with this facility, we were able to single handedly walk FEMA through to obligating several projects for emergency work immediately following Hurricane Laura.



As presented above, our Teams will be strategically designated to St. Bernard Parish in order to achieve exponential results from the Public Assistance Program, as well as Hazard Mitigation Program Funding. Our teams are organized in a manner in which each team can apply for, manage, implement, and deliver all FEMA Programs in their full, respective life cycles. Our Team will report directly to our designated Project Manager. We believe this process will enable our teams to be effective and allow for streamline communication and reporting process for St. Bernard Parish. **Our primary objective through this Approach is to build continuity and relationships with the staff/administration at St. Bernard Parish, and to become familiar with the infrastructure and assets at each Parish facility so that when a disaster occurs, our team can navigate through the FEMA process at an effective/efficient pace.**

Our methodology for integrating our approach into the recovery and mitigation processes for the Parish is fundamentally simplistic. The flow chart illustrated on the following page depicts our Phases of Work Progress as it relates to a client's recovery efforts. In short, after an event, various timelines are set in place, and the urgency to collect data and damage documentation from the Applicant is hard pressed. Having a systematic process for collecting this information into a centralized point is vital for the success of the recovery program. Our Team will assist St. Bernard Parish to implement measures and protocols with the latest technology platforms available to ensure damages are collected, captured and cataloged efficiently.

Our Team provides this and more to St. Bernard Parish. The Parish benefits immediately from our learned experiences, familiarity with your assets, and from our relationships with GOHSEP and FEMA to streamline funding for Parish projects. The ability to utilize our expertise will continue to benefit the Parish and will speed up the recovery effort since we are familiar with your processes and facilities.



PA PROGRAM DELIVERY PROCESS

PHASE 1: OPERATIONAL PLANNING & APPLICANT COORDINATION

GOHSEP conducts Applicant Briefings

Rostan assists Client with preparation for briefings, if Applicable; This initial interaction is critical in determining the Applicant's needs for funding and cash flow

Requests for Public Assistance (RPA) within 30 days of Declaration

Rostan prepares request, if Applicable.

Exploratory Call

Rostan begins to determine categories of work to be claimed by developing Damage Inventory for RSM.

Recovery Scoping Meeting (RSM)

Rostan facilitates RSM meeting, identify Categories of Work being claimed.

PHASE 2: ASSESSMENTS AND ELIGIBILITY-SITE INSPECTION, DDD FORMULATION, EEI DEVELOPMENT

Conduct Site Inspections and FEMA Eligibility Assessments

Rostan Technical Team leads and coordinates Site Inspections and FEMA Eligibility Assessments to capture disaster damages for all facilities

Detailed Damage Dimension Formulation

Rostan formulates facility damage dimensions into reporting template for FEMA review and validation; Rostan consolidates damaged facilities into groups for FEMA review and adjusts the Damage Inventory

Essential Elements of Information Development

Once DDD's are formulated, Rostan populates the project's EEI questions for completion; Projects are then sent to FEMA PDMG for review/comment and Inspector validation

PHASE 3: SCOPING AND COSTING VALIDATION

Develop Project SOW and Costs

Once project's DDD and EEI are validated, Rostan plugs the validated dimensions into RSmeans (estimating software) for costing; Rostan then takes these costs to develop the project scope of work in the FEMA Cost Estimating Format (CEF); Projects are then submitted to the Consolidated Resource Center (CRC) for Obligation.

Eligibility and Compliance Reviews.

Rostan ensures that all eligible projects are properly presented and defended during reviews; this includes any Request for Information/Determination Memo response

PHASE 4: OBLIGATION / AWARD or APPEAL PROCESS

Obligation of Funds to the Recipient

Rostan ensures the most beneficial and expedited obligation of funds for applicant; Ensures project has movement within the FEMA Grants Portal

Appeal of Determination Memo

Rostan assists with preparedness for meeting and produces plans for a fast recovery.

PHASE 5: POST-AWARD MONITORING & AMENDMENTS

Quarterly Progress Reports; Version Requests; and Audits

Rostan Staff setup standardized approaches for monitoring projects post award

PHASE 6: FINAL RECONCILIATION & CLOSEOUT

Project Closeout (Within 180 days of work completion)

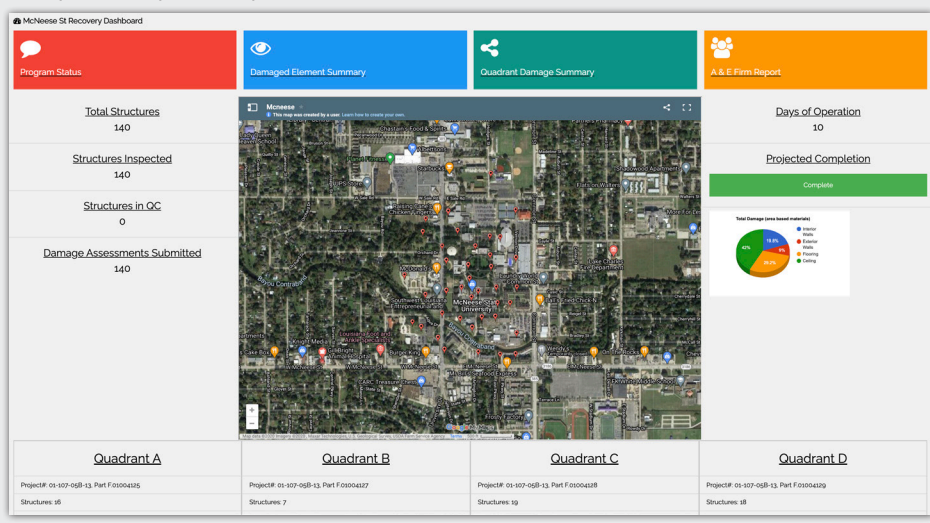
Subrecipient Closeout

Disaster Closeout

In order to effectively implement project schedules within various damaged Parish facilities, we will work closely with the Parish Administration, including the coordination for (a) a comprehensive comparative cost analysis for whether each site requires repair or replacement, (b) a recommended course of action for project timeline, (c) a plan for implementation for each recommended course of action, including associated projected costs and timelines in bringing each site to safety and environmental compliance (d) identification of any and all available funding options, including but not limited to FEMA reimbursement, insurance proceeds, CDBG-DR funds, including monitoring and compliance. Throughout this process, our Team will ensure all required FEMA and other federal funding source requirements are met. The differentiating factor for delivering this objective will be the systematic use of our technology platforms to standardize reporting mechanisms and allow St. Bernard Parish to have real-time visibility and access.

Our Team encompasses the ability to streamline field damage assessments and required FEMA reporting. Working closely with Parish staff and regulatory agencies, GOHSEP and FEMA, our team will review the comprehensive field inspection reports, surveys and needs assessment of all facilities that were impacted by an event, whether previously identified or not. Through our team's proprietary software, the **Rostan Information Management System (Rostan-IMS)**, we are able to aggregate assessment data at a rapid and accurate pace and prioritize Parish assets, based on the FEMA Public Assistance Category of Work, including Category A – Debris, Category B – Emergency Protective Measures, Category C – Roads and Bridges, Category D – Water Control Facilities, Category E – Buildings and Equipment, Category F – Utilities, and Category G – Parks, Recreation, and Other. These data sets will allow St. Bernard Parish to view, real-time, assessment progress for damages at each facility, where applicable.

- Manage and store ALL data for each phase of construction
- Custom reporting
- Real-time inspection
- Paperless inspection report
- Time saving inspection report submittal
- Inspection request
- Allows for work to continue operating seamlessly during any current or subsequent COVID-19 outbreaks



Having nearly 2 decades of disaster recovery program experience, Rostan has a vast, complete knowledge of the disaster recovery program lifecycle. This experience has allowed us to pioneer a modified database that focuses on process and reporting efficiency, customization, and allow for mobility and ease of execution.

This team, designed to field technical inquiries regarding any area of the program, will be on call and available to Parish staff for preparation of position briefs and/or in-person reporting as requested. We will provide monthly written reports with real-time data representing current status of project scopes, delivery schedules and budget/cost comparisons. Special reports are provided as needed and requested by St. Bernard Parish in order to foster effective communications with the oversight entities.

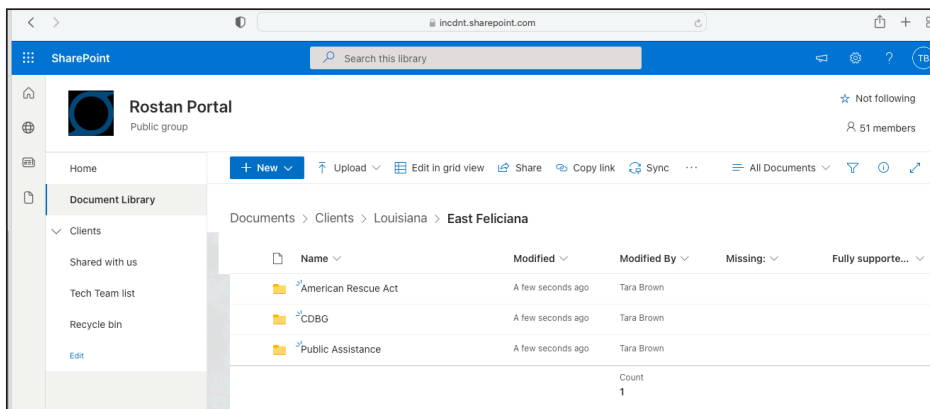
MONITORING & QA/QC

As with the development of well thought out policies and procedures, monitoring plans are just as important. Our monthly status reports will include, but not be limited to an email report with current status of grant funds, reimbursements, minutes and sign-in sheets from meetings, issues that affect the project funding and outstanding information requests. In fact, the disaster regulations specifically spell out the need for the approval of Quality Control and Monitoring plans. We commit to continuing to provide the appropriate and most qualified staff to perform the full spectrum of services, from project kickoff to closeout/audit, and we will leverage our SharePoint to accomplish this.

We will convene with Parish Officials at the initial kick-off meeting to discuss the best option for the Parish and the appropriate access the Parish wishes to have to our SharePoint Site. Protocols for document upload will be discussed and agreed to and progress

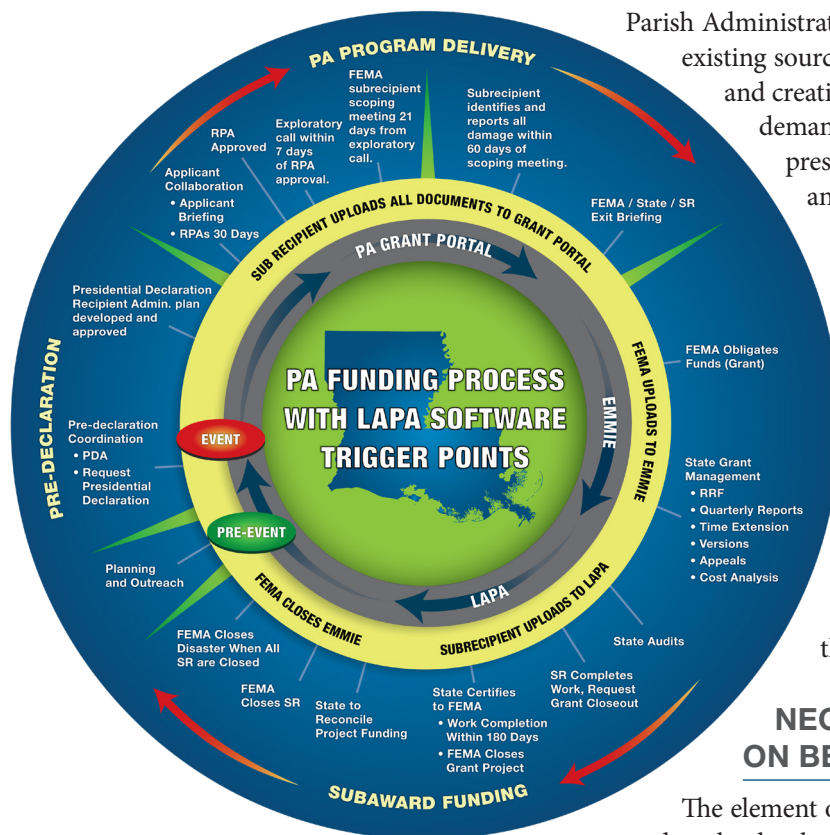
reports will be generated to offer insight to the Parish into progress toward project completion and obligation.

Our Team will customize and assist with a framework specific to St. Bernard Parish to ensure that milestones are on target and financial elements are considered during the recovery process. Our QA/QC review procedures set management and quality processes into motion before project work begins. At the onset of the project, we determine data quality objectives, metrics, and the technical path to achieve these. We are accustomed to working across disciplines, business, and geographic lines to achieve successful project results for our clients.



6.3 LEVERAGE AVAILABLE FUNDING

FINANCIAL, ACCOUNTING, REPORTING AND GRANT MANAGEMENT



Parish Administration and Finance staff are challenged with augmenting existing sources of funding, identifying and leveraging new sources, and creating cost-effective budgets while meeting existing Parish demands. Funding opportunities to meet such needs after a presidentially declared disaster is vital for the immediate and long-term recovery of St. Bernard Parish.

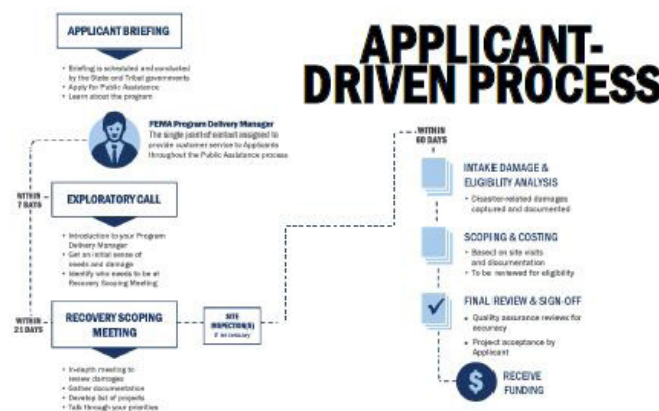
As the Parish is aware, our team takes a proactive role to assist our clients in obtaining and maximizing project funding. Our success has been built upon developing specific knowledge about funding available in the various geographic regions, gaining expertise in the various sources, cultivating relationships with funding agencies, as well as developing funding strategies that maximize return on investment. Our methodology below depicts our exceptional resource capabilities and outlines our best practice approach for managing the financial and accounting aspects for the Parish's recovery efforts.

NEGOTIATE AND WORK WITH FEMA ON BEHALF OF ST. BERNARD PARISH

The element of negotiating and working closely with FEMA is truly undervalued, when in reality, it is an art form. As demonstrated most recently with DR-4462, Rostan will negotiate with FEMA and State personnel, where necessary with Parish approval, throughout the development, approval and implementation process to ensure that the grant funding is adequate and maximizes the outcome for St. Bernard Parish. Being an effective consultant and representative of the Parish means maximizing all available funding to the Parish, while reducing financial risk, liability and exposure. Our close coordination with FEMA is methodically planned and well calculated. We concede to smaller issues to achieve greater results that are part of a larger picture. Our Team will to provide qualified and professional staff to negotiate with FEMA and the State on behalf of St. Bernard Parish. We have a deep respect for quality performance, and we value accurate reporting as a standardized tool in our collective project delivery, coordination, and communication approach. Our work product speaks for itself and is simply unmatched

in our ability to negotiate and work directly with FEMA Region 6 and FEMA Headquarters. We relish the opportunity to represent St. Bernard Parish in their FEMA needs and are proud of our work performed to date. St. Bernard Parish will not find a more trusted partner that can effectively negotiate FEMA claims and damages on its behalf, than Rostan.

Simply put, our standard of work is respected, our personnel who will represent St. Bernard Parish are respected, and we will ensure that St. Bernard Parish is RESPECTED.



UNDERSTANDING THE FEMA PROCESS AND MANAGING GRANT AND PROGRAMMATIC REQUIREMENTS

Our Team understands applicable Federal policies and regulations that govern FEMA and other federally funded programs. Our objective is to ensure that St. Bernard Parish recovers all eligible costs that were incurred as a result of a disaster and to provide local dedicated staff and resources to ensure satisfaction from project inception through closeout as expeditiously as possible, working intimately with outside stakeholders, such as GOHSEP, HUD, and FEMA. Understanding the comprehensive, detailed policies, procedures, and compliance requirements can be daunting for clients receiving Disaster Recovery funding. We are comprised of the best and the brightest in FEMA PA, HM, and CDBG, and our experience outlined in this proposal supports the resourcefulness that we will deliver to St. Bernard Parish.

EVERY PROJECT PROCESSED THE SAME WAY, REGARDLESS OF ITS SIZE, TYPE OR COMPLEXITY, RESULTS IN A WIDE RANGE OF PROCESSING TIMES.



Our performance will be measured through the below objectives:

Meeting with St. Bernard Parish to discuss additional expenses and funding deficits
Preparation, presenting and managing all associated grant amendments to GOHSEP and FEMA as requested by St. Bernard Parish
Performing all duties in compliance with GOHSEP and FEMA from St. Bernard Parish guidance and regulation requirements 100% of the time
Reporting grant management progress to St. Bernard Parish monthly
Providing and managing tracking of funds and budgetary changes to St. Bernard Parish monthly
Assisting in responding to and submitting any request for information to FEMA prior to given deadline

Our team, as infrastructure experts, are well-equipped to provide support for the FEMA Public Assistance Grant Program and the process immediately following a declared incident. The Public Assistance Grant Program, including 406 Mitigation, provides assistance to eligible entities who maintain and operate public infrastructure to respond, recover and mitigate impacts. We will assist with and oversee project formulation, cost estimating, project validation, project worksheet development, appeals, audits and grant closeouts on behalf of St. Bernard Parish.

Our Team consists of experts that can do more than just administer and facilitate the grant process. Our experts will work directly with St. Bernard Parish to implement and deliver the solutions that will rebuild Parish infrastructure better than it was before, to establish resiliency. These solutions will be funded through approved FEMA Project

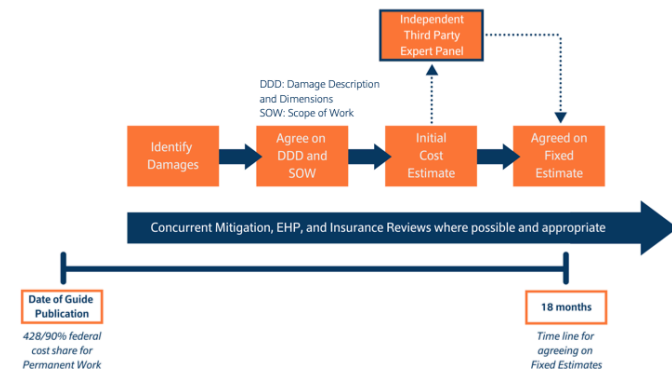
ST. BERNARD PARISH NEEDS A TEAM WHO ENCOMPASSES THE FOLLOWING CHARACTERISTICS:

- Can showcase demonstrated success that fund projects across FEMA Programs for the Parish
- Able to Provide sound guidance and programmatic direction
- Can help the Parish navigate the FEMA Program complexities and deliver a comprehensive Recovery and Mitigation Program

Worksheets (PW) and Hazard Mitigation Proposals (HMP), on top of any insurance proceeds. Our Team will assist with both implementations of these eligible projects as well as fulfillment of the reimbursement process.

THE SANDY RECOVERY IMPROVEMENT ACT OF 2013

Section 428 Process



Source: Public Assistance Alternative Procedures (Section 428): Guide for Permanent Work, FEMA-4339-DR-PR, April 2018

The Sandy Recovery Improvement Act of 2013 (SRIA) — Alternative Procedures Pilot Program: Participation in the new alternative procedures is voluntary but can be leveraged in certain cases. Rostan, has successfully implemented the Alternative Procedures Pilot Program for a number of clients including \$1.7B restoration and mitigation funding for NYC Health and Hospitals Corporation, \$12M in relocation and rebuilds on new sites for educational institutions in Port Arthur, TX and Lafayette, LA and \$3.2M restoration and mitigation funding for the Escambia Community Clinic. Our team of experts were instrumental elements (formerly) of the Louisiana Governor's Office of Homeland Security and Emergency Preparedness Technical Team who sought tens of millions in 428 funding across numerous Louisiana Applications as well. Every disaster is unique, and Rostan's Technical Team will work closely with St. Bernard Parish

to develop the most appropriate funding program that benefits the Parish.

St. Bernard Parish will have at its disposal a Project Team that can apply for and deliver the flexibility of the 428 Alternative Procedures Pilot Program to the benefit of the recovery process.

COMMUNITY DEVELOPMENT BLOCK GRANT- DISASTER RECOVERY (CDBG-DR)

We are also comprised of CDBG-DR and Program Management experts plan to utilize their collective experience from lessons learned and coordinate with St. Bernard Parish to implement programs that are most advantageous to the affected populace.

Collectively, we will ensure programmatic regulations are adhered to as it relates to Davis-Bacon and all required Labor Compliance reviews. Of significant importance is the matching non-federal share matching components that the CDBG-DR program affords to the Parish. Our team of policy experts can navigate St. Bernard Parish through the complex matching requirements of this federal funding source and ensure that the non-federal match is met when this fund is available. Our Team has extensive experience in drafting Disaster Recovery Action Plans, amendments and developing disaster related policies, procedures, tracking systems, and monitoring plans.



FEDERAL EMERGENCY MANAGEMENT AGENCY HISTORIC REVIEW ASSESSMENT FOR DETERMINATION OF EFFECT	
FFR Number []	Project Number []
Address/Location of Facility []	Historic Name and ID # []
Historic Status: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> NOT KNOWN	State Register or other: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> CONTRIBUTING TO HISTORIC DISTRICT
1. Describe disaster damage, particularly as it relates to character-defining features: []	
2. The proposed scope of work will affect all that apply: <input type="checkbox"/> Add or replace character-defining features <input type="checkbox"/> Repair or replace historic fabric/elements to return facility to pre-disaster condition <input type="checkbox"/> Alter or remove historic fabric/elements <input type="checkbox"/> Add non-historic fabric/elements to historic facility, setting or landscape <input type="checkbox"/> Delete, destroy or make archaeological resources inaccessible <input type="checkbox"/> Include religious, or alternate project or an improved project []	
3. Describe measures to prevent or minimize loss or impairment of character-defining features: []	
4. Attachments: <input type="checkbox"/> Drawings <input type="checkbox"/> Specifications <input type="checkbox"/> Photographs <input type="checkbox"/> Project Worksheet <input type="checkbox"/> Scope of Work <input type="checkbox"/> Site Plan <input type="checkbox"/> National Register <input type="checkbox"/> Research Notes <input type="checkbox"/> Inventory <input type="checkbox"/> Historical Survey <input type="checkbox"/> Field Notes <input type="checkbox"/> Summary Views of Interested Parties <input type="checkbox"/> Narrative Form []	
5. Certification: <input type="checkbox"/> Yes, the character-defining features were affected. <input type="checkbox"/> No, the above action(s) meets the conditions for a Programmatic Agreement governing historic review. <input type="checkbox"/> No, the above action(s) substantially conforms with the applicable parts of the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation. <input type="checkbox"/> Further consideration with the DRP is in accordance with the Programmatic Agreement is required. <input type="checkbox"/> Development of OIA or Memorandum of Agreement is required. <input type="checkbox"/> No response/consideration for application or objection to request that the assessment of effect is consistent with 36 CFR Part 60.00 criteria of effect and substantially conforms to the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation include: []	
6. Assessment of Effect (check one): <input type="checkbox"/> No Effect <input type="checkbox"/> No Adverse Effect <input type="checkbox"/> Adverse Effect	
7. Remarks: This report must be prepared by a professional with experience and responsibility in FEMA's Programmatic Agreement process in accordance with the National Historic Preservation Act, applicable parts of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Archeology and Historic Preservation, 36 CFR Part 60.00, and FEMA Management Policies, and have provided your best professional opinion. []	
Prepared by: []	Date: []
Active Dates and Date: []	Date of Expiration: []

REGULATORY AND FINANCIAL COMPLIANCE

REGULATORY

One of the most often overlooked elements of a recovery or mitigation project is complying with the applicable regulatory agencies. Our role with St. Bernard Parish will be to ensure complete program compliance and comply with all Environmental, Historic, Labor Compliance, Davis-Bacon, Public Health & Safety Requirements/ Legal Requirements. Rostan has an impeccable history with state and federal government agencies and will serve as the lead in this endeavor due to their credentialed experience and relationships. Our experts have tremendous working relationships with all the regulatory agencies and will work closely (training, outreach, SOPs, site visits, and desk reviews) with St. Bernard Parish to ensure full compliance with all applicable laws, regulations, and other programmatic and financial requirements including all environmental, historic, and public health and safety requirements. Our team will use all opportunities to monitor project and grant activities, including checklists, database records, quarterly reports,

site visits and conference calls to assure that all legal requirements of both programs are satisfied.

Our Team will implement the following steps to ensure compliance with federal regulations, provide audit coordination and assist St. Bernard Parish with responding to audit findings. Throughout the grant administration and formulation process, we intend to utilize the below QA/QC process to detect fraud, waste, and abuse. This includes:

IMPLEMENTING A CONTROLLED ENVIRONMENT
Based on program requirements and guidance, there will be a set of clear expectations. A complete review of program policies and procedures will be completed prior to ramp-up activities.
ESTABLISHMENT OF RESPONSIBILITY
Training to identify suspected fraud, waste, and abuse will be conducted with appropriate staff and specific roles will be assigned.
REGULAR RISK ASSESSMENT
Throughout the grant cycle, specific personnel will be tasked with identifying and analyzing various factors that create risk for the projects and develop methodologies and procedures to minimize this risk.
DOCUMENTATION STANDARDS
Strict documentation standards will be required and will maximize the use of source documents that can be independently and objectively verified.
MONITORING
All internal policies, procedures, and other control mechanisms will be regularly monitored to ensure effectiveness. Monitoring touch points includes desk monitoring, site visits, and performance tracking and reporting.
TRANSPARENCY
Transparency will be encouraged throughout all program areas where possible. Findings of fraud, waste, and abuse will be anonymized and distributed to stakeholders to increase awareness and transparency of program operations.

Rostan sets itself apart from other competitors in our strategy and unique approach to working with GOHSEP and delivering recovery, mitigation, and closeout services. We have longstanding relationships with both GOHSEP and FEMA personnel and will work directly with GOHSEP to facilitate all projects and recover eligible damages/costs. The Rostan Team is well-positioned to provide support for the process following declared incidents through project closeout. Rostan will lead and facilitate, as directed by St. Bernard Parish, all applicant meetings, Requests for Information (RFIs), Requests for Reimbursements (RFRs), project formulation, review of documentation, cost estimating, project validation, Project Worksheet (PW) development, appeals, audits, and grant closeouts.

FINANCIAL

Fiscal Management describes the policy and procedural development for fiscal control, including the processes for project cash request and disbursement, accounts receivable/payable, and the program income tracking. Our team will assist the Parish, with planning and strategy to not only manage cash flow, but also maximize the funding, offset any applicable non-federal matching requirements, and ensure compliance with federal regulations and State audit requirements. This includes sound fiscal/budget controls and a systematic approach for documentation and

The screenshot shows the 'My Organization Profile' page in the Grants Portal. The user is logged in as 'Jones, Kyle'. The profile is for the 'Louisiana Department of Public Safety and Corrections (LA Dept Public Safety & Corrections) (000-UQW0Y-00)'. The page displays general information, personnel, locations, subdivisions, and insurance profile. The general information section includes fields for Organization Name, State/Tribe/Territory, Type, IS STATEWIDE?, Organization Status, FEMA PA CODE, Recipient Region, EIN Number, DUNS Number, and HAS GRANTS PORTAL LOGIN ACCESS?.

Field	Value
ORGANIZATION NAME	Louisiana Department of Public Safety and Corrections (LA Dept Public Safety & Corrections)
STATE/TRIBE/TERRITORY	Governors Office Of Homeland Security and Emergency Preparedness (Louisiana Office of Emergency Preparedness)
TYPE	State Government
IS STATEWIDE?	Yes
ORGANIZATION STATUS	Eligible
FEMA PA CODE	000-UQW0Y-00
RECIPIENT REGION	State Agencies
EIN NUMBER	72-0830237
DUNS NUMBER	138643718
HAS GRANTS PORTAL LOGIN ACCESS?	Yes

Below the general information, there are sections for Personnel, Locations, Subdivisions and Departments, and Insurance Profile, each with a 'MANAGE' button. At the bottom right, there is a link to 'UPLOAD INSURANCE DOCUMENTS' and a 'HELP' link.

records storage. Currently, Rostan uses and interfaces with clients via its Microsoft Office SharePoint site. This link allows for clients to upload project specific data to a secure access point and enables our team to access files in seconds. This process speeds up project reporting capabilities and allows our team to process reimbursements timelier and push the documentation through to GOHSEP and FEMA respectively.

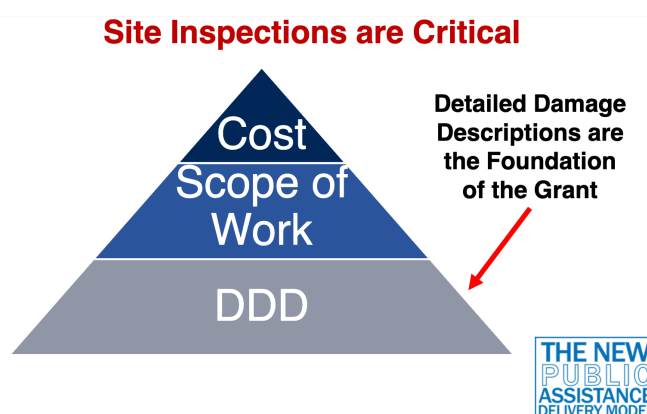
Our Team offers access to national networks, robust software suites; customized data systems and web-based tools and solutions. Our team has recent and extensive experience in operating within FEMA's new Grants Portal system for the Public Assistance Program, a key qualification to successfully obtaining federal reimbursement, as well as working with State-Level Mb3 systems for reporting.

We will assist the Parish in accounting for all of these costs initially as estimates for grant development and funding, and finally as actual costs to be used for reimbursement of eligible grant funding. The actual costs will eventually have to be reconciled; and we will assist with the reconciliations of costs, reimbursement pursuits through FEMA, and will facilitate any future audits, appeals (if needed), programmatic/financial reporting, and lastly grant and financial closeouts.

6.4 PROTOCOLS

SITE INSPECTION PHASE

Assessing damages is a time-sensitive, essential element in the response and recovery process. We understand the financial implications to the Parish of a poorly performed site inspection operation. Our team can provide personnel experienced with training on how to identify and account for all potentially eligible damages, and how to ensure that the proper claims and estimates are submitted in a timely manner. Alongside local officials, we will assist with the development of metrics, milestones, and timetables appropriate for each project that will provide the most benefit to the Parish.



SCOPE OF WORK DEVELOPMENT AND ELIGIBILITY

We will assist the Parish with the completion of the applications. All necessary forms will be developed, such as the budget/cost summary form, supplemental information, program schedule, activity beneficiary form, target area and project maps, project description, cost estimates, other funds supplemental documentation, proofs of publication, statement of assurances, etc.

Federal grant applications submitted, must be program eligible, cost effective, environmentally sound, and technically feasible. Team reviewers include former PA, HM, and CDBG-DR project managers and experienced technical staff. Typical elements that must be satisfied:

✓	Compliance with all requirements of federal grant eligibility — Damage, impacts, at risk
✓	A beneficial impact upon the declared disaster area, and compliance with any applicable state directives in the state program administrative plan for the specific disaster
✓	Solution of a problem independently
✓	Cost-effectiveness and evidence of substantial reduction of the future losses
✓	Long-term and technically feasible
✓	Conformance with all applicable environmental, historic, or cultural preservation requirements
✓	Required non-federal match
✓	Leveraging issues for multiple grant sources
✓	Conformance with all applicable federal, state and local regulations (e.g., NFIP regulations or state/local building codes)
✓	High level technical feasibility

Once the application is determined to be complete and feasible, the team's in-depth technical review begins to drill down into the details of the proposed project to confirm the benefit-cost analysis; apply any pertinent regulations; review cost estimates, site plans and architectural drawings; affirm thoroughness of the application; check that all documentation required for environmental and/or historic preservation is included; and if warranted, provide assistance with Requests for Information (RFI).

POLICY ADVISORY SERVICES

Rostan is unlike any traditional consulting firm. As the Parish is aware, Rostan has two (2) licensed attorneys who specialize in FEMA Recovery and Mitigation Policy. The Parish will benefit from our collective experience in FEMA Appeals and Arbitrations and in how we leverage FEMA's own precedent cases against them. Our FEMA work in six (6) other FEMA regions across the county afford our team the advantage of having visibility on other FEMA Region's eligibility determinations surrounding similar projects.

So that the Parish will know and understand the role of our Policy Advisory Services relative to federal programs on behalf of the Department, the Rostan Policy Team encompasses the following:

Provide on-going research for project eligibility determinations to establish precedent case work
Develop a multi-tiered QA/QC process to ensure that awards and contracts meet all federal regulations
Use quarterly reporting mechanisms to document progress, including any procurement activity
In coordination with GOHSEP, perform regular desk monitoring through the review of Requests for Reimbursement for front-end audits
Provide checklists to be submitted with Requests for Reimbursement
Review bid documents, advertisements, addendums if applicable, wage rates, attend bid openings, pre-construction conferences, etc. to ensure compliance with state and federal laws
Perform labor compliance reviews, as applicable
All costs will be reviewed for eligibility and cost reasonableness (If the project is competitively bid, there will be no need for this review)
Assist the Parish/sub-grantee in developing RFP/RFQ materials for engineering, architectural or construction services to ensure all required items are included, such as proper wage rates, minority goals, etc
If needed, attend and provide assistance at preconstruction conferences, bid opening, tabulation and minutes, bid award and contractor eligibility
Assure that corrective action plans are developed, enforced, and implemented, as needed
Ensure compliance with Single Audit Act requirements, review audit reports, as necessary

REIMBURSEMENT REQUESTS

Our comprehensive portfolio includes the submission of Requests for Reimbursement for many federal programs, specifically for Public Assistance and Hazard Mitigation Programs. In fact, the Rostan Team is responsible for some of the largest reimbursement requests for local governments on record, both for Public Assistance and also for the sole Hazard Mitigation Grant Program Project. Our Team is designed and structured to effectively streamline and manage eligible costs and all force account expenses, provide appropriate and specific source documentation of expenses, and deliver direct allocation of costs to the appropriate funding source when match is required. **Our objective, to the fullest extent possible, is to make EVERY Disaster that impacts the Parish a budget neutral Disaster.** This is attainable through our Team correlating the implementation of the project scope with the grant funding scope to streamline the reimbursement process, identify potential matching elements, and decreasing confusion and delays with the FEMA Consolidated Resource Center. This also involves our Program Team having a trusted relationship with the local FEMA personnel, assigned Program Delivery Managers, and GOHSEP—which we will demonstrate to St. Bernard Parish.

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS REIMBURSEMENT REQUEST FORM (RRF) FOR PUBLIC ASSISTANCE FUNDS (Includes Attachments A - E)	
(1) Applicant:	(2) Disaster Number: FEMA - DR-LA
(3) Applicant I.D. Number:	(4) Project Worksheet (PW) Number:
(5) Attachment	(6) Total of Applicant Eligible Costs Documented on Attachment
A - Force Account Labor Summary Records	
B - Force Account Equipment Summary Records	
C - Material Summary Records	
D - Rented Equipment Summary Records	
E - Contract Work Summary Records	
(7) GRAND TOTAL OF REQUEST	
AUTHORIZED, PRIMARY, OR ALTERNATE AGENT'S SIGNATURE _____ Date _____	
BY SUBMITTING THIS FORM AND ATTACHED SUMMARY RECORDS (ATTACHMENTS A-E), I CERTIFY THAT ALL INFORMATION REPORTED IS COMPLETE AND ACCURATE. THIS CERTIFICATION INCLUDES THAT:	
<ul style="list-style-type: none"> THE OVERTIME AS DETAILED ON ATTACHMENT A DOES NOT CONTAIN ANY OF THE FOLLOWING, AND OTHERWISE CONFORMS TO THE STIPULATIONS OF THE FEMA INFORMATION SHEET #3, VERSION 4 dated 10/24/05: (1) INELIGIBLE WORK; (2) REST TIME; (3) MEALS; (4) BREAKS; and (5) ON-CALL TIME. THIS REQUEST INCLUDES ONLY ITEMS THAT WERE NOT REIMBURSED FROM OTHER SOURCES OF FUNDS (e.g., INSURANCE PROCEEDS, DONATIONS, AND OTHER FEDERAL FUNDS). 	

Our Team will work with the Parish to develop reporting protocols and schedules for activity logs, timesheets, and any other required or designed report.

Rostan has developed templates for project monitoring correspondence, application review, and contract development correspondence, and correspondence related to every phase of a project's life cycle. Correspondence or documents that are not template in nature can be quickly drafted upon request and sent to the Parish for review, approval, and use. Ensuring clear communication has been and will continue to be a pillar for success with federal programs. All templates will be provided to the Parish for review and acceptance, and we will work with the Parish in the development of a Comprehensive Building Assessment Report.

CLOSEOUT



To minimize challenges with the project close-out process, we begin the accounting for closeout on day one of implementation, ensuring details are not forgotten or documents misplaced by the time critical audit preparation efforts begin. Our Team will begin preparing, internally, for a front-end audit in order to streamline projects through closeout. This process involves close coordinate with GOHSEP as the projects are being initially developed. Our approach is centered around GOHSEP and LLA involvement from the onset of a project so we can avoid any unnecessary delays for missing documentation. As part of this process and best practice, our Team will conduct monthly project monitoring reviews of all associated will take place throughout the project life to reduce any corrective actions at the end of a project. An essential element of any project close-out is the development and maintenance of a Closeout Checklist. Our Team will be responsible for the maintenance of these checklists and the Parish will have real-time visibility with access to our SharePoint site, where these files will be stored. Prior to submitting reimbursement requests to GOHSEP, our teams will conduct a thorough file review and QA/QC check to ensure project files are complete. Once complete, both our Project Manager, as well as our Program Executive, will sign off on the checklist to finalize the file for submittal to GOHSEP and LLA.



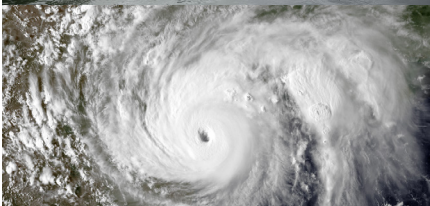
PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA

SECTION 7 – PRICING SCHEDULE



SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



7. PRICING SCHEDULE

POSITON	HOURLY RATE
PROGRAM MANAGEMENT	
Principal/Program Executive	\$195.00
Subject Matter Expert	\$200.00
Senior Program Specialist	\$190.00
Project Manager	\$170.00
Senior Consultant	\$175.00
Consultant	\$150.00
Junior Consultant	\$125.00
Administrative Support	\$90.00
TECHNICAL SERVICES	
	HOURLY RATE
Senior Technical Specialist	\$190.00
Technical Specialist	\$165.00
Junior Technical Specialist	\$150.00
Insurance Specialist	\$140.00
Senior Appeal / Senior Policy Specialist	\$210.00
Appeal / Policy Specialist	\$185.00
Expenses and Travel: Rates are inclusive of all costs with the exception of those expenses related to per diem for meals and incidentals, allowable mileage and/or rental vehicles, rental vehicle petroleum products, airfare, and lodging (lodging may be billed as actual cost or as a lodging per diem cost item). Per diem amounts will comply with General Services Administration (GSA) Federal Travel Regulation (FTR) and Travel/Per Diem Bulletins. Receipts will be provided for non per diem expense costs.	

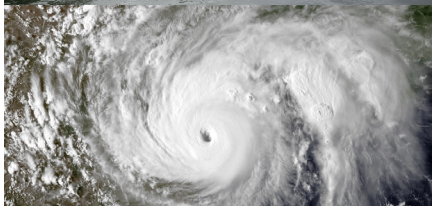


PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS



Request for Proposals | May 24, 2022

PROGRAM MANAGEMENT SERVICES IN SUPPORT OF EMERGENCY OPERATIONS FOR ST. BERNARD PARISH, LOUISIANA



SECTION 8 – PERSONNEL

- 8.1 Key Personnel
- 8.2 Rostan Team Resumes

SUBMITTED BY

ROSTAN SOLUTIONS, LLC

8282 Goodwood Boulevard

Suite W6

Baton Rouge, LA 70806

Kyle Jones, Vice President

Phone: 225.202.3637

Fax: 813.333.7330

Email: kjones@rostan.com

Website: www.rostan.com



8.1 KEY PERSONNEL

Rostan has assembled a project team consisting of highly competent professional staff with a proven track record in developing innovative solutions to complex disaster recovery challenges. Our experience is that the key to an expeditious recovery includes careful planning combined with consistent implementation of the schedule and the ability to adapt to changing circumstances and conditions on a frequent basis. We strive to anticipate problems before they arise and resolve them by relying on our past experiences, best-practices and our understanding of current regulations.

Our team has been organized to best meet the needs of the Parish, so that we can quickly, efficiently, and cost effectively execute the projects tasks that the Parish requires. Rostan is organized to perform as one unified team to create a seamless and transparent approach to projects. We believe that maintaining close communications with the Parish, contractors, and FEMA representatives provides for efficient recovery management. We also believe that maximizing the use of local personnel not only helps the community recover more quickly, it also provides for operational efficiencies due to familiarity with roads, traffic patterns, and local culture. It is for these reasons that we believe Rostan is uniquely qualified to perform the services requested in the Parish's solicitation. We can also ensure a consistent and dedicated personnel structure to the Parish who are being presented herein.

KYLE JONES, CEM: PRINCIPAL / VICE PRESIDENT • CLIENT LIAISON

Mr. Jones began his career in emergency management in 2003 working for the Louisiana Office of Emergency Preparedness (now GOHSEP). His experience on the state, local and private sectors is fundamental in his ability to navigate federal programs for his clients and to enable success. He is regarded as a subject matter expert in the FEMA Public Assistance Programs through the International Association of Emergency Managers (IAEM) and has built a credentialed reputation amongst local government applicants for providing direction managing resources effectively. He also specializes in development of PW's, the FEMA appeal process, Code of Federal Regulation (CFR) analysis, and identification of Federal funding sources for clients. Mr. Jones serves as the Vice President of Rostan and has been on staff since 2018.

JAMIE WELSH: GRANTS MANAGEMENT

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations. Ms. Welsh has been on staff with Rostan since 2019.

JOSHUA BENNETT: PROJECT MANAGEMENT

Mr. Bennett has 13 years of experience in the construction industry. Throughout this time he has amassed skills in construction management, project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes. Mr. Bennett has been on staff with Rostan since 2019.

ALEXA WILSON, CFM: GRANTS MANAGEMENT

Ms. Wilson is a Certified Floodplain Manager whose experience encompasses sixteen years of emergency management, disaster planning, and response/recovery management. Her dedication to the industry has resulted in the successful awarding of millions of dollars of grant opportunities to state and local government. Ms. Wilson has managed and applied for various FEMA funding opportunities including the Public Assistance Grant Program, the Hazard Mitigation Grant Program, and the Community Development Block Grant Program. In addition to applying for and managing these funding programs, Ms. Wilson has experience in writing hazard mitigation plans as well as business continuity planning, to ensure entities can continuously run operations during and post disaster. Ms. Wilson has been on staff with Rostan since 2019.

DANA PORTER: GRANTS MANAGEMENT

Ms. Porter's 8 years of experience encompasses disaster recovery, response as well as policy and problem resolution. She is a highly effective Public Assistance Consultant with extensive knowledge of laws, rules, regulations, 44CFR, 2CFR, Stafford Act and Public Assistance Policy and Program Guide. Ms. Porter served as an advisor to sub-grantee and grantee staff and provided advice and assistance regarding the application processes, as well as agency policies and procedures. In addition, she provided guidance and acted

as a liaison to resolve complex grant issues for applicants including the Housing Authority of New Orleans, St. Bernard Parish Sheriff's Office and Louisiana Governor's Office of Homeland Security and Emergency Preparedness. Her most recent experience demonstrates expertise in both project and program management and implementation of recovery for large-scale disasters. Ms. Porter has been on staff with Rostan since 2021.

ADAM FERGUSON, CFM: FEMA POLICY ADVISOR

Mr. Ferguson has over 12 years of experience in disaster recovery, mitigation, and grants management. He acts as a Senior Programmatic Specialist and Project Manager for Disaster Recovery Operations supporting states, local governments, and utilities in the identification, pursuit, and securing of state and federal aid. He is skilled in providing technical guidance and assistance in demonstrating programmatic eligibility. Mr. Ferguson also directs programmatic and administrative appeals processes for clients facing adverse agency determinations. He has been on staff with Rostan since 2017.

CLIFF THOMPSON: TECHNICAL SUPPORT

Mr. Thompson has more than 30 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. He has more than 14 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field. Mr. Thompson has been on staff with Rostan since 2019.

CARLOS ARREDONDO: TECHNICAL SUPPORT

Mr. Arredondo has been involved with disaster risk management projects since the Louisiana floods of 2016. He has guided clients through complex insurance processes and facilitates the FEMA Damage Inventory, DDD, EEI, cost estimating aspects for our clients. Mr. Arredondo is fluent in Spanish and has been on staff with Rostan since 2019.

TYLER CHEEK: FEMA ADMINISTRATIVE SUPPORT

Adaptive, resilient, and efficient, Mr. Cheek has been endorsed and recommended by project personnel for his ease of manner, focus on results, meticulous notes, and easy to follow findings. He is able to conform to process standards as well as define and seek resolution of items falling outside of normal parameters. Mr. Cheek has been on staff with Rostan since 2017.

For more detailed information, resumes of these key individuals anticipated to serve the Parish can be found in Section 8.2.

Rostan assures the Parish that we have the assets, financial resources, and organizational structure necessary to perform this type, magnitude, and quality of work the Parish is seeking through this solicitation. We would be happy to provide our most recent audited financial statements, as well as bonding and credit capabilities at the Parish's request.

CAPACITY

As a nimble, client-focused firm, Rostan understands the importance of resource management. We never over-commit our resources ensuring our clients always have a dedicated point of contact, along with timely access to the valued expertise and support they would expect. Our strategy is to selectively pursue, develop, and maintain client relationships that we believe to be beneficial to both parties. We have always limited the number of pursuits we undertake by both geography and population served while considering our current standby obligations in those areas.

We can ensure a technically skilled and seasoned team will always be available to the Parish without compromise.

YEARS OF EXPERIENCE

19

EDUCATION

BA, Business Administration,
Louisiana State University, 2007

PROFESSIONAL REGISTRATIONS

- Certified Emergency Manager (CEM)

QUALIFICATIONS

- FEMA Professional Development Series
- IS-139: Exercise Design
- IS-230 b: Fundamentals of Emergency Management
- IS-235 b: Emergency Planning
- IS-240 a: Leadership & Influence
- IS-241 a: Decision Making & Problem Solving
- IS-242 a: Effective Communication
- IS-244 a: Developing & Managing Volunteers
- FEMA Multi-Hazard Emergency Planning for Schools – Train the Trainer
- HS/TEEX Threat & Risk Assessment Course
- IS-00001: Emergency Program Manager
- IS-07: A Citizen's Guide to Disaster Assistance
- IS-26: Guide to Points of Distribution
- IS-100: Intro to ICS
- IS-100.SCa: Intro to ICS for Schools
- IS-200: ICS for Single Resources & Initial Action Incidents
- IS-212: Intro to Unified Hazard Mitigation Assistance

Mr. Jones is a Certified Emergency Manager with a tenured background in emergency management, public assistance, and federal cost recovery programs. Mr. Jones specializes in maximizing funding sources for clients and applying the federal regulations and/or policies to projects. Mr. Jones also specializes in FEMA Appeals, Code of Federal Regulation analysis, and interfaces with FEMA and State Agencies on behalf of clients to ensure program success for project funding. Mr. Jones' extensive disaster recovery background yields tremendous programmatic knowledge of the 404 and 406 mitigation programs with nearly two decades of hands-on experience in managing HMGP/HMA, Public Assistance Programs, and other major federal disaster declarations on behalf of clients.

PROFESSIONAL EXPERIENCE**ROSTAN SOLUTIONS || BATON ROUGE, LA || 2018–PRESENT**

Principal/Vice President

ARCADIS NORTH AMERICA || BATON ROUGE, LA || 2014–2018

Director, Disaster Programs

EAST BATON ROUGE PARISH || BATON ROUGE, LA || 2007–2014

Deputy Director

STATE OF LOUISIANA OFFICE OF EMERGENCY PREPAREDNESS – MILITARY DEPARTMENT || BATON ROUGE, LA || 2003–2007

Operations Support & Management

PROJECT AND PROGRAMS EXPERIENCE**LOCAL GOVERNMENTS, SCHOOLS, STATE AGENCY, PRIVATE-NON-PROFITS (PNP), HOUSES OF WORSHIP (HOW), AND HOUSING AUTHORITIES || 2014–PRESENT**
Public Assistance Program Management

Serves as the Program Executive and Principal for Public Assistance and Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$2.5B in program management since 2014. Responsible for managing projects and representing client interests from the initial scoping meeting through closeout and subsequent appeals across numerous sectors of Applicants.

Local Government recovery experience includes assistance provided to West Feliciana, St. James Parish, Plaquemines Parish, West Feliciana Sheriff's Office, West Feliciana Parish Hospital, City of Sulphur, City of Lake Charles, and the City of Pinellas Park, Acadia Parish, Beauregard Parish, Concordia Police Jury, Diamondhead MS, Gramercy LA, Gretna, LA, Jackson LA, Jefferson Parish, Kenner LA, Litcher LA, Madisonville LA, Mansura LA, Midway, FL, Natchitoches Parish, North Port FL, Pearl River LA, Point Coupee Parish Sheriff's Office, Quincy FL, St. Mary Parish LA, St. Tammany Parish LA, Town of Simmesport LA, West Carroll Parish Sheriff's Office LA, Westlake LA, Wilkinson County MS, Plaquemines Medical Center LA, Plaquemines Port Harbor Terminal District.

School recovery experience includes assistance provided to West Feliciana Parish Schools, Fort Worth ISD-TX, Texas City ISD-TX, Little Cypress ISD-TX, Huffman ISD-TX, Corpus Christi ISD-TX, Gadsden County Schools, and Polk County Schools-FL, Louisiana College.

State Agency recovery experience includes assistance provided to Louisiana Department of Corrections and Florida State Hospitals, Kisatchie Regional Planning & Development District.

Private-Non-Profits (PNP) recovery experience includes assistance provided to Group Health Cooperative-South Central Wisconsin and Early Education and Care, Inc-FL, United Christian Academy-TX, Community Christian School-TX, and Hamilton Christian Academy, LA, St. Vincent



KYLE A. JONES, CEM

PRINCIPAL | VICE PRESIDENT | CLIENT LIAISON

de Paul- Paulina/Lutcher/Gramercy, St. George Catholic Church and School LA, Aetna Better Health of Louisiana, Blue Cross Blue Shield of Louisiana, Diocese of St. Thomas USVI, YMCA of the Capital Area- Baton Rouge LA, Church of the King LA, Community Action Program Committee, Inc.

House of Worship recovery experience includes assistance provided to Apostolic Christian Church-LA and First Baptist Church of Denham Springs-LA, Louisiana Baptist Convention.

Housing Authority Recovery experience includes assistance provided to Duson Housing Authority, New Iberia Housing Authority, Oakdale Housing Authority, and Eunice Housing Authority.

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James, and Iberville Parish.

MULTIPLE LOUISIANA CLIENTS || 2014–PRESENT

Hazard Mitigation Assistance (HMA) Project Management

Serves as the Program Executive and Principal for Hazard Mitigation Assistance Programs on behalf of clients that are impacted by a disaster totaling over \$500MM in program management since 2014. Represents agencies interests for various hazard mitigation projects, including Louisiana State Penitentiary, West Feliciana, St. James and Iberville Parish. Responsible for coordinating the project activities and serving as the executive liaison amongst the client, subcontracting companies involved in primary basic engineering tasks including the hydraulic and hydrologic study. Additional responsibilities include data collection and dissemination for all tasks involved in the project as well as reporting to the state of Louisiana for record keeping, including state-required requests for reimbursement and quarterly reporting.

MULTIPLE LOUISIANA CLIENTS || 2007–2014

Emergency Planning

Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Emergency Operations Plan (EOP). Developed East Baton Rouge Parish, Pointe Coupee Parish, Vermilion Parish and Evangeline Parish Continuity of Operations Plan (COOP). Developed the first Point of Distribution (POD) Plan for the City of Baton Rouge, Parish of East Baton Rouge and managed and maintained database of all Critical Infrastructure / Key Resource facilities parish wide. Responsible for managing the EOC during activations and streamlining resource requests during activations, facilitated briefings during EOC activation for the Mayor-President.

MULTIPLE CLIENTS || 2007–2014

Public Assistance, Hazard Mitigation and Program Administration

Managed the Public Assistance and Hazard Mitigation Programs for East Baton Rouge Parish totaling more than \$300 million in federal funding. Managed preliminary damage assessments (PDA) and streamlined reporting processes for the Parish. Served as the City-Parish Authorized Representative for FEMA Public Assistance & Hazard Mitigation Programs and Appeals, Department of Homeland Security Office of Inspector General (OIG) Audits, and Louisiana Legislative Auditor (LLA) Site Visits. City-Parish Homeland Security & Emergency Preparedness Liaison to the East Baton Rouge Parish School System & Voluntary Organizations Active in Disasters (VOAD) for all engagements. Directly managed and oversaw the entire East Baton Rouge Parish Hazard Mitigation Assistance (HMA) program with \$26MM of funding being granted to East Baton Rouge Parish during tenure. Projects included: FMA Acquisition of 8 Structures, HMGP-DR 1786 Acquisition of 24 Structures, HMGP-DR 4080 Wind Hardening Project, HMGP-DR 1786 Wind Retrofit & Floodproofing, SRL Acquisition of 8 Structures, HMGP-DR 1603 Acquisition of 8 Structures, HMGP-DR 1603 Critical Infrastructure Generator Installation.

EOC ACTIVATION, SPACE SHUTTLE COLUMBIA DISASTER, FLOODING, HURRICANE RESPONSE || 2003–2006

Disaster Recovery and Response Coordination

Assisted Disaster Recovery Division with FEMA Public Assistance Windshield Surveys and Funding Implementation on behalf of Parishes for DR-1521 and DR-1668 (Flooding) and Hurricane Ivan Response Efforts (DR-1548). Coordinated State response efforts with the Operations Division and managed state and local resource requests during Space Shuttle Columbia Crash for DR-3172 and coordinated crash site coordinates with the Louisiana Air National Guard inside State Emergency Operations Center (EOC).



YEARS OF EXPERIENCE

9

EDUCATION

BA, Political Science, Minor in English, Loyola University New Orleans, 2009

RECOVERY EVENTS

2021

Hurricane Ida

2020

Hurricane Zeta
Hurricane Delta
Hurricane Sally
Hurricane Laura
COVID-19 (FEMA DR-4484)

2019

Flooding, LA
Hurricane Barry

2017

Hurricane Irma
Hurricane Harvey
Tropical Storm Nate

2016

Flooding, LA

2012

Hurricane Isaac

2008

Hurricane Gustave
Hurricane Ike

2005

Hurricane Rita
Hurricane Katrina

Ms. Welsh offers extensive experience in Disaster Planning and Recovery. Her work with disaster-related projects began in 2008 during recovery assistance efforts in the wake of Hurricane Gustav and have since earned the designation as subject matter expert in the area of Public Assistance, with specific expertise in reimbursements, identifying and recovering project overpayments, procurement, financial reconciliation, and closeout. She is well-versed in FEMA codes and regulations, which allows her to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

RELEVANT PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || BATON ROUGE, LA || 2019–PRESENT

Program Manager

Serves as Program Manager under various disasters to Plaquemines Parish, Plaquemines Parish Medical Center, City of Diamondhead, City of North Port, and formerly Program Manager to Concordia Parish Police Jury and West Feliciana Parish Sheriff's Office. Responsibilities include providing policy guidance and recommendations to clients; developing project scopes of work for FEMA PA Project Worksheets (PWs); delivering technical expertise in FEMA meetings; requesting and receiving reimbursement of expenditures timely; and efficiently processing closeout. Lead to six Job Managers to include various other clients, multi-state disasters, and Grant Management, Project Management, and Hazard Mitigation services.

CSRS, INC. || BATON ROUGE, LA || 2016–2019

Public Assistance Consultant

Served as the grants management consultant to the East Baton Rouge Parish School System managing 40 projects consisting of remediation, permanent repair, and contents claimed under federally funded grant for DR-4277 Louisiana Severe Storms and Flooding (August 2016 Flood) awarded from FEMA's Public Assistance Grants Program. Provided expertise in Federal policy, federal code and law which governs disaster recovery assistance. Worked closely and collaborated with various funding agencies and internal School Board departments to ensure the proper use and application of the Public Assistance funding. Focused on maximizing eligible, allocable federal dollars, and capturing all storm damaged elements. Used substantial experience gained through work performed on numerous disaster recovery projects for the benefit of the school system. Worked efficiently to reduce the timeline for eligibility determinations that support project cash flow sources, kept all stakeholders informed of progress and issues for resolution, and fostered a strong team atmosphere. Achieved \$43,455,222.49 in reimbursements.

DMS DISASTER CONSULTANTS || BATON ROUGE, LA || 2016

Project Specialist

Served as a Project Specialist to Division of Administration Office of Risk Management as Katrina Overpayments Team Lead to include acting as subject matter expert in Public Assistance project overpayments; performed detailed analyses of overpaid FEMA projects presented by GOHSEP; conducted research to determine ORM's role in the projects' federal obligations and further coordinated between the two agencies and respective applicants in finalizing ORM's financial responsibility. Performed daily DOA Facility Planning and Control (FP&C) project reconciliation reviews to determine all payments made by ORM across all claims associated to the respective project inquiries; conducted formal analyses of all payments by assembling and developing final actual costs for grant closure. Co-Lead under FEMA DR-4277 to include researching and performing daily ORM total property and auto claims to-date report for management and FEMA Kickoff Meeting purposes. Compiled extensive claim data currently submitted to Third-Party Administrator Sedgwick. Details include incurred estimated damages and respective costs. Provided reports to management as well as summary of Category 1644 losses with preliminary comprehensive and individual reserve totals.

**GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA || 2016**
Problem Resolution Officer I

Served as a subject matter expert in Public Assistance programs; provided technical assistance to Public Assistance applicants, the internal Grants Management section, and Closeout; worked with established processes, policies, and procedures pertaining to the FEMA and state recovery programs; conducted research in finding legal and policy decisions for determining the proper application of the Public Assistance grants; analyzed and recommended alternatives for a wide range of program issues; coordinated and/or worked with applicants to gather/compile information and/or documentation to request eligible reimbursements and closeouts; composed internal and external correspondence and reports; advised higher level management on all situations as needed; provided management with accurate and timely status reports; and attended agency coordination, planning, and operational meetings as well as trainings and exercises. Reconciled approximately \$2,252,901.81 in overpayments.

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA
2013–2016**Disaster Recovery Specialist II**

Provided administration and management to the Port of New Orleans and City of New Orleans in preparing documentation, invoices, and information to request reimbursement for federally funded grants awarded from FEMA's Public Assistance Grants Program; reviewed approved grants and processes payments in conjunction with the State of Louisiana and FEMA; and provided guidance and assistance to the sub-grantee to ensure compliance with applicable federal and state laws and regulations; Section: Public Assistance; Group: New Orleans; Specific Applicants: Port of New Orleans (primary applicant; \$17,401,787.34 in approved expenses) and City of New Orleans and St. John the Baptist Parish School Board (secondary applicants).



JOSHUA BENNETT

PROJECT MANAGEMENT

YEARS OF EXPERIENCE

14

EDUCATION

Louisiana Technical College,
Alexandria, LA, 2011

CERTIFICATIONS & SKILLS

- Microsoft Word
- Microsoft Excel
- RSMeans
- FEMA CEF Training
- OSHA 10
- 8-hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification

HIGHLIGHTS

- Corpus Christi Independent School District, TX
- Gadsden County School District, FL
- Quincy County School District, FL
- Polk County School District, FL
- West Feliciana Parish, LA
- Early Education & Care, Inc., Panama City, FL
- Diocese of St. Thomas in the Virgin Islands, USVI
- Louisiana Department of Public Safety & Corrections
- Department of Children and Families—Florida State Hospital
- McNeese State University, LA
- City of Sulphur, LA
- Oakdale Housing Authority, LA
- Louisiana Christian College—Pineville, LA
- City of Westlake, LA
- Beauregard Parish, LA
- Community Action Program Committee, Inc., Pensacola, FL
- St James Parish, LA
- City of Shreveport, LA
- Wilkinson County, MS

Mr. Bennett has 14 years of experience in the construction industry. Throughout this time Mr. Bennett has amassed skills in construction management, program/project management, inspection, labor relations, quality control, scheduling, supervising, building site supervision, blueprints, reporting, time management, punch lists, contracting, estimating, material costing, invoicing, renovations, OSHA, hazardous materials, HAZMAT, building codes, electrical codes, and environmental codes.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019–PRESENT

Program/Project Management Director

RAYFORD ENTERPRISES || ALEXANDRIA, LA || 2017–2019

Project Manager

LAWN CARE SPECIALIST || ALEXANDRIA, LA || 2015–2017

Owner

ALLEN REFRACTORIES CO. || NEW ORLEANS, LA || 2013–2015

Bricklayer

LA TASKFORCE || NEW ORLEANS, LA || 2009–2013

Blight Operations Manager

SHAW CONTRACTORS, INC. || BATON ROUGE, LA || 2008–2009

Quality Control Technician

SHAW ENVIRONMENTAL AND INFRASTRUCTURE || BATON ROUGE, LA || 2007–2008

Debris Tower Technician

PROJECT AND PROGRAMS EXPERIENCE

ROSTAN SOLUTIONS, LLC || LOUISIANA || 2019–PRESENT

Program/Project Management Director

Responsible for building analysis and damage assessments; repair and mitigation scoping assessments; bidding and cost estimating; DDD Development. Oversight of all project management projects, personnel, and budgets. Currently working on projects associated with the 2016 and 2019 Floods as well as Hurricanes Gustav, Ike, Irma, Maria, Harvey, Michael, Barry, Laura, Delta, and Ida.

RAYFORD ENTERPRISES || ALEXANDRIA, LA || 2017–2019

Project Manager

Responsible for evaluating problematic systems or facilities and determining what installation or repair services need to be performed and preparing relevant reports. Oversaw and coordinated workers who maintained and repaired electrical, plumbing, ventilation, and other building systems for multiple companies owned by Rayford Enterprises, including Cabana Mobile Estates, West Lakes Estates, LLC, and the Rayford Building.

LA TASKFORCE || NEW ORLEANS, LA || 2009–2013

Blight Operations Manager

Performed debris removal, rough-cut, and finish-cut blighted property in coordination with FEMA post-Katrina operations. Responsible for maintenance and upkeep of equipment, manpower, and coordination/execution of lawn care to potential blighted properties throughout Chalmette, LA. Responsible for maintaining and handing in documentation of completed work to management for submittal to FEMA.

SHAW ENVIRONMENTAL AND INFRASTRUCTURE || BATON ROUGE, LA || 2007–2008

Debris Tower Technician



ALEXA A. WILSON, CFM

GRANTS MANAGEMENT

YEARS OF EXPERIENCE

17

EDUCATION

MS Geography Louisiana State University 2007

BA Geography Louisiana State University 2004

PROFESSIONAL REGISTRATIONS & ASSOCIATIONS

- Certified Floodplain Manager
- Louisiana Floodplain Management Association (LFMA)
- Association of State Floodplain Managers (ASFPM)

QUALIFICATIONS

- FEMA Professional Development Series
- IS139–Exercise Design
- IS230–Fundamentals of Emergency Management
- IS235–Emergency Planning
- IS240–Leadership and Influence
- IS241–Decision Making and Problem Solving
- IS242–Effective Communication
- IS244–Developing and Managing Volunteers
- IS300–Intermediate ICS for Expanding Incidents
- MGT315–Enhanced Threat and Risk Assessment
- IS324–Community Hurricane Preparedness
- IS400–Advanced ICS for Command and General Staff
- IS700/800–NIMS, National Response Framework
- NDPTC – Social Media for Disasters, Train the Trainer
- Mitigation Assistance

Ms. Wilson is a Certified Floodplain Manager with a background in emergency management and federal programs. Her seventeen years of experience encompasses emergency management, disaster planning, and response/recovery as well as business continuity and hazard mitigation. Ms. Wilson shows proficiency in the management of clients' FEMA disaster grant programs including the Hazard Mitigation Grant Program (HMGP), Public Assistance Program (PA) and Community Development Block Grant Program (CDBG). Her most recent experience demonstrates expertise in project management and implementation of recovery and mitigation for large-scale disasters.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || BATON ROUGE, LA || 2019–PRESENT

Project Manager

ARCADIS NORTH AMERICA || BATON ROUGE, LA || 2016–2019

Management Consultant

STEPHENSON DISASTER MANAGEMENT INSTITUTE, LSU || BATON ROUGE, LA 2012–2016

Project Manager, Center for Business Preparedness

IEM, INC. || BATON ROUGE, LA || 2008–2012

Mitigation Specialist

EAST BATON ROUGE PARISH OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || BATON ROUGE, LA || 2005–2008

Mitigation Specialist

PROJECT AND PROGRAMS EXPERIENCE

PUBLIC ASSISTANCE GRANT PROJECT (PA) MANAGEMENT || 2016–PRESENT

Serves as Project Manager for the implementation of services to clients throughout the PA disaster recovery process. Project management services include large-scale disaster recovery, mitigation, and application development for federal funding sources. PA grant management includes coordination among various agencies, including GOHSEP and FEMA, in order for grant processing. Additional responsibilities, at the request of the client, include staff augmentation, 406 and 404 Mitigation funding, appeals, and the securing of alternate funding services for local match requirements. Management of disaster recovery for clients includes state and local governments, schools, churches, hospitals, housing authorities, and non-profit agencies.

HAZARD MITIGATION GRANT PROGRAM MANAGEMENT AND APPLICATION DEVELOPMENT || 2008–PRESENT

Oversees the development and submittal of funding assistance applications for various clients and manages the implementation of HMGP funding through execution of awarded projects. Additional mitigation programs include FEMA's Hazard Mitigation Grant Program (HMA), Building Resilient Infrastructure and Communities (BRIC), and Flood Mitigation Assistance (FMA). Mitigation programs managed include flood mitigation, drainage improvements, streambank restoration, and elevation. Management of mitigation programs includes the coordination of project activities as well as serving as liaison among the client and subcontracting companies involved in primary basic engineering tasks including the hydraulic and hydrologic study.

FLOODPLAIN MANAGEMENT PROGRAMS || LA STATEWIDE COMPREHENSIVE WATERSHED BASED FLOODPLAIN MANAGEMENT PROGRAM || 2018

Served as an integral planning element of the Phase 1 Investigative Statewide Floodplain Development Team under the Coastal Restoration and Protection Authority (CPRA). The goal of



the Phase I initiative was to develop a path forward for a Statewide Comprehensive Watershed Based Floodplain Management Program, to be confirmed and implemented through future phases of program development. Developed and moderated meetings to investigate the challenges and opportunities of statewide floodplain management, and to leverage existing floodplain management efforts of these and other agencies, as well as local jurisdictions, non-profits, subject matter experts, and others.

HAZARD MITIGATION ASSISTANCE (HMA) PROJECT MANAGEMENT || LOSS AVOIDANCE ASSESSMENTS || 2017

Assisted project management team in completion of a Loss Avoidance Assessment for counties in Florida affected by Hurricanes Hermine and Matthew for the Florida Department of Emergency Management (FDEM). Responsibilities included conducting event research for both disasters for assessment to identify greatest impact from storms in addition to interviewing communities contacts to determine impacts to previously completed mitigation projects throughout the community. Assessed mitigation projects included completed wind retrofits, elevations, and acquisitions to determine the cost effectiveness of each.

HAZARD MITIGATION PLANNING || STATEWIDE PLANNING EFFORTS || 2014-2016

As project manager, provided assistance to Louisiana parishes and their jurisdictions to update local hazard mitigation plans. Responsible for parish kick-off and public meetings, data collection, and grant management through local Offices of Emergency Preparedness. Assisted in creation and design of a web-based portal to document and track progress of each parish hazard mitigation plan update. Successfully directed parishes and their jurisdictions to receive FEMA approval for their Hazard Mitigation Plans, allowing eligibility for federal funding through the Hazard Mitigation Grant Program as well as guidance on the National Flood Insurance Program and Incentives. Provided climatological data for historical hurricanes in the study area.

CONTINUITY OF OPERATIONS PLANNING || SMALL BUSINESS/NONPROFIT PREPAREDNESS || 2012-2016

Created and conducted outreach sessions for the Louisiana Governor's Office of Homeland Security and Emergency Preparedness and Pennington Foundation for small business and nonprofit organizations to teach about hazards and risks to which businesses are susceptible as well preparation for business interruptions.

LOUISIANA BUSINESS EMERGENCY OPERATIONS MANAGEMENT || EMERGENCY ACTIVATION || 2012

Responsible for coordination of all private industry and non-profit members of the LA BEOC for fair weather days as well as for emergency activation of the center, including activation for Hurricane Isaac. The mission of the LA BEOC is to improve the ability of Louisiana businesses and non-profits to prepare for, respond to, and recover from natural and human-caused disasters, and to maintain the stability, resilience and economic recovery of their communities.

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROJECT MANAGEMENT || RENTAL PROGRAM COMPLIANCE MONITORING || 2008-2012

Assisted the Louisiana Office of Community Development – Disaster Recovery Unit by managing the Small Rental Property Program's Long-Term Compliance and Monitoring Team in performing tenant eligibility reviews under the Uniform Relocation Act, using knowledge of the Community Development Block Grant (CDBG) program to implement the Long-Term Compliance and Monitoring Plan and process.

EMERGENCY OPERATIONS AND HAZARD MITIGATION PLANNING || 2005-2008

Assisted in development of the East Baton Rouge Parish Emergency Operations Plan (EOP), EBR Office of Homeland Security and Emergency Preparedness Continuity of Operations Plan (COOP) and the Office of the Mayor-President's COOP. Coordinated multi-agency COOP plans for Parish accreditation.

DISASTER RESPONSE ACTIVATION COORDINATION || HURRICANE KATRINA/RITA EOC ACTIVATION || 2005

Assisted local activation of Emergency Operations Center for Hurricanes Katrina and Rita. Managed local resource requests during DR-1603 and DR-1607, including volunteer resources, evacuee management, and Parish-wide situational updates. Coordinated with local agencies as well as the State Emergency Operations Center (EOC).



DANA B. PORTER

GRANTS MANAGEMENT

YEARS OF EXPERIENCE

8

EDUCATION

MS, Mississippi College, 2021

BS, Mississippi College, 2011

CERTIFICATIONS & TRAINING

- IS100 Introduction to Incident Command systems
- IS120.a Introduction to Exercises
- IS 139-Exercise Design
- IS-200 ICS for Single Resources
- IS208.a State Disaster Management
- IS230.b-Fundamentals of Emergency Management
- IS235.b-Emergency Planning
- IS240.b-Leadership and Influence
- IS244.b-Developing and Managing Volunteers
- IS253-Coordinating Environmental & Historical Preservation Compliance
- IS300-Intermediate ICS for Expanding Incidents
- IS393.a-Introduction to the Public Assistance Process
- IS324-Community Hurricane Preparedness
- IS400-Advanced ICS for Command and General Staff
- IS 559-Local Damage Assessments
- IS631-Public Assistance Operation I
- IS632-Introduction to Debris Operations in Public Assistance
- IS660-Introduction to Public-Private Partnerships
- IS700.a/800.b-NIMS, National Response Framework
- IS910-Emergency Management Preparedness Fundamentals

Ms. Porter's 8 years of experience encompasses disaster recovery, response as well as policy and problem resolution. She is a highly effective Public Assistance Consultant with extensive knowledge of laws, rules, regulations, 44CFR, 2CFR, Stafford Act and Public Assistance Policy and Program Guide. Ms. Porter served as an advisor to sub-grantee and grantee staff and provided advice and assistance regarding the application processes, as well as agency policies and procedures. In addition, she provided guidance and acted as a liaison to resolve complex grant issues for applicants including the Housing Authority of New Orleans, St. Bernard Parish Sheriff 's Office and Louisiana Governor's Office of Homeland Security and Emergency Preparedness. Her most recent experience demonstrates expertise in both project and program management and implementation of recovery for large-scale disasters

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS, LLC || DISASTER RECOVERY PUBLIC ASSISTANCE 2021 –PRESENT

Project Specialist

Program Specialist for clients participating in FEMA's Public Assistance Program. Ms. Porter provides guidance, assistance and problem resolution to all staff supporting Rostan's clients in recovery from the Mississippi River Flooding, Hurricane Laura, Hurricane Delta and Hurricane Ida in the States of Mississippi, Wisconsin and Louisiana. Ensures all Public Assistance projects adhere to rigorous programmatic regulations and compliance for large clients with complex projects such as City of Sulphur, Acadia Parish, Thibodeaux Regional Health System, Plaquemines Parish and Group Health Cooperative of South-Central Wisconsin. Ms. Porter provides problem resolution and programmatic support to overcome any issues and pitfalls faced by our clients

APTIM ENVIRONMENTAL & INFRASTRUCTURE, INC. || HURRICANES HARVEY & IKE TEXAS & HURRICANES IRMA & MARIA PUERTO RICO RECOVERY || 2017–2020

Senior Disaster Recovery Specialist

Provided policy guidance, project support and grants management to 50 Sub-Recipients participating in FEMA's Public Assistance program. Utilized the new FEMA Delivery Model, Grants Portal, to process, review and manage hundreds of disaster recovery grants on behalf of applicants across three Texas counties. Ensured that all Public Assistance Program project worksheets adhered to rigorous, programmatic eligibility and compliance and provided guidance regarding regulations and other issues as outlined by 44CFR, 2CFR, Stafford Act and Public Assistance Guidance to Sub-Grantees. Public Assistance Senior Specialist provided policy guidance, project support and grants management to over 60 Sub-Recipients immediately following Hurricanes Irma and Maria. As a Group Liaison, performed reviews of staff written projects and managed hundreds of recovery grants on behalf of applicants across Puerto Rico. Ensured that all Public Assistance Program project worksheets adhered to rigorous programmatic eligibility and compliance standards.

LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS || 2013-2017

Senior Recovery Specialist, Public Assistance

Provided guidance regarding regulations, program eligibility and other issues as outlined in the 44CFR, 2CFR, Public Assistance Guidance and the Stafford Act. Interpreted and followed federal and state laws, rules, policies, regulations and executive orders of the Office of the Governor, State Legislative Auditor and FEMA. Provided guidance and acted as a liaison to resolve complex grant issues for Sub-Grantees including Livingston Parish, New Orleans Sewer and Water Board, Housing Authority of New Orleans and the Shelter at Home Program. Received Outstanding Performance Award for commitment to excellence and service to GOHSEP leadership and Applicants in the State of Louisiana recovering from disasters Katrina through the 2016 floods.



ADAM T. FERGUSON, CFM

FEMA POLICY ADVISOR

YEARS OF EXPERIENCE

16

EDUCATION

University of Miami School of Law,
J.D., 2012

University of North Carolina at
Wilmington, M.P.A., 2004

University of North Carolina at
Wilmington, B.A., Psychology,
2002

LICENSES & CERTIFICATIONS

• Member – Florida Bar #0100223

Mr. Ferguson leads Rostan's Technical Service Department with the Recovery & Mitigation Division. He has served prominent roles in FEMA Disaster Declarations dating from Hurricane Katrina in 2005 through to the 2021 Hurricane Season. He oversees and provides direct support with benefit-cost analysis, programmatic appeals, and complex regulatory compliance issues.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || FLORIDA || 2018–PRESENT

Director, Recovery & Mitigation

MONROE COUNTY, FL || FLORIDA || 2017–2018

Floodplain Manager

WITT O'BRIEN ASSOCIATES || WASHINGTON, DC || 2013–2017

Hazard Mitigation Advisor

FEDERAL EMERGENCY MANAGEMENT AGENCY || ATLANTA, GA || 2005–2009

Hazard Mitigation Program Specialist R IV

PROJECT AND PROGRAMS EXPERIENCE

FLORIDA || 2017–PRESENT

Senior Hazard Mitigation Advisor

Following 2017 Hurricane Season, work with multiple applicants to FEMA's HMGP and 406 Mitigation programs to identify eligible activities, develop and document compliant applications, organize and construct Benefit-Cost Analyses, and coordinate with FEMA and State of Florida to secure federal funding. Provide as-needed programmatic and technical support regarding 406 Mitigation applicants on demonstrating cost-effectiveness and ensuring programmatic compliance.

CHARLESTON COUNTY, SC || 2018–PRESENT

Senior Appeals Manager

Responsible for organizing and implementing County response to 17 FEMA Adverse Determinations received within 90 days. Developed operational framework for intake, review, diagnosing issues, and drafting responses within short time frames. Coordinate local, state, and federal stakeholders to find consensus and reduce items at issue.

STATE OF NEW JERSEY || 2013–2017

Senior Hazard Mitigation Advisor

Served as Senior Hazard Mitigation Advisor to the State of New Jersey's State Hazard Mitigation Office ("SHMO") and staff for the HMGP following Superstorm/Hurricane Sandy. Responsible for training state staff, developing and conducting public briefings, providing quality control and oversight of contractor work product, and provide technical support for benefit-cost analysis and programmatic appeals.

FEMA REGION IV || 2005–2009

Hazard Mitigation (FEMA) Disaster Assistance Employee

Tasked as a Hazard Mitigation Specialist following Hurricane Katrina, responsible for HMGP outreach and program delivery, training of state and local staff, and HMGP application review and development. Later designated as a Subject Matter Expert, responsible for instructing benefit-cost analysis course and developing training program for new FEMA Hazard Mitigation Disaster Assistance Employees.



CLIFF THOMPSON

TECHNICAL SUPPORT

YEARS OF EXPERIENCE

40

EDUCATION

Louisiana State University, 2 years
Associated Builders & Contractors, 2 years

REGISTRATIONS & CERTIFICATIONS

- Construction Coordinator, Louisiana
- RS Means Costworks and RS Means Online

TRAINING

- EMA IS-00100 Introduction to the Incident Command System
- FEMA IS-00200 ICS for Single Resources and Initial Action Incidents
- FEMA CEF Training
- OSHA 10, 30 & 40
- 8 Hr. HAZWOPER
- HAZCOM
- Confined Space & Trench Certification
- Emergency Response

HIGHLIGHTS

- More than 35 years of construction experience
- 16 Years of experience in Emergency Response and Recovery for Katrina, Rita, Gustav, Ike, Isaac, Sandy, Louisiana Great Floods 2016, Irma, Maria, Harvey, Michael, Barry, 2019 Floods, Laura and Delta.
- 428 PAAP Expert
- SD/SI Expert

Mr. Thompson has more than 40 years of experience in the construction industry. During his tenure, he gained extensive managerial experience in the residential, commercial, and industrial construction industries. His working knowledge of isometric, orthographic, architectural, topographic and construction drawings make him suitable for multi-craft projects, as well as subcontract coordination. Mr. Thompson has experience in managing projects of up to a 300-manpower load and can coordinate well with other contractors. Mr. Thompson also has experience in municipal projects. He has done work with the U.S. Army Corps of Engineers, including working as the Field Project Manager during the unwatering of New Orleans following Hurricane Katrina. In addition, Mr. Thompson has more than 14 years training and experience with FEMA Public Assistance (PA) and Individual Assistance (IA) Technical Assistance Contract (TAC) Community Development Block Grant-Disaster Recovery (CDBG-DR) programs conducting site assessments and developing detailed estimates based on the findings in the field.

PROJECT AND PROGRAMS EXPERIENCE

ROSTAN SOLUTIONS || 2019-PRESENT

Senior Technical Specialist || Subject Matter Expert

Conduct disaster Recovery Management for Texas, Louisiana, Florida, USVI and Wisconsin. Provide Technical Support over several Independent School Districts, Municipalities and Critical/Non-Critical PNPs.

GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS (GOHSEP) || LOUISIANA || 2017-2019

Disaster Recovery Specialist

GOHSEP Technical Team Lead, Problem Resolution Officer and Subject Matter Expert for Public Assistance and CEF. Developed cost analysis, white Papers, scope alignments and QA/QC the Technical Teams documentation associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, Ike, Isaac and the Flood of 2016. As a Lead on the Technical Team, we are responsible for assisting the State Applicant Liaisons (SALs) and GOHSEP Management in developing detailed damage assessments and estimates and FEMA Cost Estimating Factsheets (CEFs) based on damages incurred by the Sub-recipients on any declared disasters. In the last year, our Technical Team has increased the grant total for the 2016 Flood by \$83,000,000.00.

CITY OF WHARTON, TX || 2016-2017

FEMA Project Specialist and Estimator

Develop detailed damage Assessments and Cost Estimating Factsheets (CEFs) for the damages associated with their spring flooding to the Parks and infrastructure.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS || RECONSTRUCTION, REHABILITATION, ELEVATION AND MITIGATION (RREM) PROJECT || 2015-2017

Construction Manager

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New Jersey.

CITY OF NEW YORK || BUILD IT BACK PROJECT || 2015

Construction Manager

Oversee the execution of Community Development Block Grant (CDBG-DR) funds for properties damaged by Hurricane Sandy in New York City.

NEW YORK CITY HOUSING AUTHORITY (NYCHA) || 2014-2015

FEMA Technical Support

FEMA Technical Support Specialist to develop and validate the 428 PAAP budget estimate for all Hurricane Sandy damaged developments. Working with the NYCHA-PMO on the Funding and



Estimating Team, Mr. Thompson helped to write a \$3.1 billion grant — the largest in FEMA history. Assisted in the Tier 1 and Tier 2 reviews for all the housing developments in New York.

GOHSEP || LOUISIANA || 2012–2014**Disaster Recovery Specialist**

Developed cost analysis and scope alignments associated with FEMA PA Project worksheets for Hurricanes Katrina, Rita, Gustav, and Ike as well as conducting field damage assessments and Project Worksheet (PW) development following Hurricane Isaac.

LOUISIANA OFFICE OF COMMUNITY DEVELOPMENT, DISASTER RECOVERY UNIT (OCD-DRU) || SMALL RENTAL PROPERTY PROGRAM || NEW ORLEANS, LA || 2009–2012**Field Construction Coordinator**

Acted as Field Construction Coordinator for the Small Rental Property Program. He assisted applicants in the design and construction efforts associated with the SRPP Grants Management Program including several properties listed on the Department of Interiors Historic Landmark Structures in and around New Orleans, La.

TERREBONNE PARISH UNWATERING || TERREBONNE PARISH, LA || 2008**Field Project Manager**

Mr. Thompson acted as the Field Project Manager over unwatering of Terrebonne Parish following Hurricane Ike. He was responsible for coordinating the staging, placing, assembling and monitoring of 75 pumps, which pumped 12 billion gallons in 24 days.

JACKSON BARRACKS RECONSTRUCTION PROJECT || LOUISIANA MILITARY DEPARTMENT (LAMD) NEW ORLEANS, LA || 2006–2009**Project Manager**

Mr. Thompson reviewed and conducted scope alignments for FEMA Project Worksheets and developed version requests, based on eligibility to the Project Worksheets associated with LAMD at Jackson Barracks in New Orleans. He oversaw design from the architect/engineer, reviewed and made recommendations on design efforts based on FEMA eligible scope items. He attended and participated in regular meetings with FEMA and GOHSEP personnel and oversaw construction efforts. Mr. Thompson gained a working knowledge of R.S. Means and National Estimator from working on this project. Participated in (2) 106 (MOA) Memorandum of agreements with FEMA EHP and oversaw the design and rehabilitation of the Jackson Barracks Historic Garrison and Historic Armory/ Powder Magazine as well as working with the State Historic Preservation Office (SHPO) on character defining features that were implemented in reconstruction of the single family dwellings on Beaugard Dr.

DEBRIS MONITORING SERVICES FEMA DR-1786 || BATON ROUGE AND GRAND ISLE, LA || 2008**Field Lead, Debris Monitors and Dump Sites**

Oversee field operations for debris collection and disposal following Hurricane Gustav.

TARGA/DYNEGY || VENICE, LA || 2006**Field Project Manager**

Rebuild the plant and remove 5 ½ feet of rozcane (swamp grass) from the plant and get the plant up and running following Hurricane Katrina. This plant supplies natural gas to approximately 40% of the East Coast.

U.S. ARMY CORPS OF ENGINEERS, NEW ORLEANS UNWATERING || 2005**Field Project Manager**

Field Project Manager during the unwatering of New Orleans following Hurricane Katrina.

UNION TANK CAR FACILITY || ALEXANDRIA, LA || 2004**Field Project Manager**

Oversee construction of the Union Tank Car Facility. 1 Million Sq. Ft. under roof.

CONCRETE INNOVATIONS INC. || 1998–2003**Owner**

A decorative concrete, wet stamp, stain, overlay and industrial coatings company.



CARLOS ARREDONDO

TECHNICAL SUPPORT

YEARS OF EXPERIENCE

3 Years—Public Assistance Policy Consulting

9 Years—Construction Estimating, Management, and Building

8 Years—Military and Maritime Law Enforcement as Member of U.S. Coast Guard

EDUCATION

Art Institute, Media and Animation, Fort Lauderdale, FL.

Art Institute of California, Industrial Design, Orange County, CA

CERTIFICATIONS & SKILLS

- RSMears
- FEMA CEF Training
- Master Carpentry
- Bilingual (Spanish/ English)
- OSHA Basic Safety
- Building Project Management
- Project Scheduling
- Cost Analyses
- Projection Plan Development
- Budgeting

Mr. Arredondo is an experienced Disaster Recovery and Planning specialist in private and public sector, with expertise in construction building, construction management, protocol development, cost analysis, team building, and public assistance. He is well-versed in FEMA codes and regulations, which allows him to carefully monitor and oversee all recovery program tasks to ensure maximum funding recovery and minimal funding de-obligation.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || LOUISIANA || 2019–PRESENT

Program Manager [2020–Present] || Technical Specialist [2019–2020]

B&G CONSTRUCTION || NEW ORLEANS, LA || 2016–2019

Project Manager

JD RESTORATIONS || NEW ORLEANS, LA || 2014–2016

General Manager

CARBINE RESTORATIONS || NEW ORLEANS, LA || 2012–2014

Carpenter

U.S. COAST GUARD || LONG BEACH, CA || 2004– 2012

Boatswain's Mate

PROJECT AND PROGRAMS EXPERIENCE

CORPUS CHRISTI INDEPENDENT SCHOOL DISTRICT, TEXAS || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

GADSDEN COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

QUINCY COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

POLK COUNTY SCHOOL DISTRICT, FLORIDA || 2019–2020

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection.

WEST FELICIANA PARISH, LOUISIANA || 2019–PRESENT

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates.

EARLY EDUCATION & CARE, INC., FLORIDA || 2019–2021

Technical Specialist

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

**THE DIOCESE OF ST. THOMAS IN THE VIRGIN ISLANDS, USVI || 2019–PRESENT****Public Assistance Consultant/ Project Management**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; cost analysis; contracting and procurement, budgeting; public assistance policy guidance.

LOUISIANA DEPARTMENT OF CORRECTIONS || 2019–PRESENT**Public Assistance Consultant/ Project Management**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; contracting and procurement, budgeting, public assistance policy guidance.

FLORIDA STATE HOSPITAL, DEPARTMENT OF CHILDREN AND FAMILIES || 2019–2021**Technical Specialist**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates.

PLAQUEMINE PARISH, LOUISIANA || 2019–PRESENT**Technical Specialist**

Responsibilities include building analysis and damage assessments; repair and mitigation scoping assessments; DDD Development; repair cost estimates; site inspection; debris and roads data collection and analysis; debris removal cost estimates; cost analysis.

B&G CONSTRUCTION || NEW ORLEANS, LA || 2016–2019**Project Manager**

Project scoping, project budgeting, sub-contracting, coordination, and management multiple trades, bid review and selection, cost analysis, hiring of new trades and field workers, project plan development, safety meetings, communication with clients and insurance agents, scheduling, inspections and permitting, material ordering, change orders, and any other task necessary for the completion of each project in a safely and cost-effective manner.

JD RESTORATIONS || NEW ORLEANS, LA || 2014–2016**General Manager**

Responsible for business development and growth, payroll, scheduling, budgeting, project management, determine scope of work, coordinate with multiple construction trades, billing and collection, equipment purchase, communication with insurance providers and client.

CARBINE RESTORATION || NEW ORLEANS, LA || 2012–2014**Carpenter**

Master Carpenter, structural and cosmetic construction, material purchase, equipment/tools purchasing, drawing/plans reading, crew handling and management, trouble shooting.

U.S. COAST GUARD || PSU 311 LONG BEACH, CA || 2004–2012**Boatswain's mate**

Petty Officer 3rd class/E-4, Boarding Team Member, Tactical Boat Crew Member, Search and Rescue, Maritime Law Enforcement and Safety, Contingency Operation Iraqi Freedom Veteran.



TYLER CHEEK

FEMA ADMINISTRATIVE SUPPORT

7 YEARS OF EXPERIENCE

7

CERTIFICATIONS & TRAINING

- IS-100.a: Introduction to the Incident Command System
- IS-800.b National Response Framework, An Introduction
- IS-700.a NIMS Multiagency Coordination System (MACS) Course
- IS-634 Introduction to FEMA's Public Assistance Program
- IS-632.a Introduction to Debris Operations

RECOVERY EVENTS

2020

Hurricane Delta
Hurricane Laura

2017

Hurricane Maria
Hurricane Irma

2016

Hurricane Matthew
Tornado, KY

2015

Flooding, AR
Avian Flu Response, IA

Adaptive, resilient, and efficient, Mr. Cheek has been endorsed and recommended by project personnel for his ease of manner, focus on results, meticulous notes, and easy to follow findings. He is able to conform to process standards as well as define and seek resolution of items falling outside of normal parameters.

PROFESSIONAL EXPERIENCE

ROSTAN SOLUTIONS || BATON ROUGE, LA || 2017–PRESENT Grants Management Consultant

ER ASSIST || BENTONVILLE, AR || 2015–2017 Project Specialist

PROJECT AND PROGRAMS EXPERIENCE

CITY OF SULPHUR, LA || FEMA DR-4559 & DR-4570 || 2021–PRESENT Public Assistance (PA) Funding Specialist

As a consultant to the City of Sulphur in response to both disasters Laura & Delta, responsibilities included providing policy guidance and recommendations, delivering technical expertise in FEMA meetings, and developing project damage descriptions and scopes of work for FEMA PA Project Worksheets (PWs).

THE DIOCESE OF ST. THOMAS IN THE VIRGIN ISLANDS FEMA DR-4335 & DR-4340 || 2018–PRESENT Grants Management Junior Consultant

As a consultant to the Diocese of St. Thomas in the Virgin Islands in response to both Hurricanes Irma and Maria, responsibilities included the creation of preliminary damage assessments, detailed damaged descriptions, and scopes of work for over twenty houses of worship and educational facility projects. Assisted with procurement documentation, requests for information, and coordinated daily with the applicant to provide policy guidance and technical expertise in meetings with Virgin Islands Territorial Emergency Management Agency and FEMA program delivery managers.

BERKELEY COUNTY, SC || FEMA DR-4286 || 2016 Debris Specialist

Category A closeout specialist for hurricane debris, including scale tickets, load tickets, haul-out tickets, truck certifications, invoices, and procurement documentation.

BENTON COUNTY, AR || FEMA DR-4254 || 2015–2016 Project Specialist || Winter Flooding Water Crossing Debris Project (PAAP)

Documented debris for 60+ water crossing structures for flood sediment and debris. Documented and tracked Public Assistance Alternative Procedures Increased Federal Funding Incentives (0-30 days, 31-60 days, 91-180 days).

BENTON COUNTY, AR || FEMA DR-4143 || 2016 FEMA Closeout Review Specialist

Prepared comprehensive files and binders for state and FEMA closeout of \$4.5M in grant funding for Benton County following severe storms and flooding.

MORGAN COUNTY, KY || FEMA DR-4239 || 2016 Public Assistance Project Specialist

Category A closeout specialist for tornado debris, including scale tickets, load tickets, haul-out tickets, truck certifications, invoices, and procurement documentation.

STATE OF IOWA || USDA-2124 || 2015 Field Auditor

As a field compliance auditor, responsibilities included accurately recording all time for labor, equipment and materials for the U.S. Department of Agriculture's (USDA) avian flu response efforts. Tracked all materials used on a daily basis. Ensured all information was accurate to ensure proper reimbursements. Administrative compliance with fluid project standards.