

COLUMBIA COUNTY

RFP: 2022-T
DISASTER RECOVERY
CONSULTANT SERVICES

COPY



CONTENTS

| | |
|---|-----------|
| TAB A: CORPORATE BACKGROUND/EXECUTIVE SUMMARY | 5 |
| TAB B: BUSINESS EXPERIENCE..... | 6 |
| Similar Contracts Held | 9 |
| TAB C: RESOURCES AND KEY PROJECT PERSONNEL | 15 |
| Organizational Chart | 15 |
| Minimum Qualifications for each Class of Employee | 16 |
| Resumes..... | 17 |
| TAB D: PROJECT APPROACH..... | 50 |
| I. Federal Grant Assistance | 50 |
| Public Assistance Process Phases..... | 51 |
| Phase 1: Preparedness | 52 |
| Phase 2: Pre-Obligation (Grant Formulation) | 52 |
| Phase 3: Post-Obligation (Grant Management) | 55 |
| Other Long Term Recovery Support..... | 59 |
| Hazard Mitigation (404/406) | 59 |
| Building Resilient Infrastructure Program (BRIC) | 60 |
| Community Development Block Grant – Disaster Recovery (CDBG-DR) | 61 |
| TAB E: FEE STRUCTURE | 62 |
| TAB F: FORMS..... | 63 |
| PROPOSAL RESPONSE COVER SHEET..... | 63 |
| INSURANCE CERTIFICATION FORM | 64 |
| EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT..... | 66 |
| CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS | 67 |
| AFFIDAVIT CERTIFICATION..... | 68 |
| IMMIGRATION LAWS..... | 68 |
| NON-COLLUSION AFFIDAVIT..... | 69 |
| DRUG-FREE WORKPLACE FORM | 70 |
| A CURRENT W-9 FORM..... | 71 |

ATTACHMENT A72
ADDITIONAL FEDERAL TERMS AND CONDITIONS 72

April 6, 2022

Columbia County
Purchasing Department
Attn: Purchasing
135 NE Hernando Ave, Suite 203
Lake City, FL 32055

RE: Response to RFP# 2022-T Disaster Recovery Consultant Services

Dear Members of the Selection Committee:

Columbia County is no stranger to disasters. Whether pandemics, floods and hurricanes, or the effects of extreme temperatures, the County has certainly seen their fair share of events.

We here at **Synergy Disaster Recovery (Synergy)** have been assisting communities, public agencies, and counties in recovery from storms that have hit the state over the past seven years, including hurricanes Michael, Irma, Matthew, and Hermine. Working with our partners at FEMA and FDEM, we have been instrumental in developing a statewide, regional, and local recovery system that works for you, the Applicant, getting your projects obligated and paid faster, so your community can recover quickly. It is with this intention that we are pleased to submit our proposal for your consideration.

Why the Synergy Team? Because we will get results. Here's how!

Local FDEM Experience and 100% commitment. With only one other Prime relationship in the state of Florida, the County can rest assured that it will receive 100% commitment to your needs for grant assistance. Our team is being led by Synergy's own **Tracy Doyle**, Certified Financial Section Chief. Tracy has been instrumental in working with Florida's most heavily impacted communities (Bay, Collier, Monroe and Flagler counties) to recover close to **\$750M+ in Public Assistance Funds** over the past 5 years. Columbia County will find no other team with more qualified local support.

In addition, we get our clients reimbursed faster. Utilizing our **SynTrax Recovery Process** discussed later in our proposal, we had the "first" Project Worksheet (PW) obligated, the "first" Category A-Debris PW Obligated, and the "first" Request for Reimbursement (RFR) paid in the state for Collier County during Hurricane Irma. This success was carried over to Bay County during Hurricane Michael recovery, where the county received payment for over \$150M for their debris operations costs, just 12 months after the incident.

We are cost conscious. One of the largest impacts that the Disaster Recovery Reform Act of 2018 had on recovering communities, is that local governments are capped at

5% of total damages (less insurance) to submit as project management costs – which are reimbursable at 100% federal reimbursement. We understand how every penny counts when it comes to your budget, which is why we always go the extra mile to be good stewards of your expenditures. Whether by 1) tracking your volunteer hours to help offset your local match, 2) leveraging other disaster grants (HMGP, CDBG-DR, etc.) to offset some of your costs, or 3) tracking project management costs with the sufficient detail to ensure you receive 100% reimbursement, we will do everything we can to save you every dollar we can.

Most importantly, you can count on us. Our team is very selective on the number of contracts and commitments we pursue, so our clients can be assured of the capacity, dedication, and delivery of quality personnel. This allows us to provide our clients with the support they need when they need it. Whether its responding to the EOC during or days after the storm, as we did in hurricanes Michael, Irma and Matthew, or providing onsite support, working hand in hand with your staff when you need it, our flexible organizational structure will always be able to adapt to meet your needs.

As President and Chief Operating Officer of **Synergy**, I am authorized to represent, negotiate, and sign any agreement which may result from this proposal, and will also be serving as the contract's primary contact.

Thank you for this opportunity to present our qualifications for this proposed work. We look forward to your favorable selection.

Sincerely,

SYNERGY DISASTER RECOVERY, LLC



Andre Duart, President/COO
ADuart@Synergy-dr.com
(954) 465-8084
2730 Bristlecone Ct
Lafayette, CO 80026

TAB A: CORPORATE BACKGROUND/EXECUTIVE SUMMARY

FIRM INFORMATION

Communications concerning this proposal shall be addressed to:

| | | | |
|----------------------|---|---|---|
| Company Name | Synergy Disaster Recovery LLC | Established | 2017 |
| Tax ID Number | 84-3533519 | W-9 | Attached <input checked="" type="checkbox"/> |
| Contact Name | Andre Duarte | Phone | (954) 465-8084 |
| Title | President/COO | Email | ADuarte@Synergy-dr.com |
| Address | 2730 Bristlecone Ct, Lafayette, CO 80026 | | |
| Services | Public Assistance, Mitigation, Debris Monitoring, CDBG, EOC Staff, & Planning | | |
| Size of Firm | F/T Employees: 15 | P/T Employees: 7 | Website www.synergy-dr.com |

TAB B: BUSINESS EXPERIENCE

Working with FEMA and FDEM

The **Synergy Team** has been setting the standard in disaster recovery in the State of Florida since FEMA's new PA Model and the Grants Portal came into existence in 2017. Since then, we have assisted dozens of local government applicants and several states in navigating FEMA's Grant Portal process. Engaging with local governments, we have been able to see first-hand how the portal process needs to work for you, the Applicant, and not just FEMA. In 2017, we also began providing training on FEMA's PA Model and the Grants Portal. We taught classes at the Florida's Governor's Hurricane Conference, the Florida Emergency Professional Organization and several other conferences, Nationwide. To further hone our skills, the **Synergy Team** also had the rare opportunity to provide state-led support in Kentucky (KYEM). This "look behind the curtain" proved extremely valuable as we strategize, daily, for each of our clients. Knowing what FEMA requires of their own staff gave us the opportunity to customize our processes to work in sync with their goals and objectives, resulting in working *smarter*, not harder.

Working with our partners, FEMA and FDEM, we have been instrumental in developing a statewide, regional and local recovery system that works for you, the Applicant, in getting your projects obligated and paid faster, so that your department can recover quickly. Our staff have supported the recovery of three of the most heavily impacted communities (Bay, Collier and Monroe counties) in the state of Florida

These engagements led to many local and state successes including:

1. Managing the **largest locally led debris mission** in FEMA's history in Bay County, FL for Hurricane Michael
2. **First Category A and B projects ever obligated** in the state of Florida through FEMA's Grants Portal with Collier County, FL
3. **Securing over \$168 million** in advance funding for Bay County during Hurricane Michael

Florida Recovery Obligation Calculation (F-ROC)

Joining forces with Director Guthrie and his team, Tracy Doyle and Joseph Gross, have been pivotal on the conceptualization and standardization of the F-ROC program.

F-ROC is a concept developed to help Florida Applicants leverage technology, improve processes and ensure that recovery dollars are flowing to affected communities as quickly as possible with the least amount of financial risk. Through standardization, FDEM will streamline and simplify the Public Assistance Process by reducing the number of errors, omissions and inconsistencies allowing Applicants to receive larger cash advances.

| Client | Projects | Grants / Services | Contacts |
|---|---|--|--|
| City of Jacksonville, FL | 2021-22 HMGP – Hurricane Irma | HMGP, Florida Resiliency Grants | Rose Nettles Emergency Management Coordinator 904.255.8728 RNettles@coj.net |
| State of Colorado DHSEM | 2022 Marshall Fire Debris Monitoring | Debris Monitoring | Michael Haney Recovery Grants Section Supervisor 303.594.0572 Michael.Haney@state.co.us |
| | 2021-22 Closeout | Public Assistance | |
| Larimer County, CO | 2021 Cameron Peak Fire | PA, 404 & 406 Mitigation, NRCS, CDBG-DR, Debris Monitoring | Lori Hodges, Director of EM 970.498.7147 hodgeslr@larimer.org |
| | 2020 COVID-19 | | |
| | 2013 Floods | | |
| Oregon Dept. of Transportation, OR | 2020 Wildfires Debris | Debris Monitoring | Jared George Sr. Manager Jared.George@CDRMagurie.com 786.235.8534 |
| Monroe Sherriff, FL | 2020 COVID-19 | PA | Jillian Cranney Assistant Finance Director jcranney@keyssso.net 305.809.3018 |
| | 2017 Hurricane Irma | | |
| City of Foley, AL | 2020 Hurricane Sally DR-4564 | PA, 404 & 406 Mitigation, CDBG-DR | Rachel Keith, EMA Director 251.970.2418 rkeith@cityoffoley.org |
| Bay Minette, AL | 2020 hurricane Sally DR-4564 | PA, 404 & 406 Mitigation, CDBG-DR | Tammy Smith, CPA, City Administrator/Finance Director 251.580.1692 TSmith@ci.bay-minette.al.us |
| Monroe County, FL | 2019 Hurricane Irma PA | PA, 404 & 406 Mitigation | Julie E. Cuneo, Management Business Services Administrator 305.292.4460 |
| Bay County, FL | 2018 Hurricane Michael PA. 404 & 406 Mitigation | PA, 404 & 406 Mitigation, Debris | Ashley Stuckey, Budget Officer 850.248.8240 astuckey@baycountyfl.gov |
| Florida Department of Environmental Protection (FDEP) | Hurricane Michael | Debris Monitoring | Scott Woolam, Sr. Program Analyst FDEP 850.245.2806 Scott.Woolam@dep.state.fl.us |
| | Hurricane Irma | | |
| | Hurricane Matthew | | |
| Collier County, FL | 2017 Hurricane Irma | PA, 404 & 406 Mitigation | Len Golden Price, Administrative Services |

| Client | Projects | Grants / Services | Contacts |
|--|--------------------------|--------------------------|--|
| | | | Department Head 239.252.8450 Len.Price@colliercountyfl.gov |
| Collier County Public Schools, FL | 2017 Hurricane Irma | PA, 404 & 406 Mitigation | Siobhan Fox, Budget Director 239.377.0079 FoxSi@collierschools.com |
| City of Naples, FL | 2017 Hurricane Irma | PA, 404 & 406 Mitigation | Gary Young, Deputy Finance Director 239.213.1815 Gyoung@naplesgov.com |
| Everglades City, FL | 2017 Hurricane Irma | PA, 404 & 406 Mitigation | Dottie Joiner, CMC City Clerk 239.695.4558 dsmallwood@cityofeverglades.org |
| Naples Botanical Garden, FL | 2017 Hurricane Irma | PA, 404 & 406 Mitigation | Donna McGinnis, President 239.331.1202 dmcginnis@naplesgarden.org |
| Kentucky Emergency Management Agency (KYEM), KY | 2020 DR-4550 Flood | PA, EM Response Plans | Jessica Mitchell, Recovery Branch Manager 502.607.5762 Jessica.a.mitchell36.nfg@mail.mil |
| | 2020 COVID-19 | | |
| | 2018 DR- 4358/4361 Flood | | |
| Eckerd College, FL | 2017 Hurricane Irma | PA, Debris | Adam Colby, Emergency Management Director 727.864.8260 colbyac@eckerd.edu |
| City of Flagler Beach, FL | 2015 Hurricane Matthew | PA, 404 & 406 Mitigation | Kathleen Doyle, Finance Director 386.517.2000 ext. 229 Kdoyle@cityofflagerbeach.com |
| | 2017 Hurricane Irma | | |
| Flagler County, FL | 2015 Hurricane Matthew | PA, 404 & 406 Mitigation | Lorie Bailey-Brown, Financial Services Director 386.313.4036 lbrown@flaglercounty.org |
| | 2017 Hurricane Irma | | |

Similar Contracts Held

We at **Synergy Disaster Recovery** are selective of the opportunities we pursue to ensure our clients receive the best personnel, resources, and quality they deserve. With our current workload for active disasters, we have the appropriate staff and resources to provide all services requested.

In our past three engagements (Larimer County, CO, Bay County, FL, and Collier County, FL) Synergy was one of the first calls our clients made for EOC support. Our staff was on the ground at our client's request before a notice to proceed was given, attesting to the fact that "Our clients come first". Synergy has always delivered its services on-time and on-budget.

Below is a list of active projects being performed in 1) South Florida, 2) the state of Florida and 3) the southeast United States.

1. City of Jacksonville, FL- HMGP Hurricane Irma as subconsultant
2. City of Foley, AL – Public Assistance Hurricane Sally as Prime

The next few pages highlight some projects similar in scope to the one requested in this RFP.



Bay County, Florida (DR-4399-FL Hurricane Michael), Disaster Recovery Services and Debris Management



CLIENT:

Bay County, Florida

TYPE OF PROJECT:

Disaster Recovery Services | Debris Management

PERSONNEL: Joseph Gross, PMP | McKenzie Parrott | Tracy Doyle | Nathan Droll | Jeffrey Milk | Grady Shoop | Melinda Hutcherson | Michael Garner

PROJECT FEATURES:

- FEMA Grants Portal
- Public Assistance & HMGP
- Debris Management
- 404/406 Mitigation
- Procurement (2 CFR 200 Compliance)
- EOC Support
- CM Support

REFERENCE:

Ashley Stukey, Budget Officer
Bay County
840 W 11th Street
Panama City, FL 32401
Phone: 850.248.8240
Email: astukey@baycountyfl.gov

SERVICES

Synergy Disaster Recovery, LLC, as a subconsultant to CDR Maguire, is currently supporting Bay County, Florida with over \$600M of disaster recovery costs from Hurricane Michael, assisting leadership as they navigate FEMA's new PA Model utilizing the Grants Portal for the first time.

In addition to our Public Assistance responsibilities, the team was assigned as the County's Debris Manager overseeing their \$350M debris operation, which will become the **largest "locally-led" debris mission ever in the country**. We were responsible for overseeing both the County's debris monitoring firms, by performing 100% validation of both the Hauler and Monitors invoices to ensure FEMA reimbursement.

Synergy/CDR Maguire Team was also tasked to augment the Public Works Department staff and provide construction management services for multiple hurricane related projects, ensuring FEMA compliance through completion of those projects.

HIGHLIGHTS

Our team of disaster recovery managers and specialists are currently assisting the County with:

- EOC Response and Support
- Identifying damages, including establishing a Damage Inventory, uploading documentation, answering Essential Elements of Information, and providing project estimations to strategically formulate small and large projects.
- Identifying projects for potential Section 428, Alternate and Improved projects alternatives.
- Providing FEMA Public Assistance (PA) Program training as requested by the County.
- Validating debris monitoring supporting documentation for FEMA reimbursement, and reconciling invoices, including preparation of Cat A project formulation
- Over \$125M of HMGP Applications submitted



FEDERAL GRANT ASSISTANCE / DEBRIS



Collier County, Florida (DR-4337), Hurricane Irma Disaster Recovery Services



CLIENT:

Collier County Consortium

TYPE OF PROJECT:

Disaster Recovery Services

PERSONNEL: Joseph Gross, PMP | Tracy Doyle | McKenzie Parrott | Tracy Doyle | Andre Duart | Nathan Droll

PROJECT FEATURES:

- New FEMA PA Model
- Public Assistance
- Section 406 Mitigation
- Procurement (2 CFR 200 Compliance)
- Debris Management
- EOC Support

REFERENCE:

Bendisa Marku
Senior Operations Analyst
3327 Tamiami Trail East
Naples, FL 34112
Phone: 239.252.8499
Email: BendisaMarku@colliergov.net

Collier County was one of the most severely impacted counties in Florida from Hurricane Irma. Collier sustained extensive damage resulting in estimated \$150 Million in disaster related expenses.

Our ability to establish relationships, and lower cost structure resulted in the County selecting us as their primary Public Assistance consultant. Initially the County chose two consultants during its emergency procurement.

Synergy personnel under their previous employer CDR Maguire, were instrumental in assisting the County recover close to \$75M in Public Assistance Funding and is still assisting the County through its closeout and appeals process.

HIGHLIGHTS

- Supporting five (5) separate applicants on this contract:
 1. Collier County
 2. City of Naples
 3. Mosquito Control District
 4. Everglades City
 5. Collier County Public Schools
- First applicant in the state of Florida for Hurricane Irma to have:
 - Funding Agreement in place
 - PW obligated (Cat-B)
 - First Cat-A PW obligated
- Debris Management
 - Over \$100M in Debris Management Costs
 - Received additional 2% on PAAP
 - Identified waterway debris that otherwise would have been overlooked
 - PPD



FEDERAL GRANT ASSISTANCE



CITY OF JACKSONVILLE, FL
DR-4337
2021-Ongoing



HURRICANE IRMA HMGP GRANTS MANAGEMENT

Synergy Disaster Recovery, LLC, as a subconsultant to Eisman & Russo, is currently supporting the City of Jacksonville, Florida's Public Works department with managing \$17M of HMGP grants resulting from Hurricane Irma. We have built our customized Syn-Trax tracking tool to assist the City in managing these and future mitigation grant funding opportunities. We are also assisting the City in grant application development for other FEMA HMA programs and the Resilient Florida Grant Program.

SERVICES PROVIDED:

- Grant Application Development
- Post-Disaster Mitigation
- Grants Management
- Procurement Technical Assistance
- Construction Management Support
- Document Validation
- Syn-Trax Grant Management Tool

HIGHLIGHTS



IRMA HMGP
PROJECTS



HMGP FUNDS



DOCUMENTS MANAGED

- 🔧 Managing the City's largest ever HMGP Grant
- 🔧 Assisting the City with their first CDBG-MIT sub-application
- 🔧 Created Syn-Trax workbook to manage City's projects

REFERENCE:

Rose Nettles

Emergency Management Coordinator
City of Jacksonville Public Works
214 North Hogan Street
Jacksonville, FL 32202
Phone: 904.255.8728
Email: rnettles@coj.net

FEDERAL GRANT ASSISTANCE



Past Performance #1 State of Texas, Department of Public Safety (DPS), Texas Division of Emergency Management (TDEM)
Austin, TX

Client:

Texas Division of Emergency Management (TDEM)

Performance Period:

March 2018 – Present

Contract Value:

\$57,513,224.58

Relevant Features:

- Financial & Programmatic Compliance
- Policy & Procedure Subject Matter Expertise
- Federal Grant Administration in PA and HMGP

Reference:

Josh Davies

State Coordinator, Strategic Initiatives
Disaster Finance, Recovery, Mitigation
and Standards

Texas Division of Emergency Management
Texas Department of Public Safety

1033 La Posada Dr.
Austin, TX 78752
(512) 462-6142

Josh.Davies@dps.texas.gov

Services:

Led by CohnReznick professionals with expertise in disaster-recovery grant management, CohnReznick served the single vendor providing compliance-monitoring and closeout services to TDEM for Public Assistance and Hazard Mitigation programs.

CohnReznick is responsible for establishing consistent oversight standards; providing proactive technical assistance and communication, centralized data and reporting; reviewing reimbursement requests and closing out projects across 16 disasters.

As the sole compliance monitoring affiliate, we provide the following services:

- Perform complex grant coordination, financial and programmatic compliance, technical assistance, and program management to respond to, administer, organize, and monitor federally funded disaster-recovery grants within Texas;
- Conduct continuous monitoring activities, verify projects are completed within the approved scope of work, and identify and resolve compliance issues;
- Reviewed and processed payment requests for over \$1 billion in the last year, and provided guidance and assistance to over 1,600 grant subrecipients on documentation requirements;
- Evaluate opportunities to provide technical assistance and assist local jurisdictions and state agencies in maximizing reimbursement potential;
- Identify projects ready for closeout; and
- Processed over 3,900 project closeouts through FEMA and State closure in the last year.



State of Florida (DR-4337-FL Hurricane Irma)
FEMA Public Assistance Program



CLIENT:

Florida Division of Emergency
Management

TYPE OF PROJECT:

FEMA Public Assistance

PROJECT FEATURES:

- Project Approval
- Project Management
- Sub-grant Agreement Review
- FEMA Categories A-G
- Advisory Services
- Policy and Procedures
- Large/Small Projects
- Project Tracking
- Audit
- Closeout

REFERENCE:

Jill Reyes, Director (RSM)
7351 Office Park Place
Melbourne, FL 23940
321-508-1895

SERVICES

Plexos is currently supporting the State of Florida with approximately \$332M of disaster recovery funding from Hurricane Irma. We are providing comprehensive grant management services and technical assistance to applicants regarding the process, procedures, and requirements of the PA program.

HIGHLIGHTS

Our team of disaster recovery managers and specialists are directly involved in project worksheet development and evaluation of subrecipient performance, including:

- Actively managing the PW to ensure timely requests for information, evaluating responses, and issue resolution
- Monitoring and enforcing compliance with program guidelines and required timelines
- Auditing the Subrecipient for programmatic and financial compliance with applicable laws, rules, regulations, and policies
- Reviewing obligated projects for accuracy and completeness
- Processing subgrant agreements and amendments
- Processing time extension requests timely
- Processing requests for reimbursement (RFR) which includes the validation of expenses and submission to applicant for acceptance
- Processing payment upon acceptance notification from applicant
- Ensuring all activities and documents are recorded and uploaded into FloridaPA
- Preparation of large and small project payment packages
- Requesting closeouts for small and large projects upon 100% completion, by submitting accurate, subrecipient signed, Final Reconciliation Report (FRR) or Final Inspection Report (FIR) for approval
- To date: 28 projects assigned, 19 projects closed, \$42 million funding reviewer, \$28 million funded award

TAB C: RESOURCES AND KEY PROJECT PERSONNEL

Organizational Chart



Columbia County, FL
Organizational Chart

PRINCIPLE-IN-CHARGE
Andre Duart (SYN)

Project Manager
Tracy Doyle (SYN)

SME/Policy Advisors
Amanda Campen, JD (CRZ)
William Doran, (Plexos)
Joseph Gross, PMP (SYN)

FEMA PA

Assistant Project Manager
Melinda Hutcherson (SYN)

Sr. Project Specialist
McKenzie Parrot (SYN)
Reginald English (Plexos)

Project Specialist
Caitlin Langmead (SYN)

**Mitigation
(404/406, BRIC)**

Sr. Project Specialist
Michael Garner (SYN)

CDBG-DR/MIT)

Sr. Project Specialist
Geoffrey Mason (COHN)

Minimum Qualifications for each Class of Employee

| Name | Company | Position | Yrs. Of | Min. Exp. by | CDBG-DR, Mitigation, | | |
|--------------------|---------|---|------------|-----------------------------------|----------------------|-----|------------|
| | | | Experience | Position | FEMA PA | MIT | HMGP, BRIC |
| Tracy Doyle | Synergy | Project Manager | 20+ | 10 Years | X | | |
| Melinda Hutcherson | Synergy | Assistance Project Manager | 7+ | 5 Years | X | | X |
| McKenzie Parrott | Synergy | Sr. Project Specialist | 6+ | 5 Years | X | | |
| Geoffrey Magon | Cohn | | 9+ | | | X | |
| Reginald English | Plexos | | 20+ | | | X | |
| Caitlin Langmead | Synergy | PA Specialist | 2+ | 2-3 Years | X | | X |
| Michael Garner | Synergy | Hazard Mitigaiton Specialist | 20+ | 2-3 Years | 0 | | X |
| TBD | Synergy | Data Analyst | N/A | 1-2 Years | X | X | X |
| TBD | TBD | Administrative | N/A | 0-1 Years | X | X | X |
| Andre Duart | Synergy | Subject Matter Expert / Policy Advisors | 12+ | 5+ Years at Sr. Advisory Position | X | X | X |
| Joe Gross, PMP | Synergy | | 8+ | | X | X | X |
| William Dorian | Plexos | | 30+ | | X | X | |
| Amanda Campen, JD | Cohn | | 5+ | | X | X | X |

Resumes

Tracy Doyle

Project Manager

PROFESSIONAL PROFILE

Ms. Doyle is a credentialed Financial Section Chief and serves as the Director of Client Relations for Synergy Disaster Recovery. With more than 20 years' experience working disasters at both the local and state level, Ms. Doyle provides her clients with the inside track to an accelerated recovery utilizing her knowledge of 44 C.F.R., EHP, procurement, expense tracking/documenting requirements, RFR submissions and closeout procedures. Her wide range of experience has made her a sought-after expert and speaker, presenting on the FEMA Grants Portal, state led disasters, efficient recovery, and other topics nationwide.

PROJECT EXPERIENCE

DR-4497 Covid-19 Pandemic & DR-4145 & DR-4581 Closeout – Department of Homeland Security and Emergency Management & Dept of Human Services, Denver CO: Project Manager/ Sr. Recovery Specialist, March 2021 – present

- Supporting the Colorado Department of Homeland Security and Emergency Management with the closeout of projects from DR-4145 & DR-4581
- Reviewing COVID-19 expenditures and identifying projects to be submitted to FEMA for reimbursement
- Conducting procurement reviews for federal compliance

DR-4497 Covid-19 Pandemic – Disaster Recovery -Commonwealth of Kentucky, Frankford, KY: Project Manager/Client Liaison, March 2020 – November 2020

- Supported KYEM with their EOC response working with the Planning sections to develop:
 - Virtual Emergency Operations Center Plan
 - Drive Thru COVID Testing Plan
 - Non-Congregant Sheltering Plan
 - Kentucky Dept of Education School Re-entry Plan
 - Vaccine Distribution Management /Logistic Plans
 - Recovery Resilience Plan
 - Continuity of Operations Plan (COOP)
 - Continuity of Government Plan (COG)
- Oversaw a team of Program Delivery Managers to support over 1,000 applicants in the State with their COVID-19 cost recovery.
- Provided Grants Portal training to all applicants
- Developed a SOP on the FEMA/KYEM Streamline Project Application Process



Tallahassee Com. College, FL
Valdosta State College, GA

TECHNICAL EXPERTISE

FEMA Grants Portal Training EMMIE Training
FL PA Training
CO EM Grants Training 44 CFR
FEMA EHP
Procurement, 2 CFR, part 200
RFR Submission, Versioning
Projects, Alternative
Procedures, Closeout
FEMA Certified to write Debris
Management Plans, 2015

FEMA COURSES

IS 100.b, Intro to Incident
Command System
IS 200.b, ICS for Single Resources
and Initial Action Incidents,
IS 230.d, Fundamentals of EM
G-300, Intermediate IC
G-400, Advanced IC
O-305, All-Haz Incident Mgmt.
Team
IS-700.a, NIMS Introduction IS-
800.b, National Response
E/L 973, Fin./Admin. Sect. Chief

Tracy Doyle

Project Manager

DR-4399 Hurricane Michael - Disaster Recovery - Bay County, FL: Project Manager/Client Liaison, 2018 - ongoing

- Supported Bay County, FL with their approximately \$500M recovery from Hurricane Michael, assisting leadership as they navigate FEMA's new PA Model utilizing the Grants Portal for the first time
- Federal Procurement requirements review, etc.
- Coordinating with federal agencies, state agencies, local governments, and constitutional offices within Bay County, FL
- Compiling an After-Action Report to address opportunities for improvement Countywide and to suggest policies and procedures that would enhance their recovery from a future disaster
- Reviewed all County policies to ensure they are compliant with new federal codes and standards
- Provide Public Assistance training as requested by the County

DR-4428 Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides - Disaster Recovery - Kentucky Emergency Management (KYEM): Project Manager, May 2019 – ongoing

- Assisted KYEM in implementing its first "State-Led" disaster in its history by overseeing a team who worked side by side with FEMA's FTL's PDMGs to assist over 40 applicants throughout the state
- Worked with KYEM to standardize forms, processes and procedures with all applicants to increase the speed of getting projects to obligation in FEMA's Grant Portal

DR-4361 & DR-4358 Severe Storms, Tornadoes, Flooding, Landslides, and Mudslides - Disaster Recovery – KYEM: June 2018 – September 2018

- Supported applicants for two separate disasters, DR 4358 and DR 4361, utilizing FEMA's new Grants Portal for the first time in the state
- Ms. Doyle assisted KYEM establish policies and procedures that are reflective of FEMA's PA Model to ensure their subrecipients are better prepared for future disasters
- Her team instructed applicants on how to navigate FEMA's Grant Portal, established DIs, uploaded documentation, answered EELs, collaborated with the CRC and finalized their Project Worksheets

DR-4337 Hurricane Irma - Disaster Recovery - Collier County, FL: Project Manager/Financial Section Chief September 2017- June 2018

- Served as a Financial Section Chief during EOC activation within 24 hours
- Supervised a 20+ person staff supporting 40 County wide divisions
- Trained staff on FEMA's new Grants Portal Process
- Administered the provision of Public Assistance support to 5 separate applicants in Collier County
- Compiled an After-Action Report to address opportunities for improvement Countywide
- Reviewed all County policies to ensure they are compliant with new federal codes and standards

DR-4283 Hurricane Matthew - Disaster Recovery - Flagler County, FL: Project Manager/Financial Section Chief October 2016 - August 2017

- Deployed pre-landfall as a Financial Section Chief to begin tracking expenses, monitor emergency procurement and maintain documentation for FEMA reimbursement
- Evaluated sites to strategically formulate project worksheets, ensure scope of work is appropriate and eligible for reimbursement
- Ensured that all contract procurement is FEMA compliant per 2CFR, part 200, wrote a super circular compliant appendix to be included in all future County procurement
- Attended meetings with the State and FEMA on behalf of Flagler County, including meetings on specific topics such as beach re-nourishment, waterway debris, private property debris and eligibility issues

Tracy Doyle

Project Manager

DR-4255 Severe Winter Storms, Tornadoes, Straight-line Winds, and Flooding - Disaster Recovery - Rowlett, TX: Project Manager, June 2016 – August 2016

- Identified an opportunity for a FEMA Alternate project which allowed the City to use \$2 million for a drainage improvement project
- Performed over 250 site visits and was successful in capturing over \$5 million in damages and mitigation opportunities
- Conducted training exercises with city staff, and held training sessions educating different departments on the fundamentals of disaster management
- Reviewed all contract procurement for compliance per 2CFR, part 200, assisted the City in developing FEMA compliant language for future procurement

DR-4177 Severe Storms, Tornadoes, Straight-line Winds and Flooding - Disaster Recovery - Jackson County, FL: Project Manager, 2015-16

- Helped pilot the Public Assistance Permanent Work Alternative Procedures (aka Sandy Recovery Improvement Act of 2013) on behalf of Jackson County, FL. which resulted in millions recovered
- Reviewed all County procurement and established 2 CFR, part 200, compliant procurement standards
- Reviewed all financial documentation to ensure eligible expenses were tracked and submitted
- Ensured that all records are maintained and required reports are prepared regarding the status of awarded grants

DR-4145 Severe Storms, Flooding, Landslides, and Mudslides - Disaster Recovery - Larimer County, CO: Project Manager, 2015-16

- Assisted Larimer County with tracking expenses and recovering costs associated with this disaster
- Evaluated project worksheets to ensure scope of work was appropriate and eligible
- Reviewed all financial documentation to ensure technical correctness, numerical accuracy and completeness before submission to the State for payment
- Ensured that all records are maintained, and required reports are prepared regarding the status of awarded grants
- Established county contract procurement standards for compliance per 2CFR, part 200, and trained employees on FEMA procurement requirements

DR-4084 Hurricane Isaac and DR-4068 Tropical Storm Debbie - Disaster Recovery - State of Florida (FDEM): Sr. Grant Manager

- Provided Public Assistance Services to applicants throughout the State of Florida
- Reviewed documentation to ensure scope of work was appropriate and that all fiscal calculations were accurate
- Reviewed contracts for procurement compliance
- Conducted reviews of all project worksheets, including comparing documentation in FEMA's Emmie to FL PA, printed out any documents not included in FL PA and scanned them to a hard drive and filed hard copies. Uploaded documents to FL PA

DR-4138 Severe Storms and Flooding - Disaster Recovery - State of Florida (FDEM): Sr. Grant Manager

- Provided Public Assistance services to applicants throughout the State of Florida
- Reviewed documentation to ensure scope of work was appropriate and that all fiscal calculations were accurate
- Reviewed contracts for procurement compliance
- Conducted reviews of all project worksheets, including comparing documentation in FEMA's Emmie to FL PA, printed out any documents not included in FL PA and scanned them to a hard drive and filed hard copies. Uploaded documents to FL PA

Andre Duart

SME

PROFESSIONAL PROFILE

Mr. Duart currently serves as President/COO for Synergy Disaster Recovery. In this role, he oversees strategic and daily operations for the company and is responsible for the expansion and implementation of company's strategic plan and growth from their **headquarters in Boulder, CO**. With over 12 years of emergency management experience, Mr. Duart has overseen over 25 active projects in 12 different states. Mr. Duart is currently serving as a Subject Matter Expert assisting with the Marshall Fire Debris operations, Mr. Duart has also assisted Larimer County, CO providing grant management and planning services for the Cameron Peak Fire, and the COVID-19 Pandemic.



PROJECT EXPERIENCE

DR-4634 – Marshall Fire – Disaster Recovery/ Debris Monitoring – Boulder County/DHSEM – February 2022 – Present

- Serving as Subject Matter Expert as part of CDR Maguire debris monitoring team
- Providing technical support and coordination with respect to debris removal operations
- Working with the municipalities, state and debris haulers to develop the debris operations plan, identify and address potential bottlenecks, and communicate said plan to all parties involved

DR-4437 – Hurricane Irma – Disaster Recovery (HMGP Grants) – City of Jacksonville, FL – August 2021 – Present

- Serving as the principal-in-charge overseeing \$17M in HMGP funds for the city.
- Serving as liaison between FDEM, the City's Emergency Management Coordinator and the City's engineering consultants on the City's largest ever HMGP funded project, McCoy's Creek, which is estimated to cost over \$30m when complete

DR-4581 – Colorado Wildfires - Disaster Recovery (EPGM/FEMA PA) – Larimer County, CO – November 2020 – Present

- Mr. Duart supported Larimer County, CO with their recovery efforts for the Cameron Peak Wildfire - Colorado's largest wildfire in history.
- Mr. Duart led the team to work with the County's Emergency Response team to collect, analyze, and summarize remotely-sensed fire data, existing infrastructure and other geospatial datasets to inform and create the County's response plan.
- Mr. Duart's team developed a Risk Assessment Report that focused on identifying "priority areas" within the burn perimeter by comparing relative risk among assets. Ultimately 4 priorities were identified along with proposed mitigation methods that could be proactively implemented using Emergency Watershed Protection (EWP) grants totaling over \$5M.
- His team is now overseeing the project administration and construction oversight on the EWP funded projects for erosion control and private property structure protection.

YEARS OF EXPERIENCE

Since 1999

EDUCATION

BS – Decision Information Sciences,
University of Florida, 1999

TECHNICAL EXPERTISE

- Project Management
- CARES Act & ARPA
- FEMA Public Assistance
- HMGP
- CDBG-DR
- Debris Management
- Planning & Unmet Needs
- Stakeholder Engagement

CERTIFICATIONS/TRAINING

IS-100, IS, 200, IS-700, IS-800, IS-634
Intro to FEMA Public Assistance, IS-632 – Intro to Debris Operations, BCA

Andre Duart

SME

DR-4399 - Hurricane Michael – Disaster Recovery Services – Bay County, FL - September 2019 to February 2021

- Oversaw a team of 50 employees assist the county manage of \$350M of Public Assistance Funds
- Oversaw the the development of 20+ HMPG applications totaling over \$141 million
- Successfully wrote 2 HMGP subapplications totaling over \$5M

Major Disaster Declarations serviced:

DR-4145 Unmet needs, Recovery and Implementation Planning / Corona Virus Relief Funding Grant Administration, Larimer CO: 2020

- Over \$20M in CRF Funds
- Supported EOC Finance Section
- Prepared unmet needs and recovery/implementation plan for COVID-19 Pandemic
- Staff 4

Closeout DR-4145 Severe Storms, Flooding, Landslides, and Mudslides – DHSEM, CO : 2021

- Number of applicants: 5
- Project Revenues: \$250K
- FEMA PA: \$10M
- Staff: 5

DR-4562 Oregon Wildfires and Straight-line Winds – ODOT, OR: 2020

- Number of applicants: 1
- Project Revenues: \$1M+
- FEMA PA: \$50M
- Staff: 4

DR-4563 Alabama Hurricane Sally – Bay Minette & City of Foley: 2020

- Number of applicants: 2
- Project Revenues: \$1M+
- FEMA PA: \$15M
- Staff: 4

DR-4399 Hurricane Michael – Various Locations, FL: 2018

- Number of applicants: 5
- Project Revenues: \$7M+
- FEMA PA: \$350M
- HMGP: \$125M
- Staff: 60+

Andre Duart

SME

DR-4337 Hurricane Irma - Various Locations, FL: Sep 2017

- Number of applicants: 8
- Project Revenues: \$5M+
- FEMA PA: \$100M
- Staff: 50+

DR-4283 Hurricane Matthew - Various Locations, FL: Oct 2016

- Number of applicants: 8
- Project Revenues: \$5M
- FEMA PA: \$30M
- Staff: 10

Kentucky Emergency Management Agency (KYEM) – DR-4497, DR-4592, DR-4595, DR-4348, DR-4361, DR-4428: 2016-current

- Number of applicants assisted: 80+ towns and municipalities
- Project Revenues: \$2.5M+
- FEMA PA: \$100M
- Staff: 10

Massachusetts Emergency Management Agency (MEMA) – DR-1944, DR-4110, DR-4214, DR-4097, DR-4372, DR-4379: 2010-18

- Number of applicants assisted: 15+ towns and municipalities
- Project Revenues: \$1.5M+
- FEMA PA: \$20M
- Staff: 6

DR-4177 Severe Storms, Tornadoes, Straight-line and Flooding – Various locations, FL: Apr 2014

- Number of clients: 3
- Project Revenues: \$3M+
- FEMA PA: \$60M
- Staff: 10+

DR-4145 Severe Storms, Flooding, Landslides, and Mudslides – Various locations, CO: Sep 2013

- Number of clients: 3
- Project Revenues: \$3M+
- FEMA PA: \$150M
- CDBG-DR: 9M
- Staff: 25+

DR-4085 Hurricane Sandy – Various locations, NY, RI, CT: Nov 2012

- Number of clients: 5
- Project Revenues: \$1M+
- FEMA PA: \$250M
- Staff: 5+

DR-1894 RI Severe Storms and Flooding Hurricane Sandy – Various locations, RI: Mar 2010

- Number of clients: 10
- Project Revenues: \$1M+
- FEMA PA: \$10M
- Staff: 10+

Joe Gross, PMP

SME

PROFESSIONAL PROFILE

Mr. Gross has experience with more than 20 declarations, assisting clients recover from floods, fires, hurricanes and other events nationwide. He brings vision, creativity and technical acumen to facilitate efficient and expedited recovery, saving clients tens-of-millions of dollars. Mr. Gross has played a critical part in establishing Synergy Disaster Recovery as an industry leader in Emergency Management around the country, presenting at numerous conferences and has contributed to white papers and working groups helping shape federal and state policy.



PROJECT EXPERIENCE

Various Clients - Disaster Recovery/Debris Monitoring – Nation-wide: Project Executive, SME 2017 – Present

- Providing technical assistance and oversight for response and recovery activities for tornadoes, floods, hurricanes and fires
- Providing technical assistance for COVID-19 related response and recovery activities and plans
- Creating resources and tools to aid in tracking event related expenses, projects and grants
- Contribution and oversight of project strategy and cashflow management for grant Applicants

DR-4634 – Marshall Fire – Disaster Recovery/Debris – Boulder County/DHSEM, CO: Technical Advisor/SME, 2022 – Present

- Providing technical assistance and oversight for response and recovery activities for Marshall Fire, most destructive fire in CO history
- Supporting strategic perspective for a cost effective and time efficient operation and recovery

DR-4498 – COVID-19 Pandemic – Disaster Recovery –DHSEM, CO Technical Advisor, 2022 - Present

- Providing technical assistance and oversight for response and recovery activities for Colorado Department of Human Services for COVID-19
- Providing eligibility and strategic expertise for FEMA Public Assistance funding

DR-4581 Disaster Recovery/Debris Monitoring – Larimer County, CO: Project Manager, SME 2021-Present

- Providing technical assistance for the largest fire in CO history
- Overseeing both debris monitoring and grant management activities
- Developed cost effective strategy in which hazard trees was utilized for erosion control

Various Disasters –Disaster Recovery–DHSEM, NM: Technical Advisor/SME, 2021 – Present

- Providing technical assistance and oversight for the creation of customized resources and job aids related to long term recovery grants
- Supporting grant strategy to maximize the use of funds available to the department, especially 100%

EDUCATION

BA – Sociology, University of Colorado, 2006

TECHNICAL EXPERTISE

FEMA Public Assistance
CDBG-DR
Case Management Counseling
Project Management
Debris Monitoring & Contract Management
Quality Control/Quality Assurance
Data Management
ROW/Easement Acquisitions
Technology Development
Public Speaker/Conference Presenter

CERTIFICATIONS

PMP-PMI Institute, 2016
FEMA IS 1a, 5a, 22, 42, 100b, 120a, 130, 200b, 212, 230c, 235b, 240a, 241a, 242a, 244b, 265, 276, 321, 322, 324a, 328, 362a, 393a, 453, 632a, 633, 634, 700a, 800b, 907, 1000, 1001, 1002, 1003, 1004, 1005 1006, 1007, 1008, 1009, 1010, 1011, 1012, 1013, 1014, 1017, 1018, 1020

Joe Gross, PMP

SME

federally funded

DR-4581 – Cameron Peak Fire – Disaster Recovery –DHSEM, CO: Project Manager/Technical Advisor, 2022

- Closeout for one applicant for all permanent work as a result of the event
- Completed closeout of all projects within a three week period of issuance of NTP

DR-4562 – Oregon Wildfires – Debris Monitoring – ODOT, OR: SME/Technical Advisor, 2021

- Reviewed all aspects of the project to make suggested improvements
- After the first day, eliminated a major bottleneck, improving efficiency
- Following the first 30 days, applied many best practices that increased value added to the client

DR-4399 Hurricane Michael - Disaster Recovery/Debris - Bay County, FL: SME 2018 – 2021

- Contract Management of largest local-led debris effort in FEMA history; over 9M CY of debris at \$250M
- Overseeing debris contract management allowing for accelerated Cat A project worksheets (PWs) to be written and reimbursed for more than \$130M in untraditional and unprecedented methods
- Development and formulation of Cat A-G PWs
- Providing subject matter expertise on ROW debris, waterway debris and PPDR operations for Cat A
- Providing subject matter expertise on FEMA Grants Portal, site inspections and capped projects

DR-4337 Hurricane Irma - Disaster Recovery - Collier County Consortium, FL: Project Manager, 2017 – 2019

- Provided services for 5 applicants under this solicitation- Collier County, City of Naples, Everglades City, Collier County Public Schools, and Collier County Mosquito Control District
- EOC Support and technical assistance with documentation requirements and debris missions
- Assisted with the formulation of over \$120M in PWs including the first PW obligated for DR-4337
- Contract management and oversight in ~\$100M of Category A PWs and first reimbursement received for Hurricane Irma in the state of Florida
- Providing subject matter expertise on ROW debris, waterway debris and PPDR operations

DR-4399, DR-4337 & DR-4283 Hurricane Michael, Irma & Matthew - Debris Monitoring - Florida Department of Environmental Protection (FDEP), FL: Project and Contract Manager, 2017 – 2020

- Waterway debris operations for storm-related debris in the Barron River, St Johns River and tributaries
- Estimated 140,000 CY of marine and park debris
- Oversight of data management responsible for reconciling over 100 invoices in a 24-week period
- Created organized and methodical approach for citizen reporting of debris
- Managed SharePoint site for the use of all contractors and stakeholders involved in project

DR-4145 Colorado Severe Storms, Flooding, Landslides, and Mudslides - Disaster Recovery - Larimer County, CO: Project Specialist and Liaison, 2014 – 2016

- Managed nearly 50 large FEMA PA PWs and \$85 Million of anticipated obligated funds.
- Managed over \$8 million of CDBG-DR infrastructure grants for Larimer County
- Project Lead for 45,000+ cubic yard debris monitoring operation covering five different debris (Private Property Debris Removal, Right-of-Way, Stream Threats, Silt and Vehicle removal) related projects
- Project Coordinator between Larimer County, Loveland Housing Authority, Contracts and volunteer groups for administration of \$4M+ CDBG-DR funds for private roads and crossings
- Developed a prioritization algorithm to aid in the assessment and prioritization of infrastructure projects
- Developed and maintained an infrastructure project tracker in excel that auto updates and allows the project to follow progress from data collection to closeout

Joe Gross, PMP

SME

DR-4317 & DR-4250 Missouri Severe Storms, Tornadoes, Straight-line Winds, and Flooding - Disaster Recovery - Metropolitan St. Louis Sewer District, MO: Project Manager, 2016 – 2018

- Assisted the fourth largest Sewer District in the country in managing over \$10 Million in obligated funds by reviewing all FEMA PA PWs for accuracy and mitigation opportunities
- Lead efforts on appeals, additional mitigation opportunities and worked with the finance department for complete and accurate reimbursement efforts
- Assisted with appeals and determination memos

DR-4337 Hurricane Irma Debris Monitoring - Eckerd College, FL: Project Manager, 2017

- Provided oversight of debris removal operations including hazardous trees, stumps and limbs
- Assisted in the development of PWs and insurance review
- Drafted after action report to better prepare and recover from next disaster

Recovery Plans and Functional Annexes - Colorado North Central Region (NCR) UASI: Project Manager, 2016 – 2017

- Formulated and implemented recovery plans and functional specific annexes for the NCR jurisdictions.
- Eight total jurisdictions, 31 total documents
- Recovery Base Plans and annexes for Debris Management, Housing, Human Services and Damage Assessments
- Implemented lessons learned and best practices into documents for practical and functional field use

DR-4145 Colorado Severe Storms, Flooding, Landslides, and Mudslides - Disaster Recovery - Boulder County, CO: Project Manager, 2016 – 2017

- Managed over 10 projects and over \$65 Million in obligated funds for flood recovery efforts in Boulder County
- Assisted in the scope changes for almost a dozen Cat C PWs with the anticipated obligated amount of \$165M
- Reviewed all projects for all potential mitigation and codes and standards implementation
- QA/QC of all PW management activities

DR-4229 Colorado Severe Storms, Tornadoes, Flooding, Landslides, and Mudslides - Disaster Recovery - El Paso County, CO: Project Manager, 2016

- Managed over twenty projects and over \$2 Million in obligated funds for flood recovery efforts in El Paso County
- Worked with the client, the State of Colorado and FEMA Region 8 to revise version "0" of multiple PWs to create a more accurate SOW and detailed damage description (DDD) on numerous PWs
- Advocated the consolidation of multiple small PWs into one large PW and increasing the PAAP PW obligated capped amount

DR-4166 South Carolina Severe Winter Storm - Debris Monitoring - South Carolina Department of Transportation (SCDOT): Off-site Consultant, 2014

- Provided remote support for a staff training, risk management, and QA/QC of field operations

DR-4107 Rhode Island Severe Winter Storm and Snowstorm - Debris Monitoring - Charlestown, RI: Project Lead, 2013

- Responsible for overseeing a 2,000+ cubic yard debris monitoring operation with the identification and removal of hundreds of hazardous limbs.

Joe Gross, PMP

SME

DR-4089 Hurricane Sandy - Debris Monitoring - Westerly, RI: Off-site Consultant, 2012

- Responsible for overseeing a debris monitoring operation of 140,000+ cubic yards of sand due to coastal storm surge.
- Dealt with complex issues involving multiple public entities owning and responsible for the sand

DR-4087 Hurricane Sandy - Debris Monitoring - Clinton CT: Off-site Consultant, 2012

- Provided remote support for a debris monitoring operation of 7,600+ cubic yards of debris and for staff training, risk management, and QA/QC of field operations

DR-4080 Hurricane Isaac - Debris Monitoring - Louisiana Department of Transportation and Development (LADOT): Field Supervisor, 2012

- 300,000+ CY debris monitoring operation was covering all of Louisiana Department of Transportation and Development District 2
- Responsible for implementing, leading and overseeing vehicle and vessel removal operation in which dozens of vehicles and vessels were decommissioned and disposed of properly in accord with all Federal, State and local laws and procedures
- Lead Supervisor for the Private Property Debris Removal operations

Melinda Hutcherson

Assistant PM

PROFESSIONAL PROFILE

Ms. Melinda Hutcherson brings her public sector experience to the Synergy Disaster Recovery team, formally serving as the Commonwealth of Kentucky's Deputy State Public Assistance Officer and managing more than 20 declarations. With a diverse background in community planning, preparedness, risk management, recovery, procurement and analysis, Ms. Hutcherson is an essential asset on any project. She continuously utilizes her expertise in recovery management and knowledge of the Stafford Act to assist all levels of government in their disaster recovery efforts. Ms. Hutcherson is dependable, highly organized, and proficient at multitasking.



PROJECT EXPERIENCE

DR-4563 Hurricane Sally – Disaster Recovery – City of Foley, AL: Project Manager, November 2020 – Current

- Manages recovery efforts including review of documentation collection, DI formulation, site inspections, project writing and submission for damages incurred from Hurricane Sally.
- Provided guidance/support on BRIC, mitigation and other federal funding projects.
- Responds to inquiries, provide guidance, interpret laws, and regulation, develop and conduct related training.
- Provides support for Exploratory calls, Recovery Scoping Meeting

DR-4563 Hurricane Sally – Disaster Recovery – City of Bay Minette, AL: Project Manager, November 2020 – Current

- Manages recovery efforts including review of documentation collection, DI formulation, site inspections, project writing and submission for damages incurred from Hurricane Sally.
- Responds to inquiries, provide guidance, interpret laws, and regulation, develop and conduct related training.
- Provides support for Exploratory calls, Recovery Scoping Meeting

DR-4497 COVID-19 Pandemic – Disaster Recovery – Kentucky Emergency Management, KY: Incident Manager/Planner, March 2020 – December 2020

- EOC support in response of the COVID-19 Pandemic
- Planning support with the development or revisions of statewide response and recovery plans including EOP, COOP, NMZS, Recovery, Re-entry, Virtual EOC, and Non-Congregate Sheltering

YEARS OF EXPERIENCE

Since 2014

TECHNICAL EXPERTISE

Community Planning
Preparedness Planning
Risk Management
Recovery
Procurement
Closeout
Quality Control/Quality Assurance
FEMA Grants Portal
State Grant Systems

CERTIFICATIONS

KY Para Education Certification
Sanitation and Food Service Manager Certification
Project Worksheet Development
National Disaster Recovery Framework workshop-New Madrid Seismic Zone
Department of Defense Cyber Awareness
FEMA IS 100, 120, 200, 230, 240, 241, 700, 702, 703, 775, 800, 1000, 1001, 1004, 1005, 1007, 1008, 1009, 1014

Melinda Hutcherson

Assistant PM

DR-4399 Hurricane Michael – Disaster Recovery - Bay County, FL: Senior Project Specialist, July 2019 – March 2020

- Assisting in recovery efforts, documentation collection, DI formulation, site inspections, project writing and submission for damages incurred from Hurricane Michael.

Department of Military Affairs –Division of Emergency Management Internal Policy Analyst II, July 2017 – July 2019

- Deputy State Public Assistance Officer
- State lead Disaster Management
- Review of Closeout
- Reconciliation and strategic planning of appeal projects.
- Provides direct support to Branch Manager through coordination and oversight of work personnel, engage in budget preparation, analysis and evaluation of management policies, procedures and request of federal grants
- Perform analysis of federal disaster programs for implications of recovery attainability and develops alternative strategies for unmet needs.
- Coordination and assist with recovery budget preparation, implementation, analysis, monitoring and evaluation.
- Oversees and monitors expenditures and revenues, verifies accuracy, reliability, eligibility and budget compliances.
- Develops, implements and interprets polices regarding the oversight and management of contractual services.
- Conducts Joint Preliminary damage assessments, Exploratory calls, Recovery Scoping Meeting, obtains all documentation of applicants to Consolidated Resource center for outstanding Request of Information and Recovery Transition Meetings statewide.
- Conducts all state applicant briefing and new Emergency Manager/ State training for the Public Assistance program.

Department of Military Affairs –Division of Emergency Management Grant Administrator, Sept. 2016 – July 2017

- Administers the implementation of the statewide public assistance program.
- Develop and review grant applications and contractual agreements for third party provisions of program services.
- Facilitate program review, approval and funding of disaster projects.
- Assist with the identification of program objectives, goals and priorities.
- Ensure compliance, accountability of program policies, procedures and activities.
- Review and analyze grant applications, plans and activities associated with the public assistance program for eligibility, accuracy and compliance with applicable statues, laws and regulations.
- Process audit findings for internal control monitoring through sub recipient monitoring.
- Prepare grant payment expenditures in EMARS.
- Provides technical coordination to sub recipient federal grants, responsible for the analysis and evaluations of program disbursements request, expenditures and federal obligations.
- Responds to inquiries, provide guidance, interpret laws, and regulation, develop and conduct related training.
- Monitors sub-recipient achievements, risk assessments, and budget performance, reporting material variances to management and serves as a liaison with FEMA in respect to closure of grant awards.
- Ensures timely submission of reports coordinating correspondence, time extensions, appeals and other time sensitive documentation.

Melinda Hutcherson

Assistant PM

- Maintains proper data, reports and documentation necessary to facilitate the reconciliation of award budgets to sub-recipient's budget reporting and state/federal databases.
- Ensure program recipients are trained and educate potential applicants
- Maintain applicant files related to formulation, validation.
- Supports emergency operations during incidents and disaster activation

Kentucky Utilities, Georgetown, KY, Business Office Representative/Cash Controller, May 2014- Aug. 2016

- Ensure compliance with cash handle policies/monitor and report bank correction
- correspond with armored car, change fund and all cash balancing.
- Provide senior management with suspense account, audit, and expenditures reports.
- Advised and assisted with all state LHEAP program funding.
- Proficient in SAP, CCS, Coursemill, Volts, PeopleSoft, Accurient Experian
- And VOIP software.
- Advised and assisted with power outages
- Worked with PVA in property guidelines
- Worked with business office incident prevention plans, emergency plans, MSDS files and OSHA regulations.
- Served on Customer Experience Focus team
- Created documentation that correlate to all office transaction to upper management.
- Work with Distribution Operations to ensure timely and accurate response and work orders to customer.

McKenzie Parrott

Sr. Project Specialist

PROFESSIONAL PROFILE

Ms. McKenzie Parrott's knowledge of grant management and FEMA policy has led her to be one of Synergy's most integral employees. Having worked on multiple disasters throughout the country, Ms. Parrott brings a wealth of best practices and hands-on experience to this project. She has worked on some of the largest debris projects in the country, including the Cameron Peak Fire and Hurricane Michael.



PROJECT EXPERIENCE

DR-4216, DR-4217, DR-4218, DR-4239 & DR-4278 Severe Storms, Tornadoes, Flooding, Landslides & Mudslides – Disaster Recovery - Kentucky Emergency Management (KYEM): Closeout Specialist, September 2021 – Current

- Packaged closeout documentation and recommendation on payment for over 77 applicants state wide
- Coordination between all applicants, KYEM and FEMA, ensuring efficiency, reducing duplication of effort and quality assurance against duplication of benefits
- Responsible for the communication between applications to request required documentation for closeout processing on behalf of KYEM

DR-4581 Cameron Peak Fire – Debris Monitoring - Larimer County, CO: Project Control Specialist, August 2021

- Assisted in the debris monitoring operations at the Debris Management site
- Collected and organized debris documentation including tower log and load tickets

DR4145 Severe Storms, Flooding, Landslides and Mudslides – Disaster Recovery - Colorado DHSEM; Closeout Specialist 2021

- Provided remote support for DHSEM regarding closeout for several applications across the state
- Packaged closeout documentation, final workbook and recommendation on payment
- Responsible for the communication between applications to request required documentation for closeout processing on behalf of DHSEM

Local HMP Update – Planning - Fremont County, CO: Planner, 2020

- Responsible for the communication between applications to request required documentation for closeout processing on behalf of DHSEM

DR-4399 Hurricane Michael – Disaster Recovery - Bay County, FL: Assistant Project Manager, October 2018 – Present

- Creation of processes and resources aiding in documentation collection, DI formulation, site

YEARS OF EXPERIENCE

Since 2016

TECHNICAL EXPERTISE

FEMA PA
Stafford Act, Section 428
44 CFR
2 CFR, part 200
Documentation Management
Data Management
Quality Control/Quality Assurance
Microsoft Office Suite
FEMA Grants Portal
State Grant Systems

CERTIFICATIONS

FEMA IS 100, 200, 393, 632, 634, 700, 800, 922, 1000, 1001, 1002, 1003, 1004, 1005, 1006, 1007, 1008, 1009, 1014, 1017, 2900.a.

McKenzie Parrott

Sr. Project Specialist

- inspections, project writing and submission for damages incurred from Hurricane Michael
- Project Administration Lead, overseeing the documentation and management of 5,000+/\$500M+ hurricane related expenses
- Preparing reports
- Coordination between all stakeholders, ensuring efficiency, reducing duplication of effort and quality assurance against duplication of benefits

DR-4399 Hurricane Michael – Disaster Recovery – Bay County Transportation Planning Organization: Sr. Project Specialist, October 2018 – Present

- Providing project oversight for the identification of damages, compilation of all documentation and serving as grants manager operator answering all EEs and RFIs

DR-4361 & DR-4358 Severe Storms, Tornadoes, Flooding, Landslides & Mudslides – Disaster Recovery - Kentucky Emergency Management (KYEM): Project Specialist, 2018

- Supporting applicants with their recovery efforts, documentation, grants manager assistance, site inspections and FEMA relations

DR-4337 Hurricane Irma – Disaster Recovery – Naples Botanical Garden, FL; Project Specialist, 2017-2018

- Provided project oversight for the identification of damages, compilation of all documentation and served as grants manager operator answering all EEs and RFIs
- Main point of contact for duration of project for both FEMA, State

DR-4337 Hurricane Irma – Disaster Recovery – Collier County, FL: Project Specialist, 2017

- Aided Collier County in their Recovery efforts and engaged with the Consortium members to determine damages and review documentation
- Operated in the EOC during initial disaster response

DR-4337 Hurricane Irma – Debris Monitoring – Eckerd College, FL: Debris Supervisor, 2017

- Ensured that all documentation was reviewed for accuracy and completeness
- Oversight of monitoring operations for compliance

DR-4283 Hurricane Mathew – Debris Monitoring - Florida Department of Environmental Protection (FDEP); Project Specialist, 2016-2017

- Data entry personnel for waterway debris operations for storm related debris in the St Johns River

Colorado North Central Region (NCR) UASI Recovery Plans and Functional Annexes: Planner, 2016-2017

- Assisted in the formulation of 30+ recovery plans and functional annexes including Debris Management, Housing, Human Services and Damage Assessments

Michael Garner, GISP, CFM

Sr. Project Specialist

PROFESSIONAL PROFILE

Mr. Garner is a nationally recognized hazard mitigation planning and disaster recovery expert who serves as the Director of Planning for Synergy Disaster Recovery. He brings nearly 20 years of local, state and federal experience leading and supporting hazard mitigation, grants management, long-term recovery, emergency management, and community resiliency planning. Throughout his career, he has provided pre- and post-disaster technical support to communities across the country. Mr. Garner specializes in state and local hazard mitigation plans and is currently supporting local and state-level efforts relating to FEMA HMA application development and grants management. Mr. Garner previously spent much of his career assisting FEMA in implementing several programs focused on the National Flood Insurance Program.

PROJECT EXPERIENCE

State of New Mexico: Hazard Mitigation Technical Assistance, Project Manager, July 2021 to Present

- Providing updates to technical documents relating to hazard mitigation program operations and administration
- Developing Syntrax grant tracking tool for future grant management
- Serving as a technical specialist for grant management needs

City of Jacksonville, FL: Grant Management Technical Services, Sr. Grants Specialist, June 2021 to Present

- Serves as a technical specialist for grant management activities
- Develops grant applications to match available funding programs to City needs
- Managing HMGP grants for post Hurricane Irma recovery efforts

Custer County, CO: Local HMP Update, Project Manager, May 2021 to Present

- Serves as project manager and lead planner
- Coordinates and facilitates all planning team meetings
- Facilitates development and implementation of public outreach and engagement plan
- Conducting a risk and vulnerability assessment for all natural and human-caused hazards impacting the County

State of Colorado: DR-4145 Severe Storms, Flooding, Landslides, and Mudslides – Grant Closeout, PA Closeout Specialist, March 2021 - Present

- Researches each Project Worksheet and existing documentation thoroughly
- Collaborates with sub-applicants to obtain necessary documentation and information regarding the work on project sites
- Creates a narrative specific to each sub-applicant to provide the necessary information to the State
- Advocates in the narratives for the costs incurred by the sub-applicants to be reimbursed



YEARS OF EXPERIENCE

Since 2001

EDUCATION

MS – Crisis, Disaster, and Risk Management, The George Washington University, 2004

BS – Earth Sciences (minor in GIS), The Pennsylvania State University, 2001

CERTIFICATIONS

Certified Floodplain Manager (CFM)
Geographic Information Systems Professional (GISP)

TECHNICAL EXPERTISE

Hazard Mitigation Planning
Project Management
Long Term Recovery Support
Community Planning
Recovery and Mitigation Grant Management
Resiliency Planning
Public Outreach and Engagement
Geospatial Data Modeling / Analysis
FEMA Public Assistance (PA)
Comprehensive Planning
CDBG-DR/MIT Support
CRS Support
Response / Recovery Planning
GIS Risk and Vulnerability Assessments
Hazus Loss Estimations
COOP / EOP Planning
EMAP Accreditation Support

Michael Garner, GISP, CFM

Sr. Project Specialist

Larimer County, CO: DR-4581 Colorado Wildfires (Cameron Peak) - Disaster Recovery Services, Technical Specialist, November 2020 – Present

- Supporting recovery efforts for the Cameron Peak Wildfire - Colorado's largest wildfire in history
- Coordinating with the County's Emergency Response team to collect, analyze, and summarize remotely-sensed fire data, existing infrastructure, and other geospatial datasets to inform and create the County's response plan.
- Supporting debris monitoring operations for hazard tree removal

State of Wyoming: State and Regional HMP Updates, Project Manager, December 2018 to Present

- Serves as project manager and coordinates development of the state's and local regional hazard mitigation plans
- Facilitating and coordinating planning team and stakeholder meetings
- Developing all hazard risk and vulnerability assessments, analysis, and mapping

Larimer County CO: DR-4498 COVID-19 Pandemic - Recovery and Implementation Plans, Lead Planner, May 2020 to April 2021

- Assisted in the writing and compilation of an innovative cross-sector, countywide COVID-19 Recovery and Implementation Plan, which was created to illustrate unmet needs within the Larimer County communities
- Organized data from varying sources and sectors, such as childcare, small business, and non-profits, as well as county departments
- Created graphics to organize data and information based on the vision of the client
- Wrote the diverse sections to make data and information easy to read for community members while illustrating complex concepts of recovery

Bay County, FL: DR-4399 Hurricane Michael – Disaster Recovery Services, Sr. Grants Specialist, September 2019 to February 2021

- Served as technical specialist for the long term recovery team
- Managed the development of \$141 million in HMGP applications for post hurricane recovery efforts
- Local Mitigation Strategy (LMS) plan review and updates

State of Colorado: State HMP Update, Project Manager, October 2017 to August 2018

- Served as project manager and lead planner, facilitating all planning team and stakeholder meetings
- Lead development of updated risk assessments for 33 natural and human-caused hazards
- Integrated with all existing related State planning efforts
- Incorporated results of all local HMP risk and capability assessments
- Led development of an updated statewide mitigation strategy

Larimer County, CO: Comprehensive Plan Update, Subject Matter Expert, January 2017 – January 2018

- Supported public engagement events to identify the community's guiding principles
- Developed tools and strategies to allow the community to achieve their vision
- Incorporated hazard mitigation and integrated portions of the county HMP

City of Central, CO: Disaster Resiliency and Recovery Master Plan, Project Manager, November 2016 – July 2017

- Led table-top response disaster exercises for the planning team
- Facilitated the entire planning process for both planning team meetings and public outreach events
- Conducted a city-wide risk and vulnerability assessment
- Guided development of 95 resiliency actions prioritized utilizing the State of Colorado's Resiliency Framework

Michael Garner, GISP, CFM

Sr. Project Specialist

State Hazard Mitigation Plans, Project Manager and SME Support, 2010 – 2022

- Arizona (2013)
- Idaho (2010, 2013)
- New Mexico (2013, 2018)
- Wyoming (2021)
- Colorado (2013, 2018)
- Missouri (2013)
- North Dakota (2018)

Local Hazard Mitigation Plans, Project Manager and SME Support, 2010 - 2022

Colorado

- Arapahoe County
- City of Loveland
- Cities of Thornton, Northglenn, and Federal Heights
- Custer County
- Fremont County
- Larimer County
- Ouray County
- Southeast Region (Baca, Bent, Crowley, Kiowa, Otero, and Prowers Counties)
- Weld County

Arizona

- Cochise County
- Yuma County

California

- Mono County

Florida

- Bay County (LMS)

Georgia

- Douglas County
- Liberty County

Maryland

- Charles County
- Montgomery County
- Queen Anne's County

New Mexico

- Union County

Ohio

- Huron County
- Noble County
- Pickaway County
- Putnum County
- Tuscarawas County

Wyoming

- Johnson County
- Region 3 (Albany and Carbon Counties)
- Region 4 (Lincoln, Sweetwater, and Uinta Counties)
- Region 7 (Goshen, Laramie, and Platte Counties)

FEMA Region VIII & National: Risk Mapping, Assessment, and Planning (Risk MAP) / Community Engagement and Risk Communication (CERC) / Map Modernization (MapMod) Programs, 2004 - 2016

- Conducted local hazard mitigation plan reviews
- Developed and managed regional and national geospatial data sets to support program goals
- Facilitated municipal meetings and public outreach events relating to Flood Insurance Rate Maps
- Contributed to the development and mapping of new and updated floodplains and maps

Caitlin Langmead

Project Specialist/Planner

PROFESSIONAL PROFILE

Ms. Caitlin Langmead holds a bachelor's degree in Community Psychology and a Master's Degree in Public Health which brings a unique perspective to the dynamic Synergy Disaster Recovery team. Her education and career experience working with diverse populations on creating plans, hazard assessments, and exercises at the regional and state level allows for comprehensive planning, with an emphasis on community facilitation. Her work with County level Emergency Operations Center activations has provided real world insight into the importance of teamwork and attention to detail.

Her passion for the field translates into thorough, effective, and considerate work. Ms. Langmead considers the essential factors of collaboration and initiative to be the foundation of success with the team and clients.



PROJECT EXPERIENCE

State of Wyoming: Region 7 HMP Update, Planner, December 2021 to Present

- Supported the update of the Wyoming Region 7 Hazard Mitigation Plan including completion of HIRA hazard profiles for each of the three counties
- Created new profiles for the Cyber, Landslide, and Public Health Hazards, in addition to the research for previously profiled hazards for each county in the region
- Utilized the Lifeline Framework to illustrate the individual and regional effects of hazards
- Updated a community inclusion portion for each county to include relevant populations for Access and Functional Needs planning
- Presented the data on relevant hazards to each county in the HIRA workshop
- Supported the various virtual workshops throughout the planning process

State of New Mexico: Hazard Mitigation Technical Assistance, Planner, July 2021 to Present

- Providing updates to existing technical documents relating to hazard mitigation program operations and administration
- Creating streamlined documentation for standard processes and protocols
- Assisting in the development of Syntrax grant tracking tool for future grant management

City of Jacksonville, FL: Grant Management Technical Services, Project Administrator, June 2021 to Present

- Serving as a technical specialist for grant management activities
- Managing HMGP grants for post Hurricane Ida recovery efforts
- Assisting in the development of grant applications, matching available funding to the needs of the City

YEARS OF EXPERIENCE

Since 2018

EDUCATION

University of Washington
Colorado State University

TECHNICAL EXPERTISE

Grant Writing
Technical Planning
Grant Management

CERTIFICATIONS

FEMA Professional Development Series, Homeland Security Exercise and Evaluation Program, IS 100, IS 200, IS-276.a, IS 300, IS-318, IS-319.a, IS-320, IS-321, IS-322, IS-323, IS-328, IS-329, IS-393.b IS 400, IS 700, IS 800 G290/G291 – Basic Public Information Officer/JIC

Caitlin Langmead

Project Specialist/Planner

Custer County, CO: Local HMP Update, Planner, May 2021 to Present

- Update for the HIRA
- Researched pre-existing hazards for updates and elaboration on any changes since the last plan
- Created new profiles for two identified hazards
- Updated the section for community inclusion to allow the community a better understanding of the varied needs of the population
- Supported the various workshops and presented HIRA data to community
- Created county specific educational handouts for the public on the concept and importance of mitigation
- Supported update with QA/QC and necessary research
- Worked on GIS hazard graphics
- Implemented the Lifeline Framework to show the effects of hazards on crucial infrastructure and services in the county

Fremont County, CO: Multi-jurisdictional HMP Update, Planner, May 2021 to October 2021

- Supported the update of the Fremont County CO Hazard Mitigation Plan including completion of HIRA hazard profiles and QA/QC
- Created new profiles for four identified hazards, in addition to the research for previously profiled hazards for the county update
- Revised and updated the section for community inclusion to illustrate the diverse populations of Fremont County
- Applied the Lifeline Framework to the county and municipalities, showing the cascading effects of hazards on critical services

State of Colorado: DR-4145 Severe Storms, Flooding, Landslides, and Mudslides - Grant Closeout, PA Closeout Specialist, March 2021 to Present

- Researched each Project Worksheet and existing documentation thoroughly
- Collaborated with sub-applicants to obtain necessary documentation and information regarding the work on project sites
- Created a narrative specific to each sub-applicant to provide the necessary information to the State
- Advocated in the narratives for the costs incurred by the sub-applicants to be reimbursed using relevant, pertinent details.

State of Wyoming: Region 4 HMP Update, Planner, October 2020 to Present

- Supported the update of the Wyoming Region 4 Hazard Mitigation Plan including completion of HIRA hazard profiles for each of the three counties
- Supported the various virtual workshops throughout the planning process
- Presented the data on relevant hazards to each county in the HIRA workshop
- Created new profiles for the Cyber and Pandemic Hazards, in addition to the research for previously profiled hazards for each county in the region
- Utilized the Lifeline Framework to illustrate the individual and regional effects of hazards
- Updated a community inclusion portion for each county to include relevant populations for Access and Functional Needs planning

Caitlin Langmead

Project Specialist/Planner

Weld County, CO: Multi-jurisdictional HMP Update, Planner, October 2020 to December 2021

- Supported the update of the Weld County Hazard Mitigation Plan through completion of HIRA hazard profiles and QA/QC
- Created a new section for Community Inclusion to expand the previous concept of social vulnerability, bringing the plan to the leading edge for representation of those with Access and Functional Needs (AFN)
- Created new profiles for the Agricultural, Cyber, and Pandemic Hazards, in addition to the research for previously profiled hazards for the county update
- Thorough research for the each of the 20 adopting municipalities' identified hazards and their capabilities
- Implemented the Lifeline Framework when analyzing the effects of hazards

Larimer County, CO: DR-4498 COVID-19 Pandemic - Recovery and Implementation Plans, Planner, October 2020 to April 2021

- Assisted in the writing and compilation of an innovative cross-sector, countywide COVID-19 Recovery and Implementation Plan, which was created to illustrate unmet needs within the Larimer County communities
- Organized data from varying sources and sectors, such as childcare, small business, and non-profits, as well as county departments
- Created graphics to organize data and information based on the vision of the client
- Wrote diverse sections to make data and information easy to read for community members while illustrating complex concepts of recovery

Larimer County, CO: DR-4581 Colorado Wildfires (Cameron Peak) – Deputy Plans Section Chief, August 2020 to November 2020

- Worked in the Larimer County Emergency Operations Center as Situation Unit Leader and Deputy Plans Section Chief, standing in as Plans Chief as needed during the incident.
- Compiled and disseminated critical information to stakeholders and partners multiple times each day, both written and in briefings.
- Created a streamlined process for checking EOC personnel and better record keeping of the information



Amanda M. Campen, JD
Senior Manager



EDUCATION

- Political Science, Focus on Public Policy, The George Washington University
- Juris Doctorate, Florida State University College of Law

CERTIFICATIONS

- Juris Doctorate

RELEVANT QUALIFICATIONS

Ms. Campen has over seven years of experience in project management, compliance, and auditing, serving in roles focused on program and grant management, grant and contract management, legal and regulatory analysis, and business process improvement for state government agencies. Specific expertise includes working as Operations Chief during a response and recovery setting, as well as managing disaster recovery funding from federal, state, and private sources. Her past experiences in the compliance, legal, and programmatic/operational areas of disaster recovery make her a well-rounded professional capable of managing state-wide, all-hazards disaster.

- Served as the Florida Division of Emergency Management Bureau Chief of Recovery, managing a \$12 billion portfolio and overseeing the State's Public Assistance, Individual Assistance, Direct Housing programs, and various agricultural USDA Disaster Recovery block grants.
- Served in the Florida Division of Emergency Management General Counsel Office, responsible for review of all grant agreements, contracts, administrative appeals and procurements for the Division.
- Experienced emergency management and project management professional responsible for fulfilling organization staffing needs and requirements, including personnel recruitment, training coordination, manpower utilization, and performance evaluation management.

COHNREZNICK PROJECT EXPERIENCE

Client: Commonwealth of Massachusetts, Massachusetts Emergency Management Agency (MEMA)

Project Description:

CohnReznick performs complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor federally funded disaster grants within the Commonwealth of Massachusetts for COVID-19. Our team is responsible for applicant outreach, training, technical

assistance, and performing project reviews. During this engagement, we have also developed a grant management system solution utilizing Commonwealth's SharePoint platform.

Position: Project Manager | **Dates:** May 2020 - Present

Responsibilities:

- Provide overall management and oversight over field staff, compliance staff, and the project management office;
- Attended MEMA meetings to provide updates on progress;
- Interface with applicants on high-level issues;
- Create and present on reporting dashboards; and
- Provide policy and process advice to Commonwealth.

OTHER PROJECT EXPERIENCE

Florida Division of Emergency Management

Project Description:

Led and supervised the Florida recovery efforts across ten all-hazards disaster operations, and oversaw the State's Public Assistance, Individual Assistance, Direct Housing programs, and various agricultural USDA Disaster Recovery block grants. Developed and implemented procedures, methods, and guidelines to properly administer the Robert T. Stafford Disaster Relief and Emergency Assistance Act as it relates to Public Assistance (PA) programs. Supervised and lead staff members working ten different disaster operations. Coordinated closely with the Federal Emergency Management Agency (FEMA), State and local partners to accomplish programmatic objectives.

Position: Bureau Chief of Recovery | **Dates:** September 2017 - April 2019

Responsibilities:

- Plan and Create Framework for Short-Term and Long-Term Recovery
- Draft Major Disaster Declaration Request, along with other requests from the Governor for Presidential Declaration
- Oversaw the implementation of direct housing and the first ever State-led housing mission in the State by obtaining, transporting, and managing over 150 housing units for disaster survivors.
- Facilitated the Public Assistance Program for Hurricane Michael, estimated to be over \$4 billion in eligible damage.
- Negotiated with USDA to finalize the Federal State Agreement for this \$380.7 million grant to provide financial relief to timber producers negatively affected by Hurricane Michael.
- Advise senior officials of recovery policy, progress, and vision for the State
- Submit of Disaster-specific Administrative Plans

- Responsible for the grant management, oversight and implementation of Direct Case Management and the Crisis Counseling Program
- Review disaster-specific guidance and set State policy

Florida Division of Emergency Management

Project Description:

Performance and Compliance Audit of Florida's Supply Inventory and Logistics Contracts.

Position: Senior Auditor | **Dates:** June 2016 - December 2016

Responsibilities:

- Assess the State's inventory of supplies in the event of a disaster to include: type and amount of supplies
- Assess efficiency of warehouse model and logistics contracts
- Provide Audit findings and recommendations.



Geoffrey Magon
CDBG-DR



EDUCATION

- B.A., Sociology with an Economics emphasis, University of Illinois

RELEVANT QUALIFICATIONS

Mr. Magon has over nine years of experience in the project management of Federal, State and local programs. He has held roles focused in program and project management, grant and contract management, and business analytics. Mrs. Magon specific experience includes CDBG, CDBG-DR, HOME, NSP, CoC Implementation and Administration, and LIHTC project development and subsidy layering.

- Grant administration for Federal Emergency Management Agency (FEMA) and the U.S. Department of Housing and Urban Development (HUD) funded disaster recovery projects
- Experienced in Economic Development Underwriting and Program Implementation
- Stafford Act compliance for FEMA and HUD funded disaster recovery projects
- Program Data Architecture Design, Development, and Reporting

COHNREZNICK PROJECT EXPERIENCE

Client: Texas General Land Office (GLO)

Project Description:

CohnReznick as a teaming partner carries out financial monitoring and oversight, grant administration, and project Management duties in the recovery efforts from Hurricane Harvey. This \$5 billion program is one of the largest awards in CDBG-DR history.

Position: Senior Manager | **Dates:** April 2019 - Present

Responsibilities:

- Relationship management with CohnReznick's teaming partner;
- Provision of management plans for Organizational Conflicts of Interest;
- Program oversight for the City of Houston's Homeowner projects;
- Technical Assistance to the GLO and the City of Houston for their respective Economic Development programs;
- System of Record development and process improvement;
- Program data reporting;
- QA/QC planning, identification, and testing; and

- Guidance on Compliant Policy, Appeals Policy, and Anti-Fraud Waste and Abuse (AFWA) Policy.

Client: Texas General Land Office (GLO)

Project Description:

CohnReznick is currently engaged under a contract with the GLO to provide application and underwriting services to facilitate CDBG-DR housing and infrastructure activities administered by the GLO under the State of Texas Plan for Disaster Recovery. The State of Texas has set aside \$250 million for the Hurricane Harvey Affordable Rental Housing Program to rehabilitate, reconstruct, and newly construct multi-family housing.

Position: Senior Manager | **Dates:** November 2018 - Present

Responsibilities:

- Assess applicant's ability to construct and operate multi-family housing utilizing CDBG-DR funds;
- Analyzes the financial feasibility of proposed developments;
- Underwrites the allowability and cost reasonableness of all hard construction costs, associated soft costs, and development fees;
- Analyze gap funding, identify potential duplication of benefits issues, and review projects for undue enrichment;
- Develops underwriting tools, reporting templates, and workflow processes; and
- Provides guidance to the State of Texas regarding CDBG program and other federally required regulatory compliance.

Client: Texas Division of Emergency Management (TDEM)

Project Description:

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the Texas Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, and effective quality management protocols and reviewing and improving procedures addressing reimbursements and financial management.

Position: Manager | **Dates:** October 2018 - Present

Responsibilities:

- Coordinates between Project Associates, Managers, and Advisory Partners to ensure specific program technical issues are identified, researched, and addressed.
- Provides program guidance regarding 2 CFR 200 compliance for procurement, cost rate structures, and allowable costs.

Client: Illinois Department of Commerce and Economic Opportunity

Project Description:

CohnReznick was engaged as a subcontractor in the Illinois Disaster Recovery Program, (IDRP) which is a key component of the state's long-term recovery efforts pursuant to the record flooding experienced in 2008. The mission of this program was to disburse approximately \$211 million in HUD's CDBG-DR funds for expenses related to disaster relief, long-term disaster recovery and restoration of infrastructure, housing, and economic revitalization in areas affected by the flooding.

Position: Analyst | **Dates:** October 2010 - October 2012

Responsibilities:

- Assisted in the development of policies and procedures for the Community Stabilization Program and the Business Assistance program;
- Evaluated the ability of contracted subrecipients and CDFI's to manage revolving loan funds;
- Analyzed the financial feasibility of requested loans;
- Underwrote the allowability and cost reasonableness of all economic development projects submitted to the State of Illinois;
- Analyzed gap funding, identify potential duplication of benefits issues, ensured projects were meeting the economic development public benefit standards for job creation;
- Developed underwriting tools, reporting templates, and workflow processes.

OTHER PROJECT EXPERIENCE

Client: Community Assisted and Supported Living, Inc.

Project Description:

Responsible for the capital development of the organization by obtaining and implementing Federal, State, and local grants and contracts. I led organization to co-develop and manage five multi-family housing development for homeless and special needs persons throughout SW Florida.

Position: Development Director | **Dates:** July 2015 - October 2018

Responsibilities:

- Application Development and subsidy layering;
- Management of LIHTC, NHTF, SAIL, COC, CDBG, and HOME funds
- Managed State housing development funds to procure contractors, design housing, and qualify beneficiaries.
- Responsible for audit and monitoring readiness for a 75-unit development funded with LIHTC, FL SAIL, and FL SHIP funds.

Client: Collier County Government

Project Description:

Assumed leadership of the County's Neighborhood Stabilization Program to complete the development of the County's existing NSP housing stock, ensure that NSP funding was provided for eligible uses, program beneficiaries were properly documented in conjunction with the national objective being properly met.

Position: Grant Coordinator | **Dates:** November 2012 - June 2015

Responsibilities:

- Developer Monitoring and Oversight;
 - Developer contract management;
 - Contractor oversight and management;
 - Housing design and rehabilitation oversight;
 - Contractor procurement;
 - Federal Reporting.
-



WILLIAM J. DORAN III, CEM

Subject Matter Expert



Qualifications Summary

William J. Doran III (Bill) is a Subject Matter Expert in federal process, FEMA policy and procedure with over 30 years of public and private experience, including large-scale educational program management. His work has shaped policy changes for disaster response and recovery initiatives benefitting FEMA, HUD, SBA, Army Corps of Engineers, Department of Transportation, Department of Agriculture, and others.

Bill served as a FEMA Federal Coordinating Officer for FEMA Region VI overseeing many large-scale, multi-jurisdictional federally declared disasters around the country, coordinating efforts for nine states. He also served as the Interim Louisiana Recovery Office Director for Hurricanes Katrina and Rita, and subsequently as the Response Division Director for Region VI.

Bill was the principal presidential appointee for 25 federally declared disasters including individual assistance, public assistance, mitigation, long-term recovery planning and implementation programs. He has achieved numerous accomplishments during his career including, but not limited to, delivering over \$2.4 billion in aid after the Louisiana floods of 2016. He provided over \$1 billion in aid to over 120 counties in Texas and obligated over \$2 million in public assistance per month for Hurricanes Katrina and Rita recovery.

Bill's educational institution experience includes:

- **Louisiana Katrina and Rita Recovery:** Oversaw the long-term recovery efforts in New Orleans and South Louisiana, including the New Orleans Recovery School District. Bill's work encompassed all New Orleans public schools as a single Project Worksheet as a precursor to the Stafford Act's 428 process. Worked with private non-profit schools, the Archdiocese of New Orleans and higher education institutions including teaching hospitals for LSU, Tulane University, Xavier University, Dillard and the University of New Orleans.
- **Baton Rouge Flood:** Presidentially appointed Federal Coordinating Officer assisting parochial and non-parochial schools in the Ascension, Livingston and East Baton Rouge parishes that were devastated by flood waters to process their recovery and obligate federal funding.
- **Parks and Recreation in East Baton Rouge Parish, Louisiana (BREC):** Facilitated waivers to the 428 process through FEMA Region 6 and FEMA headquarters which allowed the 428 process to work as Congress intended and avoid penalizing those who were proactive in their recovery.
- **Texas 2016 Floods:** Served as FEMA Region 6 Response Director for the floods affecting multiple south Texas school districts.
- **Oklahoma Moore Tornado:** Facilitated recovery efforts for Moore schools as well as shelter category B reimbursement for the University of Oklahoma to recoup costs for sheltering of displaced survivors.
- **Tushka, Oklahoma Tornado:** Helped Tushka schools repurpose funds to build a more resilient K-12 community school with a reinforced roof and a community safe room that doubled as a library and study area.

Education

Master of Science, Management
| University of Maryland, 2010

Master of Strategic Studies | USAF
Air War College, Maxwell AFB,
Alabama, 2004

Bachelor of Arts, Journalism |
Louisiana State University, 1982

Areas of Expertise

Emergency Management
Response and Recovery
Strategy and Development
Executive Leadership
FEMA Region VI Administration
FEMA Public Assistance (PA)
FEMA Individual Assistance (IA)
FEMA Hazard Mitigation Grant
Programs (HMGP)
Military and Political Expertise

Skills/Certifications

Certified Emergency Manager
(CEM), International Association
of Emergency Managers, 2012

Designated Type 2 Qualified
FCO

TS DCID SCBI Security Clearance

Certified USAF Aircraft Crash
Investigator

Relevant Experience

Plexos Group, L.L.C. | Apr 2018-Present

Senior Vice President, Response and Recovery

- Responsible for overseeing Emergency Response, FEMA Public Assistance (PA) and Hazard Mitigation Grant program (HMGP) projects as well as HUD Community Development Block Grant Disaster Recovery (CDBG-DR) programs.

Federal Emergency Management Agency (FEMA), Denton, TX | Jun 2010-Apr 2018

Federal Coordinating Officer, FEMA Region VI

- Presidentially appointed to twenty-five (25) federally declared disasters as a Federal Coordinating Officer (FCO) and accountable to the President of the United States and the FEMA Administrator. Coordinated federal efforts in support of declared disasters in nine different states.
- Provided executive coordination of federal, state, tribal, and local assets and resources required to support governors and emergency managers for preparedness, prevention, response, recovery and mitigation for all-hazards.
- Served as the principal staff advisor to the FEMA Administrator in leading and coordinating the timely delivery of all federal disaster assistance; to support state and local governments and affected communities.
- Achieved the timely delivery of full disaster assistance; with a balance between sound management practices and pressure to satisfy stakeholders' interests.
- Appointed by the FEMA Administrator to serve as the Interim Louisiana Recovery Office Director from Nov 2012-May 2013 for Hurricanes Katrina and Rita.
- Appointed by the FEMA Region VI Regional Administrator to serve on a detail as the Response Division Director for Region VI, from Nov 2014-May 2015.

DR-4277 LOUISIANA

This disaster ranks in the top ten in FEMA history for monetary damages and includes over \$750 million in Individual Assistance and \$750 million in Public Assistance to re-establish communities.

- Delivered over \$2.4 billion in aid after the Baton Rouge, Louisiana area floods of August 2016.
- Executed one of the largest housing programs (over 4000 manufactured housing units) to date in FEMA history.
- Instrumental in saving the federal government nearly \$30 million by ceasing operation of faulty tank and pump systems for fire suppression after quality control issues in manufactured housing units became evident.

DR-4266, DR-4269, DR-4272 TEXAS

- Provided over \$1 billion in aid to the State of Texas after the 2016 floods, including over 120 counties declared over a large geographical area. The area in comparison would stretch from New England to Indiana to Virginia.
- Managed unique political challenges between the City of Houston, Harris County, congressional delegations and the Governor's office, all with competing priorities for recovery.

DR-4332 Hurricane Harvey, TEXAS

- As the pre-designated FCO for Hurricane season to Louisiana, responded to Hurricane Harvey on the Louisiana side of the Texas border, along with the Governor's Office of Homeland Security and supporting State agencies, coordinating federal support to provide search and rescue, transport and transitional sheltering.
- Also served as the Deputy Federal Coordinating Officer for FEMA for Hurricane Harvey in Texas and assisted the former HUD Regional Administrator, Beth Van Duyne, in rolling out the initial CDBG-DR funding for Hurricane Harvey.
- Extremely familiar with the devastation caused by Harvey, including search and rescue efforts and the mitigation needs of the community

DR-1603 Hurricane Katrina and DR-1607 Hurricane Rita, LOUISIANA

- As Interim Director of the Louisiana Recovery Office, obligated over \$2 million in public assistance per month for Hurricanes Katrina and Rita Recovery. This influx of Recovery assistance helped New Orleans become the 5th fastest growing city economy in the United States.
- Met with the Mayor of New Orleans on a monthly basis to ensure projects continued to move forward.
- Along with the State of Louisiana, developed and instituted a strategic plan that projected final closeout in 2018, realigning staff and facilities to meet the scope of work left to be accomplished.

Tornado, Moore, OKLAHOMA, 2015

- Responded for the Moore Tornado in Oklahoma 2015, instituting FEMA's debris pilot for the first time as well as the National Disaster Recovery Framework, organizing philanthropic donations, other federal agencies and volunteer organizations in a whole community approach to recovery.
- Utilized Disaster Survivor Assistance Teams for the first time, enabling rapid registration and monetary assistance support to survivors within hours of registration.
- Facilitated mitigation efforts by assisting the State of Oklahoma with their Sooner Safe program which provided safe rooms in new construction of homes and schools.

EM 3365 COLORADO, Colorado Floods of 2013

- Provided initial rapid response to the Colorado floods of 2013 EM 3365 CO, providing direct federal assistance for Incident Command and Search & Rescue to the State of Colorado.
- Advised the State Emergency Manager and Governor on response activities to ensure immediate needs of survivors were being met.

SOUTH CAROLINA FLOODS OF 2015

- Team lead for National Incident Management Team (IMAT) West Lead responding to the South Carolina Flood of 2015. Led a team to establish stability in Columbia, SC after a devastating flood.

TEXAS FLOODS OF 2015

- Director of the Regional Readiness Control Center (RRCC) at FEMA Region VI for the 2015 Texas floods.

United States Air Force | 1987-2015

LOUISIANA AIR NATIONAL GUARD HEADQUARTERS, NEW ORLEANS, LA | Jun 2010-Feb 2015

Colonel (Retired), Louisiana Air National Guard

- Strategically led over 1200 airmen and officers; Developed and wrote Air Force, joint services, National Guard (NG) and combined plans and programs and policies.
- Coordinated all planning with multi-functional areas of responsibility to meet mission objectives to include homeland security and emergency management; considered a contingency planning and homeland security expert.

JOINT DIRECTOR OF MILITARY SUPPORT AND MILITARY LIAISON TO GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS | Oct 2007-Jun 2010

Colonel, Louisiana National Guard, Baton Rouge, LA

- Led over 10,000 Louisiana Army and Air National Guardsmen in performing military support to civil authorities (MSCA) during times of disaster.
- Responsible for managing the preparedness, planning, exercising, training, response and recovery of the Louisiana National Guard for all-hazards.
- Provided policy guidance and ongoing assistance on program areas to units within the state NG and external agencies to include the Offices of the Governor and US Attorney.

BATON ROUGE COMMUNITY COLLEGE, BATON ROUGE, LA | Jan 2009-May 2009

Adjunct Instructor, Emergency Management

- Instruct college students concentrating in emergency management or criminal justice in all phases to include practical exercises, lecture, and professional development.

LOUISIANA NATIONAL GUARD, BATON ROUGE, LA | Nov 2006-Oct 2007

Military Liaison and Strategic Plans & Policy Officer

- Instruct college students concentrating in emergency management or criminal justice in all phases to include practical exercises, lecture, and professional development.

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, BATON ROUGE, LA | Jun 2003-Nov 2006

Operations Division Chief

Managed response operations and all-hazard planning for Louisiana; served as primary state liaison to DHS and FEMA for response and initial recovery activities and as the State Unified Command Operations Section Chief for all-hazards. Designed and participated in exercises, drills and training and facilitated grant oversight for all-hazard planning.

LOUISIANA AIR NATIONAL GUARD, 159TH FIGHTER WING, JOINT RESERVE BASE, NEW ORLEANS, LA

Commanding officer, 159th Aircraft Maintenance Squadron | 1997-2003

Commanding Officer, 159th Aircraft Generation Squadron | 1995-1997



Reginald English

Project Manager



Qualifications Summary

Reggie is a military veteran with extensive corporate insurance experience. He has actively participated in all major Louisiana disasters for the past 20 years. He has led teams ranging from 3 to 350 members in diverse roles including auditing, logistics, grant management, security, civil engineering, human relations, and other operations. He is the recipient of multiple awards for outstanding performance in large projects; he offers exceptional customer service. Reggie thrives under pressure and always performs at a high level.

Similar Project Experience

- Public Assistance Grant Manager
- Premium Auditor (Travelers)
- Director – Logistics Readiness Squadron
- Antiterrorism Executive Manager
- Equal Opportunity Director

REPRESENTATIVE PROJECTS

Plexos Group, L.L.C. | January 2020 - Present

Project Manager - Hurricane Laura / Delta Public Assistance

- Managed team facilitating Public Assistance request for City of DeRidder, City of Pineville, and Beauregard Parish School Board; processed and expedited funds for debris removal and emergency protective measures; formulated Damage Inventory Reports and Project Worksheets.
- Facilitated communications between the client, FEMA, the State Applicant Liaison (SAL), Mitigation Specialist, Environmental Historical and Preservation (EHP) Specialist, maximizing reimbursement potential through research and documentation.
- Assisted the City of DeRidder in executing an Architect/Engineering RFQ for a ARPA utilities contract.
- Assisted in registering for the ARPA funds and set up a tracking system for expenditure of funds.

Travelers | 2017 – 2020

Premium Auditor

- Audited general liability, worker's compensation, and auto premiums on small, medium, large, and national accounts. Identified and resolved discrepancies, provided clear audit path for regulatory reviews
- Maximized audit efficiency, timeliness, and accuracy using advanced Excel applications, extensive pre-work analysis, concise communications, and extensive quality review process. Multiple In-Sync Customer Service Award Nominations

Education

University of New Orleans | B.S. Finance

Academy of Military Science

Areas of Expertise

Auditing

Operational Risk

Management

Strategic Planning

Training &

Development

Policy Implementation

Subject matter expert in force protection and antiterrorism

Skills/Certifications

Associate in Premium Auditing & Applications (APA 91/92) 2016

Defense Equal Opportunity Management Institute (DEOMI) Equal Opportunity Advisor – Distinguished Graduate - 2014

Air Command and Staff College, Executive Military Leadership | 2004

Security Director and Advanced Leadership Course, USAF | 1996

1 Reggie English

Louisiana Air National Guard | 2006 – 2016

Commander – Special Assignments

- Specifically selected to command Security, Logistics and Civil Engineering Squadrons during contingency operations
- Deputy Commander Task Force Gator - Hurricane Katrina – Law Enforcement support to the New Orleans Police Department and Louisiana State Police. Promoted and coined by Adjutant General, State of Louisiana
- Deployed Commander of 376th Expeditionary Squadron, Kyrgyzstan, awarded Air Force Commendation Medal for superior accomplishments in fuels management and aerial port operations
- Directed Civil Engineering Operations in preparation for Air Force Readiness Inspection. Unit rated Outstanding and Excellent in all graded areas and overall mission ready. Received Inspector General Coin for superior performance

Director – Logistics Readiness Squadron

- Directed 235 military personnel in aerial port operations and trans loaded 52,000 personnel and 1,500 tons of cargo for military and commercial aircraft during wartime operations
- Managed a \$15 million warehouse renovation to support \$50 million in combat aircraft assets
- Performed warehouse management, material control, logistics planning, acquisitions and contracting, and command and control functions

Antiterrorism Executive Manager

- Acted as the primary authority and subject matter expert on all force protection and antiterrorism requirements, policies, and procedures
- Participated in over 25 state, joint federal intelligence, and law enforcement task forces
- Consulted over 100 region military leaders on security and incident management briefings for the US Embassy and Thailand
- Headquarters appointment for special assignment, Deputy Commander Task Force Gator, which led 350 military personnel in joint operations with the New Orleans Police Department and Louisiana State Police following Hurricane Katrina

Equal Opportunity Director

- Managed human relations climate for over 1,500 service members and provided department managers with analytical data identifying trends, insight, and guidance in preventing or eliminating adverse organizational conditions
- Initiated cultural awareness programs utilizing team building exercises, briefings, and interactive training sessions
- Assisted with implantation of statewide mentorship program aligning strategic goals with individual career progression and planning
- Authored nearly 500 pages in operating instruction specifying standards and detailing process management objectives to ensure 100% compliance with higher headquarter guidelines

2 Reggie English

TAB D: PROJECT APPROACH

I. Federal Grant Assistance

Our **Synergy Team** is well versed in all types of Federal disaster recovery grants and programs such as FEMA (PA, HMGP, PDM and FMAG), HUD (CDBG-DR and CDBG-MIT), NRCS (EWP), FHWA (ER), as well as state grants. Having worked through numerous disasters in Florida, our team members have developed working relationships with several Florida state agencies and FEMA Region IV personnel, which can be capitalized for the County's benefit.

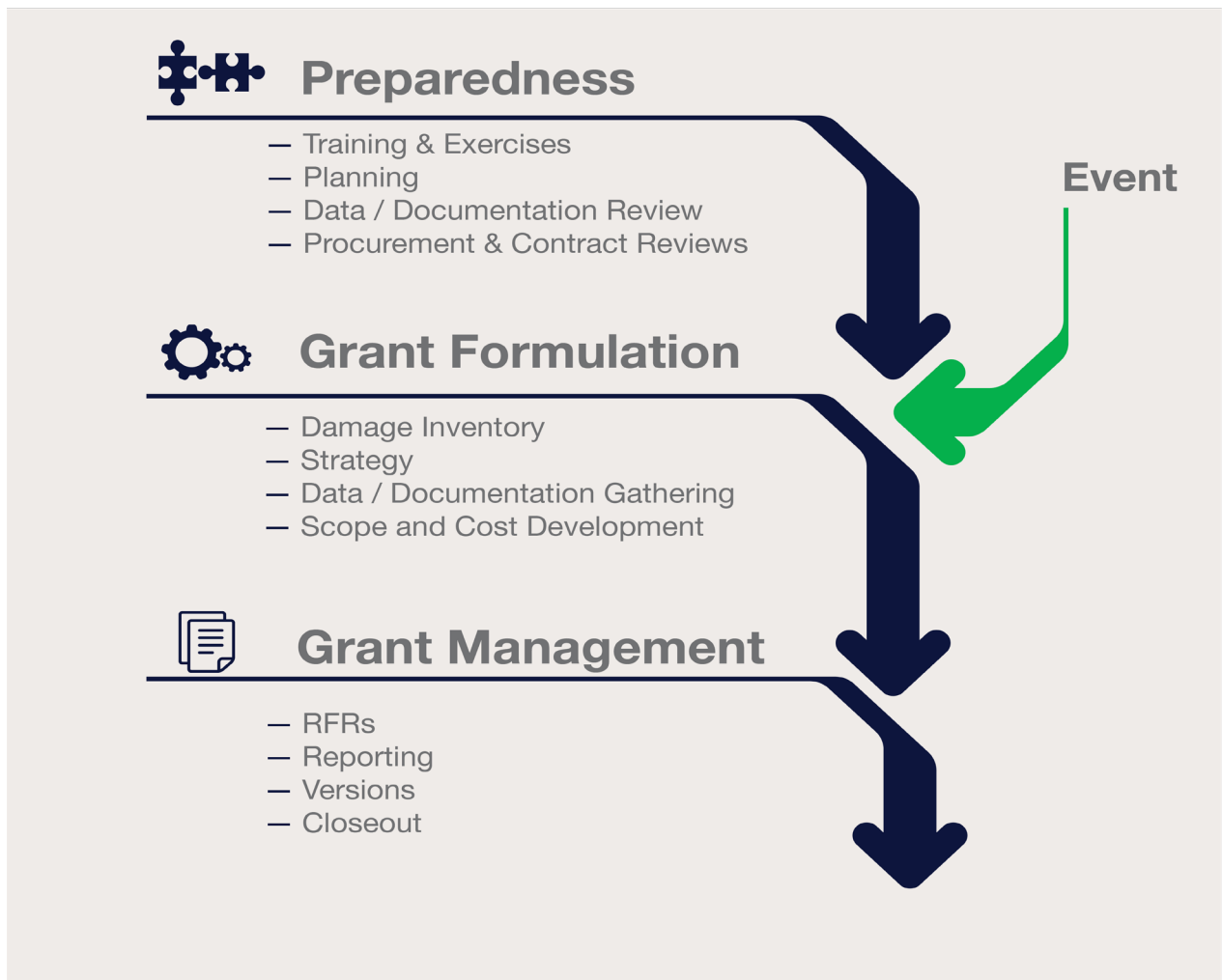
Our team members, including senior leadership, do not just speak to disaster recovery in theory, we live it every day with hands-on experience. Working projects, applying lessons learned and best practices from around the country, is truly the best way to establish a new standard in disaster recovery. Since the full rollout of the FEMA Grants Portal system and the new delivery model for Public Assistance in the wake of the 2017 hurricane season, our **Synergy Team** has worked some of the country's biggest disasters resulting in hundreds of millions of dollars of damages. In doing so, we have developed ways to make the new model work best for you, the Sub-Applicant, rather than FEMA's objectives and timeframes. Our work on the front end has resulted in savings of millions of dollars to our clients.

Following the rollout of FEMA's PA delivery model in 2017, Synergy's successes include:

- The 1st PW (Cat B – Emergency Protective Measures) obligated for Hurricane Irma
- The 1st Cat A – Debris PW obligated for Hurricane Irma
- The 1st project reimbursed in Irma
- Formulation of projects 3x's faster than FEMA counterparts in State-led disaster for KYEM
- The largest Cat A - Debris Advancement in the Florida Divisions of Emergency Management's (FDEM) history - **\$143.7M for Cat A for Hurricane Michael**

Public Assistance Process Phases

SYNERGY ROAD TO RECOVERY



The FEMA Public Assistance process can be broken up into three phases:

1. Preparedness: Non-grant related measures taken before an event to reduce risk and mitigate impact.
2. Pre-Obligation (Grant Formulation): Grant related activities carried out to identify, capture, and document damages and expenses to formulate projects and receive FEMA funding.
3. Post Obligation (Grant Management): Grant related activities required to draw down FEMA funding from the state to complete and close out projects.

Phase 1: Preparedness

Although preparedness is not technically part of the overall Federal Grant Assistance Process, we at **Synergy**, like to consider that it is. "Failure to plan, is planning to fail". With that said, even with the best plan in place, one cannot prepare for everything. It is the work put in ahead of time through planning, training, and exercises, that provide you with the framework and presence of mind to respond and recover from any event. If called upon, our team of professionals can assist the County with preparedness activities, updating the mitigation, response and recovery plans, and implementing After Action Reports (AAR).

Preparedness Activities:

- Plans
- Training
- Exercises

Response, Recovery, and Mitigation Plans

Our planners are well-versed regarding the various Presidential Directives and the Policy Doctrine of operations and preparedness from the Department of Homeland Security's (DHS) National Incident Management System (NIMS), National Response Plan, National Infrastructure Protection Plan, and National Preparedness Guidelines. This coupled with our experience supporting a broad spectrum of organizations ensures that our products are built upon the latest requirements, guidance, and industry best-practices.

Training and Exercise

When it comes to training, we understand the importance of exercising plans to determine response and recovery capabilities, as determined in your plans. To accomplish this, we will develop and coordinate exercises to provide practice for prevention, vulnerability reduction, response, and recovery capabilities. Following the exercise, our team will deliver an evaluation of the performance through After Action and Improvement Reports, so your personnel can receive immediate feedback and take corrective action before the next event occurs.

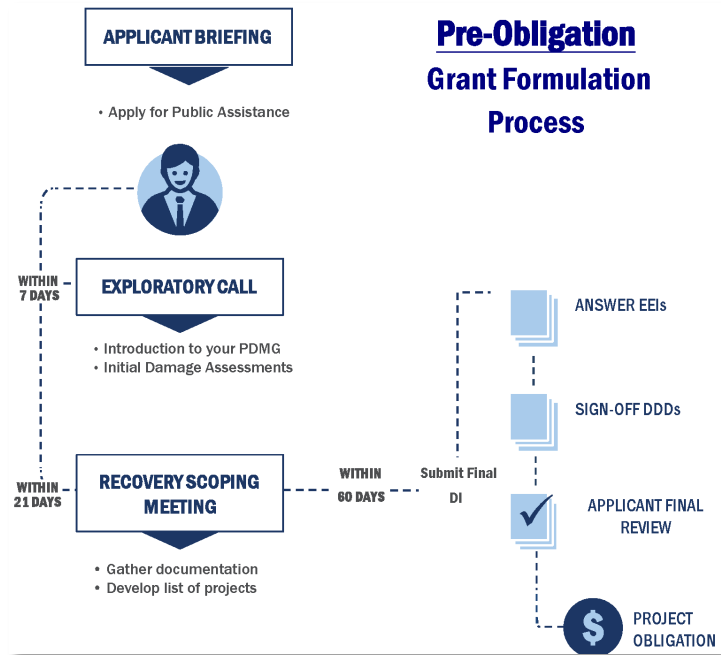
Phase 2: Pre-Obligation (Grant Formulation)

Grant formulation begins with documentation from the moment the County moves forward with recovery. Our team will work with you to set a precedent for the management of the lifecycle of the grant in this phase. Consistency is critical for every project and grant, therefore we use the same format, tools, and best practices that will be used all the way through to closeout. This ensures vital components of this phase, including cost estimation, expenditure eligibility, and project scoping, are precise, well documented, and an unshakable foundation for each project.

One of the crucial lessons learned, working nationwide, is enforcing quality over speed when formulating projects. Taking the time to pay attention to details and ensuring the project is formulated correctly on the front end eliminates clean up later in the process,

often resulting in quicker and more efficient recovery overall. In the new FEMA PA Process, this begins with confirming that damages are captured accurately and completely on the County's Damage Inventory (DI).

The **DI** is where all damages, as a result of the declared event, are documented and it needs to be completed with all damages identified within 60 days of the Recovery Scoping Meeting (RSM; formally the Kickoff Meeting). The **DI** will be the cornerstone of your project development, playing a critical role in project grouping, setting site inspections, developing a Scope of Work (SOW), and more throughout obligation. If this is not captured well, it will have a trickle-down effect for the remainder of the project lifecycle.



In addition to tracking the damages, our **Synergy Team** will begin tracking all event related costs in real time using our “**SynTrax Workbook**” (covered in a later section). If Columbia County requires assistance in documenting damages, our team will provide professionals with a variety of disciplines that can be called upon to perform complete damage assessments.

There are numerous other factors to take into consideration once damages are documented and the process moves forward. In addition to formulating the project itself, external funding, such as insurance payouts, and possible duplication of benefits must be considered. Insurance policies play a role in many projects and we at **Synergy** have extensive experience accounting for and capitalizing upon all resulting funds. We get ahead of any potential issues that could jeopardize grant funding and assist in navigating them.

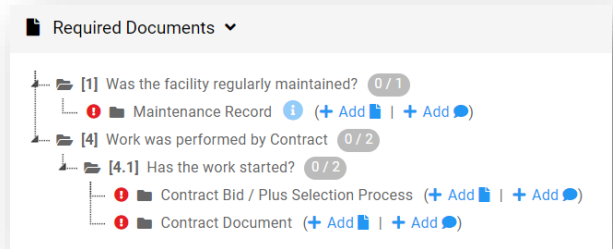
Other critical points under the grant formulation process are:

1. Essential Elements of Information (EIs)
2. Damage Description and Dimensions (DDD)
3. Applicant Final Review

Essential Elements of Information (EEI)

are a series of questions in the Grants Portal that may require supporting documentation. EEIs, along with the supporting documentation, are sent to the Consolidated Resources Center (CRC), where a FEMA representative will attempt to write a project from the information submitted. One of the lessons learned that we employ on

every project, and has found extremely beneficial to assist the process, is to attach a brief **Memorandum of Explanation** (your story of the project) with the **EEI**. This ensures the person attempting to write the project at the CRC has some context.



The next critical point in the process is when FEMA writes the **Damage Description and Dimensions (DDD)** which assists in identifying damage eligibility. Thorough review and acceptance of the **DDD** is vital to the accurate formulation of the project. This document should be cross referenced with the 1) **DI**, 2) Damage Assessment Report, 3) FEMA Site Inspection Report and 4) the **EEI**, to ensure all items of the project are captured.

Before the project is obligated, it will undergo many reviews and then a final review, where you, the Sub-Applicant, sign off on the project as it is written. This is known as the "**Applicant Final Review**" and it is the last critical step before a project becomes obligated (FEMA funded). For many Sub-Applicants it may be the first time, since listing the project on the **DI**, where they review the project in its entirety. It is important at this point to:

- ✓ Ensure scope is accurate and no damages are missing
- ✓ Work completed is to be included
- ✓ Cost estimate is close to anticipated amount, if fixed cost offer is not accepted.

If fixed cost offer is accepted, the cost should reflect that.

It needs to be taken into consideration that any changes to the project at this time will likely revert the project back to **EEI** status, which could set the project development back months. In specific cases, it may be possible to move forward and handle the changes after obligation, such as with 90% correct Large Projects. These decisions need to be made on a project-by-project basis.

There are a variety of other factors to take into consideration during the Pre-Obligation (Grant Formulation) phase. Our **Synergy Team** has detailed experience with these and has continually adapted our approach to project formulation, as regulations and requirements changed and categories shifted. We will work with the County to build projects that maximize benefit and streamline the process. We start by answering the questions relevant to your project. Some of these questions are:

- ✓ Is this a good candidate for a capped project (i.e. Alternative/428, Alternate or Improved)?
- ✓ Should this be a standard lane or completed lane project?
- ✓ Are there hazard mitigation opportunities (404/406)?
- ✓ Are there alternative funding sources outside of FEMA PA?
- ✓ Is this a priority project and what level of priority?

Capped projects are those where FEMA is flexible to using funds for projects other than restoration to pre-disaster conditions. Knowing the considerations and understanding the advantages and disadvantages of capped projects is more important now than ever. Effective June 1st, 2020 FEMA reshaped their guidance resulting in a paradigm shift in capped projects.

While Alternative Procedures Projects are not a new concept in Florida, it is imperative to consider good candidates early in the process. There is now a limited window to accept a fixed cost offer, and once accepted, the project is final.

What makes a good candidate for a Section 428 Alternative Procedures Projects?

- ✓ Desire to not repair at all or not back to pre-disaster conditions.
- ✓ Most if not all of the work can be done in-house.
- ✓ Projects that have a clean, defined scope of work.
- ✓ Facilities that can be upgraded to codes and standards or can implement mitigation measures.
- ✓ Based on estimates on volume (i.e., miles) over count (number of light poles.

Synergy will assist the County in understanding any unique requirements or regulations that may apply to a project type, to ensure the most effective and beneficial project type is chosen each time. The different types of projects are multifaceted and can be complex, but we believe education empowers the County for future grant funding pursuits and promotes confidence in project scoping.

Phase 3: Post-Obligation (Grant Management)

Having a project obligated is comparable to having money deposited to your checking account. However, just because there is money in your account, does not mean you get to spend it however you see fit.

Now that there are funds, first and foremost, the people who oversee the grant and projects for the County must be accounted for, from award to closeout. The importance of this lies in **Direct Administrative Costs (DAC)** which are reimbursable management costs related to a specific project. DAC work eligibility is very particular, which is why we at **Synergy** created an activity log tool to allow for on demand review of work being entered by staff. This tool will be tailored to the County's needs, capturing required task information and any data requested. Our clients have had great success with this tool and the DAC submission process moves easily to reimbursement.

Before spending anything, one of the imperatives when moving forward after obligation is the compliance with regulations regarding procurement, beginning with the solicitation or **Request for Proposals (RFP)**. We will work closely with the County and FDEM to confirm your proposal and procurement process are accurate, ethical, and consistent so there are no issues with work beginning in a timely manner. While solicitation is not an ongoing process through the grant lifecycle, procurement compliance will be - and documentation is the key to accessing your funds.

The State, and more specifically FDEM, acts like the bank, and must ensure that you submit all the appropriate documentation and are following your project's approved scope of work, in order to allow you to draw down your funds. This is what is known in the FEMA PA Program as submitting your **Requests for Reimbursement (RFR)**. Additionally, there are other grant requirements to fulfil such as quarterly reports, documenting scope and cost changes, and project closeout, which will also be covered later in this section.

Requests for Reimbursement (RFR)

Reimbursement for project expenses can be complex and even seem daunting. Our **Synergy Team** will navigate the process with you, focusing on how to adequately back up your expenditures with the right documentation and sharing our lessons learned to make the process easier. Our goal is for you to be confident in the process and we give you the tools to do just that.

The **SynTrax Recovery Process** allows for the creation and submittal of RFRs in an expedited and efficient manner. This process gives our **Synergy Team** the ability to work with Columbia County to receive reimbursements more quickly than most applicants in the State. Once a cumbersome undertaking, our team has simplified this process by building the **SynTrax Recovery Workbook**. The workbook provides real time project information, and is paired with our organized documentation system, which identifies

Post-Obligation (Grant Management) Activities:

- RFRs
- Scope Changes and Cost Overrun Versions
- Quarterly reports
- Project Closeout/Appeals/
- Audits

the documentation required at each step in the process. These tools make your requests for reimbursements a cinch.

Scope Changes and Cost Overrun Versions

Projects do not always fall in line as they were originally written in the Pre-Obligation process for many reasons, some of which are completely out of our collective control. When this happens, projects will need a change to the obligated scope and a scope change request needs to be brought to the State's attention as soon as it is known. The scope change itself will be submitted once all necessary documentation is available.

Another consideration in the process is when estimated costs do not mirror our actual project costs, and FDEM needs to be notified through a cost overrun version. Utilizing the **SynTrax Recovery Workbook**, our **Synergy Team** can track when any eligible expenditure is close to reaching project thresholds, or by how much it may be exceeding its obligated amount. This allows us to notify FDEM early on that additional funds may be needed to complete the project. At **Synergy**, we recommend formulating cost overrun versions if eligible expenses are going to be greater than 15% of the obligated amount. Otherwise, this can wait until Project Closeout, creating less of a burden on the County.

As a best practice, all scope changes and cost overruns project versions submitted by our **Synergy Team** will be accompanied with a revised **Memorandum of Explanation**, updating the original version submitted under the Grant Formulation process.

Project Closeout, Appeals, and Audits

When a project is complete and all actual costs are known, a project enters project closeout, and a project closeout package is prepared and submitted. This is when, in addition to having submitted all of your RFRs, the County will receive any retainage held by FDEM. Closeout activities include:

- Reviewing projects for missed funding opportunities
- Reviewing expenditures for compliance with regulations
- Reconciling closeout accounts internally
 - including small project net cost overruns
- Requesting formal closeout from funding source(s)
- Recording and reporting on variances (if required)
- Closing accounts

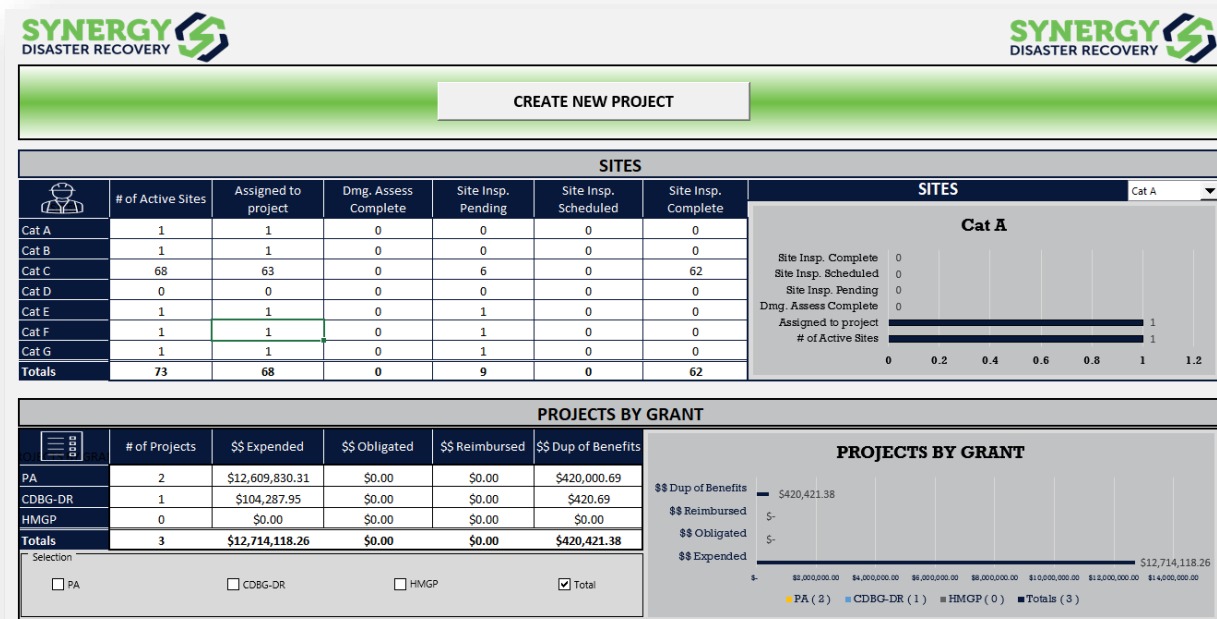
All of the project closeout packages our **Synergy Team** prepares are uniform. They have a standard naming convention and index which allows FDEM final review to proceed in an expedited manner, as they have a consistent approach.

A prevalent theme throughout the **SynTrax Recovery Process** is to complete all of the necessary work on the front end, so the back end is much easier. This **“close as you go”** mentality reduces the duplication of effort, minimizes risk, and shortens project closeout.

Our process, which includes progression audits, memorandums of explanation, and a standardized workbook provide great strides in lessening the need for appeals and the risk of audit findings.

However, there are times FEMA may not agree with information as presented within a project and will deem portions of the project, or the entire project ineligible. In these limited cases, Columbia County along with our **Synergy Team's** support should attempt to deal with these issues administratively and negotiate with FEMA based on policy. If required, we will be prepared to fight doggedly by utilizing our decades long experience in analyzing and interpreting federal disaster policies and regulations to file an Appeal. Having successfully argued many appeals in our history, we will ensure that you receive every reimbursable dollar amount you are entitled to.

Documentation & Reporting



Over the past few years, the FEMA Public Assistance (PA) Program has made several changes to create a program that is transparent while delivering better customer service. The FEMA Grants Portal is designed to allow stakeholders to track the progress of the entire recovery process and is the best resource for applicants to check on the status of formulation of project worksheets. The Grants Portal is the platform FEMA utilizes to store and share documentation, eliminating the need for back-and-forth hassles of email or hard copy documentation.

We have extensive experience with the Grants Portal, and in addition our team is extremely proficient in utilizing the FloridaPA.com platform, which is used by FDEM for grant management following FEMA obligation.

No matter the engagement, we utilize our exclusive **SynTrax Recovery Process**, a holistic approach that utilizes our tried-and-true project methodology along with resources and tools to accomplish a complete, efficient, and maximum recovery process. This starts with documentation and organization, the cornerstone to achieving optimal results in the **SynTrax system**.

Our **Synergy Team** is well versed in multiple platforms of cloud-based document management systems such as Google Drive/Docs, SharePoint, Asana, Bitrix24, and others. Regardless of the platform required, we believe in a standard file structure and naming conventions to make

document recognition easy and accessible. Additionally, we back up our cloud-based documentation on portable hard drives quarterly. At the end of each project engagement, we can deliver a dedicated hard drive with all project documents, including pertinent emails for the County's record keeping. If necessary, and upon your request, we can keep hard copies, although our preference is to go "green".

Synergy will retain a copy of all documentation for a minimum of 5 years following the close out of the disaster.

If Columbia County requires record retention beyond that period, we are happy to adjust.

Other Long Term Recovery Support

In addition to the FEMA PA Program, the **Synergy Team** excels in applying for and managing other disaster recovery grants. Our proactive and innovative approach, tailoring our solutions to the client's specific priorities, organizational structure, and risks allows our team to maximize your time and money in the best possible manner. We have an unparalleled record supporting clients in other disaster grants outside of the FEMA PA Program and recognize how each grant can work with one another to meet the County's ultimate recovery objectives.

We understand the programs and requirements, providing the right professionals across all grant phases, from development of an unmet needs assessment and applications to preparing recovery plans. Our team of professionals can assist you by identifying the best funding source for each project and coordinating with all necessary state, local, regional, and federal partners. Members of our team have been involved in designing and implementing some of the most successful programs throughout the country including housing, infrastructure, and economic revitalization.

Hazard Mitigation (404/406)

There are two main programs when one considers Hazard Mitigation. Hazard Mitigation authorized under Section 406 of the Stafford Act is available for any eligible permanent work project and built into the FEMA PA Program. 404 Mitigation is offered under the Hazard Mitigation Grant Program (HMGP) and requires an entirely different grant process and application. A brief description on the differences of each program follows.

| 404 HAZARD MITIGATION (HMGP) | 406 HAZARD MITIGATION (FEMA PA) |
|--|---|
| Separate program run by the State | Implemented through FEMA PA Program |
| Applies to structural measures and to non-structural measures (such as planning, property acquisition, drainage projects) | Applies only to structural measures and does not apply to buyouts |
| Applies throughout the State in most disasters | Must apply to the damaged element of the facility |
| The formula for calculating the HMGP allocation for States with a standard State mitigation plan is based on 15% of the first \$2 billion of estimated aggregate amounts of disaster assistance. | No program-wide limits on funds, but each project must be cost-effective and approved by FEMA |

The **Synergy Team** can assist with any mitigation measure. Under the FEMA PA Program, we will prepare a list of the most advantageous mitigation measures for each project for the County's consideration during the grant formulation phase. In addition, our **Synergy Team** has successfully prepared hundreds of millions of dollars' worth of HMGP applications for our clients nationwide. We look forward to bringing our innovative practices to you to maximize mitigation funding and build a more resilient community for years to come.

Building Resilient Infrastructure Program (BRIC)

On October 5, 2018, the Disaster Recovery Reform Act was signed into law; Section 1234 of the law authorized FEMA to develop a new pre-disaster mitigation program, Building Resilient Infrastructure and Communities (BRIC). This program superseded FEMA's Pre-Disaster Mitigation (PDM) Grants beginning in fiscal year 2020 and established a more reliable stream of funding by leveraging a 6% set-aside mechanism, based on annual disaster relief fund expenditures. The program created a new nationwide competitive mitigation grant program and focuses on funding innovative projects.

Through BRIC, there is an opportunity to actively reshape disaster mitigation solutions by prioritizing projects that incentivize:

- Public Infrastructure projects
- Mitigate risk to one or more lifelines
- Incorporate nature-based solutions, and
- Adoption and enforcement of modern building codes.

Community Development Block Grant – Disaster Recovery (CDBG-DR)

Our team has first-hand knowledge from the perspective of subrecipients, homeowners, and applicants in funding projects through CDBG. We have provided project management, oversight and compliance, case management, process improvement, and IT solutions for over fourteen years related to CDBG Disaster Recovery programs for Hurricanes Katrina, Rita, Gustav, Ike, Sandy, Isaac, Harvey, and Irma. We currently provide management oversight for 4,000 CDBG-DR applicants.

To that end, our team of experienced grants and project managers, certified public accountants (CPAs), and HUD CDBG-DR experts have the organizational and operational skills needed to assist Columbia County from Needs Assessment to Project Implementation and Closeout in a timely manner.

CDBG-DR Eligible Activities:

- New Construction and Improvements to both public and private facilities.
- Assistance to Business, including Special Economic Development Assistance.
- Public Services – including HOPWA and Continuum of Care (CoC) programs.
- Planning, Capacity Building, and Technical Assistance.

Community Development Block Grant Mitigation (CDBG-MIT). This HUD program was announced in 2019, and it is the **first mitigation-only focused CDBG program**. Both CDBG-DR and CDBG-MIT can play a role to increase energy efficiency and renewable energy investments to mitigate against power outages. Grantees are in the process of designing and planning various activities for these funds and many recognize the opportunity to apply innovative solutions to mitigate against natural disasters and strengthen community resilience overall. Both CDBG-DR and CDBG-MIT can play a role to increase energy efficiency and renewable energy investments to mitigate against power outages. For example, adopting higher energy efficiency standards, deploying renewable energy, and incorporating energy storage are suitable measures to maintain reliability.

Following the 2013 Northern CO Floods, our Synergy Team was able to assist with **over \$15M in CDBG-DR funds** for infrastructure programs that was used to offset PA local match.

Our experience in all major aspects of CDBG-DR operations, including grant management, administrative functions, compliance (including the reporting and administration of Section 3 and Davis Bacon) and quality control are second to none. **Synergy Team** members supported **Larimer County in administering nearly \$15M in CDBG-DR infrastructure grants following the 2013 Floods**, including assisting the City of Loveland CO with rebuilding private roads and crossings destroyed by the floods.

TAB E: FEE STRUCTURE

| Position or Equivalent | Hourly Rate |
|--|-------------|
| 1. Project Manager | \$ 165.00 |
| 2. PA Specialist | \$ 125.00 |
| 3. Assistant Project Manager | \$ 155.00 |
| 4. Sr. Project Specialist | \$ 145.00 |
| 5. Hazard Mitigation Specialist | \$ 135.00 |
| 6. Data Analyst | \$ 100.00 |
| 7. Administrative Assistant | \$ 40.00 |
| 8. Subject Matter Expert / Policy Advisors | \$ 225.00 |
| 9. | \$ |
| 10. | \$ |

| Deliverable # | Description | Anticipated Time to Complete Deliverable | Deliverable Cost |
|------------------|---|--|---|
| 1 | Preparation with the County of a Preliminary Damage Assessment including site information, description of damage and related cost impacts | 3-DAYS* (24 hours) *depends on the scale of the disaster, a CAT 1 Hurricane would be less hours than a CAT 5 | 2 PA Specialist @ \$125/hr 1 admin @\$40/hr approx \$2320 / day x 3 days = \$6960.00 |
| 2 | Preparation for and conducting PDA with all impacted County entities and Applicant Kickoff Meeting | 2 DAYS (16 hours)* | 1 Project Manager (\$165 /hr) 2 PA Specialist (\$125 /hr) approx \$3,320 / day x 2 days = \$6,640.00 |
| 3 | Project formulation and Site Sheet preparation in the first 60 days | 60 days (80 hours)* *assuming only a portion of the time of these positions will be spent on these activities | 1 Project Manager (\$165 /hr) 2 PA Specialist (\$125 /hr) 1 admin @\$40/hr team fee per hour \$455.00 x 80 hours = \$ 36,400.00 |
| 4 | Category A-G Project Worksheets | By Task Order | By Task Order |
| 5 | Category A-G Project Worksheet Documentation | By Task Order | By Task Order |
| 6 | Hazard Mitigation Grant Program - Project and application development | By Task Order | By Task Order |
| 7 | Onsite (EOC, Warehouse, etc) tracking and documentation of eligible costs and equipment usage during the incident period | By Task Order | By Task Order |
| GRAND TOTAL COST | | | \$50,000.00 |

TAB F: FORMS

PROPOSAL RESPONSE COVER SHEET

This page is to be completed and included as the cover sheet for your response to the Request for Proposals.

The Board of County Commissioners, Columbia County, reserves the right to accept or reject any and/or all bids in the interest of Columbia County.

Mike Null, County Purchasing Officer
Robby Hollingsworth, Chairman
Columbia County Board of County Commissioners

This solicitation response is submitted by the below names firm/individual by the undersigned authorized representative.

Synergy Disaster Recovery
(Firm Name)

BY



(Authorized Representative)

Andre Duarte
(Printed or Typed Name)

Address 2730 Bristlecone Court,
City, State, Zip Code Lafayette, CO 80026
E-Mail Address ADuart@synergy-dr.com
Telephone 954-465-8084

ADDENDA ACKNOWLEDGEMENTS: (IF APPLICABLE)

Addendum # 1 dated _____ Initials _____

Addendum # 2 dated _____ Initials _____

Addendum # 3 dated _____ Initials _____

INSURANCE CERTIFICATION FORM

To indicate that the Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurance sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

A. Is/are the insurer(s) to be used for all required insurance (except Worker's Compensation) listed by Best with a rating of no less than A-/Vu?

YES NO

Commercial General Liability: Indicate Best Rating:
Indicate Best Financial Classification:

Business Auto: Indicate Best Rating:
Indicate Best Financial Classification:

1. Is the insurer to be used for Workers' Compensation insurance listed by Best with a rating of no less than A-/Vu?

YES NO

Indicate Best Rating:
Indicate Best Financial Classification:

If the answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

YES NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Columbia County. Insurers will have A.M. Best ratings of no less than A-/Vu unless otherwise accepted by Columbia County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by Columbia County. At the option of Columbia County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects Columbia County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Endorsements to insurance policies will be provided as follows:

Additional Insured: (Columbia County, Florida, its Officers, employees and volunteers)

Primary and not contributing coverage: General Liability and Automobile Liability

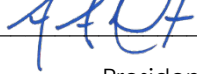
Waiver of Subrogation: (Columbia County, Florida, its officers, employees, and volunteers) General Liability, Automobile Liability, Workers' Compensation and Employers' Liability.

Thirty days advance written notice of cancellation to the County: General Liability, Automobile Liability, Worker's Compensation and Employer's Liability.

Claims will be directed to **Maria Saaverda/HUB** (person/agency) at **305-675-5915** (address/fax/e-mail) for investigation and appropriate handling.


Please mark the appropriate line:

_____ Coverage is in place Coverage will be placed without exception.

Name Andre Duart Signature 
(Typed or Printed)
Date: 04/04/2022 Title President
(Company Risk Manager or Manager with Risk Authority)

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: President
Firm: Synergy Disaster Recovery
Address: 2730 Bristlecone Court
City, State, Zip: Lafayette, CO 80026

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period, preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contact under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1) (b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
3. No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.

Signature 

Title President

Contractor/Firm Synergy Disaster Recovery

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

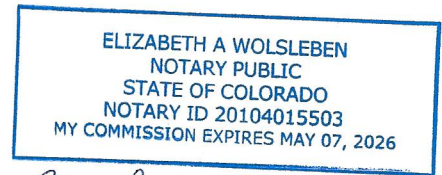
Columbia County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Columbia County may consider such employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Columbia County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Synergy Disaster Recovery
Signature: [Handwritten Signature] Title: President.

STATE OF Colorado
COUNTY OF Boulder



Sworn to and subscribed before me this 4 day of 2022
Personally known _____
OR Produced Identification _____

[Handwritten Signature]
NOTARY PUBLIC
Notary Public State Of Colorado

My commission expires: 5/7/2026
Elizabeth A. Wolsleben
Printed, Typed or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

COLUMBIA COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION, AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.



NON-COLLUSION AFFIDAVIT

I, Andre Duarte of the County of Boulder, CO according to law on my oath, and under penalty of perjury, depose and say that:

1. I am President of the firm of Synergy Disaster Recovery in response to the Request for Proposals for:

Disaster Recovery Consultant Services for the Department of Emergency Management and that I executed the said proposal with the full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to the qualifications or responses of any other responder or with any competitor; and, no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Columbia County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF ~~FLORIDA~~ Colorado
COUNTY OF Boulder

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Andre Duarte who, after first being sworn by me (name of individual signing) affixed his/her signature in the space provided above on this 5 day of April 2022.

ELIZABETH A WOLSLEBEN
NOTARY PUBLIC
STATE OF COLORADO
NOTARY ID 20104015503
MY COMMISSION EXPIRES MAY 07, 2026

NOTARY PUBLIC

My Commission Expires: 5/7/2026

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

Synergy Disaster Recovery

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under response/bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under response/bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nob contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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



Responder's Signature

04/04/2022

Date

A CURRENT W-9 FORM

| | | |
|--|---|---|
| <p>Form W-9 (Rev. October 2018) Department of the Treasury Internal Revenue Service</p> | <p>Request for Taxpayer Identification Number and Certification</p> <p>► Go to www.irs.gov/FormW9 for instructions and the latest information.</p> | <p>Give Form to the requester. Do not send to the IRS.</p> |
|--|---|---|

| | |
|--|---|
| <p>Print or type. See Specific Instructions on page 3.</p> | <p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Synergy Disaster Recovery LLC</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <u>S</u></p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ►</p> <p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p> <p>5 Address (number, street, and apt. or suite no.) See instructions. 2730 Bristlecone Ct</p> <p>6 City, state, and ZIP code Lafayette, CO 80026</p> <p>7 List account number(s) here (optional)</p> <p>Requester's name and address (optional)</p> |
|--|---|

Part I Taxpayer Identification Number (TIN)

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

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

| |
|---|
| Social security number |
| [] [] [] - [] [] - [] [] [] [] |
| or |
| Employer identification number |
| 8 4 - 3 5 3 3 5 1 9 |

Part II Certification

Under penalties of perjury, I certify that:

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

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

| | | |
|------------------|----------------------------|-----------------|
| Sign Here | Signature of U.S. person ► | Date ► 02/28/22 |
|------------------|----------------------------|-----------------|

General Instructions

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

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

Purpose of Form

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

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

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

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



ATTACHMENT A

ADDITIONAL FEDERAL TERMS AND CONDITIONS

1. DISPUTES/REMEDIES

Any dispute concerning performance of the Contract resulting from this solicitation shall be resolved informally by the Contract Manager. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the County Purchasing Director. The Purchasing Director shall decide the dispute, reduce the decision to writing, and deliver a copy to the Contractor and the Contract Manager. The Purchasing Director's decision upon all claims, questions, and disputes shall be final, conclusive and binding upon the parties.

2. EQUAL OPPORTUNITY

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

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex or national origin.
- c. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- d. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- e. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- f. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions., including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. COPELAND ANTI-KICKBACK ACT

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

4. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Overtime Requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work, to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such a work week.
- b. Violation. Liability of unpaid wages; liquidated damages. In the event of any

violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

- c. Withholding for unpaid wages and liquidated damages. Columbia County, Florida shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section.

5. NOTICE OF FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) REPORTING REQUIREMENTS AND REGULATIONS

- a. General. Columbia County, Florida is using Public Assistance grant funding awarded by FEMA to the State of Florida to pay, in whole or in part, for the costs incurred under this contract. As a condition of Public Assistance funding under (major disaster or emergency) declaration FEMA-XXXX-XX, FEMA requires the State of Florida provide various financial and performance reporting.
 - 1) It is important that the contractor is aware of these reporting requirements, as Columbia County, Florida may require the contractor to provide certain information, documentation, and other reporting in order to satisfy reporting requirements to the State of Florida which, in turn, will enable the State of Florida to satisfy reporting requirements to FEMA.
 - 2) Failure of the State of Florida to satisfy reporting requirements to FEMA is a material breach of the FEMA-State Agreement and could result in loss of Federal financial assistance awarded to fund this contract.
- b. Applicable Regulations and Policy. The applicable regulations, FEMA policy, and other sources setting forth these reporting requirements are as follows:
 - 1) 44 C.F.R. § 13.40 (Monitoring and Reporting Program Performance)
 - 2) 44 C.F.R. §13.41 (Financial Reporting)

- 3) 44 C.F.R. §13.50 (b) (Reports)
- 4) 44 C.F.R. §206.204 (f) (Progress Reports)
- 5) FEMA Standard Operating Procedure No. 9570.14, Public Assistance Program Management and Grant Closeout Standard Operating Procedure (Dec. 2013).
- 6) FEMA-State Agreement

6. ACCESS TO RECORDS

- a. The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of grantee), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

7. RETENTION OF RECORDS

The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case the contractor agrees to maintain the same until the State of Florida, Columbia County, Florida, the FEMA Administrator, the Comptroller General of the United States, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims, or exceptions related to the litigation or settlement of claims.

8. CLEAN AIR ACT

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §7401 et seq.
- b. The Contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of the recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The Contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FEMA.

9. ENERGY EFFICIENCY/CONSERVATION

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the “Energy Policy and Conservation Act”.

10. FEDERAL WATER POLLUTION ACT

- a. The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 etseq.
- b. The Contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The Contractor agrees to include these requirements in each subcontract exceeding \$ 100,00 financed in whole or in part with Federal assistance provided by FEMA.

11. SUSPENSION AND DEBARMENT

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

12. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. §1352 (AS AMENDED)

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

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

Certification for Contracts, Grants, Loans and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000.

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

- a. 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 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.
- b. 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.
- c. 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 31, U.S.C. §1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Synergy Disaster Recovery, 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. §3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Andre Duart, President

Name and Title of Contractor's Authorized Official

04/04/2022

Date