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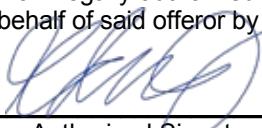
## REQUEST FOR PROPOSALS For GRANT MANAGEMENT & CONSULTING SERVICES RFP # 2023-028

Sealed proposals will be accepted until **2:00 PM CT, Thursday, June 22, 2023**, and then publicly opened and read aloud thereafter.

CSRS, LLC		
Legal Name of Proposing Firm		
Ed Jenkins, AIA, NCARB	Principal and Executive V.P. of North Texas Region	
Contact Person	Title	
(469) 320-1089 (Direct) and (225) 763-1437 (cell)	ed.jenkins@csrsinc.com	
Telephone Number	E-Mail Address	
15950 Dallas Parkway, Suite 210	Dallas, TX	75248
Street Address of Principal Place of Business	City/State	Zip
15950 Dallas Parkway, Suite 210	Dallas, TX	75248
Complete Mailing Address	City/State	Zip

Acknowledgment of Addenda: #1 ☒ #2 ☐ #3 ☐ #4 ☐ #5 ☐  
**CSRS also acknowledges the Questions and Answers provided from June 1, 2023, through June 13, 2023, in addition to Addendum No. 1 issued on June 13, 2023.**

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct, and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

  
 Authorized Signature

June 22, 2023

Mr. Charlie Oberrender  
North Central Texas Council of Governments  
616 Six Flags Drive  
Arlington, TX 76011

**RE: Request for Proposal for Grant Management and Consulting Services - RFP #2023-028**

Dear Mr. Oberrender,

CSRS, LLC (CSRS), along with exceptionally qualified and experienced subconsultants, MPACT Strategic Consulting, a HUB certified business, and Choice Sector LLC, is pleased to present this proposal in response to the North Central Texas Council of Governments (NCTCOG) Request for Proposals for Grant Management and Consulting Services, RFP #2023-28. We have worked with numerous municipalities, educational institutions, public entities, and local and state agencies throughout the Gulf Coast, United States, and domestic territories in response, recovery, resiliency, and other federal funding programs to assist them in achieving their program objectives for the betterment of their communities. We welcome the opportunity to support the NCTCOG in the same manner.

Founded in 1978 and headquartered in Baton Rouge, Louisiana, CSRS is a national firm with multiple office locations in Louisiana, Florida, and California, along with three offices in the great State of Texas. Our experts provide program, project, and construction administration services as well as federal funding and financial management services for impacted local and state governments seeking to utilize federal funding programs. These programs support communities following a natural disaster; create greater resiliency within their communities, perform mitigation activities to better protect their communities from future events, and/or improve the quality of life for the citizens they serve.

CSRS has an unparalleled working knowledge of the processes and procedures required to successfully manage and administer your state and federal funding sources to ensure full compliance with all applicable laws, codes, and regulations; to secure the payment, reimbursement, and retention of that funding, and to ensure alignment with 2 CFR through the entire lifecycle of your various grants and other funding sources.

As a team with extensive experience, resources, and office locations, we are uniquely suited to provide NCTCOG with technical grant management and consulting services based on these differentiators:

- We bring highly specialized programs, grants, and construction management staff together in a single team. This combination of abilities under one firm creates a more collaborative environment that increases our clients' efficiency.
- We can scale appropriately to meet the needs of any event which may impact NCTCOG members. We bring a substantial bench depth of resources, including physical and experienced personnel assets that can be deployed quickly in response to unexpected or additional scopes of work. With a staff of over 175 people and vital, robust IT resources that allow our team to work remotely, we provide the flexibility necessary to meet your organization's evolving needs.

CSRS understands the scope of services you are requesting in your RFP and, if selected, will act as your strategic partner in managing and delivering your funding objectives. We look forward to collaborating with NCTCOG members to manage all federal and state funding opportunities and disaster recovery efforts effectively and efficiently. By signing this Proposal, the Respondent certifies that the proposing entity has obtained, and will continue to maintain during the entire term of this contract, all permits, approvals, or licenses, necessary for lawful performance of its obligation under this contract. Per Section 6: "General Terms and Conditions," CSRS does hereby agree to comply with the terms and conditions outlined in 6.0 "Terms," (6.01 – 6.24 of the RFP). As the Principal and authorized representative, I will serve as the primary point of contact through the bid and contracting processes and can be reached at [ed.jenkins@csrsinc.com](mailto:ed.jenkins@csrsinc.com) or at (469) 320-1089.

Respectfully,



**Ed Jenkins, AIA, NCARB**

Principal and Executive Vice President, North Texas Region

REQUEST FOR PROPOSALS

## Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

**CSRS** | BUILDING STRONGER,  
SMARTER COMMUNITIES  
TOGETHER.

## TAB B - EXECUTIVE SUMMARY

## COMPANY BACKGROUND & EXPERIENCE

### POINT OF CONTACT:



**Ed Jenkins, AIA, NCARB**  
*Principal*

**15950 Dallas Pkwy, Ste. 210  
Dallas, TX 75248**

**O: (833) 523-2526  
C: (469) 320-1089  
ed.jenkins@csrsinc.com**

**Mr Jenkins will be the sole point-of-contact for this proposal and with regard to contractual and bidding matters, including payment of any and all charges resulting from the contract.**

# **BUILDING SMARTER, STRONGER COMMUNITIES TOGETHER.**



At CSRS, we help you plan, design, fund, and implement sustainable projects, recover from disasters with more resilience, and navigate changing environments so you can achieve your goals today and well into the future. Our team is comprised of trusted advisors and experienced technical experts committed to building stronger, smarter communities.

CSRS employs civil engineers, architects, landscape architects, planners, grant managers, construction managers, environmental specialists, and other skilled professionals. Our current firm structure enables us to create the right-sized teams with unique expertise for each client. It's our job to ensure money is spent wisely, efficiently, and effectively. At CSRS, we believe in working smarter to deliver projects that positively impact our communities.

CSRS has assembled a team that will aptly deliver grants program management services detailed in the scope of work while also leveraging innovation. We have prior experience working together and are structured to deliver a successful project every time, no matter how complex or challenging.



REQUEST FOR PROPOSALS

# Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

Tab C - Experience & Key  
Personnel

**CSRS** | BUILDING STRONGER,  
SMARTER COMMUNITIES  
TOGETHER.

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## TAB C - EXPERIENCE & KEY PERSONNEL



## PRIME FIRM OVERVIEW

## GRANT MANAGEMENT & CONSULTING SERVICES



For over forty-five years, **CSRS, LLC (CSRS)** has successfully collaborated with clients by bringing our innovative mindset and management skills to every project. Balancing big ideas with technical competence requires creative problem solving, keen listening skills, and a collaborative spirit.

CSRS has set its sights on achieving industry leadership in each of our core services - grants management, program management, project management, owner and client representation, construction management, and civil engineering and surveying. With our core competencies, we serve Education, Infrastructure, Land Development, Resilience, and the Commercial/Retail markets.

Having a great depth of staff in these market sectors allows us to provide a teaming approach from the onset of a project and demonstrated successful collaboration. To best assist our clients in meeting their goals, we take special care in selecting professionals with the expertise best suited to the project and task. We also take pride in the relationships we've cultivated over the decades of working in the industry and enjoy the process of matching and integrating the most qualified individuals into our client teams.

CSRS offers client-focused solutions designed to meet the unique requirements of projects. Our staff works side-by-side and office-to-office, combining the skills, energy, and focus needed to create and implement design and management solutions in partnership with our clients.

### FULL LEGAL NAME

CSRS, LLC

### CORPORATE STRUCTURE

Limited Liability Company

### YEARS IN BUSINESS

45 Years  
Established in 1978

### NUMBER OF EMPLOYEES

175+

### OFFICE LOCATIONS

#### Headquarters:

8555 United Plaza Blvd, Suite 100  
Baton Rouge, LA 70809

#### Additional Locations:

Dallas, TX  
Houston, TX  
Victoria, TX  
New Orleans, LA  
Lafayette, LA  
Lake Charles, LA  
Miami, FL  
Long Beach, CA

### CONTACT

Office: (833) 523-2526  
Fax: (225) 767-0060

## KEY SUCCESSES

Over **\$12 billion** in collective Grants Management project experience

Successfully managed and administered some of the country's largest FEMA funded disaster recovery programs.

**\$13 billion** in Program Management experience

## SUBCONSULTANT FIRM OVERVIEW

## GRANT MANAGEMENT & CONSULTING SERVICES



**MPACT Strategic Consulting LLC (MPACT)**, founded in 2007 and headquartered in Houston, is an **SBA certified 8a, a certified minority-owned small business, and a Louisiana registered Disadvantaged Business Enterprise (DBE) and Historically Underutilized Business (HUB)**. MPACT has led FEMA and HUD Community Development Block Grant Disaster Recovery (CDBG-DR) funded programs that require subject matter expertise and technical assistance including policy, regulatory support and analysis, project management, program design and implementation, compliance monitoring, fiscal management, training, and vendor oversight and management.

We provide leadership in Program Management and Design, Emergency Preparedness, Disaster Response, Recovery and Rebuilding, Grant Administration, and Compliance & Monitoring Services. MPACT has extensive experience in CDBG and HUD program design and outreach, and we are also experts in eligibility and compliance with Davis Bacon and Section 3 programs. We have conducted needs assessments, developed policies and procedures, set up call centers, trained case managers, and managed and analyzed eligibility data.

Our experience comprises of working with local governments to implement and manage funding sources in Louisiana, Texas, Florida, North Carolina, New York and Puerto Rico. MPACT always hires locally when we start work in new communities and we have a reputation for delivering boots on the ground. MPACT excels at rapid deployment, rightsizing, and onboarding to provide clients with a skilled and dedicated workforce as soon as the need arises.

### FULL LEGAL NAME

MPACT Strategic Consulting

### CORPORATE STRUCTURE

Limited Liability Corporation

### YEARS IN BUSINESS

16

### NUMBER OF EMPLOYEES

50

### OFFICE LOCATIONS

4635 Southwest Frwy., Suite 700  
Houston, TX 77027

### CONTACT

Office: (866) 361-7611  
kevin.christensen@mpact-consulting.com

## KEY SUCCESSES

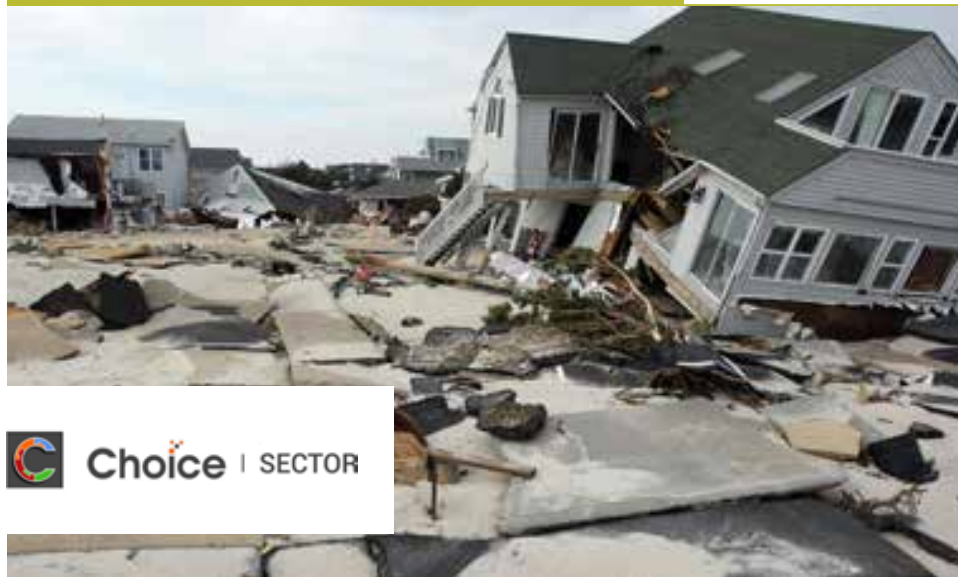
Managed and assisted with multiple HUD CDBG-DR programs for grantees in receipt of disaster recovery funds for federally declared disasters.

Led federal assistance programs and grant administration for Hurricane Harvey response and recovery including FEMA PA and HUD CDBG-DR programs and grants.



## SUBCONSULTANT FIRM OVERVIEW

## GRANT MANAGEMENT & CONSULTING SERVICES



### FULL LEGAL NAME

Choice Solutions Services, Inc.  
DBA: Choice Sector

### CORPORATE STRUCTURE

Corporation

### YEARS IN BUSINESS

6

### NUMBER OF EMPLOYEES

25

### OFFICE LOCATIONS

Richardson, TX

### CONTACT

Office: (855) 557-0824  
LQuarterman@ChoiceSector.com

**Choice | Sector (Choice Sector)** was established in 2017 as the government services division of the national claims management firm Choice Solutions. We supported specific needs for the Restore LA CDBG-DR program to provide scalability for specialized field resources & technical services.

Our Choice Sector project management team consists of multiple personnel certified in Housing Quality Standards inspections with over a decade of CDBG & HUD program experience. In Louisiana, we quickly implemented a standardized method of training, customized inspection forms, and established a team support structure, which enabled a high-quality product from inspectors with all prior experience levels. The process implementation enabled Choice Sector to outperform all inspection firms due to consistent quality and resulted in opportunities to reproduce for other programs throughout the US.

Choice Sector has now provided these specialty services for multiple program managers to support CDBG projects in NC, FL, NJ, TX, & PR each time with a comparable result. With each program, we take the time to create the customized forms, training criteria and inspection requirements for our team to enable that same consistent product regardless of experience level. Choice Sector specializes in Initial Damage Assessments (residential, commercial & municipal property types), Large Loss Inspections, Construction Management Inspections, Scope Processing, Estimate Reconciliation, Quality Control, & Technical training.

Choice Sector understands each agency's requirement to utilize a financially stable company that leverages its technological capabilities, quality assurance, and personnel to deliver cost-effective, transparent, and efficient recovery services. Our highly qualified management team and experienced damage assessors provide staffing solutions and services needed to perform under the increasingly complex regulatory conditions of these important programs.

## KEY SUCCESSES

Completed the highest number of Damage Assessments compared to other subcontractors on every program.

Maintain consistent quality and accuracy of final product with active management teams and quality control.

Contribute to program management as an active partner to support changes and adjustments needed to create efficiencies and solutions for the overall program success.

## FEDERALLY-FUNDED PROJECT EXPERIENCE

CSRS offers North Central Texas Council of Governments (NCTCOG) extensive experience and capabilities in the administration and management of federal and state funds for recovery, mitigation, resiliency, and community improvements. Our team will design a comprehensive program around the specific needs of NCTCOG members. We will work hand-in-hand with NCTCOG and community stakeholders to assist in the development of eligible projects and incorporation of mitigation and resiliency measures, and closely monitor all compliance measures and closeout procedures to align with all federal requirements. Through the appropriate leveraging of our expertise and resources, NCTCOG will benefit from reduced audit risk, maximized funding, and a resilient, mitigated recovery. The following pages demonstrate our range of experience in the management of federal disaster recovery funds and federal programs, some of the public clients we have assisted, and the alignment of our experience with your criteria.

Federal Grant Management and Program Management Experience					
Federal Grant Recipient	State/Territory	Primary Federal Resource	Total Program Value	Prime (or JV)	Active
Ascension Parish School Board	LA	FEMA PA	\$85M	■	■
Baton Rouge General Health System	LA	FEMA PA, CARES	\$30M	■	■
Bayou Cane Fire District	LA	FEMA PA	\$400K	■	■
Bayou LaFourche Freshwater District	LA	FEMA PA	\$6M	■	■
Brunswick City	NC	FEMA PA	\$20M	■	
Calcasieu Parish Police Jury	LA	FEMA PA	\$150M	■	■
Calcasieu Parish School Board	LA	FEMA PA	\$220M	■	■
Calcasieu Parish Sheriff's Office	LA	FEMA HMGP	\$8.2M	■	■
City of Central	LA	FEMA PA, CDBG-DR, HMGP, CARES, ARPA	\$57M	■	■
City of Los Angeles	CA	ARPA	\$1.2B	■	■
City of New Orleans	LA	FEMA PA, CDBG-DR, HMGP	\$2.3B	■	
City of Clute, TX	TX	CDBG-MIT	\$10M	■	■
City of Shreveport	LA	FEMA PA, ARPA	\$52M	■	■
City of DeQuincy	LA	FEMA PA	\$10M		■
City of Vinton	LA	FEMA PA	\$5M		■
City of Oakdale	LA	FEMA PA	\$2.4M	■	■
Claiborne Parish School Board	LA	FEMA PA	\$2M	■	■
State of Colorado Technical Assistance	CO	FEMA PA	\$7M		
Coastal Protection and Resoration Authority	LA	RESTORE	\$28M	■	■
East Baton Rouge Parish Housing Authority	LA	Multiple Federal Programs	TBD	■	■
East Baton Rouge Parish School System	LA	FEMA PA, CDBG-DR, CARES	\$65M	■	■
East Baton Rouge City-Parish	LA	FEMA PA, CDBG-DR	\$225M	■	
Fletcher Community College	LA	FEMA PA, EDA	\$14.6M	■	■
Florida Department of Economic Opportunity	FL	CDBG-DR, ARPA	\$773M		■
Florida Division of Emergency Management	FL	FEMA PA	\$100M		■

## FEDERALLY-FUNDED PROJECT EXPERIENCE

Continued from previous page.

Federal Grant Management and/or Program Management Experience					
Federal Grant Recipient	State/Territory	Primary Federal Resource	Total Program Value	Prime (or JV)	Active
GOHSEP Disaster Case Management	LA	FEMA IA	\$32M		■
Louisiana Office of Community Development	LA	CDBG-DR, CDBG-MIT	\$2.25B	■	■
Louisiana Workforce Commission	LA	CARES, Consolidated Appropriations 2021	\$4M	■	■
Jackson Parish School	LA	CARES Act (ESSER Funds)	\$5.4M	■	■
Jefferson Parish Government	LA	FEMA PA	\$150M	■	■
Jefferson Parish Public School System	LA	FEMA PA	\$103M for Katrina, \$250 Anticipated for Ida	■	■
Lafourche Parish Fire District #3	LA	FEMA PA	\$12M	■	■
Lafourche Parish Substantial Damage Assessments	LA	FEMA PA	\$7M	■	
Lake Charles Regional Airport	LA	FEMA PA, HMGP	\$2M	■	■
Louisiana Housing Corporation	LA	FEMA PA, HUD-ESG, CARES, Consolidated Appropriations 2021, ARPA	\$210M	■	■
Louisiana Department of Transportation and Development	LA	American Rescue and Reinvestment Act (ARRA)	\$443M	■	■
LSU Health Care Services District	LA	FEMA PA	\$203M	■	■
Midland Center for the Arts	MI	FEMA PA	\$3M	■	■
City of Midland	MI	FEMA PA, HMGP	\$10M	■	■
Midland County	MI	FEMA PA	\$3M	■	
Mississippi Department of Marine Resources	MS	CIAP	\$110M	■	
Morgan City	LA	FEMA PA	TBD	■	■
New Orleans Public Belt	LA	FEMA PA	TBD	■	■
North Carolina Port Authority	NC	Port Security Grant	\$2M		
Northwood University	MI	FEMA PA	\$10M	■	■
Orleans Parish School Board	LA	FEMA PA, CARES	\$383M	■	■
Port Fouchon (Greater Lafourche Port Commission)	LA	FEMA PA	\$25M	■	■
Port of Harlingen	TX	MARAD Grant	\$2M	■	■
Port of Lake Charles	LA	FEMA PA, HMGP	\$105M	■	■
Port of Victoria	TX	CARES EDA	\$6M	■	■
Puerto Rico Municipality Programs (8 total: Arecibo, Aguas Buenas, Arroyo, Canovanas, Naguabo, Toa Alta, Toa Baja, Yabucoa)	PR	FEMA PA	\$450M		
Recovery School District (New Orleans)	LA	FEMA PA, CDBG-DR	\$1.8B	■	■
The Recreation and Park Commission for the Parish of East Baton Rouge (BREC)	LA	FEMA PA, CDBG-DR	\$6.2M	■	
Regional Transit Authority (New Orleans)	LA	FEMA PA	\$119M	■	■
Southwest Louisiana Convention and Visitors Bureau	LA	APRA EDA	\$1.5M	■	■
SOWELA Technical Community College	LA	FEMA PA	\$35M	■	

## FEDERALLY-FUNDED PROJECT EXPERIENCE

Continued from previous page.

Federal Grant Management and/or Program Management Experience					
Federal Grant Recipient	State/Territory	Primary Federal Resource	Total Program Value	Prime (or JV)	Active
SOWELA Technical Community College RTC	LA	CDBG	\$20M	■	
St. Bernard Parish	LA	FEMA PA, CDBG-DR	\$667M	■	■
St. Charles Parish Public Schools	LA	FEMA PA	\$30M	■	■
St. Charles Parish Government	LA	FEMA PA	\$10M	■	■
St. John the Baptist Parish	LA	FEMA PA, CDBG-DR	\$7M		
St. John the Baptist School System	LA	FEMA PA	\$65M	■	■
St. Mary Parish	LA	FEMA PA	TBD	■	■
St. Mary Parish Consolidated Gravity Drainage District #2	LA	FEMA PA	TBD	■	■
Terrebonne Parish Consolidated Government	LA	FEMA HGMP	\$400K	■	■
Terrebonne General Health Systems	LA	FEMA PA	\$50M		■
Texas General Land Office	TX	FEMA PA	\$47M		
Town of Oberlin	LA	CDBG	\$2M	■	■
Tulane University	LA	FEMA PA	\$30M	■	■
Victoria County	TX	ARPA	\$18M	■	■
West Feliciana Parish	LA	FEMA PA	\$750K		
West Calcasieu Airport	LA	FEMA PA	\$10M	■	■
West Calcasieu Port	LA	FEMA PA	\$7.9M	■	■
TOTAL:			\$13B		







## Texas Partial Repair & Essential Power for Sheltering (PREPS) FEMA Public Assistance

HOUSTON, TX

### CLIENT

- Texas General Land Office (GLO)

### SERVICES PROVIDED

- Construction Liaison
- Change Order Review
- Project Management Assistance
- FEMA Public Assistance (PA) Compliance
- Project Controls
- Financial Management Assistance
- IT Coordination, Support and Maintenance
- GIS Analysis
- Communications and Outreach
- Housing Recovery Program Implementation

### PROJECT COST

- \$47 Million

### SCHEDULE

- 2017-2018

### CLIENT REFERENCE

Mark Howard  
Principal & Program Manager  
H2Bravo, LLC  
8733 Siegen Lane  
Baton Rouge, LA 70809  
(225) 757-9708  
mark@h2bravo.com

The PREPS program was funded through FEMA Public Assistance (PA) funds to the State of Texas to provide partial repairs to the homes of those impacted and displaced by Hurricane Harvey. The disaster recovery program was intended to facilitate temporary repairs, which allow homeowners to return to their own homes until permanent repairs could be completed. The program was designed to get homeowners to get back into their community to begin the rebuilding process and as an alternative to temporary sheltering in hotels, travel trailers, or other short-term housing options.

CSRS was hired to support the overall disaster recovery housing program by providing oversight of construction management aspects and providing communication, change order reviews, and overall coordination with construction contractors. Additionally, CSRS managed IT assets for the entirety of the program, including acquisition, set up, formatting, and training related to all systems and software to maintain continual operational capability. Our team provided community outreach and public information product development to the program. CSRS also served in an advisory capacity, providing leadership and direction for subcontractor staff, project management assistance, and FEMA compliance, as directed.





## Victoria County ARPA Grant Administration

**VICTORIA COUNTY, TX**

### CLIENT

- Victoria County

### SERVICES PROVIDED

- Grant Management
- Grant Administration
- Project Management
- Project Formulation

### PROJECT COST

- \$18 Million

### SCHEDULE

- 2022 - Present

### CLIENT REFERENCE

Robin Knipling  
Grant Administrator  
County of Victoria  
311 East Constitution St., Suite 200  
Victoria, TX 77901  
(361) 580-6050  
rknipling@vctx.org

The American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Fiscal Recovery Funds (SLFRF) to provide state, local, and Tribal governments with the resources needed to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery. Victoria County was awarded \$17,886,237 for eligible activities to respond to the pandemic and its economic effects and to build a stronger, more equitable economy during the recovery.

Victoria County entered into a professional services agreement with CSRS to assist with project selection and administration of program(s) under the American Rescue Plan Act. CSRS will serve as consultant to Victoria County in the administration of SLFRF funds to include but not limited to: eligibility, procurement, project planning, project design, compliance monitoring, and reporting.

CSRS provides grant and program administration services that determine program eligibility and program design. CSRS will provide program guidance and assistance to Victoria County with eligibility justification, project selection, implementation, program funding, financial processes, compliance, procurement regulations and policies, record management, program closeout, and broad-base administrative and support services. If necessary, CSRS may also serve as liaison with subrecipients and/or beneficiaries and assist with public hearings.



## Port of Victoria EDA & Port Security Grant Administration

**VICTORIA, TX**

### CLIENT

- Port of Victoria

### SERVICES PROVIDED

- Grant Writing & Administration
- Engineering Support
- Environmental Support
- CARES Act Grant Administration

### PROJECT COST

- \$6 Million

### SCHEDULE

- 2020 - 2022

### CLIENT REFERENCE

Sean Stibich  
Executive Director  
The Port of Victoria  
1934 FM 1432  
Victoria, TX 77905  
(361) 570-8855  
sean@portofvictoria.com

CSRS was retained by the Port of Victoria to provide preliminary engineering, grant writing and administration for grant submissions to Economic Development Administration (EDA) and the FEMA Department of Homeland Security, Port Security Grant Program. These efforts involved collaboration and outreach with the project's beneficiaries as well as coordination with the Port and local agencies such as the Golden Crescent Regional Planning and Development

Organization. Both applications were awarded to the Port of Victoria to support their strategic initiatives.

- \$3 million EDA award to support a \$6 million rail yard expansion by creating a rail loop and ladder tracks to enable future port tenant development.
- \$451,871 DHS award to support enhanced security measures and integration with the Port command center.
- For both projects, CSRS is coordinated the NEPA compliance, submitting quarterly reports and providing oversight on the project delivery to ensure compliance with the federal regulations of each program.

In relation to the EDA grant award, CSRS team members regularly interfaced with EDA project officers, engineers, construction contractors and VCND financial staff to manage the grant through the construction of the new rail loop. Grant management included the development and maintenance of online database of project documents / files, packaging and submittal of funding pay requests, regular required reporting, Davis Bacon labor compliance, change order requests, and project cost reconciliation. VCND contractors completed the project construction in May 2022, and this triggered the closeout process. CSRS packaged required documentation and submitted for closeout in August 2022. EDA officially closed out the rail yard and loop expansion project in September 2022.



## City of Clute Resilience Planning and CDBG-MIT Administration

**CITY OF CLUTE, TX**

### CLIENT

- City of Clute

### SERVICES PROVIDED

- Resilience Planning
- Project Scoping and Award Positioning
- CDBG-MIT Administration

### PROJECT COST

- \$10 Million

### SCHEDULE

- 2020 - Present

### CLIENT REFERENCE

CJ Snipes  
City Manager  
City of Clute  
108 E Main St.  
Clute, TX 77531  
(979) 265-2541  
cjsnipes@clutetexas.gov

Following the federally declared disasters in 2015, 2016, and 2017's Hurricane Harvey, the United States Congress implemented Community Development Block Grant Mitigation funding (CDBG-MIT), through the U.S. Department of Housing and Urban Development (HUD), to disaster-affected communities to execute projects and plans to help recover from disasters and reduce their risk from similar hazards in the future.

CDBG-MIT funding was distributed to the State of Texas (administered by the Texas General Land Office – GLO), who decided to set up a series of competitions for impacted areas across the state of various disasters since 2015. The City of Clute was heavily impacted by the storm and ensuing flooding events of 2016 and classified by HUD's analysis as a "most impacted and distressed City."

The City of Clute, Texas, located in Brazoria County, which is a part of the Houston-Woodlands-Sugar Land metropolitan area, suffered major damage during the floods in 2016. The city developed a capital improvement plan to address several drainage and flood mitigation issues; however, they lacked the resources to fulfill the plan. CSRS helped prepare and submit the grant application for this small, flood-prone city that was awarded nearly \$10M for drainage improvements to address chronic flooding issues in Clute and the adjacent Lake Jackson.





## Louisiana Housing Corporation (LHC): HOME - American Rescue Plan (HOME-ARP)

**BATON ROUGE, LA**

### CLIENT

- Louisiana Housing Corporation

### SERVICES PROVIDED

- Housing and Homelessness Needs Assessment
- Homelessness data analysis
- ARP Allocation Plan development
- Grants Management
- Program Management
- Program Reporting and Tracking
- Outreach and public participation
- Funds Disbursement
- Policy development

### PROJECT COST

- \$39.3 Million

### SCHEDULE

- 2021 - Present

### CLIENT REFERENCE

Winona Connor  
Housing & Homeless Services  
Administrator  
Louisiana Housing Corporation  
24115 Quail Drive  
Baton Rouge, LA 70808  
225-765-8700  
Wconnor@lhc.la.gov

The Louisiana Housing Corporation (LHC) engaged CSRS for overall Program Management Services to assist with the implementation of the disaster recovery programs and federal funding management. In September, 2021, LHC assigned a specific Task Order to assist LHC with the development of the HOME-ARP allocation plan that describes how LHC intends to distribute HOME-ARP funds, including how it will use these funds to address the needs of HOME-ARP qualifying homeless, at risk of homelessness and other vulnerable populations. The HOME/ARP allocation to LHC is \$39.3 Million. CSRS is engaged to assist with program development and coordination through implementation. The scope of work includes:

- Consultation with agencies, Continuums of Care (COCs) and other service providers whose clientele include the HOME-ARP qualifying populations to identify unmet needs and gaps in housing or service delivery systems and other public participation efforts.
- Support Needs Assessment and design of responsive activities based on assessed needs.
- Manage funding agreements and determination of distribution of funds.
- Oversee compliance and expenditures of grant funds.
- Support data analysis and IT needs related to reporting, including beneficiaries, LMI and unit production.
- Assist with development of program waivers and other program policy design.
- HOME-ARP Plan submitted and approved by HUD.
- Planning of scope and design of five programs to respond to the needs of homeless and vulnerable populations



## Louisiana Housing Corporation (LHC): Grant Management Support for HUD HOME Investment Partnership Program (HOME)

**BATON ROUGE, LA**

### CLIENT

- Louisiana Housing Corporation

### SERVICES PROVIDED

- Affordable Housing priorities and data analytics
- Grants Management
- Program Management
- Project application & management system development and training
- Program Reporting & funds tracking
- CHDO and nonprofit training and outreach
- Policy development
- Construction advisory
- Procurement and compliance

### PROJECT COST

- \$13 Million annually

### SCHEDULE

- 2021 - Present

### CLIENT REFERENCE

Joshua Hollins  
Executive Director  
Louisiana Housing Corporation  
24115 Quail Drive  
Baton Rouge, LA 70808  
(225) 765-8700  
Jhollins@lhc.la.gov

The Louisiana Housing Corporation (LHC) engaged CSRS for Professional Services related to federal Grant Management and Administration. In December 2021, LHC assigned a Task Order to CSRS for Process and Procedural Improvements Support for Implementation of the annual HUD HOME Investment Partnership Program funds. CSRS was engaged to assist with program reporting, system development, process efficiency improvements and coordination of program implementation steps through construction completion and occupancy compliance.

The scope of work outlines the following major categories:

- Assist LHC with the development of program improvements
- Conduct agency assessment and design of responsive activities based on needs
- Manage funding and determination of the distribution of funds
- Oversee compliance and expenditures of grant funds
- Support data analysis and IT needs related to reporting and communications
- Assist with the development of program and other program policy design.

In Phase 1, the CSRS team completed design and deployment of the Housing Management System (HMS) on a Quickbase platform to accept and track project HOME applications for affordable rental housing and home ownership. The team developed processes and data management of designating Community Housing Development Organizations (CHDOs) and qualifying nonprofits for affordable housing project development and facilitated quarterly meetings and training sessions. The CSRS team streamlined the tracking of over 80 projects and approved 21 CHDO recertifications to allow LHC to update HUD reporting and advance the progress of outstanding Notices of Funding for HOME applications. The team coordinated processes of core steps including environmental reviews; title clearance; cost reasonableness reviews, financial underwriting and legal closings on grant awards. Phase 2 is expected to launch shortly to incorporate project construction draws, linkage to IDIS and compliance tracking in the HMS.





## The Louisiana Watershed Initiative

STATEWIDE, LA

### CLIENT

- Louisiana Office of Community Development

### SERVICES PROVIDED

- Policy and Program Development
- Technical Assistance & Evaluation
- Grants Management
- Outreach and Engagement
- Regional Planning & Watershed Planning
- Geographic Information System (GIS) Services
- Organization Development & Plans
- Statewide Plan Development

### PROJECT COST

- \$1.2 Billion

### SCHEDULE

- 2019-2022

### CLIENT REFERENCE

Pat Forbes  
Executive Director  
Louisiana Office of Community Development  
150 N. Third Street, Suite 500  
Baton Rouge, LA 70801  
(225) 342-1626  
Patrick.Forbes@la.gov

Following the Great Floods of 2016, Governor John Bel Edwards issued an executive order to establish the Council on Watershed Management, which began to develop the Louisiana Watershed Initiative (LWI), a statewide floodplain management program based on watersheds as opposed to the political and jurisdictional boundaries. Since flooding is closely tied to land use, policy, and infrastructure decisions among multiple governing authorities, the goal of the LWI is to facilitate coordination across state agencies and among local communities to develop regional solutions that follow watershed boundaries, reduce flood risk and build resilience across Louisiana. The LWI includes subject matter experts from all levels of government, universities and the private sector to build a foundation of data, projects, policies, and standards to guide this program.

The State of Louisiana is making a massive initial investment of over \$1.2 billion in the Louisiana Watershed Initiative with US HUD Community Development Block Grant – Mitigation (CDBG-MIT) dollars to fund project design and construction, regional capacity building, policy improvements, and watershed planning.

CSRS is serving as the primary program manager for the development of regional watershed plans and for the management of the CDBG-MIT grant and the successful implementation of the state's Action Plan. To achieve this, CSRS is providing technical assistance to the state of Louisiana, planning and capacity building support to local and regional leaders, and co- designing the program infrastructure with the LWI staff. CSRS provided technical input into the development of the CDBG-MIT Action Plan. CSRS is also providing the supportive services necessary to implement the LWI. CSRS is responsible for ensures the accuracy, timeliness, and completion of all tasks under this contract.



## Isle de Jean Charles Community Resettlement Program

TERREBONNE PARISH, LA

### CLIENT

- Louisiana Office of Community Development

### SERVICES PROVIDED

- Water Resource Program Management
- Environmental Studies & Reports
- Natural Resources Socioeconomics
- Data Analysis & Management
- Wetland Delineations

### PROJECT COST

- \$48 Million

### SCHEDULE

- 2017 - Present

### CLIENT REFERENCE

Mike Taylor  
Executive Director  
Louisiana Land Trust  
617 N. Third St.  
Baton Rouge, LA 70802  
(318) 613-7701  
mtaylor@landtrust.us

Isle de Jean Charles (IDJC) is a place of exceptional beauty, biodiversity and deep cultural roots. Though its physical landscape is a narrow strip of beautiful marshland off the Louisiana Coast, as with much of the Gulf Coast Region, the Island's beauty cannot protect it from the natural and man-made disasters that have eroded its rich soil. Having lost 98% of its land mass over the past 60 years, the U.S. Department of Housing and Urban Development (HUD) has provided resources through the National Disaster Resilience Competition to assist the IDJC residents to develop a new settlement that offers economic, environmental, cultural and social sustainability for not only current residents, but future generations as well.

With an awareness of the sensitive nature of such an endeavor and of the importance of maintaining cultures and traditions, CSRS, performed several tasks in Phase II to complete a comprehensive Community Master Plan for the relocation of the island's residents to a new, culturally intact, and more resilient home, including:

- Overall program management for the delivery of the Community Master Plan on time and within budget
- Survey services for real estate transactions and master plan development
- Coordinated and managed design, planning, economic analysis, environmental analysis, wetlands delineation, community engagement and cost estimating
- Recommend alternatives to stakeholders based on careful evaluation of all attributes related to each alternative
- Deliver final plans and 35% site development drawings

As prime contractor for Phase III of LWI, the multi-disciplinary team led by CSRS ensured the projects alignment with the federal funding requirements for applicable periods of performance. Per those funding requirements, the new community was completed, and all funds expended as of September 2022. The CSRS team provided the following services to help the State meet the federally mandated deadline:

- Overall program management
- Economic analysis
- Topographic survey and subdivision filing plats
- Hydraulic drainage study
- Final design and construction documents, including trails and recreational facilities
- Construction bid support & administration
- Project completion and closeout services



## Jefferson Parish Grants Management (ARPA, CDBG-DR, IIJA, and others)

JEFFERSON PARISH, LA

### CLIENT

- Jefferson Parish Government

### SERVICES PROVIDED

- Policy & Program Guidance
- Grant Management
- Application Development
- Eligibility Analysis
- Benefit-Cost Analysis
- Stakeholder Engagement
- Compliance and Monitoring
- Federal & State Engagement
- Concept Development
- Visualization
- Cost Estimating
- Technical Feasibility
- Socioeconomic Analysis
- Reporting

### PROJECT COST

- \$484 Million

### SCHEDULE

- 2022 - Present

### CLIENT REFERENCE

Timothy J. Palmatier, JD, CPA  
Finance Director  
Jefferson Parish Government  
200 Derbigny St.  
Gretna, LA 70053  
(504) 364-2767  
tpalmatier@jeffparish.net

CSRS is supporting Jefferson Parish with a range of federal grants management needs, including project positioning, strategy development, planning, and execution across the federal space. To date, CSRS has assisted Jefferson Parish with assorted advisory support on its American Rescue Plan Act (State and Local Fiscal Recovery Fund) funds (\$84M), Community Development Block Grant – Disaster Recovery (CDBG-DR – Hurricane Ida) funds (\$30M), and several Infrastructure Investment and Jobs Act (IIJA). Within this spectrum of federal grants management work, CSRS has been responsible for the following:

- ARPA – advising the Parish on streamlined compliance and risk management expenditures that will result in substantial management costs savings and risk mitigation.
- CDBG-DR – advising the Parish of federal supplemental disaster appropriations, HUD allocations to Louisiana, and supporting the Parish's two Recovery Plans under the Resilient Communities and Hometown Revitalization Programs.
- IIJA – providing a multi-pronged strategy and all application support for the Greater New Orleans Westbank Rail Realignment project (est. \$370M), including engagement with the White House, Office of the Secretary of Transportation and Federal Railroad Administration to raise the profile of the project within the Federal administration. Most recently, this has culminated with multiple in-person and on-site meetings with executive leadership at the US Department of Transportation and Federal Railroad Administration.
- Other – recently supported earmark requests for multiple projects through Rep. Carter, Rep. Scalise, and Sen. Kennedy.

CSRS continues to work with the Parish to advise on the most strategic pursuits that warrant Parish attention and financial commitments, while developing polished applications processes that demonstrate eligibility and are aligned with federal program intent.





## St. Charles Parish CDBG-DR Program Management

**ST. CHARLES PARISH, LA**

### CLIENT

- St. Charles Parish

### SERVICES PROVIDED

- Recovery Proposal Application
- Program Management
- Project Eligibility Review
- Project Application Development
- Implementation Oversight
- Federal Grants Compliance
- HUD CDBG-DR Administration and Requirements Compliance

### PROJECT COST

- \$3.9 Million

### SCHEDULE

- 2023 - 2026

### CLIENT REFERENCE

Grant M. Dussom, CPA, CGMA  
Chief Financial Officer  
15045 River Road  
Hahnville, LA 70057  
(985) 783-5161  
gdussom@stcharlesgov.net

CSRS serves as the Administrative/Program Management Consultant. The initial Task Order is to manage and oversee the Community Development Block Grant (CDBG-DR) Disaster Recovery allocation of \$3,897,180. These funds are to be used for infrastructure and economic revitalization efforts through the Hometown Revitalization Program and Resilient Communities Infrastructure Program.

Our team provides program and grant compliance expertise across housing repair and reconstruction, home buyouts and acquisitions, infrastructure repair and improvements, and economic revitalization. The scope of work includes assisting the Parish in the completion of the required Recovery Proposal and submission to the LA Office of Community Development (OCD), including facilitating the planning process and citizen outreach and engagement.

The team is assigned to prepare all formal applications, including evaluating project eligibility, benefits to low-to-moderate income households, and environmental reviews. Additionally, CSRS assures compliance with federal, state, and local requirements, including equal opportunity, citizen participation, fair housing, Section 504, and Section 3, Uniform Relocation Assistance and Real Property Acquisition Act (URA) audit and recordkeeping requirements for participation in the CDBG program.

In overall program management, the team oversees the program's financial and administrative services, including preparing requests for payment and selection of project architects, engineers, and other professional services in conformance with applicable procurement requirements.

Additional disaster recovery task orders may be issued under this contract to assist the Parish.



## Louisiana OCD CDBG-DR Program and Grants Management

**BATON ROUGE, LA**

### CLIENT

- Louisiana Office of Community Development

### SERVICES PROVIDED

- CDBG Policy Advisory Services
- Program and Grant Management Advisory Services
- Action Plan Amendment Development
- Construction Management Advisory Services
- Homeowner Housing Program Operations Oversight
- Staff Augmentation

### PROJECT COST

- \$26.1 Million

### SCHEDULE

- 2017 - 2020

### CLIENT REFERENCE

Michelle Smith  
Federal Programming Manager  
Pan American Engineers, Inc.  
1717 Jackson Street  
Alexandria, LA 71301  
(318) 473-2100  
michelle@paealex.com

The State of Louisiana, Division of Administration, Office of Community Development - Disaster Recovery Unit (OCD) is overseeing CDBG-DR funds received due to Hurricanes Katrina and Rita (2005), Gustav and Ike (2008), Isaac (2012), and the Severe Storms and Flooding of 2016, as well as the National Disaster Recovery Competition (2016) and the CDBG-Mitigation funds (2019). OCD contracted with a team led by Pan American Engineers, LLC (PAE), including CSRS, to perform grants management services for recovery efforts related to these disasters and possible future disasters.

CSRS serves as a team member to PAE in providing consulting services to OCD. CSRS provides grant management services to OCD on matters relating to Louisiana's planning, development, recovery, and revitalization. The role encompasses consulting services, including, but not limited to, providing programmatic guidance and organizational recommendations and analyzing areas for improvement within the disaster recovery processes. CSRS also advised on coordinating OCD's efforts to implement FEMA disaster match requirements for local grantees using CDBG-DR funds. As part of the Task Order contract with PAE in 2018-2019, CSRS provided executive-level technical assistance across all CDBG-DR-funded activities. Scope entailed assisting OCD with managing and implementing housing, infrastructure, and economic development Disaster Recovery Programs, policy development and review, staff management, and compliance and monitoring oversight. The responsibilities also included program management guidance on the Restore Housing Repair and Reconstruction Program.





## Non-Congregate Sheltering COVID-19 Response Program Management

STATEWIDE, LA

### CLIENT

- Louisiana Housing Corporation (LHC)

### SERVICES PROVIDED

- Program Management
- Federal Grants Coordination & Compliance
- Budgeting & Invoicing
- HUD Essential Services Grants (ESG) & CDBG Coordination
- FEMA Public Assistance Grant Management
- Data Management

### PROGRAM VALUE

- \$15 Million

### SCHEDULE

- 2020 - 2022

### CLIENT REFERENCE

Joshua Hollins  
Executive Director  
2415 Quail Drive  
Baton Rouge, LA 70808  
(225) 763-8700  
JHollings@lhc.la.gov

The Louisiana Housing Corporation (LHC) engaged CSRS for overall Program Management Services to assist with the implementation and overall funding reimbursement for the non-congregate housing options for the homeless population throughout the State of Louisiana in response to the impacts of the COVID-19 case management, pandemic disaster. The program and grant management activities include coordinating staffing resources and managing invoices, contracts, change orders, and amendments to fund temporary homeless housing of vulnerable people experiencing homelessness in hotels to be fully reimbursed with federal funds.

The program entailed the stand-up sheltering and supportive services in hotels as social distancing and health protection shelters for vulnerable homeless individuals and families throughout the State through the FEMA Public Assistance (PA) program for Non-congregate sheltering. The program was coupled with HUD Essential Services Grants (ESG) and Community Development Block Grant (CDBG) resources that funds long-term housing options to people experiencing homelessness or at risk of homelessness.

### KEY SUCCESSSES

- Managed sheltering at over 66 hotel locations housing over 1,000 individuals.
- Provided Case Management at seven of the hotel shelters housing 490 homeless individuals, including wraparound services of food provision, laundry services, and security.
- Worked with the state, city and non-profit partners to identify long-term housing options across federal and state funding streams for homeless statewide.



## West Calcasieu Airport Hurricane Recovery and Grant Management Services

**SULPHUR, LA**

### CLIENT

- West Calcasieu Airport

### SERVICES PROVIDED

- FEMA Public Assistance Grants Management
- Reimbursement Management
- Damage Assessment
- Project Management
- Cost Estimating

### PROJECT COST

- \$10 million

### SCHEDULE

- 2021 - Present

### CLIENT REFERENCE

Darla Perry  
Business Manager  
West Calcasieu Airport  
514 W Napoleon St  
Sulphur, LA 70663  
(337) 540 - 1204  
darlaperry@bellsouth.net

Hurricane Laura devastated much of the southwest Louisiana region in September 2020 as a Category 4 storm. The hurricane spawned tornados, one of which destroyed much of the West Calcasieu Airport (also called Southland Field), including the terminal and several of the hangars. The airport solicited for the technical project and grants management assistance to work with FEMA, their insurer, and GOHSEP and help shepherd through the various disaster-related programs and processes.

CSRS provides program and grant management services, including maximizing their eligible funding, ensuring no duplication of benefits from the funding sources, identifying damages accurately and completely, estimating the cost of repair and replacements, developing the solicitation for design professionals, managing the contracting process, and managing the construction process including detailed review of proposed change orders for suitability and cost reasonableness.

Additionally, in an effort to get the airport back up and running as soon as possible, the CSRS team assisted the airport in procuring temporary facilities for the airport operations and pilots center.



## West Calcasieu Port EDA Grant Administration Services

**SULPHUR, LA**

### CLIENT

- West Calcasieu Port

### SERVICES PROVIDED

- Grants Administration

### PROJECT COST

- \$4.2 Million

### SCHEDULE

- 2020 - 2022

### CLIENT REFERENCE

Lynn Hohensee  
Port Director  
West Calcasieu Port  
7989 Dock Board Road  
Sulphur, LA 70665  
(337) 749-4809  
lhohensee@lehcomm.com

The West Calcasieu Port (Port) sought grant administration services for the West Calcasieu Port Bulkhead and Crane Pad Project. The work includes a variety of routine and complex technical and professional elements to keep the Port in compliance with federal and state laws, regulations, and procedures—particularly EDA Regulations and 2 CFR Part 200, including Appendix II to Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards). Work under this contract is funded with approximately 79% federal grant funds from the Economic Development Agency, Opportunity #EDA-2018-Disaster FY 2018 EDA Disaster Supplemental program, and the remainder by the Port.

CSRS focused on administering the Port's \$4.2 million EDA Grant Control #113079 under CFDA 11.307 to design and construct approximately 650 linear feet of bulkhead and an independent crane pad for loading and unloading barges. CSRS also provides full services associated with the administration's monitoring, reporting, and record-keeping requirements associated with the EDA program, which include but are not limited to:

- Administering special grant award conditions
- Preparing disclosure reports
- Acting as local labor standards officer
- Ensuring Davis-Bacon wage compliance
- Processing change orders



## Louisiana Housing Corporation (LHC): CDBG-DR Multi-Family Housing Development Programs (Prime 2)

**BATON ROUGE, LA**

### CLIENT

- Louisiana Housing Corporation

### SERVICES PROVIDED

- Project Management
- Development of Process Enhancements and Improvements
- Application Core Criteria Reviews
- Eligibility Determination
- Reporting & Tracking
- Data Analysis
- Underwriting Review
- Funds Management
- Benefit Determination
- Funds Disbursement
- Policy, Process, & Communication

### PROJECT COST

- \$250 Million

### SCHEDULE

- 2022 - Present

### CLIENT REFERENCE

Joshua Hollins  
Executive Director  
2415 Quail Drive  
Baton Rouge, LA 70808  
(225) 763-8700  
JHollings@lhc.la.gov

The Louisiana Housing Corporation (LHC) oversees multi-family housing developments utilizing CDBG-DR funds commonly used as piggybacks to other funding sources including Low Income Housing Tax Credits (LIHTC). The Louisiana Housing Corporation (LHC) engaged CSRS to assist with the administration support and processing applications and awards related to disasters occurring in 2020 (Hurricane Laura and Delta). CSRS provided program information reporting, tracking, and data management support to ensure the effective and efficient distribution of CDBG-DR funds. CSRS ensured compliance with grant regulations, while coordinating data analysis and IT needs related to processing applications, program funds request, commitments, and awards.

CSRS provided support to Louisiana Housing Corporation (LHC) in the overall application review, completion of preparation for receiving applications, QAP scoring review, and Underwriting review. CSRS enabled LHC to improve the process for administering and processing applications for the CDBG-DR multi-family housing programs, resulting in the efficient distribution of grant funds.





## City of Central - Technical Assistance to Grant Opportunities, Flood Recovery & Drainage Master Plan

**CENTRAL, LA**

### CLIENT

- City of Central

### SERVICES PROVIDED

- FEMA Damage Assessments
- Project Scope & Cost Development
- FEMA Hazard Mitigation Grants
- Program Management
- FEMA Public Assistance Grants
- Management
- Program Monitoring and Oversight
- Project Management
- Project & Grants Compliance &
- Closeout

### PROJECT COST

- \$60 Million

### SCHEDULE

- 2016 - Present

### CLIENT REFERENCE

Wade Evans  
Mayor  
City of Central  
13421 Hooper Road, Ste. 9  
Central, LA 70818  
(225) 261-5988  
wade.evans@central-la.gov

CSRS was engaged by the City of Central to guide the city in funding and management decisions to expedite disaster relief funding for the 1,000-year flood that catastrophically impacted the City and its citizens in August 2016. With a focus on the federal funding programs, CSRS deployed its policy subject matter experts to manage the funding from numerous sources, including the FEMA PA Program, FEMA Hazard Mitigation Grant Program (HMGP), insurance and secured match funding through the HUD Community Development Block Grants (CDBG) program.

Initially, CSRS focused on the provision of technical assistance to the City for the urgent debris removal operations, emergency push/road clearance coordination, and other critical recovery services; focusing on compliance required to ensure federal FEMA reimbursement. CSRS performed initial identification of damages in order to develop FEMA Project Worksheets, maximize reimbursements, maintain eligibility of project costs, and create a predictable flow of operating capital to fund the recovery needs.

Additionally, CSRS assessed the feasibility of possible mitigation projects to submit to FEMA's HMGP program by utilizing best engineering practices. The team developed resilient drainage projects to reduce the severe repetitive loss impacts from increased flooding risks, both to commercial and residential properties. CSRS works in collaboration with multiple stakeholders to ensure full community input and buy-in for the proposed projects and in evaluation of the various alternative projects. Several of the proposed projects have been approved by the FEMA HMGP program with a total value of \$13.7M to date.

In addition, CSRS provides grant management and project management advice and guidance for projects funded through the American Rescue Plan Act. CSRS ensures federal compliance requirements are met throughout the project life-cycle and is positioned to manage the project through a successful close-out.





## Jefferson Parish Disaster Management Services

**JEFFERSON PARISH, LA**

### CLIENT

- Jefferson Parish Government

### SERVICES PROVIDED

- Program Management
- FEMA Public Assistance Advisory
- Grants Management
- Facility Assessments
- Insurance Reconciliation
- Cost Analysis
- Project Management
- Strategy and Planning
- CDBG-DR and IIJA Advisory

### PROGRAM VALUE

- \$150 Million

### SCHEDULE

- 2021 - Present

### CLIENT REFERENCE

Nichole Gaubert  
 Director of Public Safety Grants &  
 Administration  
 Jefferson Parish Government  
 200 Derbigny Street, Suite 4200  
 Gretna, LA 70053  
 (504) 227-1374  
[ngaubert@jeffparish.net](mailto:ngaubert@jeffparish.net)

In the aftermath of historic Category 4 Hurricane Ida that battered south Louisiana in August 2021, Jefferson Parish activated its stand-by professional services contract with CSRS to provide broad-based support to facilitate federal funding application and reimbursement for approximately \$150 million in response and recovery expenditures and to provide guidance and oversight of recovery processes to ensure federal regulatory and programmatic compliance.

CSRS, with BBEC as its sub-consultant partner, is engaged to ensure all Parish affected facilities and structures that were damaged or destroyed by the sustained winds of up to 150mph and storm surge are properly assessed, that all damages are well documented to facilitate the reporting and recordation of damage claims to FEMA's Public Assistance Program. Also, the CSRS team coordinates with Parish departments on engineering and design efforts for the restoration of damaged facilities and infrastructure and provides oversight of recovery construction efforts to ensure work complies with federal funding regulations and grant requirements.

Jefferson Parish's damaged facilities include administrative buildings, parks, recreation facilities, animal shelter facilities, libraries, water lines, drainage pump stations, roads and sidewalks, and other utilities. The Parish also had sizable debris removal and emergency protective measures operations. The CSRS team uses their technical knowledge and experience to ensure all damages are properly documented, scoped, and cost-estimated to expedite the grant formulation process, which facilitates a speedier recovery for the Parish.



## City of Midland - FEMA Public Assistance & HMGP Grant Management

**MIDLAND, MI**

### CLIENT

- City of Midland

### SERVICES PROVIDED

- Community Outreach
- Complete Buyout Applications
- Scope Development
- Budget Development
- Timeline Development
- Package Submittal to State

### PROJECT COST

- \$ 5.5 Million

### SCHEDULE

- 2021 - Present

### CLIENT REFERENCE

Grant Murschel  
Director of Planning and Community  
Development  
City of Midland  
333 Ellsworth Street  
Midland, MI 48640  
(989) 941-6770  
gmurschel@midland-mi.org

In May 2020, Michigan was affected by a severe storm that caused flooding and a series of horrific events. The flooding resulted in the Edenville Dam overtopping, which sits upstream from the City of Midland, located where the Tittabawassee and Tobacco rivers meet. The rush of water cracked open these two rivers unleashing water that surged miles downriver and breached and damaged the Sanford Dam. This event caused flooding and inundation throughout the City of Midland and surrounding communities.

The City of Midland engaged CSRS through proper procurement to assist with project management and grant management of funding available to the City through FEMA's Public Assistance and Hazard Mitigation programs. CSRS has assisted in outreach within the City of Midland to determine how many citizens express interest in participating in the buyout program. Through outreach efforts, CSRS identified 33 homeowners within the City to participate in the buyout program. For each homeowner participating in the buyout program, CSRS completed the state-required buyout application and developed a project timeline from property acquisition to demolition, scope of work, and a budget. This information was packaged for submittal to the state to consider funding under FEMA's Hazard Mitigation Grant Program. The total buyout package submitted to the State of Michigan values over \$5.5M.



## Lafourche Parish Hurricane Ida FEMA Substantial Damage Determinations Program

**LAFOURCHE PARISH, LA**

### CLIENT

- Lafourche Parish Government

### SERVICES PROVIDED

- Substantial Damage Assessments (interior and exterior)
- Call Center Management
- Data Management
- Community Outreach
- FEMA Substantial Damage Determination

### PROJECT COST

- \$7 Million

### SCHEDULE

- 2021 - 2022

### CLIENT REFERENCE

Darla Duet  
Floodplain Manager  
Lafourche Parish Government  
402 Green Street  
Lafourche, LA 70301  
(985) 537-7603  
duetda@lafourchegov.org

Catastrophic damages occurred throughout Lafourche Parish when Category 4 Hurricane Ida landed in August 2021. As a participating community in the FEMA National Flood Insurance Program (NFIP), the Parish needed to perform timely and accurate Substantial Damage inspections for all residential properties in the Special Flood Hazard Area (SFHA). Completing these inspections ensured residents could maintain access to affordable flood insurance, and post-storm construction is both compliant with building code requirements and resilient to future storm events. Lafourche Parish had up to 10,000 homes to assess in a relatively short time and needed assistance collecting the relevant data through FEMA's Substantial Damage Estimator tool.

Through a competitive RFP process, the Parish selected CSRS to manage this process and to complete it within six months of the disaster date. In response to the Parish's selection, CSRS quickly established a call center of 35 intake specialists to perform outreach with the homeowners and coordinate their inspection time. Additionally, CSRS managed a public outreach campaign, including social media, letters, and public announcements. CSRS performed the assessments by a team of 40 qualified home inspectors and collected the data into the FEMA Substantial Damage Estimate tool and a master database that helped produce weekly reports on homes assessed, homeowners reached, appointments scheduled, and the following week's look-ahead.

Our team developed and utilized scripts and sample Q&A sheets for call center/ Intake staff to ensure consistency of messaging to the homeowners. We also used text messaging to confirm scheduled appointments 48 and 24 hours before the scheduled appointment to remind homeowners of the assessment appointment, cutting down on the number of "no-shows" by homeowners.





## Florida Disaster Recovery Oversight & Monitoring – CDBG-DR

TALLAHASSEE, FL

### CLIENT

- Florida Department of Economic Opportunity

### SERVICES PROVIDED

- Program Monitoring
- QA/QC for Program Implementation
- Program Design & Implementation Oversight
- Federal Grants Compliance
- HUD CDBG-DR Monitoring Compliance

### PROJECT COST

- \$773 Million

### SCHEDULE

- 2019–2022

### CLIENT REFERENCE

Allison Bryant  
Compliance & Reporting Manager,  
Office of Long-Term Resiliency  
Florida DEO  
107 East Madison Street  
Caldwell Building  
Tallahassee, FL 32399  
(850) 921-3276  
Allison.Bryant@deo.myflorida.com

The Florida Department of Economic Opportunity (DEO) engaged a multi-faceted team to provide monitoring review and oversight for the over billion dollars in HUD Community Development Block Grant-Disaster Recovery (CDBG-DR) funds received in response to hurricane disasters in 2016 and 2017. Our team provides program and grant compliance expertise across housing reconstruction, home buyouts and acquisitions, infrastructure repair and improvements, and economic revitalization. CSRS serves as a subcontractor to Horne, LLP, and provides senior leadership on the overall management of the scope of work, deliverables, and quality of the oversight and monitoring team. The initial assignment is to deliver a risk assessment and monitoring plan for the \$773.5 million CDBG-DR funds allocated to six programs for long-term recovery efforts following Hurricane Irma. The work also includes establishing ongoing Quality Assurance/Quality Control (QA/QC) protocols and reviews across programs throughout their implementation.

Additional disasters, such as Hurricane Michael, have strained the ongoing recovery efforts from earlier disasters. The O&M team has vast experience in managing multiple disasters concurrently and is engaged to assist DEO across several disasters, including future needs.

The Irma recovery funds are being closely audited by the HUD Office of Inspector General. The team has assisted DEO in preparation for the monitoring visits and is viewed as a vital partner in reducing and responding to any audit or compliance issues. The team is particularly focused on mitigating any instances of funds payback or recapture.





## Los Angeles American Rescue Plan Compliance & Reporting Assistance

LOS ANGELES, CALIFORNIA

### CLIENT

- City of Los Angeles

### SERVICES PROVIDED

- Compliance Review
- Risk Assessment
- Monitoring Plan Development and Implementation
- Documentation and Communication Creation
- Provision of Lessons-Learned
- Project Management
- Closeout Plan Development

### PROJECT COST

- \$1.2 Billion

### SCHEDULE

- 2021 - 2022

### CLIENT REFERENCE

Jeffrey Thomas, JD  
KPMG LLP  
345 Park Avenue  
New York, NY 10154  
(504) 237-4736  
jeffreythomas@kpmg.com

CSRS worked with KPMG to advise the City of Los Angeles on project vetting and scoring for proposed projects under the City's US Treasury State and Local Coronavirus Fiscal Recovery Fund (SLFRF) allocation. Additionally, the team worked directly with city departments to further shape their proposed programs so that both complied with the Treasury's intended use for SLFRF while continuing to target the intended beneficiaries identified by the city.

CSRS played a crucial role in identifying equitable outcome metrics based on comparative program research, and underlying city policy aims for the various programs. While doing so, CSRS leveraged currently tracked metrics within these departments to develop a series of key performance indicators (KPIs) for each program to support performance measurements and program improvement efforts.

Following program design activities, CSRS worked to identify and provide related guidance/ FAQs on project data that needed to be gathered and reported upon, and any requirements as to the content, methodology, and other guidelines published in the Treasury's Final Rule.



## Fort Bend FEMA & ARPA Grant Administration and Financial Management

**FORT BEND COUNTY, TX**

### CLIENT

- Fort Bend County

### SERVICES PROVIDED

- Grant Administration
- Financial Management
- Expenditure Assistance
- Program Documentation
- Audit Readiness
- FEMA PA Administration
- Small Business Program Administration
- FEMA Management
- ARPA Management

### PROGRAM VALUE

- \$200 Million

### SCHEDULE

- 2020 - Present

### CLIENT REFERENCE

Robert "Ed" Sturdivant  
Fort Bend County  
301 Jackson Street, Suite 701  
Richmond, TX 77469  
(281) 341-3760  
Ed.Sturdivant@fortbendcountytx.gov

MPACT is currently assisting one of the largest counties in the State of Texas with its financial management and documentation for its COVID-19 response and recovery. The team is providing Emergency Services in response to the global contagious respiratory virus, COVID-19, as authorized by FEMA and by the Governor of the State of Texas, to perform Emergency protective measures under FEMA's Public Assistance Program and use of FEMA non-disaster grant funds by non-state recipients and sub-recipients to respond to or address COVID-19. MPACT is currently assisting Fort Bend County with its financial management and documentation for the COVID-19 response and recovery.

In Addition, Fort Bend Counties rural and minority populations were not receiving emergency grant funds. MPACT implemented unique outreach campaigns that target all eligible residents, including rural and minority populations, achieving an 80-90% contact rate within these communities.



## CDBG-DR Housing Case Management

**SAN MARCOS, TX**

### CLIENT

- City of San Marcos

### SERVICES PROVIDED

- Program Operations & Administration
- Case Management & Outreach
- Applicant Intake
- Verification of Assets
- Eligibility & Benefit Determination
- Quality Assurance & Quality Control
- Compliance and Monitoring
- Issuance of Tracking Log
- Identification of Fraud, Waste, & Abuse
- Document Management

### PROGRAM VALUE

- \$57.8 Million

### SCHEDULE

- 2017 - 2019

### CLIENT REFERENCE

Shannon Mattingly  
 Director of Land Use & Entitlements  
 City of San Marcos  
 630 E. Hopkins  
 San Marcos, TX 78666  
 512-393-8230  
 smattingly@drennergroupp.com

The Department of Housing and Community Development (HUD) allocated \$57,806,000 in Community Development Block Grant Disaster Recovery (CDBG-DR) to the City of San Marcos for necessary activities related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization as a result of two historic flash and river flood events, which occurred less than six months apart.

MPACT provided services related to applicant relations for the City's disaster recovery housing program. Specifically, MPACT facilitated a series of outreach events in the community, conducted application intake workshops, obtained documents to perform eligibility review, conducted face-to-face interviews with applicants, verified and determined eligibility and performed pre-construction services by coordinating environmental reviews, surveys, and house plans and specifications. Over the course of the contract, MPACT provided outreach, application intake, eligibility determination, and case management.



## City of Houston Public Assistance Activities for Hurricane Harvey

**HOUSTON, TX**

### CLIENT

- City of Houston

### SERVICES PROVIDED

- Documentation
- Strategy
- Financial Administration
- FEMA-PA Eligibility Determinations
- Technical Training
- Damage Assessments
- QA/QC

### PROGRAM VALUE

- \$50 Million

### SCHEDULE

- 2017 - 2019

### CLIENT REFERENCE

Gloria E. Moreno  
Assistant Director, Finance  
Department – Financial Reporting  
and Operations  
City of Houston  
611 Walker Street  
Houston, Texas 77002  
(832) 393-9005  
Gloria.Moreno@houstontx.gov

For Hurricane Harvey DR 4332, MPACT provided technical assistance, financial recovery, and oversight inspection for reconstruction and repair services to the City of Houston for FEMA related expenses incurred from Hurricane Harvey.





## FEMA - Texas, Florida, and Puerto Rico

STATEWIDE, TX, FL, PR

### CLIENT

- Vanguard Emergency Management

### SERVICES PROVIDED

- Damage Assessments
- Reconstruction Estimates
- Community Outreach

### PROGRAM VALUE

- \$4+ Billion

### SCHEDULE

- 2017

### CLIENT REFERENCE

Dan Craig  
Vice President  
Vanguard Emergency Management  
188 Brook Rd Suite 300  
Winchester VA 22603  
855-482-6447  
dcraig@tidalbasingroup.com

Choice partnered with Vanguard Emergency Management to deploy over 300 inspectors and performed over 25,000 field inspections in TX, FL, and PR in response to Hurricanes Harvey and Irma. We currently have over 400 FEMA badged inspectors on our roster.

2017 was ranked by the National Oceanic & Atmospheric Administration as one of the top 5 most active Atlantic hurricane seasons to date. Particularly Hurricanes Harvey, Irma and Maria affected over 20million people in TX, LA, MS, TN, KY, FL, & PR leaving catastrophic destruction in its wake. Choice rapidly responded to these devastating hurricanes staffing catastrophe field offices in communities throughout TX, LA, MS, TN, OK, GA, & FL.

As these devastating hurricanes continued to impact the United States and Puerto Rico, Choice was filling requests to provide over 30 personnel to assist on FEMA's response in TX, FL, & PR. Additionally Choice met the request to provide field inspection and QC personnel for the HUC funded CDBG program in response to the 2016 flooding throughout Baton Rouge LA.

Despite responding to personnel requests from representative of FEMA's response and the Restore LA CDBG-DR program, Choice maintained uninterrupted catastrophe response services to our insurance carrier clientele during the 2017 Atlantic Hurricane Season. In the wake of one of the costliest natural disaster seasons in the history of the United States. Choice provided inspectors, damage assessors, field adjusters, general adjusters, claims managers, IT infrastructure and support services to some of America's best known insurance companies along with both federal and state government agencies.



## TX GLO Homeowner Assistance Program

HOUSTON-GALVESTON, TX

### CLIENT

- AECOM

### SERVICES PROVIDED

- Damage Assessments
- Quality Control
- TREC Inspection

### PROGRAM VALUE

- \$435 Million

### SCHEDULE

- 2019 - Present

### CLIENT REFERENCE

Sidney Brown  
CDBG-DR Project Manager  
AECOM  
(225) 326-9869  
Sidney.Brown@AECOM.com

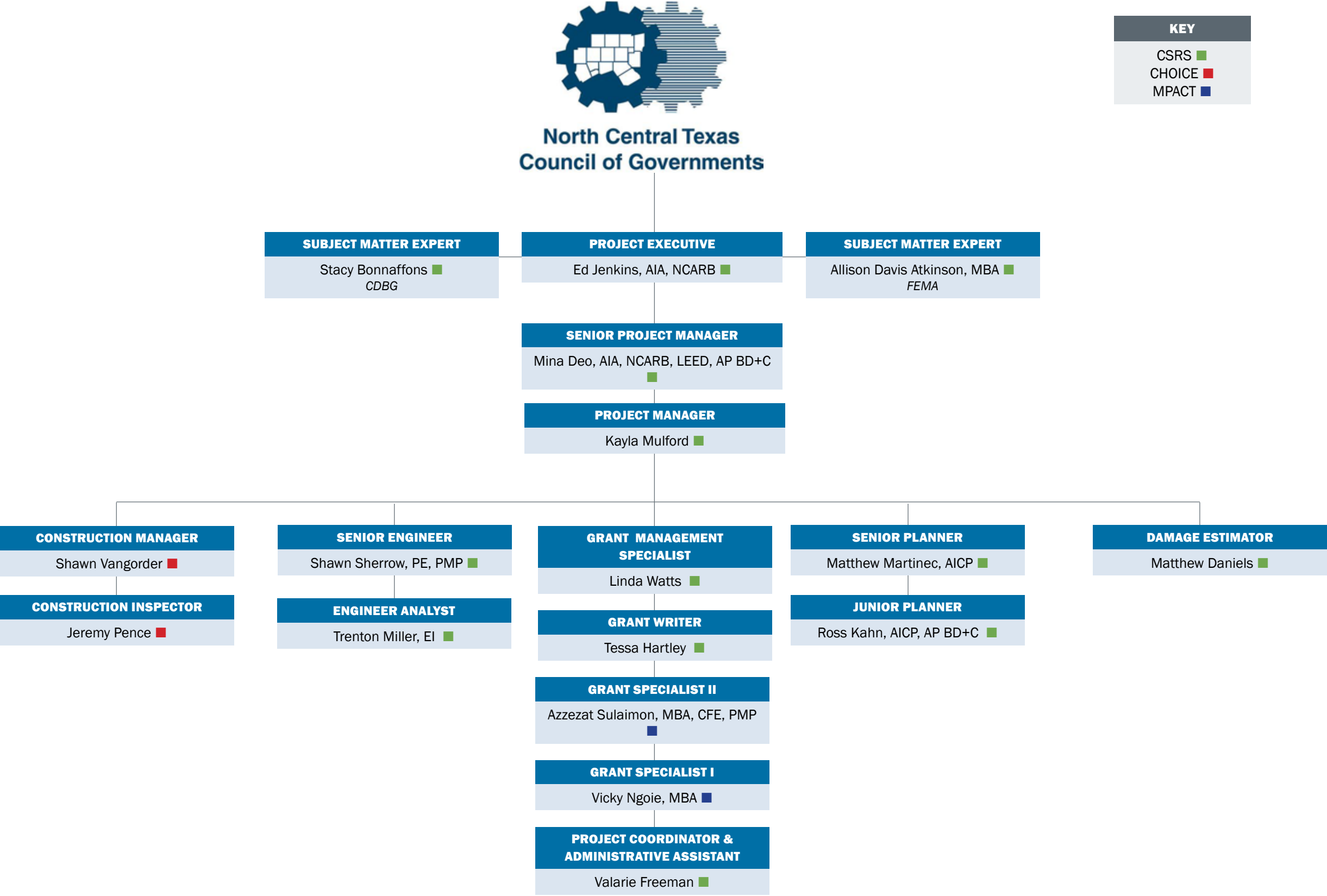
Hurricane Harvey made landfall on August 25, 2017, between Port Arkansas and Port O'Connor as a Category 4 hurricane with sustained winds of more than 130 miles per hour. After initial impact, Hurricane Harvey's winds began to decrease, but during the next 4 days the storm created as much as 60 inches of rain over the affected area.<sup>1</sup> The primary focus of the housing recovery program is to provide relief for survivors affected by the event while complying with all CDBG-DR requirements and addressing recognized impediments to fair housing choice as required under the Fair Housing Act. Assistance may be provided to survivors under a variety of housing option activities including rehabilitation, reconstruction, demolition, elevation, hazard mitigation, and storm hardening of homeowner, as allowable by GLO's approved Action Plan.

As a subcontractor for AECOM, Choice Sector is currently providing & managing staff assigned throughout the state in the following roles:

- **Damage Assessments:** 500+ Completed. Field inspection of the property to assess extent of storm related damage, complete program required forms and collect structural data on property. Field data is then formatted to produce required reports and technical estimate for scope of repairs.
- **TREC Inspections:** (TX Real Estate Commission): 180+ Completed. Provide final inspections services and technical reports to verify the completion of rehabilitation scope of work for eligible homeowners compliant w TREC Standards.

The Choice Field Inspection team is managed and trained through an experienced HQS certified leadership team. Through our claims management system we track and measure individual performance against program KPIs. Data drives our daily workflows and decisions on workload and assignments. All of our data is exported pulled and reported to our clients on a daily basis from the Choice file management system.

Our proposed core team has been carefully selected to include experts who are excellent communicators and committed to fulfill your scope of work within the stipulated time frame.



## STAFF CAPABILITIES ALIGNED WITH THE SCOPE OF WORK

CSRS offers a qualified team of individuals with an holistic understanding of the flexibilities and restrictions of the Stafford Act programs, 2 CFR, and other funding specific guidance and how it can be applied to complement other federal funds to expedite your recovery, mitigation and resiliency measures. Our team, led by Ed Jenkins, has the technical accounting, engineering, project management and policy expertise to devote to the NCTCOG. We know the region, culture, and most importantly — the recovery history of the State of Texas and its Gulf South neighbors to meet those needs at all times.

REQUESTED SCOPE OF WORK						
PROPOSED STAFF	PROPOSED ROLE	FIRM	GRANTS MANAGEMENT OVERARCHING ACTIVITIES	STANDARD CONSULTING ROLES	EXPERIENCED WITH 2 CFR 200, AS WELL AS STATE REGULATIONS PERTAINING TO GRANT REQUIREMENTS	AD HOC SUPPORT
Ed Jenkins, AIA, NCARB	Project Executive	CSRS	■	■		■
Mina Deo, AIA, NCARB, LEED AP BD + C	Senior Project Manager	CSRS		■		■
Kayla Mulford	Project Manager	CSRS	■	■	■	■
Stacy Bonnaffons	Subject Matter Expert, CDBG	CSRS	■	■	■	■
Allison Davis Atkinson, MBA	Subject Matter Expert, FEMA	CSRS	■	■	■	■
Matthew Daniels	Damage Estimator	CSRS	■	■	■	■
Linda Watts	Grant Management Specialist	CSRS	■	■	■	■
Tessa Hartley	Grant Writer	CSRS	■	■		■
Azzizat Sulaimon, MBA, CFE, PMP	Grant Specialist 2	MPACT	■	■	■	■
Vicky Ngoie, MBA	Grant Specialist 1	MPACT	■	■	■	■
Shaun Sherrow, PE, PMP	Senior Engineer	CSRS	■	■		■
Trenton Miller, EI	Engineer Analyst	CSRS	■	■		■
Matthew Martinec, AICP	Senior Planner	CSRS	■	■	■	■
Ross Kahn, AICP, LEED AP BD + C	Junior Planner	CSRS		■		■
Shawn Vangorder	Construction Manager	Choice	■	■	■	■
Jeremy Pence	Construction Inspector	Choice	■	■	■	■
Valarie Freeman	Project Coordinator & Administrative Assistant	CSRS		■		■





## Ed Jenkins, AIA, NCARB

**ROLE ON PROJECT:** PROJECT EXECUTIVE

**PHONE.** (833) 523-2526 | **EMAIL.** ed.jenkins@csrsinc.com

**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### FIRM: CSRS, LLC

#### EDUCATION

- BS, Architecture, Southern University, 1999

#### TRAINING & CERTIFICATIONS

- Registered Architect, Texas, License No. 29165
- Registered Architect, Louisiana, License No. 9490
- NCARB Certified, License No. 100504
- Registered architect in Oklahoma, Alabama and Georgia.

#### PROFESSIONAL MEMBERSHIPS

- AIA
- A4LE
- CMAA
- IFMA
- NOMA

#### AREAS OF EXPERTISE

- Facilities Assessments
- Client Advisory Services
- Design Management
- Program Management
- Architecture
- FEMA/Disaster Recovery Funded Project Delivery
- Construction Management

#### YEARS OF EXPERIENCE

With Firm: 17      Total: 24

Mr. Jenkins is an architect with more than two decades of experience in facilities project management. He has overseen hundreds of projects' programming, design, bidding, construction administration, and close-out phases. Mr. Jenkins has long served as CSRS' go-to person for community-driven education projects. In addition, he has held the positions of CSRS Director of Program Delivery for Education Programs, Client Manager, and Program Manager for Dallas College and Raising Cane's.

### RELEVANT AND RELATED EXPERIENCE

#### **Dallas College Program Management - North Lake Campus Construction Sciences Building & System-Wide IT Upgrades, Dallas, TX.**

**Program Manager.** CSRS was hired by Dallas College to manage their new 96,000 sq ft North Lake Campus Construction Sciences Building (CSB) and the System-Wide IT Safety and Security Upgrades. The project budgets' totaled approximately \$100 million and encompassed all seven (7) campuses. (2018 - 2022)

#### **East Baton Rouge Parish School System Program Management. East Baton Rouge Parish, LA. Program Director.**

For **25 years**, CSRS has managed the design and construction of over \$1 billion in facility improvements covering over 90 K-12 school campuses, completed comprehensive facility assessments, and evaluated required applicable codes and educational standards upgrades. Mr. Jenkins served as the Program Director, including technical and constructability design reviews, damage assessments, day-to-day construction management, progress reporting to the client, conducting construction site meetings, coordination with school principals and oversight of the schedule, budget, and quality control requirements. He also managed the EBRPSS **\$100+ million FEMA-funded disaster recovery program** after the devastating South Louisiana floods in August 2016, which required project delivery and grants management. (2016 - 2017)

#### **Louisiana Community and Technical College System (LCTCS) Program Management, LCTCS Facilities Corporation. Statewide, LA. ACT 391 Program Director, ACT 360 Program Director.**

In 2013, the Louisiana Legislature passed Senate Bill 204, a statewide facilities initiative to improve Louisiana's Community and Technical College facilities. The bill provides increased training capacity and opportunities for students, businesses, and industry in both rural and urban areas across the state. CSRS is providing comprehensive program management services to the LCTCS Facilities Corporation for complete project delivery. Mr. Jenkins managed a team of project managers and support staff for 23 projects located at 14 community and technical colleges throughout Louisiana, totaling over \$450 million. Projects ranged from renovations to construction of new campuses including the LCTCS SIS Building, which was partially completed with **HMGP** funds. The program also included the **CDBG-funded** SOWELA Technical Community College Regional Training Center (2008 - 2016)



## Allsion Davis Atkinson, MBA

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - FEMA PUBLIC ASSISTANCE (PA)

**PHONE.** (833) 523-2526 | **EMAIL.** allison.davis@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### FIRM: CSRS, LLC

#### EDUCATION

- MBA, Loyola University of New Orleans, 2017
- MA, International Peace and Conflict Resolution, American University, 2002
- BA, Government, Sweet Briar College, 2000

#### TRAINING & CERTIFICATIONS

- Incident Command System (ICS) Course 100, FEMA
- Incident Command System (ICS) Course 200, FEMA
- Incident Command System (ICS) Course 700, FEMA
- Incident Command System (ICS) Course 800, FEMA

#### AREAS OF EXPERTISE

- Capacity Training
- Program Management
- FEMA Public Assistance Program Management
- Intergovernmental Coordination
- Grants Management and Closeout
- International Development
- Capacity Building

#### YEARS OF EXPERIENCE

With Firm: 11      Total: 23

Ms. Atkinson has spent the last two decades managing complex technical, policy, and inter-agency coordination efforts to help citizens and governments navigate disaster and development-related government programs and unlock their economic, community, and infrastructure development potential. After starting her career doing overseas development work in governmental transparency, master planning, and local government capacity building, she came to New Orleans initially as a disaster relief volunteer before joining FEMA in February 2006. She provided disaster relief and recovery services under the FEMA Individual Assistance Program, External Affairs, and the Command Staff in Louisiana, then joined the private sector assisting municipalities, school boards, and other public entities in ensuring they increased their FEMA Public Assistance eligibility and successfully navigated the bureaucracy of compliance.

At CSRS, she has helped manage over \$6 billion in recovery funding for our clients (and helped to increase that amount). Ms. Atkinson has overseen operations for the company's disaster recovery programs for the City of New Orleans, Recovery School District, Orleans Parish School Board, the Regional Transit Authority, St. Bernard Parish, and others. Now the Director of Disaster Recovery Advisory Services, she has led CSRS' efforts to help clients establish and execute recovery programs in response to major disaster declarations. As CSRS' resident expert in FEMA recovery programs and grants management and a representative and advocate for local and state entities, Ms. Atkinson helps this public entities harness available federal funding to bring disrupted infrastructure services back quickly and effectively.

#### RELEVANT AND RELATED EXPERIENCE

**Calcasieu Parish School Board Disaster Recovery Program Management. Calcasieu Parish, LA. Subject Matter Expert.** As a result of the effects of Hurricane Laura in 2020, Calcasieu Parish School Board (CPSB) experienced significant and widespread damage to almost every school campus. CSRS was hired to provide disaster recovery assistance and quickly stand up a recovery program. CSRS conducted damage assessments for the development of FEMA Project Worksheets and continues to serve as project management professionals for the design and construction phases, overseeing 120 individual repair and replacement projects and 11 design firms. Ms. Atkinson helped stand up and structure the Project Management program in a way that would facilitate the reimbursement of PM services by FEMA, which is anticipated to be approximately \$250 million. She also provides high-level advisory services to the team and school board regarding design contracting structure, staff composition and qualifications, data tracking and reporting systems, FEMA's code required upgrade analysis policy, and program deliverables. (2020 - Present)

**Title of Project or Program to Demonstrate Experience. Location, ST. Role on**



## Allsion Davis Atkinson, MBA

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - FEMA PUBLIC ASSISTANCE (PA)

**PHONE.** (833) 523-2526 | **EMAIL.** allison.davis@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**LSU Health Care Services Division, Hurricane Recovery and Closeout Program. Baton Rouge, LA. Technical Advisor.**

After nine years of internal project management, LSU Health Care Division (LSUHCD) asked CSRS to conduct grants assessments and comprehensive reconciliations and perform all other tasks required for closeout for their open disasters, including Katrina, Rita, Gustav, Ike, and Isaac. Ms. Atkinson provides technical guidance to the program leadership staff and LSUHCD regarding FEMA eligibility, reconciliation, and closeout processes. She provides technical reviews of request packages to FEMA and GOHSEP and gives insight into complex grant-related issues. She also assists in ensuring the continuity of service and deliverables when staff changes positions as needed. (2016 - Present)

**Ascension Parish School Board Grants Management & Program Management. Donaldsonville, LA. FEMA PA Practice Area Leader.**

As a result of record inundation during August 2016 and subsequent flooding of school facilities, and the additional impact of Hurricane Ida in August 2021, the Ascension Parish School Board (APSB) hired CSRS to provide professional services for the development and implementation of a recovery plan to return schools to pre-disaster condition. Ms. Atkinson delivers expert advice for developing scopes of work and negotiating with FEMA on properly capturing disaster costs. (2016 - Present)

**RTA Disaster Recovery GM & Admin Service. New Orleans, LA. Subject Matter Expert/Policy Advisor.** Ms. Atkinson advises the Regional Transit Authority (RTA) to develop scopes of work and negotiate with FEMA to capture disaster costs adequately. Before submitting to the state, she provides quality control on all submittals, which reduces the number of issues requiring audit resolution. She also assists the RTA in strategically maximizing eligible Public Assistance funds to meet their capital project needs. She has helped train RTA staff to coordinate anticipated response and recovery activities for future events. (2015 - Present)

**Lafourche Parish Hurricane Ida FEMA Substantial Damage Determinations Program. Lafourche Parish, LA. Subject Matter Expert.** Catastrophic damages occurred throughout Lafourche Parish when Category 4 Hurricane Ida landed in August 2021. As a participating community in the FEMA National Flood Insurance Program (NFIP), the Parish needed to perform timely and accurate Substantial Damage inspections for all residential properties in the Special Flood Hazard Area (SFHA). Inspections ensured residents could maintain access to affordable flood insurance, and post-storm construction was compliant with building code requirements and resilient to future storm events. CSRS quickly established a call center of 35 intake specialists to perform outreach with the homeowners. Additionally, CSRS managed a public outreach campaign, performed the assessments by a team of 40 qualified home inspectors and managed the data into the FEMA Substantial Damage Estimate Tool. Ms. Atkinson served as a subject matter expert for this program. (2021 - 2022)

**St. Bernard Parish Recovery Program - Hurricane Katrina, H. Davis Cole & Associates, LLC. Chalmette, LA. FEMA Specialist/Liaison.** After being completely devastated by the effects of Hurricane Katrina and the subsequent flooding, St. Bernard Parish Government engaged CSRS to provide professional services for all infrastructure projects, including water, sewer, drainage, streets, buildings, and contents projects funded by FEMA, CDBG, and other grants. Ms. Atkinson served as an advisor, trainer, and mentor to project managers regarding FEMA's disaster recovery operations and policy. She prepares arguments and supporting packaged documentation for disaster grant scope development and appeals on FEMA Public Assistance eligibility decisions, which has helped increase the project scope to over \$1 billion in FEMA PA funding. Also, she provides strategic guidance to the Parish to maximize their eligibility and funding flexibility and train staff on process improvements. Her leadership ensures the efficiency and effectiveness of FEMA-funded infrastructure project delivery and documentation. She maintains positive and productive relationships with all parties in the municipality's disaster recovery efforts, resulting in reliable and open lines of communication between FEMA, GOHSEP, and St. Bernard Parish. (2014 - 2021)



## Allsion Davis Atkinson, MBA

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - FEMA PUBLIC ASSISTANCE (PA)

**PHONE.** (833) 523-2526 | **EMAIL.** allison.davis@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**City of Central Flood Recovery, Project & Funding Management Program. Central, LA. Technical Assistance Liaison.**

The City of Central engaged CSRS to guide the City in funding and management decisions to expedite disaster relief funding for the 1,000-year flood that catastrophically impacted the City and its citizens in August 2016. As Technical Assistance Liaison, Ms. Atkinson assisted the CSRS team in coordinating all tasks under the scope of services covering emergency response operations, including debris removal, road repair efforts, and other emergency services as requested. She was integral in presenting complex eligibility issues to FEMA management and elevating issues when needed to FEMA and GOHSEP management. She also provided direction and technical reviews of the team's appeal packages to FEMA, resulting in a win for Central's damaged roads claim. (2016 - 2019)

**EBR City-Parish Disaster Recovery Grants Management & Administration, Baton Rouge, LA, City of. Baton Rouge, LA. Subject Matter Expert.**

The City-Parish Government of East Baton Rouge required assistance and support in the grants management and associated activities for federal and state programs, including primarily, the Federal Emergency Management Agency (FEMA) Public Assistance Program, the FEMA Hazard Mitigation Grant Program, and the Housing and Urban Development (HUD) Community Development Block Grant –Disaster Recovery programs following the aftermath of the worst flooding disaster in Baton Rouge's history in August 2016. Ms. Atkinson oversaw the general strategic direction of the program, advised on FEMA policy implications of funding decisions, and provided direct assistance when negotiating with FEMA to capture disaster-related costs adequately. She ensured the recovery program was staffed correctly to maximize efficiency and effectiveness. (2016 - 2019)

**City of New Orleans Recovery Grants Management and Administration, New Orleans, LA, City of. New Orleans, LA. Program Director and Deputy Program Director.**

The City of New Orleans required assistance and support for grants management and associated project management activities for federal and state programs, including the FEMA Public Assistance Program, the FEMA Hazard Mitigation Grant Program (HMGP), and the U.S. Department of Transportation programs following the aftermath of Hurricane Katrina. The CSRS team worked with the various funding agencies and internal City departments to ensure the proper use and application of federal and state funds and provided critical resources and support for strategies to suit New Orleans' unique recovery needs. Ms. Atkinson provided grants management services for hundreds of facilities owned by the City of New Orleans. These facilities ranged from police stations to roads that sustained damage from Hurricanes Katrina, Gustav, and Isaac, valued at over \$1.1 billion. She oversaw the quality control of submittal packages to FEMA regarding its PA and HMGP programs, developed arguments on behalf of the City, and managed strategy shifts based on the City's needs and requests. She also worked to ensure that the execution of the Jacobs/CSRS joint venture program was compliant with the contract, task orders, and performance indicators and provided direction to a team of more than 20 people. (2011 - 2017)





## Stacy E. Bonnaffons

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - COMMUNITY DEVELOPMENT BLOCK GRANT

**PHONE.** (225) 769-0546 | **EMAIL.** stacy.bonnaffons@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### FIRM: CSRS, LLC

#### EDUCATION

- MA, Economic Development and International Economics, Elliott School of International Affairs, George Washington University, 1995
- BA, Political Science and French, Louisiana State University, 1992
- Fellow, Loyola Institute of Politics, 2011

#### TRAINING & CERTIFICATIONS

- Basic CDBG, New Orleans, LA, 2009
- Economic Development CDBG Training, Los Angeles, CA, 2010
- Advanced Training for CDBG-DR Grantees, New Orleans, LA, 2014
- National Disaster Resiliency Competition Seminar, New York, NY, 2015

#### AREAS OF EXPERTISE

- Federal Requirements
- Grants Management
- Program Development
- Community Outreach
- CDBG-DR Subject Matter Expert
- Compliance Management
- Implementation Management
- Public Participation

#### YEARS OF EXPERIENCE

With Firm: 7      Total: 27

Ms. Bonnaffons has nearly three decades of experience in program management in economic development and disaster recovery. She has experience working for federal and state governments and in the private sector designing and managing projects in a wide range of technical areas, including housing, environmental, economic growth, infrastructure, financial assistance, and disaster recovery both in the U.S. and internationally. In coordination with multiple stakeholders, she has provided technical expertise in determining funding strategies for recovery and resilience for individuals, communities, local governments and businesses. Ms. Bonnaffons has served as the coordinator of critical aspects of post-disaster recovery, including coordination of federal grants from several funding sources including U.S. Treasury COVID-19 funds, FEMA, HUD and FHWA programs in several catastrophic-level disasters including the COVID-19 pandemic in 2020, Superstorm Sandy in 2012, Hurricanes Katrina and Rita in 2005, and the Asia Tsunami in 2004. While serving as Assistant Commissioner of the New Jersey Department of Community Affairs (DCA) as the director of Superstorm Sandy recovery efforts, she was instrumental in the strategy and design of \$4.1 billion of HUD CDBG-DR funds in response to recovery and resiliency needs. While at DCA, she directly managed a financial assistance compensation program distributing \$10,000 in emergency assistance to thousands of homeowners to cover urgent increased costs of insurance.

#### RELEVANT AND RELATED EXPERIENCE

**St. Charles Parish CDBG-DR Program Management. St. Charles Parish, LA. Program Director.** As the Program Director, Ms. Bonnaffons manages professional and technical services related to disaster recovery efforts in St. Charles Parish. She oversees and manages approximately \$3.9 million of CDBG-DR sub-recipient allocated funds and is responsible for managing eligible projects under the Hometown Revitalization Program and the Resilient Communities Infrastructure Program. This includes submitting these projects to the LA Office of Community Development for approval and ensuring overall grant management and compliance oversight. (2023 - Present)

**Jefferson Parish CDBG-DR Grant Management. Jefferson Parish, LA. Program Director.** Ms. Bonnaffons is accountable for providing comprehensive technical and professional services to supervise and manage sub-recipient allocation of approximately \$30.1 million for disaster recovery efforts in response to the 2020 and 2021 disasters that affected the region. Her responsibilities include overseeing the application of eligible projects under the Hometown Revitalization Program and the Resilient Communities Infrastructure Program, which will be submitted to the LA Office of Community Development (OCD) for approval. She also manages grant compliance oversight and ensures that all requirements are met. (2022 - Present)



## Stacy E. Bonnaffons

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - COMMUNITY DEVELOPMENT BLOCK GRANT

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**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**Florida Disaster Recovery Oversight & Monitoring – CDBG-DR. Tallahassee, FL. Deputy Director.** As a subconsultant to Horne, LLP, CSRS was engaged to provide monitoring review and oversight services for over a billion dollars in HUD Community Development Block Grant-Disaster Recovery (CDBG-DR) funds received in response to hurricane disasters in 2016 and 2017. CSRS serves as a subcontractor to Horne, LLP, and provides senior leadership on the overall management of the scope of work, deliverables, and quality of the oversight and monitoring team. As Deputy Director of the program, Ms. Bonnaffons assisted in the initial assignment to complete a risk assessment and monitoring plan for the \$773.5 million HUD CDBG-DR allocation for long-term recovery efforts following Hurricane Irma. She continues to provide monitoring assistance for all CDBGDR-related activities for FL DEO related to Irma. (2019 - Present)

**Louisiana's US Treasury Emergency Rental Assistance Program (ERAP). Statewide, LA. Project Director.** As a result of the U.S. Treasury's allocation of over \$300 million in COVID-19 Emergency Rental Assistance funds to the state, Ms. Bonnaffons responded to the state's direction to launch all aspects of a rental and utilities financial assistance program to help renters struggling with rent and other housing stability costs due to COVID-19. The program aims to distribute over \$140 million to 25,000 applicants. It involves standing up a Call Center, Application Portal and Management System, case management for application eligibility review and processing, anti-fraud waste and abuse measures, funds disbursement on behalf of tenant applicants and overall compliance, and financial/results reporting. The program launched on March 5th in a rapid stand-up and has disbursed over \$10 million to over 1,000 landlords in just over 90 days. (2021 - 2023)

**Non-Congregate Sheltering COVID-19 Response Program Management. Statewide, LA. Program/Project Director.** In response to the effects of the COVID-19 pandemic, LHC led a \$50 million statewide effort to temporarily house the vulnerable homeless population under the guidance of the FEMA-funded Non-Congregate Sheltering Program. Under the direction of LHC, Ms. Bonnaffons manages and coordinates vital aspects of the program, including arrangements with hotels, wrap-around service provisions, intake and case management services to eligible households and linkage to re-housing and rental assistance resources. The program management tasks involve timely stand-up and delivery of services, which ensures maximum FEMA reimbursement for all eligible activities. It also consists of managing compliance with federal rules and requirements and coordinating with other HUD and state resources such as ESG-CV, CDBG-CV, and CARES Act Relief Fund. The program served over 3,000 individuals. (2020 - 2022)

**Louisiana State Emergency Rental Assistance Program. Statewide, LA. Subject Matter Expert.** In response to the impacts of COVID-19, the State committed \$25 million of CARES Act and HUD funding (HOME, ESG-CV and CDBG-CV) to providing rental assistance to low-to-moderate households in need, struggling with past due rent and at risk of eviction. Ms. Bonnaffons was engaged to assess the program's effectiveness, increase productivity, and establish milestones to determine measures of success. As a result, the applicant files were transferred to a searchable and reliable data tracking system, a defined report was developed to indicate the status of files in their review, and an inventory of what was missing from each file to complete. Ms. Bonnaffons oversaw and managed the transition of over 20,000 files from LERAP to the state's new Treasury ERA program. (2020 - 2021)

**Louisiana Office of Community Development. Baton Rouge, LA. CDBG Subject Matter Expert/Policy Advisor.** Ms. Bonnaffons provided advisory services to state and local governments for Community Development Block Grant (CDBG) funds allocated by the U.S. Department of Housing and Urban Development (HUD). She advised on federal grant management, including disaster recovery resources such as CDBG-DR, CDBG-MIT, FEMA IA, FEMA PA and FEMA HMGP. She provided technical support and advisory services to senior management at the Louisiana Office of Community Development (OCD) across housing, economic development and infrastructure programs on program design and policies for CDBG-DR funds received by the state after the Great Flood of 2016. She also advised local governments on using CDBG-DR funds to match FEMA funds and for resiliency and mitigation activities. (2018 - 2019)



## Stacy E. Bonnaffons

**ROLE ON PROJECT:** SUBJECT MATTER EXPERT - COMMUNITY DEVELOPMENT BLOCK GRANT

**PHONE.** (225) 769-0546 | **EMAIL.** stacy.bonnaffons@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**City of Central Flood Recovery, Project & Funding Management Program. Central, LA. Project Director.** The City of Central engaged CSRS to guide the City in funding and management decisions to expedite disaster relief funding for the 1,000-year flood that catastrophically impacted the City and its citizens in August 2016. As Senior Project Manager, Ms. Bonnaffons is responsible for complete oversight of all tasks under the scope of services. She oversees critical aspects of project completion to ensure the accuracy of timesheets and the production of weekly, monthly, and quarterly reports to ensure compliance with applicable standards, policies, codes, and regulations. Ms. Bonnaffon's subject matter expert status in disaster recovery is critical to the successful completion of all tasks on time and within budget while securing maximum available funding and minimizing the risk of de-obligation of funds. (2016 - 2019)



## Mina Deo, AIA, NCARB, LEED AP BD + C

**ROLE ON PROJECT:** SENIOR PROJECT MANAGER

**PHONE.** (225) 769-0546 | **EMAIL.** mina.deo@csrsinc.com

**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### FIRM: CSRS, LLC

#### EDUCATION

- MS, Architecture, University of Texas at Arlington, 1997
- BS, Biology, Western Kentucky University, 1991

#### TRAINING & CERTIFICATIONS

- Registered Architect, Texas, License No. 19867
- NCARB Certified
- LEED Accredited Professional BD+C, US Green Building Council

#### PROFESSIONAL MEMBERSHIPS

- AIA
- US Green Building Council
- A4LE

#### AREAS OF EXPERTISE

- Design Management
- Green Building
- Contract Negotiation
- Construction Management
- Client Relationship Management
- A/E Project Delivery
- Education Project Management
- Municipal Project Management
- Commercial Project Management
- Business Development
- Master Planning
- Program Management

#### YEARS OF EXPERIENCE

With Firm: 4      Total: 26

Ms. Deo has senior-level experience in architecture, project management, and commercial construction leadership spanning over two decades. She is an expert in architectural design, new construction, and renovations. Ms. Deo has successfully built and led cross-functional teams to facilitate commercial, educational, and municipal projects, emphasizing high-performance building design. She is a registered architect with extensive experience managing all aspects of projects with a total value of over one hundred million dollars, beginning with the schematic design and continuing through development, documentation, and construction administration..

### RELEVANT AND RELATED EXPERIENCE

**Dallas College Northlake West Campus Building Renovation. Dallas, TX. Program Director.** CSRS provided program management and project management services for the design and restoration of Dallas College Northlake West Building budget at \$3 million, with construction costs of \$783,000. As program director, Ms. Deo oversees the planning, budgeting, and management of all aspects of program delivery for the design and restoration of Dallas College NL West Building. She provides leadership and overall management of the CSRS Dallas College project team, including Project Managers, Project Coordinators, and Construction Administrators. Deo establishes guidelines on project and program scope, risks, and issues management. She guides and supports project managers in the delivery of on-time and on-budget projects and programs. Ms. Deo works with Dallas College departments to facilitate the successful delivery of projects and programs. (2020 - Present)

**Dallas College - IT Upgrades. Dallas, TX. Program Director.** CSRS was hired in February 2018 to provide Program Management of design and construction for the Dallas College System-Wide IT Upgrades. The project includes IT Upgrades for six (6) of the main campuses. Our Dallas Team works closely with the Dallas College administration and staff to execute the project, which also includes Safety & Security Upgrades. As Program Director, Ms. Deo oversees the planning, budgeting, and management of all aspects of program delivery for the design and construction of the renovated IT closets, cable infrastructure, and security upgrades. She provides leadership and overall management of the CSRS Dallas College project team, including Project Managers, Project Coordinators, and Construction Administrators. Ms. Deo establishes guidelines on project and program scope, risks, and issues management. (2019 - Present)

**Dallas College Program Management - North Lake Campus Construction Sciences Building. Coppell, TX. Program Director.** CSRS was hired to manage the new North Lake Campus Construction Sciences Building. The 96,000-square-foot facility will be located on the North Lake Campus - North Campus at Highway 121 and Sandy Lake, Road. Our Dallas Team works closely with Dallas College and the North Lake Campus Administration to coordinate design and construction tasks. Ms. Deo oversees the planning, budgeting, and





## Mina Deo, AIA, NCARB, LEED AP BD + C

**ROLE ON PROJECT:** SENIOR PROJECT MANAGER

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**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### RELEVANT AND RELATED EXPERIENCE CONTINUED

management of all aspects of program delivery for the design and construction of the new Construction Sciences Building. She provides leadership and overall management of the CSRS Dallas College project team, including Project Managers, Project Coordinators, and Construction Administrators. Ms. Deo works with Dallas College departments to facilitate the successful delivery of projects and programs. (2019 - Present)

**Sachse Municipal Campus. Sachse, TX. Project Manager.** Ms. Deo provided project management, supervised an internal project team, and coordinated with consultants for the new construction of 77,300-square-foot municipal campus facilities consisting of the Public Safety Building, City Hall, Senior Center (renovation), and Library (renovation) for the City of Sachse. Services included construction documentation, construction administration, and LEED management to achieve LEED NC 2.2 Certification. (??????)

**5E Architects, PLLC. Carrollton, TX. Principal Architect/Owner, 5E Architects.** Ms. Deo oversaw all aspects of project management and the delivery of commercial projects valued at up to \$10 million, including finish-outs, renovations, and new construction. Direct new business development, procure new projects and negotiate contracts. Manage project scheduling, coordination, negotiation, and contract proposals. (2011 - 2019)

Key projects include:

- Completed 20,000 square foot of office projects that met or exceeded project schedules and client expectations.
- Delivered 20,000 square feet of new construction school projects ahead of schedule and within budget.
- DFW/DPS Fire Station No. 6: Provided LEED consulting services to obtain LEED Silver certification.
- Performed Green Building reviews and inspections of over 500,000 square feet of commercial projects.

**VAI Architects Inc. Dallas, TX. Project Manager, VAI Architects.** Project Manager and Team Manager for preliminary design and planning, documentation, and construction administration. Directly managed an internal team of Project Architects, Project Coordinators, and interns. Oversaw outside Landscape Architects, Accessibility Specialists, Interior Designers, Cost Consultants, and Civil, Structural, and MEP Engineers. (2007-2011)

Key projects include:

- Richland College Garland Campus, Garland, TX: \$10 million remote campus facility
- Ebby Halliday Elementary School, Dallas, TX: \$15 million DISD school
- UTD Arts & Technology Building: \$60 million facility
- Adelfa Callejo Elementary School, Dallas, TX: \$15 million DISD school



## Kayla Mulford

**ROLE ON PROJECT:** PROJECT MANAGER

**PHONE.** (833) 523-2526 | **EMAIL.** kayla.mulford@csrsinc.com

**ADDRESS.** 1304 Enterprise Blvd., Ste. B, Lake Charles, LA 70501

### FIRM: CSRS, LLC

#### EDUCATION

- BA, Political Science, Louisiana State University, 2009

#### TRAINING & CERTIFICATIONS

- (IS-100) Introduction to Incident Command System for Disaster Workers, FEMA
- (IS-200) Basic Incident Command System for Initial Response, FEMA
- Project Management: Preventing Scope Creep, LinkedIn Learning, 2022
- Program Management, AECOM, 2021

#### AREAS OF EXPERTISE

- Case Management
- Data Analytics
- Program Management
- System Development & Implementation
- Project Management
- Data Management
- Operational Compliance
- Microsoft Office

#### YEARS OF EXPERIENCE

With Firm: 1      Total: 18

Ms. Mulford offers nearly two decades of experience across a diverse spectrum of skills and industries, including disaster response. Most recently, in response to Hurricanes Matthew and Florence, Ms. Mulford has been the sole manager overseeing Contractor and Vendor payments in North Carolina's CDBG -DR program with approximately \$50 million in draw and retainage invoices processed while also tracking federal and state compliance regulations. Additionally, Ms. Mulford has led logistics & inventory management under challenging conditions, as demonstrated by her role overseeing \$32 million of logistics management in the U.S. Virgin Islands following Hurricanes Irma and Maria. Ms. Mulford is skilled in program management, analytics, reporting, data management, case management, and compliance.

### RELEVANT AND RELATED EXPERIENCE

**St. Charles Parish CDBG-DR Program Management. St. Charles Parish, LA. Senior Grant Manager.** Ms. Mulford manages professional and technical services related to disaster recovery efforts in response to the 2020 and 2021 disasters in the area. Her responsibilities include overseeing and managing CDBG-DR sub-recipient funds of approximately \$3.9 million. The project scope includes managing eligible projects under the Hometown Revitalization Program and the Resilient Communities Infrastructure Program for approval by the LA Office of Community Development (OCD) and ensuring overall grant management and compliance oversight. (2023 - Present)

**Florida Disaster Recovery Oversight & Monitoring – CDBG-DR. Tallahassee, FL. Assistant Program Manager.** As a subconsultant to Horne, LLP, CSRS was engaged to provide monitoring review and oversight services for over a billion dollars in HUD Community Development Block Grant-Disaster Recovery (CDBG-DR) funds received in response to hurricane disasters in 2016 and 2017. CSRS serves as a subcontractor to Horne, LLP, and provides senior leadership on the overall management of the scope of work, deliverables, and quality of the oversight and monitoring team. In her role, Ms. Mulford assesses program compliance with Federal, State, and local regulations and compliance with the terms and conditions identified in program agreements. Mulford analyzes program documentation and conducts interviews with key program personnel to identify any areas of non-compliance and provide technical assistance as necessary. (2022 - Present)

**Victoria County ARPA Grant Administration. Victoria, TX. Program Director.** CSRS provides grant administration to ensure compliance with the US Department of the Treasury requirements associated with ARPA grant compliance. Ms. Mulford currently serves as the program director for Victoria County's American Rescue Plan Grants Management contract. In that role, she serves as the day-to-day administrator and point of contact for Victoria County's American Rescue Plan Grants Management. This includes overseeing program stand-up, long-term compliance, and policy decisional support. Victoria County is



## Kayla Mulford

**ROLE ON PROJECT:** PROJECT MANAGER

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**ADDRESS.** 1304 Enterprise Blvd., Ste. B, Lake Charles, LA 70501

### RELEVANT AND RELATED EXPERIENCE CONTINUED

currently administering approximately \$17 million in US Treasury State and Local Fiscal Recovery Funds. (2022 - Present)

**CDBG-DR Multi-Family Housing Development Programs (Prime 2). Baton Rouge, LA. Program Manager.** Ms. Mulford serves as the program manager for a CDBG Grants Management contract with Louisiana Housing Corporation. In her role, she provides guidance and support in the development and implementation of the CDBG-DR Monitoring Plan, to include policies and procedures, schedules, roles and responsibilities, templates, and checklists. Ms. Mulford also engages with client program staff to deliver compliance and advisory guidance in an effort to ensure CDBG-DR funds and activities are being used appropriately in compliance with statutory and regulatory requirements and to prevent fraud, waste, and abuse. Ms. Mulford's guidance assists Louisiana Housing Corporation in determining if the complex universe of programs within LHC is operating efficiently and effectively while also identifying any compliance issues or areas that could benefit from training or technical assistance. (2022 - Present)

**Jefferson Parish CDBG-DR Grant Management. Jefferson Parish, LA. Senior Grant Manager.** Ms. Mulford serves as Senior Grant Manager and is accountable for providing comprehensive technical and professional services to supervise and manage sub-recipient allocation of approximately \$30.1 million for disaster recovery efforts in response to the 2020 and 2021 disasters that affected the area. Her responsibilities encompass overseeing the application of eligible projects under the Hometown Revitalization Program and the Resilient Communities Infrastructure Program, which will be submitted to the LA Office of Community Development (OCD) for approval. She also manages grant compliance oversight and ensures that all requirements are met. (2022 - Present)

**East Baton Rouge Parish Housing Authority (EBRPHA) Grants Management. East Baton Rouge Parish, LA. Program Director.** CSRS is providing technical and professional services to assist the EBRPHA in identifying and obtaining infrastructure, housing, construction, and/or other related investments and funding in connection with the EBRPHA Master Plan. In her capacity as Program Director, Mulford fosters positive and transparent client relationships. Manages client expectations throughout the project life cycle by recording the overall goals of the relationship, project-specific objectives, a detailed timeline, and an outline of deliverables. Mulford interprets FEMA, HUD, and other federal agencies' policies and procedures as applicable and provides recommendations to the project and grants management staff. She directly interfaces with FEMA, GOHSEP, HUD, OCD, and any other appropriate funding agency officials to provide accurate status updates on projects, discuss eligibility issues, and coordinate the evaluation of grant/project scope as needed. (2022 - Present)



## Matthew Martinec, AICP

**ROLE ON PROJECT:** SENIOR PLANNER

**PHONE.** (225) 769-0546 | **EMAIL.** matthew.martinec@csrsinc.com

**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### FIRM: CSRS, LLC

#### EDUCATION

- MS, Community and Regional Planning, University of Texas at Austin, 2014
- MA, Economics–International Development, The American University in Cairo, 2011
- BBA, Economics, Texas Tech University, 2008

#### TRAINING & CERTIFICATIONS

- Certified Planner, American Institute of Certified Planners (AICP), License No. 34247

#### PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Planners
- American Planning Association

#### AREAS OF EXPERTISE

- Comprehensive Planning
- Code Writing and Administration
- Land Development Regulations
- Capital Projects, Project Positioning
- Federal and State Funding Opportunities, Intergovernmental Affairs
- Municipal Governance
- Resilience and Sustainability
- Green Infrastructure Implementation
- Land Use Planning

#### YEARS OF EXPERIENCE

With Firm: 2      Total: 15

Mr. Martinec serves as the Planning and Government Senior Advisor for CSRS. Leveraging his extensive experience in major planning, policy, project positioning, and implementation, Martinec proves he is adept at building capacity with an emphasis on resilience and sustainability. He has served as Director of Planning for the City of Gretna where he acquired a history of planning capacity, initiating, and implementing the community's first major planning efforts, rewriting land development regulations, and supporting public sector investment to leverage stronger community planning outcomes, all with an emphasis on building capacity around resilience and sustainability.

#### RELEVANT AND RELATED EXPERIENCE

##### **Jefferson Parish Disaster Management Services. Jefferson Parish, LA.**

**Program Director.** In the aftermath of historic Category 4 Hurricane Ida in August 2021, Jefferson Parish engaged CSRS to provide broad-based support to facilitate federal funding application and reimbursement for approximately \$150 million in response and recovery expenditures and to provide guidance and oversight of recovery processes to ensure federal regulatory and programmatic compliance. Mr. Martinec manages all the non-FEMA Public Assistance Work associated with Jefferson Parish's long-term recovery, including, but not limited to planning and technical advisory related to US Treasury State and Local Fiscal Recovery Funds, CDBG-DR, HMGP, FEMA non-disaster, and the various programs emerging from the Infrastructure Investment and Jobs Act. Mr. Martinec and the CSRS team are creating a Strategic Recovery Plan for the Parish to identify recovery priorities and support funding opportunities for recovery efforts. To date, Mr. Martinec has coordinated the submission of multiple nationally competitive grant applications totaling over \$350 million on behalf of Jefferson Parish and worked with State and Federal agencies to ensure that their post-disaster recovery programs are aligned with Jefferson Parish's long-term recovery needs. Most recently, Mr. Martinec and his team developed a transportation and infrastructure application for the Parish for the FY2022 MEGA grant for nationally significant freight and highway projects. (2021 - Present)

##### **City of Baton Rouge – East Baton Rouge Parish American Rescue Plan Act Program. Baton Rouge, LA. Program Director**

- Mr. Martinec oversees all grant management activities for the City-Parish's \$167 million American Rescue Plan Act, State and Local Fiscal Recovery Fund Award. In this role, Mr. Martinec is responsible for ensuring all award compliance with the U.S. Treasury Final Rule and Code of Federal Regulations. (2022 – Present)

##### **State of Louisiana, US Treasury Emergency Rental Assistance Program.**

**Baton Rouge, LA. Senior Grants Manager.** Mr. Martinec assists in directing program activities related to the State's \$160 million COVID-19 rental assistance program. He serves as deputy to the program director and coordinates oversight of approximately 30 Case Managers and 30 Intake Specialists. (2021)





## Matthew Martinec, AICP

**ROLE ON PROJECT:** SENIOR PLANNER

**PHONE.** (225) 769-0546 | **EMAIL.** matthew.martinec@csrsinc.com

**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**City of Midland Disaster Recovery Grant Services. Midland, MI. Project Manager.** Mr. Martinec supports the City with FEMA disaster grants stemming from the May 2020 Dam Collapse on the Tittabawassee River, including a proposed buyout program directed at properties within or near the 100-year floodplain. (2021)

**Workforce Housing Development. Greater New Orleans, LA. Development Advisor.** Mr. Martinec provides advisory services related to a \$40 million workforce housing and mixed-use development, including support on P3 deal structuring, low impact design integration, entitlements, and political communications. (2021)

**England Airpark Development Advisory Services. Alexandria, LA. Project Manager.** Mr. Martinec provides real estate development and planning advisory services to the decommissioned air force base, focusing on new housing development and quality-of-life improvements that support desired economic development outcomes. (2021)

**Baton Rouge Area Chamber Regional Opportunity Zone Prospectus. Baton Rouge, LA. Project Manager.** Mr. Martinec manages the development of a regional opportunity zone prospectus for eight parishes in the Capital Area Region, including identification of priority sites, overlapping economic development incentives, plan and policy alignment and site prototyping. (2021)

**Point Coupee Parish Advisory Services. Greater Baton Rouge, LA. Subject Matter Expert.** Mr. Martinec drafted the Parish's first land development ordinance to introduce basic land use controls and design standards. (2021)



## Shaun Sherrow, PE, PMP

**ROLE ON PROJECT:** SENIOR ENGINEER

**PHONE.** (225) 769-0546 | **EMAIL.** shaun.sherrow@csrsinc.com

**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### FIRM: CSRS, LLC

#### EDUCATION

- Bachelor of Science, Civil Engineering, University of Kentucky, 2002

#### TRAINING & CERTIFICATIONS

- 2007, Professional Engineer, Civil, LA License # 33651
- 2015, Professional Engineer, Civil, TX License # 117817
- 2013, Project Management Professional, 1643127

#### PROFESSIONAL MEMBERSHIPS

- Louisiana Engineering Society (served as President-Elect and President)

#### AREAS OF EXPERTISE

- Flood Plain Mitigation Analysis
- Hydraulics Design and Modeling
- Hydrology Modeling
- Permitting
- Project Management
- Project Scheduling
- Roadway
- Third-Party Reviewer

#### YEARS OF EXPERIENCE

With Firm: 18      Total: 21

Shaun Sherrow is a licensed civil engineer with over two decades of civil engineering experience in designing, reviewing, and managing multiple projects for both the public and private sectors. His project work includes roadways, drainage, and land development projects. Most of Sherrow's professional experience required him to serve as a construction plan reviewer and project manager for private and public sector projects.

This dual role has accelerated his professional experience through his involvement in all stages of projects, including conceptual design, cost estimating, final design, bid document preparation, public bidding, permitting, utility coordination, and construction administration.

### RELEVANT AND RELATED EXPERIENCE

#### **BR (DTD) Program Management/Staff Augmentation Services Storm Drainage Maintenance and Repair Program. East Baton Rouge Parish, LA. Project Manager.**

City-Parish of East Baton Rouge has engaged CSRS for the initial Program Management role of formulating and initiating a drainage maintenance program to spend \$ 19.3 M in funding from the American Rescue Plan for a variety of immediate action drainage projects within the Parish. CSRS will be initiating all necessary scoping/prioritization of projects, construction budgets, environmental permitting, right-of-way research, determination of construction access points, GIS sorting of drainage complaints, and assistance with the strategy and initial procurement of engineering and construction contracts. Mr. Sherrow is responsible for bidding and contracting strategy. (2021-Present)

#### **MOVEBR Transportation Improvements Program. East Baton Rouge Parish, LA. Operations Lead/H&H Reviewer.**

CSRS was selected to provide program management services for the new capacity component of the \$1.1B Transportation Program. Mr. Sherrow is responsible for H&H reviews, proposals, program cash flow, scheduling, alternative funding tracking, other program operational items. Mr. Sherrow leads the Capacity team in Program Management Plan updates. (2019-present)

#### **Green Light Plan Road Improvements Program. Baton Rouge, LA. Project Manager.**

Mr. Sherrow served as the program's Hydrology and Hydraulics Reviewer and Project Manager for approximately 10 of the 42 roadway projects. His project management role with the program has required extensive involvement in the conceptual design phase, public input process and construction management of each project. As the Hydrology and Hydraulics Reviewer within the Green Light Plan, Mr. Sherrow has gained extensive experience in analyzing projects. Through thorough analysis, Mr. Sherrow confirms not only conformance with minimum drainage design requirements, but also identifies possible alternatives to the design that may reduce overall costs, minimize right of way impacts, limit adverse drainage impacts, and



## Shaun Sherrow, PE, PMP

**ROLE ON PROJECT:** SENIOR ENGINEER

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**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### RELEVANT AND RELATED EXPERIENCE CONTINUED

ease construction efforts. The Project Manager role required Mr. Sherrow to manage design firms, coordinate permitting requirements, prepare specifications, manage public bid process, and provide project scheduling. (2007 – 2017)

**Ascension Parish Engineering Review Agency. Ascension Parish, LA. Project Manager.** CSRS was retained by the Ascension Parish Planning Commission to provide project management and engineering reviewing services to help them keep up with the development boom that started in 2004. Mr. Sherrow provided administrative and technical reviews of all traffic studies, drainage studies, preliminary and final plats, and construction plans for all subdivisions. Also, he tracked and conducted final inspections; organized and led pre-construction meetings; and conducted routine field inspections. In addition, CSRS reviews and approves maintenance bond amounts, reviews and provides recommendations for contract agreements, reviews and provides recommendations for changes to current Parish schedule of development fees. CSRS also coordinates with Parish staff to develop a detailed workflow for the development plan review process, and creates all necessary documents, forms, reports, and templates necessary to perform development plan reviews. CSRS is essentially responsible for any task requested by the Planning Commission related to land development within Ascension Parish, including assisting the Parish with their sanitary sewer policies and specifications. As the ERA, CSRS staff members attend Planning Commission meetings and work closely with Parish staff. Additionally, Mr. Sherrow reviewed hundreds of site plans for commercial permit applications and developed construction monitoring procedures for private and public developments, from early concept design approvals through construction and post-warranty inspections. (2005 – 08) and (2016 - Present)

**Ascension Parish Floodplain Management. Ascension Parish, LA. Project Manager.** East Ascension Consolidated Gravity District #1 sought the Services of a professional consultant to implement a parish-wide Floodplain Management Plan. CSRS, as a subconsultant to HNTB, is responsible for research, data collection, review and assessment of all documentation related to Ascension Parish's flooding history. We are tasked with data collection, risk assessments, floodplain recommendations and implementation strategies. (2017 – Present)

**Ascension Parish Lanes for Change Transportation Improvements Program. Ascension Parish, LA. Project Manager.** Mr. Sherrow assisted the program team in developing a capital program aimed at reducing traffic congestion in Ascension Parish. While the voters ultimately defeated the proposition, the Parish has a sound roadmap for the most comprehensive way to address traffic congestion throughout the Parish when funds become available. The efforts involved developing funding strategies, cash flow modeling, and regional impact analysis to determine the most effective projects and how the timing of each project impacted adjacent areas. (2011 – 12)

**City of Central Recovery Management. Central, LA. Project Manager III.** The City of Central hired CSRS to guide funding and management decisions to expedite disaster relief funding for the 1,000-year flood that catastrophically impacted the City in August 2016. Mr. Sherrow served as the day-to-day principal point of contact for the Contractor and to assure that Contractor personnel are performing within the contract scope of services. He executed all task orders and ensured that all deliverables are produced. (2016 – Present)



## Ross Kahn, AICP, LEED AP BD+C

**ROLE ON PROJECT:** PLANNER

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**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### FIRM: CSRS, LLC

#### EDUCATION

- MRP, Climate Change, Hazards, and Green Infrastructure, University of Massachusetts Amherst, 2016
- BS, Environmental Design/Sustainable Community Development, University of Massachusetts Amherst, 2015

#### TRAINING & CERTIFICATIONS

- American Institute of Certified Planners (AICP), 2020
- LEED AP BD+C, US Green Building Council, 2017
- TxDOT Precertification, TxDOT, Categories 1.3.1 and 1.4.1

#### PROFESSIONAL MEMBERSHIPS

- Greater Dallas Planning Council, Board of Directors
- American Planning Association, Texas Chapter

#### AREAS OF EXPERTISE

- Zoning
- Transportation Planning
- Traffic Management
- Code Parking Analyses
- Traffic Engineering
- Access Management
- Benefit-Cost Analysis
- Grant Applications
- AutoCAD
- MicroStation
- Traffic Analysis
- Synchro
- Master Planning

#### YEARS OF EXPERIENCE

With Firm: 1

Total: 8

Mr. Kahn has completed planning and engineering studies for architects, zoning consultants, developers, engineers, state agencies, and city staff. Some examples of projects are conducting Traffic Impact Analyses (TIA) for municipalities to determine the effects of future developments on the surrounding transportation network and identifying appropriate mitigation measures to improve future traffic flow and compiling historical crash data for roadway segments to determine what design modifications could be made considering crash trends and how the overall safety of traffic operations could be improved. Mr. Kahn has developed construction phase traffic routes and traffic projections for the Gron plant along LA 1 in West Baton Rouge Parish, reviewed and provided feedback on sub-consultant-completed traffic studies as part of the Calcasieu Parish Transportation Initiative (CPTI), and completed access management and median closure analysis for a several-mile segment of US 61 in Ascension Parish for conceptual streetscape improvements (IJA).

#### RELEVANT AND RELATED EXPERIENCE

**TxDOT Transportation Alternatives Application. Statewide, TX. Transportation Planning Lead.** The Texas Department of Transportation (TxDOT) launched their 2023 Transportation Alternatives Set-aside (TA) Call for Projects Program in November of 2022. Mr. Kahn assisted several communities in Texas with preparing a 3-page preliminary application which included drafting the technical based scope of work for projects, estimating costs, and creating maps. These preliminary applications were due January 27, 2023. Following notice from TxDOT that applications were accepted, Kahn continued to assist the communities by participating in calls with TxDOT District offices as the next stage of applications commences in early April 2023. He continues to help the clients listed with application support. (2023 - Present)

**Grön Fuels Renewable Diesel Refinery. West Baton Rouge Parish, LA. Transportation Planner.** Grön Fuels, LLC is a new \$9.2 billion renewable fuels complex in West Baton Rouge Parish, Louisiana. Mr. Kahn completed traffic operational analyses for the future Gron plant along LA 1. This was completed utilizing PTV Vistro and Highway Capacity Software (HCS) software. Analyses consisted of construction phase truck routing and developing traffic projections for non-related site traffic known as background traffic. Like the construction phase truck routing, routing using the projected background traffic volumes was established for each of the construction phases appropriately. (2022 - Present)

**Lafayette Consolidate Government Streetscapes and Intersection Improvements. Lafayette Parish, LA. Transportation Planning Lead.** Lafayette Consolidated Government has contracted CSRS, LLC to perform conceptual studies, engineering design, and surveys on six major streets and intersections to serve as a catalyst for future development and community investment. Mr. Kahn developed conceptals for recommended streetscape improvements for four corridors and two intersections within the city limits of Lafayette.





## Ross Kahn, AICP, LEED AP BD+C

**ROLE ON PROJECT:** PLANNER

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### RELEVANT AND RELATED EXPERIENCE CONTINUED

Completion of the project mirrored the goals established in the City's Bicycle and Pedestrian Master Plan. (2022 - Present)

**Move Ascension Transportation Initiative, HNTB Corporation. Ascension Parish, LA. Transportation Planning**

**Lead.** As a sub-consultant contracted by HNTB, CSRS is involved in the Move Ascension Initiative, a multi-million dollar transportation improvement program aimed at safely moving traffic within Ascension Parish. CSRS is responsible for providing comprehensive Right-of-Way services to the Ascension Parish Government, including project management and administration, as well as title research and preparation of Legal Descriptions. Mr. Kahn evaluated numerous median openings along US 61 between LA 427 and LA 30 in Ascension Parish. These openings were analyzed for their functional and operational use to determine if any improvements were necessary or could be made to improve the safety and operations of the corridor. In addition to collecting peak hour traffic volumes, this analysis required pulling crash data at these locations from the Louisiana Department of Transportation (LADOTD) crash database, reading through the crash reports, and determining which crashes resulted from the median openings. Kahn developed recommendations on whether the existing median opening should remain, be removed, or remain with improvements to mitigate crash trends specific to each median opening. (2022 - Present)

**Calcasieu Parish Transportation Initiative, Calcasieu Parish Police Jury (CPPJ). Calcasieu Parish, LA. Transportation**

**Planning Lead.** The Calcasieu Parish Policy Jury's Calcasieu Parish Transportation Initiative is a comprehensive transportation improvement program to environmentally permit, design, and construct transportation improvements on five designated state routes. CSRS is currently responsible for the program management, monitoring, and control of design and construction activities. Mr. Kahn has reviewed Calcasieu Parish Transportation Initiative (CPTI) traffic engineering studies completed by other consultants ensuring they comply with the guidelines and include the necessary information stipulated in the Louisiana Department of Transportation and Development (LADOTD) Traffic Engineering Process and Report (TEPR) requirements. (2022 - Present)

**Destrehan Avenue Mobility Improvements Project, Jefferson Parish Government. Jefferson Parish, LA. Transportation**

**Planning Lead.** Mr. Kahn developed a Benefit-Cost Analysis (BCA) for the Destrehan Avenue Mobility Improvements Project in Jefferson Parish. This project aims to transform this corridor into a multi-transit Avenue that provides safer conditions for non-vehicular users while improving community connectivity for dislocated low to moderate-income neighborhoods. Kahn evaluated the project's cost-effectiveness and whether the expected benefits justify the costs. In doing so, Mr. Kahn developed the BCA under the methodology and guidelines outlined in the 2022 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Program Notice of Funding Opportunity (NOFO). (2019 - 2022)



## Linda Watts

**ROLE ON PROJECT:** GRANT MANAGEMENT SPECIALIST

**PHONE.** (417) 425-5110 | **EMAIL.** linda.watts@csrsinc.com

**ADDRESS.** 209 West Vermilion Street, Lafayette, LA 70501

### FIRM: CSRS, LLC

#### EDUCATION

- High School Degree

#### TRAINING & CERTIFICATIONS

- ArcGIS9 / ArcGIS9 Spatial Analysis, Environmental Research Institute
- Microsoft applications training, New Horizons Computer Learning Center, Springfield, MO

#### AREAS OF EXPERTISE

- FEMA Public Assistance
- Disaster Recovery Grants Management
- Emergency Management
- Disaster Recovery
- Financial Reconciliation
- Construction Management

#### YEARS OF EXPERIENCE

With Firm: 1      Total: 14

Ms. Watts' experience spanning 14 years includes roles as a project representative for multiple declared disasters, FEMA Public Assistance (PA) grants management, mitigation grant writing, and project management. Watts has acquired a thorough understanding of the full grant cycle from cradle to grave, including experience in providing technical assistance, managing closeout activities, and overseeing finance operations.

### RELEVANT AND RELATED EXPERIENCE

**City of Central Flood Recovery, Project Management and Funding Management Program. East Baton Rouge Parish, LA. Public Assistance Policy Specialist.** In her new management role with the CSRS team administering City of Central's comprehensive recovery programming, Ms. Watts is responsible for the management of the FEMA Hazard Mitigation Grant Program (HMGP) project funding valued at \$34 million for culvert and drainage improvements and related infrastructure work. Ms. Watts has oversight of all grant program compliance requirements. Additionally, Watts coordinates with federal and state key stakeholders to maintain project progress and ensure visibility for all stakeholders. (Jan. 2023 - Present)

**Lafourche Parish Fire District #3, Disaster Recovery Project Management, Grants Management and Administration. Lafourche Parish, LA. Public Assistance Policy Specialist.** CSRS was engaged by the Parish to provide program management support in the reconstruction/repair of Hurricane Ida impacted facilities and capture the eligible Category B activities/expenses. Ms. Watts provides technical assistance for the Lafourche Fire Protection District #3 in the agency's administration of its Disaster Recovery and Project Management program. Her duties include project formulation, as well as collaboration with A&E firm for processing of the complex projects for total loss consideration. (Jul. 2022 - Present)

**City of Midland, FEMA HMGP Buyout Program. Midland, MI. Public Assistance Policy Specialist.** Ms. Watts joined the CSRS team administering the FEMA Hazard Mitigation Grant Program (HMGP) Buyout for the City of Midland, which was packaged and formally submitted to the State of Michigan with a value over \$5.5 million. Watts serves as a Project Specialist for the City, and in this role, provides technical expertise on the HMGP process. She is a source of project and grant management support for Midland through her collaboration with the State, Federal, and A&E firms to assist with the complex documentation for Total Loss Consideration and Advanced Environmental Review Requests. (Jul. 2022 - Present)



## Tessa Hartley

**ROLE ON PROJECT:** GRANT WRITER

**PHONE.** (833) 523-2526 | **EMAIL.** tessa.hartley@csrsinc.com

**ADDRESS.** 935 Gravier St., Ste. 1650, New Orleans, LA 70112

### FIRM: CSRS, LLC

#### EDUCATION

- MS, Human Geography, Specialization in Urban Geography, University of Amsterdam, 2020
- BA, Cultural Geography, Gallatin School of Individualized Study, 2013

#### AREAS OF EXPERTISE

- Grants Management
- Disaster Recovery
- SPSS
- Community Outreach & Engagement
- Stata
- Federal Requirements and Compliance Management
- Adobe Photoshop Lightroom & InDesign
- Data Analysis and Regression Modeling
- Multi-Lingual Proficiency
- Archival Research
- ArcGIS
- Microsoft Word & Excel
- Needs Assessment
- Business Development
- Document Analysis

#### YEARS OF EXPERIENCE

With Firm: <1      Total: 10

Ms. Hartley brings nearly a decade of experience in CDBG-DR Action Plan data collection and analysis, project management, grant writing, housing policy, urban and community planning, research, and community outreach. In addition to her technical skills, she is goal-driven and passionate about helping communities deliver meaningful and efficient post- and pre-disaster services. Ms. Hartley is a great communicator with meticulous attention to detail, known as a strategic problem-solver with a track record for leveraging big data to deliver thoughtful, actionable solutions.

#### RELEVANT AND RELATED EXPERIENCE

##### **Jefferson Parish Disaster Management Services. Gretna, LA. Grants**

**Specialist.** In the aftermath of historic Category 4 Hurricane Ida in August 2021, Jefferson Parish engaged CSRS to provide broad-based support to facilitate federal funding application and reimbursement for approximately \$150 million in response and recovery expenditures and to provide guidance and oversight of recovery processes to ensure federal regulatory and programmatic compliance. Ms. Harley guides the Parish regarding federal funding streams through written briefs and memorandum. (2022 - Present)

##### **Baton Rouge General Expression of Interest for US Department of Veterans Affairs. East Baton Rouge Parish, LA. Project Manager.**

Ms. Hartley has coordinated submitting a proposal for a new business opportunity on behalf of clients at Baton Rouge General Hospital. She develops materials and liaises between clients and subject matter experts in this role. (2022 - Present)

##### **Terrebonne CDBG Recovery Planning. Houma, LA. Planner.**

CSRS is serving as the head consultant on a strategic recovery plan for Terrebonne Parish with the goal to develop a more resilient, sustainable, and economically competitive parish. Ms. Hartley supports Terrebonne Parish in developing its Main Street Revitalization Plan. Presently, she is making recommendations for streetscape and policy interventions to stimulate the economy of downtown Houma. Hartley assists in developing the Long-Term Recovery Plan, establishing project prioritization criteria, and advising on federal grant opportunities. She is responsible for developing procurement documents, including the Notices of Funding Opportunities for the Parish's Department of Housing & Human Services. (2022 - Present)



## Trenton Miller, EI

**ROLE ON PROJECT:** ENGINEER ANALYST

**PHONE.** (833) 523-2526 | **EMAIL.** trenton.miller@csrsinc.com

**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### FIRM: CSRS, LLC

#### EDUCATION

- BS, Civil Engineering, Minor: Spanish, Louisiana State University, 2019

#### TRAINING & CERTIFICATIONS

- Engineer Intern, Louisiana, License No. EI.003477, 2021

#### PROFESSIONAL MEMBERSHIPS

- ACWI
- ACI

#### AREAS OF EXPERTISE

- Dual Language Proficiency
- Storm Drainage Design
- HydroCAD
- Site Design
- Autodesk
- Civil Engineering
- Plan Production
- QA/QC
- Hydroflow
- Scheduling
- HEC-RAS
- Subdivision Design

#### YEARS OF EXPERIENCE

With Firm: 2      Total: 4

Mr. Miller is a 2019 Civil Engineering graduate from Louisiana State University. He has gained more than three years of professional engineering experience, including residential and commercial development, drainage analysis, cost estimating, permitting, utility coordination, construction administration, and AutoCAD Civil 3D. Mr. Miller works closely with the senior engineering staff to produce construction documents and engineering reports for various projects.

### RELEVANT AND RELATED EXPERIENCE

#### **Cypress at Ardendale, EBRPHA Development 3, LP. Baton Rouge, LA.**

**Project Manager.** Cypress at Ardendale is a 44-acre multi-phase community development project that includes public roadways, multi-family housing, a community center, parks, lakes, and wetlands. The project's scope includes master planning, project management and coordination with the United States Army Corps of Engineers (USACE), three phases of public roadways, four phases of multi-family housing, topographic surveys, and construction administration. Mr. Miller has worked as the project manager for this project, overseeing agency and engineering design team coordination, master drainage analysis, public roadway and private site plan production, permitting, and construction administration. (2022 - Present)

#### **Heritage Crossing Mixed-Use Development, DD Construction of Louisiana, LLC. Ascension Parish, LA. Project Manager.**

The Heritage Crossing development will consist of approximately 102.99 acres of residential, commercial, and entertainment developments. The site has public right-of-way access from both LA 30 & LA 44 and consists of approximately 7,360 L.F. of new public roadways, and contains approximately 29 lots. CSRS is responsible for all civil site work for this development. Mr. Miller is the project manager for two commercial projects: Bronier Salon and Settoon Office. The project scopes include schematic design, plan preparation, utility coordination, drainage analysis, agency coordination, and construction administration. Mr. Miller is responsible for plan production, project forecasting, storm drain analysis, and construction administration. (2022 - Present)

#### **Long Farm Village Project Management and Master Planning Services,**

**Long Farm Development, LLC. Baton Rouge, LA. Engineer Intern II.** Long Farm Development LLC hired CSRS as the Project Manager, Land Planner, Surveyor, and Engineer for the Long Farm Village Traditional Neighborhood Development. This 237-acre multi-phase development includes residential, commercial/retail, parks, lakes, and dry retention areas. Mr. Miller provides support with surface and drainage network modeling, plan production, and drainage analysis. (2022 - Present)

**Clairmont Subdivision Phase II. Zachary, LA. Project Manager.** The Clairmont Subdivision Phase II is a 56-lot residential neighborhood. Mr. Miller oversees construction administration by organizing utility coordination, monitoring





## Trenton Miller, EI

**ROLE ON PROJECT:** ENGINEER ANALYST

**PHONE.** (833) 523-2526 | **EMAIL.** trenton.miller@csrsinc.com

**ADDRESS.** 8555 United Plaza Blvd., Suite 100, Baton Rouge, LA 70809

### RELEVANT AND RELATED EXPERIENCE CONTINUED

construction completion, and project closeout. (2022 - Present)

**Our Lady of the Lake Franciscan University, New Student Center, Coleman Partners Architects. East Baton Rouge Parish, LA. Engineer Intern II.** The Franciscan University New Student Center is a multi-level medical college. This project included demolishing the existing structure and the production of construction plans. Mr. Miller assisted with plan production, including grading and drainage analysis, utility coordination, and agency coordination. Mr. Miller also oversees the project's construction administration by addressing conflicts during construction and assisting contractors with project completion. (2021 - 2022)



## Matthew Daniels

**ROLE ON PROJECT:** DAMAGE ESTIMATOR

**PHONE.** (706) 799-4960 | **EMAIL.** matt.daniels@csrsinc.com

**ADDRESS.** 1304 Enterprise Blvd., Suite B, Lake Charles, Louisiana

### FIRM: CSRS, LLC

#### EDUCATION

- BSCE, Civil Engineering, University of North Dakota, 2016-19

#### PROFESSIONAL MEMBERSHIPS

- Columbia County GA Emergency Management, Certified emergency response team member, June 2017 - Present

#### AREAS OF EXPERTISE

- Insurance Claims Consulting
- Emergency Management
- Program Management
- Disaster Response
- Damage Assessment
- Data Analysis
- Quality Assurance / Quality Control
- Crisis Management
- Contingency Planning
- Risk Assessment & Management
- Corporate Training
- Licensed Realtor

#### YEARS OF EXPERIENCE

With Firm: 6      Total: 18

Mr. Daniels is a seasoned storm recovery professional drawing experience from over ten years in working across a range of public and private fields, including insurance adjusting, CDBG-DR Damage Assessments, QA/QC review, building consulting, restoration, estimating, and public adjusting. Early on in his career, Daniels pivoted from fieldwork to a training focus. He formed a partnership with AdjusterPro, the top pre-licensing adjuster company in the country.

Mr. Daniels' is proficient in residential building code and the construction workflow, with seven years of CDBG Recovery experience. He demonstrates program management, quality control, leadership, inspecting, estimating, and training abilities.

#### RELEVANT AND RELATED EXPERIENCE

**Florida Housing Repair & Replacement Program – Hurricane Irma. Statewide, FL. Subject Matter Expert.** Mr. Daniels performing Quality Control and Quality Assurance reviews for the Florida Department of Economic Opportunity (FDEO). These reviews were to ensure compliance with Standard Operating Procedures (SOP) and FEMA Regulations and Guidelines. Additional duties have included training of other reviewers, regular reporting on errors and patterns, and full reviews of policies and procedures to ensure client is informed and protected from any potential auditing pitfalls. (May 2020-Present)

**Property Claim Consulting. Augusta, GA. CEO/Founder.** Mr. Daniels leveraged his experience with public adjusting, disaster recovery, and inspection technology. His team (3D Inspecting) consists of subject matter experts specializing in drone inspecting, 3D scanning and modeling, LiDAR mapping, and most technology assisted or required inspection procedures. (Apr. 2017 – Present)

**Puerto Rico** – Mr. Daniels is a trainer, inspector, and estimator for CDBG Recovery Program R3. Has experience training inspectors, assisting estimators, and writing accurate and program specific estimates to ensure accurate grant handling.

**New Jersey** - Inspection Auditor for a supplemental grant fund for the ReNew Jersey Stronger project. On this project, damage assessors were challenged to be resourceful and aid project management on solidifying standard operating procedures.

**Louisiana** – Mr. Daniel's team served as a sub-contractor to manage, recruit, train and quality control damage assessments on the Restore Louisiana project. This experience solidified project management skills, training ability, and motivational leadership experience.

**Puerto Rico** – Mr. Daniels was hired as a Field Manager, leading inspection team to project success. Additionally, hired to provide knowledge and ability with inspection technology, drone systems, 3D scanners, and LiDAR mapping.



## Matthew Daniels

**ROLE ON PROJECT:** DAMAGE ESTIMATOR

**PHONE.** (706) 799-4960 | **EMAIL.** matt.daniels@csrsinc.com

**ADDRESS.** 1304 Enterprise Blvd., Suite B, Lake Charles, Louisiana

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**WORLEY. Nationwide. Claims Adjuster/Damage Assessor/Inspector.** Worley's government services division comprised of large loss inspecting and estimating abilities as most estimates were over \$100,000. Mr. Daniels applied his knowledge of residential building code, leadership skills, and project management knowledge to deliver results for his clients. (Feb. 2013-Mar. 2017)

**New York** – Served as final inspector responsible for ensuring program applicants appropriately utilized government funding for home repairs after Super Storm Sandy. Obtained ICC residential code certifications and utilized this training as an inspection leader on program. Attended inspections with final inspectors and ensured code compliance for State's Community Development Block Grant (CDBG) program.

**New Jersey** – Served as damage assessor, trainer, and quality control specialist on the New Jersey RREM Program after Super Storm Sandy.

**EA Renfree, Catastrophic Response Operations. Nationwide. Claims Adjuster.** Operated as a ground helper on a Two-story steep team. Gained experience in customer service, ECS, Xactimate, CAT operations. Handled Hail claims, Sewer and drain claims, and wind claims. CAT manager and team lead both recommended future field position. (Nov. 2013-Jan. 2014)



## Valarie Freeman

**ROLE ON PROJECT:** PROJECT COORDINATOR/ADMINISTRATIVE ASSISTANT

**PHONE.** (833) 523-2526 | **EMAIL.** valarie.freeman@csrsinc.com

**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### FIRM: CSRS, LLC

#### EDUCATION

- AB, Computer Business Administration, American Trades Institute Career Training, 1991

#### AREAS OF EXPERTISE

- Handling Proprietary Information
- Document Maintenance
- Environmental Services
- Schedule Management
- MS Office 365
- Office Management
- Invoice Processing & Billing
- Organizational Skills

#### YEARS OF EXPERIENCE

With Firm: <1      Total: 32

Ms. Freeman performs administrative and project coordinator functions for the CSRS Dallas office. She assists project managers in maintaining project documentation, preparing project reports, and other clerical-type duties required throughout a project's lifecycle. Ms. Freeman is detail-oriented and uses exceptional communication skills to interact with clients and provide the highest-quality service. She multi-tasks and prioritizes to meet schedule deadlines. Ms. Freeman's expertise lies in her ability to synthesize and communicate complex ideas, understand client needs, and efficiently deliver assistance in whatever way it is needed.

#### RELEVANT AND RELATED EXPERIENCE

**Dallas Independent School District 2020 Bond Program, McKissack & McKissack. Dallas, TX. Project Controls Coordinator.** Ms. Freeman plays a crucial role in the Dallas Independent School District (DISD) project, working closely with the Program Director and Project Managers to ensure the smooth operations of the DISD 2020 Bond Program project. Her responsibilities include managing the day-to-day activities related to each of the 25 schools involved in the project. She provides timely and reliable analysis of performance and status measures, offering valuable insights. Ms. Freeman offers direct support to the Program Manager and Project Managers, participating in weekly project reviews and updates. She handles the invoice review process for architects and contractors, obtaining necessary approvals and coordinating payments. Additionally, she assists with labor and AP transfers, performs financial reviews, and maintains cost tracking reports to monitor budgets. Ms. Freeman is also responsible for reviewing and monitoring budgets, providing weekly financial updates to the management team. She prepares project financial documents, procurement forms for subcontract initiation, and assists with project documentation and the preparation of requisitions and purchase orders. In her role, Ms. Freeman utilizes a range of software applications, including Microsoft, Trello, SharePoint, Powerbi, and DocuSign, to facilitate her tasks effectively. (2022 - Present)

**Steward Health Care. Richardson, TX. Front Office Coordinator.** As the Front Office Coordinator at Steward Health Care, Ms. Freeman was responsible for various tasks. She served as the main point-of-contact for all facilities issues; handled requisition, stock and maintained facility supplies, furniture, appliances, equipment, etc.; handled all facility, janitorial, and security inspections; and coordinated facility safety drills and related processes (i.e., fire, storm, emergency). Ms. Freeman processed all mail pick-up and deliveries for each facility location and coordinated all facility contacts to ensure they were handled appropriately. She was responsible for the issuance of all access badges and maintained a database of all related changes, modifications, additions and deletions. (2021 - 2022)





## Valarie Freeman

**ROLE ON PROJECT:** PROJECT COORDINATOR/ADMINISTRATIVE ASSISTANT

**PHONE.** (833) 523-2526 | **EMAIL.** valarie.freeman@csrsinc.com

**ADDRESS.** 15950 Dallas Pkwy, Ste. 210, Dallas, TX 75248

### RELEVANT AND RELATED EXPERIENCE CONTINUED

**Advanced Pain Solutions/North Texas Team Care Surgery Center. Mesquite, TX. Personal Assistant/HR Rep.** While employed with Advanced Pain Solutions, Ms. Freeman served as a personal assistant to Owners and Physicians, as well as a Human Resources representative. She was responsible for overall office management and directly supported Physicians Schedules. Ms. Freeman maintained HR Portals related to hiring, termination, leaves, transfers, promotions and pay increases. She was the facilitator of the New Hire On-Boarding process, which included. Benefits, Policy, and Company overviews. Additionally, Ms. Freeman was the final approver of Time Off Requests notices; she tracked attendance, attendance violations, and vacation/sick time. (2018 - 2020)

**The Medical Center of Plano. Plano, TX. Office Coordinator – EVS Department.** While working with The Medical Center of Plano, Ms. Freeman directly supported the Department Director, two Managers, and four EVS Supervisors. She was responsible for processing payroll for multiple departments for over ten years with 100% accuracy. Ms. Freeman coordinated orders for office supplies, cleaning supplies for daily usage, floor equipment and furniture needs. She served as the department head for PAR List and any other departmental needs. She received and dispatched all services calls and requests. As an HR Liaison, Ms. Freeman processed all Vendor service requests and invoices, maintained all Employee personnel files, and handled vacation requests for Payroll updates. She retained all records and information related to EVS Staff Members, including Evaluations, Counseling preparations, Education Certificates, Physician Notices, TB Testing, PTO Requests, and daily violations within their Payroll System. (2003 - 2016)



## Azzezat Sulaimon, MBA, CFE, PMP

**ROLE ON PROJECT:** GRANT SPECIALIST II

**PHONE.** (866) 361-7611 | **EMAIL.** azzezat.sulaimon@mpact-consulting.com

**ADDRESS.** 4635 Southwest Fwy, Suite 700 Houston, Texas 77027

### FIRM: MPACT

#### EDUCATION

- MBA, Accounting, University of Illinois
- MBA, International Business, University of Illinois
- B.S., Accounting, University of Illinois

#### TRAINING & CERTIFICATIONS

- Certified Fraud Examiner, Association of Certified Fraud Examiners
- Project Management Professional

#### AREAS OF EXPERTISE

- FEMA Public Assistance
- Disaster Recovery
- Finance and Accounting
- Fraud Examination
- HUD CDBG-DR
- Monitoring / Compliance
- Auditing
- Financial Management

#### YEARS OF EXPERIENCE

With Firm: 3      Total: 15

Mrs. Sulaimon possesses over 15 years of experience in Finance and Accounting in government organizations with five years managing disaster recovery programs. She has expertise in FEMA and TDEM compliance. She is a certified investigator and fraud examiner providing fraud investigation data mining and manipulation, risk management and financial reporting, investigation, and auditing. She has extensive experience in Grant Management Systems (GMS), Project Worksheets, labor compliance, eligibility, and damage assessments.

#### RELEVANT AND RELATED EXPERIENCE

##### **Fort Bend County, Houston, TX. FEMA PA Specialist / Financial Reconciliation.**

Mrs. Sulaimon reviewed and audited expenditure submissions for Fort Bend Independent school district, Missouri City and multiple local government eligibility for Force account labor, material, and equipment for COVID-19. She analyzed and prepared necessary documentation to support the formulation for COVID-19 such as invoices, timesheets, material expenditure and prepared Fort Bend expenditure worksheets. She also audited third party invoices for accuracy prior to payment and ensures the timeliness, consistency, and accuracy of all information. (2020-Present)

##### **City of Corpus Christi, Emergency Management and Disaster Recovery, Texas COVID-19 DR-4485. Corpus Christi, TX. Grant and Data Manager.**

Mrs. Sulaimon managed the data collection and dissemination of City-Wide expenditure for force account materials and equipment (COVID-19) to develop the expenditure report to meet the December 15th deadline. She identified, gathered, reviewed, substantiated and reconciled client's data for eligibility for reimbursement due to COVID-19. She assisted the City of Corpus Christi through data analysis to determine eligibility for reimbursement for COVID -19 related expenditure. She also prepared and submitted the Texas Division of Emergency Management (TDEM) Cares Act Corona Virus Relief Form (CRF) for client's material and equipment expenditure into TDEM grants management system. She identified pending documentation needed from clients for uploaded into GMS to support expenditure for TDEM. Mrs. Sulaimon also ensured the timeliness, consistency, and accuracy of all information. She maintained and tracked documentation submission via TDEM Grant Management System. (2020-2021)

##### **City of Houston (COH) Texas COVID-19 (EM – 3458/ DR 4485), Hurricane Harvey (DR-4332), Hurricane Ike (DR-1791), Memorial Day Flood in 2015 (DR-4223), and Tax Day Flood (DR-4269). Houston, TX. Grant Specialist.**

Mrs. Sulaimon managed the data collection and dissemination of City-Wide Force Account Labor (COVID-19) providing guidance and oversight to City departments in document preparation, invoices, and information to request reimbursement from FEMA. She communicated information between FEMA, TDEM and City departments, to resolve programmatic and procurement issues for compliance with FEMA policies. She managed the City-Wide Force Account Labor and Equipment cost (Harvey) which resulted in \$51M plus eligible federal



## Azzezat Sulaimon, MBA, CFE, PMP

**ROLE ON PROJECT:** GRANT SPECIALIST II

**PHONE.** (866) 361-7611 | **EMAIL.** azzezat.sulaimon@mpact-consulting.com

**ADDRESS.** 4635 Southwest Fwy, Suite 700 Houston, Texas 77027

### RELEVANT AND RELATED EXPERIENCE CONTINUED

reimbursement for City of Houston. She led the compliance, grant management and disaster recovery solutions for Hurricane Harvey and managed City of Houston Grants Portal uploads of over 600 plus project worksheets, writing more than a \$250M of Hurricane Harvey PW's. (2017-2020)

**Serco. Herndon, VA. FEMA PA Consultant.** Mrs. Sulaimon was the applicant liaison and provided status updates by facilitating regular meetings and tracking FEMA's requests. She oversaw the claims process by reviewing and validating damage details, scope of work, and costs with applicant. She coordinated transmittal of documents through FEMA, scheduled site inspections for Site Inspector Task Force Leader, and identified when expertise was needed throughout the program delivery process. She reviewed applicant data to provide FEMA recommendations for eligibility and priority of assignments. She also included information gathered during the Preliminary Damage Assessment (PDA) for assigned applicants, conducted exploratory calls, and prioritized each applicants' projects. (2020)



## Vicky Ngoie, MBA

**ROLE ON PROJECT:** GRANT SPECIALIST I

**PHONE.** (866) 361-7611 | **EMAIL.** jvngoie@mpact-consulting.com

**ADDRESS.** 4635 Southwest Fwy, Suite 700 Houston, Texas 77027

### FIRM: MPACT

#### EDUCATION

- M.B.A., Management in Organizational Leadership, University of Phoenix

#### TRAINING & CERTIFICATIONS

- G318 Hazard Mitigation Planning Certificate, Federal Emergency Management Agency

#### AREAS OF EXPERTISE

- Financial Management
- FEMA Public Assistance
- Case Management
- Project Management
- Disaster Recovery

#### YEARS OF EXPERIENCE

With Firm: 7

Total: 19

Ms. Ngoie possesses over 19 years of experience as a qualified Project Management professional in Emergency Management, with a background in FEMA Public Assistance (PA) and the Hazard Mitigation Grant Program (HMGP). Vicky has coordinated and provided technical assistance to local, state, and tribal officials with the preparation, revision, or update of mitigation plans in compliance with Federal requirements.

### RELEVANT AND RELATED EXPERIENCE

**Fort Bend County – Texas COVID-19 Pandemic Response DR 4485. Houston, TX. FEMA Public Assistance Program, Grant Management Services.** Ms. Ngoie is leading a team in identifying and reconciling data for expenditures incurred by the county due to COVID-19. These costs are reimbursable under FEMA PA for Emergency Protective Measures for Force Account Labor, Force Account Equipment and Force Account Material. She is also providing CARES Act guidance countywide for departments to exhaust all funding sources prior to FEMA PA to avoid duplication of benefits. In addition, Ms. Ngoie is guiding the County in their efforts in applying for a non-congregated shelter request. (2020-Present)

**City of Missouri City – Texas COVID-19 Pandemic Response DR 4485. Houston, TX. FEMA Public Assistance Program, Grant Management Services.** Ms. Ngoie provides COVID-19 oversight and technical assistance for Public Assistance policy, guidance, and related Federal regulations. She creates, collects, and prepares necessary documentation to support the formulation of Category B (Emergency Protective Measures) and Donated Resources Project Worksheets (PWs), such as timesheets for force account labor, equipment and material logs, flood maps, firmettes, photos, and third-party contracts and invoices. Ms. Ngoie performs a range of services, including compiling documentation, developing damages, dimensions, and descriptions, of Work and Costs in collaboration with FEMA, TDEM and Clients. She also maintains project tracking and documentation submission via the Grant Portal system. (2018)

**City of Port Arthur – Hurricane Harvey DR 4332. Houston, TX. FEMA HMGP Program, Disaster Recovery Consulting Services.** Ms. Ngoie was the Senior Financial Management specialist for the City of Port Arthur. She provided technical assistance to multiple clients for the implementation of the Hazard Mitigation Grant Program consistent with the laws, regulations, policies, and precedents. She developed draft Wind Retrofit, Drainage, Acquisition and Elevation applications while identifying pending documentations needed from clients to complete applications for State submission. (2018)





## Shawn Vangorder

**ROLE ON PROJECT:** CONSTRUCTION MANAGER

**PHONE.** (609) 703-2901 | **EMAIL.** svangorder@choiceclaims.com

**ADDRESS.** P.O. Box 831990, Richardson, TX 75083-1990

### FIRM: CHOICE

#### EDUCATION

- BS, 2014, Logistics Management, Middle Georgia State University, Eastman, GA
- BS, 2012, Flight Management, Middle Georgia State University, Eastman, GA
- AS, 2010, Information Systems Technology, Community College of the Air Force, Montgomery, AL

#### AREAS OF EXPERTISE

- Construction Estimating
- Scheduling and Permitting
- Damage Assessments
- Environmental Consulting
- Mitigation
- Quality Control
- Preconstruction / Progress / Final Inspections
- Project Management
- Disaster Recovery
- HUD compliance
- HUD Housing Quality Standards
- Cost Forecasting
- Data Management
- Production Reporting

#### YEARS OF EXPERIENCE

With Firm: 5      Total: 10

Mr. Vangorder is a 9-time combat deployed active-duty aviator who served in operations OIF, OEF, and other classified theaters of operation with the United States Air Force accruing over 3000+ flight hours. Multi-talented professional and military veteran with the ability to quickly adapt and learn new systems quickly to provide products with close attention to detail. Works closely with client management to create and maintain training processes, operating procedures, reporting documents, project forms, and solve critical issues to meet all program requirements. He is a key member in planning for startup and implementing processes for the management and field teams to ensure success without compromise. He is responsible for the creating and maintaining daily operations of CDBG-DR programs, special projects, and is the northeast division claims manager. He has performed in all positions that allows him to bring years of first-hand experience and unmatched customer service by consistently leading by example. His military training shines through by consistently hitting target goals, prioritizing time efficiently, and putting service before self.

#### RELEVANT AND RELATED EXPERIENCE

**Puerto Rico R3 Damage Assessments & Construction Management. San Juan, PR. Project Manager.** Mr. Vangorder serves as the onsite representative and is active during the project's day-to-day operations. He manages the efforts of financial, logistical, and inspector team members to produce deliverables for clients. (2019-Present).

**ReBuild Florida. Tallahassee, FL. Operations Manager.**

Mr. Vangorder manages program damage assessors/inspectors. He reviews reporting that includes scopes of work, photo reports, and sketches to comply with ReBuild Florida program policy and SOP using cost estimating tools. (2019-Present)

**Restore Louisiana. Baton Rouge, LA. Project Manager.**

Mr. Vangorder assisted with operation and administration of HUD CDBG-DR funding from Louisiana Office of Community Development – Disaster Recovery Unit's Restore Louisiana Assistance program for repair, rebuilding and reimbursement operations. Managed inspectors to track that the scope of work was being complete in accordance with the project scope and timelines and in accordance with overall program policy and procedure for the State's \$1.6 billion recovery project resulting from the March and August floods of 2016. (2017-2020)



## Jeremy Pence

**ROLE ON PROJECT:** CONSTRUCTION INSPECTOR

**PHONE.** (817) 676-4715 | **EMAIL.** jpence@choiceclaims.com

**ADDRESS.** P.O. Box 831990, Richardson, TX 75083-1990

### FIRM: CHOICE

#### EDUCATION

- High School Diploma, L.D. Bell, Fort Worth TX

#### TRAINING & CERTIFICATIONS

- TX All Lines Adjuster Certification
- HUD Certified - Housing Quality Standards
- Xactimate Certified – Highly Proficient
- Residential & Commercial Construction
- Government Recovery Services

#### AREAS OF EXPERTISE

- Damage Assessment
- Residential and Commercial Inspections
- Cost Estimating (initial, progress, and finals)
- Lead and Asbestos Inspections / Estimating
- Environmental Inspections / Estimating
- HUD HQS Inspections / Estimating
- Data and Technical Analysis
- Scheduling

#### YEARS OF EXPERIENCE

With Firm: 3

Total: 10

Mr. Pence is a Disaster Recovery Field Manager with an extensive knowledge and skill set to manage, train, and lead teams of personnel in conducting on-site damage assessments and completing residential and commercial estimates within the Community Development Block Grant – Disaster Recovery Field. He has been active in multiple CDBG - DR projects and handled multiple aspects for each program over ten years. Over this time, Pence has provided the highest quality of thousands of structural inspections and estimates for Applicants affected by a Disaster. He is an organized and meticulous investigator dedicated to cultivating efficiency, productivity, and profitability through continuous process improvement.

### RELEVANT AND RELATED EXPERIENCE

**Puerto Rico CDBG-DR Home Repair, Reconstruction, or Relocation Program, Choice Government Sector. Puerto Rico. Field Manager / Trainer.** Mr. Pence was responsible for onsite field management operations and staff training during program. Coordinated with HUD/FEMA field personnel as needed. (2019 – Present)

**Rebuild Florida, Providence Engineering. Statewide, Florida. Damage Assessor.** Mr. Pence conducted Damage Assessments to identify, document and photograph damage or loss of verifiable damage. He prepared cost estimates according to program specific guidelines and ensured that estimates were complete, well -organized and ready for review before the given deadline. Coordinated with HUD/FEMA field personnel as needed. (2019).

**Houston Homeowner Assistance Program, HGA – Hunt, Guillot & Associates. Houston, TX. Damage Assessor.** Mr. Pence prepared cost estimates and construction scopes of work according to program specific guidelines and statement of work (SOP). He reviewed completed damage assessment reports to ensure compliance with program policy and quality standards. Additionally, Mr. Pence conducted in-field damage assessment inspections. (2019).

## LITIGATION/ARBITRATION & CLAIMS HISTORY

The following list of Litigation/Arbitration & Claims History is being provided herein in response to Item 4 and Item 5. All claims listed below were filed by parties, which did not have a contract with CSRS. CSRS has never been subject to a judgment rendered by a court of law, or award rendered by an arbitration panel or mediator. Additionally, settlements, if any, that are subject to a confidentiality provision are not disclosed herein.

CAPTION	DATE LOSS OR FILING INVOLVING CSRS, INC.	BASIC CASE INFORMATION	DESCRIPTION	STATUS	OUTCOME
Larry Bigelow vs Star Concrete Pumping, Inc.	1/5/2017	No. 2018-2917, Division G, 14th JDC for Parish of Calcasieu	Personal injury accident	Plaintiff was hit by a vehicle driven by Tea Unn Conner, employee of STAR Concrete	Settled 09/15/2022
Cheryl C. Hurdle v Michael J. Major, CSRS, Inc., Travelers Indemnity Co.	3/20/2019	No: 45869, Division A, Section 18, Civil District Court for the Parish of West Baton Rouge	Personal injury accident	Michael Major was an employee in our survey department. He was driving a CSRS vehicle and rear-ended plaintiff.	Settled and Dismissed 1/13/2021
Orleans Parish School Board v Jacobs Engineering/CSRS Consortium	7/26/2019	No: 2019-7840, Division A-16, Civil District Court for the Parish of Orleans	This suit alleges fraudulent conduct by defendants' attempt to obtain a release by OPSB	New suit – Related to OPSB vs Jahncke & Burns, et al	TBD
Choice Foundation vs Law Industries, LLC, et al	5/10/2019	No: 2019-4985, Division J, Section 15, Civil District Court for the Parish of Orleans	Construction Claim through third party	Ongoing – Related to OPSB litigation and alleges negligence related to asbestos abatement and not revealing the findings of a report completed by Louisiana Department of Environmental Quality on 7/31/17. The report was not provided to Choice until a year after the date and Choice & OPSB were the subject of negative media attention and caused parents to place their children in schools elsewhere.	TBD
Orleans Parish School Board vs. Jahncke & Burns Architects LLC and Jacobs Project Management Company/CSRS Consortium	8/21/2018	No: 2018-08322, Division J, Section 15, Civil District Court for the Parish of Orleans	Breach of contract	Ongoing – OPSB claims that the architect and Jacobs Project Management Company/CSRS Consortium were partly responsible for OPSB having to pay more than it should have for the change orders to F&D (the chiller replacement contractor/surety). Consortium has filed an answer.	TBD
Robin Toler et al vs. Cable Lock Foundation Report Inc. et al	12/20/2017	No: C614428, Division D, 19th Judicial District Court, Parish of East Baton Rouge, LA	Construction claim through third party	On October 30, 2018, CSRS' motion for summary judgment was heard. Claims against CSRS were dismissed with prejudice.	Closed 10/30/2018 Dismissed with Prejudice
BG Construction Services LLC vs. LCTCS Facilities Corporation et al	9/20/2017	No: 2017-003858, Division E, 14th Judicial District Court, Parish of Calcasieu, LA	Construction claim through third party	Ongoing – On December 15, 2017 CSRS, Inc. filed the answer and affirmative defenses and propounded discovery to BG Construction Services, LLC which responded to the requests for production but have requested additional time to respond to the interrogatories and request for production.	Closed 7/25/2019 Dismissed without Prejudice

## LITIGATION/ARBITRATION & CLAIMS HISTORY

Continued from previous page.

CAPTION	DATE LOSS OR FILING INVOLVING CSRS, INC.	BASIC CASE INFORMATION	DESCRIPTION	STATUS	OUTCOME
Insulation Sales & Service LLC vs. Mid-South Contractors Inc. et al	9/1/2016	No: C642454, Division D, 19th Judicial District Court, Parish of East Baton Rouge Parish, LA	Construction Claim through third party against the Jacobs Project Management Company/CSRS Consortium.	Ongoing – on April 23, 2018, the Court granted Jacobs Project Management Company/CSRS Consortium's exception of prescription, which resulted in the dismissal of the entirety of Mid-South's claims against the consortium with prejudice. Waiting for the appellate court to issue a briefing schedule.	TBD
Hamp's Construction, LLC vs. Orleans Parish School Board	5/8/2015	No: 2012-10546, Division M, Section 12, Civil District Court, Parish of Orleans, LA	Construction Claim through third party against the Jacobs Project Management Company/CSRS Consortium.	Ongoing – on September 23, 2015 Jacobs Project Management/CSRS Consortium has filed exceptions, affirmative defenses and answer to third party demand. The case is currently in discovery phase.	Settled 5/17/2021
The Lathan Company, et al vs. LA State Education Department et al	9/12/2014	No: C612067 Section 24, 19th Judicial District Court, Parish of East Baton Rouge, LA	Construction Claim through third party against the Jacobs Project Management Company/CSRS Consortium.	Ongoing – Jacobs Project Management Company/CSRS Consortium has filed a motion for summary judgement in December 2017. District court agreed with the JV, and the decision was overturned over by the First Circuit. State supreme court did not take it on. Case will go back to the District Court.	TBD
Satterfield and Pontikes Construction Group, LLC vs. Underwriters at Lloyd's London and Julien Engineering & Consulting, Inc.	10/15/2012	No: C611264 Division D, 19th Judicial District Court, Parish of East Baton Rouge, LA	Construction Claim through third party against the Jacobs Project Management Company/CSRS Consortium.	Jacobs Project Management Company/CSRS Consortium was granted motion to dismiss on February 22, 2016.	Closed CSRS dismissed from suit
Johnson, Leonard J. Sr., et al vs. Hamp's Construction LLC et al	10/12/2011	No: 2012-09618, Division L, Section 6, Civil District Court, Parish of Orleans, LA	Construction Claim – against the joint ventures partners and individual companies: CSRS, Inc. was added as additional defendant on February 9, 2015	Release and settlement agreement finalized July 28, 2016.	Settled 7/28/2016
Barber Brothers v East Baton Rouge/ City Parish	4/2/2012		Construction Claim - Barber Brothers filed a notice of intent to file a claim against EBR City/ Parish for delays on GLP Jones Creek Road Project.	On December 5, 2014 settlement was reached between Barber Brothers and EBR City/Parish. Barber Brothers voluntarily dismissed claims against CSRS.	Closed CSRS dismissed from suit
FG Sullivan v City of Baton Rouge, Parish of East Baton Rouge, Department of Public Works, CSRS, Inc.	2/10/2012		Construction Claim - FG Sullivan alleges errors that caused delays for project.	FG Sullivan voluntarily dismissed the claims against CSRS and claim closed in July 2012. CSRS, Inc. was voluntarily dismissed from the suit by the plaintiff.	Closed CSRS dismissed from suit





# THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Certifies that

**CSRS, LLC**

is duly registered and authorized in accordance with all  
rules and regulations of the State of Texas

in testimony whereof this certificate has been issued  
by the authority of this Board

*Registration No. BR 74*

Renewal of this registration is due on January 31, 2024

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**Texas Board of Professional Engineers  
CERTIFICATE OF REGISTRATION**

**This acknowledges that**

**CSRS, LLC**

**has fulfilled the requirements of the Texas Board of  
Professional Engineers to offer and perform  
engineering services in the state of Texas**

**Registration Number  
F-14011**

**Expiration Date  
01/31/2024**


**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**


Certificate/VID Number:	<b>1331153997000</b>
File/Vendor Number:	<b>480525</b>
Approval Date:	<b>08-FEB-2021</b>
Scheduled Expiration Date:	<b>08-FEB-2025</b>

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

## **MPACT STRATEGIC CONSULTING LLC**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 12-FEB-2021, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/19



REQUEST FOR PROPOSALS

# Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

**CSRS** | BUILDING STRONGER,  
SMARTER COMMUNITIES  
TOGETHER.

## TAB D - TECHNICAL PROPOSAL



## APPROACH & METHODOLOGY

CSRS has been the grants manager for several of our nation's largest federally funded programs.

We bring the unparalleled combination of federal grants management and project management expertise and have intimate familiarity with 2 CFR 200 to meet the needs of the entities serviced by NCTCOG and are willing and able to provide all requested services in the RFP.



*1. Description of the services for which the Respondent is able to provide. Respondent must follow industry-accepted practices for those same services they are able to provide in responding. Please use the service categories identified in Exhibit B of this RFP.*

Our firm has a long history of successfully developing **Request for Applications** and managing a variety of plans and grant projects funded through HUD, FEMA, EDA, and other federal and state agencies' grant programs. CSRS has specialized in developing project applications and **workflows for grant submission approval** to obtain funds and managing compliant delivery to keep funds. As a firm with a rich 45-year history, each client and federal award benefits from our expertise in grant administration and management because we fully understand the requirements of federal grants and the overarching importance of the compliance measures integral to your federal award, and our team has on-the-ground knowledge of the impacted areas gained during and after the Great Floods of 2016.

CSRS works on dozens of federally funded programs, including CDBG-DR, CDBG, CDBG-MIT, CDBG-CV, HOME, HOME-ARP, NSP2, FEMA PA, FEMA HMPG, BRIC, EDA, ARPA, IJA, CRISI, RAISE, FTA, and others, that resulted in a depth of understanding and expertise in the development, management, and delivery of mitigation, resiliency, and recovery projects and programs. That expertise encompasses the entire life cycle of your federal grant awards, from project and application development to the final closeout of your federal grants. All the while, CSRS supports full compliance with associated federal grant conditions to mitigate any loss of funding due to audits or monitoring activities.



## APPROACH & METHODOLOGY

**The projects highlighted in this proposal reflect CSRS' depth of experience in successfully performing scopes of work similar to those requested by NCTCOG.**



**CSRS has the experience and expertise to take the clients' desired programs from pre-funding services through implementation and closeout and address all of the requested scope and task items, including but not limited to:**

- Grant and Program Administration
- Development of Funding Agency Required Documents. Includes: Subrecipient Agreement development, review, and coordination
- Implementation of Programmatic Activities
- Data Collection
- Performance Reporting
- Program Evaluation Planning
- Program and File Internal Reviews
- Subrecipient Monitoring
- Workflow for grant submission approval
- Grants.gov interpretation
- Grant application writing and submission
- Business process automation and activity review and tracking
- Receive, complete, and process grant application forms and data
- Panel review scorecard
- Track/Monitor eligibility, application, and award status
- Create award documents
- Track and record budgetary revisions
- Financial oversight through financial system integration
- Grants management accounting review and recommendations
- Grant audit review and recommendations
- Activity and task tracking
- Grant closeout checklist tracking
- Disposition of records
- Grant management and data reporting review and recommendations
- Recommended training

## APPROACH & METHODOLOGY

### PRE-FUNDING SERVICES

CSRS brings extensive experience in undertaking the development of compliant applications for federal grant funds. Our team has been a leader in providing subject matter expertise in obtaining federal funds through data determination-driven analysis in support of the unmet recovery needs and in developing program or project proposals to submit to the State and/or federal entities that comply with the funding requirement and related state rules.

The diverse skillsets in the CSRS team mean that we can cover whatever specific expertise is needed in designing and starting grant programs, whether in housing, infrastructure, or economic and business revitalization. **Grant application writing and submission** and the ability to **receive, complete, and process grant application forms and data** often require a high degree of policy work up front, data analysis, **interpretation of Grants.gov** and other federal agency guidance, and community outreach. CSRS' wide range of federal funding experience allows the team to efficiently **track and monitor eligibility, application, and award status** of the federal opportunities that best align with the needs of your community. These are all areas of expertise you find in the team members with demonstrated success in past projects and professional experience.

The CSRS team is highly experienced in working with our clients as a forceful advocate for its project/grant requests, bringing agency, federal delegation, state, and other key stakeholders to the table to understand and jointly advocate for a project request. The effort needed to coalesce these parties, with sometimes divergent interests, quickly and efficiently to support a robust request requires an extensive relationship network and trust at all levels of government. This advocacy, though often unable to be articulated in quantitative terms, is critical to the success of major requests.

We boast vast experience overcoming the challenges associated with citizen participation in the post-COVID-19 environment and in circumstances of natural disasters and subsequent citizen displacement. The CSRS team is experienced in implementing approaches that aim to engage the hard-to-reach populations to be served by the recovery programs and will engage in efforts and methods to promote and solicit participation by persons of low and moderate-income (LMI) and residents of a Disadvantaged Community as defined by the U.S. Department of Transportation in the public participation process.



## APPROACH & METHODOLOGY



### POST-FUNDING SERVICES

The CSRS team understands and is experienced in all services related to grant administration, especially related to instituting validated and successful procedures, processes and program compliance, and will follow all requirements of the appropriate federal or state funding program. With over 20 years of experience in implementing federally funded projects and programs, our team is equipped to provide grant administration expertise at varying levels of need as determined by the client.

The CSRS team provides the expertise to **review panel scorecards** and **create award documents as required by the awarding agency, including Subrecipient Agreements, Annual Action Plans, Multi-Year Consolidation Plans, Memoranda of Understanding, and Evaluation Reports**. The vast experience of the CSRS team amongst an array of federal funding agencies allows us to tailor the individual needs of our clients and their programs.

### GRANT & PROGRAM ADMINISTRATION

CSRS has been a leader in grants administration and program management since Hurricane Katrina in 2005, helping dozens of disaster applicants successfully navigate and leverage their CDBG, FEMA, and other federal disaster recovery funding. CSRS' grants management consultancy is focused on developing strategies to maximize available grant funding, reduce de-obligation risk, and integrate grants management with successful project delivery to ensure a fully compliant federally funded program. This includes full compliance with 2 CFR (Code of Federal Regulations) 200 (Uniform Guidance).

While all federal funding is subject to the federal code, each federal funding stream can be delivered and administered in a drastically different manner, with unique requirements and specific orders of operations associated with each. Accordingly, we ensure comprehensive and effective oversight of federal disaster recovery funding as the team utilizes specific functional approaches to each federal funding stream, deploying our experience and expertise in **business process automation, activity review, and tracking**.

CSRS is knowledgeable and experienced in identifying and categorizing eligible **activities defined by federal programmatic requirements**. We have assisted numerous clients in classifying each activity with an eligibility category and ensuring that adequate supporting documentation and **data collection** are in place to maintain compliance with the associated regulations of the selected eligibility category. Each category of eligible activities has unique requirements, and CSRS guides our clients through the selection process to identify the appropriate eligible activity.



## APPROACH & METHODOLOGY

### PERFORMANCE REPORTING & PROGRAM EVALUATION PLANNING

Core aspects of our effective Grant Administration in the CSRS team approach include the following:

- **PROGRAM PERFORMANCE EVALUATIONS AND EFFICIENCY AUDITS.** CSRS initiates frequent program performance evaluations and efficiency grant audit reviews and recommendations that evaluate if the program is on target for milestone achievements, on budget, and keeping pace with best practices identified in similar recovery programs.
- **WEB-BASED DASHBOARDS.** The CSRS Team quickly develops and deploys a web-based data portal where all activities and tasks are tracked and stored. It provides real-time access and exchange of critical project information and reports.
- **STANDARDIZED MONTHLY AND QUARTERLY REPORTING.** The team prepares quarterly reports required by the federal funding sources to ensure appropriate and timely spending of federal funds. Grant management and data reporting reviews and recommendations provided by our team of experts allow for the most efficient and timely reporting.
- **SUBRECIPIENT MONITORING.** The CSRS team will work to determine sub-recipient risk exposure and provide strategies through sub-recipient agreements or monitoring activities to reduce downstream program risk. We will conduct a sub-recipient risk analysis for each sub-recipient and suggest strategies to mitigate risk based on the sub-recipient's program/project purview and experience managing federal resources. As part of our overall system of control and driven by the risk assessment, we will identify the types of monitoring activities necessary and the frequency by which monitoring will take place, including both continuous monitoring through data analytics and separate evaluations (program and file internal reviews and audits). Data analytics is an important tool to aid in the decision-making processes and ongoing monitoring measures, including the consideration of fraud, such as using data mining techniques to identify potential issues.



Because CSRS has some of the country's best talent across a wide range of specialties and skill sets, we can effectively respond to any client request in an almost immediate time frame. Beyond management and project delivery services, we respond to our clients with specialized services as wide-ranging as environmental sciences, historic preservation measures, master planning, design services, surveying, engineering, floodplain modeling, resilience planning, and mitigation, among other areas of focus and specialization. In addition to our extensive credentials in disaster recovery, CSRS has been a leader in the implementation of projects and policies that incorporate resilience and sustainability best management practices across the United States.

## APPROACH & METHODOLOGY



### IMPLEMENTATION OF PROGRAM ACTIVITIES

#### PROCUREMENT

The CSRS team will work with our client to establish procurement policies that satisfy comprehensive Federal, State, and local compliance requirements, including **2 CFR 200** and **24 CFR 85.36**.

Additionally, CSRS is able to establish specific documentation required and types of allowable contracts for a complete procurement file for each method of procurement (i.e., micro-purchases, small purchases, sealed bids, etc.). From there, we will develop clear checklists for use by the purchasing team and/or CSRS staff to review all procurement files, and subsequent payment documentation, as required by the client.

#### FINANCIAL MANAGEMENT

**A key element of our successful grants management approach for our clients includes designing and developing effective internal financial management controls to prevent and detect fraud, waste, and abuse and enable compliance with state and federal guidelines.**

CSRS can provide **financial oversight through financial system integration** by utilizing the self-owned and operated system, Project Management Controls System (PMCS). The PMCS system allows for **grant management accounting review and recommendations**, cost line structure allocation, funds accountability, and **tracking and recording budgetary revisions**.

#### LABOR COMPLIANCE

The use of federal funds triggers several federal labor requirements; some are cross-cutting, while others depend on the overall cost of construction. The CSRS team will approach each project with an evaluation of the labor requirements and ensure that all standard labor provisions are included in contract bidding documents.

Ensuring compliance with the federal labor regulations will be laid out in a clear Plan at the project outset and managed through a dedicated team lead, in line with the Davis-Bacon and Section 3 Plan used in other federally funded projects. This will include steps to making a good faith effort to advertise and hire Section 3 eligible low-to-moderate income employees or Section 3 businesses, as well as confirming all contracts and subcontracts contain the necessary clauses for hiring and labor compliance, such as EEO and Davis-Bacon wage determination and record keeping requirements and mandating that labor rate reports are submitted timely and comprehensively.



## APPROACH & METHODOLOGY

### FAIR HOUSING/EQUAL OPPORTUNITY

Building on past experience in administering HUD programs, the CSRS team is well-versed in the requirements related to Fair Housing Act (42 U.S.C. 3601-3620), which specifies that subrecipients of HUD funding commit to “affirmatively further fair housing” or “AFFH.”

The team will work with NCTCOG to ensure that at all levels of the disaster recovery planning and implementation process, meaningful actions are taken to guarantee full access, eliminating any possibilities of discrimination or patterns of segregation in any category, such as:

- Race
- Color
- National Origin
- Religion
- Sex (including sexual orientation & gender identity)
- Familial Status
- Disability

The team will take the necessary steps to perform the required data gathering, mapping and analysis to fully understand and denote any impediments to fair housing. Based on that information, the CSRS team will guide in the development of a plan to ensure that in any housing and community development activities, there are action steps to provide access among protected class groups and seek to address any inequity. These steps include a robust community participation process and outreach activities that are inclusive and far-reaching, particularly using media resources to reach traditionally underrepresented populations.



### PROGRAM MONITORING & CLOSEOUT

**Program monitoring and closeout preparation begins at program kick-off and involves prioritization of maintaining organized and accessible documentation.**

CSRS utilizes the latest technologies to maintain the highest quality records through secure, cloud-based document management tools such as Box to image and index all program records. A user-friendly interface is critical to managing the document standards set for the Program.

Accurate record-keeping and documentation are essential to federal grant compliance. We use **grant closeout checklists** to verify that all required documentation is included in each closeout file.

## APPROACH & METHODOLOGY

### 2. Description of the Respondent's process for responding to an order for services.

Our approach and methodology to respond to an order for service encompass an integrated and proven framework that guides the preparation, implementation, and delivery of tasks, procedures, products, and staffing requirements for a well-organized and production-focused program.

The key aspects of this program management approach and methodology for grants management include:

- **Adapting to the Nature of the Requested Order for Services:** We will accommodate ongoing programs and those still in the design phase. We emphasize the development of solid standard operating procedures, enable quick startup, and provide efficient staffing and training.
- **Scalability:** We will tailor our response to fit the specific size and scope of each request or program, and we will ensure flexibility and effective management.
- **Clearly Defined Scope:** We will work to ensure a well-defined scope that prioritizes deliverables and critical tasks, minimizing unexpected changes, delays, or increases, while setting clear project success criteria.
- **Seamless Integration:** We will take into account the involvement of state partners, subcontractors, and other contractors or stakeholders to ensure smooth coordination and delivery.
- **Utilization of Dashboards and Reporting Systems:** We will utilize real-time metrics, deliverable status tracking, and compliance monitoring with state and federal reporting requirements through dashboards and reporting systems.
- **Multi-level Quality Assurance Checks:** We will deploy an integrated system of quality assurance checks at various levels to ensure compliant program implementation and include measures to prevent fraud, waste, and abuse.

CSRS is dedicated to identifying and addressing programmatic needs and work requirements in a timely, coordinated, and cost-effective manner, regardless of the project's nature or size. Our proposed approach focuses on identifying and proactively addressing challenges while applying innovative techniques to deliver high-quality solutions efficiently and on time. By following this approach, CSRS aims to ensure successful project outcomes, exceed client expectations, and contribute to recovery. Through early identification of recovery needs and efficient coordination, our team aims to minimize delays and maximize cost-effectiveness.





## APPROACH & METHODOLOGY



### *3. Description of any automated systems the Respondent utilizes to facilitate fulfillment of services under this RFP.*

**CSRS has existing systems and operating procedures that can be easily modified and adapted to confront specific program design criteria, eligibility criteria, beneficiary analysis, and operational requirements of any identified grant management or consulting need to fulfill the services under the RFP. The quality assurance steps throughout the process are pivotal reasons for the success of grant programs and program design. Performance measures and systematic reviews may warrant amendments to project proposals or program design to ensure efficiency and effectiveness for the intended beneficiaries. Our team builds that analysis into the process of program delivery to make timely adjustments or amendments to program design as needed.**

### **Project Management Controls System (PMCS)**

A key element of our successful grants management approach for our clients includes designing and developing effective internal financial management controls to prevent and detect fraud, waste, and abuse and enable compliance with state and federal guidelines.

Maintaining integrity and accountability within the Program while maximizing available funding requires more than just internal controls. It requires an emphasis on the overall system of financial management and controls within the program. CSRS also developed and is ready to deploy program management software to support the federal recovery programs. As a result of providing years of technical and financial support for federal funds management, CSRS developed a specialized, proprietary database to merge funding management and project management processes into a single, streamlined system. The Project Management Controls System (PMCS), developed in 2016, is owned and operated by CSRS. This specialized database allows customization to address your specific needs and reporting requirements for various federal funding sources, including CDBG, DOTD, FHWA, FMA, HMGP, HUD, and LWI. Our system tracks everything from budget creation to invoicing, payments, and expenditures and can track and report separate/multiple funding sources.

Using a federally accepted cost line structure, our system separates expenses by type, which allows our clients to see actual project costs incurred by category and specific type. PMCS also has the capability to link to project-specific folders and documents that have been uploaded online to Box, CSRS' cloud-based file repository system. Further, it has an ad hoc query tool, enabling your capability to request an array of reports on an as-needed basis. Using a client portal application specific to our clients, CSRS will create, customize, and standardize reports that are automatically updated and available for access by NCTCOG at any time. These reports can be customized to include logos, graphs, charts, and tables and utilize information from PMCS and Vision, CSRS' timekeeping system. The PMCS and Vision allow our clients to monitor project and administrative costs as they relate to federal disaster funding.

The CSRS team prioritizes the financial management system being user-friendly and providing custom-defined workflows that allow for proper controls and payment processing to move efficiently through the system.

## APPROACH & METHODOLOGY

*4. Information showing the team's project understanding and approach for each work category being submitted; the project manager's experience with similar projects in the last five (5) years; similar project-related experience of the task leaders responsible for the major work categories in the last five (5) years; and other pertinent information. For each similar project referenced, identify either the project manager's or the task leader's specific role(s) and work contributed.*



**CSRS has extensive experience leading program management teams in the implementation and execution of federally funded recovery programs utilizing multiple funding sources. We look forward to putting this experience to work for other clients.**

Our firm has a long history of successfully developing applications and managing a variety of plans and projects funded through the HUD Community Development Block Grants (CDBG-DR), FEMA Public Assistance (PA), and the FEMA Hazard Mitigation Grant Program (HMGP). CSRS has specialized in developing project applications to obtain funds and in managing compliant delivery to keep funds.

As a firm with a rich 45-year history, CSRS has developed and managed federal grants for some of the largest and most complex clients in Louisiana, the Gulf Coast Region, and the U.S. Territories, as well as individual federal awards for our valued clients. Each client and federal award benefit from our expertise in grant administration and management because we fully understand the requirements of federal grants and the overarching importance of the compliance measures integral to your federal award.

Years of developing best practices across federal award types have brought success to our clients whether we are administering and managing a single award or a portfolio of numerous federal grants, our experts understand the fine details of managing federal awards.

Experience has shown us that grant management for federally funded projects is more than just accounting and reporting. There are unique technical challenges and complexities that come along with meeting the requirements of a broad range of federally funded projects. CSRS offers more than just grant administration and management experts. Our background in engineering, architecture, and planning means we speak the language and can translate our client's needs to fit and maximize the funding while providing oversight.

CSRS works on dozens of federally funded programs, including CDBG-DR, CDBG-MIT, HOME, HOME-ARP, CDBG FEMA PA, FEMA HMGP, BRIC, EDA, and others, which has resulted in a depth of understanding and expertise in the development, management, and delivery of mitigation, resiliency, and recovery projects and programs. That expertise encompasses the entire lifecycle of your federal grant awards, from project and application development to the final closeout of your federal grants. All the while, CSRS ensures full compliance with associated federal grant conditions to mitigate any loss of funding due to audits or monitoring activities.

Unique technical challenges and complexities are common challenges in navigating the requirements of the broad range of federally funded projects. CSRS understands that successful grant management requires innovative problem-solving and a diverse skill set. Our engineering, architecture, and planning background means we can translate client needs to maximize funding while providing meaningful oversight. We integrate grant administration with technical disciplines for a comprehensive understanding that supports compliant project delivery ensuring maximum benefit.

PROJECT EXPERIENCE

CSRS offers North Central Texas Council of Governments (NCTCOG) extensive experience and capabilities in the administration and management of federal and state funds for recovery, mitigation, resiliency, and community improvements. Our team will design a comprehensive program around the specific needs of NCTCOG members. We will work hand-in-hand with NCTCOG and community stakeholders to assist in the development of eligible projects and incorporation of mitigation and resiliency measures, and closely monitor all compliance measures and closeout procedures to align with all federal requirements. Through the appropriate leveraging of our expertise and resources, NCTCOG will benefit from reduced audit risk, maximized funding, and a resilient, mitigated recovery. The following pages demonstrate our range of experience in the management of federal disaster recovery funds and federal programs, some of the public clients we have assisted, and the alignment of our experience with your criteria.

CLIENT & PROGRAM NAME	PERFORMANCE PERIOD	CLIENT REFERENCE	FUNDING SOURCE	PROGRAM VALUE	WITHIN LAST 5 YRS	FIRM	SPECIFIC ROLE/WORK CONTRIBUTED		GRANTS MANAGEMENT OVERARCHING ACTIVITIES	STANDARD CONSULTING ROLES	EXPERIENCED WITH 2 CFR 200, AS WELL AS STATE REGULATIONS PERTAINING TO GRANT REQUIREMENTS	AD HOC SUPPORT
Victoria County ARPA Grant Administration ARPA Grant Administration	2022-2026	Robin Knipling Grant Administrator 311 East Constitution St., Ste. 200, Victoria, TX 77901 (361) 580-6050 rknipling@vctx.org	ARPA	\$18 M	Y	CSRS	Grant Management Grant Administration	Project Management Project Formulation	x	x	x	
Port of Victoria EDA & Port Security Grant Administration	2021-2022	Sean Stibich Executive Director 1934 Fm 1432, Victoria, TX 77905 (361) 570-8855 sean@portofvictoria.com	EDA	\$6 M	Y	CSRS	Grant Writing & Administration Engineering Support Environmental Support CARES Act Grant Administration		x	x	x	
City of Clute Resiliency Planning and CDBG-MIT Administration	2020-Present	CJ Snipes City Manager 108 East Main Street, Clute, TX 77531 (979) 265-2541 cjsnipes@clutetexas.gov	CDBG-MIT	\$10 M	Y	CSRS	Resilience Planning Project Scoping and Award Positioning CDBG-MIT Administration		x	x	x	x
Texas Partial Repair & Essential Power for Sheltering (PREPS) FEMA Public Assistance	2017-2018	Mark Howard Principal & Program Manager H2Bracvo, LLC 8733 Siegen Lane Baton Rouge, LA 70809 (225) 757-9708 mark@h2bravo.com	FEMA PA	\$47 M	N	CSRS	Construction Liaison Change Order Review Project Management Assistance FEMA Public Assistance (PA) Compliance Project Controls Financial Management Assistance	IT Coordination, Support and Maintenance GIS Analysis Communications and Outreach Housing Recovery Program Implementation	x	x	x	
Florida Disaster Recovery Oversight & Monitoring (CDBG-DR)	2019-2022	Diana Hardin Senior Manager 107 East Madison Street, Caldwell Building, Tallahassee, FL 32399 (601) 326-1000 diana.Hardin@hornellp.com	CDBG-DR	\$773 M	Y	CSRS	Program Monitoring QA/QC for Program Implementation Program Design & Implementation Oversight	Federal Grants Compliance HUD CDBG-DR Monitoring Compliance	x	x	x	x
City of Los Angeles - Grant Compliance	2021-2022	Jeffrey Thomas, JD KPMG LLP 345 Park Avenue New York, NY 10154 (504) 237-4736 jeffreythomas@kpmg.com	ARPA	\$1.2 B	Y	CSRS	Compliance Review Risk Assessment Monitoring Plan Development & Implementation	Documentation & Communication Creation Provision of Lessons-Learned Project Management Closeout Plan Development	x	x	x	
LHC Non Congregate Sheltering COVID-19 Response - Program Management	2020-2022	Joshua G. Hollins Executive Director 2415 Quail Drive, Baton Rouge, LA 70808 (225) 763-8773 jhollins@lhc.la.gov	FEMA PA HUD ESG HUD CDBG	\$47 M	Y	CSRS	Housing and Homelessness Needs Assessment Homelessness data analysis ARP Allocation Plan development Grants Management	Program Management Program Reporting and Tracking Outreach and public participation Funds Disbursement Policy development	x	x	x	x
Lafourche Parish - Hurricane Ida FEMA Substantial Damage Determinations	Oct. 2021-Feb. 2022	Darla Duet Floodplain Manager 402 Green Street Lafourche, LA 70301 (985) 537-7603 duetda@lafourchegov.org	FEMA SDD	\$5 M	Y	CSRS	Substantial Damage Assessments (interior and exterior) Call Center Management	Data Management Community Outreach FEMA Substantial Damage Determination	x	x	x	x

CLIENT & PROGRAM NAME	PERFORMANCE PERIOD	CLIENT REFERENCE	FUNDING SOURCE	PROGRAM VALUE	WITHIN LAST 5 YRS	FIRM	SPECIFIC ROLE/WORK CONTRIBUTED		GRANTS MANAGEMENT OVERARCHING ACTIVITIES	STANDARD CONSULTING ROLES	EXPERIENCED WITH 2 CFR 200, AS WELL AS STATE REGULATIONS PERTAINING TO GRANT REQUIREMENTS	AD HOC SUPPORT
Jefferson Parish Grants Management (ARPA, CDBG-DR, IIJA, and others)	2022-Present	Timothy J. Palmatier, JD, CPA Finance Director 200 Derbigny St. Gretna, LA 70053 (504)364-2767 tpalmatier@jeffparish.net	ARPA, CDBG-DR, IIJA	\$484 M	Y	CSRS	Policy &Program Guidance Grant Management Application Development Eligibility Analysis Benefit-Cost Analysis Stakeholder Engagement Compliance and Monitoring	Federal & State Engagement Concept Development Visualization Cost Estimating Technical Feasibility Socioeconomic Analysis Reporting	x	x	x	x
LHC Development Programs	Mar. 2021-May 2023	Joshua G. Hollins Executive Director 2415 Quail Drive, Baton Rouge, LA 70808 (225) 763-8773 Email: jhollins@lhc.la.gov	Treasury	\$140 M	Y	CSRS	Housing & Homelessness Needs Assessment Homelessness data analysis ARP Allocation Plan development Grants Management Program Management	Program Reporting and Tracking Outreach and public participation Funds Disbursement Policy development	x	x	x	x
City of Midland FEMA HMGP Buyout Program	2021-Present	Grant Murschel Director of Planning and Community Development 333 Ellsworth Street Midland, Michigan 48640 (989) 941-6770 gmurschel@midland-mi.org	FEMA HMGP	\$5.5 M	Y	CSRS	Community Outreach Complete Buyout Applications Scope Development	Budget Development Timeline Development Package Submittal to State	x	x	x	
St. Charles Parish CDBG-DR Program Management	2023-2026	Grant M. Dussom, CPA, CGMA Chief Financial Officer 15045 River RoadHahnville, LA 70057 (985) 783-5161 gdussom@stcharlesgov.net	CDBG-DR	\$3.9 M	Y	CSRS	Recovery Proposal Application Program Management Project Eligibility Review	Project Application Development Implementation Oversight Federal Grants Compliance HUD CDBG-DR Administration & Requirements Compliance	x	x	x	
Louisiana Office of Community Development CDBG-DR Program and Grants Management	2017-2020	Michelle Smith Federal Programming Manager (318) 473-2100 michelle@paealex.com	CDBG-DR	\$26.1 M	N	CSRS	CDBG Policy Advisory Services Program and Grant Management Advisory Services Action Plan Amendment Development	Construction Management Advisory Services Homeowner Housing Program Operations Oversight Staff Augmentation	x	x	x	x
Louisiana Watershed Initiative Management - CDBG-DR Mitigation Funds	2019-Present	Genea Lathers, Resilience Planning Manager 1201 N 3rd Street, Baton Rouge, LA 70802 (504) 556-9735. Genea.Lathers@la.gov	CDBG-DR MIT	\$1.2 B	Y	CSRS	Policy and Program Development Technical Assistance and Evaluation Grants Management Outreach and Engagement	Regional Planning & Watershed Planning Geographic Information System (GIS) Services Organization Development & Plans Statewide Plan Development	x	x		x
Isle de Jean Charles Community Resettlement Program, CDBG-DR Funds	2020-Present	Patrick Forbes, Executive Director, Louisiana Housing Corporation, 1201 N. Third St., Ste 7-210, Baton Rouge, LA 70802 (225) 342-1626 patrick.forbes@lhc.la.gov	CDBG-DR	\$15 M	Y	CSRS	Water Resource Program Management Environmental Studies & Reports	Natural Resources Socioeconomics Data Analysis & Management Wetland Delineations	x	x		x



CLIENT & PROGRAM NAME	PERFORMANCE PERIOD	CLIENT REFERENCE	FUNDING SOURCE	PROGRAM VALUE	WITHIN LAST 5 YRS	FIRM	SPECIFIC ROLE/WORK CONTRIBUTED		GRANTS MANAGEMENT OVERARCHING ACTIVITIES	STANDARD CONSULTING ROLES	EXPERIENCED WITH 2 CFR 200, AS WELL AS STATE REGULATIONS PERTAINING TO GRANT REQUIREMENTS	AD HOC SUPPORT
West Calcasieu Port, EDA Grants Management	2020-Present	Lynn Hohensee Port Director 7989 Dock Board Road Sulphur, LA 70663 (337) 749-4809 hohensee@lehcomm.com	EDA	\$ 4.2 M	Y	CSRS	FEMA Public Assistance Grants Management Reimbursement Management	Damage Assessment Project Management Cost Estimating	x	x	x	
Jefferson Parish Hurricane Ida Disaster Management Services	2021-Present	Nichole Gaubert Director of Public Safety Grants & Administration 200 Derbigny Street, Suite 4200 Gretna, LA 70053 (504) 227-1374 ngaubert@jeffparish.net	FEMA PA CDBG-DR IIJA	\$150 M	Y	CSRS	Program Management FEMA Public Assistance Advisory Grant Management Facility Assessments	Insurance Reconciliation Cost Analysis Project Management Strategy & Planning	x	x	x	x
City of Central - Flood Recovery, Project & Funding Management Program	2016-Present	Wade Evans Mayor 13421 Hooper Rd., Ste. 8 Central, LA 70818 (225) 261-5988 wade.evans@central-la.gov	FEMA PA FEMA HMGP ARPA CARES	\$30 M		CSRS	FEMA Damage Assessments Project Scope & Cost Development FEMA Hazard Mitigation Grants Program Management FEMA Public Assistance Grants Management	Program Monitoring and Oversight Project Management Project & Grants Compliance & Closeout Feasibility studies Drainage project development	x	x	x	x
LHC HOME-American Rescue Plan	2021-Present	Winona Connor Housing & Homeless Services Administrator 24115 Quail Drive Baton Rouge, LA 707808 (225) 765-8700 Wconnor@lhc.la.gov	HOME- ARP	\$39 M	Y	CSRS	Affordable Housing priorities and data analytics Grants Management Program Management Project application & management system development and training	Program Reporting & funds tracking CHDO and nonprofit training and outreach Policy development Construction advisory Procurement and compliance	x	x	x	
LHC - Grant Management Support for HUD HOME Investment Partnership Program	2021-Present	Joshua Hollins Director 24115 Quail Drive Baton Rouge, LA 707808 (225) 765-8700 Jhollins@lhc.la.gov	HOME - IP	\$13 M	Y	CSRS	Project Management Development of Process Enhancements and Improvements Application Core Criteria Reviews Eligibility Determination Reporting & Tracking	Data Analysis Underwriting Review Funds Management Benefit Determination Funds Disbursement Policy, Process, & Communication	x	x	x	x
Texas General Land Office (TGLO) Homeowner Assistance Program	2019-Present	Sidney Brown CDBG-DR Project Manager (225) 326-9869 Sidney.Brown@AECOM.com	CDBG-DR	\$435 M	Y	CHOICE	Damage Assessments Quality Control TREC Inspection		x	x	x	
FEMA Response - Hurricane Harvey and Irma (TX, FL and PR)	2017	Dan Craig Vice President 188 Brook Rd Suite 300 Winchester VA 22603 (855) 482-6447 dcraig@tidalbasingroup.com	FEMA PA		N	CHOICE	Damage Assessments Reconstruction Estimates Community Outreach		x	x	x	

CLIENT & PROGRAM NAME	PERFORMANCE PERIOD	CLIENT REFERENCE	FUNDING SOURCE	PROGRAM VALUE	WITHIN LAST 5 YRS	FIRM	SPECIFIC ROLE/WORK CONTRIBUTED		GRANTS MANAGEMENT OVERARCHING ACTIVITIES	STANDARD CONSULTING ROLES	EXPERIENCED WITH 2 CFR 200, AS WELL AS STATE REGULATIONS PERTAINING TO GRANT REQUIREMENTS	AD HOC SUPPORT
Fort Bend County - FEMA and ARPA Grant Administration and Financial Management	2020-Present	Robert “Ed” Sturdivant 301 Jackson Street, Suite 701 Richmond, TX 77469 (281) 341-3760 Ed.Sturdivant@fortbendcountytx.gov	FEMA PA ARPA	\$200 M	Y	MPACT	Grant Administration Financial Management Expenditure Assistance Program Documentation	Audit Readiness FEMA PA Administration Small Business Program Administration FEMA Managment ARPA Management	x	x	x	x
City of Houston Public Assistance Activities for Hurricane Harvey	2017-2019	Gloria E. Moreno Assistant Director 611 Walker Street Houston, Texas 77002 (832) 393-9005 Gloria.Moreno@houstontx.gov	FEMA PA FEMA HMGP	\$50 M	N	MPACT	Documentation Strategy Financial Administration	FEMA-PA Eligibility Determinations Technical Training Damage Assessments QA/QC	x	x	x	
City of San Marcos, CDBG-DR Housing Case Management	2017-2019	Shannon Mattingly, AICP Former Director of Planning & Development Services City of San Marcos (830) 643-9453 smattingly@drennergroupp.com	CDBG-DR	\$58 M		MPACT	Program Operations & Administration Case Management & Outreach Applicant Intake Verification of Assets Eligibility & Benefit Determination	Quality Assurance & Quality Control Compliance and Monitoring Issuance of Tracking Log Identification of Fraud & Waste	x	x	x	

## APPROACH & METHODOLOGY

### 5. Description of the team's Quality Assurance/Quality Control procedures, including what is standard practice for all stages of the project.

**CSRS maintains its high work standards and reputation because we accept only the highest quality of work from our employees and subcontractors. Our rigorous internal quality assurance processes ensure no deliverables are submitted without primary and secondary technical reviews. This quality control is a pivotal reason for the success of our programs. Our quality control methodology is designed to provide continuous improvements and ensure the effective completion of tasks.**

### **MONTHLY PROGRESS/STATUS REPORTING**

CSRS provides precise and accurate monthly progress reports summarizing our team's activities, including a summary of the program status and any relevant issues requiring client approval or decision-making involvement. The team also prepares quarterly reports required by the federal code. Quarterly reports provided to the client are required to ensure appropriate and timely spending of federal funds. CSRS will provide all required support to clients to meet the state and federal reporting requirements.

### **PROGRAM PERFORMANCE**

CSRS will initiate frequent QA/QC and program performance evaluations and efficiency audits that evaluate if the program is on target for milestone achievements, on budget, and keeping pace with best practices identified in similar recovery programs. CSRS will provide recommendations for process improvements to achieve program optimization, efficiency and effectiveness that balance the need for Anti-Waste, Fraud and Abuse controls while functioning within the latitude of established federal guidance.

The CSRS team believes it is important to build on best practices, which the team's experience brings to meet the needs of our clients. This allows input throughout program administration that allows a consistent focus to improve operations and better serve the intended beneficiaries.

Our approach ensures leadership is tactically aligned on the daily/weekly execution of the Program. Meetings are structured to set specific objectives and gain a common operating picture. Our approach for the planning meetings is provided below:

- Review upcoming program milestones
- Discuss upcoming deliverables
- Provide financial information on the contract
- Discuss any concerns or potential impediments to program success

### **WEB-BASED DASHBOARDS**

CSRS will quickly develop and deploy a web-based data portal where all program details are stored and tracked. It provides for real-time access and exchange of critical project information and reports. This secure portal will be available from anywhere in the world with Internet service and will provide customizable dashboards and reporting capabilities for easy program administration and accountability. Through this innovative technology initiative, program and project status information and reports can be accessed by a secure log-in provided to those persons approved for such access by the funding stakeholders and State or federal partners.

### 6. Any assumptions made in responding to the requirements

## APPROACH & METHODOLOGY



- CSRS assumes (that if selected as qualified by NCTCOG) additional work opportunities will be negotiated between CSRS and third-party entities.
- CSRS assumes (that if selected as qualified by NCTCOG) this contract between CSRS and NCTCOG would act as an IDIQ/MSA type contract.
- CSRS assumes that work can primarily be executed remotely (however, CSRS is certainly willing to meet with the client as necessary and required).
- CSRS assumes that in Tab D, Section 4 above the “project manager” or “task leader” is related to the proposing firm, rather than to an individual, as the positions being proposed do not align with those titles.

*7. Any exceptions to the requirements. If there are no exceptions, Respondent shall explicitly state that no exceptions are taken to any part of this RFP. Offeror must be in compliance with stated term and conditions unless NCTCOG accepts identified exceptions of the Respondent.*

There are no exceptions taken to any part of the RFP.

*8. Any special features or services the Respondent is proposing in response to the requirements that are included within the pricing provided.*

Because CSRS has some of the country’s best talent across a wide range of specialties and skill sets, we are able to effectively respond to any client request in an almost immediate timeframe. Beyond management and project delivery services, we are prepared to respond with specialized services as wide ranging as environmental sciences, historic preservation measures, master planning, design services, surveying, engineering, floodplain modeling, resilience planning and development, mitigation among numerous additional areas of focus and specialization.

In addition to our extensive credentials in disaster recovery, CSRS has been a leader in the implementation of projects and policies that incorporate resilience and sustainability best management practices in the Gulf South and across the United States.

To achieve the greatest benefit resulting from federal funding sources, CSRS can assist its clients in engaging with federal agencies with a strategic mindset to achieve those resilient, hardened recovery objectives. The well-thought-out planning of resiliency projects, undertakings, and associated funding will prime for the best possible resiliency funding opportunities and outcomes. CSRS stands ready to provide turnkey services that maximize forthcoming federal and state funding opportunities to best meet the needs of our client. Our funding professionals will work with and for you to ensure the greatest flexibility in the use of federal and state-funded disaster recovery, mitigation, and resiliency funding, while ensuring full compliance with the requirements of the individual federal funding programs. These efforts will combine to result in our client’s long-term recovery acting as a standard bearer for a more resilient community.





REQUEST FOR PROPOSALS

# Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS



**CSRS** | BUILDING STRONGER,  
SMARTER COMMUNITIES  
TOGETHER.

## TAB E - REFERENCES

## REFERENCES

At CSRS, we take pride in the work we do with and for our valued clients. As a demonstration of customer satisfaction, we submit the following references from a few of our public clients.

<b>CITY OF CLUTE, TX</b>  <b>Resilience Planning and CDBG-MIT Administration</b>  2020 - Present	<b><u>CJ Snipes</u></b> <i>City Manager</i>	108 E Main St. Clute, TX 77531 (979) 265-2541 cjsnipes@clutetexas.gov
<b>CITY OF CENTRAL</b>  <b>Flood Recovery, Project, and Funding Program Management</b>  2016 - Present	<b><u>Wade Evans</u></b> <i>Mayor</i>	13421 Hooper Rd., Ste. 8 Central, LA 70818 (225) 261-5988 wade.evans@central-la.gov
<b>PORT OF VICTORIA</b>  <b>EDA &amp; Port Security Grant Administration Services</b>  2020 - 2022	<b><u>Sean Stibich</u></b> <i>Executive Director</i>	1934 FM 1432 (361) 570-8855 sean@portofvictoria.com
<b>JEFFERSON PARISH</b>  <b>Multiple Programs for Grant Management Services</b>  2022 - Present	<b><u>Nicole Gaubert</u></b> <i>Director of Public Safety Grants &amp; Administration</i>	200 Derbigny St., Ste 400 Gretna, LA 70053 (504) 227-1374 ngaubert@jeffparish.net
<b>RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE (BREC)</b>  <b>Recovery Programs and Grant Management Services</b>  2016 - Present	<b><u>Corey Wilson</u></b> <i>Superintendent</i>	6201 Florida Blvd. Baton Rouge, LA 70802 (225) 273-6420 cwilson@brec.org



REQUEST FOR PROPOSALS

# Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

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## TAB F - PROPOSAL PRICING

POSITION	HOURLY RATE
<b>Project Executive</b>	\$275.00
<b>Senior Project Manager</b>	\$215.00
<b>Project Manager</b>	\$190.00
<b>Subject Matter Expert, CDBG</b>	\$235.00
<b>Subject Matter Expert, FEMA</b>	\$235.00
<b>Damage Estimator</b>	\$175.00
<b>Grant Management Specialist</b>	\$150.00
<b>Grant Writer</b>	\$155.00
<b>Grant Specialist 2</b>	\$185.00
<b>Grant Specialist 1</b>	\$165.00
<b>Senior Engineer</b>	\$195.00
<b>Engineer Analyst</b>	\$135.00
<b>Senior Planner</b>	\$200.00
<b>Planner</b>	\$140.00
<b>Construction Manager</b>	\$165.00
<b>Construction Inspector</b>	\$135.00
<b>Project Coordinator/Admin Assistant</b>	\$99.00
<b>Notes:</b>	
<b>1)</b> The hourly costs per position above are not inclusive of any agreed upon expenses, including but not limited to travel, lodging, ME&I, etc. Expenses will be billed at applicable GSA rate with no mark-up.	
<b>2)</b> Rates escalate 2% annually.	



REQUEST FOR PROPOSALS

## Grant Management & Consulting Services

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## TAB G - REQUIRED ATTACHMENTS

**ATTACHMENT I:  
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

**Compliance with the Solicitation**

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

**Acknowledgment of Insurance Requirements**

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.04.

Name of Organization/Contractor(s):

CSRS, LLC

Signature of Authorized Representative:

Date: June 20, 2023

**Per Addendum No. 1, Attachment II is not required.**

**ATTACHMENT III:  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

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

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment 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 contract 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 Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

CSRS, LLC

Signature of Authorized Representative:

Date: June 20, 2023



#### ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using non-appropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

#### LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

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

1. No 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 officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

\_\_\_\_\_  
CSRS, LLC

Signature of Authorized Representative: \_\_\_\_\_

Date: June 20, 2023

**ATTACHMENT V:  
DRUG-FREE WORKPLACE CERTIFICATION**

The CSRS, LLC (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the CSRS, LLC (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

**CERTIFICATION REGARDING DRUG-FREE WORKPLACE**

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

CSRS, LLC

Signature of Authorized Representative:

\_\_\_\_\_

Date: June 20, 2023

**ATTACHMENT VI:  
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

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

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

CSRS, LLC

Signature of Authorized Representative.

Date: June 20, 2023

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

CSRS, LLC

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☒

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☒

No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

June 20, 2023

Date



## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;

or

- (ii) the local governmental entity is considering entering into a contract with the vendor;

- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

- (B) that the vendor has given one or more gifts described by Subsection (a); or

- (C) of a family relationship with a local government officer.



**ATTACHMENT VII:  
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

CSRS, LLC

Signature of Authorized Representative:

Date: June 20, 2023

**ATTACHMENT VIII:  
CERTIFICATION OF GOOD STANDING  
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

\_\_\_\_\_ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

\_\_\_\_\_ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Type of Business (if not corporation): ☐ Sole Proprietor  
☒ Partnership  
☐ Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

Ed Jenkins, AIA, NCARB / Principal and Executive V.P. North Texas Region  
 (Printed/Typed Name and Title of Authorized Representative)

Signature

Date: June 20, 2023

**ATTACHMENT IX:  
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED  
BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program  
Texas Comptroller of Public Accounts  
Lyndon B. Johnson State Office Building  
111 East 17th Street  
Austin, Texas 78774  
(512) 463-6958  
<http://www.window.state.tx.us/procurement/prog/hub/>

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency  
624 Six Flags Drive, Suite 100  
Arlington, TX 76011  
(817) 640-0606  
<http://www.nctrca.org/certification.htm>

**Submitter must include a copy of its minority certification documentation as part of this solicitation.**

If your company is already certified, attach a copy of your certification to this form and return with your proposal.

**Indicate all that apply:**

\_\_\_\_\_ Minority-Owned Business Enterprise  
\_\_\_\_\_ Women-Owned Business Enterprise  
\_\_\_\_\_ Disadvantaged Business Enterprise

**ATTEST TO Attachments of Certification:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_ in

\_\_\_\_\_ (city), \_\_\_\_\_ (county), \_\_\_\_\_ (state).

**SEAL**

Notary Public in and for \_\_\_\_\_ (County),

State of \_\_\_\_\_ Commission expires: \_\_\_\_\_

### ATTACHMENT X ATTESTATION OF CONTRACTS NULLIFYING ACTIVITY

The following provisions are mandated by Federal and/or State of Texas law. Failure to certify to the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following will be ineligible for consideration of contract award.

#### PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT CERTIFICATION

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☒ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED  
PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

Ed Jenkins, AIA, NCARB

CSRS, LLC

June 20, 2023

-OR-

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:



**DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS**

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries.

TLGC chapter 2274, Subtitle F, Title 10, identifies that "discrimination against a firearm entity or firearm trade association" includes the following:

- A) means, with respect to the entity or association, to:
  - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
  - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
  - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
- B) An exception to this provision excludes the following:
  - I. contracts with a sole-source provider; or
  - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

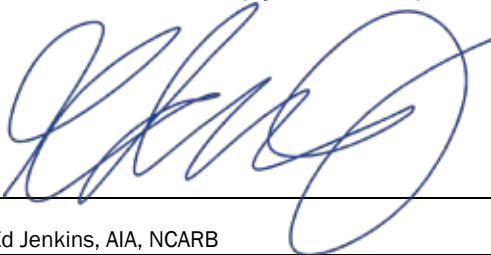
☒ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.

SIGNATURE OF AUTHORIZED  
PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

  
\_\_\_\_\_  
Ed Jenkins, AIA, NCARB  
\_\_\_\_\_  
CSRS, LLC  
\_\_\_\_\_  
June 20, 2023  
\_\_\_\_\_

**-OR-**

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BOYCOTTING OF CERTAIN ENERGY COMPANIES**

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that "boycott energy company" means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

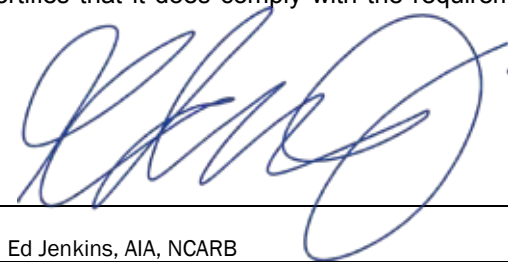
☒ The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.

SIGNATURE OF AUTHORIZED  
PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:



Ed Jenkins, AIA, NCARB

CSRS, LLC

June 20, 2023

**-OR-**

☐ The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

## EXHIBIT A Service Area Designation Forms

Texas Service Area Designation or Identification			
<b>Respondent Name:</b>	CSRS, LLC		
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to service the entire State of Texas</b>		
	Will service the entire State of Texas	Will not service the entire State of Texas	
	CSRS, LLC will service the entire State of Texas.		
	<b>If you are not proposing to service the entire State of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.</b>		
<b>Item</b>	<b>Region</b>	<b>Metropolitan Statistical Areas</b>	<b>Will You Serve This Designated Service Area?</b>
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands-Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

Nationwide Service Area Designation or Identification Form							
<b>Respondent Name:</b>	CSRS, LLC						
<b>Notes:</b>	<p><b>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</b></p> <table border="1"> <tr> <td>Will service all Fifty (50) States</td> <td>Will not service Fifty (50) States</td> </tr> <tr> <td>CSRS, LLC will service all Fifty (50) States.</td> <td></td> </tr> </table> <p><b>If you are not proposing to service to all Fifty (50) States, then designate on the form below the States that you will provide service to. By designating a State or States, you are certifying that you are willing and able to provide the proposed goods and services in those States.</b></p> <p><b>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or city in a State, then indicate as such in the appropriate column box.</b></p>			Will service all Fifty (50) States	Will not service Fifty (50) States	CSRS, LLC will service all Fifty (50) States.	
Will service all Fifty (50) States	Will not service Fifty (50) States						
CSRS, LLC will service all Fifty (50) States.							
Item	State	Region/MSA/City	Designated as a Service Area				
1.	Alabama						
2.	Alaska						
3.	Arizona						
4.	Arkansas						
5.	California						
6.	Colorado						
7.	Connecticut						
8.	Delaware						
9.	Florida						
10.	Georgia						
11.	Hawaii						
12.	Idaho						
13.	Illinois						
14.	Indiana						
15.	Iowa						
16.	Kansas						
17.	Kentucky						
18.	Louisiana						
19.	Maine						

20.	Maryland		
21.	Massachusetts		
22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		



## EXHIBIT B

### Description of Desired Services to be Priced

Responses to this Exhibit should be addressed in Tab F.

Respondents should furnish a price proposal that specifies pricing at an hourly rate for the various services they propose to offer. This pricing shall be available for the same rate at any location in the United States unless designated otherwise in your proposed pricing.

*Examples of position pricing proposal format:*

<u>Position</u>	<u>Hourly Rate</u>
<i>Project Executive</i>	<i>\$XXX.XX per hour</i>
<i>Project Manager</i>	<i>\$XXX.XX per hour</i>
<i>Damage Estimator</i>	<i>\$XXX.XX per hour</i>
<i>Grant Management Specialist</i>	<i>\$XXX.XX per hour</i>
<i>Senior Engineer/Planner</i>	<i>\$XXX.XX per hour</i>
<i>Engineer Analyst</i>	<i>\$XXX.XX per hour</i>
<i>Administrative Assistant</i>	<i>\$XXX.XX per hour</i>

The actual cost to each member agency will be negotiated between the awarded Contractor and the member agency based on the size and scope of the specific services needed to successfully complete the work using the hourly rates provided in Tab F.

### EXHIBIT C Service Questionnaire

Respondents are encouraged to consider that cooperative contracts are able to be offered to any public-sector agency that can benefit from them, anywhere in the nation.

In Exhibit B, you provided your standard rates for services. For any or all of these services, you may therefore provide a percentage discount off of this standard pricelist. A 0% discount must still be denoted on the line item(s) with the number zero. Respondents are **not** required to propose a discount.

Indicate the services you are able to offer, as well as any Proposed % Discount from the pricing offered on Exhibit B. If you are not proposing a percentage-discount, please mark that field as "0".

Category #	Description	Yes	No	Proposed % Discount
1	Grant Management & Consulting Services	✓		0 *

Respondents should address the following items in Tab D: Technical Proposal if they are applicable for the service(s) being proposed.

- Respondents are asked to identify services that they are able to provide.
- Respondents are not required to be able to respond to all services in order to provide a proposal to this RFP.
- Those Respondents that are capable of providing more than a single service, indicate which in the table above, and provide an individual narrative relating to the needs of each Service Category as described in Exhibit B.
- Responses should consist of detailed descriptions of what a Respondent's firm is capable of providing to the TXShare Public Purchasing Cooperative. The numbered activities in each Service Category must be addressed, but Respondents are encouraged to provide additional detail about their operation and capabilities.
- Respondents who wish to propose additional services or pavement analysis services are encouraged to do so by attaching additional (as many as necessary) to describe said products or services and their associated pricing structures.

Note: Respondent is not required to complete any questions that are not applicable to the services you are bidding.

**\* CSRS is willing to discuss discounts in contract negotiations, if awarded a contract, and after receiving the Scope of Work for each assignment.**



REQUEST FOR PROPOSALS

# Grant Management & Consulting Services

RFP NUMBER: 2023-028

NORTH CENTRAL TEXAS COUNCIL OF GOVERNMENTS

**CSRS** | BUILDING STRONGER,  
SMARTER COMMUNITIES  
TOGETHER.

## ADDITIONAL ATTACHMENTS



**CERTIFICATE OF AUTHORITY**

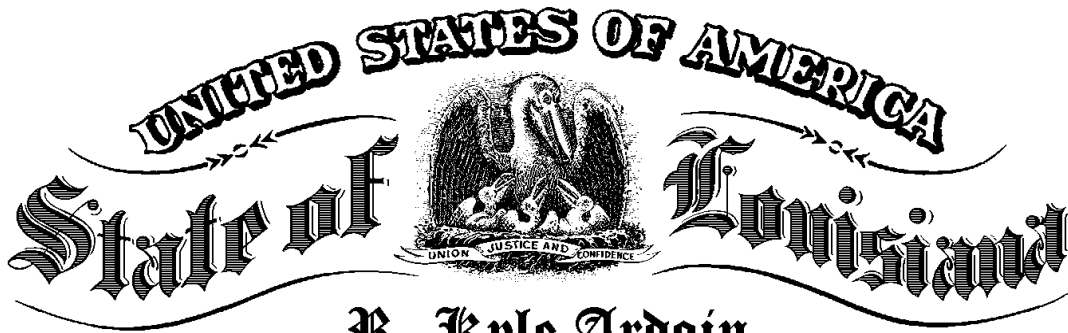
**BE IT RESOLVED** that I, Tim Barfield, certify that I am the manager of, or a member designated to act on behalf of CSRS, LLC, a limited liability company, organized and existing under the laws of the State of Louisiana and domiciled in the City of Baton Rouge, Louisiana.

**BE IT FURTHER RESOLVED** that Ed Jenkins, Principal of CSRS, LLC, be, and is hereby authorized and empowered to execute any and all proposals, contracts, documents and agreements of whatever kind on behalf of the Limited Liability Company for professional services related to the Request for Proposals (RFP) for Grant Management & Consulting Services, RFP #2023-028, for the North Central Texas Council of Governments, State of Texas.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand this 12<sup>th</sup> day of June, 2023.

A handwritten signature in blue ink, appearing to read "Tim Barfield", is written over a horizontal line.

Tim Barfield, Manager



**R. Kyle Ardoin**  
SECRETARY OF STATE

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

**CSRS, LLC**

A limited liability company domiciled in BATON ROUGE, LOUISIANA,

Filed charter and qualified to do business in this State on March 10, 1978,

I further certify that the records of this Office indicate the company has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned, is in good standing and is authorized to do business in this State.

I further certify that this certificate is not intended to reflect the financial condition of this company since this information is not available from the records of this Office.

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

July 11, 2022

*Secretary of State*

Web 32130960K



Certificate ID: 11596544#FTL73

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



Corporations Section  
P.O.Box 13697  
Austin, Texas 78711-3697



John B. Scott  
Secretary of State

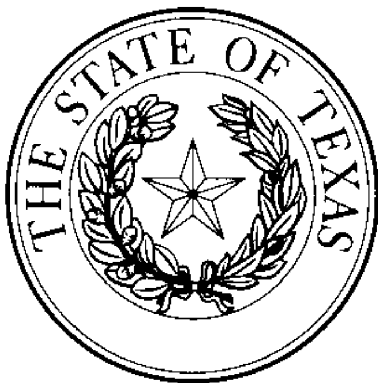
## Office of the Secretary of State

### Certificate of Fact

The undersigned, as Secretary of State of Texas, does hereby certify that the document, Application for Registration for CSRS, LLC (file number 801046998), a LOUISIANA, USA, Foreign Limited Liability Company (LLC), was filed in this office on October 31, 2008.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on October 26, 2022.



A handwritten signature of John B. Scott in black ink.

John B. Scott  
Secretary of State

Phone: (512) 463-5555  
Prepared by: SOS-WEB

*Come visit us on the internet at <https://www.sos.texas.gov/>*

Fax: (512) 463-5709  
TID: 10264

Dial: 7-1-1 for Relay Services  
Document: 1190858600003

Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

---

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**CSRS, LLC**

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

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

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ **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.

☐ Other (see instructions) ▶

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

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

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

**5** Address (number, street, and apt. or suite no.) See instructions.  
**8555 United Plaza**

**6** City, state, and ZIP code  
**Baton Rouge, LA 70809**

**7** List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

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

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

**Social security number**

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**or**

**Employer identification number**

**7 2 - 0 8 3 7 4 5 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 ▶ **12/1/2021**

**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](http://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.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/16/2023

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

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

**PRODUCER**  
Arthur J. Gallagher Risk Management Services, LLC  
235 Highlandia Drive  
Suite 200  
Baton Rouge LA 70810

**CONTACT NAME:** Ashley Kennard  
**PHONE (A/C No, Ext):** 225-906-0114 **FAX (A/C, No):** 225-292-3893  
**E-MAIL ADDRESS:** Ashley\_Kennard@ajg.com

## INSURER(S) AFFORDING COVERAGE

NAIC #

**INSURER A:** Charter Oak Fire Insurance Company 25615

**INSURER B:** The Travelers Indemnity Company of CT 25682

**INSURER C:** Capitol Specialty Insurance Corporation 10328

**INSURER D:** Arch Specialty Insurance Company 21199

**INSURER E:**

**INSURER F:**

**INSURED**  
CSRS, LLC  
8555 United Plaza, Suite 100  
Baton Rouge, LA 70809

## COVERAGES

**CERTIFICATE NUMBER:** 932389655

**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		6805H070410	12/5/2022	12/5/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BA2R1624812147	12/5/2022	12/5/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP3827T870	12/5/2022	12/5/2023	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input checked="" type="checkbox"/> N / A	UB8J242201	12/5/2022	12/5/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A D C	Rented/ Leased Equipment Professional/Errors & Omissions Pollution Liability		6805H070410 AEP006801801 EV2021063802	12/5/2022 5/17/2023 7/19/2022	12/5/2023 5/17/2024 7/19/2023	Leased Equipment \$50,000 Claim/Agg \$5000000/10000000 Claim/Agg \$5000000/5000000

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

See Attached...

## CERTIFICATE HOLDER

Bid Only

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, LLC		NAMED INSURED CSRS, LLC 8555 United Plaza, Suite 100 Baton Rouge, LA 70809
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS****THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

## General Liability:

Blanket Additional Insured (Form #CGD3810915) &amp; Waiver of Subrogation, as required by written contract, as respects the General Liability coverage.

## Business Auto:

Blanket Additional Insured (Form #CAT4200710) &amp; Waiver of Subrogation, as required by written contract, as respects the Business Auto coverage.

## Workers' Compensation:

Blanket Waiver of Subrogation, as required by written contract, as respects the Workers' Compensation coverage.

## Umbrella:

Umbrella is follow form of the underlying liability coverages.

## Cyber Liability:

Corvus Insurance Company - 2CIALA17S010689601 - 5/17/23-5/17/24 - \$5,000,000 each Claim/Aggregate - \$50,000 retention each claim

Last updated by Suzanne Roberts on Sep 15, 2022 at 12:49 PM

CSRS LLC



## CSRS LLC

Unique Entity ID <b>RF4EYUHVKHP5</b>	CAGE / NCAGE <b>1MD42</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Submitted Registration</b>	Expiration Date <b>Sep 15, 2023</b>	
Physical Address <b>8555 United Plaza BLVD STE 100 Baton Rouge, Louisiana 70809-2258 United States</b>	Mailing Address <b>8555 United PLZ BLVD Baton Rouge, Louisiana 70809-2260 United States</b>	

### Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Louisiana 06</b>	State / Country of Incorporation <b>Louisiana / United States</b>	URL <b>http://www.csrsinc.com</b>
MPIN <b>*****0809</b>		

### Registration Dates

Activation Date <b>(blank)</b>	Submission Date <b>Sep 15, 2022</b>	Initial Registration Date <b>Jul 12, 2001</b>
-----------------------------------	----------------------------------------	--------------------------------------------------

### Entity Dates

Entity Start Date <b>Mar 10, 1978</b>	Fiscal Year End Close Date <b>Dec 31</b>
------------------------------------------	---------------------------------------------

### Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

### Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

### Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

### Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other



Last updated by Suzanne Roberts on Sep 15, 2022 at 12:49 PM

CSRS LLC

acknowledgment of fault?

**Not Selected****Exclusion Summary**

Active Exclusions Records?

**No****SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes****Entity Types****Business Types**

Entity Structure

**Corporate Entity (Not Tax Exempt)**

Entity Type

**Business or Organization**

Organization Factors

**(blank)**

Profit Structure

**For Profit Organization****Socio-Economic Types**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**1MD42****Electronic Funds Transfer**

Account Type

**Checking**

Routing Number

**\*\*\*\*\*0153**

Lock Box Number

**(blank)**

Financial Institution

**HANCOCK WHITNEY BANK**

Account Number

**\*\*\*\*\*8078****Automated Clearing House**

Phone (U.S.)

**2288716012**

Email

**(blank)**

Phone (non-U.S.)

**(blank)**

Fax

**2288684630****Remittance Address****CSRS LLC****8555 United Plaza BLVD****Suite 100****Baton Rouge, Louisiana 70809****United States****Taxpayer Information**

EIN

**\*\*\*\*\*7459**

Type of Tax

**Applicable Federal Tax**

Taxpayer Name

**CSRS LLC**

Tax Year (Most Recent Tax Year)

**2017**

Name/Title of Individual Executing Consent

**Secretary**

TIN Consent Date

**Sep 15, 2022**

Address

**8555 United Plaza BLVD****Baton Rouge, Louisiana 70809**

Signature

**Domoine D Rutledge****Points of Contact****Accounts Receivable POC**<https://sam.gov/entity/RF4EYUHVHP5/coreData?status=Submitted>

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CSRS LLC



**Steve Laplace, CFO**  
**steve.laplace@csrsinc.com**  
**2257690546**

**Electronic Business**

**THOMAS A. BARFIELD, President**  
**tim.barfield@csrsinc.com**  
**2252292133**

Denny Lazarus, Contract Administrator  
 denny.lazarus@csrsinc.com  
 2257690546

**8555 United Plaza BLVD**  
**Suite 100**  
**Baton Rouge, Louisiana 70809**  
**United States**

8555 United Plaza BLVD.  
 Suite 100  
 Baton Rouge, Louisiana 70809  
 United States

**Government Business**

**CHRISTOPHER J. PELLEGRIN, Exec VP**  
**christopher.pellegrin@CSRSINC.COM**  
**2259394377**

Elif Chiasson, Exec. Vice President  
 elif.chiasson@csrsinc.com  
 2257690546

**8555 United Plaza BLVD**  
**Suite 100**  
**Baton Rouge, Louisiana 70809**  
**United States**

8555 United Plaza BLVD.  
 Suite 100  
 Baton Rouge, Louisiana 70809  
 United States

**Proceedings Alternate POC**

**MICHAEL Songy, CEO**  
**michael.songy@csrsinc.com**  
**2257690546**

**8555 United Plaza BLVD.**  
**Suite 100**  
**Baton Rouge, Louisiana 70809**  
**United States**

**Security Information**

Company Security Level  
 (blank)

Highest Level Employee Security Level  
 (blank)

**Service Classifications****NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	541330	Engineering Services
	541320	Landscape Architectural Services
	541370	Surveying And Mapping (Except Geophysical) Services
	541611	Administrative Management And General Management Consulting Services
	541620	Environmental Consulting Services
	541990	All Other Professional, Scientific, And Technical Services
	562910	Remediation Services

**Size Metrics****IGT Size Metrics**

Annual Revenue (from all IGTs)  
 (blank)

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$25,000,000.00	125

**Location**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

<https://sam.gov/entity/RF4EYUHVHP5/coreData?status=Submitted>

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*CSRS LLC*

**Industry-Specific**

Barrels Capacity  
(blank)

Megawatt Hours  
(blank)

Total Assets  
(blank)

**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

This entity does not appear in the disaster response registry.