



City of Key West
Attn: Office of the City Clerk
1300 White Street
Key West, Florida 33040

RE: Proposal Response to RFP #22-005 Grant Writing and Grant Administration Services

Dear Sirs and Madams:

Langton Consulting is pleased to submit a proposal response for the opportunity to continue providing grant writing services to the City of Key West Departments and Programs, and the new opportunity to provide program administration services to assist with the implementation of grants already awarded. It has been our pleasure to serve the City of Key West as your exclusive grant writer for the last five years, and we look forward to expanding our capacity for achieving further success on securing and maintaining Federal and State grant funding for your great community.

For the last five consecutive years, **Langton Consulting** has secured in excess of **\$22.6 million** in grant funding for City of Key West Departments and Programs. Since 2013, **Langton Consulting** has secured over **\$33.4 million** in Federal, State, and Local grant funding. Over the last forty-one years of continuous service, we have secured over **\$475 million** in grant funding for our clients.

Our Grant Administration team is postured and prepared to step in on day one to provide much needed technical support and training to City staff for the successful implementation of current and future grant funded programs and projects. Our established training program has proven successful for other Florida local governments, and we are ready to get to work on relieving the burden that can come with daily grant administration.

All of this experience has created a very strong and powerful professional relationship between **Langton Consulting** and the City of Key West, and we are excited for the opportunity to continue driving this success forward for many years to come.

Sincerely,

Michael Langton
President
Langton Associates, Inc.

Mailing Address: PO Box 37007 Jacksonville, FL 32236-7007 • Phone: (904) 598-1368

Information Page



Responding to: *City of Key West RFP #22-005 - Grant Writing and Grant Administration Services*

Responding Firm (Prime): *Langton Associates, Inc.*

**Langton Associates, Inc. (Langton Consulting) will not be utilizing sub-contractors in the delivery of the services described within this RFP response proposal.*

Contact Information:

Project Manager/Firm Authorizing Representative

Michael Langton, President

Physical Address: 5627 Atlantic Boulevard, Suite 4, Jacksonville, FL 32207

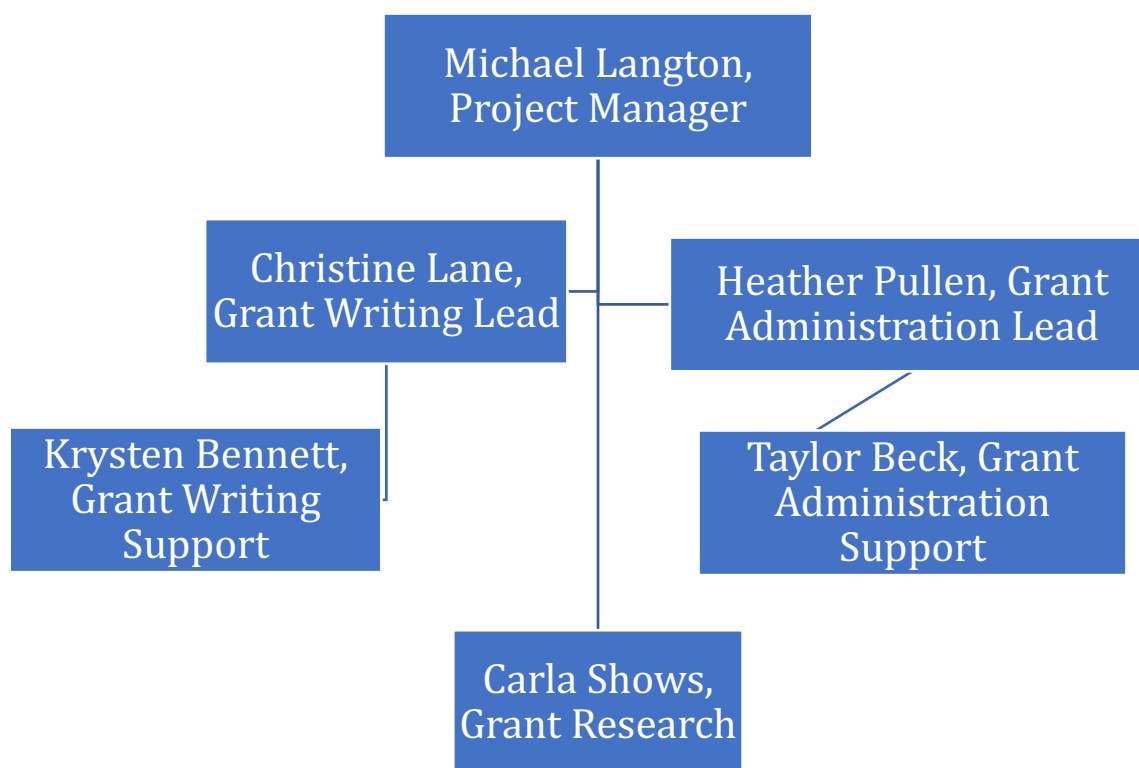
Mailing Address: PO Box 37007, Jacksonville, FL 32236-7007

Office Phone: (904) 598-1368

Direct Phone: (904) 614-9861

E-mail address: mlangton@langtonconsulting.com

Organization Chart



Michael Langton, Project Manager

Location (Main Office): Jacksonville, Florida

Christine Lane, Grant Writing Lead

Location (Main Office): Jacksonville, Florida

Krysten Bennett, Grant Writing Support

Location (Main Office): Jacksonville, Florida

Heather Pullen, Grant Administration Lead

Location (Remote): Folly Beach, South Carolina

Taylor Beck, Grant Administration Support

Location (Main Office): Jacksonville, Florida

Carla Shows, Grant Research

Location (Remote): Palm Coast, Florida

Company Information

Langton Consulting has provided professional grant consulting services to our clients since 1981. Michael Langton, the firm's President, began the firm after working in the grants industry for both public and private agencies. After establishing the firm, Langton became familiar with the funding side of grants in his service as a member of the Florida House of Representatives. Langton Consulting, Florida's oldest and largest public affairs consulting firm, is comprised of a professional team with a combined total of over 90 years in the grants business. Within the last five years, our efforts have secured more than **\$175 million** for our clients to fund both ongoing programs and new initiatives. During over 41 years of service, the amount of client awarded grants exceeds **\$475 million**. To date, our team has successfully administered over \$318 million in Federal and State grant funding.



Langton employs five (5) full-time grant professionals and numerous associate consultants. Langton provides grant research, grant writing and grant administration services to Florida counties and municipal local governments, to ensure that all Federal, State and private foundation grant funding is successfully procured and managed within compliance of grantor agency regulations and guidelines. Langton's vast experience with writing and managing Federal, State and private foundation grants has benefitted over 50 Florida local governments to date.

GRANT RESEARCH

Langton Consulting specializes in grant identification by determining each client's individual needs through on-site interviews and the development of a **Needs Assessment** and **Strategic Grants Plan**. The information captured in these two documents will create a solid basis for specific and in-depth research to secure grant funding for the highest prioritized projects. Twice a month, our clients receive an exclusive **SMARTGrants™** e-mail alert with the most up-to-date grant funding currently on the market to ensure that no grant opportunities are overlooked.

GRANT WRITING

Our Grant Writing team, led by executive grant professional and firm President, Michael Langton and veteran grant professionals and Senior Public Affair Consultants, Christine Lane and Krysten Bennett, has provided grant writing services to over fifty (50) local governments, **including City of Key West**, and non-profit organizations. Our services have provided over **\$175 million** in funding to our clients in the last five years, **including over \$22.6 for the City of Key West, for a total of over \$33.4 million since 2013**. Unlike other firms that only specialize in specific program areas such as engineering, housing, or community development, we offer knowledge and expertise in a broad range of Federal and State agency programs. Our grant professionals are continuously updated on the status of established

Company Information

funding sources as well as new programs through professional events, conferences, publications, access to a complete database of state and federal programs, and personal contact with key legislative staff members. Our network of contacts in Washington, D.C. and Tallahassee, Florida, as well as our proximity to Tallahassee, enable us to provide our clients with the most accurate, up-to-date information and resources available. All five (5) of our full-time grant professionals are members of the national Grants Professionals Association (GPA), our executive grant professional is **Grant Professional Certified** through the national Grants Professional Certification Institute, and one (1) of our consultants is a member of the National Grant Management Association.

The **Langton** team specializes in the following program areas:

- Build Back Better Regional Challenge
- CDBG & HOME Programs
- ReBuild Florida Hazard Mitigation Programs
- ARPA State and Local Fiscal Recovery Fund
- CARES Emergency Rental Assistance and ERA1 Program
- Broadband programs
- Recreation, Parks and Trails
- Community Development
- Human services including seniors and youth
- Bipartisan Infrastructure Law
- Economic Development and Workforce Development
- Emergency Management
- Energy Conservation, Efficiency, and Sustainability
- Environmental Protection
- Hazard Mitigation
- Health and Human Services
- Historic Preservation
- Homeland Security
- Land Acquisition
- Parks and Recreation
- Public Safety
- Transportation
- Cultural Institutions



PROGRAM GRANT ADMINISTRATION

Our grant administration team, led by Heather Pullen, Senior Public Affairs Consultant and former Florida Small Cities CDBG Program staffer, has administered over \$318 million in Federal grant funding under the HERA, ARRA, CDBG-DR, CDBG-CV, NSP, ERA, ARPA and RESTORE Act recovery funding programs since 2006. Our grant administration team has administered over \$13 million in RESTORE Act Direct Component (Pot 1) and RESTORE Act Spill-Impact (Pot 3) grants for communities recovering from the 2010 *Deepwater Horizon Oil Spill* disaster. In 2022, our grant administration team closed out a four-year, \$18 million FRA Rail grant project that spanned over four counties in North Florida and South Georgia.

Company Information

The **Langton** team's responsibilities include:

- Staff Training
- General Technical Support
- Financial Management
- Policies and Procedures
- Procurement
- Recordkeeping
- Reporting
- Monitoring
- Close-outs
- Liaison services to Federal grantor agencies



STRATEGIC PLANS AND POLICY & PROCEDURE DEVELOPMENT

In addition to grant administration services, our team provides expert development services of Strategic Plans and Policies & Procedures, required to administer Federal funding. Since 2010, **Langton Consulting** has successfully authored **seven (7) 5-Year HUD CDBG & HOME Program Consolidated Plans**, including the State of Florida's, **eleven (11) HUD CDBG & HOME Annual Action Plans**, **two (2) 5-Year Analysis of Impediments to Fair Housing Choice Plans**, and several **CDBG Environmental Review Records** for Florida local governments. Other Strategic Plans authored by **Langton Consulting** include the planning and development of an **Affordable Housing Needs Assessment** for the City of Dunedin, Florida that included statistics on how Short-Term Vacation Rentals (STVRs) impact small communities, and proposed strategies on how to identify and address any potential negative effects related to STVRs.

Some examples of internal Policies & Procedures developed by **Langton Consulting** include: *Safeguarding Personal & Identifiable Information, Conflicts of Interest, Risk Management Tools, Grant Management Plans, and Anti-Fraud Awareness.*

STAFF TRAINING PROGRAM

In 2014, when *2 CFR Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards* was released by the Office of Management and Budget, **Langton Consulting** received several requests from our local government clients to assist staff in evaluating internal policies, procedures and implementation methods for compliance with the new Federal regulations. During the one-year grace period provided, **Langton Consulting** focused their efforts on creating a series of classroom-style training workshops that are conducted on-site, and have since built a cataloged library of over twenty (20) presentations that have been conducted for Florida local governments and at national conferences in Washington, D.C. We are proposing our staff training program to the City of Key West in an effort to strengthen your internal controls and improve the institutional delivery structure of grant funds.

Approach & Methodology

Langton Consulting understands the importance of developing a strong institutional delivery structure to ensure the successful and timely delivery of grant writing and grant administration services to our local government clients.

Our key project approach to providing **Grant Writing and Grant Administration** is as follows:

- ✓ UNLIMITED Grants Research
- ✓ Needs Analysis and Strategic Planning
- ✓ UNLIMITED Grant Writing
- ✓ Consulting on special projects outside of our general scope of services
- ✓ Grant Administration Services for new and existing projects

Grants Research – Our team of dedicated grant funding opportunity research consultants are constantly monitoring annual cycle and special funding allocation grant opportunities for our local government clients and use this information to issue a bi-weekly e-mail of our **SmartGrants™** publication that includes grant descriptions and forecasting deadlines for our clients to review. In addition, our clients receive UNLIMITED grants research by request for a more individualized research approach. Furthermore, your dedicated lead consultant continually keeps a finger on the pulse of current client needs and markets new grant matches as soon as they become available.

Needs Analysis and Strategic Planning – At the onset of every new grant writing and grant administration services contract, **Langton Consulting** will conduct a series of meetings with City Departments to discuss long- and short-term goals and objectives, as well as existing grant programs and projects for leveraging and expansion opportunities. In this case, **Langton Consulting** has already conducted an initial Needs Analysis and Strategic Grants Plan but will make it a priority to revisit some of the goals and objectives captured the first time around and to re-interview Department staff to update the needs and wants that have evolved over time.

Grant Writing – Our standard philosophy at **Langton Consulting** is “No grant is too big. No grant is too small, and grant writing should be UNLIMITED.” For many years, the grant consulting industry set limits on the number of grants written under retainer contracts. We believe that this limits a local government client’s success and therefore propose that there is **NO LIMIT** of grants that **Langton Consulting** will develop under a retainer contract. All services listed below are included in our grant writing services approach:

- Project Planning with City Department staff
- Development of grant application narratives, budgets, and forms
- Editing and refinement of the grant application components
- Electronic or paper copy submission of the grant application to Grantor
- Follow-up technical assistance to City Departments staff on Requests for Information (RFIs) or acceptance of and Award Agreement from the Grantor

Grant Consulting – After 41 years of service in the grants industry and a team of professionals with over 100 years of combined experience performing grant research, grant writing, and grant administration services to local government clients, **Langton Consulting** is postured to provide professional consulting and advise on potential special projects or one-time funding opportunities, **such**

as **ARPA Coronavirus State and Local Fiscal Recovery Fund (SLFRF) opportunities**, to assist with tasks such as, capacity building and liaison services, on a Task Authorization basis. Other examples of grant consulting services provided include the implementation of our **Staff Training Program** and **Plan Writing Services**.

Grant Administration Services – With the influx of special allocation grant funding opportunities and awards over the last couple of years, our grant administration team has expanded to include 2 additional grant professionals to provide project implementation services such as policies & procedures development, financial management, recordkeeping, reporting, monitoring, audit technical support, general technical assistance, and closeout services. **Langton Consulting** proposes to provide these services on a Task Authorization basis if selected.

Adequacy of Resources

Langton Consulting is comprised of five (5) internal grant professionals; three (3) are dedicated primarily to grant research and grant writing, two (2) are dedicated to consulting and grant administration, and our President, Michael Langton, is dedicated to contract and client management. We also have a variety of associate consultants who provide part-time labor when needed. **Langton Consulting** may be a small firm, but we possess the tools, equipment, and software necessary to carry out in-house grant production, conduct virtual meetings, and store secured files per Federal regulations.

Tasks and Services to be Performed

Grant Funding Research and Funding Needs Analysis

Langton Consulting commits a minimum of two (2) professional consultants to implement these tasks.

Services include:

- ✓ Ongoing grant funding research on general areas of interest and need;
- ✓ Conduct interviews (virtually or in-person) with City Department staff to update the current *Strategic Grants Plan* to include any new or existing priority areas for funding;
- ✓ Individualized research on grant funding opportunities identified during the funding needs analysis process and by request from City Department staff; and
- ✓ Distribution of bi-weekly **SmartGrants™** publication to City Department staff which includes descriptions of current grant funding opportunities with open submission cycles.

Grant Proposal Development

Langton Consulting assigns one (1) professional consultant per grant application based on their experience and background with the program guidelines. Grant writing support is provided to the lead Grant Writer assigned when needed.

Services include:

- ✓ Project planning and design in accordance with grant opportunity requirements;
- ✓ Check SAM.gov and Grantor agency website registration status;
- ✓ Preparation of grant application narratives and documents;

- ✓ Editing and submission of grant application narratives and documents;
- ✓ Technical assistance to City Department staff on Requests for Information (RFI) from Grantor; and
- ✓ Technical assistance on Grant Award Agreement acceptance from Grantor.

Grant Consulting and Administration Services

Langton Consulting commits a minimum of two (2) professional consultants to implement these tasks. If additional labor is needed, we have associate consultants with grant administration experience that can be used to complete specific tasks according to their experience and background.

Services include:

- ✓ Coordinate and provide technical assistance on procurement processes (review of solicitation documents and contracts, contracting with MBE/WBE/DBE businesses, etc.) in accordance with *2 CFR 200.318-320 General procurement standards* and internal City procurement policies and procedures;
- ✓ Coordinate and conduct recordkeeping (official grant records) in accordance with *2 CFR 200.333: Retention requirements for records*;
- ✓ Coordinate and conduct public input and public advertisement in accordance with Grantor agency requirements and the *City Citizen Participation Plan* process;
- ✓ Develop and submit quarterly, bi-annual, or annual performance progress (SF-PPR), financial progress (FFR), Davis-Bacon, Section 3, or other reports required by the Grantor agency;
- ✓ Provide staff training on a variety of grant writing and grant administration topics through our internal Training Program library; and
- ✓ Provide general technical assistance to City Departments on project implementation and expert guidance regarding local, State, and Federal grant programs and regulations in *2 CFR 200 Uniform Guidance*, as needed.

Meetings and Presentations

A **Langton Consulting** representative will be available to attend any virtual or in-person meetings that will benefit the development and submission of grant proposals and conduct any virtual or in-person presentations to the City Commission or Advisory Boards, as required by the project or plan developed by our staff. **We propose a minimum of two (2) on-site visits annually.**

Monthly Reports

Along with the monthly billing invoice for grant research and grant writing, **Langton Consulting** will continue to provide monthly status reports, which include descriptions of grant programs researched, grant applications in progress, grant applications submitted, grant applications awarded, and any technical assistance provided to City staff during the billing period. In addition, detailed reports with time expended on activities will be included for grant consulting and grant administration activities conducted on a Task Authorization basis.

Personnel

Michael Langton, President, GPC

Role: Contract Administrator & Grant Development

For over forty years Michael Langton has built his career around grants. Michael's introduction to grant funding began with the City of Jacksonville's Community Development Block Grant program in 1974. He later moved to healthcare, running the grants and lobbying department at Shands Jacksonville Hospital. He became familiar with the funding side of grants in his service as a member of the Florida House of Representatives. He was Co-Sponsor of the William Sadowski Act, which enacted the SHIP Program.



As President and Project Manager at Langton Associates, Michael has played a pivotal role in securing over \$475 million dollars in grant funding from Federal, State, and private foundation funding sources over the last 40 years. He manages the day-to-day operations, leads a staff of six (6) grant professionals and acts as the firm's lead marketing consultant and point-of-contact for many of our local government clients.

Aside from his managerial role at Langton Consulting, Michael has written over \$70 million in successful grants in the last five years in areas such as public works and infrastructure, economic development, and capital project funding.

Education: Bachelor's Degree in Political Science, Florida Atlantic University

Certifications: Grant Professional Certified, Grant Professionals Certification Institute

Member Affiliations: Grant Professionals Association

Heather Pullen, Senior Public Affairs Consultant

Role: Grant Administration

Heather started her career in grants in 2006 at the Florida Department of Community Affairs as an Operations Consultant for the Florida Small Cities and Disaster Recovery CDBG Programs. In 2009, she joined the Langton team and administered over \$15 million in Neighborhood Stabilization funding for Florida local governments. In the last five years, Heather has administered over \$35 million in Federal funding, including FASTLANE, RESTORE, and CARES Act programs for Florida local governments. Her daily tasks and activities involve Program Design and Program Implementation including financial management, policies & procedures, reporting, recordkeeping, monitoring, single audits, and closeout. In 2018, she joined the National Grants Management Association and is an active presenter at their national conferences. In 2020, she was selected by Thompson Grants to be a board member on their national editorial board and published her first nationally read article in December 2020, and her second in 2021..



Education: Bachelor's Degree in Elementary Education, Flagler College

Certifications: HUD Environmental Review Certification

Member Affiliations: Grant Professionals Association, National Grant Management Association

Krysten Bennett, Senior Public Affairs Consultant

Role: Funding Needs Analysis & Grant Development

Having served as a Public Affairs Consultant with Langton Consulting from 2004-2010, Krysten is thrilled to once again be part of the Langton family. During her original years with Langton, she secured more than \$5.8 million in Federal, State and Foundation funds for local government projects and non-profit entities with public agency partners. Perhaps her most notable project while with Langton Consulting was the facilitation of the Palm Beach County Homeless Advisory Board and its seven working committees, for which she assisted in the development of and, subsequent authoring of the *Ten-Year Plan to End Homelessness in Palm Beach County*.



During both of her tenures with Langton Associates, Krysten has earned more than \$10 million in grant funding for Florida local governments. In 2018, Krysten led the Langton team in the development and submission of over \$20 million in Hazard Mitigation Grant Program applications for Florida local governments affected by Hurricane Irma.

Education: Bachelor's Degree in Interdisciplinary Studies

Member Affiliations: Grant Professionals Association

Christine Lane, Senior Public Affairs Consultant

Role: Grant Development, Funding Needs Analysis, Strategic Grant Planning

Christine Lane joined Langton Consulting with the intent to bridge her passions in planning, historic preservation, and community development with her years of consultative selling and winning business. Since joining the team, she has successfully secured over \$10 million in federal, state, and regional grant funding for her Florida local government clients in the areas of public facilities, infrastructure improvements and hardening, resiliency planning, vulnerability assessments, tourism development, port security, historic preservation, coronavirus relief efforts for police and fire departments, multimodal transportation construction, and community tree planting.



Christine graduated Magna Cum Laude with her Bachelor of Arts in Environmental Design from SUNY University at Buffalo School of Architecture and Planning in 2011. Shortly after graduating, she went to work for Cascades Recovery, U.S., Inc., a waste stream diversion and material recovery company, where she managed over three hundred clients across western

New York, consulted their recycling and waste needs, and sought creative solutions to expand recycling programs and increase waste diversion. She developed an affinity for consultative sales roles where she was responsible for managing client relationships, winning new business, and implementing programs. Christine now uses her experience to assist our clients in aggressively pursuing grant funding via grant development, performing needs analysis, strategic grant planning, and consulting on new funding legislation like the American Rescue Plan State and Local Fiscal Recovery Fund, Infrastructure, Investment, and Jobs Act, and the Inflation Reduction Act. She also serves her community as an active Board Member of the grassroots neighborhood nonprofit organization Springfield Preservation & Revitalization Council.

Education: Bachelor's Degree in Environmental Design, SUNY University

Member Affiliations: Grant Professionals Association, Board Member, Springfield Preservation & Revitalization

Carla Shows, Public Affairs Consultant

Role: Grant Development & Research Specialist

Carla's career has allowed her to have a role throughout the lifecycle of grants, providing her with strong understanding of planning, acquiring, implementing, and managing, and closing out grants. In addition to helping grant teams acquire more than \$10 million in external grant funding, she has used her experience to help training teams in implementation, management, and compliance.



Carla began her professional career as a Grant Development Coordinator at Daytona State College in 2007. She secured \$3.2 million in new external funding for the College's projects and programs, including funding from the highly competitive National Science Foundation programs. Working with a comprehensive grant team, she helped to develop 60-65 grant proposals annually from federal, state, and private foundation sources.

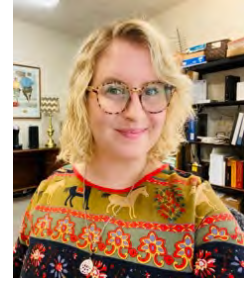
Carla assists the Langton grant writing team by providing in-depth research of federal, state and private foundation funding sources for the design of new programs or leveraging to grow programs. She is the lead grant research associate for Langton and develops all of the Needs Assessments and Strategic Grant Plans for our clients.

Education: Bachelor's Degree in Sociology and Criminal Justice, University of Delaware

Master's Degree in Sociology, University of Massachusetts-Amherst

Member Affiliations: Florida Council for Resource Development

Taylor Beck, Public Affairs Consultant
Role: Grant Development & Grant Administration



Taylor is Langton's newest associate and applies her diverse background to be a tremendous assistant to our team. After graduating from Florida State University with a Bachelor of Art in Humanities in 2014, she began her career working in Art and Culture-based Non-Profits. Taylor first gained grant writing experience while working for the Riverside Fine Arts Association, securing funding for the educational outreach program Project Listen.

Since joining our firm, she has been a vital role in the success of securing over \$50 million in funding through the U.S. Economic Development Administration for Osceola County's Advanced Manufacturing Center for NeoVation. Taylor has experience planning and writing diverse applications for topics such as Mental Health, Police Services, Advanced Manufacturing, Resiliency, Housing, and Development.

To be a further asset to our team, Taylor has recently begun working with Heather Pullen in Grants Administration. Heather heads our Grants Administration department and provides bountiful knowledge in the field.

Education: Bachelor's Degree in Humanities, Florida State University

Qualifications

To demonstrate our success in providing grant development and grant administration services to Florida local governments, **including the City of Key West**, the following is a comprehensive representation of specific grants awarded and projects administered over the last three (3) years of service.

Grant History – Grants funded for City of Key West 2019-2022				
Year	Source	Program	Project	Amount Awarded
2019	Federal	FEMA Port Security Grant Program	City of Key West Port Security Enhancement for Police and Fire Departments	\$102,791.00
2020	Regional	TDC Capital Projects (Brick and Mortar) Funding Application	Mallory Square Sunshades, Seating, and Landscape Improvements	\$167,890.00
2020	State	CDBG-DR (Irma)	Force Main Relocation Project	\$3,563,054.00
2020	State	CDBG-DR (Irma)	Harris Avenue & 10 th Street Stormwater Improvements	\$1,376,270.00
2020	State	Coronavirus Emergency Supplemental Funding	City of Key West CESF	\$112,634.00
2020	State	FDEO Community Planning and Technical Assistance Grant Program	Post Disaster Recovery and Reconstruction Plan	\$44,000.00
2020	State	Community Development Block Grant Mitigation General Planning Support	Key West Comprehensive Adaptation and Resilience Implementation Plan	\$500,000.00
2020	State	Community Development Block Grant Mitigation General Planning Support	Duval Street Economic Corridor Resiliency and Revitalization Plan	\$500,000.00
2020	State	Community Development Block Grant Mitigation General Infrastructure	Fogarty & 3 rd Pump Assist Injection Well	\$6,336,165.00
2020	State	Community Development Block Grant Mitigation General Infrastructure	Tide Valves and Outfall Improvements	\$3,545,656.00
2020	State	Florida Resilient Coastline Program Resiliency Planning Grant	Key West Comprehensive Adaptation and Resilience Implementation Plan Historic and Cultural Preservation Chapter	\$905,500.00
2021	State	Community Development Block Grant-Coronavirus (CDBG-CV)	Reconstruction of the Keys Overnight Temporary Shelter	\$4,300,000.00
2021	Regional	Capital Projects (Brick and Mortar) Funding Application	Mallory Square Public Restrooms	\$713,387.00
2021	Federal	Port Security Grant Program	Port Security Enhancements for Police and Fire Departments	\$165,000.00
2022	State	Florida Department of Health Emergency Medical Services Matching Grant	Lifepak 15 Monitor/Defibrillator Purchase	\$36,247.00
2022	State	Florida Department of Transportation Alternatives Program	Wickers Realignment Construction	\$539,728.00
2022	Regional	TDC Brick & Mortar Capital Project Funding	Key West Amphitheater Enhancements – Phase 2	\$200,000.00
2022	Regional	TDC Brick & Mortar Capital Project Funding	Pavilions at Smathers Beach	\$198,000.00
			Total:	\$23,306,322.00

The funded grant projects described above may not have been possible without the knowledge and experience of your lead Grant Writer and direct contact, **Christine Lane** and secondary Grant Writer and veteran grant professional, **Krysten Bennett**. Together, they have a combined 20+ years of experience in project design and grant application development. This grant writing team has secured more than \$30 million in grant funds for Florida local governments, a significant portion of which was for the **City of Key West**.

Grant History – Grants funded for Similar Projects of Interest for City of Key West					
Client	Year	Source	Program	Project	Amount Awarded
Atlantic Beach	2019	State	Florida Resilient Coastline Program	Environmental	\$40,000.00
Panama City	2020	Federal	Staffing for Adequate Fire and Emergency Grant Response	Hiring of Firefighters	\$248,041.59
Pasco County	2020	State	CDBG-MIT	Mike Fasano Regional Hurricane Shelter	\$80,325.00
Atlantic Beach	2020	State	CDBG-MIT	Resiliency Planning	\$89,950.00
City of Arcadia	2021	State	HP Special Category	Arcadia City Hall Phase II	\$448,837.00
Panama City	2021	State	HP Small Matching	PC Center for the Arts	\$37,500.00
Panama City	2021	State	DCA Specific Cultural Project	Oaks by the By Park History Mural	\$25,000.00
Atlantic Beach	2021	State	FRDAP	Donner Park Improvements	\$185,000.00

The above table includes a variety of grant applications that were authored by our grant writing team and may be of interest to the City of Key West in the future. We selected some of our smaller scale projects requiring less daily operating responsibilities or rigorous grant administration to demonstrate our wide range of knowledge and experience and are aligned with one of our firm principles, “*no grant is too small...*”

Unique Grant Awards and Accomplishments

In addition to our grant writing successes, our **Grant Administration Team**, led by veteran grant professional, **Heather Pullen**, has been hard at work assisting Florida local governments with daily implementation responsibilities for large-scale projects by expanding staff capacity and strengthening institutional delivery structures to remain in compliance with Federal regulations and program guidelines. Heather has 16+ years of experience in grant administration, and has administered over \$35 million during her tenure with **Langton Consulting**. Examples of projects currently being administered or have recently closed out are provided below.

Project: *Osceola County Building Central Florida’s Semiconductor Cluster for Broad-Based Prosperity*

Planning Grant Amount: \$500,000.00

Construction Grant Award Amount: \$50.8 million

Project Description: In December 2021, Osceola County was awarded a planning and assistance grant (Phase 1) through the Economic Development Administration’s *Build Back Better Regional Challenge Grant* program, through a special allocation of funding in the American Rescue Plan Act (ARPA). Osceola County, along with the Orlando Economic Partnership (OEP), the University of Central Florida (UCF), and Bridging the Innovation Development Gap (BRIDG), comprise the *Prosperity Coalition* whose vision is to accelerate the



emergence of a growth cluster anchored in semiconductor research, development and manufacturing. Osceola County hired **Langton Consulting** to provide grant administration services for the planning grant performance period of December 2021 – December 2022 and is on track to closeout early. On September 1, 2022, the EDA awarded Osceola County an additional **\$50.8 million** for Phase 2: Construction of this project. This grant application was also authored by **Langton Consulting**, in collaboration with County staff and project partners.

Project: *Taylor County Competitiveness and Employment by Rail Project (CEBYR)*

Grant Amount: \$17,343,027.00

Project Description: In August 2019, **Langton Consulting** was selected to provide full-service grant administration services for daily implementation of a \$17 million Federal Railroad Administration grant award to repair over 86 square miles of railroad track that expanded from Taylor County, Florida to Adel, GA. One of the unique challenges of this project, was the private-sector railroad partner who was the Sub-Recipient of the grant funds and had no experience in utilizing Federal grant funds. Under our grant administration team's oversight, the County and the Sub-Recipient are on track to successfully close out the project in September 2022.



Other Grant Funded Projects Administered by Langton Consulting

Project: *Osceola County IDIS Technical Assistance for CDBG & HOME Programs*

Project Description: The Osceola County Human Services Department receives annual allocations of CDBG and HOME Program funds as an entitlement community. **Langton Consulting** has provided IDIS Technical Assistance services which include project and activity setup and management, developing substantial amendments to move funding between activities and program years, development and submission of annual Consolidated Annual Performance Reports, and development and submission of Annual Action Plans since 2018.

Project: *City of Kissimmee IDIS Technical Assistance for CDBG Program*

Project Description: The City of Kissimmee Community Development Services Department receives an annual allocation of CDBG Program funds as an entitlement community. **Langton Consulting** has provided IDIS Technical Assistance services including project and activity setup and management, develop substantial amendments to move funding between activities and program years, and development and submission of Annual Action Plans since 2021.

Project: *City of Daytona Beach Neighborhood Stabilization Program 1 & 3*

Grant Amount: \$2,795,177.00

Project Description: The City of Daytona Beach received over \$2.7 million from rounds 1 and 3 of the Neighborhood Stabilization Program in 2010 and 2013. The Florida Department of Community Affairs selected **Langton Consulting** to provide rapid response technical assistance to the City in order to meet the national obligation deadline. After the obligation was met, the City of Daytona Beach hired **Langton Consulting** to provide continuing grant administration services through the closeout of both programs.

ARPA Coronavirus State and Local Fiscal Recovery Funds

Over the past 14 months, **Langton Consulting** has advised and educated the City of Key West on all elements of the American Rescue Plan Act State and Local Fiscal Recovery Fund (ARPA SLFRF) via an hourly consulting services agreement for the \$12,079,588.00 allocation they received in two tranches.

This included the \$5,018,855 ARPA SLFRF dollars the Port of Key West received via the Florida Department of Transportation. We advised about the various amendments to the Interim Final Rule, changes made via the release of the Final Rule, and all other flexibilities and subsequent rule changes added to this act. We have provided ongoing support and guidance by fielding questions about the program, performing research as needed, advising on how to acquire the funding, helping decipher eligible uses, and aiding with reporting and compliance criteria. We also developed and provided a White Paper covering all elements of the ARPA SLFRF in a succinct and easy-to-understand format.

As a Non-Entitlement Unit, receiving the first tranche of funding initially proved challenging for the City of Key West. Unlike other larger recipients, the funding came through the State rather than directly through the Treasury Portal. **Langton Consulting** acted as a liaison between the Florida League of Cities and the Florida Department of Emergency Management to uncover how the City would receive funding and facilitate receiving the first tranche. Regarding reporting and compliance criteria, **Langton Consulting** performed extensive research and provided information on NEU reporting requirements and how to access and complete the required reporting through the Treasury Portal.

Furthermore, we have stayed abreast of related developments, including additional appropriation opportunities that Congress has enacted, including the Infrastructure Investment and Jobs Act and the recently passed Inflation Reduction Act. For all three acts signed into law, **Langton Consulting** has provided details of all competitive grant opportunities that have been expanded or developed. We've kept a pulse on one of the most critical issues to the City, Affordable Housing Development, and shared the Affordable Housing How-To Guide: How to Use State and Local Fiscal Recovery Funds for Affordable Housing Production and Preservation developed by The Department of Treasury and the Department of Housing and Urban Development, as well as related webinars on the topic.

Moving ahead, **Langton Consulting** continues to monitor changes to the rule and flexibilities added and disseminates this information to the City with urgency. If needed, **Langton Consulting** is prepared to provide a deeper level of oversight and administration for both the City's and the Port's ARPA SLFRF funds.

Client References

Client: Osceola County

Project Manager: Mike Nicola, Government Affairs Director

Address: 1 Courthouse Square, Suite 4700, Kissimmee, FL 34741

Telephone Number: (407) 742-2393

E-mail Address: mike.nichola@osceola.org

Description of Project or Services: Funding Needs Analysis, Grant Research, and Grant Writing

Contract Amount: \$60,000

Time Period of the Project or Contract: 2017– Present

Client: Seminole County

Project Manager: George Woodring, Grants Administrator

Address: 1101 East First Street, Sanford, Florida 32771

Telephone Number: (407) 665-7168

E-mail Address: gwoodring@seminolecountyfl.gov

Description of Project or Services: Funding Needs Analysis, Grant Research, Grant Writing and Technical Assistance

Contract Amount: \$80,000

Time Period of the Project or Contract: 2007 – Present

Client: City of Arcadia

Project Manager: Terry Stewart, City Administrator

Address: PO Box 1000, Arcadia, Florida 34265

Telephone Number: (863) 494-4144

E-mail Address: tstewart@arcadia-fl.gov

Description of Project or Services: Funding Needs Analysis, Grant Research, Grant Writing and Technical Assistance

Contract Amount: \$50,000

Time Period of the Project or Contract: 2017 – Present

Bonus Client Reference

Client: City of Key West

Project Manager: Carolyn Sheldon, Senior Grants Administrator

Address: 1300 White Street, Key West, Florida 33040

Telephone Number: (305) 809-3741

E-mail Address: csheldon@cityofkeywest-fl.gov

Description of Project or Services: Funding Needs Analysis, Grant Research, and Grant Writing

Grant Writing Contract Amount: \$63,000

ARPA Consulting Contract Amount: \$15,000.00

Time Period of the Project or Contract: 2013 – 2016; 2019 – Present

Plan to Contract with MBE/WBE/SBE and DBE Businesses

Although **Langton Consulting** does not plan in utilizing Sub-Contractors for the completion of the services described within this RFP response, we do understand the importance and requirements placed on a local government for furthering participation from MBE/WBE/SBE/DBE businesses whenever possible. Therefore, **Langton Consulting** commits to working with City staff to affirmatively further opportunities during procurement processes by executing the **6 Affirmative Steps to Contracting with Minority, Women-owned, Small and Disadvantaged Businesses** and using the necessary governmental resources available to invite these types of businesses to participate in RFP/RFQ processes conducted for grant funded projects.

CITY OF KEY WEST INDEMNIFICATION FORM

PROPOSER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the PROPOSER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The PROPOSER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes. PROPOSER understands and agrees that any and all liabilities regarding the use of any subcontractor for services related to this agreement shall be borne solely by the PROPOSER. Ten dollars of the consideration paid by the City is acknowledged by PROPOSER as separate, good and sufficient consideration for this indemnification.

This indemnification shall be interpreted to comply with Section 725.06 and 725.08, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, PROPOSER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate PROPOSER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by PROPOSER, or persons employed or utilized by PROPOSER.

The PROPOSER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the PROPOSER's limit of or lack of sufficient insurance protection.

[REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK]

COMPANY SEAL

PROPOSER: Langton Associates, Inc.

Address

Physical Address: 5627 Atlantic Boulevard, Suite 4

Jacksonville, Florida 32207

Mailing Address: PO Box 37007, Jacksonville, FL 32236-7007

Signature



Michael Langton

Print Name

Date

8/25/22

President

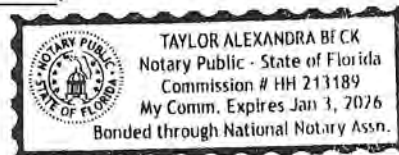
Title

NOTARY FOR THE PROPOSER


STATE OF Florida

COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of ☒ physical presence or
☐ online notarization, this 25 day of AUGUST, 2022
by TAYLOR BECK



Signature of Notary



Print, Type or Stamp Name of Notary

Personally Known ☒

OR Produced Identification

Type of Identification Produced

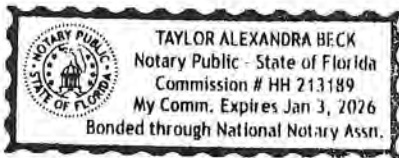
NON-COLLUSION AFFIDAVIT

STATE OF Florida
COUNTY OF Duval

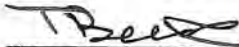
I, the undersigned hereby declares that the only persons or parties interested in this Proposal are those named herein, that this Proposal is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner, and that the Proposal is made without any connection or collusion with any person submitting another Proposal on this Contract.

BY: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 25 day of AUGUST, 2022 by TAYLOR BECK



(NOTARY SEAL)


(Signature of Notary Public- State of Florida)

TAYLOR BECK
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐


Type of Identification Produced _____

ANTI-KICKBACK AFFIDAVIT

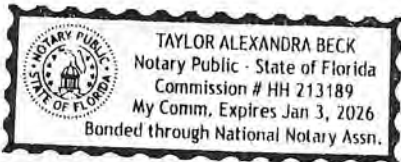
STATE OF Florida

COUNTY OF Duval

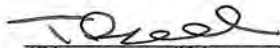
I the undersigned hereby duly sworn, depose and say that no portion of the sum herein response will be paid to any employee of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

BY: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 25 day of AUGUST, 2022 by TAYLOR BECK



(NOTARY SEAL)


(Signature of Notary Public- State of Florida)

TAYLOR BECK
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification _____

Type of Identification Produced _____

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS,

1. This sworn statement is submitted for Michael Langton, President
(print individual's name and title)

by Langton Associates, Inc.
(print name of entity submitting sworn statement)

whose business address is 5627 Atlantic Boulevard, Suite 4 Jacksonville, FL 32207

and (if applicable) its Federal Employer Identification Number (FEIN) is
59-2247694
(if the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement): _____
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "conviction" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime: or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members and agent who are active in the management of an

affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statute means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement (indicate which statement applies).

 X Neither the entity submitting this sworn statement, or any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (attach a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER

31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR THE CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

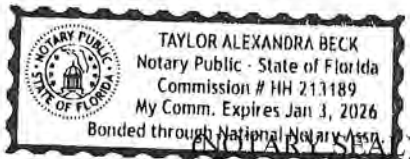
[Signature]
(SIGNATURE)

8/25/22
(DATE)

STATE OF Florida

COUNTY OF Duval

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 25 day of AUGUST, 2022, by TAYLOR BECK



T Beck
(Signature of Notary Public- State of Florida)

TAYLOR BECK
(Name of Notary Typed, Printed, or Stamped)

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced _____

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

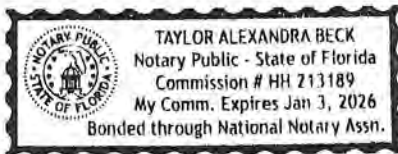
STATE OF Florida


COUNTY OF Duval

I, the undersigned hereby duly sworn, depose and say that the firm of Langton Associates, Inc.
_____ provides benefits to domestic partners of its employees on the
same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances
Sec. 2-799.

By: 

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐
online notarization, this 25 day of AUGUST, 2022 by TAYLOR BECK




(Signature of Notary Public – State of Florida)

(NOTARY SEAL) TAYLOR BECK
(Signature of Notary Public – State of Florida)

Personally Known ☒ OR Produced Identification _____


Type of Identification Produced _____

CONE OF SILENCE AFFIDAVIT

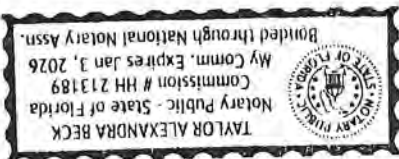
Pursuant to City of Key West Code of Ordinances Section 2-773 (attached below)


STATE OF Florida
COUNTY OF Duval

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Langton Associates, Inc.
have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).


(signature)
8/25/22
(date)

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 25 day of AUGUST, 2022 by TAYLOR BECK




(Signature of Notary Public – State of Florida)

(NOTARY SEAL)

TAYLOR BECK
(Signature of Notary Public – State of Florida)

Personally Known ☒ OR Produced Identification _____

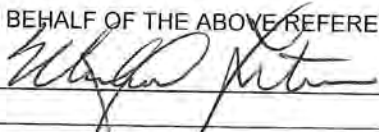
Type of Identification Produced _____

**VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: <u>Langton Associates, Inc.</u>		
Vendor FEIN: <u>59-2247694</u>		
Vendor's Authorized Representative Name and Title: <u>Michael Langton, President</u>		
Address: <u>5627 Atlantic Boulevard, Suite 4</u>		
City: <u>Jacksonville</u>	State: <u>Florida</u>	Zip: <u>32207</u>
Phone Number: <u>904-598-1368</u>		
Email Address: <u>mlangton@langtonconsulting.com</u>		

Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services over one million dollars (\$1,000,000) if, at the time of contracting or renewal, the company is on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, both created pursuant to section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria.

AS THE PERSON AUTHORIZED TO SIGN ON BEHALF OF RESPONDENT, I HEREBY CERTIFY THAT THE COMPANY IDENTIFIED ABOVE IN THE SECTION ENTITLED "RESPONDENT VENDOR NAME" IS NOT LISTED ON EITHER THE SCRUTINIZED COMPANIES THAT BOYCOTT ISRAEL LIST, SCRUTINIZED COMPANIES WITH ACTIVITIES IN SUDAN LIST OR THE SCRUTINIZED COMPANIES WITH ACTIVITIES IN THE IRAN PETROLEUM ENERGY SECTOR LIST. I UNDERSTAND THAT PURSUANT TO SECTION 287.135, FLORIDA STATUTES, THE SUBMISSION OF A FALSE CERTIFICATION MAY SUBJECT SUCH COMPANY TO CIVIL PENALTIES, ATTORNEY'S FEES, AND/OR COSTS AND TERMINATION OF THE CONTRACT AT THE OPTION OF THE AWARDING GOVERNMENTAL ENTITY.

CERTIFIED BY: <u>Michael Langton</u>	<u>President</u>
<small>PRINT NAME</small>	<small>PRINT TITLE</small>
WHO IS AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE REFERENCED COMPANY.	
Authorized Signature: 	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/25/2022

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

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

PRODUCER
GHG Insurance
1000 Riverside Ave., Suite 500
Jacksonville FL 32204

CONTACT
NAME: Tiffany PetersonPHONE
(A/C, No, Ext): 904-421-8600FAX
(A/C, No): 904-421-8601E-MAIL
ADDRESS: tpeterson@ghgins.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURED
Langton Associates Inc dba Langton Consulting
4830 Atlantic Blvd
Jacksonville FL 32207

LANGASS-01

INSURER A : Travelers Casualty & Surety Company of America

31194

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

COVERAGES

CERTIFICATE NUMBER: 1865974443

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Retro Date 10/15/19 Ded \$5,000			107165087	10/15/2019	10/15/2022	Aggregate Each Claim 1,000,000 1,000,000

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

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance

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




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/23/2022

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

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

PRODUCER  State Farm MATTHEW F. CARLUCCI STATE FARM INS. 3707 HENDRICKS AVE. JACKSONVILLE, FL 32207		CONTACT NAME: PHONE (A/C, No, Ext): 904-399-5544 FAX (A/C, No): 904-399-1536 E-MAIL ADDRESS: MORGAN@MATTCARLUCCI.COM		
INSURED LANGTON ASSOCIATES INC. 4830 ATLANTIC BOULEVARD, SUITE #4 JACKSONVILLE, FL 32207		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: State Farm Fire and Casualty Company		25143
		INSURER B: State Farm Florida Insurance Company		10739
		INSURER C: State Farm Mutual Automobile Insurance Company		25178
		INSURER D:		
		INSURER E:		

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

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

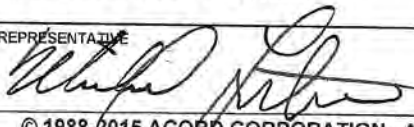
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	98-BE-V958-9 B	06/25/2022	06/25/2023	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 HIRED/NON-OWNED \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		492 9683-F10-59V	06/10/2022	12/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$		98-BG-D739-8 B	11/11/2021	11/11/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	98-CB-Y478-7	05/21/2022	05/21/2023	<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
C	EMPLOYERS NON-OWNED AUTO & HIRED AUTO		C40 6097-B12-59	08/12/2022	02/12/2022	CSL \$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
RFP #22-005 Grant Writing and Grant Administration Services

CERTIFICATE HOLDER**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



State of Florida

Department of State

I certify from the records of this office that LANGTON ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on April 19, 1982.

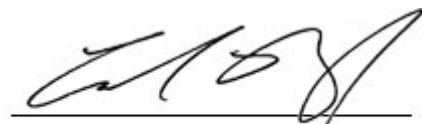
The document number of this corporation is F76790.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 26, 2022, and that its status is active.

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

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-third day of August,
2022*




Secretary of State

Tracking Number: 8871699614CU

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

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



City of Key West
1300 White Street, Key West, FL, 33040 (305) 809-3700

ADDENDUM NO. 1

Grant Writing and Grant Administration Services RFP # 22-005

This addendum is issued as supplemental information to the bid package for clarification of certain matters of both a general and technical nature.

QUESTIONS/CLARIFICATIONS:

Question 1

Would the City be open to explore other pricing models other than a lump sum for the grant writing services?

Response 1

Yes

Question 2

Is the City interested in exploring additional grant funding sources that might be available to them, such as the following?

- US Department of Transportation - Rebuilding American Infrastructure Sustainably & Equitably (RAISE)
- US Department of Transportation - Bridge Investment Program
- US Department of Transportation - Port Infrastructure Development Program
- Federal Emergency Management Agency - Building Resilient Infrastructure for Communities (BRIC)

Response 2

Yes

Question 3

Are the cover/cover letter/contents/dividers included in the 20-page count?

Response 3

The cover letter is included in the 20-page count. The cover, contents (if referring to a table of contents) and dividers are not included.

Question 4

As currently worded, we believe that the indemnity provision on the Indemnification Form on page 21 of the RFP is not in compliance with Florida Statute 725.08 and is unenforceable.

Please consider rewording same to conform with the statute. Suggested language per Florida Statutes 725.08 is:

"The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract."

Response 4

This RFP is not for design.

Question 5

Please consider REMOVING the highlighted text from the paragraph below:

3.6. CONSULTANT shall perform the professional services under this Agreement at the level customary for competent and prudent professionals in CONSULTANT'S field performing such services at the time and place where the services are provided. In the event CONSULTANT does not comply with this standard, and omissions or errors are made by CONSULTANT, CONSULTANT will correct such work that contains errors or omissions at no cost to CITY ~~and reimburse CITY through compensation for damages.~~

Response 5

Contract negotiations occur after the proposer is chosen by the City Commission.

Question 6

Please consider REMOVING the highlighted text from the paragraph below:

7.8.1. To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents, and employees (herein called the "indemnities") from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its Subcontractors or persons employed or utilized by them in the performance of the Contract. Claims by indemnities for indemnification shall be limited to the amount of ~~CONSULTANT's insurance or \$1 million per occurrence, whichever is greater.~~ The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Contract and it is part of the project specifications or the bid documents, if any.

Response 6

Contract negotiations occur after the proposer is chosen by the City Commission.

Question 7

Please consider ADDING the highlighted text provided below:

7.9.2. CONSULTANT shall furnish an original Certificate of Insurance indicating, and such policy providing coverage to, City of Key West named as an additional insured on all policies ~~—except Professional Liability and workers' compensation—~~ on a PRIMARY and NON CONTRIBUTORY basis utilizing an ISO standard endorsement at least as broad as CG 2010 (11/85) or its equivalent, (combination of CG 20 10 07 04 and CG 20 37 07 04, providing coverage for completed operations, is acceptable) including a waiver of subrogation clause in favor of City of Key West on all policies. CONSULTANT will maintain the Professional Liability insurance coverage summarized above with

coverage continuing in full force including the additional insured endorsement until at least 3 years beyond completion and delivery of the work contracted herein.

Response 7

Contract negotiations occur after the proposer is chosen by the City Commission.

Question 8

The City requires that we certify we provide benefits to domestic partners of our employees on the same basis as we provide benefits to employees' spouses. Our health insurance does not allow us to extend coverage to domestic partners, however, we do cover a cash equivalent. In this case, is it necessary for us to take an exception to this requirement?

Response 8

Section 2-799(e)(6) of our code of ordinances states that

Provided that the contractor does not discriminate in the provision of benefits, a contractor may also comply with this section by providing an employee with the cash equivalent of such benefits, if the city manager or his/her designee determines that either:

The contractor has made a reasonable yet unsuccessful effort to provide equal benefits. The contractor shall provide the city manager or his/her designee with sufficient proof of such inability to provide such benefit or benefits which shall include the measures taken to provide such benefit or benefits and the cash equivalent proposed, along with its certificate of compliance, as is required under this section.

2-799(a)(3) defines 'Cash equivalent' as the amount of money paid to an employee with a domestic partner in lieu of providing benefits to the employee's domestic partner. The cash equivalent is equal to the employer's direct expense of providing benefits to an employee for his or her spouse.

The cash equivalent of the following benefits applies:

[...]

b. For health benefits, the cost to the contractor of the contractor's share of the single monthly premiums that are being paid for the domestic partner employee, to be paid on a regular basis while the domestic partner employee maintains such insurance in force for himself or herself.

[...]

Question 9

You note that the total proposal length (not including required forms, Sworn Statements, or Affidavits) will not exceed 10 double (20 single) side pages. Are resumes excluded from this 20 page limit? Well over half the proposal will include resumes - even if we limit resumes to one page.

Response 9

Yes, resumes are excluded.

Question 10

Does a proposal cover count as a page toward the page limit?

Response 10

No

Question 11

Information provided in the RFP states that the City writes about 25 grant applications each year. On the pricing form, we are asked for a lump sum annual price for grant writing services, but it is unclear whether the City expects the awarded vendor to assume responsibility for all 25 grant applications or some portion of the total. To receive similar responses across bidders, could the City clarify the level of effort expected under grant writing services?

Response 11

The assumption is for the awarded vendor to assume responsibility for all 25 grant applications with assistance from City Staff for content. 25 is an average number.

Question 12

The RFP requests a monthly report detailing the time spent on grant writing effort, "summarizing the amount of time expended and describing activities undertaken during the previous month." The request for pricing shows this as an annual lump sum paid in monthly increments. The reporting request for time expended seems at odds with your request to provide pricing as a lump sum. Can the City provide further clarification that may align the reporting request with the pricing request?

Response 12

Time estimates are acceptable for these monthly reports. This info is used as reference to estimate the complexity of each grant written.

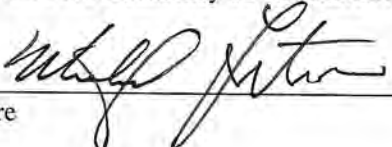
Question 13

RFP Section C.12 clearly states that 9 of the 10 listed requirements count toward the 20 single-sided page limit. Resumes are requested in this section. Would the City prefer that abbreviated resumes/bios be included to meet the page limitation, with full resumes attached as an addendum not counted against the 20-page limit?

Response 13

Resumes are not counted against the 20-page limit.

All Bidders shall acknowledge receipt and acceptance of this **Addendum No. 1** by submitting the addendum with their proposal as a required form. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.


Signature

Langton Associates, Inc.

Name of Business

Price Proposal



Grant Research and Grant Writing

Under our current contact with the City of Key West, **Langton Consulting** performs unlimited grant research and grant writing services for an annual lump sum price of \$63,000.00. If selected to continue these services, we propose the same annual lump sum structure, with an option allow for a 3% increase to the annual lump sum price each year, not to exceed five (5) total years, based on performance evaluation by the City Commission and staff.

Year One Annual Lump Sum Price: \$64,890.00

Year Two Annual Lump Sum Price: \$66,836.00

Year Three Annual Lump Sum Price: \$68,841.00

Year Four Annual Lump Sum Price: \$70,906.00

Year Five Annual Lump Sum Price: \$73,033.00

Grant Consulting and Grant Administration

In regards to grant consulting and grant administration fee structures, **Langton Consulting** believes that individual, pre-negotiated, not-to-exceed Task Orders (Time & Materials), based on estimated hours, approved hourly rates by Consultant Position, and allows the freedom and flexibility of performing these services based on the budgetary parameters of the City Departments and assists the Departments with meeting their timeliness deadlines and expenditure timeline requirements. It also allows us to evaluate a fair price for the services based on project size and status of completion.

The following proposed hourly rates include all fringe benefits, salaries, general overhead costs, direct expenses, profit and all other out of pocket expenses.

Item	Position	Hourly Rate
1	Principal Consultant	\$246
2	Senior Consultant	\$234
4	Consultant	\$210
5	Program Administrative Support	\$114
6	Clerical Staff	\$90

These rates are negotiable if selected based on our qualifications and prior services.

Travel Costs and Materials

Any travel costs in excess of the two (2) proposed on-site visits per year will be pre-negotiated with City Administrators and will follow the City's internal policies on reimbursement of travel expenses. Any special materials including software, equipment or registration fees required to complete the proposed services within this RFP response, will be pre-negotiated with City Administrators and will be billed in accordance with the City's internal policies on reimbursement of materials.

Exhibit C: Cost Proposal

Consultant Name: Langton Associates, Inc.

Project Name: **Grant Writing and Grant Administration Services**

Project Number: **RFP #22-005**

Grant Writing Services (lump sum): Please enter a lump sum amount for each year to be paid monthly in twelve (12) even payments. The annual amounts should be all-inclusive and include any anticipated increases over the years. Refer to Section C.12, Item 10 Cost Proposal.

Year	Lump Amount
Year 1	\$ 64,890.00
Year 2	\$ 66,836.00
Year 3	\$ 68,841.00
Year 4 – (Year 1 of two-year option to renew)	\$ 70,906.00
Year 5 – (Year 2 of two-year option to renew)	\$ 73,033.00
Total Grant Writing Services Amount	\$ 344,506.00

Grant Administration Services (hourly): Please enter staff position, all-inclusive hourly rate with anticipated increases over the years, hours per month, and total cost per month. Refer to Section C.12, Item 10 Cost Proposal.

Staff Position	Hourly Rate	Hours per Month	Total Cost per Month
Principal Consultant	\$ 246	10	\$ 2,460.00
Senior Consultant	\$ 234	20	\$ 4,680.00
Consultant	\$ 210	20	\$ 4,200.00
Program Administrative Support	\$ 114	5	\$ 570.00
Clerical Support	\$ 90	5	\$ 450.00
	\$		\$
	\$		\$
	\$		\$
Total Estimated Monthly Cost of Grant Administration A)			\$ 12,360.00
Total Estimated Annual Cost of Grant Administration (A x 12) B)			\$ 148,320.00
Total Estimated 5-Year Cost of Grant Administration (B x 5) C)			\$ 741,600.00

5-Year Total Grant Writing PLUS Grant Administration (This total used for scoring)	\$ 1,086,106.00
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