



Request for Proposal | RFP # 22-007 | 10th May 2023

City of Key West, Florida

CDBG Grant Administration Services

Submitted to:

City of Key West, Florida
City Clerk
1300 White Street
Key West, Florida 33040

Submitted by:

Mike Gaskins
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Housing, Community Development
and Infrastructure

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May 10, 2023

City of Key West
City Clerk
1300 White Street
Key West, Florida 33040

Re: City of Key West RFP # 22-007 – CDBG Grants Administration Services

Dear Selection Committee Members,

Tidal Basin Government Consulting, LLC (Tidal Basin) understands the City of Key West is seeking a partner who is deeply experienced in providing CDBG Grant Administration Services. ***Tidal Basin is the partner Key West needs to ensure its grant programs are managed in a compliant and effective manner, enabling its residents to recover quickly and successfully.*** We pride ourselves in assisting all clients, including Key West, to identify and achieve their grant administration and disaster recovery goals. We were founded on the principles of maintaining high integrity of our staff, delivering quality work, and delivering results for our clients so they can optimize their return on investment.

Why the Tidal Basin Team?

Compassionate Teamwork and Leadership

Tidal Basin knows residents of Florida have suffered considerable losses, faced mounting challenges, and are struggling to repair their homes and maintain basic necessities as a result of multiple natural disasters. With these challenges in mind, we bring a team with the deep expertise to lead and effectively manage this grant funding, and who are focused on balancing the need for speed in delivering assistance with the empathy, compassion, and patience. Tidal Basin has extensive experience and a demonstrated track record of managing large-scale emergency and recovery programs with rapid start-ups and short timeframes.

Committed To Compliance to Avoid Program Fraud or Waste

For your program, we realize compliance is key. Tidal Basin understands the federal funding requirements for CDBG programs and will create a system of monitoring for compliance from the beginning of our engagement. We deeply understand the parallel priorities of getting benefits to communities and residents in need as quickly as possible while maintaining strict compliance and anti-fraud, waste, and abuse procedures. Our core strengths — practical expertise with CDBG-funded programs, a history of client advocacy and retention, and dedication to the rapid deployment of services on time and under budget — make us an invaluable addition to any recovery team.

As Vice President, I am authorized to negotiate terms, render binding decisions, commit to the firm's resources, and receive correspondence regarding this request for quote. For any questions, please contact me at mgaskins@tidalbasin.rphc.com with cc to proposals@tidalbasin.rphc.com. Tidal Basin looks forward to the opportunity to demonstrate our focus on excellence, expertise, and exceeding expectations for the City of Key West. We thank you in advance for your consideration.

Sincerely,

Mike Gaskins
Mike Gaskins

Vice President, Housing, Community Development and Infrastructure



Project Information and Contacts

Project Name:

City of Key West
Grant Administration Services

Prime Name:

Tidal Basin Government
Consulting, LLC

Contact Name:

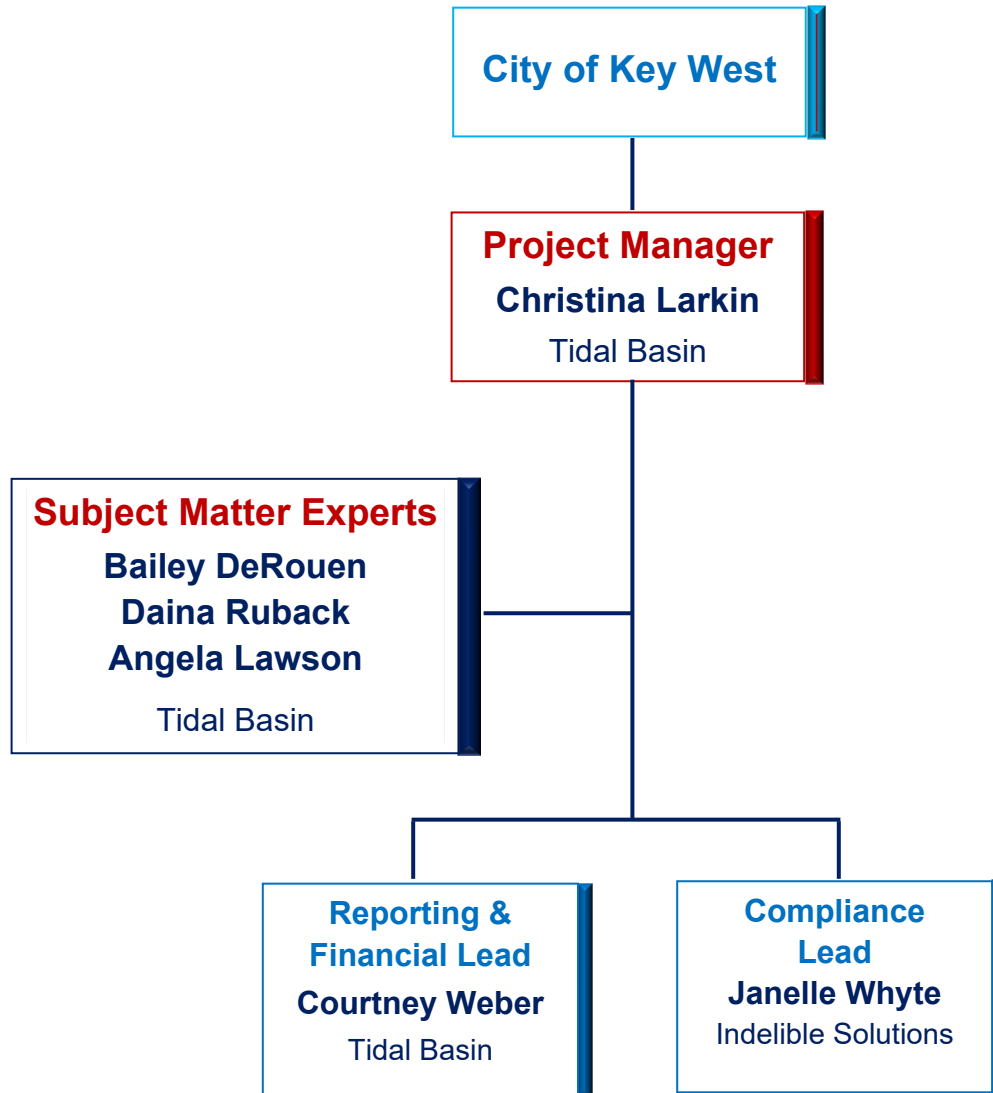
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Tidal Basin’s staff, including multiple CDBG-DR Subject Matter Experts with over 15 years’ experience, have worked on dozens of disasters and understand the common challenges and best practices for CDBG-DR program implementation. We have hand-picked an exceptional team of grants management professionals with 40+ years of collective CDBG experience to serve the City of Key West. This team will provide the scope requested to assist with the City’s CDBG-DR, CDBG-MIT, and CDBG-CV funding.



On the follow page below we highlight the main roles and responsibilities of each member of the Key West Grants Administration Team. Our team will be 100% remote, providing valuable efficiencies and cost savings for the City. However, our staff is available to travel occasionally for necessary on-site meetings with the City and stakeholders, as requested by the City.



Team Member Roles and Responsibilities

Key Team Member	Roles and Responsibilities	Location
<p>Christina Larkin Project Manager</p> <p>Tidal Basin</p>	<ul style="list-style-type: none"> ▪ Provide overall project management support to Key West ▪ Act as main point of contact for Key West and other stakeholders ▪ Manages staff, budgets, deliverables and deadlines ▪ Leads policy development and guidance 	New York, NY
<p>Courtney Weber Reporting and Finance Lead</p> <p>Tidal Basin</p>	<ul style="list-style-type: none"> ▪ Leads all reporting and financial management activities including status reports and drawdown requests; ▪ Establishes data management systems and processes 	Chicago, IL
<p>Janelle Whyte Compliance Lead</p> <p>Indelible</p>	<ul style="list-style-type: none"> ▪ Manages compliance activities, including contract compliance, document review and management, and closeout activities 	Ft. Lauderdale, FL
<p>Bailey deRouen Subject Matter Expert</p> <p>Tidal Basin</p>	<p>Provides as-need/on-call subject matter expertise on the following subject areas:</p> <ul style="list-style-type: none"> ▪ CDBG-DR and CDBG-MIT grant administration ▪ Planning ▪ Resiliency 	New Orleans, LA
<p>Angela Lawson Subject Matter Expert</p> <p>Tidal Basin</p>	<p>Provides as-need/on-call subject matter expertise on the following subject areas:</p> <ul style="list-style-type: none"> ▪ CDBG-DR and CDBG-MIT grant administration ▪ Compliance and monitoring ▪ Section 3 ▪ Labor monitoring ▪ CDBG-DR Housing Programs 	Chicago, IL
<p>Daina Ruback Subject Matter Expert</p> <p>Tidal Basin</p>	<p>Provides as-need/on-call subject matter expertise on the following subject areas:</p> <ul style="list-style-type: none"> ▪ CDBG-DR, CDBG-MIT, CDBG-CV grant administration ▪ 2 CFR 200: Procurement and Cost Reasonableness 	Denver, CO

Tidal Basin

We know Florida, its People, and the Programs

The Tidal Basin Team has worked with and in the State of Florida for decades. Our working knowledge of the state and its communities, processes, policies, and systems make our team the best suited to serve Key West's needs. Our team represents more than 35 years managing the largest Community Development Block Grant – Disaster Recovery and Mitigation (CDBG-DR/CDBG-MIT), Hazard Mitigation Grant Program (HMGP), FEMA public assistance, and FEMA hazard mitigation programs across the country. Our combination of skillful staff and distinguished record of administering successful recovery projects makes Tidal Basin uniquely qualified to provide the requested services to the City. ***Our team understands the City's disaster recovery and resiliency objectives and has demonstrated experience executing large-scale programs across the state.***

As a result of this body of work and the subject matter expertise that we have established in these areas, we are uniquely qualified to assist the City of Key West in developing and executing Community Development Grant administration services. In particular, our team is able to offer the following key strengths and competitive advantages:

- ❑ Experience managing and operating large CDBG-DR and MIT programs in a variety of housing markets, including overseeing policy development, cost reasonableness/cost estimating, construction standards and compliance, and interagency coordination.
- ❑ Experience developing and authoring CDBG-DR and MIT Action Plans in close collaboration with State and Local agencies, in order to support their goals for their communities.
- ❑ Subject Matter Experts on staff that are experienced in community development and outreach, including throughout Florida. As we have performed community outreach within Florida for the state and local municipalities for other programs, our team maintains a presence within many local communities.
- ❑ Experience developing cost reasonableness methodologies for housing programs and performing comparative analysis
- ❑ Subject matter expertise in the areas of mitigative and resilient strategies for housing, including for CDBG-MIT and HMGP eligible activities
- ❑ Subject Matter Experts on staff with experience working with a number of building types throughout the U.S. and its territories in disaster recovery and mitigation-focused environments. This includes experience with a variety of construction types and within remote areas, rural areas, dense urban areas, and in coastal, inland, and mountain environments. Single and Multi-Hazard Risks that we have experience addressing/mitigating include flooding, wind loss, seismic risk, landslide risk, and wild fire risk.
- ❑ Expertise in utilizing GIS and Data Analytics to perform multi-hazard risk assessments, map and visualize risks to assets, residents, social demographics, and infrastructure.

This experience is further highlighted in the remainder of this proposal, and the sections that follow will demonstrate how we will apply our expertise and experience to accomplish the Grant Administration Services, in collaboration with the City of Key West.



Indelible Solutions

Indelible Solutions, LLP (Indelible or Indelible Solutions) is a national minority-owned management consulting firm with an established track record of supporting State and Local governments execute their programmatic missions. Indelible's success is rooted in its understanding of stakeholder needs within rural and minority communities.

Our Emergency Management business provides exceptional program administration, management, implementation, and oversight solutions. Our services are designed to allow our clients and communities to effectively prepare for, appropriately respond to, efficiently recover from, and adequately mitigate potential future impacts of natural disasters.

Our extensive experience demonstrates that our consultative guidance reflects leading practices, and that our team understands the needs of our clients and their communities. Our team brings the specific programmatic knowledge, experienced resources, tailored approach, and complementary services to administer large-scale government programs. Our methodologies have been proven effective and the quality of our work is transformative and impactful. As a recognized partner in government services, we anticipate the challenges our clients face because of legislative changes, economic trends, and constituent needs.

Indelible in South Florida

Indelible is proud to call Florida home – we are headquartered in Jacksonville, Florida, and most of our client-delivery, largely in disaster response with communities across the State, is within Florida. Not only are we a Florida-based firm, but the Indelible team has prior experience within the South Florida landscape.

Indelible has supported Miami-Dade County on multiple program management-related engagements. We have supported communities at a local level by working on FEMA Public Assistance (PA) grant programs following the devastating impacts of recent hurricanes. Following the COVID-19 pandemic, we have supported the County's Emergency Rental Assistance Program (ERAP), where the County is performing well-above peer groups, to help meet the needs of those most impacted by COVID-19 at risk of housing insecurity at a rate exceeding many large counties. As part of our VAX305 outreach campaign, the Indelible team also worked to coordinate vaccines, raise awareness to the impacts of COVID-19, educate members of the community, and improve access to those who may otherwise not have been able to be vaccinated.



Our Methodology and Approach

Provide Technical Advisory Services and Regulatory Compliance Expertise:

Tidal Basin’s goal is to assist our clients in navigating the complex regulations and guidelines set forth by the United States Department of Housing and Urban Development (HUD) standards, OMB Uniform Guidance, 2 CFR, Part 200, and Florida Department of Economic Opportunity funding agreements with guidance and support that is easily accessible and ready to implement. We will provide oversight and guidance to ensure compliance with these standards while also ensuring proper audit and record-keeping documentation is maintained. This effort will be lead by our Project Manager, Christina Larkin, and supported by our cadre of Subject Matter Experts, who can be engaged on an as needed basis. Many of the Tidal Basin team’s staff have previously worked for city and state governments, and we understand what municipal staff and leaders need to succeed. We have worked on CDBG programs from action planning to closeout and will work with Key West to provide the expert oversight and guidance needed to achieve compliant and successful programs.

Provide Regular and Frequent Status Reports:

Tidal Basin’s Reporting and Finance Lead with manage the provision of status reports to the City. We will keep the city informed and up-to-date on the progress of CDBG-funded projects and activities. The status reports will contain details including project status, financial summaries and expenditure details, and compliance updates. We will also provide information on any potential issues or risks, along with recommendations for addressing them. Our team will work closely with the city to ensure that the reports are tailored to their specific needs and are delivered on a regular basis. Depending on project stage, this may be weekly, monthly, or quarterly. By providing these frequent status reports, we can help ensure that the city remains informed and engaged in the CDBG-funded projects, leading to increased transparency and accountability.

Assist with meeting financial, administrative, and bookkeeping requirements:

Key West will need to set up a fund tracking and reporting system that can easily run reports compatible with the needs of HUD’s Disaster Recovery Grant Reporting system (DRGR). The fund tracking and reporting system will be responsive to city specific financial procedures and compliant with financial expenditure and reporting requirements of the HUD grant. The fund tracking and reporting system will need to be developed to incorporate data necessary for reporting to the DRGR such as applicants served, program progress, national objective, and demographics. Fund tracking is one of the most important duties of grant management, and our extensive experience here will benefit the City directly in auditing and monitoring processes. As desired, our staff can provide technical assistance and training to City personnel who participate in these reporting and drawdown processes.



Team Member Spotlight

Daina Ruback
Subject Matter Expert

- ❑ Experience managing CDBG-CV1 Grants Funds
- ❑ Develops duplication of benefits policy and other program and policies and procedures
- ❑ Guides clients through procurement compliance review
- ❑ Works with clients to organize community outreach
- ❑ Develops waiver requests and memos'
- ❑ Has managed CDBG-DR (\$3B), CDBG (\$160M), and CDBG-CV (\$102M) for the City of New York



Assist with meeting record keeping requirements:

Tidal Basin has assisted grantees across the country to set up compliance and robust record-keeping systems. There are several key components to consider when establishing and maintaining a filing system, including the following:

Document Management Plan Process Outline

Personally Identifiable Information Personally Identifiable Information (PII) protection	Preparation Preparation of files for audits
Document Library Document Library (New documents, naming conventions, version control)	Program Documentation Official recording, notarization and approval for program documentation
Correspondence Program correspondence by direct and electronic mail	Coordination Coordination with Grantee for file visibility
Document Control Document control for policies, SOPs, process flow maps, templates, guides, job aids, and checklists	HUD Compliance HUD compliance for record retention practices

With these in mind, Tidal Basin can support the city with the development of a record-keeping plan and policy, establishment of a centralized system which is appropriate and accessible to the city, training of staff in this system, and maintenance of accurate and complete records.

Assist with contract administration and compliance monitoring requirements:

The development and implementation of monitoring plans for all programs funded with this CDBG-DR/MIT/CV grant funds will help ensure the programs and projects stay on track for on-time and on budget completion and do so in a compliant manner. Tidal Basin’s Project Manager and Compliance Lead, with any required SME support, will assist with these activities so they are conducted within federal compliance requirements and can be responsive to HUD when audit and monitoring requests are received.

Compliance requirements include, but are not limited to:

- Affirmatively Furthering Fair Housing (AFFH) requirements
- Implementation and coordination of Section 504 requirements
- Procurement compliance – 2 CFR 200
- CDBG compliance with 24 CFR 570
- Anti-fraud, waste, and abuse
- Personally, Identifiable Information (PII) handling

Develop policies and procedures:

Tidal Basin will work with Key West to flesh out the specific policies and procedures for its CDBG programs and overall grant management procedures. Our highly experienced staff, lead by Project Manager Christina Larkin, will support the implementation of the City’s recovery ideas, weaving in best practices and ensuring HUD grant compliance along the way. Below are a sampling of commonly required policies and procedures, standard operating procedures, and other manuals that Tidal Basin has created for a variety of CDBG-DR funding programs that can be rapidly adapted and deployed to meet the needs of Key West’s recovery programs.



Team Member Spotlight

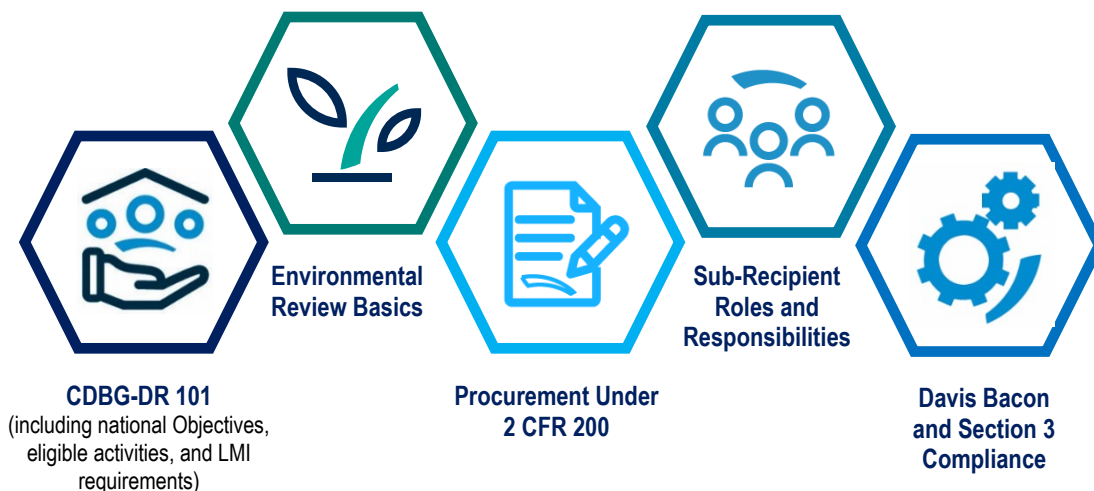
Christina Larkin
Project Manager

Project Manager, Christina Larkin, has been the Policy Lead on several CDBG-funded and Florida-based programs, including Hendry County, FL and FDEM. She has authored multiple compliant program policies and procedures and is an expert in her field. She will provide the City of Key West with the highest quality policies and procedures, taking in to account her many years of experience and best practices from similar programs.

Common Required Policy and Procedures / Standard Operating Procedure Manuals	
Housing Program Guidelines	Economic Development Program Guidelines
Infrastructure Program Guidelines	Workforce Development Program Guidelines
Procurement Guidelines and 2 CFR 200 Compliance	Duplication of Benefits Check Procedures
CDBG-DR Financial Management	Federal Cross Cutting Compliance - FHEO, Section 3, Section 504, and Davis Bacon Compliance Procedures
Buyout and Acquisition Program Guidelines	HUD CDBG_DR Reporting Procedures
Anti-Fraud Waste and Abuse Policies	Conflicts of Interest Policies
Subrecipient Monitoring Procedures	Mitigation and Resilience Best Practices
HUD Environmental Reviews	Inspections and Damage Cost Estimating Procedures

Provide necessary grant administration tools and support:

One of Tidal Basin’s top priorities as a partner to Key West is knowledge transfer and capacity building. Training is a component of this capacity building. We will work with the city to provide appropriate training. Trainings may include:





The provision of grant administration tools and templates will help to build additional capacity for the City. Tidal Basin has created these resources for countless grantees, allowing us to quickly tailor resources to the needs of Key West. Tools we have created for past clients include:

- ❑ Compliance Checklists for:
 - RFPs and Contracting
 - Environmental Review
 - Construction
 - Property Acquisition
 - Program Monitoring
- ❑ Templates for:
 - Reporting
 - Inventory and equipment tracking
 - Complaint Logs
 - Payment Requestions

We will work with the City to identify where there is need for specific resources and trainings and will adapt our plans to provide the greatest efficiencies to the city and its staff.

Project Experience Spotlight

State of West Virginia Action Plan

For the State of West Virginia's \$106M CDBG-MIT allocation, Tidal Basin designed and developed program administration tools for use across programs. These included a procurement checklists, grant application and review templates, environmental review checklist, property acquisition checklist, quarterly performance report templates, and more.

Act as liaison between the City and other stakeholders:

An important component of any successful disaster recovery program is clear and effective communication with impacted residents, funders, and all interested stakeholders. In addition to the benefits of a strong communications strategy there are also certain requirements imposed by HUD and federal regulation that the Tidal Basin team will guide the state through to ensure compliance in addition to effectiveness. We will ensure that all necessary communication occurs in a timely and effective manner and that any issues or concerns are addressed promptly. We have been in the shoes of a direct grantee to HUD and understand what the agency is looking for from its recipients and subrecipients. We have also worked closely with the Florida Department of Economic Opportunity on its CDBG-DR programs and have a thorough understand of the program requirements and guidelines coming out of that department.

Prepare and coordinate grant closeout and completion:

Many grantees do not think about closeout until programs are winding down, and the ability to bolster documentation of costs and activities is limited. Adherence to requirements along the way should make closing out the grant projects and programs a relatively easy process. Tidal Basin will assist Key West to set up the appropriate and necessary policies and processes to review project eligibility documents, contracting, environmental reviews, invoicing, and monitoring to make sure documents are collected, maintained, and organized in support of eligibility and National Objective determinations. With these resources, Tidal Basin's Compliance Lead will lead the preparation and coordination of grant closeout activities and documentation.



Christina Larkin

Project Manager

Tidal Basin

Ms. Larkin has more than six years of experience with providing policy and regulatory compliance expertise to various grantees for U.S. Housing and Urban Development (HUD) Community Development Block Grant – Disaster Recovery (CDBG-DR) funding. She has been responsible for developing grant applications and is an expert in writing and editing compliance documentation for CDBG-DR and CDBG-MIT funding, including drafting grant proposal sections, action plans, and policy and procedure manuals.

Education

- BA, History, Political Science, Christian Brothers University, Memphis, TN BA, Economics, New York University
- Diploma of Economics, London School of Economics and Political Science

Areas of Expertise

- FEMA local match coordination CDBG-DR and CDBG-MIT Funding SME
- Grant Applications
- Grant Program Development
- Action Plans
- Compliance
- Policy and Procedures Development

Professional History

Tidal Basin Government Consulting
Project Manager
June 2020 – Present

New York City Mayor’s Office of Management and Budget
Senior Analyst
May 2014 – June 2018

RELEVANT EXPERIENCE

Policy and Procedure Lead, Hurricane Ian Temporary Housing, Florida Department of Emergency Management (FDEM), 2022 – Present

Role: Policy and Procedure Lead

Tidal Basin is supporting the Florida Division of Emergency Management (FDEM) in housing recovery efforts for Hurricane Ian by providing overall program management support for three temporary housing programs. These programs are funded in part by FEMA and in part by the State of Florida and Christina is spearheading compliant policy development to ensure all activities are reimbursable by FEMA with a focus on eligibility and case management.

Massachusetts Homeowner Assistance Fund (MA HAF), Massachusetts Housing Partnership (MHP), 2021 – Present

Role: Policy and Procedure Lead

Tidal Basin is providing full case management and project management services to the Commonwealth of Massachusetts to implement their \$140 million Homeowner Assistance Fund (HAF). As the Policy and Procedure Lead, Ms. Larkin is responsible for interpreting all U.S. Treasury guidance for the new grant funding and ensuring the Commonwealth’s policies and procedures are compliant with all Treasury guidance. Ms. Larkin also manages the task leads responsible for implementing all standard operating procedures and is responsible for developing policy materials and tracking all policy changes; creating and implementing the policy change requests system; overseeing policy requests for decision to clarify policies; maintaining the policies and procedures library; updating all program materials as policies and procedures change; and maintaining standard operating procedures inventory.



Emergency Rental Assistance Program (ERAP), Florida Department of Children and Families (DCF), 2021 – Present

Role: Policy and Procedure Lead

Tidal Basin is providing full case management and project management services to the State of Florida for the administration of its \$871 million Emergency Rental Assistance Program (ERAP), also known as *OUR Florida*. The Tidal Basin team has developed the technological platform to accept landlord and tenant applications and provide case management and reporting on the backend. In addition to case management services, which includes eligibility determination, QA/QC, and pre- and post-payment review, the Tidal Basin team is also administering the program's call center, and outreach campaign, including paid and earned media, stakeholder coordination, and coalition building.

As the Policy and Procedure Lead, Ms. Larkin manages the task leads responsible for updating standard operating procedures. Her responsibilities include developing policy materials and tracking all policy changes; creating and implementing the policy change requests system; overseeing policy requests for decision to clarify policies; maintaining the policies and procedures library; updating all program materials as policies and procedures change; and maintaining standard operating procedures inventory.

Grant Applications Writing and Management, Hendry County, Florida, 2020 – 2021

Role: CDBG Policy Support

Ms. Larkin assisted Hendry County with policy and procedures related to the grant requirements and program compliance for the CDBG-DR and CDBG-MIT funds provided through Florida Department of Economic Opportunity (DEO). Tidal Basin has been successful in securing over \$5 million in CDBG-DR funding to date for infrastructure and workforce development programming.

Orange County Drainage District, Texas, 2020 – 2021

Role: CDBG Policy Support

Ms. Larkin prepared a checklist of requirements for the application. She also searched and summarized content from local plans to adapt to the application. The client chose Tidal Basin to prepare their application to the Texas General Land Office for CDBG-MIT funding. The Tidal Basin team provided support on developing the project and writing the application.

Plaquemines Parish, Louisiana, 2020 – 2021

Role: Technical Advisor

Plaquemines Parish selected Tidal Basin to manage grant compliance for their CDBG-DR program. As Technical Advisor, Ms. Larkin and the Tidal Basin team assisted with revising the Overall Grants Management and Procurement Manuals to consolidate sections on federal compliance and to update references and edit the documents for clarity.

Community Development Block Grant - Disaster Recovery Program, New York City Mayor's Office of Management and Budget, 2014 – 2018

Role: Senior Analyst

Ms. Larkin prepared and summarized federal compliance research for the \$4.2 billion CDBG-DR funded Superstorm Sandy grant and the City's \$500 million application to HUD's National Disaster Resilience Competition. She coordinated with city agencies on small business recovery efforts across the five boroughs and updated program descriptions and projections for public amendments to the Action Plan. Ms. Larkin worked with the City to draft and review policy documents for small business grant programs, including a loan and grant fund and an innovative resilient technology competition. She also assisted with logistics for citywide public hearings, including newspaper noticing and public outreach.



Bailey deRouen

CDBG-DR Subject Matter Expert

Tidal Basin

Ms. deRouen is a disaster recovery professional with over 13 years of experience, focused on long-term post-disaster rebuilding, planning, and program management. Her experience includes working with local and state governments to design and implement resiliency-based initiatives, programs, and policies. She is an expert in federal procurement regulations, experienced in managing CDBG-DR, CDBG-MIT, and FEMA funds, and has created and delivered trainings on all aspects of these funding sources. Ms. deRouen also has expertise creating HUD Action Plans, performing needs assessments, and developing policies designed to increase a community's resilience and overall sustainability.

Education

- Juris Doctor, Environmental Law Certificate, Loyola University New Orleans College of Law, New Orleans, LA
- MA, Urban and Regional Planning, Environmental and Hazard Mitigation Concentration, University of New Orleans, New Orleans, LA
- BA, History, Political Science, Christian Brothers University, Memphis, TN

Certifications

- Certified Emergency Manager
- Type 1 Planning Section Chief
- NIMS Instructor
- HSEEP Instructor

Areas of Expertise

- Urban and Regional Planning, AICP
- CDBG, CDBG-DR, CDBG-MIT Funding
- Disaster recovery policy guidance
- Long Term Post-Disaster Rebuilding
- Needs assessments
- Program management
- Grants administration
- FEMA local match coordination

Professional History

Tidal Basin Government Consulting
Director/Senior Project Manager
2019 – Present

NYC Office of Management and Budget
CDBG-DR Policy Unit Head, Senior Analyst Environmental Review
2015 – 2019

Villavaso & Associates
Senior Urban Planner
2012 - 2015

RELEVANT EXPERIENCE

Tidal Basin, Alexandria, VA, 2019 – Present

Role: Director/Senior Project Manager

Ms. DeRouen manages and oversees various recovery programs and also supervises supporting staff. Ms. deRouen assists with managing Tidal Basin's portfolio of HUD CDBG, CDBG-DR and CDBG-MIT contracts with a general focus on disaster recovery and relief programs for states and local governments, individual applicants and housing and infrastructure.

Hurricane Michael CDBG-DR Program Management, State of Florida Department of Economic Opportunity, 2021-Present

Role: CDBG-DR Subject Matter Expert

Provides subject matter expertise support to the State of Florida's Department of Economic Opportunity Project Management Office for CDBG-DR Hurricane Michael Recovery Programs. Areas of expertise include CDBG-DR compliance and regulations, procurement, HUD environmental review, and policy development.

Technical Assistance for Fiscally-Constrained Counties, State of Florida Department of Economic Opportunity, 2021-Present

Role: CDBG-DR Subject Matter Expert

Ms. deRouen provides subject matter expertise and CDBG-DR application development support to fiscally-constrained counties under Florida DEO's contract for technical assistance for fiscally constrained counties.

She develops and reviews application narratives to ensure projects are CDBG-DR eligible, performs LMI analyses and mapping, and provides guidance to the applicants to ensure complete and compliant applications are submitted to DEO.



Community Energy and Water Resilience Installations Program (CEWRI), Puerto Rico Department of Housing (PRDOH), San Juan, PR, 2021 – Present

Role: Technical Advisor

Ms. deRouen serves as a technical advisor and CDBG subject matter expert providing technical assistance and training to the project team overseeing applicant processing, eligibility intake, and awards determinations.

Grant Applications Writing and Management, Hendry County, Florida, 2019 – Present

Role: Project Manager

Ms. deRouen provides technical assistance and project management support to Hendry County and assists with managing all CDBG-DR grant requirements and writing grant applications for CDBG-DR and CDBG-MIT funds provided through Florida Department of Economic Opportunity (DEO). Assistance to the County includes training on all federal requirements and ensuring all projects are implemented in full compliance with all federal regulations. Tidal Basin has been successful in securing over \$5 million in CDBG-DR funding to date for infrastructure and workforce development programming.

Grant Applications Writing and Management, Orange County Drainage District, Orange County, TX, 2020 – Present

Role: Project Manager

Ms. deRouen leads a team assisting the Orange County Drainage District with their grant application development for HUD CDBG-MIT and Texas Water Development Board funds. Application development includes project identification, funding stream evaluation, grant application development, census tract analysis, and Low-to-Moderate Income (LMI) service area review for a variety of infrastructure and mitigation initiatives for which the county is seeking funding.

CDBG-DR Action Plan for 2018 Disasters, California Department of Housing and Community Development (CAL HCD), Sacramento, CA, 2019 – Present

Role: Project Manager

Ms. deRouen served as the program manager for the development of California's \$1.02 billion 2018 CDBG-DR Action Plan. This included managing a team to complete the unmet disaster needs assessment, program design, budgeting, conducting needs assessments of the state agency and subrecipients, and completing all required HUD certifications and public outreach. The Action Plan requires HUD approval for the appropriation of the CDBG-DR and CDBG-MIT funds after the destruction of the 2018 wildfires. Ms. deRouen oversaw all staff and all tasks required for HUD approval of the Action Plan.

Superstorm Sandy Recovery New York City Office of Management and Budget, 2015 – 2019

Role: Unit Head/Programs and Policy Supervisor/Environmental Review Supervisor

Ms. deRouen served as a unit head, as a program and policy supervisor, and environmental review supervisor for approximately \$4.2 billion in HUD CDBG-DR and NDR grant funds for housing, economic development, resiliency, mitigation, and infrastructure programs. She coordinated with municipal, state, and federal agencies to manage public hearings. She oversaw action plan development, developed new programs, managed aggressive timelines, made strategic funding decisions, and assisted in program implementation. Ms. deRouen interpreted Federal Register Notices, 2 CFR 200, 24 CFR 570, and other applicable grant regulations. She also wrote multiple successful waiver requests related to HUD requirements to facilitate CDBG-DR program implementation.



Courtney Weber

Reporting and Finance Lead

Tidal Basin

Ms. Weber is a motivated senior project manager with more than 12 years of experience in disaster recovery, energy, sustainability and resiliency, case management, data collection, management, and analytics. Ms. Weber has a strong knowledge in creating Power BI reports and brings strong technical, reporting and project management skills to support and lead projects for various clients. She successfully managed a team responsible for approving over 8,000 CDBG-DR applications for New York City’s Build It Back program, valued at over \$150 million.

Education

- BS, Environmental Geosciences, Michigan State University

Areas of Expertise

- CDBG-DR Funding
- Program Management
- Financial Management
- Data Reporting
- Power BI Dashboard Reporting
- Sustainability and Resilience Technical Skills

Professional History

Tidal Basin Government Consulting

Project Manager
July 2021 – Present

Aptim

Project Manager
July 2017 – July 2021

CB&I (acquired by APTIM)

Various Positions
Nov 2012 – July 2017

RELEVANT EXPERIENCE

Massachusetts Homeowner Assistance Fund (MA HAF), Massachusetts Housing Partnership (MHP), 2023 – Present

Role: Program Manager

Tidal Basin is providing comprehensive program management services to implement the \$140 million Homeowner Assistance Fund (HAF). Tidal Basin serves as the lead contractor for Mass HAF, including casework database management, eligibility, QA/QC, constituent services, mortgage servicer coordination, payments, reconciliations, and policy production. Ms. Weber provides overall management of the program, specializing in finance, reporting, case management, administration, policy, and compliance.

MA HAF, MHP, 2021 – 2022

Role: Deputy Program Manager

As Deputy PM, Ms. Weber oversaw all aspects of financial management and data reporting for the program. This included overseeing a team managing all payments and reconciliations and extensive coordination with JP Morgan Chase; and a team of data and reporting analysts that are required to provide daily programmatic reporting, and ad hoc request, and mandated program reporting.

Grant Applications Writing and Management, Hendry County, Florida, 2021 – Present

Role: Project Manager

Ms. Weber provides technical assistance and assists with managing all CDBG-DR grant requirements and writing grant applications for CDBG-DR and CDBG-MIT funds provided through Florida Department of Economic Opportunity (DEO). Assistance includes training on all federal requirements and ensuring all projects are implemented in full compliance with all federal regulations. Tidal Basin secured over \$5M in CDBG-DR funding to date for infrastructure and workforce development programming.



CDBG-DR Action Plan, Louisiana Office of Community Development, Baton Rouge, LA, 2020 – 2021

Role: Technical Advisor

Ms. Weber served as a technical advisor for the development of the State of Louisiana CDBG-DR/MIT Action Plan for 2020 and 2021 events, including Hurricanes Laura, Zeta, and Ida. This included managing a team of analysts to complete the unmet disaster needs assessment and mitigation needs assessment for the State to program approximately \$1.7B in HUD funding. Ms. Weber also created all maps and graphic representations of relevant data for publication and ultimate approval from HUD.

Individual Assistance Service Contract (IASC), Federal Emergency Management Agency (FEMA), 2020 – 2021

Role: Task Order Manager

While at APTIM, Ms. Weber served as a Task Order Manager for the FEMA Individual Assistance Service Contract (IASC), where she oversaw a variety of task orders that may be awarded to us from FEMA. She also supported the COVID-19 Vaccine Distribution Analysis and the COVID-19 Non-Medical Staffing Task Orders under the IASC contract.

Energy Smart, Entergy New Orleans, New Orleans, LA 2019 – 2021

Role: Data Manager

While at APTIM, Ms. Weber overhauled the outdated excel reporting and created Power Bi reports to better manage, track and report on KPIS related to residential, commercial and demand response programs. She managed program data in Microsoft Dynamics, the system of record for this program. She assisted in identifying and documenting process improvements within Dynamics. As part of this role, she oversaw the Energy Smart Demand Response application and approval process for both residential and small commercial customers. She was responsible for tracking the complicated system and process that is common with demand response programs.

Community Energy Savers Program, AEP Ohio, 2017-2020

Role: Project Manager

While at APTIM, Ms. Weber coordinated project startup and implementation, and managed multiple community programs. As part of this project, Ms. Weber also provided sustainability and resiliency technical assistance to communities resulting in individualized sustainability and resiliency plans.

CDBG-DR Action Plan, Northern Marianas Housing Corporation, Commonwealth of Northern Mariana Islands (CNMI), 2019 – 2020

Role: Project Manager

While at APTIM, Ms. Weber assisted in the development the CDBG-DR Action Plan and she led data collection for the unmet needs assessment, compiled various documents and research and performed calculations on data to support the plan.

CDBG-DR Recovery Program, City of Houston, TX, 2018 – 2019

Role: Project Manager

While at APTIM, Ms. Weber developed program training modules for City of Houston staff and contractors, and supplemental SOP and policy documents. She established review eligibility criteria for applicants and HUD reimbursement. She worked on the Strike Team making calls to potentially eligible applicants, reviewed applications and helped review data in Microsoft Dynamics, the system of record for the City. She also managed the SharePoint site when it was hosted on the APTIM site.



Daina Ruback

Subject Matter Expert

Tidal Basin

Ms. Ruback brings more than 12 years of overall experience in community outreach and development and disaster recovery. She has worked with states and municipalities across the country as a Subject Matter Expert and Policy Lead on HUD CDBG-DR regulations and crosscutting requirements. She has worked directly with numerous community and agency stakeholders. She is also a seasoned trainer and technical assistance provider and has assisted clients on federal grants management, compliance, and procurement related to HUD, FEMA, and Treasury funded programs.

Education

- BSMA, International Political Economy and Development, Fordham University, Bronx, NY
- BS, Business Management, Babson College, Babson Park, MA

Areas of Expertise

- HUD CDBG/CDBG-DR Regulations
- 2 CFR 200
- Davis Bacon Labor Standards
- Section 3
- Training and Facilitation
- Project Management
- Director/Senior Project Manager
- February 2020 - Present
- Grant Management
- Community Outreach

Professional History

Tidal Basin Government Consulting, LLC

Director/Senior Project Manager
February 2020 – Present

NYC Office of Management and Budget

Unit Head/Policy Analyst,
CDBG/CDBG-DR
February 2017 – January 2020

Aspen Institute

Program Associate, Aspen Network of
Development Entrepreneurs
July 2012 – July 2015

RELEVANT EXPERIENCE

Tidal Basin, Alexandria, VA, 2020 – Present

Role: Director/Senior Project Manager

Ms. Ruback oversees various recovery programs and also supervises supporting staff. Ms. Ruback assists with managing Tidal Basin’s portfolio of HUD CDBG, CDBG-DR and CDBG-MIT contracts with a general focus on disaster recovery and relief programs for states and local governments, individual applicants and housing and infrastructure.

Hurricane Michael CDBG-DR Program Management, State of Florida Department of Economic Opportunity, 2021-Present

Role: CDBG-DR Subject Matter Expert

Ms. Ruback provides subject matter expertise support to the State of Florida’s Department of Economic Opportunity Project Management Office for CDBG-DR Hurricane Michael Recovery Programs. Areas of expertise include CDBG-DR compliance and regulations, procurement, HUD environmental review, and policy development

Technical Assistance for Fiscally-Constrained Counties, State of Florida Department of Economic Opportunity, 2021-Present

Role: CDBG-DR Subject Matter Expert

Ms. Ruback provides subject matter expertise and CDBG-DR application development support to fiscally-constrained counties under Florida DEO’s contract for technical assistance for fiscally constrained counties. She develops and reviews application narratives to ensure projects are CDBG-DR eligible, performs LMI analyses and mapping, and provides guidance to the applicants to ensure complete and compliant applications are submitted to DEO.



Plaquemines Parish, LA, 2020-Present

Role: Federal Grants Management and Technical Assistance Support

Ms. Ruback assists the Plaquemines Parish Government in Louisiana in the development of federally compliant procurement and grant management policies and procedures.

Emergency Rental Assistant Program, State of Florida Department of Children and Families (DCF), 2021

Role: Training Manager

Tidal Basin is providing full case management and project management services to the State of Florida for the administration of its \$871 million Emergency Rental Assistance Program, dubbed OUR Florida. In addition to case management services the Tidal Basin team is also administering the program's call center, and outreach campaign. Ms. Ruback established and implemented the training curriculum for the OUR Florida staff.

CDBG-MIT Action Plan, State of West Virginia, 2020-2021

Role: Project Manager

Ms. Ruback lead the State of West Virginia in the development and writing of its CDBG-MIT Action Plan covering HUD's \$106 million allocation related to 2016 flooding

Workforce Recovery Program Grant Administration, Hendry County, FL, 2020-2021

Role: Project Manager

Ms. Ruback assisted the Hendry County, FL School Board in the administration and management of its \$1.4 million CDBG-DR grant for the Workforce Recovery Training Program.

CDBG-DR Action Plan, State of California, 2020

Role: Technical Writer

Ms. Ruback Assisted the state of California in the development and writing of its CDBG-DR Action Plan covering HUD's \$1.02 billion allocation for the 2018 wildfires.

NYC Office of Management and Budget, New York, NY, 2018 - 2020

Role: Unit Head, Community Development Unit, 2018-2020

Ms. Ruback acted as program supervisor for NYC's approximately \$166 million in HUD CDBG funds. Managed team of three analysts and led hiring, training, and delegation of work assignments. Managed the development of the annual HUD action plans and reports for the CDBG program. Coordinated with multiple municipal agencies to set up new programs, creates efficiencies in existing programs, managed aggressive timelines, made strategic funding decisions, and assisted in program implementation, including the development of policies and procedures manuals.

NYC Office of Management and Budget, New York, NY, Community Development Block Grant – Disaster Recovery, 2017-2018

Role: Senior Analyst

Ms. Ruback anaged \$3 billion resiliency and housing recovery portfolio for Hurricane Sandy federal disaster recovery grant; responsibilities include but are not limited to project design and implementation, tracking progress against grant milestones, compliance, and reporting. Read and interpreted Federal Register Notices, Uniform Administrative Guidance, 24 CFR 570. Facilitated quarterly trainings and regular technical assistance on complex federal regulation compliance for NYC agency partners.



Angela Lawson

Subject Matter Expert

Tidal Basin

Ms. Lawson is a CDBG-DR expert with experience in policy development, regulatory compliance and monitoring, program management, and training. Ms. Lawson has more than twelve years' experience in long-term post-disaster rebuilding, designing and implementing CDBG-DR programs. She has specific expertise in resiliency planning, housing policies and programs, acquisitions and buy-outs, cross-cutting federal regulations, compliance, and Uniform Relocation Act. In addition, Ms. Lawson has worked on CDBG-DR funded programs in Louisiana, Texas, New York City, and Puerto Rico.

Education

- MA, Communication, University of Illinois, Chicago, IL
- BA, Political Science, University of Florida, Gainesville, FL

Areas of Expertise

- CDBG-DR Subject Matter Expertise
- Program Management
- Policy, Guideline and Procedure Development
- Training
- Regulatory Compliance and Monitoring
- Uniform Relocation Act
- Housing Programs
- Community Outreach
- Resiliency Risk and Needs Assessments
- Mitigation Options for Reducing Disaster Risks

Professional History

Tidal Basin Government Consulting, LLC
Project Manager
2019 – Present

APTIM Environmental & Infrastructure
Project Manager
July 2016 – July 2019

Louisiana Office of Community Development
Planning and Resiliency Manager
March 2010 – June 2016

RELEVANT EXPERIENCE

Acquisition Program, Galveston County, Texas, 2021 – Present

Role: Project Manager

Galveston County contracted with Tidal Basin to manage the acquisition of 12 homes from a floodplain and relocate those property owners who were heavily impacted by Hurricane Harvey. Ms. Lawson serves as the Project Manager, overseeing intake, eligibility, homeowner engagement, appraisals, title services, real estate closings, and compliance with Uniform Relocation Act (URA).

CDBG-DR Housing Repair, Reconstruction, or Relocation (R3) Program, Puerto Rico Department of Housing, Puerto Rico, 2019 – Present

Role: Regulatory Compliance Officer

The Puerto Rico Department of Housing (PRDOH) contracted with Tidal Basin to implement the R3 program in the North Central region of Puerto Rico, an area inclusive of heavily impacted and densely populated centers. Ms. Lawson serves as the Regulatory Compliance Officer, overseeing compliance with all applicable regulatory requirements including Fair Housing Act, Uniform Relocation Act (URA), Local and Federal labor regulations, and cross-cutting guidelines.

Whole Community Resilience Planning Program, Foundation for Puerto Rico, Puerto Rico, 2021

Role: Strategic Advisor

The Foundation for Puerto Rico is responsible for implementing a \$37.5 million resiliency planning program as part of Puerto Rico's CDBG-DR allocation. Ms. Lawson provided advisory services for the development of program strategy, guidelines, and procedures.



FloodHelpNY Home Resiliency Audit Program, Center for New York City Neighborhoods (CNYCN), New York, NY

Role: Project Manager

The CDBG-DR-funded Home Resiliency Audit Program provided home inspections, resiliency audit reports, and elevation certificates for homeowners at risk. Ms. Lawson served as the Project Manager and provided CNYCN with a team of surveyors, engineers, and resiliency specialists who conducted audits of single-family and multi-family residences. The audits provided the homeowner with residential resiliency reports that assessed the risk and condition of the home and provided a suite of recommended mitigation options to potentially reduce the home's level of flood risk and flood insurance rate.

State of Louisiana National Disaster Resilience Competition, Louisiana Office of Community Development (OCD – DRU) – Disaster Recovery Unit, Baton Rouge, LA

Role: Co-Author

The Louisiana Office of Community Development – Disaster Recovery Unit served as the primary author for the State of Louisiana's National Disaster Resilience Competition application. The state was awarded \$90 million dollars for two projects: 1) the resettlement of a native community threatened by land loss; and 2) the development of a revolving fund established at the state level for financing resiliency-based adaptation strategies in coastal Louisiana. Ms. Lawson served as a Co-Author for the state's application. As co-author she conducted cross-agency workshops to create effective and innovative solutions, conceptualized the state's approach to resilient recovery and development, drafted portions of the application, and assisted in leading community outreach to impacted parishes regarding their needs and implementation capacity. She participated in Rockefeller Resiliency Institutes during the application phase and post-award.

Comprehensive Resiliency Program, Louisiana Office of Community Development – Disaster Recovery Unit (OCD – DRU), Baton Rouge, LA

Role: Program Manager

The Comprehensive Resiliency Program was a competitive program designed to provide communities with financial and technical support to develop strategies that reduced their risk to chronic and acute stressors. Strategies included resiliency-based comprehensive plans; zoning ordinances; floodplain regulations; integrated water management plans; adoption, financing, and maintenance strategies for green infrastructure implementation; a nonstructural program for the Coastal Master Plan; and a carbon-sequestration market strategy. Ms. Lawson developed the program procedures and guidelines, along with a supporting resiliency assistance program. She managed 59 state recovery contracts for this program, which included program development, processing applications for funding; providing technical assistance and training to sub-recipients and contractors on development of resilient communities, housing, infrastructure, and economies; and project compliance.



TBD Janelle Whyte

Compliance Lead

Indelible

Ms. Whyte is an experienced advisory consultant for State and Local Government, as well as private sector entities within highly regulated industries. She has over 10 years professional experience and 5 years of combined Internal Controls, Compliance and Risk Management, Disaster Recovery, including FEMA Public Assistance (PA) and Grants Management experience.

Education

- BS, History, University of Florida

Areas of Expertise

- Disaster Recovery
- Grants Management
- Regulatory Compliance
- Internal Controls
- Risk Management

RELEVANT EXPERIENCE

FEMA Public Assistance Grant Management: Hurricane Irma, Florida Division of Emergency Management (FDEM), Tallahassee, FL, Sep. 2018 - Present

Role: Consultant

Indelible serves as a subcontractor for FDEM to perform FEMA PA grants management services for Hurricane Irma. This includes all phases of the FEMA PA grant life cycle, from recipient review through project closeout. As a consultant, Janelle was responsible for project worksheet validation, including understanding and applying FEMA cost eligibility regulations to each claim; requesting, reviewing, and recording costs incurred through supporting documentation; reconciling claimed/obligated costs to supported costs; and compiling results and communicating discrepancies to the sub-recipients and management.

Emergency Rental Assistance Program (ERAP), Miami-Dade County, Miami-Dade County, FL, Apr. 2021 - Present

Role: Supervisor / QC Reviewer

Ms. Whyte served as the Supervisor for Miami-Dade County's Emergency Rental Assistance Program, where she provided emergency rental assistance funds to families and individuals affected by COVID-19. Additionally, Janelle developed a team which to date, has allocated over 10 million dollars to people who faced eviction due to an ongoing pandemic.

Our Qualifications

The disaster recovery process is complex and requires expert guidance to ensure the City of Key West complies with all federal requirements and design programs to maximize their funding. Tidal Basin is an experienced disaster recovery partner, having **helped to administer and design over \$10 billion in CDBG-DR and CDBG-MIT programs across the United States**. Tidal Basin's extensive grant administration experience in both Florida and across the country has prepared us to be a strategic partner to the City of Key West in the administration of its CDBG-DR, CDBG-MIT and CDBG-CV programs.

The table below encompasses our extensive related experience and background with HUD-funded grant administration, program management, and technical assistance across program types.

Tidal Basin CDBG-DR and Housing Program Experience

Project Name & Client	Brief Description
Home Repair, Reconstruction or Relocation (R3) Program, 2019 - 2024 Puerto Rico Department of Housing	Tidal Basin assists the Puerto Rico Department of Housing (PRDOH) in administering a \$2.2 billion HUD CDBG-DR allocation for single family housing recovery from Hurricanes Irma and Maria. We are actively providing benefits to individuals in the pipeline, serving 4,500 households.
Hurricane Ian Homeowner Recovery – Non-Congregate Sheltering and Sheltering in Home Recovery Continuation- 2021 Programs, 2020 Florida Department of Emergency Management	Tidal Basin is supporting the Florida Division of Emergency Management (FDEM) in housing recovery efforts from Hurricane Ian. We are currently working on two state-funded homeowner individual assistance programs to address housing damage caused by Hurricane Ian across 26 counties, the Non-Congregate Sheltering Program which provides temporary trailers to applicants and the Sheltering in Home Recovery Continuation Program which provides home repairs allowing applicants to stay in their home during recovery.
CDBG-DR Subject Matter Expert PMO Support, 2021 - 2023 Florida Department of Economic Opportunity	Tidal Basin provides CDBG-DR subject matter expert support under KPMG's PMO contract with FL DEO for their Hurricane Michael recovery programs. In this role, Tidal Basin experts advise on policy questions, interpret regulations, and assist in the creation of compliant program administration tools. Tidal Basin has supported the creation of a variety of program policies and procedures in this role. Additionally, Tidal Basin has reviewed competitive program applications and advised on compliance and allowable costs for DEO CDBG-DR programs.
Alaska CDBG-DR Internal Audit, 2022 - 2023 State of Alaska Department of Commerce, Community and Economic Development	Tidal Basin performs bi-annual programmatic and financial audits of the CDBG-DR and CDBG-MIT programs to determine the efficiency of the process and compliance with the CDBG-DR and CDBG-MIT Internal Auditing and Program Monitoring Plan, the Action Plan, the Implementation Plan, as well as applicable regulations and requirements.
Workforce Development Program Management, 2020 - 2023 Hendry County School Board, FL	Tidal Basin provided grant administration services to the Hendry County School Board for its CDBG-DR funded Workforce Development program. These services include environmental review, policy and procedure development, reporting, and crosscutting requirement support.
Mitigation Funding Grants Management, 2021 - 2024 Orange County Drainage District, TX	Tidal Basin is providing grant management for the Orange County Drainage District for their Texas Water Development Board grant. This grant is worth \$1m and will allow the drainage district to complete planning and design of a large drainage infrastructure project.



Project Name & Client	Brief Description
<p>CDBG-DR and MIT Action Plan Development</p> <p>Multiple Clients:</p> <ul style="list-style-type: none"> ■ State of California Department of Housing and Community Development – 2018 Wildfires CDBG-DR Action Plan, 2020 - 2023 ■ State of West Virginia Development Office – 2016 Flooding CDBG-MIT Action Plan, 2020 - 2022 ■ State of Louisiana Office of Community Development – 2020 and 2021 CDBG-DR Action Plan, 2021 - 2023 	<p>The Tidal Basin team has provided technical services multiple states in the development of their CDBG-DR and MIT Action Plans. The Tidal Basin team conducted these efforts under aggressive timelines for submission and was responsible for ensuring Action Plan compliance with all federal requirements governing the CDBG-DR and MIT funding. These Action Plans reflect local, regional, and state priorities to address disaster recovery priorities and risks in disaster impacted areas. Tidal Basin provided technical assistance and support to identify eligible CDBG-DR and MIT programs and activities.</p>
<p>CDBG-DR Program Management Services, 2019 - 2023</p> <p>Hendry County, FL</p>	<p>Tidal Basin provides comprehensive disaster recovery consulting services to the County related to all HUD CDBG-DR and CDBG-MIT funding. Tidal Basin assists the County in preparing all applications for federal disaster recovery grant funding and is developing strategies for the County to maximize all potential funding sources to deliver impactful and innovative projects for the County. Post award, Tidal Basin provides the County comprehensive grant management services to ensure all federal dollars are spent in compliance with all applicable regulations. Tidal Basin is currently providing grant management to the County for 3 federal awards.</p>
<p>CDBG-MIT Grant Application Development, 2020 - 2025</p> <p>Nueces County, FL</p>	<p>Tidal Basin's services include reviewing existing project information and background data and developing complete applications for the county's CDBG-MIT funding. Developing the CDBG-MIT applications for Nueces County required extensive research of the area and numerous consultations with a wide variety of stakeholders, giving the team a deep understanding of the area. Upon award from GLO Tidal Basin will assist the County with all aspects of CDBG-MIT grant management.</p>
<p>CDBG-MIT Grant Application Development, 2020 - 2023</p> <p>Sabine River Authority, TX</p>	<p>Tidal Basin assisted the SRA in submitting grant applications for CDBG-MIT funding and acted as a strategic partner in designing mitigation programs and engaging stakeholders.</p>
<p>Case Management for Economic Recovery Programs, 2021 - 2023</p> <p>Puerto Rico Department of Housing</p>	<p>Tidal Basin was selected to provide case management services for the \$800 million, CDBG-DR funded economic recovery program portfolio in Puerto Rico. Case Management services include intake, eligibility, HUD income verification, award coordination, and closeout services. Case Managers also provide technical assistance to applicants on program requirements and application completion in both English and Spanish. Tidal Basin supports two programs: Small Business Financing Program (SBF), and Re-Grow PR Urban and Rural Agriculture Program (Re-Grow) with a total of 2,965 applications between both programs.</p>
<p>Acquisition Program, 2021 - 2023</p> <p>Galveston County, TX</p>	<p>Tidal Basin provides Project Management and Grants Management services on a project for the Buyout of 12 residences within a high-risk floodplain in Galveston County. Tidal Basin provides case management, outreach and applicant communication, environmental services, appraisals, award determination, coordination of purchasing activities, and grant and project administration reporting activities.</p>



Project Name & Client	Brief Description
<p>Community Energy and Water Resiliency Initiative Program Management, 2021 - 2024</p> <p>Puerto Rico Department of Housing</p>	<p>Tidal Basin is providing program management services to PRDOH for the Community Energy and Water Resiliency Initiative. We are responsible for all case management services for CEWRI beneficiaries, coordinating awards, and design of solar and water resiliency improvements for the homes.</p>
<p>Non-Federal Match Program Management, 2021 - 2023</p> <p>Puerto Rico Department of Housing</p>	<p>The Non-Federal Match Program will provide CDBG-DR funds to match the required non-federal cost share portion of the Federal Emergency Management Agency (FEMA) eligible projects worksheets (PWs). Tidal Basin will support PRDOH's objectives of ensuring compliance with all CDBG-DR, HUD and applicable federal and local requirements, rules and regulations, as well as in PRDOH's objectives of the Action Plan, as amended, and adequately coordinating and monitoring all CDBG-DR related activities.</p>
<p>Technical Assistance Provider for the Puerto Rico Department of Housing, 2022 - 2023</p> <p>Enterprise Community Partners</p>	<p>Tidal Basin is providing technical assistance and subject matter expertise to the Puerto Rico Department of Housing for the implementation of its CDBG-DR and CDBG-MIT programs. Technical assistance includes the development of training materials related to CDBG-DR/MIT and crosscutting federal requirements. Tidal Basin is also providing concierge support services to subrecipients of CDBG-DR funding under PRDOH.</p>
<p>CDBG-MIT Grant Application Development, 2020 - 2023</p> <p>Cameron County, TX</p>	<p>Tidal Basin assisted Cameron County in submitting grant applications for CDBG-MIT funding and acted as a strategic partner in designing mitigation programs and engaging stakeholders.</p>
<p>FEMA Public Assistance Grant Management: Hurricanes Irma & Michael, 2019 – 2020</p> <p>Florida Department of Transportation (FDOT) FEMA Public Assistance</p>	<p>Indelible was engaged by Florida's Department of Transportation (FDOT) Emergency Management Office to support and provided comprehensive grant management services for public assistance grant programs in response to Hurricane Michael and Hurricane Irma. Indelible was successfully able to clear the backlog of approximately 45 PWs for a total of \$586 million in reimbursable Category A and B Emergency Work Projects. Additional process improvements were identified and implemented to allow for concurrency moving forward.</p>
<p>Alabama CDBG-DR: Hurricanes Sally & Zeta, February 2023 – Present</p> <p>Alabama Department of Economic and Community Affairs (ADECA)</p>	<p>The Indelible team is currently subcontracted to assist the State of Alabama's Department of Economic and Community Affairs with the administration of their Community Development Block Grant – Disaster Recovery grant program through the US Department of Housing and Urban Development to address remaining unmet disaster recovery needs in areas impacted by Hurricane Sally and/or Hurricane Zeta in 2020. The unmet needs assessment included in the Action Plan demonstrated significant unmet need related to single family home repair, reconstruction, or replacement, for both owner- and renter-occupied properties throughout the impacted counties. Indelible is assisting with the applicant intake and the review process for eligibility and duplication of benefits to ensure compliance with all levels of regulations.</p>
<p>FEMA Public Assistance Grants Management: Hurricane Michael</p> <p>Florida Division of Emergency Management (FDEM)</p>	<p>At landfall, Hurricane Michael was the strongest storm on record in United States since Hurricane Andrew in 1992. As a Category 5 Storm, Michael caused widespread devastation, with damages estimated in excess of \$4 billion. Indelible has been subcontracted to assist FDEM with effective, efficient, and quality grant management services administering FEMA PA from recipient review through project closeout.</p>



Hendry County, Florida CDBG-DR and CDBG-MIT Grants Management

Tidal Basin provides comprehensive disaster recovery consulting services to the County related to all HUD CDBG-DR and CDBG-MIT funding. Tidal Basin assists the County in preparing all applications for federal disaster recovery grant funding and is developing strategies for the County to maximize all potential funding sources to deliver impactful and innovative projects for the County. Post award, Tidal Basin provides the County comprehensive grant management services to ensure all federal dollars are spent in compliance with all applicable regulations. Tidal Basin is currently providing grant management to the County for 3 federal awards.



Client Reference:

Adriana Walker, Grants & Special Projects Coordinator
Hendry County Board of County Commissioners
863-675-5264 / adriana.walker@hendryfla.net



City of Key West, Florida Hurricane Irma Recovery

Tidal Basin provided professional services to the City of Key West to support emergency management, response, recovery, mitigation, and other support services to assist in their recovery from Hurricane Irma. We helped facilitate the maximization of potential funding opportunities, expedited the processing of supplemental funding requests, and helped the City retain awarded funding during subsequent project closeouts and potential audits.



Client Reference:

Todd Stoughton, Assistant City Manager
305.809.3811 / tstoughton@cityofkeywest-fl.gov



Florida Department of Economic Opportunity CDBG-DR – Hurricane Irma (DR-4337-FL) & Michael (DR-4399-FL)

As a result of Hurricane Ian, DEO activated five Disaster Recovery Centers (DRCs) across the impacted Counties with a goal to inform survivors about Federal, State, and Local resources available, and assistance in applying for disaster assistance, Indelible's duties and responsibilities includes the following: DRC location oversight; Direct client engagement, including application assistance; Interpretation services; and Community outreach.



Client Reference:

Meredith Ivey, Acting Secretary
meredith.ivey@deo.myflorida.com, 850-245-7105





ANTI-KICKBACK AFFIDAVIT

STATE OF New York

COUNTY OF Oneida

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: Maria E Suppa

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25 day of April, 2023, by MARIA E Suppa.

TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 01BE62642723
Qualified in Oneida County
Commission Expires June 25, 2024

(NOTARY SEAL)

Tracy A Bearse
(Signature of Notary Public- State of ~~Florida~~ New York)

Tracy A Bearse
(Name of Notary Typed, Printed, or Stamped)

Personally Known to me OR Produced Identification _____
Type of Identification Produced _____



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 of 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.

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COMPANY SEAL

PROPOSER: Tidal Basin Government Consulting, LLC

Address 126 Business Park Dr.

Utica, NY 13502

Signature Maria E. Suppa

Maria E. Suppa
Print Name

4/25/2023
Date

Senior Vice President
Title

NOTARY FOR THE PROPOSER

STATE OF New York

COUNTY OF Oneida

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 25 day of April, 2023, by Maria E Suppa.

TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 018E62642723
Qualified in Oneida County
Commission Expires June 25, 2024

Signature of Notary Tracy A. Bearse Print, Type or Stamp Name of Notary

Personally Known to me 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 New York
COUNTY OF Oneida

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Tidal Basin Government Consulting, LLC 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).

Maria E Suppa
(signature)
4/25/2023
(date)

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25 day of April, 2023, by Maria E Suppa

TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 01BE62642723
Qualified in Oneida County
Commission Expires June 25, 2024



(NOTARY SEAL)

Tracy A Bearse
(Signature of Notary Public - State of Florida)
Tracy A Bearse New York
(Signature of Notary Public - State of Florida)
New York

Personally Known to me OR Produced Identification _____
Type of Identification Produced _____



Sec. 2-773. Cone of Silence.

- (a) *Definitions.* For purposes of this section, reference to one gender shall include the other, use of the plural shall include the singular, and use of the singular shall include the plural. The following definitions apply unless the context in which the word or phrase is used requires a different definition:
 - (1) *Competitive solicitation* means a formal process by the City of Key West relating to the acquisition of goods or services, which process is intended to provide an equal and open opportunity to qualified persons and entities to be selected to provide the goods or services. Competitive solicitation shall include request for proposals ("RFP"), request for qualifications ("RFQ"), request for letters of interest ("RFLI"), invitation to bid ("ITB") or any other advertised solicitation.
 - (2) *Cone of silence* means a period of time during which there is a prohibition on communication regarding a particular competitive solicitation.
 - (3) *Evaluation or selection committee* means a group of persons appointed or designated by the city to evaluate, rank, select, or make a recommendation regarding a vendor or the vendor's response to the competitive solicitation. A member of such a committee shall be deemed a city official for the purposes of subsection (c) below.
 - (4) *Vendor* means a person or entity that has entered into or that desires to enter into a contract with the City of Key West or that seeks an award from the city to provide goods, perform a service, render an opinion or advice, or make a recommendation related to a competitive solicitation for compensation or other consideration.
 - (5) *Vendor's representative* means an owner, individual, employee, partner, officer, or member of the board of directors of a vendor, or a consultant, lobbyist, or actual or potential subcontractor or sub-consultant who acts at the behest of a vendor in communicating regarding a competitive solicitation.
- (b) *Prohibited communications.* A cone of silence shall be in effect during the course of a competitive solicitation and prohibit:
 - (1) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the city's administrative staff including, but not limited to, the city manager and his or her staff;
 - (2) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and the mayor, city commissioners, or their respective staff;
 - (3) Any communication regarding a particular competitive solicitation between a potential vendor or vendor's representative and any member of a city evaluation and/or selection committee therefore; and
 - (4) Any communication regarding a particular competitive solicitation between the mayor, city commissioners, or their respective staff, and a member of a city evaluation and/or selection committee therefore.
- (c) *Permitted communications.* Notwithstanding the foregoing, nothing contained herein shall prohibit:



- (1) Communication between members of the public who are not vendors or a vendor's representative and any city employee, official or member of the city commission;
 - (2) Communications in writing at any time with any city employee, official or member of the city commission, unless specifically prohibited by the applicable competitive solicitation.
 - (A) However, any written communication must be filed with the city clerk. Any city employee, official or member of the city commission receiving or making any written communication must immediately file it with the city clerk.
 - (B) The city clerk shall include all written communication as part of the agenda item when publishing information related to a particular competitive solicitation;
 - (3) Oral communications at duly noticed pre-bid conferences;
 - (4) Oral presentations before publicly noticed evaluation and/or selection committees;
 - (5) Contract discussions during any duly noticed public meeting;
 - (6) Public presentations made to the city commission or advisory body thereof during any duly noticed public meeting;
 - (7) Contract negotiations with city staff following the award of a competitive solicitation by the city commission; or
 - (8) Purchases exempt from the competitive process pursuant to [section 2-797](#) of these Code of Ordinances;
- (d) *Procedure.*
- (1) The cone of silence shall be imposed upon each competitive solicitation at the time of public notice of such solicitation as provided by [section 2-826](#) of this Code. Public notice of the cone of silence shall be included in the notice of the competitive solicitation. The city manager shall issue a written notice of the release of each competitive solicitation to the affected departments, with a copy thereof to each commission member, and shall include in any public solicitation for goods and services a statement disclosing the requirements of this ordinance.
 - (2) The cone of silence shall terminate at the time the city commission or other authorized body makes final award or gives final approval of a contract, rejects all bids or responses to the competitive solicitation or takes other action which ends the competitive solicitation.
 - (3) Any city employee, official or member of the city commission that is approached concerning a competitive solicitation while the cone of silence is in effect shall notify such individual of the prohibitions contained in this section. While the cone of silence is in effect, any city employee, official or member of the city commission who is the recipient of any oral communication by a potential vendor or vendor's representative in violation of this section shall create a written record of the event. The record shall indicate the date of such communication, the persons with whom such communication occurred, and a general summation of the communication.
- (e) *Violations/penalties and procedures.*
- (1) A sworn complaint alleging a violation of this ordinance may be filed with



the city attorney's office. In each such instance, an initial investigation shall be performed to determine the existence of a violation. If a violation is found to exist, the penalties and process shall be as provided in section 1-15 of this Code.

- (2) In addition to the penalties described herein and otherwise provided by law, a violation of this ordinance shall render the competitive solicitation void at the discretion of the city commission.
- (3) Any person who violates a provision of this section shall be prohibited from serving on a City of Key West advisory board, evaluation and/or selection committee.
- (4) In addition to any other penalty provided by law, violation of any provision of this ordinance by a City of Key West employee shall subject said employee to disciplinary action up to and including dismissal.
- (5) If a vendor is determined to have violated the provisions of this section on two more occasions it shall constitute evidence under City Code section 2-834 that the vendor is not properly qualified to carry out the obligations or to complete the work contemplated by any new competitive solicitation. The city's purchasing agent shall also commence any available debarment from city work proceeding that may be available upon a finding of two or more violations by a vendor of this section. (*Ord. No. 13-11, § 1, 6-18-2013*)



EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF New York
COUNTY OF Oneida

I, the undersigned hereby duly sworn, depose and say that the firm of Tidal Basin Government Consulting, LLC 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: MARIA E. Suppa

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25 day of April, 2023, by MARIA E. Suppa

TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 01BE62642723
Qualified In Oneida County
Commission Expires June 25, 2024

Tracy A. Bearse
(Signature of Notary Public - State of Florida)
New York
(NOTARY SEAL) Tracy A. Bearse
(Signature of Notary Public - State of Florida)
New York

Personally Known to Me OR Produced Identification _____
Type of Identification Produced _____



NON-COLLUSION AFFIDAVIT

STATE OF New York
COUNTY OF Oneida

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: Monica E Suppa

Sworn to (or affirmed) and subscribed before me by means of [] physical presence or [] online notarization, this 25 day of April, 2023, by Monica E Suppa

TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 01BE62642723
Qualified in Oneida County
Commission Expires June 25, 2024

(NOTARY SEAL)

Tracy A Bearse
(Signature of Notary Public- State of Florida New York)

Tracy A Bearse
(Name of Notary Typed, Printed, or Stamped)

Personally Known to Me 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 Maria E. Suppa, Senior Vice President, Deputy Chief Financial Officer
(print individual's name and title)

by Tidal Basin Government Consulting, LLC
(print name of entity submitting sworn statement)

whose business address is 126 Business Park Drive, Utica, New York 13502

and (if applicable) its Federal Employer Identification Number (FEIN) is

20-5926493

(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 or 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).

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.

Monia E Suppa
(SIGNATURE)

4/25/2023
(DATE)

STATE OF new York
COUNTY OF Oneida

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 25 day of April, 2023, by Monia E Suppa

Tracy A Bearse
(Signature of Notary Public- State of ~~Florida~~ New York)

(NOTARY SEAL)
TRACY A. BEARSE
Notary Public, State of New York
Reg. No. 01BE62642723
Qualified in Oneida County
Commission Expires June 25, 2024

Tracy A Bearse
(Name of Notary Typed, Printed, or Stamped)

Personally Known to Me OR Produced Identification _____
Type of Identification Produced _____



VENDOR CERTIFICATION REGARDING
SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: Tidal Basin Government Consulting, LLC
 Vendor FEIN: 20-5926493
 Vendor's Authorized Representative Name and Title: Maria E. Suppa
 Address: 126 Business Park Dr.
 City: Utica State: New York Zip: 13502
 Phone Number: 800.382.2468
 Email Address: msuppa@tidalbasin.rphc.com

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: Maria E. Suppa Senior Vice President, Deputy Chief Financial Officer
PRINT NAME PRINT TITLE

WHO IS AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE REFERENCED COMPANY.

Authorized Signature: Maria E. Suppa



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

ADDENDUM NO. 1

CDBG Grant Administration Services RFP # 22-007

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

Does the City have an existing CDBG-DR, CDBG-CV and CDBG-MIT consultant?

Response 1

No

Question 2

What are the expenditure deadlines for each grant agreement?

Response 2

The Period of Agreement end dates are as follows:

IR008 – 06/30/2024

IR037 – 07/12/2026

IR043 – 11/01/2026

MT010 – 10/21/2026

MT011 – 08/03/2026

MT050 – 11/01/2026

MT051 – 11/09/2026

22CV-S14 – 09/30/2023 (pending approval of two-year extension to 09/30/2025)

Question 3

Has the City begun administering any of the funds? Are any projects underway?

Response 3

Yes, administering these funds has begun to comply with reporting requirements and environmental review. Environmental Exempt Activities have been approved for all projects. All projects, with the exception of MT010 and MT011, must have a higher level of environmental review which is underway in various stages. None of the agreements have been issued the Authority to Use Grant Funds.

Yes, all projects are underway in various stages. The following projects are also funded with FEMA Hazard Mitigation Grant Program (HMGP) funds: IR008, IR037, and IR043. MT010 is also funded with FDEP Resilient Florida Programs funds.



Question 4

If awarded, would the prospective responding firm be precluded from performing the work funded by any of these grants?

Response 4

As long as the bid and bidder are responsible and responsive, it should be considered.

Question 5

Under the different contracts, will any of the grant funds be used to make grants to smaller entities (community groups, City partners, non-profits, etc.) or will all expenditures be used directly for City projects?

Response 5

All expenditures will be used directly for City projects.

Question 6

What projects have been identified through the funding from these agreements:

- CDBG-DR: IR008, IR037
- CDBG-MIT: MT010, MT011, MT050, MT051, IR043
- CDBG-CV: 22CV-S14
- Is each agreement tied to a different project or can multiple agreements be used to fund the same project?

Response 6

CDBG-DR:

IR008 (implementation/engineering services) Force Main relocation
IR037 (construction) Force Main relocation

CDBG-MIT:

MT010 (planning) Key West Comprehensive Adaptation and Resilience Implementation Plan (CARIP)
MT011 (planning) Duval Street Economic Corridor Resiliency and Revitalization Plan
MT050 (implementation/design/construction) Fogarty and 3rd Pump Station
MT051 (implementation/construction) Tide Valves and Outfall Improvements
IR043 (construction) Harris and 10th Outfall

CDBG-CV:

22CV-S14 (construction) John Jones Navigation Center (formerly known as Keys Overnight Temporary Shelter or KOTS)

IR008 and IR037 fund the same project but different phases of that project. Other than IR008 and IR037, each project is funded with its own agreement.

Question 7

Can the City specify what funding and projects have been awarded in relation to COVID-19?

Response 7

In relation to COVID-19, there is only one agreement awarded to the City - 22CV-S14 for \$4,300,000 to assist with the construction of a new homeless shelter.



Additional information:

The earliest meeting for City Commission approval of the Selection Committee Ranking is June 8, 2023.

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.

Mike Gaskins
Signature

May 2, 2023
Name of Business



Exhibit C: Cost Proposal

Consultant Name: Tidal Basin Government Consulting, LLC

Project Name: **CDBG Grant Administration Services**

Project Number: **RFP #22-007**

Grant Administration Services (hourly): Please enter staff position, all-inclusive hourly rate (that includes anticipated increases or any discounts offered over the years factored into the rate), 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
Program Manager	\$ 160.00	24	\$ 3,840.00
Reporting & Financial Lead	\$ 145.00	24	\$ 3,840.00
Compliance Lead	\$ 143.75	16	\$ 2,300.00
Subject Matter Expert (SME)	\$ 175.00	5	\$ 875.00
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total Estimated Monthly Cost of Grant Administration (A)			\$ 10,495.00
Total Estimated Annual Cost of Grant Administration (A x 12) B			\$ 125,940.00
Total Estimated 5-Year Cost of Grant Administration (B x 5) C			\$ 629,700.00

Notes:

The Cost/Price selection criteria is scored based on a formula. The “Total Estimated 5-Year Cost of Grant Administration” price from above is what’s plugged into the formula. If the proposed cost is more than twice the lowest proposed cost, it will trigger a negative number. Negative numbers are assigned a score of zero (0) rather than using a negative number.

Formula:

Cost/Price scores are determined by the proposal with the lowest total cost; lowest total cost gets the maximum number of cost points; remaining proposals are rated using the following formula:

$$[1 - (B-A)/A] \times C = \text{Final Cost Score}$$

A = lowest Offeror's cost

B = Offeror's cost being scored

C = maximum number of cost points available

Assumption

- Hours per month are estimates and, depending on actual workload, may come in above or below these estimates. Tidal Basin will bill Time and Materials based on the hourly rates provided.



Thank You

Submitted to:

City of Key West, Florida
City Clerk
1300 White Street
Key West, Florida 33040

Submitted by:

Mike Gaskins
Vice President
Housing, Community Development
and Infrastructure

Office: 315.272.2167
Cell: 985.662.8635
mgaskins@tidalbasin.rphc.com

tidalbasingroup.com

675 N. Washington Street, Suite 400, Alexandria, VA 22314 | T: 888.282.1626

**Be
stronger
than
before**