

# WRITERS AT LARGE

Mary Casanova d.b.a. WRITERS AT LARGE  
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December 7, 2015

City Clerk  
City of Key West  
3126 Flagler Avenue  
Key West, FL 33040

Dear City Clerk,

Enclosed please find responses to the City of Key West Request for Proposal (RFP) #16-003, Grant Writing Services from WRITERS AT LARGE (WAL), 1300 15<sup>th</sup> Court, #4, Key West, FL 33040, (305) 304-0578.

We are proud to partner with Angie Brewer & Associates, LC., (ABA) on this submission, 9104 58th Drive East, Bradenton FL 34202, (941)756-5800.

Our team is fully qualified to provide the grant writing services required by the City; each has a professional staff with the knowledge and expertise to deliver successful results.

The team understands the scope of work to be done and we are dedicated to providing the services necessary to guarantee the success of your projects.

WAL will be the lead firm and have all contract and negotiating responsibilities.

Thank you in advance for considering our team's proposal.

Sincerely,

  
Mary Casanova

**WRITERS AT LARGE**



**Organizational Chart  
Including Key Project Staff**

**Mary Casanova  
Grant Writer**

**Monica Haskell  
Grant Writer**

**Suzette Frey  
Grant Coordinator**

**ANGIE BREWER ASSOCIATES, LC**



**Mark Brewer  
President**

**Kevin Sudbury  
Senior Project Manager**

**Kristin LaCross  
Senior Project Manager**

## Information Page:

**WRITERS AT LARGE (WAL)** began in Daytona Beach in 1980. At that time, the company's slogan, *Words That Work Hard for Your Business* was born. WAL has operated in Key West, Florida since 1990.

WAL team members Mary Casanova, Monica Haskell and Suzette Frey will provide boots on the ground, local points of contact for this effort. Mary Casanova is a familiar face in Key West, known for 25 years as a grant writer and non-profit director specializing in grants for education, social services, health, prevention and the workplace. Monica Haskell has 25 years of experience as an organizational leader in the fields of education, literature, government, science, tourism, the environment and the arts; she is a seasoned, successful grant writer well known in the Keys community. Grant Coordinator Suzette Frey is a master of detail with 18 years of experience, boundless energy and a commitment to helping make Key West a better place to live.

**ANGIE BREWER AND ASSOCIATES, LC (ABA)** has over 26 years of experience with local governments across Florida ensuring they receive the funding they need for their community. During this time, ABA has been involved with over \$6 Billion in project funding. ABA's principal strengths lie in the knowledge of its employees, over 100 years of collective experience of its employees both inside local government and serving local government, our relationships with funding agencies, our commitment to technology to provide the most cost-effective service delivery to our clients, and our ability to provide a full range of funding-related services to the community.

The full range of services offered by the ABA team includes planning, needs assessment, funding research, formulation of funding solutions, leveraging strategies, policy and procedure review and development, grant and loan applications, environmental reviews, funding agency coordination, agency contract development and administration, management of program funds, development of records systems, participation in construction and program management meetings, infrastructure construction inspections, Davis-Bacon compliance and monitoring, EEO compliance and monitoring, technical services management and more.

ABA's unique qualifications to provide capital improvement financial services are as follows:

- Staff recognized as funding "experts" by state and federal agencies
- Identified as the only full service, multi-source funding consultant of its kind
- Possesses over \$6 Billion in grant and loan experience for capital projects
- Provides a nine (9) person staff dedicated to your funding efforts

- Offers over 100 years of collective experience in governmental funding
- Served over 47 government-affiliated clients
- Maintains an impeccable reputation after 26+ years in business
- Successfully completed hundreds of capital projects with no audit findings
- Exhibits great pride that our first client is still our client - the City of Sarasota
- Possesses state of the art computer and communications technology and all Microsoft software to serve all of our clients' needs

Under the leadership of President Mark Brewer, ABA will handle infrastructure funding related efforts as well as , research and planning related services under this contract. All efforts will be completed in concert with WAL to lead to greater success for the City of Key West.

**Financial Information:** Neither WAL nor ABA have ever filed for bankruptcy, nor is currently in bankruptcy, nor has bankruptcy action pending.

**Litigation:** There is no list of any past, pending or present litigation, or claims against its insurance carrier.

**Summary of Current Workload:** Like most other respondents WAL and ABA have many clients, however each firm guarantees to commit the time, resources and expertise to provide grant writing services to the satisfaction of the City of Key West as outlined in RFP #16-003

## Professional Qualifications of Key Personnel

**Mary Casanova d.b.a. WRITERS AT LARGE**, (1980 – present).

WAL serves clients with provision of writing services for business and industry in a variety of mediums including magazine, newsprint, direct mail, educational PowerPoints, articles, press releases, electronic media. Grant writing: local, state, federal. Grants management. Stakeholder relations.

**Local/State/Federal Grant Writing:** Sheriff's Asset Forfeiture Fund (SAFF) grants (2002-2016), Monroe County Human Services Advisory Board (HSAB) grants (2002-2016), Blue Cross Blue Shield of Florida Health Literacy grants (2008-2010, 2014-16), Publix Foundation grants (2002-2015), Keys Open Doors Foundation grants (2014-2016), City of Marathon grants (2010-2016), Homeless Cat Management Team grants (2014-2016), Florida Department of Health Tobacco Prevention grants (2008-2015), Monroe County Coalition Drug and Alcohol Prevention grants (2013-2014), Literacy Volunteers of America (LVA) Environmental Literacy grants (2010-2012) supported by NOAA (National Oceanic and Atmospheric Administration) in partnership with Florida Keys National Marine Sanctuary, Department of Education (DOE) Even Start Family Literacy Grants, (1999-2005 in partnership with Monroe County School District and Literacy Volunteers for Bahama Village), DOE Family, Corrections, Civics, Workplace grants 1992-2007. Library Services Technical Assistance (LSTA) grants, Monroe County Library System, 2003, 2010. Served as grant reviewer for DOE 2006, 2010.

### **Skill sets include but not limited to:**

- Ability to identify grant funding opportunities, make important contacts, follow through;
- Ability to track fundraising progress toward fundraising goals and meet deadlines;
- Ability to work collaboratively with staff and administrators to meet strategic goals;
- Excellent written and oral communication skills;
- High degree of competence interfacing with funding agencies, businesses, the media;
- Ability to develop strong relationships to garner new opportunities.

### **Education:**

Mountain State University, Master of Science in Strategic Leadership (M.S.S.L.), 2007.  
Northwestern University, Bachelor of Philosophy (Ph.B.), English Literature and Writing, 1978.

## **Monica Haskell**

2819 Harris Ave, Key West, FL 33040  
305-304-5635 c      305-292-1726 h      monicahaskell@gmail.com

### **OVERVIEW**

**Monica Haskell** has over 25 years of management experience, including grant writing in the non-profit sector. She holds a master's degree in business management. Currently she is consulting to conservation, social service, and education organizations and teaching yoga. She guides groups through trainings, workshops, strategic planning sessions, retreats, public meetings, focus groups and other stakeholder sessions, building the networks and often raising the funds needed for success. Her clients appreciate her expertise with traditional and social media and relationship-based marketing.

Prior to this, she was privileged to serve the Keys in many ways, including:

- (1) Secured \$2.5 million in funding for the non-profit cultural community while increasing its economic impact from \$22 million to \$86 million annually as Executive Director of the Florida Keys Council of the Arts.
- (2) Chaired the Monroe County Planning Commission during a particularly tumultuous time for growth management, receiving accolades from both environmentalists and developers.
- (3) Launched the first Montessori charter school in Florida, writing and negotiating the contract with the Monroe County School Board.

### **EXPERIENCE**

#### **Freelance - current**

Publisher, *Key West Magazine*. Owner, *Yoga Key West*. Executive coaching, grant writing and social media management. Clients include A Positive Step, Key West Botanical Garden Society, Habitat for Humanity, and USCG Ingham Maritime Museum.

#### **Field Office Supervisor 2010**

Trained and managed a diverse staff of over one hundred employees for the U.S. Census 2010 Operation Update/Enumerate.

#### **Grant Writer / Florida Keys Community College 2008-2009**

Developed and maintained a new grant writing department, securing over \$2 million in grants and government earmarks for Florida Keys Community College.

#### **Executive Director / Florida Keys Council of the Arts 1997-2007**

Created a trusted community reputation and financial stability in a county-wide cultural non-profit organization. Developed and implemented marketing plans, annual budgets, strategic plans, grants, programs, services and fundraising events. Supervised \$400,000 budget. Secured grants of \$2.5 million for cultural community. Increased annual economic impact of the local on-profit arts sector from \$22 million to \$86 million. After ten years, "retired" to travel to Europe, Africa and Asia.

## **Monica Haskell**

2819 Harris Ave, Key West, FL 33040  
305-304-5635 c      305-292-1726 h      monicahaskell@gmail.com

### **EXPERIENCE, continued**

#### **Executive Administrator / Montessori Children's School of Key West, Inc. 1995-1997**

Directed and coordinated students, teachers, finances, fundraising, enrollment, family relations and all aspects of a 135-student private school including education and operations. Wrote and negotiated school board contracts and secured federal grants to facilitate creation of the first public charter elementary school in Monroe County.

#### **Executive Director / Key West Literary Seminar 1988-1995**

Coordinated and expanded the reach of a small local literary organization to achieve current national prominence in its field. Organized events, communicated effectively with multiple audiences, wrote and implemented successful state and local grants, developed marketing materials, executed board directives, and increased services.

### **EDUCATION**

Bachelor of Fine Arts - University of Wisconsin, Milwaukee - 1975

Master of Science in Management -Troy State University - 1995

### **OTHER CERTIFICATIONS**

Registered Yoga Teacher ® - 2007

HAZWOPER - 2010 (Supervisor certification for 2010 oil spill/hazardous waste clean-up)

Enhance Fitness ® certified instructor -2010

Yoga Nidra Shiromani - 2015

### **SELECTED COMMUNITY SERVICE and RECOGNITION**

Key West Sustainability Advisory Board	2001-2003
2012-present	Key West Woman's Club Board
Florida Department of State grant panelist	2001-2003
2008-2010	Who's Who in America
Unity of the Keys Finance and Music	55 <sup>th</sup> Edition 2001
Teams 2006-present	South Florida Cultural Consortium Board
Habitat for Humanity Appreciation of	1997-2007
Outstanding Support 2005	Monroe County Planning Commission
Montessori Children's School Board	1990-1996
2005-2008	Florida Associations of Libraries Award
Key West Art in Public Places Board	1990
2000-2007	Monroe County Board of Adjustments
Fl. Keys Contractors Examining Board	1985-1986



## Mark A. Brewer, Sr. President

Mark has extensive "hands-on" experience with federal and state grant and loan planning, application and administration. His projects include SRF water, wastewater and stormwater low-interest loans, CDBG, EPA Grants, EDA Grants, Florida Water Advisory Panel Grants, Water Management District Funds, as well as FRDAP Grants and LWCF Grants. He has significant experience with federal and state funding agency regulations and requirements, such as Davis-Bacon and MBE/WBE. Mark has 20 years of experience in advanced computer technology and "hands-on" accounting and management skills.

### Role

Program Lead

### Education

Masters – Management  
 Bachelors – Business  
 Administration,  
 Management

### Industry Training

-CDBG Housing  
 Rehabilitation Specialist

### Affiliations

-FDEP Technical Advisory  
 Committee for the SRF  
 Drinking Water Program  
 -Government Finance  
 Officers Association

### Training Delivered

-Davis Bacon (Regional)  
 -Contractor Webinars  
 -FGFOA School of  
 Government Finance Guest  
 Speaker  
 -"Leveraging Other  
 People's Money"  
 -"Making the Most of Grant  
 Funding"  
 -FDOT DBE New Contractor  
 Training - Davis Bacon

### Representative Project Experience

#### State of Florida Weatherization Assistance Program - Davis-Bacon Compliance

##### **Funding: Department of Energy - American Reinvestment and Recovery Act**

ABA provided initial/on-going compliance reviews, on-site evaluations/needs assessments, training assistance, compliance reviews, SOP design, training and all required reporting for a \$175.9M grant. The scope also included the development of an emergency "strike" team and ensuring Davis Bacon compliance for 27 sub-recipients and over 1,200 contractors.

#### City of Frostproof Disaster Recovery Program

##### **Funding: Community Development Block Grant - Disaster Recovery**

ABA provided planning, application, administration, and closeout services for a CDBG-DR grant awarded to the City of Frostproof. During the 2004 hurricane season, the building housing the City's police force sustained significant structural damage which threatened the integrity of the building. The grant funded administration and construction costs to renovate a portion of the historic City Hall to house a Polk County Sheriff Substation. The project served the total population of the City which was recorded as 2,975 in 2000 Census; 1,599 persons were identified as low-moderate income.

#### Collier County Drinking and Wastewater Systems Expansions

##### **Funding: Drinking Water and Clean Water State Revolving Fund Loans**

ABA provided planning, application, agreement, administration and closeout services for Collier County's Water and Wastewater System Expansion projects. This program included the construction or improvement of five (5) treatment facilities, multiple wells including production and ASR, and reclaimed/force main installation. This program is anticipated to exceed \$180 million upon completion.

#### City of Fort Myers Downtown Utilities and Advanced WWTP Upgrades

##### **Funding: Clean Water State Revolving Fund Loans**

ABA provided planning, application, agreement, administration and closeout services for the City of Fort Myers Downtown Utilities Improvement project and upgrades to the Central and South Advanced WWTP. The Downtown Utilities Improvements program was completed over five (5) construction phases at an estimated cost of \$81 million. The upgrades at the Central and South AWWTPs included the installation of dechlorination equipment and reclaimed water capabilities. This program cost approximately \$17.8 million upon completion.





## Kevin D. Sudbury Senior Project Manager

Kevin is focused on applying his financial background to ensure that communities maximize eligibility for all available funding sources. He has spent 10 years focusing on proper utilization of financial resources in order to gain efficiency, leverage funding, and fulfill growth goals. As a member of the ABA staff, Kevin is involved in all phases of funding including project funding coordination, preparation of grant and loan applications, review of grant and loan agreements, public relations, project management, and project closeout/audit.

### Role

Funding Specialist

### Education

Bachelor – Business Administration, Finance Associates – Computer Network Administration

### Industry Training

-Local Agency Program (LAP) Contract Compliance Specialist  
-Title VI Training

### Accreditations

-Microsoft Certified Systems Engineer (MCSE)  
-Certified Novell Administrator

### Speaker/Trainer

- 2014 FDEP Water Facility Funding Workshop - “SRF: A Local Government Perspective”  
- 2014 FS/AWWA Region X Technical Workshop - “SRF: A Local Government Perspective”  
- 2014 FDOT Turnpike MBE Event - “Simplifying Davis Bacon”

## Representative Project Experience

### City of Marco Island Septic Tank Replacement Program

#### **Funding: Clean Water State Revolving Fund Low Interest Loans**

ABA is providing planning, application, agreement, technical services, and compliance services to the City for multiple SRF loans totaling \$60,000,000+. This project includes replacement of 5,000+ septic tanks and construction of approximately 307,000 LF of gravity lines, 85,000 LF of force main, 37 lift stations, and 1,000 manholes.

### City of Belleview South US 441 Water Main Extension Project

#### **Funding: Drinking Water State Revolving Fund Loan with Principle Forgiveness**

ABA provided planning and application services to secure American Recovery and Reinvestment Act funding for the City’s South US 441 Water Main Extension project. This funding included 85% principal forgiveness which enabled the City to add an additional segment to the project at no additional cost beyond the first segment. ABA also provided administration services including Buy American and Davis-Bacon compliance.

### Melbourne Airport Authority Project Aries and Project Trident

#### **Funding: US DOC Economic Development Administration**

ABA provided application and coordination services for this project to the Melbourne Airport Authority for the development and submission of two Economic Development Administration applications. When complete, the projects will result in the creation of over 500 skilled positions with an average salary of over \$45,000.

### City of Plant City Ellis-Methvin Park

#### **Funding: Florida Recreation Development Assistance Program and Land and Water Conservation Fund**

ABA provided planning, application, and administration for three Florida Recreation Development Assistance Program (FRDAP) grant cycles and one Land and Water Conservation Fund (LWCF) grant cycle. Once complete, the facility will include eight soccer fields, four baseball/softball fields, a storm water pond, restroom/ concession facility, trails, parking, and landscaping.



**Grants Awarded WAL/ABA: Past Five Years**

Community Foundation of the Florida Keys .....	\$11,900
City of Archer State Revolving Fund Septic Tank Replacement and WWTP Construction .....	\$733,289
City of Marathon, Social Services.....	\$8,000
City of Marco Island, State Revolving Fund Septic Tank Replacement Program .....	\$26,000,000
City of Plant City, Recreational Trails Program Community Funding Source Project, Snowden Park Trail.....	\$125,000
City of Sarasota, Recreational Trails Program, Robert L Taylor Park .....	\$72,357
City of Sarasota, Selby Foundation, Robert L Taylor Park.....	\$50,000
City of Wauchula, Community Development Block Grant, Water Line Rehab/Replacement .....	\$700,000
Collier County State Revolving Fund, SCRWTP Wellfield and Plant Expansion, .....	\$25,000,000
D'Addario Foundation.....	\$6,500 + \$2,250 In-Kind
Dogwood Foundation .....	\$150,000.00
EPAC Endangered and Threatened Plant Conservation Grants Program, FL Department of Agriculture and Consumer Service, Div. of Plant Industry .....	\$32,818.94
Eliz. Ordway Dunn.....	\$10,000
Fender Music Foundation.....	Music Instruments
Florida Dept. of State, Div. of Cultural Affairs .....	\$63,754
FL Fish & Wildlife Conservation Commission (FWC), through Florida Keys Exotic Invasive Task Force (Florida Keys Exotic Invasive Task Force).....	\$213,500.00
Google Grants .....	\$120,085.00 In-kind
Heritage Preservation, Federal Institute of Museum Services .....	\$3,390.00
Home Depot.....	\$5,000
Humanities Council.....	1,220
Human Services Advisory Board, B.O.C.C. ....	\$90,000
Keys Open Doors Foundation.....	\$50,000
Melbourne Airport Authority, US DOC Economic Development Administration, Project Aries .....	\$1,500,000
Project Trident.....	\$400,000
Monroe County Coalition, SP18865-02 Continuation, SAMSA/DFC.....	\$589,000
Monroe Country Tourist Development Council (TDC), Cultural Umbrella ....	\$72,830

Monroe Country Tourist Development Council (TDC), Capital .....	\$92,824
Museums for America Program, Federal Institute of Museum Services .....	
.....	\$149,397.00
National Environmental Education Foundation (NEEF).....	\$2,000
National Oceanic and Atmospheric Administration (NOAA), DOC .....	\$400,000
New College of Florida Historic Preservation, Seawall Restoration.....	\$350,000
Norcross Wildlife Foundation .....	\$4,500
Old Island Restoration Foundation (OIRF).....	\$12,500
Plant Conservation Grants Program .....	\$13,500
Publix Foundation .....	\$5,000
Sheriff's Asset Forfeiture Fund (SAFF).....	\$32,529
Stanley Smith Horticulture Trust .....	\$20,000
Suwannee County State Energy Program Coliseum Renovation .....	\$250,000
United Way.....	\$13,467
Waste Management.....	\$1,500

**Additional:** ABA has completed six Funding Strategies in the past five (5) years for various communities in the state that have identified over \$65,000,000 in capital project funding opportunities for those communities. ABA is currently in the process of completing two (1) SFWMD Co-op Funding applications. These three applications will likely be in excess of \$1,000,000 in total once funded.

<b>List of Other Funding Sources/Grants Awarded WAL/ABA</b>
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Boating Improvement Program Grant, Florida Fish and Wildlife Conservation Commission.....	\$200,000
Economic Development Administration (EDA) Grant, US Economic Development, Administration (EDA).....	\$3,225,000
Energy Efficiency & Conservation Block Grant (EECBG), US Department of Energy (US DOE).....	\$598,100
Florida Department of Education (DOE), Senior/Civics/Corrections/Family Grants, .....	\$685,000
Florida Department of Education (DOE) Even Start Grants .....	\$800,000
Forest Health Initiative Program, Florida Department of Authority Grant, Hardee County.....	\$2,200,000
HOME Again Program, Florida Housing Finance .....	\$50,000
Inmate's Wellness Fund, Monroe County Detention Center .....	\$40,000

Investments for Public Works and Economic Development Facilities Grant, US Economic Development Administration (EDA).....	\$5,084,000
Land and Water Conservation Fund (LWCF) Grant, Florida Department of Environmental Protection.....	\$1,400,000
Legislative Project (LP) Grant, Florida Department of Environmental Protection, .....	\$9,822,219
Local Agency Program (LAP) Grant, Florida Department of Transportation .....	\$2,327,389
Recreational Development Assistance Program (FRDAP) Grant, Florida Department of Environmental Protection .....	\$3,721,222
Recreational Trails Program (RTP) Grant, FL Dept. Environmental Protection .....	\$394,714
Rural Development Community Facilities Grant, US Department of Agriculture (USDA).....	\$3,850,000
Rural Development Water and Waste Disposal Systems for Rural Communities, (USDA).....	\$9,204,500
Sarasota County Boating Improvement Grant, Sarasota County .....	\$150,000
Selby Foundation Grant, Selby Foundation.....	\$150,000
Singing for Change, Jimmy Buffet Foundation .....	\$10,000
Small Cities Community Development Block Grants (CDBG), Florida Department of Community Affairs, Commercial Revitalization .....	\$3,100,000
Disaster Recovery Initiative .....	\$3,749,076
Economic Development.....	\$11,366,469
Housing.....	\$19,000,000
Neighborhood Revitalization.....	\$8,454,003
Southwest Florida Water Management District (SWFWMD) Grant .....	\$6,125,000
Space Coast RIC Grant, US Economic Development Administration (EDA) .....	\$8,700,655
State Energy Efficiency & Conservation Block Grant (EECBG), Florida Department of Agriculture and Consumer Services .....	\$1,303,000
State Historic Preservation Grant, Florida Department of State .....	\$3,912,023
State Revolving Fund (SRF) Storm water Loan, Florida Department of Environmental Protection.....	\$14,500,000
State Revolving Fund (SRF) Wastewater DSCG Grant, Florida Department of Environmental Protection.....	\$24,747,996
State Revolving Fund (SRF) Wastewater Loan, Florida Department of Environmental Protection.....	\$549,230,540

<b>State Revolving Fund (SRF) Wastewater Loan Principal Forgiveness, Florida Department of Environmental Protection .....</b>	<b>\$1,856,074</b>
<b>State Revolving Fund (SRF) Water Loan, Florida Department of Environmental Protection .....</b>	<b>\$142,764,651</b>
<b>State Revolving Fund (SRF) Water Loan Principal Forgiveness, Florida Department of Environmental Protection .....</b>	<b>\$5,702,778</b>
<b>Urban &amp; Community Forestry Grant, Florida Department of Agriculture and Consumer Services.....</b>	<b>\$104,876</b>
<b>Wastewater Grants, Florida Department of Environmental Protection ....</b>	<b>\$7,500,000</b>
<b>Weatherization Assistance Grant, FL Department of Community Affairs...</b>	<b>\$900,000</b>
<b>West Coast Inland Navigation District (WCIND) Grant.....</b>	<b>\$270,000</b>
<b>Wish You Well Foundation .....</b>	<b>\$10,000</b>

### Three Grant Excerpts

ABA has provided three (3) samples of work from applications that were awarded funding for the City’s review. Each sample identifies the funding sources, the question being responded to, and the narrative response.

#### Funding Source: US DOC Public Works Infrastructure Program

**Application Question:** Briefly describe the economic development needs of the region and how the proposed investment addresses the goals and objectives of the CEDS for the region or the alternate strategic planning document as noted above.

**Narrative Response:** With the closure of the space shuttle program at Kennedy Space Center and the recent layoffs at Piper Aircraft, this region is in desperate need of large-scale employers who can utilize the overall talents in the region and absorb the workers that have recently entered or will enter the job-seeking ranks. To accomplish this, the public sector must find opportunities and creative solutions to attract these employers to the region. A proven method of attracting firms to an area is to ensure the required infrastructure is in place for the target industry. Project Aries accomplishes the specific goal of ensuring the required infrastructure is in place to attract a large scale firm in the aviation/ aerospace cluster.

EDA has identified the strategic plan developed by Enterprise Florida, known as the Roadmap to Florida’s Future, 2007-2012 Strategic Plan for Economic Development, as a guiding document for this application. The region also has a Comprehensive Economic Development Strategy (CEDS) developed by the East Central Florida Regional Planning Council (ECFRPC). This EDA application is consistent with both of

these planning documents. Each document has identified aviation/aerospace as key economic clusters vital to the growth of the region. Both documents also focus on diversification of the economy at a state and regional level and increasing the global viability of the region. As described below, Project Aries will play a vital role in diversification of the region and increasing the global viability of the region and the state in the aviation/aerospace cluster.

Diversification of the economy, as identified in both planning documents, is a key factor in maintaining competitiveness and retaining talent in the region. The region is known primarily for the Kennedy Space Center and the shuttle program. With the closure of the space shuttle program it is critical to fill the gap until the startup of the Constellation space travel program with firms that employ people in the highly technical aerospace/aviation cluster. This project will diversify the region by bringing a firm into the area that is focused on components of the aviation/aerospace cluster other than space exploration, while requiring employees with the same skill sets as those currently employed by the space shuttle program.

Increasing global competitiveness, also identified in both planning documents, is also a key to economic recovery in the region. MidAir, S.A. is an international firm with a division, MidAir USA Inc., located in the United States. Recently MidAir signed a contract for the resale, refurbishment, and rebranding of nine (9) Boeing 747-400's from Japan Airlines to Transaero Airlines (Russia). The refurbishment and rebranding work will be completed at the new facility to be constructed at the Project Aries site. This work marks the beginning of MidAir's commitment to a new market which has an international client base. Based on MidAir's established and highly regarded reputation in the aviation industry, completion of the facility will aid in transforming the region into a globally known location for large aircraft maintenance and refurbishment operations (MRO). Federal, State, and local support of this project will encourage other MRO firms to consider establishing new facilities within the region further supporting economic diversification, global competitiveness, and future job growth in the highly-skilled, high salary aviation and aerospace cluster.

Beyond the shared characteristics of each planning document, Project Aries meets four of the goals in the ECFRPC CEDS including: 1. Attract, retain and grow knowledge-based industries and an innovative workforce; 2. Further diversify the economy by attracting, retaining and growing rising economic clusters; 3. Move toward an economy that has a greater proportionate share of high technology and science-based business that capitalizes on the region's advantages; 4. Reduce the impact of job losses created by the Space Shuttle program retirement.

## Funding Source: FDEP Recreational Trails Program

### Application Question:

Briefly describe the proposed project.

**Narrative Response:** The Snowden Park Recreational Trail will be approximately 6,100 feet in length and will connect the Snowden Park Athletic Facility with the pond at the intersection of West Grant and Hunter Streets. This twelve (12) foot wide concrete recreational trail will offer opportunities for bicycling, skating, day hiking, fitness activities such as walking and jogging, and nature observation.

This trail offers users two distinct experiences. Traveling south from the trailhead at the entrance of the Snowden Park Athletic Facility, users will decide the route that will define their experience. If the user turns to the left, they will loop the Snowden Park Athletic Facility. Users will be able to observe children and adults competing at various sporting activities while getting their own exercise along this segment of the trail. If the user turns to the right after leaving the trailhead, they will traverse a serene trail away from the sporting activities. The trail crossing at West Grant Street leads users to the Grant/Hunter pond. The natural surroundings on this segment of the trail offer an opportunity for users to observe fish, waterfowl, wading and other birds, and various wildlife and plant species.

## Funding Source: DOS Historic Preservation - Special Category

**Application Question:** In the space provided below, briefly describe the project for which funding is requested. Indicate how you intend to use the funds requested and the required match, describing each of the major work items involved and what the end product will be. For projects involving individual historic properties or archaeological sites, also briefly describe the historic significance of the property or properties for which grant funding is requested.

**Narrative Response:** The project for which funding is requested is the renovation/reconstruction of the New College seawall. The seawall was constructed in the 1920's to protect the 1926 Charles Ringling House, ancillary buildings and surrounding property from potential damage as a result of their close proximity to Sarasota Bay. The seawall featured a decorative balustrade constructed on a concrete wall covered in pink stucco, a fitting complement to the pink Etowah marble surface of the Charles Ringling House.

Charles Ringling and brother, John Ringling, contributed greatly to the development of the bayfront as well as to the City of Sarasota. The Ringlings were partners in the

Ringling Brothers and Barnum and Bailey Circus. Both Ringling brothers greatly influenced the development of the City and neighboring barrier islands. After making Sarasota the winter home of their circus, the Ringling brothers began construction of their homes and legacy. Their legacy includes the John and Mable Ringling Museum of Art, the John Ringling residence, Ca d'zan, the Ringling circus museum, the Ringling Causeway Bridge, and more. John, more than Charles, was the face of the Ringling family. Both John and Charles worked on multiple projects and contributed significantly to the development of the City of Sarasota and Sarasota County.

Charles Ringling completed construction of his house in 1926. After his death later that year, his wife, Edith occupied the house until her death in 1953. The house remained a residence until it and the surrounding property were purchased by New College in 1962. Today the Charles Ringling House is known as College Hall. College Hall and the adjacent property are heavily used by the New College student body, faculty, visitors, and guests. The general public also utilizes the property for recreational activities such as fishing from the seawall.

Today the New College seawall is in extremely poor condition. The battering of bay waters and the effects of time and the elements have greatly deteriorated the seawall.

Flooding, erosion, and tidal surges are also considerable concerns. Due to its state of disrepair and continuing deterioration, the seawall can no longer provide the protection for which it was built.

Renovation/reconstruction of the seawall will restore a historic element of the Charles Ringling House and property and will also re-establish waterfront protection for the historic property.

The project proposed in this application consists of the renovation/reconstruction of the historic seawall. The project includes grading and excavation, repair/reconstruction of the seawall, reconstruction of the decorative balustrade, surface treatment such as the colored stucco, and related architectural, engineering, and administrative services.

## **Familiarity with the Local Area – Key West Is Our Home Town**

**Mary Casanova** has operated WAL in Key West since 1990 when she moved to Key West. In addition to being a grant writer, Mary is also well known in the Florida Keys as Executive Director of Literacy Volunteers of America (LVA)-Monroe County, Inc. She has held this position since 1992, bringing in over \$4,000,000 in grant funding to the organization.



Since opening WAL, the firm has served local clients including the Monroe County School District, Florida Department of Health, Monroe County Coalition and others with proven grant writing services. Mary is an active Literacy Volunteer, Key West Lion and Key West Women's Club member, and serves on the Board of the Dr. Jose Sanchez Key West Lions Eye Clinic.

**Monica Haskell** has secured millions of dollars benefitting local education, the environment, the arts and affordable housing in 25 years as an executive director in the non-profit sector (Key West Council for the Arts, Key West Literary Seminar, and Montessori Children's School). Monica has also been active as a grant writer for Florida Keys Community College, Habitat for Humanity, Key West Tropical Forest & Botanical Garden, Bahama Village Music Center and others. Since 2012 ,she has served on the Key West Sustainability Advisory Board. Past service to the Keys' community includes board positions on the Key West Art in Public Places Board, 2000-2007, Florida Keys Contractors Examining Board, 2001-2003, Key West Woman's Club Board, 2001-2003, Monroe County Planning Commission, 1990-1916, and Monroe County Board of Adjustments, 1985-1986.

As long time residents living, working and bringing millions of grant dollars into Key West and the Florida Keys, the WAL team is uniquely positioned – having the knowledge, expertise and vested interest in the community to be best able to develop new relationships as well as build on strong, existing ones.

### **Program Approach: Three Essential Proven Strategies**

- 1. Appreciate what the client needs**
- 2. Apply resources to get the job done**
- 3. Deliver lowest total cost solutions**

Appreciating what our client needs begins long before and continues during an assignment. Our extensive experience with clients of every size, projects of all varieties, and a wide array of funding sources, local, state and federal, provides unique insight into the community's project funding needs and opportunities. Combining this breadth of experience with detailed knowledge of the project specifics gained during the project assignment allows us to provide the community funding services unmatched by others.

With any assignment, you must have the resources to get the job done right. We have assembled a management team and a project team with a vast array of experience, education, knowledge and skills. Our collective experience both with and within local and state government is uniquely capable of meeting the needs of the community. Our

professional team's talents, expertise, and experiences are focused on delivering and offering an array of solutions, tools and levels of service to meet the City's needs on any given project. We believe our ability to leverage our experience with many communities and many programs and our collaborative flexible approach to finding the best solution will bring the best service to the City.

Our third essential strategy is to deliver lowest total cost solutions for planning, funding, administration and compliance for projects. In reality, not every grant is worth pursuing. For example, the administrative requirements associated with a small grant may not result in a cost effective solution.

**Funding sources have a multitude of processes, policies and procedures with which the City must comply. Having a team that understands these processes, policies and procedures and how to navigate them is of the utmost importance.**

Our understanding of your goals, projects and programs will give us a sound working knowledge of the City's needs. This will help us to identify potential funding that is aligned with City goals, desires and strategic planning already in place.

Through numerous on-site interviews with whomever the City designates to meet, whether it is Mayor Cates and City Manager Scholl, Commissioners Lopez, Kaufman, Payne, Romero, Weekley and Wardlow, or, responsible department representatives and staff, it is critical to our approach to keep lines of communication open.

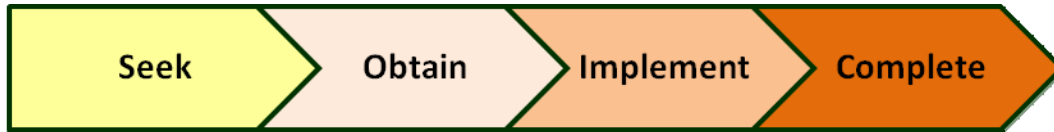
We believe in communicating often and in person whenever needed. Whether connecting with our client face to face, via phone, email, text or video conferencing, the key is constant communication. This ensures that all parties operate more easily, both concurrently and collectively, toward our mutual goal—increased success for the City of Key West in meeting and exceeding grant funding goals.

At interviews, information will be gathered that will easily allow our organization to grasp the concept of a project or program for which grant funding is sought as defined by the person sponsoring the project or program or by the person carrying it out. From these interviews, a list of City needs and concerns will be gathered which will be developed into the **City of Key West Grants Plan 2016-2019**.

City goals will be aligned to a plan that list activities outlined in the **City of Key West Grants Plan 2016-2019** and meetings will take place to discuss this regularly. Reports will be submitted on a month by month basis, goals outlined for each month, and how tasks related to each goal are being addressed.

## Funding Stages and Services Provided

There are four basic funding related stages included in our approach for all projects completed, regardless of who performs them. They are:



- ✓ Seek funding sources that match your project
- ✓ Obtain the funding through targeted applications
- ✓ Implement design and construction with proper controls
- ✓ Complete project construction and required paperwork

Within each stage is a set of tasks that must occur in order to achieve a successful project outcome. Over the years WAL and ABA has met the needs of our clients by understand what services they desire and our willingness to fill those roles. We are uniquely positioned to perform the tasks needed for just one stage, a few stages, or all of them. We do not take an “all or nothing” approach. This team chooses to take a “how can we help you to succeed” approach because in the end that is the approach makes sure that we fully meet the need of the client: A successful project.

## Cost Proposal and Pricing Met

When developing fees for funding services, we believe it is most advantageous to the community to prepare fees on a case-by-case basis. We typically propose a fee structure based on a per assignment/by task completion (lump sum) and believe it is in the best interest of the community to receive fee proposals for only the actual work required. This ensures that the City only commits to expenditures for the funding opportunities that they decide to pursue and the value of service received aligns with the amount paid during the contract term.

The team is open to offering a fixed monthly/annual amount, however, this frequently leads to a community spending more money versus a task completion contract. The reason is that the number of grants to be applied for in a given year is unknown. If a community pays a consultant \$50,000 and only applies for 7 grants then the cost is about \$7,100 per grant. Depending on which grants they were, a task completion contract may have only resulted in \$28,000 in fees (7 application @ \$4,000 each).

Based on the example above, our experience suggests that different types of tasks/assignments may best be served by different fee formats. The table below identifies a few typical tasks as two different ways to address the billing method for those services.

Task	Billing Method 1	Billing Method 2
Grant Opportunity Reports	Fixed Monthly Amount (Ranging from \$350 - \$1,500)	Hourly
Funding Needs Analysis/Strategy	Lump Sum Amount (Ranging from \$1,500 - \$9,000)	Hourly
Grant Applications	Lump Sum Amount (Ranging from \$250 - \$15,000)	Hourly
Grant Administration	Fixed Monthly Amount (Depends on the project complexity and length)	Task Completion
Davis Bacon Compliance	Unit Pricing (Depends on the project length)	Task Completion

**Proposed Price Choices:** We are familiar with the current contract that the City has for these services and are prepared to offer a similar structure should the City prefer that format. We offer to perform all of the services within the scope for \$62,400 annual, paid monthly at \$5,200. A 4% increase will be included with each annual extension of the contract.

Costs which additionally may be incurred but may not be included in the above fees include all advertising, travel expenses to Washington D.C., Tallahassee, Florida, architectural or engineering plans, and legal fees.

While we feel strongly about the cost savings associated with the task completion structure, we are offering both solutions so that the City can decide which is best for your citizens.

**WAL's designated office** is located at 1300 15<sup>th</sup> Court, #4, Key West Florida. The office for ABA is located at 9104 58<sup>th</sup> Drive East, Bradenton, Florida. Until the exact needs of the City are determined, we cannot state what percentage of work will be completed by each group.

**Limitations:** None have been identified based on the information that the City has provided.

### Professional References

Client Reference Name/Affiliation	Phone	Email	Firm
Judge Peary Fowler Pres., Literacy Volunteers of America (LVA)-Monroe County, Inc.	305-304-2695	Peary.fowler@keyscounties.net	WAL Mary
Donna Stayton, Health Educator, Florida Dept. of Health	305-809-5638	Donna.Stayton@flhealth.gov	WAL Mary
Dr. Shirley Freeman Former Mayor of Monroe County	305-294-2725	svfkw@bellsouth.net	WAL Monica
Rick Harty, Past Pres. /Treasurer, Key West Botanical Gardens	786-245-5700	rickharty@gmail.com	WAL Monica
Olivia Minschew Assistant City Manager - City of Wauchula	863-773-9193	ominshew@cityofwauchula.com	ABA
Todd Kucharski, General Manager - City of Sarasota	941-954-4198	todd.kucharski@sarasotagov.com	ABA

**PROPOSAL FORM**

PROPOSER

The name of the Proposer submitting this Proposal is

WRITERS AT LARGE (WAL) doing business at  
1300 15th Ct. #4, Key West, FL, 33040  
Street City State Zip  
marycasanova77@gmail.com  
Email address

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

Name	Title
<u>Mary Casanova</u>	<u>Sole Proprietor, WAL</u>
_____	_____
_____	_____
_____	_____
_____	_____

If Sole Proprietor or Partnership 7th mc

IN WITNESS hereto the undersigned has set his (its) hand this 12th day of Dec. 2015.

Mary Casanova

Signature of Proposer

Sole Proprietor / Writer

Title

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this \_\_\_ day of \_\_\_\_\_ 20\_\_.

(SEAL)

\_\_\_\_\_  
Name of Corporation

By \_\_\_\_\_

Title \_\_\_\_\_

Attest \_\_\_\_\_

Secretary

ANTI-KICKBACK AFFIDAVIT

STATE OF FLORIDA )

: SS

COUNTY OF MARTIN )

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees 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: MARY CLAIRE CASANOVA


Sworn and subscribed before me this 7 day of December 2015

X NOTARY PUBLIC, State of FLORIDA at Large

*Sabina Jadusingh*

Sabina Jadusingh

My Commission Expires:

 SABINA K JADUSINGH  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF107045  
Expires 7/19/2018

\* \* \* \* \*



**SWORN STATEMENT UNDER SECTION 287.133(3)(A)**  
**FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid or Proposal for \_\_\_\_\_  
Mary Casanova d.b.a. WRITERS AT LARGE

2. This sworn statement is submitted by Mary Casanova  
(Name of entity submitting sworn statement)

whose business address is 1300 15th Ct., #4  
Key West, FL 33040

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
23-2914456

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement Mary Casanova


3. My name is Mary Casanova  
(Please print name of individual signing)

and my relationship to the entity named above is self

4. 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 with the United States, including but not limited

to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), 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 information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
  
6. 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 agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
  
7. I understand that a “person” as defined in Paragraph 287.133(1)(8), Florida Statutes, 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 public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
  
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

 Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and

convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Mary Casanova  
(Signature)  
12/7/15  
(Date)

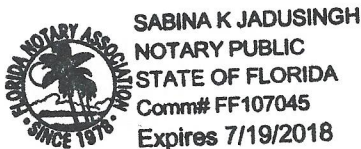
STATE OF FLORIDA  
COUNTY OF MARTIN

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

MARY CASANOVA who, after first being sworn by me, affixed his/her  
(Name of individual signing)

signature in the space provided above on this 7 day of December, 2015.

My commission expires:



Sabina Jadus Singh  
NOTARY PUBLIC

CITY OF KEY WEST INDEMNIFICATION FORM

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by CONSULTANT or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the CONSULTANT or its subcontractors, material men or agents of any tier or their respective employees.

Indemnification by CONSULTANT for Professional Acts. CONSULTANT hereby agrees to indemnify the City of Key West and each of its parent and subsidiary companies and the directors, officers and employees of each of them (collectively, the "indemnitees"), and hold each of the indemnitees harmless, against all losses, liabilities, penalties (civil or criminal), fines and expenses (including reasonable attorneys' fees and expenses) (collectively, "Claims") to the extent resulting from the performance of CONSULTANT'S negligent acts, errors or omissions, or intentional acts in the performance of CONSULTANT'S services, or any of their respective affiliates, under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONSULTANT: Mary Casanova d.b.a. SEAL:  
WRITERS AT LARGE  
Address  
1300 15th Ct., #4, Key West  
Signature  
Mary Casanova  
Print Name  
WRITER/SOLE PROPRIETOR  
Title  
DATE: 12/1/15

**LOCAL VENDOR CERTIFICATION PURSUANT TO  
CITY OF KEY WEST ORDINANCE 09-22 SECTION 2-798**

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a. Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one year immediately prior to the issuance of the solicitation
- b. Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries.
- c. Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
  - Not a local vendor pursuant to Ordinance 09-22 Section 2-798
  - Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self-certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name \_\_\_\_\_ Phone: \_\_\_\_\_

Current Local Address: \_\_\_\_\_ Fax: \_\_\_\_\_

(P.O Box numbers may not be used to establish status)

Length of time at this address: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature of Authorized Representative

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

By \_\_\_\_\_, of \_\_\_\_\_

(Name of officer or agent, title of officer or agent)

(Name of corporation acknowledging)

or has produced identification \_\_\_\_\_ as identification

(Type of identification)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp Name of Notary

\_\_\_\_\_  
Title or Rank

Return completed form with  
Supporting documents to:  
City of Key West Purchasing

*N/A*

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FLORIDA )

: SS

COUNTY OF MARTIN )

I, the undersigned hereby duly sworn, depose and say that the firm of \_\_\_\_\_

WRITERS AT LARGE  
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: Mary Casanovo

Sworn and subscribed before me this 7 day of December, 2015

X NOTARY PUBLIC, State of Florida at Large

Sabina Jadusingh

**Sabina Jadusingh**

My Commission Expires:



SABINA K JADUSINGH  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF107045  
Expires 7/19/2018

\* \* \* \* \*

CONE OF SILENCE AFFIDAVIT

STATE OF FLORIDA )  
: SS  
COUNTY OF MARTIN )

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of WRITERS AT LARGE 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.

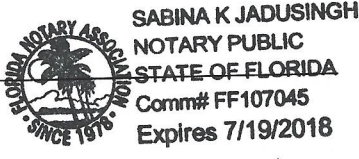
By: Mary Casanova

Sworn and subscribed before me this  
7 day of DECEMBER 2015.

\_\_\_\_\_  
X NOTARY PUBLIC, State of FLORIDA at Large

Sabina Jadusingh

My Commission Expires: \_\_\_\_\_



**Sabina Jadusingh**

\* \* \* \* \*

## ADDENDUM NO. 1

To All Proposers:

The following change is hereby made a part of RFP #16-003 as fully as completely as if the same were fully set forth therein:

The following is a list of addenda that shall govern all other contract documents to the extent specified.

### **Addendum No. 1**

The following revision is hereby made a part of the Contract Documents as fully as completely as if the same were fully set forth therein:

1. Is the City happy with the firm handling it now? I see the one year extension is until March 2016. Who might I ask?

Answer: The current firm has performed within the terms of the contract.

2. Is it possible to get a copy of my submission from last time? And also a copy of the 2013 submission from Langdon REM?

Answer: A public records request can be made with the City Clerk's office.

3. Page 22 of the RFP mentions local license taxes need paid 24 hours prior to issuance of RFP. I have not paid my taxes this year yet. Does that mean I'm disqualified?

Answer: Page 22 is the Local Vendor Certification. If you have not met the deadline of at least 24 hours for payment of all current license taxes and any other fees due the city, the definition of a "Local Business" has not been met. You are not disqualified from submitting a proposal for RFP 16-003 but local vendor status does not apply.

4. Page 13 of the RFP, question 3 under Qualifications it says "Include 3 examples of grant applications..." Is the name of the grant and the award amount sufficient? Also, I'm not sure what "pricing methodology" means here – is it supposed to be "funding methodology"?

Answer: Please submit examples of just the application portion of 3 grant applications you have prepared that best exemplifies your grant writing skills.



The full grant application is not necessary. Pricing methodology refers to the method used to invoice the client for preparing the application.

5. Does the grant writing company need to be home based in Key West?

Answer: No.

All Proposers shall acknowledge receipt and acceptance of this Addendum No.1 by acknowledging Addendum in their proposal or by submitting the addendum with the proposal package. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Mary Casanova  
Signature

WRITERS@LARGE  
Name of Business

**2015 / 2016  
MONROE COUNTY BUSINESS TAX RECEIPT  
EXPIRES SEPTEMBER 30, 2016**

RECEIPT# 47161-74534

Business Name: WRITERS AT LARGE

Owner Name: MARY CASANOVA  
Mailing Address: 4800 SE FEDERAL HWY 120  
STUART, FL 34997

Business Location: 1300 15TH CT 4  
KEY WEST, FL 33040  
Business Phone: 305-304-0578  
Business Type: MISCELLANEOUS SERVICE (GRANT WRITING  
BUSINESS)

Employees 1

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
22.00	0.00	22.00	0.00	0.00	0.00	22.00

Paid 125-15-00003307 12/01/2015 22.00

THIS BECOMES A TAX RECEIPT  
WHEN VALIDATED

**Danise D. Henriquez, CFC, Tax Collector**  
**PO Box 1129, Key West, FL 33041**

THIS IS ONLY A TAX.  
YOU MUST MEET ALL  
COUNTY AND/OR  
MUNICIPALITY PLANNING  
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT**  
P.O. Box 1129, Key West, FL 33041-1129  
EXPIRES SEPTEMBER 30, 2016

RECEIPT# 47161-74534

Business Name: WRITERS AT LARGE

Owner Name: MARY CASANOVA  
Mailing Address: 4800 SE FEDERAL HWY 120  
STUART, FL 34997

Business Location: 1300 15TH CT 4  
KEY WEST, FL 33040  
Business Phone: 305-304-0578  
Business Type: MISCELLANEOUS SERVICE (GRANT WRITING  
BUSINESS)

Employees 1

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
22.00	0.00	22.00	0.00	0.00	0.00	22.00

Paid 125-15-00003307 12/01/2015 22.00

From: Leigh Steckly lsteckly@cityofkeywest-fl.gov  
Subject: FW: BTR  
Date: December 3, 2015 at 4:21 PM  
To: marycasanova77@gmail.com

From: Leigh Steckly  
Sent: Thursday, December 03, 2015 4:10 PM  
To: 'marycasanova77@aol.com' <marycasanova77@aol.com>  
Subject: BTR

Mary,

Attached is a copy of your BTR.

Leigh Steckly  
305-809-3968

CITY OF KEY WEST, FLORIDA	
Business Tax Receipt	
This Document is a business tax receipt Holder must meet all City zoning and use provisions. P.O. Box 1409, Key West, Florida 33040 (305) 809-3955	
Business Name	WRITERS AT LARGE CtISbr:0025649
Location Addr	MOBILE SERVICE
Lic NBR/Class	16-08031565 SERVICE - GENERAL
Issue Date:	December 03, 2015 Expiration Date: September 30, 2016
License Fee	\$94.49
Add. Charges	\$0.00
Penalty	\$0.00
Total	\$94.49
Comments:	WRITING/ADVERTISING SERVICE
This document must be prominently displayed.	
CASANOVA, MARY	
WRITERS AT LARGE	4800 SE FEDERAL HWY #120
STUART FL 34997	
Issue Date: 12/03/15	Issue CC Number: 12/03/15
Issue Amount: \$94.49	Issue CC: 12/03/15
Issue Date: 12/03/15	Issue CC: 12/03/15

**ANTI-KICKBACK AFFIDAVIT**

STATE OF FLORIDA )

: SS

COUNTY OF MANATEE )

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein bid will be paid to any employees 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: Mark A. Brewer 

Sworn and subscribed before me this 7th day of December 2015.

NOTARY PUBLIC, State of FLORIDA at Large

My Commission Expires: JANUARY 13, 2019



\* \* \* \* \*

**SWORN STATEMENT UNDER SECTION 287.133(3)(A)**  
**FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted with Bid or Proposal for \_\_\_\_\_  
Grant Writing Services

2. This sworn statement is submitted by Angie Brewer & Associates, LC  
(Name of entity submitting sworn statement)

whose business address is 9104 58th Drive Ease Bradenton, FL 34202

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

65-1073934

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement \_\_\_\_\_

3. My name is Mark A. Brewer  
(Please print name of individual signing)

and my relationship to the entity named above is President

4. 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 with the United States, including but not limited

to, any bid or contract for goods or services to be provided to any public or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.

5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
  
6. 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 agents who are active in the management of an affiliate. The ownership by one person of shares constituting 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.
  
7. I understand that a “person” as defined in Paragraph 287.133(1)(8), Florida Statutes, 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 public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
  
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).

  X   Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and

convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)

\_\_\_\_\_ There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

*Mark A. Brewer*

\_\_\_\_\_  
(Signature)

12/07/2015

\_\_\_\_\_  
(Date)

STATE OF FLORIDA

COUNTY OF MANATEE

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Mark A. Brewer who, after first being sworn by me, affixed his/her

(Name of individual signing)

signature in the space provided above on this 7th day of December, 2015.

My commission expires: January 13, 2019



*[Signature]*


NOTARY PUBLIC

**CITY OF KEY WEST INDEMNIFICATION FORM**

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Paragraph, to persons or property, caused in whole or in part by any act, omission, or default by CONSULTANT or its subcontractors, material men, or agents of any tier or their employees, arising out of this agreement or its performance, including such damages caused in whole or in part by any act, omission or default of any indemnitee, but specifically excluding any claims of, or damages against an indemnitee resulting from such indemnitee's gross negligence, or the willful, wanton or intentional misconduct of such indemnitee or for statutory violation or punitive damages except and to the extent the statutory violation or punitive damages are caused by or result from the acts or omissions of the CONSULTANT or its subcontractors, material men or agents of any tier or their respective employees.

Indemnification by CONSULTANT for Professional Acts. CONSULTANT hereby agrees to indemnify the City of Key West and each of its parent and subsidiary companies and the directors, officers and employees of each of them (collectively, the "indemnitees"), and hold each of the indemnitees harmless, against all losses, liabilities, penalties (civil or criminal), fines and expenses (including reasonable attorneys' fees and expenses) (collectively, "Claims") to the extent resulting from the performance of CONSULTANT'S negligent acts, errors or omissions, or intentional acts in the performance of CONSULTANT'S services, or any of their respective affiliates, under this Agreement. If claims, losses, damages, and judgments are found to be caused by the joint or concurrent negligence of the City of Key West and CONSULTANT, they shall be borne by each party in proportion to its negligence.

The indemnification obligations under the Contract shall not be restricted in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the CONSULTANT under Workers' Compensation acts, disability benefits acts, or other employee benefits acts, and shall extend to and include any actions brought by or in the name of any employee of the CONSULTANT or of any third party to whom CONSULTANT may subcontract a part or all of the Work. This indemnification shall continue beyond the date of completion of the work.

CONSULTANT: Angie Brewer & Associates, LC  
9104 58th Drive East Bradenton, FL 34202  
Address   
Signature Mark A. Brewer  
Print Name President  
Title  
DATE: 12/07/2015

SEAL:





**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF FLORIDA )

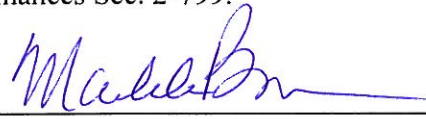
: SS

COUNTY OF MANATEE )

I, the undersigned hereby duly sworn, depose and say that the firm of \_\_\_\_\_

Angie Brewer & Associates, LC

provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses, per City of Key West Code of Ordinances Sec. 2-799.

By: 

Sworn and subscribed before me this 7th day of December, 2015.

NOTARY PUBLIC, State of FLORIDA at Large

My Commission Expires: JANUARY 13, 2019





\* \* \* \* \*


**CONE OF SILENCE AFFIDAVIT**

STATE OF FLORIDA )

: SS

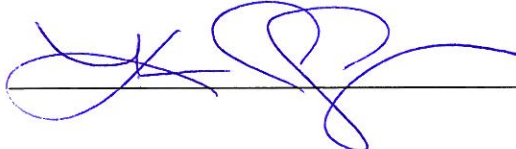
COUNTY OF MANATEE )

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Angie Brewer & Associates, LC 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.

By:  Mark A. Brewer, President

Sworn and subscribed before me this

7th day of December 2015.



NOTARY PUBLIC, State of FLORIDA at Large

My Commission Expires: January 13, 2019



\* \* \* \* \*