



## City of Key West CDBG-CV Appendix V

### Part V – Cares Act Justification

Homelessness has always been a matter of life and death for the people experiencing it. COVID-19, also known as Coronavirus, has underscored that it's a public health crisis for us all. People experiencing homelessness are those among the highest risk for infection, complication, and death from COVID-19. They often have underlying health conditions, are exposed to crowded shelters that are tinderboxes for infection and lack access to sanitation and spaces to socially distance. These vulnerabilities are the same conditions that have accelerated outbreaks of other diseases among this population, such as hepatitis B, hepatitis C, and tuberculosis. Therefore, managing the homeless population is an essential part of a communities' response to COVID. Access to a permanent facility that can be properly sanitized, have on-site medical and case management services (including COVID rental and utility assistance) is essential to the health of this community moving forward. Unfortunately, People experiencing homelessness often find it difficult to adhere to public health directives such as physical distancing, isolation and quarantine because of shelter conditions and other challenges. The rebuilding of KOTS will allow for a baseline of shelter and safety for its clients, allowing for proper safety protocols now and in the future for its clients and staff.

The City has spent a lot of money and resources on tents, cots, a/c for the tents, portable isolation/quarantine tents, portable toilets, in an attempt to remediate the lack of an adequate facility during the pandemic. Since the coronavirus pandemic began, the shelter was converted from an overnight shelter to a 24-hour shelter, increasing the overall operational need and general wear and tear on the already tired facilities. The City purchased two more large cloth sleeping tents to provide more social distancing space between the bunk beds. Consequentially, the shift to a 24-hour facility has had tremendous positive impact on the community, with homeless visibility, criminalization, and emergency room visits decreasing. For example, as cited from an interview with the Founder and President of Cornerstone Resource Alliance - CRA, the organization that runs KOTS, the first two months they were open 24-hours emergency room visits were down 32%. The homeless have been able to secure work more readily having a safe place to call their home base, increasing their overall sense of stability. Securing work is a critical element in the path towards self-sufficiency and out of homelessness. Furthermore, the issue of frequent complaints about homeless visibility, loitering, and litter by neighbors in the community has been completely remediated. Further, the reconstruction of KOTS will continue to assist with the recovery from the coronavirus pandemic by offering shelter and care to not only those that suffer from chronic homelessness, but those who become homeless as a result of loss of income and evictions resulting from the coronavirus pandemic.

## **City of Key West CDBG-CV Appendix VI**

### Part VI – National Objective and Beneficiaries Information

The CDBG National Objective the project/program is intended to meet is Benefit to Low- to Moderate-Income Persons, Limited Clientele.

List the census tract number(s) that are included in the project area: Census Tract 9719

List the census tract block group(s) that are included in each of the census tracts listed in the previous question: Block Group 1

Explain why the National Objective was selected and how this project meets the criteria of that objective.

The CDBG National Objective Selected is for this project is Limited Clientele. There are eight groups of people that are presumed by federal regulations to be of low-and-moderate income, and homeless individuals is one of them. Limited Clientele was selected as the National Objective for this project as the Keys Overnight Temporary Shelter exclusively benefits homeless persons who are generally presumed by U.S. Department of Housing & Urban Development to be principally low-to-moderate income persons. KOTS serves, on average, 120 homeless persons per day.



U.S. Department of Housing and Urban  
Development  
451 Seventh Street, SW  
Washington, DC 20410  
www.hud.gov  
espanol.hud.gov

**Environmental Review  
for Activity/Project that is Exempt or  
Categorically Excluded Not Subject to Section 58.5  
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

This is a suggested format that may be used by Responsible Entities to document completion of an Exempt or Categorically Excluded Not Subject to Section 58.5 environmental review.

**Project Information**

**Project Name:** Keys Overnight Temporary Shelter (KOTS) Expansion

**Responsible Entity:** City of Key West

**Grant Recipient (if different than Responsible Entity):**

**State/Local Identifier:** Florida

**Preparer:** Dave Frodsham

**Certifying Officer Name and Title:**

**Consultant (if applicable):**Tetra Tech, Inc.

**Project Location:** Key West, Florida

**Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:**

Expansion of Keys Overnight Temporary Shelter (KOTS), a shelter for people without homes on Stock Island just outside of Key West, Florida.

**Level of Environmental Review Determination:**

Activity/Project is Exempt per 24 CFR 58.34(a): CPD-20-07

Project Name

Project Locality and State

HEROS Number

Activity/Project is Categorical Excluded Not Subject To §58.5 per 24 CFR 58.35(b):

**Funding Information**

Grant Number	HUD Program	Funding Amount

**Estimated Total HUD Funded Amount:**

**This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable):**

**Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: \$3,000,000**

**Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities**

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

<b>Compliance Factors:</b> Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
<b>STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6</b>		
<b>Airport Runway Clear Zones and Accident Potential Zones</b>  24 CFR Part 51 Subpart D	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	The FAA requests that you file with them because the structure is within proximity of a navigation facility and may have an impact.
<b>Coastal Barrier Resources</b>  Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	The structure is within the Outstanding Florida Waters area, and protected habitat areas and compliance and/or mitigation is required.
<b>Flood Insurance</b>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	The structure is within a FEMA identified Special Flood Hazard Area (SFHA) AE and

Project Name

Project Locality and State

HEROS Number

Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]		a 100- and 500-year flood zone. The structure has special flood and erosion hazards as shown on the National Flood Hazard FEMA map.
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**Mitigation Measures and Conditions [40 CFR 1505.2(c)]**

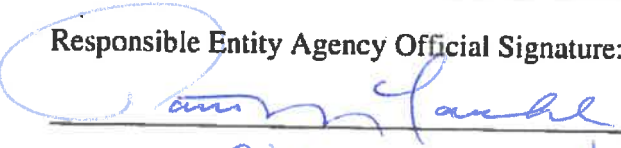
Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
Airport Runway Clear Zone	The City will interface with the local airport to obtain a letter of no objection to the project.
Coastal Barrier Resources	The project will utilize BMPs and NPDES controls to minimize or eliminate offsite runoff or turbid discharge.
Flood Insurance	The City will procure flood insurance for the property.

Preparer Signature:  Date: 10/29/21

Name/Title/Organization: Dave Frodsham, PE/Project Manager/Tetra Tech

Responsible Entity Agency Official Signature:

 Date: 11/1/2021

Name/Title: City Manager / Patti McLauchlin

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).



## STATUS OF ENVIRONMENTAL REVIEW CERTIFICATION

The (City/Town/County) of City of Key West, hereinafter referred to as "Applicant", submits this certification to the Florida Department of Economic Opportunity, hereinafter referred to as "DEO", respective to the Applicant's application to DEO for federal Community Development Block Grant – Coronavirus (CDBG-CV) Relief Funding. This certification is submitted to DEO to assure that the subject project activity will require the following type of environmental review respective to 24 CFR Part 58:

Fill in the type of activity: Exempt/Categorically Excluded Not Subject To (CENST)

Except for an exempt/CENST activity, I further certify that all applicable local, state, and federal agencies have been contacted in writing and the present status of the environmental review process for this project is as follows (you must check one box for every line):

- | YES                                 | N/A                                 |  |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | All agencies have been contacted; all responses by these agencies have been received with no negative environmental comments received.                           |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | All agencies have been contacted; response pending from the following: (list all agencies on the following page).  |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | All agencies contacted; all responses and comments received. Mitigation is necessary; actions necessary are as follows: (list actions on the following page).    |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | All agencies contacted; all responses and comments received; mitigation is not necessary.  |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Additional environmental studies are pending: (list all that apply on the following page: e.g. Cultural Resource Survey, Phase I/II ESA, Biological Assessment). |
| <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Categorically Excluded Subject To review complete; ready to publish the Notice of Intent to request Release of Funds public notice.                              |
| <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Environmental assessment review complete; Finding of No Significant Impact (FONSI) determined; ready to publish the combined public notice.                      |

As Certifying Officer of the Applicant, I hereby certify that the environmental review of the subject project activity will meet the requirements of 24 CFR Part 58. If signing as a Designee, please attach the Delegation of Authority.

  
\_\_\_\_\_  
Certifying Officer (or Designee) Signature

11/01/2021  
\_\_\_\_\_  
Date

Name: Patti McLaughlin

Title: City Manager

List any comments regarding this certification below:

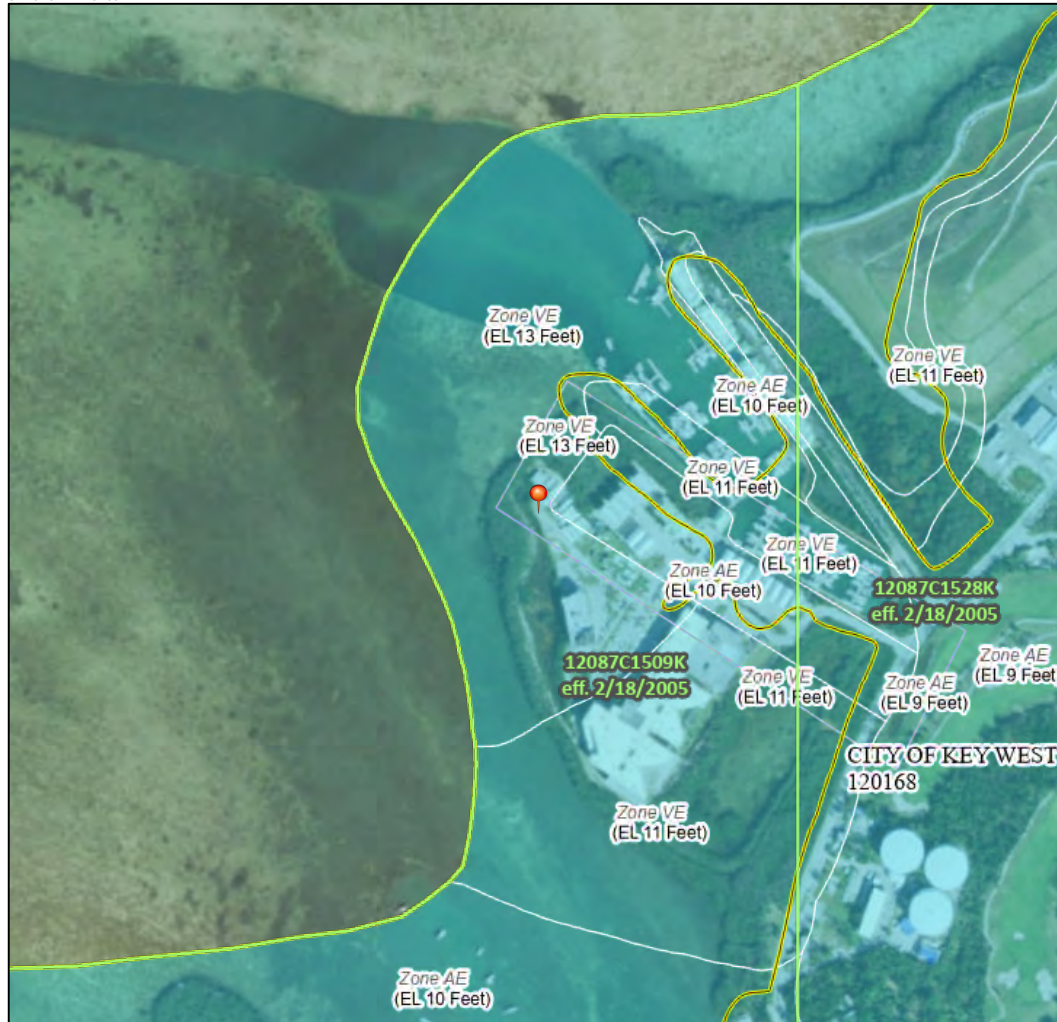
Tetra Tech, Inc. is providing an Environmental Site Assessment Phase I report.



# National Flood Hazard Layer FIRMette



81°45'28"W 24°34'58"N



0 250 500 1,000 1,500 2,000 Feet 1:6,000  
 Basemap: USGS National Map: Orthoimagery: Data refreshed October, 2020

## Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) <i>Zone A, V, A99</i>
		With BFE or Depth <i>Zone AE, AO, AH, VE, AR</i>
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard. Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile <i>Zone X</i>
		Future Conditions 1% Annual Chance Flood Hazard <i>Zone X</i>
		Area with Reduced Flood Risk due to Levee. See Notes, <i>Zone X</i>
		Area with Flood Risk due to Levee <i>Zone D</i>
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard <i>Zone X</i>
		Effective LOMRs
		Area of Undetermined Flood Hazard <i>Zone D</i>
GENERAL STRUCTURES		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance
		17.5 Water Surface Elevation
		Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
		Jurisdiction Boundary
OTHER FEATURES		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
MAP PANELS		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 9/28/2021 at 8:56 AM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and nonmodernized areas cannot be used for regulatory purposes.

## **Four Project Narratives**

Identify the four (4) most recent projects similar to the one proposed that the grantee and/or sub-recipient has either completed or assisted in completing.

1. Fire Station #2: Previous experience in large-scale construction projects by the City has been met with success in scheduling, budget, and outcomes. Managed by the Engineering Department, a new Fire Station #2 was constructed at 616 Simonton Street in 2015 at the total cost of \$6.3 million. The station included 3 apparatus bays with second floor living spaces and was built with impact doors and windows to accommodate Category 5 hurricane strength.
2. City Hall Renovation: In 2017, the City of Key West completed the renovation of Glynn Archer School to become the new City Hall, equipped with cisterns and generator capacity to maintain City Hall as an Emergency Operations Center following a disaster event. The cost was nearly \$18million.
3. Smathers Beach Restrooms West (local grant funds funded through the Tourist Development Council): Managed by the Engineering Department, an existing public restroom built in the 1960's was demolished, and a new restroom facility constructed to replace it located at 1910 S. Roosevelt Blvd, Smathers Beach in 2020 at a total cost of \$573,700.
4. Kingfish Pier Replacement: Project was funded through FEMA grant (75%) with State and Local matches (12.5% ea) for a total of \$1,640,000 in construction costs. The project was managed by the Pot & Marines Services Department and included the complete replacement of an 8' x 390'+/- aluminum framed floating dock with finger piers, ADA compliant gangway, new power/water pedestals and sewer hydrants.

# CDBG-CV Small Cities Program Application

## Key Personnel Template



**Applicant Name:** City of Key West

Identify key personnel (applicant staff, sub-recipient staff, consultants) who will be involved in the proposed project.

<b>Name:</b>	Steven P. McAlearney
<b>Title:</b>	Director of Engineering
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Director of Engineering
<b>Qualifications:</b>	Steve McAlearney is the Engineering Director for the City of Key West. He leads a nine-member team of professionals in planning, organizing and managing design and construction projects. He is a graduate of the U.S. Naval Academy and holds an MS in National Resource Strategy.

<b>Name:</b>	Albi Balliu
<b>Title:</b>	Senior Project Manager
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Project Manager
<b>Qualifications:</b>	Albi Balliu has been working with the City for almost two years as the Senior Project manager for the Engineering department. She participates in the preparation of reports, studies, budget, capital plans, specifications, bids, contracts for numerous diverse City projects. She uses her knowledge and previous experience as an Associate Architect to manage many City Projects. During her work as an Associate Architect, she designed many Key West homes, restaurants, shops, warehouses and apartment buildings. Her job included getting existing conditions of the various properties, working with the client to get approval of schematic design through the different public boards. Her experience also includes finalizing construction drawings and overseeing construction of the structure. This was a valuable experience for her current position with the City of Key West in being able to provide schematic design for various projects, including KOTS. She understands, communicates, visualizes with the architects and engineers when discussing their design ideas of different projects.

<b>Name:</b>	Carolyn Sheldon
<b>Title:</b>	Senior Grants Administrator
<b>Organization:</b>	City of Key West
<b>Project Role:</b>	Grants Administrator
<b>Qualifications:</b>	Carolyn Sheldon is the Senior Grants Administrator for the City of Key West. Her 11 years with the City have honed her excellent skills in grant compliance, financial reporting, and other grant processes and practices, handling over \$25 million in federal, state and local grants.

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	
<b>Qualifications:</b>	

<b>Name:</b>	
<b>Title:</b>	
<b>Organization:</b>	
<b>Project Role:</b>	

# CDBG-CV Small Cities Program Application

## Staff Training List Template



**Applicant Name:** City of Key West

List all training attended by municipal staff related to CDBG or federal grants management within the past year.

<b>Staff Member Name</b>	<b>Staff Member Title</b>	<b>Training Title</b>	<b>Date(s) Attended</b>
Carolyn Haia	Grant and Project Manager	FTA Implementation of the Coronavirus Aid, Relief, and Economic Security (CARES) Act 2020	4/6/2020
Carolyn Sheldon	Senior Grants Administrator	CDBG-DR Subrecipient Onboarding	5/6/2020
Elizabeth Ignoffo and Carolyn Sheldon	Contract & Permit Engineer Senior Grants Administrator	Office of Disaster Recovery Community Development Block Grant – Disaster Recovery Subrecipient Training	9/29/2020
Carolyn Sheldon	Senior Grants Administrator	FEMA Top 10 Mistakes When Purchasing	10/6/2020
Carolyn Haia	Grant and Project Manager	Public Transportation COVID-19 Research Demonstration	10/13/2020

		<b>Grant Program Strategic Overview</b>	
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>Intro to FEMA GO</b>	<b>10/14/2020</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>Just Grants Entity Management</b>	<b>11/2/2020</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>ASAP.gov How to Make Payment Requests</b>	<b>11/18/2020</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>FTA 101 – Federal Transit Funding Process, Funding Programs, Systems for Grant Applications and Draw Downs</b>	<b>1/7/2021</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>How to build an application in TrAMS (the FTA electronic award system)</b>	<b>1/11/2021</b>
<b>Carolyn Haia</b>	<b>Grant and Project Manager</b>	<b>Post Award reporting, close out's, and post award modification in TrAMS (the FTA electronic award system)</b>	<b>1/14/2021</b>
<b>Carolyn Sheldon</b>	<b>Senior Grants Administrator</b>	<b>CDBG – Mitigation Subrecipient Orientation</b>	<b>2/12/2021</b>

# Steven P. McAlearney

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1300 White Street, Key West, FL 33040 | (305) 809-3747 | smcalearney@cityofkeywest-fl.gov

## **City of Key West, Key West, FL 2017-Present**

### **Director of Engineering**

Leads a nine-member team of professionals in planning, organizing and managing design and construction projects to include concept development, request for proposal, consultant management, bidding, general administration, budgeting and capital planning. Assures projects are consistent with applicable laws, codes and regulations, and are completed on schedule and within budget.

## **Naval Air Station Key West, FL 2013-2016**

### **Commanding Officer**

Directed the operations of a military installation comprised of 5,500 employees and family members located on seven separate properties, covering 6,300 acres supporting 39 resident stakeholder organizations. Executed an operating budget of over \$42M in support of an airfield, port facility, security and fire departments, public works and environmental departments. Oversaw operation of a 796-bed hotel complex, 107 vacation condominiums, four family housing complexes, child care and recreation facilities, 530 campsites, and two marinas.

## **Office of Secretary of Defense, Washington, DC 2012**

### **Afghanistan-Pakistan Counter-Narcotics**

Coordinated Department of Defense efforts with State, Commerce, and Justice Departments, law enforcement and intelligence agencies, and their Afghan and Pakistan equivalents to man, train and equip partner nation forces to disrupt the Central Asian drug trade.

## **U.S. Naval Academy, Annapolis, MD 2009-2011**

### **Executive Assistant to Superintendent**

Directed actions of front office staff, maximizing college president's impact on the institution. Briefed and ensured completion of action items from all meetings of Department Heads, VIPs and stakeholders with Superintendent.

## **Navy Personnel Command, Millington, TN 2008-2009**

### **Head Detailer**

Initiated and executed policies for assignment, career progression and mentorship of over 8,000 aviation junior officers. Managed and executed \$55M Permanent Change of Station budget.

## **Strike Fighter Squadron 136, Virginia Beach, VA 2006-2008**

### **Commanding Officer**

Led daily operations and strategic planning of a 220 member U.S. Navy strike-fighter squadron both ashore and at sea. Managed 10 FA-18C Hornet aircraft and all support infrastructure, valued at over \$250M. Provided vision, formulated policy, coordinated manpower and facilities maintenance, and scheduled all operations, training and safety requirements, ensuring successful combat operations.

## **EDUCATION**

M.S. National Resource Strategy, Dwight D. Eisenhower School of National Security and Resource Strategy

B.S. Mechanical Engineering, United States Naval Academy

## **Professional Development**

Introduction to Incident Command System ICS-100 | ICS for Single Resource & Initial Action Incident ICS-200

Intermediate Incident Command System for Expanding Incidents G-300

Command & General Staff – Complex Incidents ISC-400

National Incident Management System (NIMS) Introduction IS-700 | National Response Framework Introduction IS-800

Navy Emergency Management for Senior Leaders Course S-540-1013

Senior Officials Workshop for All Hazards Preparedness

Emergency Management Institute, Federal Emergency Management Agency

Contract Administration Core Curriculum (CACC), National Highway Institute

Past President of the Key West Military Affairs Committee (501(c)3)

FAA Commercial Instrument Rated Pilot



# ALBIONA BALLIU

Sr. Project Manager

## BIOGRAPHY

- Architecture professional with demonstrated expertise, notable result-oriented and hands-on construction for more than eight years. Experience in all facets of the construction industry.
- Verifiable track record for the successful completion of multimillion dollar projects through designing, trade, developing partnership and building positive rapport with engineers, local officials, vendors and clients while maintaining project's budget.
- Well-versed in contract negotiations, project estimating, impending design issues, document preparation, building code regulations, material procurement and time management through certification of occupancy.
- Extremely effective in directing the project from concept to completion, while managing the needs of the client, the team, the contractor and the project.
- Expert on aligning design with client's objectives to enhance productivity and minimize client's costs.

## // WORK EXPERIENCE

### Sr. Project Manager

#### ● *City of Key West / Key West, FL / 2019 –*

Management position responsible for the planning, organization and management of design and construction projects including general administration, budgeting capital planning.

Responsible for assuring that projects are consistent with applicable codes, standards, and principles: are environmentally responsible; and enhance, improve, and respect the community standard of living and quality of life.

### ASSOCIATE ARCHITECT

#### ● *Bender & Associate Architects / Key West / 2015 – 2019*

Prepare proposals, concept development, working drawings, specifications, and construction cost estimates for construction projects.

Construction management - obtaining contractors, manage project schedule and budget, maintain job documentation, etc.

Prepare construction cost estimates for establishing capital improvement budgets.

Manage consultants and review proposals, plans and specifications prepared by them to ensure compliance with standards, sound design principles and design criteria.

Supervise construction projects and make periodic and final inspection on progress to ensure compliance with contract drawings and specifications.

### TIMBER BRIDGE DESIGNER / COORDINATOR

#### ● *York Bridge Concepts / Lutz, FL / 2012 – 2013*

Prepared and checked design calculations for vehicular, cart and pedestrian timber bridges.

Designed and rendered vehicular, pedestrian and cart timber bridges utilizing AutoCad, Sketch up and Photoshop.

Prepared and issued specifications, data sheets, and other construction documents.

Construction manager / Lead on vehicular and pedestrian timber bridge projects from design to completion.

## // EDUCATION

### DESIGN IN ARCHITECTURE

#### ● *University of Florida / 2009 - 2012*

Teaching Assistant to first year students

Relevant Courses

Building Design I-VIII, Materials & Methods for Construction I & II, Environmental Technologies I & II, Sustainable Design, Urban Design and Planning, 3D Design, Calculus I & II, Physics I & II

## // TECHNICAL SKILLS

### AUTOCAD 2D & 3D



### RHINO 3D



### SKETCH UP



### REVIT 3D



### PHOTOSHOP



### INDESIGN



### ILLUSTRATOR



### LIGHTROOM



### MICROSOFT OFFICE SUITE



## // LANGUAGE SKILLS

### ALBANIAN



### ITALIAN



### SPANISH



# CAROLYN D. SHELDON

Senior Grants Administrator

Phone: 305.809.3741 / Email: csheldon@cityofkeywest-fl.gov

## PROFILE

A meticulous, dependable and personable professional with over 15 years of state and local government experience administering grants. Instrumental in obtaining over \$25 million in grant reimbursements.

## WORK EXPERIENCE

Mar 2013 – Present

*Senior Grants Administrator | City of Key West | Key West, FL*

Monitors grant compliance and the financial and budgeting aspects of grant funding, develop and maintain professional relationships within the City as well as with grantors, community partners and other agencies to effectively carry out the administration and management of a wide variety of federal, state and local grants related to Police, Fire, Engineering, Port, Urban Forestry and Utilities. Participates in the grant process beginning with coordination with grant writing consultants to grant award to procurement and ultimately project close out. Prepares and submits all grant disbursement requests. Monitors public benefit lease with the United States Navy and assists with the preparation of annual financial audits.

Feb 2009 – Mar 2013

*Grants Administrator | City of Key West | Key West, FL*

Administered grants for the Engineering Department working primarily with Florida Department of Transportation Local Agency Program grants. Coordinated with City staff and granting agency to ensure compliance with grant requirements including reporting and disbursement requests.

Mar 2002 – Jan 2006

*Wastewater Finance Coordinator | Florida Keys Aqueduct Authority | Key West, FL*

Managed general ledger for Authority's start up wastewater utility, including payables, receivables and account reconciliations. Assisted in the monthly preparation of wastewater financial statements. Prepared year end audit schedules. Tracked project expenditures and coordinated payments to contractors for up to four concurrent multimillion-dollar construction contracts. Monitored compliance with terms of grant agreements in accordance with state and federal regulations. Developed non-ad valorem assessment tax rolls for four service areas.

Jul 2000 – Mar 2002

*Wastewater Admin Coordinator | Florida Keys Aqueduct Authority | Key West, FL*

Provided administrative coordination during utility's start up wastewater phase. Compiled data from Monroe County Property Appraiser and Tax Collector to develop service areas. Calculated system development fees.

## EDUCATION

Nova Southeastern University

Master of Business Administration, Mar 1997

Florida State University

Bachelor of Science in Accounting, Apr 1995

## **Documentation of Previous Experience**

Describe the applicants and/or the subrecipients experience and qualifications for performing the proposed activity.

Steve McAlearney is the Engineering Director for the City of Key West. He leads a nine-member team of professionals in planning, organizing, and managing design and construction projects. He is a graduate of the U.S. Naval Academy and holds an MS in National Resource Strategy.

Albi Balliu has been working with the City for almost two years as the Senior Project manager for the Engineering department. She participates in the preparation of reports, studies, budget, capital plans, specifications, bids, contracts for numerous diverse City projects. She uses her knowledge and previous experience as an Associate Architect to manage many City Projects. During her work as an Associate Architect, she designed many Key West homes, restaurants, shops, warehouses, and apartment buildings. Her job included getting existing conditions of the various properties, working with the client to get approval of schematic design through the different public boards. Her experience also includes finalizing construction drawings and overseeing construction of the structure. This was a valuable experience for her current position with the City of Key West in being able to provide schematic design for various projects, including KOTS. She understands, communicates, visualizes with the architects and engineers when discussing their design ideas of different projects.

Carolyn Sheldon is the Senior Grants Administrator for the City of Key West. Her 11 years with the City have honed her excellent skills in grant compliance, financial reporting, and other grant processes and practices, handling over \$25 million in federal, state, and local grants.

## City of Key West CDBG-CV Appendix IX

### Part IX – Duplication of Benefit

#### **KOTS Duplication of Benefits Worksheet**

1. Identify the Applicant's Total Need Prior to Any Assistance	\$ 7,300,000.00
2. Identify All Potential Duplicative Assistance	\$ 3,000,000.00
3. Deduct Assistance Determined to be Duplicative	\$ 4,300,000.00
4. Maximum Eligible Award (Item 1 less Item 3)	\$ 4,300,000.00
5. Program Award Cap (if applicable)	\$ 5,000,000.00
6. Final Award (lesser of Items 4 and 5)	\$ 4,300,000.00

\*Match provided by the City of Key West. See budget detail for additional information.