



# Langton Associates

Grant Writing, Grant Administration, Public Affairs  
Serving Florida for 30 Years

## Proposal for City of Key West

RFP#16-003

Request for Proposal for Grant Writing Services

Issue Date: October 2015

Submission Date: December 9, 2015 3:00 p.m.

Langton Associates, Inc.  
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**LANGTON**  
ASSOCIATES



December 7, 2015

Ms. Cheri Smith  
City Clerk  
City of Key West  
3126 Flagler Avenue  
Key West, FL 33040

RE: Grant Writing Services RFP# 16-003

Dear Ms. Smith:

*Langton Associates, Inc.* and *In Rem Solutions, Inc.* are pleased to submit this joint proposal to provide the above referenced services. Our firms have extensive experience jointly serving local government clients around the State such as the City of Boca Raton, Village of Wellington, Seminole County and for the last three years, the City of Key West.

*Langton Associates, Inc.* and *In Rem Solutions, Inc.* are two (2) small firms of professionals with a wide breadth of experience and expertise. We are selective with the clients we pursue and are not in the business of amassing an extensive client list. We service a few select clients with the highest priority, focus and attention. The guiding principals of our relationship with our local government clients include:

- \* No grant is too small. No grant is too big. We pursue any and all grants that are of interest to our client.
- \* Single point of contact between client and firm. While we provide a Team of consultants to work in a client's behalf, a Lead Consultant is assigned to each client to facilitate strong and immediate communication linkages.
- \* Each client is treated as if they are our only client. Accessibility to our Team and quick response to our clients needs are of paramount importance.

***Langton Associates, Inc.* has had the pleasure of working for the City of Key West as your contract Grant Writer from 2013 through the present and were successful in bringing you \$6 million in grants during that period. In a previous relationship with the City (2003-2005) we procured over \$4 million for your priorities. As a result of working for the City for 3 years we are very familiar with the area and the unique challenges of governing on an island!**

**Langton Associates** (Established in 1981), a Florida based public affairs consulting firm, specializes in state and federal lobbying; grant writing; and grant administration. We have been serving clients nationally for over 31 years. During that time, we successfully served a number of local governments increasing their competitive grant incomes and securing many special appropriations. We have raised over \$350 million for our clients - nearly \$11 million of that total for the City of Key West.

While we maintain expertise in nearly all Federal Government and State of Florida grant programs, some of our greatest successes and strongest relationships are in the following areas:

- \* Homeless Assistance
- \* Historic Preservation
- \* Emergency Management and HMGP
- \* Energy Efficiency Programs
- \* Land Acquisition and Recreation
- \* Work Force Housing
- \* Economic Development

Established in 1994, **In Rem Solutions** is a Boca Raton based consulting firm specializing in grant writing, municipal projects, program advocacy and special event planning. Its clients include municipalities and not-for-profit organizations. **In Rem Solutions** is a State of Florida certified Minority Business Enterprise (MBE) and is doing business full-time in Florida.

**Langton Associates** is based in Jacksonville, Florida, but will plan periodic visits to discuss grant projects with staff. The availability of e-mail and other direct communication devices expedite contact with clients reducing the need for on-site visits. The Project Manager and **Lead Consultant** in this proposal is Michael Langton, President of **Langton Associates** who will be assisted by Lisa King, Senior Vice President, and Heather Pullen, Senior Public Affairs Consultant.

**In Rem Solutions's** Consultants include President Lisa N. Mulhall with the assistance of two experienced associates, Cynthia A. Krebsbach and Kathleen M. Rhodes. Each of them have strong familiarity with state, federal and local private and corporate funding sources. **In Rem Solutions** has built a strong reputation as a creative and innovative fund-raising consulting firm and will operate out of their Boca Raton office.

Michael Langton is the duly authorized officer or agent of **Langton Associates, Inc.** and **In Rem Solutions, Inc.** and is empowered with the right to bind the companies to this RFP.

Sincerely,



Michael Langton, President  
Langton Associates, Inc.  
E-mail: [mlangton@langtonconsulting.com](mailto:mlangton@langtonconsulting.com)  
Website Address: [www.langtonconsulting.com](http://www.langtonconsulting.com)

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## General Business Information

Proposer:	Langton Associates, Inc	IN REM Solutions, Inc
Address:	4830 Atlantic Blvd. Jacksonville, FL. 32207	875 Urelia Street Boca Raton, FL 33486
Phone Number:	904-598-1368	561-955-1550
Fax Number:	904-598-1837	561-955-1551
Principal in Charge:	Michael Langton	Lisa Mulhall
Email Address:	mlangton@langtonconsulting.com	lmulhall@inremsolutions.com
Contact Person:	Michael Langton	Lisa Mulhall
Business Type:	National	State of Florida
Legal Status:	Corporation	Corporation
Date Incorporated:	April 19, 1982	1994
State Incorporated:	Florida	Florida
Type of Company:	Parent	Parent
Location work to be performed from:	4830 Atlantic Blvd. Jacksonville, FL. 32207	875 Urelia Street Boca Raton, FL 33486
Number of Professional Staff:	Four	Four

Langton Associates and IN REM Solutions are licensed, permitted and/or certified to do business in the State of Florida. Copies of all licenses issued to the business entity are attached.

## Langton Associates

Langton Associates, Inc. and its Principal Michael Langton's work with the Community Development Block Grant (CDBG) Entitlement and Small Cities Programs, the Federal HOME Investment Partnership Program, and the State Housing Initiatives Partnership Program (SHIP), span over three decades. These efforts first began when President Michael Langton served as a Junior Aide to the Mayor of Jacksonville and was instrumental in drafting the City's first Community Development Plan for the CDBG program in 1974. Since its establishment in October 1981 these programs have represented a substantial portion of the Langton Associates grant writing and grant administration work.

Langton Associates has a broad brush of experience in grant writing, grant planning, plan development, and grant administration in nearly every housing, neighborhood revitalization and economic development program offered by the Federal government and the State of Florida. As a former member of the Florida House of Representatives, Langton was a Co-Sponsor of the William Sadowski Act, which enacted the SHIP Program. The firm, in its nearly 30 years in business, has assisted over 30 local governments in their operations of the above programs. Langton Associates has also served as a statewide consultant for Technical Assistance to the Florida Housing Finance Corporation and the Florida Catalyst Program and the Neighborhood Stabilization Program for the Department of Community Affairs.

## IN REM Solutions

**In Rem Solutions, Inc.** is a 21 year old municipal consulting firm specializing in grant writing, municipal projects, program advocacy and special event planning. Its clients include municipalities and not-for-profit organizations. In Rem Solutions is a State of Florida certified Minority Business Enterprise (MBE) and is doing business full-time in Florida. In Rem Solutions is familiar with state and federal grants through its work with nonprofit organizations and municipalities. Firm clients include the City of Pembroke Pines, City of Ft. Myers, City of Lauderhill, and City of Boca Raton. The firm also serves Lake County, Seminole County and Palm Beach County. The firm is knowledgeable of state and federal grant sources and the required rules and guidelines.

Led by an experienced attorney, Lisa Mulhall, **In Rem Solutions** has the leadership, knowledge and skills necessary to assist clients through the maze of funding avenues and governmental regulations. Founded in 1994, the firm is a certified Minority Business Enterprise and is a registered fundraising entity with the Department of Agriculture, Division of Consumer Services. It is 100% minority owned with 100% minority employees. Lisa Mulhall is the sole officer and director. She and her associates all reside in Palm Beach County and have strong familiarity with state, federal and local private and corporate funding sources.

# Key Personnel

## **Michael Langton, President Langton Associates**

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



His other associations include Past President of Jacksonville Jaycees, Board of Governors of Chamber of Commerce, Board of Boys and Girls Club, and President of North Florida Land Trust. Michael is also owner of LB Jax Development, LLC, a real estate development firm responsible for \$90 million in projects. His vast experience in both real estate development and grants has made him a frequent consultant to Community Redevelopment Agencies in project development as well as funding acquisition. The vast wealth of experience makes him a valuable asset from idea formation to funding acquisition to project close out.

## **Lisa King, Senior Vice President Langton Associates**

Lisa began her grant career with Langton Associates in 1991. Having worked as Congressional Staff and then staff to Mike Langton in the Florida House of Representatives, she developed an understanding for the funding end and legislative process of grant development. After joining Langton Associates, Lisa's focus centered on environmental land acquisition, historic preservation, recreation facilities grants, coastal management and cultural facilities.



As a Florida native she was able to put her talents to use in assisting local governments in the fields of recreation, coastal management and cultural facilities programs. She has further developed experience in obtaining community visioning grants and facilitating these projects. Her expertise has been key to obtaining funding for the development of over 50 parks as well as construction and renovation of civic centers, art galleries and environmental learning centers. King authored the successful Communities Trust application on behalf of the City of Key West for acquisition of the Key West Botanical Gardens addition. Her passions include environmental projects and historic preservation and her vast experience includes lobbying for such programs in Tallahassee and Washington D.C. as a registered lobbyist. She is past Chair of Jacksonville's Planning Commission and was recognized as a "Woman of Influence" by the Jacksonville Business Journal.

## **Heather Pullen, Senior Public Affairs Consultant Langton Associates**

Heather joined the Florida Department of Community Affairs in 2006 with a focus on CDBG operations, specifically in the area of Disaster Recovery, assisting local government recipients with successfully implementing their 2004 and 2005



Disaster Recovery Program grants, by supplying technical assistance through workshop planning and on-site monitoring visits. In 2008, Ms. Pullen joined the Florida Small Cities Community Development Block Grant Program Operations Unit where she managed the FloridaPAPERS Request for Funds system, managed federal reporting, including HUD Disaster Recovery Grant Reporting, and approved consolidated plans for grantees throughout the state. She then joined the firm in 2009 and has since focused on managing and implementing HUD's Neighborhood Stabilization Program (NSP) monitoring federal compliance issues, providing technical assistance and program guidance, and completing the Environmental Review Process for state and federal recipients.

From April 2010 to July 2010, Ms. Pullen assisted the Florida Department of Community Affairs with providing on-site rapid response Technical Assistance for eight Neighborhood Stabilization Program grant recipients throughout the State of Florida. She has also assisted the Florida Department of Community Affairs in the development of the Public Assisted Housing portion of Florida's 2011-2015 Consolidated Plan. As of 2015, Ms. Pullen has secured over \$100,000 in grant funds for our current grant writing clients in the areas of outdoor recreation and agriculture based grant funding programs.

**Genevieve Fletcher, Researcher and Grant Writing Assistant  
Langton Associates**

With a passion for writing, community building, and affecting change, grant writing seemed a perfect avenue for engagement in community projects and collaborative causes for Genevieve.

Genevieve does grant research for the firm, sending out weekly SMARTGrants™ E-mails to clients alerting them to the current Federal, State, and Foundation grants that are available. Genevieve also ensures efficiency in the office by performing secretarial and organizational tasks. She answers the phones, compiles and mails out grants and RFPs, does filing and other organizing that allows the other staff to focus on their specific projects at hand. Genevieve provides general office support and assists in research, as well as grant and proposal writing.



**Lisa N. Mulhall, President  
IN REM Solutions**

A graduate of Dickinson School of Law in Carlisle, Pennsylvania, Mulhall has extensive experience in the areas of environmental, land use, municipal, constitutional and administrative law. Her ten years of legal training and practice are a strong leadership factor in the In Rem Solutions team.

Ms. Mulhall's grantwriting experience is extensive. Twelve years of municipal grantwriting representation has resulted in experience with nearly every major state and federal grant program. Ms. Mulhall was primarily responsible for every grant application listed in the grant experience section of this proposal. She has a portfolio of grant applications in the arenas of Parks and Recreation, Police Services, Engineering and Utilities, Water Utilities and Community Development. Her expertise has led to the receipt of significant amounts of funding from the Florida Department of Community Affairs, Florida Department of Environmental Protection, Florida Department of Transportation, the Federal Emergency Management Agency (FEMA) and the Department of Justice COPS office.



**Kathleen M. Rhodes, Associate  
IN REM Solutions**

A graduate of Yale University, Ms. Rhodes has more than 19 years of government, parks and nonprofit development experience. During her nine-year tenure as the director of special events and communications at the New York City Chapter of the National Multiple Sclerosis Society, Ms. Rhodes oversaw corporate and volunteer-based fund raising, developing and marketing established and new fund-raising events which raised nearly \$3 million of the agency's \$4.5 million budget annually.



With In Rem Solutions, Ms. Rhodes's grantwriting experience in the municipal sector is broad. Years of municipal grantwriting has resulted in experience with many of the major state and federal grant programs. She has a portfolio of grant applications in the arenas of Education, Parks and Recreation, Historic Preservation, Emergency Management, Police and Fire Services, Engineering and Utilities, Water Utilities and Community Development.

**Cynthia A. Krebsbach, Associate  
IN REM Solutions**

A graduate of St Mary's of Notre Dame in 1981, Krebsbach has great experience in the areas of nonprofit and government funding sources. Five years of leadership in the nonprofit sector has gained Krebsbach extensive experience in fundraising and alternative sources of funding.



Krebsbach has attended the Grantsmanship Training Center's five day Grant Training Program and several one-day grant training programs. She understands the opportunities and challenges involved in fund development and capital campaigns for nonprofit and government organizations. She advises nonprofit organizations on private sector funding sources.

Ms. Krebsbach is active in civic affairs and stays abreast of local funding matters. She is a member of the South Florida Donor's Forum. She is also active in Palm Beach County community organizations. She serves on the Board of Directors of the Junior League of Boca Raton, Inc. and is a past president of the organization. She also serves on the Board of a Family Foundation and of a local Endowment Fund.

**Patricia Moloney, Associate  
IN REM Solutions**

Pat Moloney has been in development work for over 25 years. Since 2005, she has worked as an independent contractor providing services in the area of grant research and writing, grant preparation and proposal review. In addition, she conducts prospect research, assists with strategic planning and has consulted on capital campaigns. She has focused on corporate and private foundation funding in recent years with a particular emphasis in healthcare. Before relocating to Florida she served as the Director of Development for St. Mary of the Springs in Columbus, Ohio for ten years.



## Langton Associates

Langton Associates was founded in 1981. In our over 34 years of service, we have helped numerous local governments and organizations identify and successfully obtain grant funding. Langton Associates has maintained a grant success rate of 56% over the last five years, far exceeding the industry standard of 30% as set by the Grant Professionals Association (GPA).

The following is a comprehensive listing of our clients since the 1990's to the present, the terms of our service and the services performed:

Government/Organization	Term	Services
Alachua County	1997 - 2001	Project development and grant writing for numerous federal and state competitive grants
Broward County	1997 - 2001	Project development and grant writing for numerous federal and state competitive grants, management consulting
City of Atlantic Beach	2014 - present	Project development and grant writing for numerous federal and state competitive grants
City of Boca Raton	1996 - 2009	Project development and grant writing for numerous federal and state competitive grants
City of DeBary	1996 - 1997	Project development and grant writing for numerous federal and state competitive grants
City of Delray Beach	2000 - Present	Project development and grant writing for numerous federal and state competitive grants, training
City of Fort Lauderdale	2001	Contracted for Florida Communities Trust Grant Submittal
City of Garden City	2009	Contracted for NSP, Needs Assessment and Grant Writing
City of Jacksonville	1996 - 2007	Project development and grant writing for numerous federal and state competitive grants, training
City of Jacksonville Beach	2001	Contracted for Florida Communities Trust Grant Submittal
City of Key West	2003 - 2005; 2013 - present	Project development and grant writing for numerous federal and state competitive grants
City of Lake Park	1998 - 2000	Project development and grant writing for numerous federal and state competitive grants
City of Lake Worth	2005 - 2009	Project development and grant writing for numerous federal and state competitive grants
City of Miramar	2008	Contracted to perform Community Workforce Housing Improvement Program Submission
City of Norfolk	2005	Ryan White Grant writing
City of Orlando	2005 - 2009	Project development and grant writing for numerous federal and state competitive grants, management consulting, training
City of Panama City	1992 to Present	City of Panama City
City of Wellington	1996 - 2000	Project development and grant writing for numerous federal and state competitive grants
Clay County	2012 - 2015	Project development and grant writing for numerous federal and state competitive grants
Delray Beach CRA	1997	Project development and grant writing for numerous federal and state competitive grants
Florida Agricultural Museum	1997 - 1998	Project development and grant writing for numerous federal and state competitive grants
Goodwill Industries of Middle Georgia	1998	Project development and grant writing for numerous federal and state competitive grants
Goodwill Industries of North Florida	1998	Project development and grant writing for numerous federal and state competitive grants
Goodwill Industries of San	1998	Project development and grant writing for numerous federal and state

Antonio		competitive grants
Goodwill Jacksonville	1999	Project development and grant writing for numerous federal and state competitive grants
Goodwill Manasota	1997	Project development and grant writing for numerous federal and state competitive grants
Gulf Consortium	2014- present	Project development, grant writing and grant systems consulting, grant administration
Jacksonville Chamber of Commerce	2002	Project development and grant writing for numerous federal and state competitive grants
Jacksonville Electric Authority	2005	Project development and grant writing for numerous federal and state competitive grants, grant administration
Lake County	2009	Contracted to develop Neighborhood Stabilization Program Submission
Leon County	1996 - 1997	Project development and grant writing for numerous federal and state competitive grants
Martin County	2002 to 2013	Project development and grant writing for numerous federal and state competitive grants, training
Monroe County	2006	Project development and grant writing for numerous federal and state competitive grants, training
Nassau County	1999 - 2000	Project development and grant writing for numerous federal and state competitive grants
Palm Beach County	1998 - Present	Project development and grant writing for numerous federal and state competitive grants
Sarasota County	2005	Contracted for Florida Communities Trust Grant submittal
Seminole County	2007 to Present	Project development and grant writing for numerous federal and state competitive grants
South Florida Goodwill	2003 - 2005	Project development and grant writing for numerous federal and state competitive grants
St. John's River Water Management District	2012 to 2014	Project development and grant writing for numerous federal and state competitive grants
University of North Florida	1997	Contracted for Juvenile Justice Grant submittal
Volusia County	1996 - 1997	Project development and grant writing for numerous federal and state competitive grants
Wilton Manors	2000	Project development and grant writing for numerous federal and state competitive grants
WorkSource	2000 - 2001	Project development and grant writing for numerous federal and state competitive grants

In addition the joint venture of Langton Associates and IN REM Solutions has procured over \$6 million on behalf of the City of Key West since 2013. Please see the following pages for grant details.

# **IN REM Solutions**

## **2009 In Rem Solutions Grantwriting Funded - Examples**

\$899,601 Department of Health and Human Services, Substance Abuse and Mental Health Services Administration - Substance Abuse Treatment Capacity for Adult Drug Courts – awarded (Seminole)  
\$5,000 MetLife Meet The Composer - (Lynn)  
\$200,000 South Florida Water Management District - South Florida/Lake Okeechobee Watershed & Estuary Education Project - Planning Grant - (plus 2 additional grants for Phase II \$225K, Phase III \$247K)  
\$1,856,526 Department of Energy - Energy Efficiency & Conservation Grant - (Pembroke Pines)  
\$69,608 US Department of Agriculture – National School Lunch Program - (Pembroke Pines)  
\$93,000 Department of Children & Families - TIL - - DCF Year 2 (Pembroke Pines)  
\$64,708 Assistance to Firefighters (Project: Equipment for Fire Training Center) (Seminole)

## **2010 In Rem Solutions Grantwriting Funded - Examples**

\$400,000 DOJ Office of Violence Against Women Safe Havens: Supervised Visitation and Safe Exchange Grant Program (Seminole)  
\$606,000 Section 319 Grant FDEP - Ford Street Canal (Ft Myers)  
\$300,000 Boating Improvement Program To Improve G Dock (Ft Myers)  
\$225,000 WCIND Caloosahatchee Watershed Exhibit Phase II  
\$1,530,000 FL Agency for Healthcare Administration/GME Expansion Appropriation- for PBC Health Care District  
\$200,000 Land and Water Conservation (Project: Seminole's C.S. Lee Park Improvements)

## **2011 In Rem Solutions Grantwriting Funded - Examples**

\$249,924 Department of Justice, Justice and Mental Health Collaboration Program: Mental Health Court Planning and Implementation (Seminole)  
\$150,000 Palm Beach County Tourist Development Council – Presidential Debate - (Lynn)  
\$1,451,400 Florida Communities Trust – Raintree – (top of contingency list) (Pembroke Pines)  
\$200,000 Land and Water Conservation Fund – Raintree (Pembroke Pines)  
\$475,000 Federal Transit Administration – Bus grant - (Pembroke Pines)  
\$247,000 WCIND Caloosahatchee Watershed Exhibit Phase III (Ft Myers)  
\$360,000 Section 319 Nonpoint Source Grant (Ft Myers)  
\$200,000 Land and Water Conservation (Seminole County's Black Bear Wilderness Area)



## **2012 In Rem Solutions Grantwriting Funded - Examples**

\$971,085 Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Grants to Expand Substance Abuse Treatment Capacity in Adult and Family Drug Courts - Awarded (Seminole)

\$125,000 – Palm Beach County Tourist Development Council (Lynn)

\$23,563 Knight Foundation – Presidential Debate On-line Curriculum - (Lynn)

Playful City designation (Ft Myers)

\$5,000 Community Foundation of Broward County - Re-engage for Good - Planning Phase - (Pembroke Pines)

\$3,000 Community Foundation of Southwest Florida – Community Garden

\$25,000 Community Service Programs for Civil Citation Youth (PAY) (Seminole)

## **2013 In Rem Solutions Grantwriting Funded- Examples**

\$12,500 Community Foundation of Broward grant to City of Pembroke Pines

\$30,000 Jupiter Island FIND grant for rigid hull marine boat

\$762,000 Key West SeaCIP grant for Mallory Square T-berth

\$600,000 Sanibel Section 319 grant for Sewer Phase 4

\$21,361 City of Orlando Leu Gardens Cultural Affairs grant

\$61,407 City of Pembroke Pines FDOT Section 5310 bus grant funds

\$12,750 City of Sanibel Coastal Partnership Grant for dune plantings

\$67,000 City of Pembroke Pines Florida Highway beautification funds.

\$944,968 Seminole County Mental Health and Substance Abuse Grant

## **2014 In Rem Solutions Grantwriting Funded - Examples**

\$50,000 NEA grant to the City of Pembroke Pines for the Civic Center

\$348,446 Seminole County BJA Adult Drug Court

\$80,000 City of Key West FDOT Highway Safety Grant

\$200,000 City of Sanibel Recreational Trails Program grant

\$470,000 City of Sanibel Federal Land Access Program grant

\$70,000 City of Orlando Florida Cultural Affairs operating support

\$73,000 Kravis Center Florida Cultural Affairs operating support

\$107,000 City of Pembroke Pines FDOT Section 5310 Mobility for Seniors

\$367,901 Seminole County DCF Criminal Justice, Mental Health and Substance Abuse

\$4000 Sanibel SFSWF marketing video

\$500,000 Pembroke Pines Cultural Facilities Grant

\$40,000 Seminole County Floridation grant from Florida Dept of Health

\$105,000 Kravis Center-CFPBMC grant

\$223,919 Kravis Palm Beach County TDC grant

\$462,350 Pembroke Pines Broward Tourist Development Tax Grant

## **Other grants in 2014 - Examples**

SFWMD – 11 grants for District funding. The District did not fund any grants.  
FRDAP – 3 applications scored well. The State did not fund any grants in these categories.  
NEA Our Town-2 applications  
BJA Veteran’s Grant  
DEP Advanced Biosolids Treatment  
Mayor’s Climate Protection Awards  
TIGER Grant application  
Florida Historic Preservation grant  
FEMA AFG grant  
Harvard/Kennedy School of Gov’t-Innovation Award  
DCA Emergency Shelter Grant

## **2015 In Rem Solutions Grantwriting Funded - Examples**

\$75,000 Key West NEA Our Town -- Funded  
\$100,000 Kravis Center - Hearst Foundation  
\$974,988 Seminole County SAMHSA Substance Abuse Grant  
\$20,000 Key West Urban Forestry Grant

## **2015 Pending/Declined:**

FDOT 5310 Bus Grant  
Harvard Innovations Grant  
DOJ Office of Violence Against Women  
US Conference of Mayor’s Wells Fargo WINS program  
City Livability  
BJA Law Enforcement Missing Persons Alzheimer’s Grant  
Royal Bank of Canada Foundation  
Virginia Wellington Cabot Foundation  
Florida Cultural Support  
TIGER grant  
Florida Cultural Facilities  
Voya Foundation  
Skelly Foundation  
Wells-Fargo Foundation  
Sun-Sentinel Foundation  
Jarden Consumer Services Foundation  
FRDAP-4 applications

## **Awards - Examples :**

Rudy Bruner Architectural Award - Pembroke Pines.  
U.S. Council of Mayors, City Livability Finalist - Pembroke Pines.  
J.F. Kennedy Harvard School of Government Innovations in American Government - Pembroke Pines, finalist.  
National League of City Award Applications -Pembroke Pines, Lauderhill 2005  
Florida League of Cities Award Applications -Pembroke Pines, Lauderhill 2005  
U.S. conference of Mayors= Outstanding Achievement Award-Pembroke Pines Charter School System.  
2005 - America's Promise, the Alliance for Youth 100 Best Communities for Young People - City of Pembroke Pines.  
All-America City Finalist - Pembroke Pines 2003.  
All-America City - Pembroke Pines 2004  
All-America City - Lauderhill 2005  
Florida League of Cities - Six awards for Pembroke Pines in 2006 alone. Many applications over the years.  
Pinnacle Award - Charlie Dodge, City of Pembroke Pines.  
Public Leadership in the Arts Award 2012 – Mayor Ortis, City of Pembroke Pines (United States Conference of Mayors)  
Mayor Bloomberg Challenge 2012 – Pembroke Pines  
Florida League of Cities Award 2014 - Pembroke Pines  
U.S. Conference of Mayors Award 2015 - Pembroke Pines

## **Video Scripts -Examples:**

Charter Schools, Parks and Recreation Services, Police Services, Fire Services, Capital Improvement Program, Bond Issue education, Environmental Lands, Affordable Housing, Senior Center Services, City Place, Health Park, Vision 2020.  
2015-Lauderhill Housing Authority video and script

## **Master Plans -Examples:**

Forman Health Park Master Plan 2004 and 2007.  
Environmentally Sensitive Lands Management Plans.

## **Grant Trainings - Examples:**

Beginner Grantwriting  
Advanced Grantwriting  
Research into state and federal funding sources  
Nonprofit fundraising efforts  
Other trainings as requested by clients

<b>Grants Submitted on behalf of the City of Key West by Langton Associates/IN REM Solutions</b>					
<b>Date Submitted</b>	<b>Grant Program</b>	<b>Project Description</b>	<b>Grant Amount</b>	<b>Funded?</b>	<b>Amount Funded</b>
4/30/13	Monroe County Tourist Development Council (Brick and Mortar)	Truman Amphitheater and Public Parking Lot	\$2,000,000	Yes	\$2,000,000
5/15/13	SEACIP	Mallory Square T-berth	\$762,000	Yes	\$762,000
6/4/13	COPS Hiring Program	School Resource Officer positions	\$250,000	Yes	\$250,000
6/24/13	Port Security Grant Program	Port of Key West Police Boat	\$286,895	Yes	\$54,000
6/24/13	Port Security Grant Program	Port of Key West Security Building	\$60,000	Yes	\$60,000
8/30/13	RESTORE Grant Funding	Truman Park Challenge	\$8,609,442	Pending	
10/31/13	Emergency Shelter Facilities Grant Program	Emergency Shelter Facilities	\$76,298	Yes	\$54,442
9/17/13	FRDAP	Truman Waterfront, Phase I	\$200,000	No	
12/5/13	RESTORE Grant Funding	Key West Marina	\$431,500	Pending	
2/1/14	Highway Safety Grant	Key West Police Department	\$80,000	Yes	\$80,000
4/29/14	Monroe County Tourist Development Council (Brick and Mortar)	Vietnam Veterans Memorial Project	\$250,000	Yes	\$243,475
5/23/14	Port Security Grant Program	Port of Key West Police Boat	\$211,601	No	
5/29/14	Historic Preservation Grant Program	City of Key West History and Heritage Project	\$49,717	Yes	\$49,717
6/19/14	Emergency Shelter Facilities Grant Program	Salaries and Operation Costs	\$476,598	No	
7/1/14	NEA Artworks Grant Program	Eco Smart Art	\$25,000	No	
8/22/14	Florida Defense Support Task Force Grant	Truman Waterfront Park	\$100,000	Yes	\$100,000

<b>Date Submitted</b>	<b>Grant Program</b>	<b>Project Description</b>	<b>Grant Amount</b>	<b>Funded?</b>	<b>Amount Funded</b>
11/19/14	South Florida Water Management District	Caroline Street Flood Control	\$643,000	No	
11/19/14	South Florida Water Management District	City Hall Cistern Water Conservation	\$83,864	No	
11/19/14	South Florida Water Management District	Soil Moisture Sensors Water Conservation	\$10,000	No	
11/19/14	South Florida Water Management District	Harris Avenue Flood Control Grant	\$225,000	No	
1/6/15	National Endowment for the Arts - Our Town Grant	Truman Waterfront Park	\$150,000	Yes	\$75,000
1/6/15	Monroe County Tourist Development Council (Brick and Mortar)	Building 103 - Truman Waterfront Park	\$411,748	Withdrawn	
4/28/15	Monroe County Tourist Development Council (Brick and Mortar)	Smathers and Rest Beach Maintenance Services	\$521,703 (Year 1 of Five Year Grant Total: \$2,608,518)	Yes	\$2,608,518
5/15/15	Port Security Grant Program	Key West CBRNE and IED Prevention and Detection - Police Boat	\$219,642	Pending	
5/15/15	Port Security Grant Program	Key West Maritime Domain Awareness - CCTV	\$175,550	Pending	
11/17/15	Monroe County Tourist Development Council (Brick and Mortar)	Smathers Beach Restrooms	\$225,000	Pending	
<b>TOTAL GRANT AWARD</b>					<b>\$6,337,152</b>

# Highlighted Experience

## **Federal Grant:**

Project: Ryan White

Grantor: U.S. Department of Health and Human Services, Health Resources and Services Administration

Funding:	2000	\$8,000,000.00	2006	\$12,711,001.00
	2001	\$9,156,524.00	2007	\$565,076.00
	2002	\$9,871,953.00	2008	\$11,164,706.00
	2003	\$9,408,696.00	2009	\$11,623,529.00
	2004	\$10,092,872.00	2010	\$12,436,471.00
	2005	\$8,276,018.00	Total:	\$103,306,846.00

Since 2000, Langton Associates has helped our long-time client Palm Beach County successfully acquire funding for their Ryan White Program. The Ryan White Program works with cities, states, and local community based organization to provide HIV-related services to more than half a million people each year. The program is for those who do not have sufficient health care coverage or financial resources for coping with HIV disease. Langton Associates has prepared successful Ryan White Program Proposals totaling more than \$100 million for Palm Beach County since 2000.

## **State Grant:**

Project: Key West Botanical Gardens Addition

Grantor: Florida Communities Trust - Florida Department of Community Affairs

Program: Florida Forever

Funding Amount: \$3,381,000

In 2005, Langton Associates assisted the City of Key West in the development of an existing project for which funding had been previously pursued unsuccessfully, the purchase of land for the Key West Botanical Garden. After working with staff and local stakeholders to redevelop the project approach, Langton Associates provided the results of intense research including the approach desired by the funding agency to meet scoring criteria. Whereas the previous application did not meet the criteria, the second application submitted with the help, assistance and expertise of Langton Associates, scored among the top five projects and was awarded the funding necessary to complete the project in the amount of almost \$3.4 million for the project.

## **Foundation Grant:**

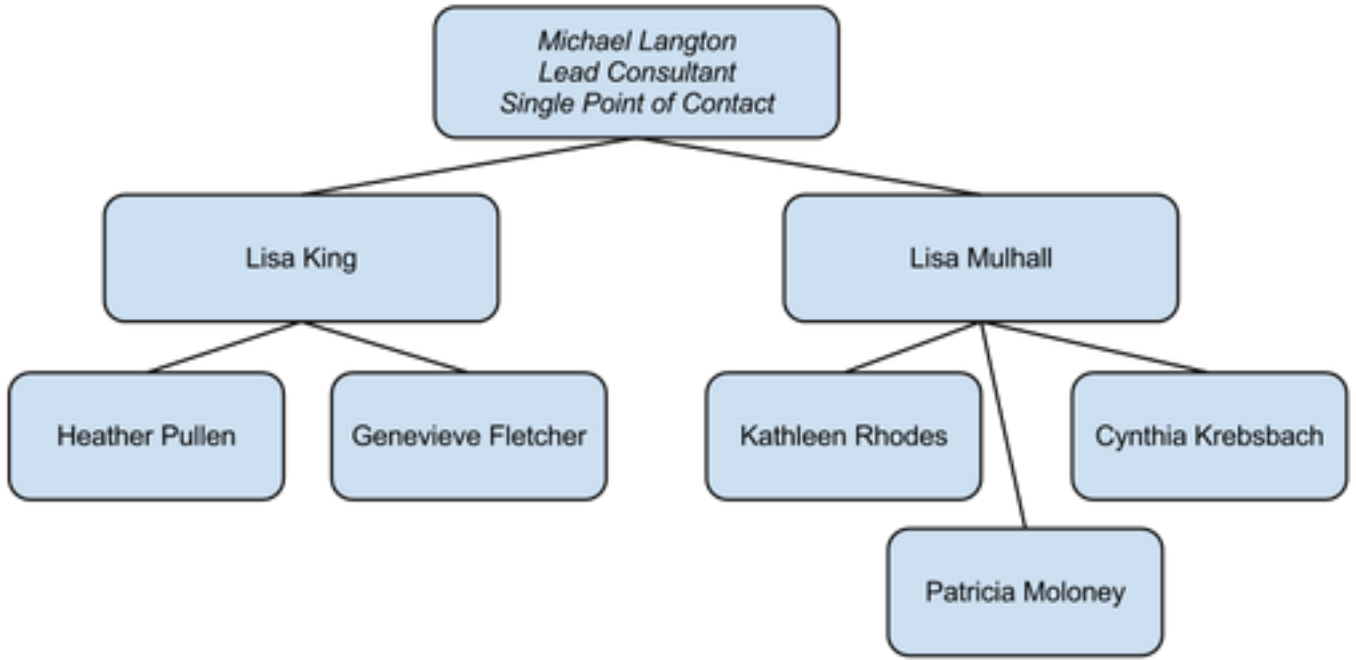
Project: Palm Beach County Homeless Advisory Board

Grantor: Quantum Foundation

Funding Amount: \$50,000

The mission of the Palm Beach County Homeless Advisory Board is the development of the Ten-Year Plan to End Homelessness as conceived by HUD; "leading a collaborative planning process to design, execute, and evaluate programs, policies and practices to prevent and end homelessness." When the Board decided they needed operational support in 2009, Langton Associates identified the Quantum Foundation as a funding source for a Senior Planner position. Langton Associates guided the Palm Beach Advisory Board through the intensive application process and ultimately acquired funding for the position.

Langton Associates & IN REM Solutions  
Organizational Chart



# Scope of Services

## Planning

Through **on-site interviews** with the Mayor, Commissioners, City Manager, responsible department representatives and staff and review of materials, a list of your needs will be developed and then matched with resources available through various funding mechanisms (federal, state and foundation). We make extensive use of our internal and external resources to determine appropriate sources of funding to accomplish your goals. This activity will result in the submission of a *Strategic Grants Plan*.

Our understanding of your goals, projects and programs will give us a sound working knowledge of your needs and will help us identify potential funding that applies and is in line with your goals and ideals. Thus, constant communication is imperative in building a symbiotic relationship wherein both parties operate concurrently and collectively to drive a successful venture. To facilitate communication **a single point of contact is created**. Michael Langton, President of Langton Associates will serve as the **Lead Consultant** for the City of Key West.

**Langton Associates** and **IN REM Solutions** will be available to meet with staff, via telephone or video conferencing, and on-site visits, to review the *Strategic Grants Plan* as well as available funding opportunities, targets and strategies to achieve funding. Along the way, projects and programs that emerge will be reviewed to ensure that the best presentation is developed. This will include a review of outcomes, benchmarks, timelines, budgets and approach to ensure that these line up with the requirements of funders.

## Identification

Grant funding comes from a variety of sources and in order to stay abreast with the latest funding sources and opportunities, **Langton Associates** and **IN REM Solutions** search and review opportunities daily to identify sources of funding for our clients. Through the use of the *Strategic Grants Plan*, we match funding with projects and programs to tailor funding reports to our clients needs.

Additionally, every two weeks you will receive our *SmartGRANTS E-Mail Alert*, which outlines newly announced federal, state and foundation Notices of Funding Availability (NOFA), program notices, demonstration project notices and field intelligence. The *SmartGRANTS E-Mail Alert*, will be distributed to any and all city personnel you desire.

## Grant Writing

Our grant development approach is as follows:



**Review** federal, state, and foundation Notices of Funding Availability, upcoming program notices and demonstration project notices and monitor new legislation

**Identify** funding prospects for specific client initiatives through such methods as a needs assessments and client driven requests

**Plan** grant projects and proposals working closely with project managers and staff, including the development of *Strategic Grants Plans* for new clients and periodic update of Plans for existing clients

**Write** the grant draft and submit the copy to client for review and edits. ***No grant is too small. No grant is too big.***

**Edit** the final draft and **Produce** the final document

**Submit** the final document per the requirements outlined by the grantor agency and provide client with copies

## **Follow-Up**

**Follow-up** with the grantor agency to assure delivery of documents and monitor notification of award. ***Langton Associates*** and ***IN REM Solutions*** act as a liaison to the funding agency before, during, and after any application is made. By keeping in contact with the granting agency and/or grant making organization, we are able to supply additional supportive material, if needed.

Langton Associates and ***IN REM Solutions*** have the capacity to address multiple funding requests at a time. With a wealth of resources at the disposal of both firms, we are able to manage these requests in a timely and effective manner. ***Each client is treated as if they are our only client.***

## Fees

**Langton Associates** and **In Rem Solutions** proposes to perform the following grant consulting services for the following fees:

Full Service Contract includes Funding Needs Assessment and *Strategic Grant Plan*, determination of relevant funding sources, preparation and submission of all grant applications, technical assistance for grant administration, research, intergovernmental relations with federal and state governments and bi-monthly email grant alerts (SMARTGrants Alerts) all for the lump sum of \$72,000 or \$6,000 per/month. This fee includes charges incurred for: travel to the client, research, professional staff, local and long distance telephone charges, printing, postage and miscellaneous supplies.

Costs which may be incurred by **Langton Associates** or **In Rem Solutions** employees on behalf of the client, but which are not included in the above fees are all advertising, travel expenses to Washington D.C., Tallahassee, Florida, architectural or engineering plans, and legal fees. These fees will not be incurred without the prior approval of the client.

Unlike some consulting firms, there are no hidden fees, charges or contingencies with Langton Associates and In Rem Solutions.

*For more information please visit us at [langtonconsulting.com](http://langtonconsulting.com) or contact us at:*

Michael Langton, President

Lisa Mulhall, President

Langton Associates, Inc.

IN REM Solutions, Inc.

4830 Atlantic Blvd

875 Urelia Street

Jacksonville, FL 32207

Boca Raton, FL 33486

(904) 598-1368

(561) 955-1550

[mlangton@langtonconsulting.com](mailto:mlangton@langtonconsulting.com)

[lmulhall@inremsolutions.com](mailto:lmulhall@inremsolutions.com)

Our two firms make every effort possible to share the workload 50/50 during the course of a contract year. Therefore, the work will be performed equally between our Jacksonville and Boca Raton offices.

## **Other Information**

### **Certificate of Good Standing:**

Both companies' certificates are attached.

### **Financial Information:**

Neither Langton Associates or IN REM Solutions have ever filed for bankruptcy in the past nor do they currently have any such matter pending.

### **Litigation:**

There are no past, pending or present litigations, arbitrations or disputes relating to the services described herein for either Langton Associates or IN REM Solutions.

### **Volume of Work with the City:**

Langton Associates: Grant writer FY 2003-2005, 2013- present

IN REM Solutions: 2013- present

### **Current Workload:**

Our joint teams of professionals are the current grant consulting vendors to the City. No increase in other client caseload is anticipated to change the current level of service provided to the City of Key West.

## References

### **Langton Associates Client: City of Panama City**

Contact Name: Jeff Brown, City Manager

Address: PO Box 1880, Panama City, Florida 32402

Telephone: (850) 272-3010

Fax: (850) 747-5964

E-mail: jbrown@pcgov.org

### **Langton Associates and IN REM Solutions Client: Seminole County**

Contact Name: Edward Bass II, CPA, CGFO, Resource Management Director

Address: 1101 East 1st Street, Sanford, Florida 32771

Telephone: (407) 665-7176

Fax: (407) 665-7183

E-mail: ebass@seminolecountyfl.gov

### **Langton Associates and IN REM Solutions Client: City of Key West**

Contact Name: Carolyn Sheldon, Senior Grants Administrator

3132 Flagler Avenue

Key West, Florida

Telephone : (305) 809-3741

Fax: (305) 809-3886

E-mail: csheldon@cityofkeywest-fl.gov

**PROPOSAL FORM**

**PROPOSER**

The name of the Proposer submitting this Proposal is

Langton Associates, Inc. doing business at

4830 Atlantic Blvd., Jacksonville, FL, 32207  
Street City State Zip

mlangton@langtonconsulting.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>Michael Langton</u>	<u>President</u>
<u>Lisa Mulhall</u>	<u>President, IN REM Solutions</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

\_\_\_\_\_  
Signature of Proposer

\_\_\_\_\_  
Title

If Corporation

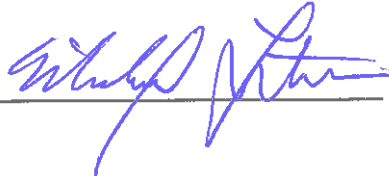
IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 3<sup>rd</sup> day of December 2015.

(SEAL)

Langton Associates, Inc.

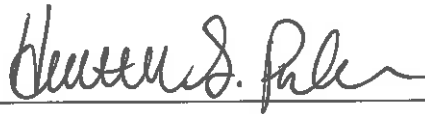
Name of Corporation

By \_\_\_\_\_



Title President

Attest \_\_\_\_\_



Secretary



ANTI-KICKBACK AFFIDAVIT

STATE OF Florida )

: SS

COUNTY OF Duval )

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: Michael Langton, President

Sworn and subscribed before me this 3<sup>rd</sup> day of December 2015.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 8/10/2018



\* \* \* \* \*

ANTI-KICKBACK AFFIDAVIT

STATE OF Florida )

: SS

COUNTY OF Palm Beach )

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: Lisa Mulhan

Sworn and subscribed before me this 2 day of December 2015.

Diane W. Marcellino  
Diane W. Marcellino

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



\* \* \* \* \*



**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  
RFP #16-003

2. This sworn statement is submitted by Langton Associates, Inc.  
(Name of entity submitting sworn statement)

whose business address is 4830 Atlantic Blvd. Jacksonville, FL 32207

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_  
59-2247694

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

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

3. My name is Michael Langton  
(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 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).

  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.)

Michael Langton  
(Signature)

12/3/2015  
(Date)

STATE OF Florida  
COUNTY OF Duval

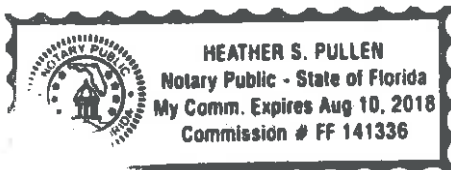
PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Michael Langton who, after first being sworn by me, affixed his/her

(Name of individual signing)

signature in the space provided above on this 3<sup>rd</sup> day of December, 2015.

My commission expires: 8/10/2018



Heather S. Pullen

NOTARY PUBLIC

**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 RFP # 16-003  
Grant Writing Services

2. This sworn statement is submitted by In Rem Solutions, Inc.  
(Name of entity submitting sworn statement)

whose business address is 875 Aurelia Street, Boca Raton,  
FL 33486

and (if applicable) its Federal Employer Identification Number (FEIN) is 65-0474230

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

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

3. My name is LISA N. Mulhall  
(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 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).

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.) N/A ↓

\_\_\_\_ 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.)

Lisa N. Mulhall  
(Signature)

12/2/15  
(Date)

STATE OF Florida  
COUNTY OF Palm Beach

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

Lisa N. Mulhall who, after first being sworn by me, affixed his/her  
(Name of individual signing)

signature in the space provided above on this 2 day of December, 2015.

My commission expires:



Diane W. Marcellino  
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: Langton Associates

SEAL:

4830 Atlantic Blvd. Jacksonville, FL 32207

Address

Signature

Michael Langton

Print Name

President

Title

DATE: 12/3/2015



**CITY OF KEY WEST INDEMNIFICATION FORM**

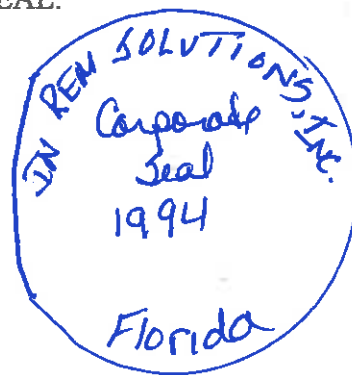
To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the City of Key West, their officers, directors, agents and employees (herein called the "indemnitees") from any and all liability for damages, including, if allowed by law, reasonable attorney's fees 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: IN Rem Solutions, Inc  
875 Aurelia Street  
Address Boca Raton, FL 33486  
Signature Lisa Mulhall  
Print Name Lisa N Mulhall, President  
Title  
DATE: 12/2/15

SEAL:





**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Duval )

I, the undersigned hereby duly sworn, depose and say that the firm of Langton Associates

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 3<sup>rd</sup> day of December, 2015.

NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 8/10/2018





\* \* \* \* \*

**EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Palm Beach )

I, the undersigned hereby duly sworn, depose and say that the firm of IN Perm Solutions, Inc.

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

By: Lusan Mulhan

Sworn and subscribed before me this 2 day of December, 2015.

Diane W. Marcellino  
Diane W. Marcellino

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



\* \* \* \* \*

**CONE OF SILENCE AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Duval )

I, the undersigned hereby duly sworn, depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of Langton Associates 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: \_\_\_\_\_ 

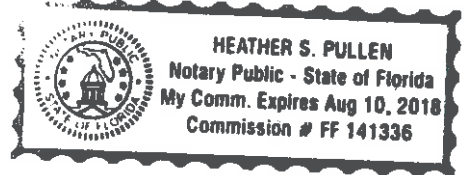
Sworn and subscribed before me this

3rd day of December 2015.

\_\_\_\_\_  


NOTARY PUBLIC, State of Florida at Large

My Commission Expires: 8/10/2018



\*\*\*\*\*

**CONE OF SILENCE AFFIDAVIT**

STATE OF Florida )

: SS

COUNTY OF Palm Beach )

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

By: Luan Mulhav

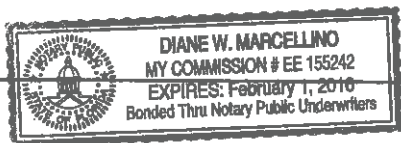
Sworn and subscribed before me this

2 day of December 2015.

Diane W Marcellino

NOTARY PUBLIC, State of Florida at Large

My Commission Expires:



\*\*\*\*\*

# *State of Florida*

## *Department of State*

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

The document number of this corporation is F76790.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on January 6, 2015, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-seventh day of May,  
2015*



*Ken Detmer*  
**Secretary of State**

Tracking Number: CU8378939974

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

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

# *State of Florida*

## *Department of State*

I certify from the records of this office that IN REM SOLUTIONS, INC. is a corporation organized under the laws of the State of Florida, filed on March 3, 1994.

The document number of this corporation is P94000017969.

I further certify that said corporation has paid all fees due this office through December 31, 2015, that its most recent annual report/uniform business report was filed on January 12, 2015, and that its status is active.

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

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Second day of December, 2015*



*Ken DeJager*  
**Secretary of State**

**Tracking Number: CU7438208824**

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

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




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/07/2015

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

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

<b>PRODUCER</b> Matthew F Carlucci State Farm Insurance Agency 3707 Hendricks Avenue Jacksonville, FL 32207 904-399-5544 	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 904-399-5544 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #
	FAX (A/C, No): 904-399-1536 INSURER A : State Farm Florida Insurance Company 10739 INSURER B : State Farm Mutual Automobile Insurance Company 25178 INSURER C : State Farm Fire and Casualty Company 25143 INSURER D : INSURER E : INSURER F :
<b>INSURED</b> LANGTON ASSOCIATES INC 4830 ATLANTIC BLVD JACKSONVILLE FL 32207-2410	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Hired Auto Liability <input checked="" type="checkbox"/> Employers Non-Own Car Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			98-BE-V958-9 B	06/25/2015	06/25/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MFD EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> 2010 Toyota			492-9683-F10-59 492-9683-F10-59	06/10/2015 12/10/2015	12/10/2015 06/10/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			98-BG-D739-8 B	11/11/2015	11/11/2016	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			98-BK-W417-6 F	05/21/2015	05/21/2016	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

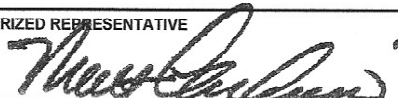
City of Key West is listed as additional insured.

**CERTIFICATE HOLDER**

City of Key West  
 PO Box 1409  
 Key West, Florida 33041

**CANCELLATION**

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

AUTHORIZED REPRESENTATIVE  




INRREM-001

MAB1

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

11/28/2014

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

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

<b>PRODUCER</b> Wells Fargo Insurance, Inc. MAC N9306-130 733 Marquette Avenue North Minneapolis, MN 55402	<b>CONTACT NAME:</b> Wells Fargo Insurance, Inc.	
	<b>PHONE (A/C, No, Ext):</b> 866-294-8458	<b>FAX (A/C, No):</b> 866-407-7326
<b>E-MAIL ADDRESS:</b> businessinsurance@wellsfargo.com		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> Sentinel Insurance Company, Ltd		11000
<b>INSURER B :</b> United States Liability Insurance Company		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**INSURED**  
**In Rem Solutions**  
875 Aurelia St  
Boca Raton, FL 33486-3531

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

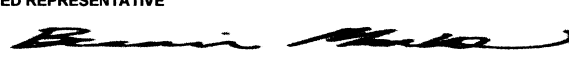
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		41SBMTZ8591	12/4/2014	12/4/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			41SBMTZ8591	12/4/2014	12/4/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			SP1554478	11/12/2014	11/12/2015	Claim/Aggregate 1,000,000

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

Those usual to the Insured's Operations. Certificate Holder listed as Additional Insured per the Business Liability Coverage Form SS00080405.

**CERTIFICATE HOLDER****CANCELLATION**

City of Key West City Hall P.O. Box 1409 Key West, FL 33041-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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