

# PROPOSAL FOR CONTRACTUAL SERVICES

RFP #6248 Z1

STATE OF NEBRASKA STATE PURCHASING BUREAU

APRIL 7, 2020



A G WITT, LLC  
10809 SEARCY BUILDING, EXECUTIVE CENTER DRIVE, PLAZA 1, LITTLE ROCK, AR 72211  
1+844-424-9488

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## Form A: Proposal Point of Contact

Please see the following page for AG Witt's completed and signed Proposal Point of Contact form.

**Form A**  
**Bidder Proposal Point of Contact**  
**Request for Proposal Number 6248 Z1**

Form A should be completed and submitted with each response to this solicitation. This is intended to provide the State with information on the bidder's name and address, and the specific person(s) who are responsible for preparation of the bidder's response.

Preparation of Response Contact Information	
Bidder Name:	AG Witt, LLC
Bidder Address:	10809 Searcy Building Executive Center Drive, Plaza 1 Little Rock, AR 72211
Contact Person & Title:	Bill Riley, Executive Vice President
E-mail Address:	bill.riley@agwitt.com
Telephone Number (Office):	844-424-9488 extension 2
Telephone Number (Cellular):	508-425-9080
Fax Number:	

Each bidder should also designate a specific contact person who will be responsible for responding to the State if any clarifications of the bidder's response should become necessary. This will also be the person who the State contacts to set up a presentation/demonstration, if required.

Communication with the State Contact Information	
Bidder Name:	AG Witt, LLC
Bidder Address:	10809 Searcy Building Executive Center Drive, Plaza 1 Little Rock, AR 72211
Contact Person & Title:	Bill Riley, Executive President
E-mail Address:	bill.riley@agwitt.com
Telephone Number (Office):	844-424-9488 extension 2
Telephone Number (Cellular):	508-425-9080
Fax Number:	

# Request for Proposal for Contractual Services Form

Please see the following page for AG Witt's completed and signed Request for Proposal for Contractual Services Form.

## REQUEST FOR PROPOSAL FOR CONTRACTUAL SERVICES FORM

By signing this Request for Proposal for Contractual Services form, the bidder guarantees compliance

### CONTRACTOR MUST COMPLETE THE FOLLOWING

with the procedures stated in this Solicitation, and agrees to the terms and conditions unless otherwise indicated in writing and certifies that bidder maintains a drug free work place.

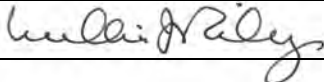
Per Nebraska's Transparency in Government Procurement Act, Neb. Rev Stat § 73-603 DAS is required to collect statistical information regarding the number of contracts awarded to Nebraska Contractors. This information is for statistical purposes only and will not be considered for contract award purposes.

\_\_\_\_ NEBRASKA CONTRACTOR AFFIDAVIT: Bidder hereby attests that bidder is a Nebraska Contractor. "Nebraska Contractor" shall mean any bidder who has maintained a bona fide place of business and at least one employee within this state for at least the six (6) months immediately preceding the posting date of this Solicitation.

\_\_\_\_ I hereby certify that I am a Resident disabled veteran or business located in a designated enterprise zone in accordance with Neb. Rev. Stat. § 73-107 and wish to have preference, if applicable, considered in the award of this contract.

\_\_\_\_ I hereby certify that I am a blind person licensed by the Commission for the Blind & Visually Impaired in accordance with Neb. Rev. Stat. §71-8611 and wish to have preference considered in the award of this contract.

### FORM MUST BE SIGNED USING AN INDELIBLE METHOD (NOT ELECTRONICALLY)

FIRM:	AG Witt, LLC
COMPLETE ADDRESS:	10809 Searcy Building, Executive Center Drive, Plaza 1, Little Rock, AR 72211
TELEPHONE NUMBER:	508-425-9080
FAX NUMBER:	
DATE:	April 7, 2020
SIGNATURE:	
TYPED NAME & TITLE OF SIGNER:	Bill Riley, Executive Vice President and Partner

## Section II: Terms and Conditions

Please see the following pages for AG Witt's responses to the Terms and Conditions section.

**II. TERMS AND CONDITIONS**

Bidders should complete Sections II through VI as part of their proposal. Bidders should read the Terms and Conditions and should initial either accept, reject, or reject and provide alternative language for each clause. The bidder should also provide an explanation of why the bidder rejected the clause or rejected the clause and provided alternate language. By signing the solicitation, bidder is agreeing to be legally bound by all the accepted terms and conditions, and any proposed alternative terms and conditions submitted with the proposal. The State reserves the right to negotiate rejected or proposed alternative language. If the State and bidder fail to agree on the final Terms and Conditions, the State reserves the right to reject the proposal. The State of Nebraska is soliciting proposals in response to this solicitation. The State of Nebraska reserves the right to reject proposals that attempt to substitute the bidder's commercial contracts and/or documents for this solicitation.

Bidders should submit with their proposal any license, user agreement, service level agreement, or similar documents that the bidder wants incorporated in the Contract. The State will not consider incorporation of any document not submitted with the bidder's proposal as the document will not have been included in the evaluation process. These documents shall be subject to negotiation and will be incorporated as addendums if agreed to by the Parties.

If a conflict or ambiguity arises after the Addendum to Contract Award have been negotiated and agreed to, the Addendum to Contract Award shall be interpreted as follows:

1. If only one Party has a particular clause then that clause shall control;
2. If both Parties have a similar clause, but the clauses do not conflict, the clauses shall be read together;
3. If both Parties have a similar clause, but the clauses conflict, the State's clause shall control.

**A. GENERAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The contract(s) resulting from this solicitation shall incorporate the following documents:

1. Request for Proposal and Addenda;
2. Amendments to the solicitation;
3. Questions and Answers;
4. Bidder's proposal (Solicitation and properly submitted documents);
5. The executed Contract and Addendum One to Contract, if applicable; and,
6. Amendments/Addendums to the Contract.

These documents constitute the entirety of the contract.

Unless otherwise specifically stated in a future contract amendment, in case of any conflict between the incorporated documents, the documents shall govern in the following order of preference with number one (1) receiving preference over all other documents and with each lower numbered document having preference over any higher numbered document: 1) Amendment to the executed Contract with the most recent dated amendment having the highest priority, 2) executed Contract and any attached Addenda, 3) Amendments to solicitation and any Questions and Answers, 4) the original solicitation document and any Addenda, and 5) the bidder's submitted Proposal.

Any ambiguity or conflict in the contract discovered after its execution, not otherwise addressed herein, shall be resolved in accordance with the rules of contract interpretation as established in the State of Nebraska.



**B. NOTIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Contractor and State shall identify the contract manager who shall serve as the point of contact for the executed contract.

Communications regarding the executed contract shall be in writing and shall be deemed to have been given if delivered personally or mailed, by U.S. Mail, postage prepaid, return receipt requested, to the parties at their respective addresses set forth below, or at such other addresses as may be specified in writing by either of the parties. All notices, requests, or communications shall be deemed effective upon personal delivery or five (5) calendar days following deposit in the mail.

Either party may change its address for notification purposes by giving notice of the change, and setting forth the new address and an effective date.

**C. BUYER'S REPRESENTATIVE**

The State reserves the right to appoint a Buyer's Representative to manage [or assist the Buyer in managing] the contract on behalf of the State. The Buyer's Representative will be appointed in writing, and the appointment document will specify the extent of the Buyer's Representative authority and responsibilities. If a Buyer's Representative is appointed, the Contractor will be provided a copy of the appointment document, and is required to cooperate accordingly with the Buyer's Representative. The Buyer's Representative has no authority to bind the State to a contract, amendment, addendum, or other change or addition to the contract.

**D. GOVERNING LAW (Statutory)**

Notwithstanding any other provision of this contract, or any amendment or addendum(s) entered into contemporaneously or at a later time, the parties understand and agree that, (1) the State of Nebraska is a sovereign state and its authority to contract is therefore subject to limitation by the State's Constitution, statutes, common law, and regulation; (2) this contract will be interpreted and enforced under the laws of the State of Nebraska; (3) any action to enforce the provisions of this agreement must be brought in the State of Nebraska per state law; (4) the person signing this contract on behalf of the State of Nebraska does not have the authority to waive the State's sovereign immunity, statutes, common law, or regulations; (5) the indemnity, limitation of liability, remedy, and other similar provisions of the final contract, if any, are entered into subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity; and, (6) all terms and conditions of the final contract, including but not limited to the clauses concerning third party use, licenses, warranties, limitations of liability, governing law and venue, usage verification, indemnity, liability, remedy or other similar provisions of the final contract are entered into specifically subject to the State's Constitution, statutes, common law, regulations, and sovereign immunity.

The Parties must comply with all applicable local, state and federal laws, ordinances, rules, orders, and regulations.

**E. BEGINNING OF WORK**

The bidder shall not commence any billable work until a valid contract has been fully executed by the State and the awarded bidder. The awarded bidder will be notified in writing when work may begin.

**F. AMENDMENT**

This Contract may be amended in writing, within scope, upon the agreement of both parties.

**G. CHANGE ORDERS OR SUBSTITUTIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The State and the Contractor, upon the written agreement, may make changes to the contract within the general scope of the solicitation. Changes may involve specifications, the quantity of work, or such other items as the State may find necessary or desirable. Corrections of any deliverable, service, or work required pursuant to the contract shall not be deemed a change. The Contractor may not claim forfeiture of the contract by reasons of such changes.

The Contractor shall prepare a written description of the work required due to the change and an itemized cost sheet for the change. Changes in work and the amount of compensation to be paid to the Contractor shall be determined in accordance with applicable unit prices if any, a pro-rated value, or through negotiations. The State shall not incur a price increase for changes that should have been included in the Contractor's proposal, were foreseeable, or result from difficulties with or failure of the Contractor's proposal or performance.

No change shall be implemented by the Contractor until approved by the State, and the Contract is amended to reflect the change and associated costs, if any. If there is a dispute regarding the cost, but both parties agree that immediate implementation is necessary, the change may be implemented, and cost negotiations may continue with both Parties retaining all remedies under the contract and law.

In the event any product is discontinued or replaced upon mutual consent during the contract period or prior to delivery, the State reserves the right to amend the contract or purchase order to include the alternate product at the same price.

**\*\*\*Contractor will not substitute any item that has been awarded without prior written approval of SPB\*\*\***

**H. VENDOR PERFORMANCE REPORT(S)**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The State may document any instance(s) of products or services delivered or performed which exceed or fail to meet the terms of the purchase order, contract, and/or solicitation specifications. The State Purchasing Bureau may contact the Vendor regarding any such report. Vendor performance report(s) will become a part of the permanent record of the Vendor.

**I. NOTICE OF POTENTIAL CONTRACTOR BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

If Contractor breaches the contract or anticipates breaching the contract, the Contractor shall immediately give written notice to the State. The notice shall explain the breach or potential breach, a proposed cure, and may include a request for a waiver of the breach if so desired. The State may, in its discretion, temporarily or permanently waive the breach. By granting a waiver, the State does not forfeit any rights or remedies to which the State is entitled by law or equity, or pursuant to the provisions of the contract. Failure to give immediate notice, however, may be grounds for denial of any request for a waiver of a breach.

**J. BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Either Party may terminate the contract, in whole or in part, if the other Party breaches its duty to perform its obligations under the contract in a timely and proper manner. Termination requires written notice of default and a thirty (30) calendar day (or longer at the non-breaching Party's discretion considering the gravity and nature of the default) cure period. Said notice shall be delivered by Certified Mail, Return Receipt Requested, or in person with proof of delivery. Allowing time to cure a failure or breach of contract does not waive the right to immediately terminate the contract for the same or different contract breach which may occur at a different time. In case of default of the Contractor, the State may contract the service from other sources and hold the Contractor responsible for any excess cost occasioned thereby. OR In case of breach by the Contractor, the State may, without unreasonable delay, make a good faith effort to make a reasonable purchase or contract to purchase goods in substitution of those due from the contractor. The State may recover from the Contractor as damages the difference between the costs of covering the breach. Notwithstanding any clause to the contrary, the State may also recover the contract price together with any incidental or consequential damages defined in UCC Section 2-715, but less expenses saved in consequence of Contractor's breach.

The State's failure to make payment shall not be a breach, and the Contractor shall retain all available statutory remedies and protections.

**K. NON-WAIVER OF BREACH**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The acceptance of late performance with or without objection or reservation by a Party shall not waive any rights of the Party nor constitute a waiver of the requirement of timely performance of any obligations remaining to be performed.

**L. SEVERABILITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

If any term or condition of the contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and conditions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the provision held to be invalid or illegal.

**M. INDEMNIFICATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

**1. GENERAL**

The Contractor agrees to defend, indemnify, and hold harmless the State and its employees, volunteers, agents, and its elected and appointed officials ("the indemnified parties") from and against any and all third party claims, liens, demands, damages, liability, actions, causes of action, losses, judgments, costs, and expenses of every nature, including investigation costs and expenses, settlement costs, and attorney fees and expenses ("the claims"), sustained or asserted against the State for personal injury, death, or property loss or damage, arising out of, resulting from, or attributable to the willful misconduct, negligence, error, or omission of the Contractor, its employees, subcontractors, consultants, representatives, and agents, resulting from this contract, except to the extent such Contractor liability is attenuated by any action of the State which directly and proximately contributed to the claims.

**2. INTELLECTUAL PROPERTY**

The Contractor agrees it will, at its sole cost and expense, defend, indemnify, and hold harmless the indemnified parties from and against any and all claims, to the extent such claims arise out of, result from, or are attributable to, the actual or alleged infringement or misappropriation of any patent, copyright, trade secret, trademark, or confidential information of any third party by the Contractor or its employees, subcontractors, consultants, representatives, and agents; provided, however, the State gives the Contractor prompt notice in writing of the claim. The Contractor may not settle any infringement claim that will affect the State's use of the Licensed Software without the State's prior written consent, which consent may be withheld for any reason.

If a judgment or settlement is obtained or reasonably anticipated against the State's use of any intellectual property for which the Contractor has indemnified the State, the Contractor shall, at the Contractor's sole cost and expense, promptly modify the item or items which were determined to be infringing, acquire a license or licenses on the State's behalf to provide the necessary rights to the State to eliminate the infringement, or provide the State with a non-infringing substitute that provides the State the same functionality. At the State's election, the actual or anticipated judgment may be treated as a breach of warranty by the Contractor, and the State may receive the remedies provided under this solicitation.

**3. PERSONNEL**

The Contractor shall, at its expense, indemnify and hold harmless the indemnified parties from and against any claim with respect to withholding taxes, worker's compensation, employee benefits, or any other claim, demand, liability, damage, or loss of any nature relating to any of the personnel, including subcontractor's and their employees, provided by the Contractor.

**4. SELF-INSURANCE**

The State of Nebraska is self-insured for any loss and purchases excess insurance coverage pursuant to Neb. Rev. Stat. § 81-8,239.01 (Reissue 2008). If there is a presumed loss under the provisions of this agreement, Contractor may file a claim with the Office of Risk Management pursuant to Neb. Rev. Stat. §§ 81-8,829 – 81-8,306 for review by the State Claims Board. The State retains all rights and immunities under the State Miscellaneous (§ 81-8,294), Tort (§ 81-8,209), and Contract Claim Acts (§ 81-8,302), as outlined in Neb. Rev. Stat. § 81-8,209 et seq. and under any other provisions of law and accepts liability under this agreement to the extent provided by law.

**5.** The Parties acknowledge that Attorney General for the State of Nebraska is required by statute to represent the legal interests of the State, and that any provision of this indemnity clause is subject to the statutory authority of the Attorney General.

**N. ATTORNEY'S FEES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

In the event of any litigation, appeal, or other legal action to enforce any provision of the contract, the Parties agree to pay all expenses of such action, as permitted by law and if ordered by the court, including attorney's fees and costs, if the other Party prevails.

**O. ASSIGNMENT, SALE, OR MERGER**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Either Party may assign the contract upon mutual written agreement of the other Party. Such agreement shall not be unreasonably withheld.

The Contractor retains the right to enter into a sale, merger, acquisition, internal reorganization, or similar transaction involving Contractor's business. Contractor agrees to cooperate with the State in executing amendments to the contract to allow for the transaction. If a third party or entity is involved in the transaction, the Contractor will remain responsible for performance of the contract until such time as the person or entity involved in the transaction agrees in writing to be contractually bound by this contract and perform all obligations of the contract.

**P. CONTRACTING WITH OTHER NEBRASKA POLITICAL SUB-DIVISIONS OF THE STATE OR ANOTHER STATE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

This contract is for use by the Nebraska Emergency Management Agency (NEMA).

This contract is not for use by political subdivisions when Federal reimbursement will be requested. This contract meets Federal requirements for Nebraska State Level Contracting.

**Q. FORCE MAJEURE**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Neither Party shall be liable for any costs or damages, or for default resulting from its inability to perform any of its obligations under the contract due to a natural or manmade event outside the control and not the fault of the affected Party ("Force Majeure Event"). The Party so affected shall immediately make a written request for relief to the other Party, and shall have the burden of proof to justify the request. The other Party may grant the relief requested; relief may not be unreasonably withheld. Labor disputes with the impacted Party's own employees will not be considered a Force Majeure Event.

**R. CONFIDENTIALITY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

All materials and information provided by the Parties or acquired by a Party on behalf of the other Party shall be regarded as confidential information. All materials and information provided or acquired shall be handled in accordance with federal and state law, and ethical standards. Should said confidentiality be breached by a Party, the Party shall notify the other Party immediately of said breach and take immediate corrective action.

It is incumbent upon the Parties to inform their officers and employees of the penalties for improper disclosure imposed by the Privacy Act of 1974, 5 U.S.C. 552a. Specifically, 5 U.S.C. 552a (j)(1), which is made applicable by 5 U.S.C. 552a (m)(1), provides that any officer or employee, who by virtue of his/her employment or official position has possession of or access to agency records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act or regulations established thereunder, and who knowing that disclosure of the specific material is prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

**S. EARLY TERMINATION**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The contract may be terminated as follows:

1. The State and the Contractor, by mutual written agreement, may terminate the contract at any time.
2. The State, in its sole discretion, may terminate the contract for any reason upon thirty (30) calendar day's written notice to the Contractor. Such termination shall not relieve the Contractor of warranty or other service obligations incurred under the terms of the contract. In the event of termination the Contractor shall be entitled to payment, determined on a pro rata basis, for products or services satisfactorily performed or provided.
3. The State may terminate the contract immediately for the following reasons:

- a. if directed to do so by statute;
- b. Contractor has made an assignment for the benefit of creditors, has admitted in writing its inability to pay debts as they mature, or has ceased operating in the normal course of business;
- c. a trustee or receiver of the Contractor or of any substantial part of the Contractor's assets has been appointed by a court;
- d. fraud, misappropriation, embezzlement, malfeasance, misfeasance, or illegal conduct pertaining to performance under the contract by its Contractor, its employees, officers, directors, or shareholders;
- e. an involuntary proceeding has been commenced by any Party against the Contractor under any one of the chapters of Title 11 of the United States Code and (i) the proceeding has been pending for at least sixty (60) calendar days; or (ii) the Contractor has consented, either expressly or by operation of law, to the entry of an order for relief; or (iii) the Contractor has been decreed or adjudged a debtor;
- f. a voluntary petition has been filed by the Contractor under any of the chapters of Title 11 of the United States Code;
- g. Contractor intentionally discloses confidential information;
- h. Contractor has or announces it will discontinue support of the deliverable; and,
- i. in the event funding is no longer available.

**T. CONTRACT CLOSEOUT**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Upon contract closeout for any reason the Contractor shall within 30 days, unless stated otherwise herein:

1. Transfer all completed or partially completed deliverables to the State;
2. Transfer ownership and title to all completed or partially completed deliverables to the State;
3. Return to the State all information and data, unless the Contractor is permitted to keep the information or data by contract or rule of law. Contractor may retain one copy of any information or data as required to comply with applicable work product documentation standards or as are automatically retained in the course of Contractor's routine back up procedures;
4. Cooperate with any successor Contractor, person or entity in the assumption of any or all of the obligations of this contract;
5. Cooperate with any successor Contractor, person or entity with the transfer of information or data related to this contract;
6. Return or vacate any state owned real or personal property; and,
7. Return all data in a mutually acceptable format and manner.

Nothing in this Section should be construed to require the Contractor to surrender intellectual property, real or personal property, or information or data owned by the Contractor for which the State has no legal claim.

## Section III: Contractor Duties

Please see the following pages for AG Witt's responses to the Contractor Duties section.



**III. CONTRACTOR DUTIES**

**A. INDEPENDENT CONTRACTOR / OBLIGATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

It is agreed that the Contractor is an independent contractor and that nothing contained herein is intended or should be construed as creating or establishing a relationship of employment, agency, or a partnership.

The Contractor is solely responsible for fulfilling the contract. The Contractor or the Contractor's representative shall be the sole point of contact regarding all contractual matters.

The Contractor shall secure, at its own expense, all personnel required to perform the services under the contract. The personnel the Contractor uses to fulfill the contract shall have no contractual or other legal relationship with the State; they shall not be considered employees of the State and shall not be entitled to any compensation, rights or benefits from the State, including but not limited to, tenure rights, medical and hospital care, sick and vacation leave, severance pay, or retirement benefits.

By-name personnel commitments made in the Contractor's proposal shall not be changed without the prior written approval of the State. Replacement of these personnel, if approved by the State, shall be with personnel of equal or greater ability and qualifications.

All personnel assigned by the Contractor to the contract shall be employees of the Contractor or a subcontractor, and shall be fully qualified to perform the work required herein. Personnel employed by the Contractor or a subcontractor to fulfill the terms of the contract shall remain under the sole direction and control of the Contractor or the subcontractor respectively.

With respect to its employees, the Contractor agrees to be solely responsible for the following:

1. Any and all pay, benefits, and employment taxes and/or other payroll withholding;
2. Any and all vehicles used by the Contractor's employees, including all insurance required by state law;
3. Damages incurred by Contractor's employees within the scope of their duties under the contract;
4. Maintaining Workers' Compensation and health insurance that complies with state and federal law and submitting any reports on such insurance to the extent required by governing law;
5. Determining the hours to be worked and the duties to be performed by the Contractor's employees; and,
6. All claims on behalf of any person arising out of employment or alleged employment (including without limit claims of discrimination alleged against the Contractor, its officers, agents, or subcontractors or subcontractor's employees)

If the Contractor intends to utilize any subcontractor, the subcontractor's level of effort, tasks, and time allocation should be clearly defined in the bidder's proposal. The Contractor shall agree that it will not utilize any subcontractors not specifically included in its proposal in the performance of the contract without the prior written authorization of the State.

The State reserves the right to require the Contractor to reassign or remove from the project any Contractor or subcontractor employee.

Contractor shall insure that the terms and conditions contained in any contract with a subcontractor does not conflict with the terms and conditions of this contract.

The Contractor shall include a similar provision, for the protection of the State, in the contract with any subcontractor engaged to perform work on this contract.

**B. EMPLOYEE WORK ELIGIBILITY STATUS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor is required and hereby agrees to use a federal immigration verification system to determine the work eligibility status of employees physically performing services within the State of Nebraska. A federal immigration verification system means the electronic verification of the work authorization program authorized by the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324a, known as the E-Verify Program, or an equivalent federal program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work eligibility status of an employee.

If the Contractor is an individual or sole proprietorship, the following applies:

1. The Contractor must complete the United States Citizenship Attestation Form, available on the Department of Administrative Services website at <http://das.nebraska.gov/materiel/purchasing.html>.
2. The completed United States Attestation Form should be submitted with the solicitation response.
3. If the Contractor indicates on such attestation form that he or she is a qualified alien, the Contractor agrees to provide the US Citizenship and Immigration Services documentation required to verify the Contractor's lawful presence in the United States using the Systematic Alien Verification for Entitlements (SAVE) Program.
4. The Contractor understands and agrees that lawful presence in the United States is required and the Contractor may be disqualified or the contract terminated if such lawful presence cannot be verified as required by Neb. Rev. Stat. §4-108.

**C. COMPLIANCE WITH CIVIL RIGHTS LAWS AND EQUAL OPPORTUNITY EMPLOYMENT / NONDISCRIMINATION (Statutory)**

The Contractor shall comply with all applicable local, state, and federal statutes and regulations regarding civil rights laws and equal opportunity employment. The Nebraska Fair Employment Practice Act prohibits Contractors of the State of Nebraska, and their subcontractors, from discriminating against any employee or applicant for employment, with respect to hire, tenure, terms, conditions, compensation, or privileges of employment because of race, color, religion, sex, disability, marital status, or national origin (Neb. Rev. Stat. §48-1101 to 48-1125). The Contractor guarantees compliance with the Nebraska Fair Employment Practice Act, and breach of this provision shall be regarded as a material breach of contract. The Contractor shall insert a similar provision in all subcontracts for goods and services to be covered by any contract resulting from this solicitation.

**D. COOPERATION WITH OTHER CONTRACTORS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Contractor may be required to work with or in close proximity to other contractors or individuals that may be working on same or different projects. The Contractor shall agree to cooperate with such other contractors or individuals, and shall not commit or permit any act which may interfere with the performance of work by any other contractor or individual. Contractor is not required to compromise Contractor's intellectual property or proprietary information unless expressly required to do so by this contract.

**E. DISCOUNTS**

Prices quoted shall be inclusive of ALL trade discounts. Cash discount terms of less than thirty (30) days will not be considered as part of the proposal. Cash discount periods will be computed from the date of receipt of a properly executed claim voucher or the date of completion of delivery of all items in a satisfactory condition, whichever is later.

**F. PRICES**

Prices quoted shall be net, including transportation and delivery charges fully prepaid by the contractor, F.O.B. destination named in the solicitation. No additional charges will be allowed for packing, packages, or partial delivery costs. When an arithmetic error has been made in the extended total, the unit price will govern.

**G. PERMITS, REGULATIONS, LAWS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The contract price shall include the cost of all royalties, licenses, permits, and approvals, whether arising from patents, trademarks, copyrights or otherwise, that are in any way involved in the contract. The Contractor shall obtain and pay for all royalties, licenses, and permits, and approvals necessary for the execution of the contract. The Contractor must guarantee that it has the full legal right to the materials, supplies, equipment, software, and other items used to execute this contract.

**H. OWNERSHIP OF INFORMATION AND DATA / DELIVERABLES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The State shall have the unlimited right to publish, duplicate, use, and disclose all information and data developed or obtained by the Contractor on behalf of the State pursuant to this contract.

The State shall own and hold exclusive title to any deliverable developed as a result of this contract. Contractor shall have no ownership interest or title, and shall not patent, license, or copyright, duplicate, transfer, sell, or exchange, the design, specifications, concept, or deliverable.

I. INSURANCE REQUIREMENTS

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor shall throughout the term of the contract maintain insurance as specified herein and provide the State a current Certificate of Insurance/Acord Form (COI) verifying the coverage. The Contractor shall not commence work on the contract until the insurance is in place. If Contractor subcontracts any portion of the Contract the Contractor must, throughout the term of the contract, either:

1. Provide equivalent insurance for each subcontractor and provide a COI verifying the coverage for the subcontractor;
2. Require each subcontractor to have equivalent insurance and provide written notice to the State that the Contractor has verified that each subcontractor has the required coverage; or,
3. Provide the State with copies of each subcontractor's Certificate of Insurance evidencing the required coverage.

The Contractor shall not allow any subcontractor to commence work until the subcontractor has equivalent insurance. The failure of the State to require a COI, or the failure of the Contractor to provide a COI or require subcontractor insurance shall not limit, relieve, or decrease the liability of the Contractor hereunder.

In the event that any policy written on a claims-made basis terminates or is canceled during the term of the contract or within six months of termination or expiration of the contract, the contractor shall obtain an extended discovery or reporting period, or a new insurance policy, providing coverage required by this contract for the term of the contract and six months following termination or expiration of the contract.

If by the terms of any insurance a mandatory deductible is required, or if the Contractor elects to increase the mandatory deductible amount, the Contractor shall be responsible for payment of the amount of the deductible in the event of a paid claim.

Notwithstanding any other clause in this Contract, the State may recover up to the liability limits of the insurance policies required herein.

1. **WORKERS' COMPENSATION INSURANCE**

The Contractor shall take out and maintain during the life of this contract the statutory Workers' Compensation and Employer's Liability Insurance for all of the contractors' employees to be engaged in work on the project under this contract and, in case any such work is sublet, the Contractor shall require the subcontractor similarly to provide Worker's Compensation and Employer's Liability Insurance for all of the subcontractor's employees to be engaged in such work. This policy shall be written to meet the statutory requirements for the state in which the work is to be performed, including Occupational Disease. **The policy shall include a waiver of subrogation in favor of the State. The COI shall contain the mandatory COI subrogation waiver language found hereinafter.** The amounts of such insurance shall not be less than the limits stated hereinafter. For employees working in the State of Nebraska, the policy must be written by an entity authorized by the State of Nebraska Department of Insurance to write Workers' Compensation and Employer's Liability Insurance for Nebraska employees.

2. **COMMERCIAL GENERAL LIABILITY INSURANCE AND COMMERCIAL AUTOMOBILE LIABILITY INSURANCE**

The Contractor shall take out and maintain during the life of this contract such Commercial General Liability Insurance and Commercial Automobile Liability Insurance as shall protect Contractor and any subcontractor performing work covered by this contract from claims for damages for bodily injury, including death, as well as from claims for property damage, which may arise from operations under this contract, whether such operation be by the Contractor or by any subcontractor or by anyone directly or indirectly employed by either of them, and the amounts of such insurance shall not be less than limits stated hereinafter.

The Commercial General Liability Insurance shall be written on an occurrence basis, and provide Premises/Operations, Products/Completed Operations, Independent Contractors, Personal Injury, and Contractual Liability coverage. **The policy shall include the State, and others as required by the**

contract documents, as Additional Insured(s). This policy shall be primary, and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory. The COI shall contain the mandatory COI liability waiver language found hereinafter. The Commercial Automobile Liability Insurance shall be written to cover all Owned, Non-owned, and Hired vehicles.

<b>REQUIRED INSURANCE COVERAGE</b>		
<b>COMMERCIAL GENERAL LIABILITY</b>		
General Aggregate		\$2,000,000
Products/Completed Operations Aggregate		\$2,000,000
Personal/Advertising Injury		\$1,000,000 per occurrence
Bodily Injury/Property Damage		\$1,000,000 per occurrence
Medical Payments		\$10,000 any one person
Damage to Rented Premises (Fire)		\$300,000 each occurrence
Contractual		Included
Independent Contractors		Included
Abuse & Molestation		Included
<i>If higher limits are required, the Umbrella/Excess Liability limits are allowed to satisfy the higher limit.</i>		
<b>WORKER'S COMPENSATION</b>		
Employers Liability Limits		\$500K/\$500K/\$500K
Statutory Limits- All States		Statutory - State of Nebraska
Voluntary Compensation		Statutory
<b>COMMERCIAL AUTOMOBILE LIABILITY</b>		
Bodily Injury/Property Damage		\$1,000,000 combined single limit
Include All Owned, Hired & Non-Owned Automobile liability		Included
Motor Carrier Act Endorsement		Where Applicable
<b>UMBRELLA/EXCESS LIABILITY</b>		
Over Primary Insurance		\$5,000,000 per occurrence
<b>PROFESSIONAL LIABILITY</b>		
All Other Professional Liability (Errors & Omissions)		\$1,000,000 Per Claim / Aggregate
<b>COMMERCIAL CRIME</b>		
Crime/Employee Dishonesty Including 3rd Party Fidelity		\$1,000,000
<b>MANDATORY COI SUBROGATION WAIVER LANGUAGE</b>		
"Workers' Compensation policy shall include a waiver of subrogation in favor of the State of Nebraska."		
<b>MANDATORY COI LIABILITY WAIVER LANGUAGE</b>		
"Commercial General Liability & Commercial Automobile Liability policies shall name the State of Nebraska as an Additional Insured and the policies shall be primary and any insurance or self-insurance carried by the State shall be considered secondary and non-contributory as additionally insured."		

**3. EVIDENCE OF COVERAGE**

The Contractor shall furnish the Contract Manager, with a certificate of insurance coverage complying with the above requirements prior to beginning work at:

Nebraska Emergency Management Agency  
 Attn: Recovery Section Administrator  
 1526 K St.  
 Lincoln, NE 68508

These certificates or the cover sheet shall reference the RFP number, and the certificates shall include the name of the company, policy numbers, effective dates, dates of expiration, and amounts and types of coverage afforded. If the State is damaged by the failure of the Contractor to maintain such insurance, then the Contractor shall be responsible for all reasonable costs properly attributable thereto.

Reasonable notice of cancellation of any required insurance policy must be submitted to the contract manager as listed above when issued and a new coverage binder shall be submitted immediately to ensure no break in coverage.

**4. DEVIATIONS**

The insurance requirements are subject to limited negotiation. Negotiation typically includes, but is not necessarily limited to, the correct type of coverage, necessity for Workers' Compensation, and the type of automobile coverage carried by the Contractor.

**J. ANTITRUST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor hereby assigns to the State any and all claims for overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations which arise under antitrust laws of the United States and the antitrust laws of the State.

**K. CONFLICT OF INTEREST**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

By submitting a proposal, bidder certifies that no relationship exists between the bidder and any person or entity which either is, or gives the appearance of, a conflict of interest related to this Request for Proposal or project.

Bidder further certifies that bidder will not employ any individual known by bidder to have a conflict of interest nor shall bidder take any action or acquire any interest, either directly or indirectly, which will conflict in any manner or degree with the performance of its contractual obligations hereunder or which creates an actual or appearance of conflict of interest.

If there is an actual or perceived conflict of interest, bidder shall provide with its proposal a full disclosure of the facts describing such actual or perceived conflict of interest and a proposed mitigation plan for consideration. The State will then consider such disclosure and proposed mitigation plan and either approve or reject as part of the overall bid evaluation.

**L. STATE PROPERTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor shall be responsible for the proper care and custody of any State-owned property which is furnished for the Contractor's use during the performance of the contract. The Contractor shall reimburse the State for any loss or damage of such property, normal wear and tear is expected.

**M. SITE RULES AND REGULATIONS**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor shall use its best efforts to ensure that its employees, agents, and subcontractors comply with site rules and regulations while on State premises. If the Contractor must perform on-site work outside of the daily operational hours set forth by the State, it must make arrangements with the State to ensure access to the facility and the equipment has been arranged. No additional payment will be made by the State on the basis of lack of access, unless the State fails to provide access as agreed to in writing between the State and the Contractor.

**N. ADVERTISING**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor agrees not to refer to the contract award in advertising in such a manner as to state or imply that the company or its goods or services are endorsed or preferred by the State. Any publicity releases pertaining to the project shall not be issued without prior written approval from the State.

**O. NEBRASKA TECHNOLOGY ACCESS STANDARDS (Statutory)**

Contractor shall review the Nebraska Technology Access Standards, found at <http://nitc.nebraska.gov/standards/2-201.html> and ensure that products and/or services provided under the contract are in compliance or will comply with the applicable standards to the greatest degree possible. In the event such standards change during the Contractor's performance, the State may create an amendment to the contract to request the contract comply with the changed standard at a cost mutually acceptable to the parties.

**P. DISASTER RECOVERY/BACK UP PLAN**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Contractor shall have a disaster recovery and back-up plan, of which a copy should be provided upon request to the State, which includes, but is not limited to equipment, personnel, facilities, and transportation, in order to continue delivery of goods and services as specified under the specifications in the contract in the event of a disaster.

**Q. DRUG POLICY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Contractor certifies it maintains a drug free work place environment to ensure worker safety and workplace integrity. Contractor agrees to provide a copy of its drug free workplace policy at any time upon request by the State.

**R. WARRANTY**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Despite any clause to the contrary, the Contractor represents and warrants that its services hereunder shall be performed by competent personnel and shall be of professional quality consistent with generally accepted industry standards for the performance of such services and shall comply in all respects with the requirements of this Agreement. For any breach of this warranty, the Contractor shall, for a period of ninety (90) days from performance of the service, perform the services again, at no cost to the State, or if Contractor is unable to perform the services as warranted, Contractor shall reimburse the State all fees paid to Contractor for the unsatisfactory services. The rights and remedies of the parties under this warranty are in addition to any other rights and remedies of the parties provided by law or equity, including, without limitation actual damages, and, as applicable and awarded under the law, to a prevailing party, reasonable attorneys' fees and costs.

**2CFR200 SUB-PART F AND APPENDIX II  
is incorporated into this Contract as applicable:**

**S. DHS SEAL, LOGO, AND FLAGS**

The provider shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

**T. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The provider will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

**U. NO OBLIGATION BY FEDERAL GOVERNMENT**

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, provider, or any other party pertaining to any matter resulting from the contract.

**V. SUSPENSION AND DEBARMENT**

1. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the provider is required to verify that none of the provider's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
2. The provider must comply with 2 C.F.R. pt. 180, sub-part C and 2 C.F.R. pt. 3000, sub-part C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
3. This certification is a material representation of fact relied upon by NEMA. If it is later determined that the provider did not comply with 2 C.F.R. pt. 180, sub-part C and 2 C.F.R. pt. 3000, sub-part C, in addition to remedies available to NEMA, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
4. The bidder or proposer agrees to comply with the requirements of 2 of 2 C.F.R. pt. 180, sub-part C and 2 C.F.R. pt. 3000, sub-part C while this offer is valid and throughout the period of any contract that may arise



from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**W. CLEAN AIR ACT**

1. The provider agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
2. The provider agrees to report each violation to NEMA and understands and agrees that NEMA will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The provider agrees to include these requirements in each sub-contract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**X. FEDERAL WATER POLLUTION CONTROL ACT**

1. The provider agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
2. The provider agrees to report each violation to NEMA and understands and agrees that the NEMA will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
3. The provider agrees to include these requirements in each sub-contract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

**Y. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)**

1. Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.
2. Required Certification. If applicable, contractors must sign and submit to the non-federal entity the following certification.

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

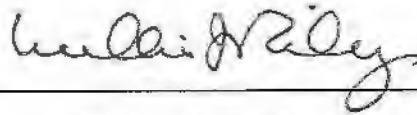
**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Provider understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Bill Riley, Executive Vice President

Name and Title of Contractor's Authorized Official

April 7, 2020

Date

**Z. ACCESS TO RECORDS**

The following access to records requirements apply to this contract:

1. The Provider agrees to provide NEMA, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representative access to any books, documents, papers, and records of the Provider which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
2. The Provider agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
3. The Provider agrees to provide the FEMA Administrator or his authorized representative access to construction or other work sites pertaining to the work being completed under the contract.
4. In compliance with the Disaster Recovery Act of 2018, NEMA and the Provider acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**AA. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS**

The Contractor acknowledges that 32 U.S.C Chap.38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

## Section IV: Payment

Please see the following pages for AG Witt's responses to the Payment section.

**IV. PAYMENT**

**A. PROHIBITION AGAINST ADVANCE PAYMENT (Statutory)**

Neb. Rev. Stat. §§81-2403 states, “[n]o goods or services shall be deemed to be received by an agency until all such goods or services are completely delivered and finally accepted by the agency.”

**B. TAXES (Statutory)**

The State is not required to pay taxes and assumes no such liability as a result of this solicitation. The Contractor may request a copy of the Nebraska Department of Revenue, Nebraska Resale or Exempt Sale Certificate for Sales Tax Exemption, Form 13 for their records. Any property tax payable on the Contractor’s equipment which may be installed in a state-owned facility is the responsibility of the Contractor

**C. INVOICES**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Invoices for payments must be submitted by the Contractor to the agency requesting the services with sufficient detail to support payment. Itemized invoices shall be submitted to:

NEMA  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

The terms and conditions included in the Contractor’s invoice shall be deemed to be solely for the convenience of the parties. No terms or conditions of any such invoice shall be binding upon the State, and no action by the State, including without limitation the payment of any such invoice in whole or in part, shall be construed as binding or estopping the State with respect to any such term or condition, unless the invoice term or condition has been previously agreed to by the State as an amendment to the contract.

**D. INSPECTION AND APPROVAL**

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

Final inspection and approval of all work required under the contract shall be performed by the designated State officials.

The State and/or its authorized representatives shall have the right to enter any premises where the Contractor or subcontractor duties under the contract are being performed, and to inspect, monitor or otherwise evaluate the work being performed. All inspections and evaluations shall be at reasonable times and in a manner that will not unreasonably delay work.

**E. PAYMENT (Statutory)**

Payment will be made by the responsible agency in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2403). The State may require the Contractor to accept payment by electronic means such as ACH deposit. In no event shall the State be responsible or liable to pay for any goods and services provided by the Contractor prior to the Effective Date of the contract, and the Contractor hereby waives any claim or cause of action for any such services.

**F. LATE PAYMENT (Statutory)**

The Contractor may charge the responsible agency interest for late payment in compliance with the State of Nebraska Prompt Payment Act (See Neb. Rev. Stat. §81-2401 through 81-2408).

**G. SUBJECT TO FUNDING / FUNDING OUT CLAUSE FOR LOSS OF APPROPRIATIONS (Statutory)**

The State's obligation to pay amounts due on the Contract for a fiscal years following the current fiscal year is contingent upon legislative appropriation of funds. Should said funds not be appropriated, the State may terminate the contract with respect to those payments for the fiscal year(s) for which such funds are not appropriated. The State will give the Contractor written notice thirty (30) calendar days prior to the effective date of termination. All obligations of the State to make payments after the termination date will cease. The Contractor shall be entitled to receive just and equitable compensation for any authorized work which has been satisfactorily completed as of the termination date. In no event shall the Contractor be paid for a loss of anticipated profit.

**H. RIGHT TO AUDIT (First Paragraph is Statutory)**

The State shall have the right to audit the Contractor's performance of this contract upon a thirty (30) days' written notice. Contractor shall utilize generally accepted accounting principles, and shall maintain the accounting records, and other records and information relevant to the contract (Information) to enable the State to audit the contract. (Neb. Rev. Stat. §84-304 et seq.) The State may audit and the Contractor shall maintain, the Information during the term of the contract and for a period of five (5) years after the completion of this contract or until all issues or litigation are resolved, whichever is later. The Contractor shall make the Information available to the State at Contractor's place of business or a location acceptable to both Parties during normal business hours. If this is not practical or the Contractor so elects, the Contractor may provide electronic or paper copies of the Information. The State reserves the right to examine, make copies of, and take notes on any Information relevant to this contract, regardless of the form or the Information, how it is stored, or who possesses the Information. Under no circumstance will the Contractor be required to create or maintain documents not kept in the ordinary course of contractor's business operations, nor will contractor be required to disclose any information, including but not limited to product cost data, which is confidential or proprietary to contractor.

Accept (Initial)	Reject (Initial)	Reject & Provide Alternative within Solicitation Response (Initial)	NOTES/COMMENTS:
BR			

The Parties shall pay their own costs of the audit unless the audit finds a previously undisclosed overpayment by the State. If a previously undisclosed overpayment exceeds one-half of one percent (.5% of the total contract billings, or if fraud, material misrepresentations, or non-performance is discovered on the part of the Contractor, the Contractor shall reimburse the State for the total costs of the audit. Overpayments and audit costs owed to the State shall be paid within ninety (90) days of written notice of the claim. The Contractor agrees to correct any material weaknesses or condition found as a result of the audit.

# Bidder Questionnaire

## Corporate Overview

### *Bidder Identification and Information*

Per the requirements of the RFP, AG Witt is providing the following Bidder Identification and Information:

<b>Full Company/Corporate Name</b>	AG Witt, LLC
<b>Company Headquarters Address</b>	10809 Searcy Building, Executive Center Drive, Plaza 1, Little Rock, AR 72211
<b>Entity Organization</b>	Limited Liability Company
<b>State Company is Incorporated</b>	Delaware
<b>Year Company was Organized</b>	2019
<b>Has Company Name Changed since Organized</b>	No

### *Office Location*

AG Witt project personnel supporting the State of Nebraska on this opportunity will be primarily located in our Little Rock office.

## 1.1 Financial Statements and Information

AG Witt, LLC was formed in 2019 and has not yet produced an annual financial statement.

AG Witt, LLC traces its roots to 2001 when, after completing eight years as Director of FEMA and a member of President Bill Clinton’s White House Cabinet, James Lee Witt founded Witt Associates and began providing emergency management consulting services to state, county and municipal government clients. James Lee Witt continues as a leader in addressing the response and recovery challenges of nearly every major U.S. disaster since 1993.

In 2015 James Lee sold Witt Associates to SEACOR Holdings, Inc. and it was merged with O’Brien’s Response Management to form Witt O’Brien’s. Though the company still bears his name, Mr. Witt ended his affiliation with Witt O’Brien’s in 2017.

Mr. Witt founded Witt Global Partners in 2015 and in 2019 teamed with Atlys Global to create AG Witt provide a broader selection of innovative emergency management service offerings. Atlys Global has pledged up to \$500 million in support.

James Lee Witt's history of leadership, growth and innovation has allowed the Witt brand to set itself apart from the competition and remain the industry leader for nearly 20 years.

AG Witt, LLC is a Delaware corporation. The principal officers of the company are James Lee Witt, President and Chief Executive Officer; Rod Sweetman, Chief Operating Officer, and; Bill Riley, Executive Vice President.

The company administrative offices are headquartered in Little Rock, AR, and affiliated offices are maintained in California, Florida, Georgia, Illinois, Louisiana, New York, New Jersey, Massachusetts, Pennsylvania, Washington, DC, as well as Puerto Rico, the U.S. Virgin Islands, and London.

AG Witt does not have any pending or expected claims, judgments and/or litigation, nor any other real or potential financial reversals, which might materially affect the viability or stability of the organization.

See **Appendix A** for a letter from Atlys Global explaining AG Witt's line of credit.

## 1.2 Change of Ownership

AG Witt anticipates no change in ownership or control of the company over the next 12 months. If any change occurs, AG Witt will notify the State of Nebraska.

## 1.3 Relationships with the State

AG Witt, nor its teaming partners, have not had any dealings with the State of Nebraska over the previous five (5) years.

## 1.4 Bidder's Employee Relations to the State

AG Witt, nor its teaming partners on this response, have not had anybody who was an employee of the State of Nebraska within the past 60 months.

## 1.5 Contract Performance

AG Witt, nor its teaming partners on this response, have not had a contract terminated for default, convenience, non-performance, non-allocation of funds or any other reason in the past five (5) years.

## 1.6 Summary of Bidder's Corporate Experience

### *AG Witt Similar Project Experience*



#### **State of Louisiana** Hurricanes Katrina, Rita, Gustav, Ike and Isaac

Period of Performance: 2005-2016

Mark Riley, Deputy Director, Disaster Recovery (retired)

Governor's Office of Homeland Security and Emergency Preparedness

7667 Independence Blvd, Baton Rouge, LA 70806

Tel: 225-573-0027

[marksriley@hotmail.com](mailto:marksriley@hotmail.com)

**Within 48 hours of Hurricane Katrina making landfall**, James Lee Witt deployed a team of recovery experts to Baton Rouge to assist Governor Blanco in managing one of the worst disasters in America's history. By agreement with the governor, even before a contract was signed, Mr. Witt led the team that immediately established a functional joint operations center; reviewed the structure, organization and capabilities of the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP); helped establish the Louisiana Recovery Agency (LRA); and helped oversee the state long-term recovery efforts. It was the beginning of an incredible public-private partnership that began in the midst of some of the darkest hours of Louisiana history and would span more than 11 years through a remarkable long-term recovery effort.

Mr. Witt's team helped assess the structure of GOHSEP, train its staff, provide leadership in the formation of the Louisiana Recovery Authority, and coordinate the State's recovery. His staff documented and formulated more than 36,000 project worksheets, developed 404 and 406 hazard mitigation projects, and provided valuable guidance and thought leadership.

The team led by James Lee successfully performed every aspect of the scope of work requirements of this RFP and more.

The Witt led team provided management and oversight of all contractor staff and subcontractors; assuring a high degree of individual performance and compliance with all applicable state and federal laws and regulations. The team provided daily coordination with the State Contract Monitor



#### **Benefits to the State of Louisiana**

- Prepared & reviewed more than 36,000 original FEMA Project Worksheets and tens of thousands of amendments representing \$15 billion in funding
- Added more than \$2 billion in value beyond what FEMA had originally authorized
- Won more than \$1 billion in appeals & arbitration cases



and Project Manager on issues of contract personnel assignments and performance. The team led by James Lee Witt:

- Assisted subrecipients in the preparation of and review of more than 36,000 Version -0-FEMA Public Assistance Project Worksheets representing more than \$15 billion in federal disaster funding.
- Analyzed data and identified existing problems areas and recommend solutions. GOHSEP publicly acknowledged these efforts as having added more than \$2 billion in value beyond what FEMA had originally authorized.
- Gathered information, reviewed and recommended for approval the technical components of project worksheets in the areas of: engineering, environmental, historical preservation, construction cost analysis, insurance, construction contract compliance, clearances and permits, payments on permanent work and on alternate/improved projects.
- Provided program guidance to the State and to subrecipients on all aspects of debris management and helped manage the largest debris operation in FEMA history.
- Provided technical assistance to subrecipients on the appeals process; prepared supplemental responses to the subrecipients' appeal, and assisted subrecipient in the preparation of oral arguments. This work resulted in more than \$1 billion in appeal and arbitration wins.



## State of New Jersey

Superstorm Sandy

Period of Performance: 2012 -- 2017

Colonel Patrick Callahan  
 New Jersey State Police Division HQ  
 P.O. Box 7068  
 West Trenton, NJ 08628  
 Tel: 609-882-2000 ext. 2939  
 LPP5243@gw.njsp.org

**When Superstorm Sandy** took aim on the Northeast corridor, the State of New Jersey wasted no time in asking James Lee Witt and his team of disaster recovery experts to lend a helping hand. James Lee responded by deploying a group of recovery professionals to assist the state in addressing its immediate needs, and to help it establish the Governor's Office of Recovery and Rebuilding (GORR) to address the state's long-term recovery efforts.



### Benefits to the State of New Jersey

- Provided critical staff augmentation and technical expertise
- Added more than \$1 billion in value beyond what FEMA had originally authorized
- Developed one of the largest combined 404 & 406 Mitigation projects in FEMA history for the Passaic Valley Sewerage Commission

The recovery team augmented New Jersey State staff by providing FEMA Public Assistance and Hazard Mitigation program experts to work with affected communities and eligible non-profits. They assisted the State's sub-grantees in identifying damages, documenting and formulating FEMA Project Worksheets, addressing eligibility issues, and identifying opportunities to use mitigation funding to rebuild safer, smarter and stronger.

Through the direct involvement of the team led by James Lee Witt, the State of New Jersey and its subgrantees the team led by James Lee Witt:

- Developed one of the largest combined 404 & 406 Mitigation projects in FEMA history for the Passaic Valley Sewerage Commission;
- Realized more than \$1 billion of additional FEMA funding for recovery projects.

The James Lee Witt team played a pivotal role in New Jersey’s recovery by providing critical staff augmentation, technical expertise, and recovery guidance from the initial stages of recovery through the closeout process.



## State of Iowa

Midwest Floods of 2008

Largest overland flooding event in FEMA history

Period of Performance: 2008-2011

Pat Hall, Director, Response & Recovery (retired)

Iowa Homeland Security and Emergency Management

7900 Hickman Rd.

Windsor Heights, IA

Tel: 515-979-1835 [majphall@msn.com](mailto:majphall@msn.com)

In the immediate aftermath of the 2008 Midwest flood, the State of Iowa asked former FEMA Director James Lee Witt to lead a team of disaster recovery professionals to assist the state in its immediate and its long-term recovery needs.

A team of recovery experts was deployed to help the Iowa Homeland Security/Emergency Management Department (HSEMD) recovery by providing:

- Technical and professional expertise for the administering of FEMA’s Public Assistance Program and Hazard Mitigation Grant Program
- FEMA project worksheet documentation and formulation
- Insurance coordination
- Problem resolution and appeals support
- Debris management support
- Statewide long-term recovery planning & design.



### Benefits to the State of Iowa

- Provided critical staff augmentation and technical expertise for 28 of the 52 Public Assistance staff positions
- Added more than \$30 million in value by successfully appealing FEMA eligibility decisions
- Helped develop and stand up the RIO to develop statewide long-term solutions.

The Witt team successfully integrated with HSMED staff by filling 28 of the 52 Public Assistance positions, providing technical and programmatic expertise, resolving eligibility issues with FEMA, identifying and developing mitigation opportunities, and successfully appealing more than \$30 million in FEMA eligibility decisions.

The Witt led team helped the State of Iowa design and stand up its Rebuild Iowa Office (RIO) to address statewide long-term recovery issues and to leverage and coordinate all sources of disaster recovery funding to the betterment of Iowans and their recovery. The Witt team worked with the governor's office, Iowa Homeland Security and Emergency Management staff, RIO staff and its FEMA partners in identifying strategizing on recovery opportunities and challenges, identifying critical needs, and recommending solutions to ensure a stable and manageable recovery.

### *iParametrics Similar Project Experience*



## **State of New Jersey**

Hurricane Sandy

Period of Performance: 2014-2017

Gregory J Bussink, CPA, CGFM, Principal

11710 Beltsville Drive, Suite 300

Calverton, MD 20705

Phone: (301) 902-8527

Email: [greg.bussink@CLAconnect.com](mailto:greg.bussink@CLAconnect.com)

As a subcontractor to CliftonLarsonAllen LLP (CLA), iParametrics provided statewide technical services in support of Hurricane Sandy. These services included program and process management, financial auditing, integrity monitoring, grant management, and closeout services.

One representative task order under this program supported the New Jersey Department of Transportation (DOT) and the Department of Environmental Protection (DEP) for the restoration of NJ State Route 35, the Steel Sheet Dunes Pile Restoration Project, and contiguous shoreline and beaches. On behalf of the Department of Treasury, we worked with FEMA, the DOT, DEP, state and local officials, and recovery contractors on the oversight, monitoring, and auditing of this \$236 million project. The project included:

- 14 miles of highway and associated infrastructure (sewer, water, gas, electric, etc.)
- Four townships (Mantoloking, Lavallette, Seaside Heights, and Seaside Park)
- Four stormwater pump stations and mitigation projects, including the construction of a four-mile-long steel sheet pile sea wall within the sand dunes on the beach in Mantoloking and Brick, New Jersey

We created, implemented, and monitored policies and procedures to ensure compliance with relevant federal and state laws and regulations as it pertained to disaster recovery programs. We also uncovered and reported unethical and/or illegal conduct for the term of the contract and prepared the contracts for state closeout.

Our team performed desk reviews on all contractor invoices, other document submissions, and phased engineering inspections. We:

- Reviewed the Project Work sheets (PWs) and Detailed Damage Inspection Report (DDIR)
- Reviewed all plans and specifications
- Compared them to the PW/DDIR Statement of Works and the contractor's performance to determine that all work has been provided and completed within code and specification

- Established that the projects were in compliance with federal and state laws (ex. Procurement, Environmental, Historical Preservation, etc.)
- Reviewed projects for cost and schedule reasonableness
- Provided project change order costs validation for reasonability
- Performed financial analysis and auditing
- Provided a monthly report documenting discovered issues
- Assisted in the resolution of problems in preparation for project closeout.

The project included a subsurface historical artifact (19th-century British shipwreck) which triggered a historical analysis and period assessment by the State Historic Preservation Office



## Town of Sneads, Florida

Hurricane Michael

Period of Performance: 2019-present

Lynda Bell, Manager

2028 Third Avenue

Sneads, FL 32460

Phone: (850) 593-6636

Email: [sneadsmgr@sneadsfl.com](mailto:sneadsmgr@sneadsfl.com)

iParametrics was selected by the Town of Sneads, Florida, to assist with their long-term recovery

efforts from Hurricane Michael. Our team is responsible for coordinating all FEMA Public Assistance Grant responsibilities as well as identifying opportunities for CDBG-DR and EDA funding. Through a collaborative effort, iParametrics has been able to significantly increase potential recovery dollars available while reducing the local cost share of the disaster. Major items accomplished include:

- Identification of additional eligible damages totaling over \$1.5 million
- Coordination with insurance to increase cost recovery and avoid the duplication of benefits
- Coordination and oversight of all site visits
- Identification and recovery of volunteer time to reduce local disaster cost share
- Identification of additional hazard mitigation opportunities to enhance community resilience

## DHS/FEMA Public Assistance Contract

Period of Performance: 2005-present

Budget: \$75 million overall contract over five years

Eileen McLaughlin, FGG Management

2300 Clarendon Blvd.

Arlington, VA 22201

Phone: (703) 387-4826

Email: [Eileen.McLaughlin@Fluor.com](mailto:Eileen.McLaughlin@Fluor.com)

As a subcontractor to the Fluor Corporation, iParametrics has supported more than 60 presidentially declared disasters throughout the United States and its territories. As part of this effort, we have supported disaster recovery, planning, infrastructure assessment, recovery, risk assessment, and mitigation operations throughout the country. We have been part of numerous

FEMA Task Forces, including those supporting state and municipal governments and colleges and universities. Our applicants have included hundreds of states, cities, counties, townships, and parishes throughout the United States.

Our personnel and teams are comprised of engineers, architects, and risk, mitigation, and policy Subject Matter Experts (SMEs) who work closely with federal, state, and local agencies to address pre- and post- recovery challenges, including emergency and recovery planning, the technical evaluation of infrastructure, and the assessment and mitigation of risk from both natural and manmade hazards.

Under this program iParametrics is currently engaged with state and local applicants throughout the states of Texas, Georgia, California, Louisiana, Florida, and the Commonwealth of Puerto Rico. Through this program, we have extensive experience evaluating state and municipal government campuses, judicial campuses, large healthcare systems, and colleges and universities.

iParametrics staff members typically receive performance assessments (IPAs) after completing a task order assignment for contract. Seventy-eight percent of iParametrics staff are rated Exceptional or Higher Than Expected, with a staggering 97% performing at least as expected. This performance makes iParametrics one of the top performers on the entire PA TAC Contract.

### *Plexos Similar Project Experience*

## **Florida Division of Emergency Management**

Hurricane Irma

Period of Performance: December 2018-present

Jill Reyes, Director (RSM)

7351 Office Park Place

Melbourne, Florida 23940

321.508.1895

As a subcontractor to RSM US LLP, Plexos is currently supporting the State of Florida with approximately \$332M of disaster recovery funding from Hurricane Irma. We are providing comprehensive grant management services and technical assistance to applicants regarding the process, procedures, and requirements of the Public Assistance program.

The Plexos team of disaster recovery managers and specialists are directly involved in project worksheet development and evaluation of subrecipient performance, including:

- Actively managing the PW to ensure timely requests for information, evaluating responses, and issue resolution
- Monitoring and enforcing compliance with program guidelines and required timelines
- Auditing the Subrecipient for programmatic and financial compliance with applicable laws, rules, regulations, and policies
- Reviewing obligated projects for accuracy and completeness
- Processing subgrant agreements and amendments
- Processing time extension requests timely
- Processing requests for reimbursement (RFR) which includes the validation of expenses and submission to applicant for acceptance
- Processing payment upon acceptance notification from applicant

- Ensuring all activities and documents are recorded and uploaded into FloridaPA
- Preparation of large and small project payment packages
- Requesting closeouts for small and large projects upon 100% completion, by submitting accurate, subrecipient signed, Final Reconciliation Report (FRR) or Final Inspection Report (FIR) for approval

#### **Specific Achievements / Milestones:**

- Projects assigned: 28
- Projects closed: 19
- Funding reviewed: \$42,000,000
- Funding awarded: \$28,000,000

## **Florida Division of Emergency Management**

Hurricane Michael

Period of Performance: December 2018-present

Jill Reyes, Director (RSM)

7351 Office Park Place

Melbourne, Florida 23940

321.508.1895

As a subcontractor to RSM US LLP, Plexos is currently supporting Gulf, Franklin, Wakulla and Leon counties in the State of Florida with approximately \$843M of disaster recovery funding from Hurricane Irma. We are providing comprehensive grant management services and technical assistance to applicants regarding the process, procedures, and requirements of the PA program.

The Plexos team of disaster recovery managers and specialists are directly involved in project worksheet development and evaluation of subrecipient performance, including:

- Actively managing the PW to ensure timely requests for information, evaluating responses, and issue resolution
- Monitoring and enforcing compliance with program guidelines and required timelines
- Auditing the Subrecipient for programmatic and financial compliance with applicable laws, rules, regulations, and policies
- Reviewing obligated projects for accuracy and completeness
- Processing subgrant agreements and amendments
- Processing time extension requests timely
- Processing requests for reimbursement (RFR) which includes the validation of expenses and submission to applicant for acceptance
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- Ensuring all activities and documents are recorded and uploaded into FloridaPA
- Preparation of large and small project payment packages
- Requesting closeouts for small and large projects upon 100% completion, by submitting accurate, subrecipient signed, Final Reconciliation Report (FRR) or Final Inspection Report (FIR) for approval

## State of Louisiana Governor's Office of Homeland Security & Emergency Preparedness

Hurricanes Katrina, Rita, Gustav and Ike

Period of Performance: 2017-2020

James Waskom, Director, GOHSEP

(225) 925-7345

[James.waskom@la.gov](mailto:James.waskom@la.gov)

Serving as a subconsultant to Deloitte Touche, Plexos was selected to assist the State of Louisiana in managing "high-risk subrecipients" for open disasters in the area of closeout assistance and technical expertise for Stafford Act Recovery Programs. Plexos performed FEMA Public Assistance services for the State of Louisiana, Governor's Office of Homeland Security & Emergency Preparedness in coordination with Deloitte Touche Tohmatsu Limited. Plexos' staff worked jointly with the State's Grants Management



and Closeout divisions as well as subrecipients across Louisiana's Gulf coast to identify and resolve various technical problems and assist with expediting legacy projects through the state's comprehensive, strategic closeout initiative. This includes locating incomplete or missing project documentation, assessing compliance with federal procurement requirements as well as issue tracking and reporting. Plexos' Strike Team members are organizing teams with the financial accounting and project documentation skills necessary to organize subrecipients and assist them with closeout of FEMA projects throughout the state.

Plexos leveraged Public Assistance experience to identify various technical issues hindering closeout among unique and financially complex Project Worksheets from disasters dating back to Hurricane Katrina. Plexos has assisted the state with closing PWs from 50+ subgrantees across Louisiana, including many state offices as well as various parish school boards, universities and private non-profits. Plexos also provided the following:

- Assisted the state with final approval and submission to FEMA for closeout of 730+ PWs.
- Finalized closure of \$9M+ in remediation costs and \$6M+ consolidated content PWs for higher-education applicants.
- Recommended policy revisions for consideration of GOHSEP to expedite review of legacy capped, consolidated improved contents PWs for various subgrantees.
- Drafted and implement Administrative Closeout process to target and expedite closure of PWs from 30+ non-responsive applicants.

In addition to its Strike Team work, Plexos recently started serving with Deloitte for statewide close out and grant assistance for Stafford Act Public Assistance programs. The scope of services includes the implementation and execution of GOHSEP's strategic plan to meet close out and grant management metrics as well as compliance with deadlines. The currently assigned GOHSEP Strike Team will be absorbed into the statewide close out contract.

## Meshek Similar Project Experience

### City of Kingfisher, Oklahoma

Grant Administration and Acquisition

Period of Performance: 2011-present

Dave Slezcickey, City Manager

301 North Main Street

Kingfisher, OK 73750

405.375.6869; [dave@kingfisher.org](mailto:dave@kingfisher.org)

The City of Kingfisher leveraged \$2.0 million in State Bond funds as a local match for FEMA's Hazard Mitigation Grant Program (HMGP). The grant application, prepared by Meshek, included hydrologic analysis of Kingfisher Creek, benefit-cost analysis, data collection, historical and archeological clearance for all properties, public meetings, and extensive coordination with OEM and FEMA.

After their HMGP grant was approved in 2011, the City of Kingfisher again contracted with Meshek to manage the grant and perform land acquisition and relocation services. Of the 48 properties included in the voluntary acquisition program, 34 were acquired and demolished. Because of this, 34 properties have been removed from harm's way. In addition, 9 Repetitive Loss (RL) Properties were removed from the State of Oklahoma's RL list.

During the 3-year grant process, Meshek generally served as the City's extended staff. Services included:

- Grant Management: including Fiscal Record Keeping, FEMA Reimbursements, Quarterly Reports, Coordination with OEM and FEMA, and Project Close-Out Audit
- Land Acquisition Services:
  - All owner contacts and offers
  - Relocation Studies and Advisory Assistance, using the Uniform Relocation Act (URA), totaling \$270,000
  - Coordination of closings on 34 properties, totaling \$2.9 million
  - Management of:
    - \$250,000 in appraisals and reviews
    - \$80,000 in Phase 1 Environmental and Asbestos Studies
    - \$75,000 in abstracting, title work, and title insurance
    - \$420,000 in Demolition Services

Project Estimate — Costs were 75% FEMA Reimbursable

Grant Management: \$270,000

Land Acquisition and Relocation Services: \$440,000

Notable aspects of the project include leveraging the City's \$2M into an \$8M FEMA HMGP grant.

## 1.7 Subcontractors

**Firm Information:** iParametrics, LLC; 178 South Main Street, Suite 100, Alpharetta, GA 30009; 770.664.6636

**Specific tasks:** Public Assistance Technical Services and staff augmentation



**Percentage of performance hours: 12%**

**Firm Information:** Plexos Group, LLC; 1800 City Farm Drive, Building Four, Suite B, Baton Rouge, LA 70806; 225.757.5344

**Specific tasks:** Individual Assistance and Public Assistance Technical Services and staff augmentation

**Percentage of performance hours: 12%**

**Firm Information:** Meshek & Associates, LLC; 1437 S. Boulder Ave. #1550, Tulsa, OK 74119, 918.392.5620

**Specific tasks:** Hazard Mitigation and FEMA Grant Management Services

**Percentage of performance hours: 3%**

**Total percentage of subcontractor performance hours: 27%**

# Technical Approach

## 1.8 Process for Providing PA Technical Services

The foundation of AG Witt's approach and methodology to deliver the scope of work, tasks, and services identified in the RFP is partnership. It is our intention that our team works hand-in-hand with the State of Nebraska Church staff and where appropriate FEMA, to provide technical assistance in a wide variety of disciplines to ensure regulatory compliance, and effective and efficient access to needed eligible recovery funding from the initial project phases all the way through the final closeout and audit process.

AG Witt understands the purpose of this project is for the State to secure the services of a qualified consultant with expertise in Grant Management and Administration to assist or implement any of the State's responsibilities with respect to satisfying the requirements under the Public Assistance program. This includes work related to the State's recovery from the 2019 flooding event or any other disaster event that may occur for which the State requires said assistance and support.

While AG Witt recognizes that every disaster is different, as are the needs of every impacted entity, the protocol used to respond upon notification takes an all-hazards approach in keeping with the National Response Framework. This requires that the consultant selected by the State, bring extensive capability and experience in a wide variety of emergency management and recovery disciplines. AG Witt offers such comprehensive expertise, and is prepared to offer any type of assistance that the Church may need, including but not limited to that included in the Scope of Work/Services, regardless of whether responding to a natural disaster or a man-made disaster.

No firm providing disaster recovery consulting is more experienced than AG Witt when it comes to advising governmental agencies on the recovery process. The most daunting and challenging issues faced during disaster recovery after a significant event are exactly the issues and problems AG Witt has tackled and been successful in resolving for several clients.

AG Witt is capable of assembling, directing, and managing a work force within 24-48 hours notification by the State, and will remain accessible throughout the disaster closeout and audit process

### Why AG Witt

AG Witt can immediately meet the needs of the State with respect to its current or future disaster recovery needs. We have helped design, staff, and implement long-term recovery, planning and coordination efforts for multiple states, as well as many local jurisdictions and non-governmental entities who have been significantly impacted by disasters. We rely on our reputation and proven record for out-of-the-box thinking, the use of program flexibility and past precedent, and the development of collaborative solutions for our clients to resolve problems. AG Witt's experts have worked with FEMA to develop and implement new policy and other programmatic exceptions that have been granted to meet specific and unique needs resulting from disasters.

#### *Expertise in Federal Funding Programs*

Our project management model has allowed us to cultivate a core team of disaster management and debris specialists with a superior working knowledge of eligibility guidelines for the FEMA,

FHWA, HUD, DOT, NRCS, USDA, and other federal disaster assistance funding programs. Our team helps ensure the highest level of reimbursements and eligibility through inter-agency coordination.

### *Experience with FEMA Public Assistance*

We are fully prepared to offer expert FEMA Public Assistance support services for grant program claims in all categories of emergency and permanent work. We can provide experienced FEMA program consultants to assist with the management and administration of all disaster mitigation, planning, response and recovery needs. We work with you from the beginning of the response and recovery process to accurately capture and scope all eligible costs and work through final inspection, closeout and financial audit.

### *Initial Project Engagement and Off-Site Offerings*

Once AG Witt and the State have had an initial meeting to discuss and review immediate and near-term needs, AG Witt will be able to appropriately define and assign personnel to support the State. Whether the State has the need for just a few specialized individuals or requires a team of professionals covering a wide range of preparedness, response and recovery program areas, AG Witt can efficiently scale up and down to meet the needs of the engagement.

At the request of the State, AG Witt experts can be imbedded with State personnel at their facilities, or work remotely, maintaining the ability to quickly deploy to Nebraska for meetings, briefings or on-site assessments

### *Advising the State about Emergency Response and Disaster Recovery*

No firm providing disaster recovery consulting has more experience than AG Witt when it comes to advising emergency response and disaster teams. The most daunting and challenging issues faced by emergency response and disaster recovery teams during and after a significant event are exactly the issues and problems AG Witt has tackled and been successful in resolving for a number of clients.

AG Witt can advise the State on all aspects of preparedness, response and recovery including, but not limited to:

- Preliminary Damage Assessments and Debris Monitoring
- FEMA Public Assistance Grant Program Advisory Services, including 406 Mitigation
- Section 404 Hazard Mitigation Grant Program and all aspects of FEMA's HMA
- Financial and Grant Management Support
- Information Technology, Data Management and Reporting Support
- Long-term Recovery Planning
- Other federal disaster assistance programs including FHWA, NRCS, and HUD CDBG funding
- Insurance coordination
- Appeals, closeout and audit support
- Training, Exercises and Post Event After Action Review (AAR)

### *FEMA Public Assistance Advisory Services*

AG Witt will assist the State in managing and administering all aspects of the Public Assistance Grant Program including:

- Developing and implementing a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
- Attending meetings with the state and FEMA to address eligibility and process issues,
- Providing extensive knowledge, experience and technical competence in dealing with Federal regulations, specifically including the Stafford Act, Post Katrina Emergency Management Reform Act, and the Sandy Recovery Improvement Act.
- Proactively identifying and resolving issues that may arise related to the funding of work completed or to be completed by the jurisdiction.
- Providing technical assistance, as requested. Technical assistance may involve engineering and architectural support, among other types of assistance.
- Supporting and completing an assessment of damage to State infrastructure
- Obtaining, analyzing and gathering field documentation, including gathering relevant records to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
- Reviewing for clarity and completeness, as well as consistency and accuracy, all data and supporting documentation.
- Evaluating and assisting in the formulation of FEMA PA Emergency and Permanent Work Project Worksheets. This will involve expertise in Cost Estimating, developing Detailed Damage Descriptions and Dimensions (“DDDs”) and a project’s Scope of Work (“SOW”).
- Assisting in the development of hazard mitigation proposals under Section 406 of the Stafford Act.
- Evaluating alternate and/or improved projects.
- Reviewing Project Worksheets to determine final eligible costs and third-party refunds and reimbursements.
- Reconciling eligible costs and prepare Project Worksheet versions, as necessary.
- Preparing first and second appeals, as requested.

AG Witt will also assist the State, as required, with:

- Preparing Project Worksheets and Accompanying Documentation
- Project Progress and Deadline Tracking
- Scope of Work Changes
- Implementation of Public Assistance Alternative Procedures
- Alternate and Improved Projects
- 404/406 Mitigation Considerations
- Insurance Considerations
- Special Considerations/Environmental and Historic Preservation (EHP) Requirements
- Documenting Indirect and Direct Administrative Costs
- Advocacy, Appeals, Closeouts and Audits

### *Preparing Project Worksheets and Accompanying Documentation*

AG Witt has used its staff of disaster recovery experts, and their combined technical expertise to ensure compliance with rules, guidelines and standards, as well as to address and resolve problems before they stand in the way of recovery. This approach has allowed AG Witt and our clients to come to the table with expertise that is often more reliable and experienced than the personnel utilized by FEMA in the resolution of Public Assistance program claims. The result is

Project Worksheet packages that are professionally documented to capture the maximum available funding, and which have an established basis in governing policies, laws and regulations. AG Witt will provide the State with qualified personnel adept in analyzing projects, preparing the scope of work and damage descriptions of projects, analyzing project worksheets and accompanying documentation, and in preparing project worksheet documentation for submittal to FEMA.

### *Project and Project Deadline Tracking*

AG Witt brings to the State a full array of tracking tools it has developed and refined over the many disaster recovery engagements its personnel has performed in its participation in the recovery from nearly every major 21<sup>st</sup> Century disaster in the United States. These tools provide for tracking Project Worksheets from the initial documentation all the way through the closeout process. Our tracking tools will assist the State in always being able to access the latest status of project development, submission, amendment requests, insurance recovery, mitigation proposals, historical and environmental reviews and project funding. Our tracking and reporting capabilities will assure adherence to all project deadlines and reporting requirements, the timely generation of quarterly reports, and the filing of project related time extension requests. All project data is stored and managed using a secure file sharing platform, which uses the latest measures to protect both data at rest and data in motion, all the while providing remote access capabilities for multiple authorized personnel.

### *FEMA 406 Hazard Mitigation Expertise*

AG Witt will assist the State with program support services of FEMA's Section 406 Mitigation program by:

- Assisting in the identification, development and evaluation of opportunities for hazard mitigation to reduce or eliminate risk from future events.
- Providing experienced hazard mitigation staff to identify and prepare hazard mitigation proposals, benefit cost analysis, and other services related to 406 mitigation.

### *Financial and Grant Program Management Support*

AG Witt will assist the State with financial and grant management support by:

- Advising the State on FEMA's rules, practices and procedures and providing advise on how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
- Providing general grant management advice.
- Conducting pre-audit activities and preparing documentation for audit.
- Meeting as necessary with City/State/Federal representatives in connection with the programmatic, financial, contracting and accounting services necessary to meet Federal and State regulations.
- Preparing reports for the State and FEMA, as needed.
- Providing oversight of contractors' billing to ensure that they invoice properly and are only compensated for work actually performed, and that all costs eligible for the disaster grant funding are documented and claimed.
- Categorizing, recording, tracking and filing costs in support of the financial reimbursement process.

- Tracking Project Worksheet status and status of payment from the State.
- Providing interagency (Federal, State, City) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
- Managing all aspects of workflow through FEMA's Emergency Management Mission Integrated Environment (EMMIE), and maintain account details on a secure data management platform.

### *Information Technology, Data Management and Reporting Support*

AG Witt will assist the State with information technology and reporting support by:

- Designing and developing IT solutions that support the management and implementation of the disaster recovery programs.
- Providing experienced staff to manage data for disaster recovery programs.
- Providing expertise in systems to report information to assist in the management of the disaster recovery programs.
- Provide expertise to analyze data and information for process improvement and optimization.

## 1.9 Process for Providing IA Technical Services

FEMA's Individual Assistance (IA) Program provides financial help or direct services to Nebraska survivors of the March winter storm and subsequent flooding who have disaster-caused expenses that are not covered by insurance or other means. This assistance can include Housing Assistance (money to rent a temporary housing unit, repair or replacement of existing housing) and Other Needs Assistance (including personal property and other items).

Repairs can include structural parts of a home, windows, doors, floors, walls, ceilings, cabinets, septic or sewage system, well or other water system, heating, ventilating and air-conditioning system, utilities (electrical, plumbing and gas systems), entrance and exit ways from the home.

Other Needs Assistance provides grants for uninsured, disaster-related expenses and needs. This assistance can include medical and dental expenses, funeral and burial costs, repair, cleaning or replacement of clothing, household items, specialized tools, educational materials, vehicles, moving and storage and other necessary expenses related to the disaster.

Although Individual Assistance cannot make a disaster survivor whole, it can help the household make the home safe, accessible and secure. FEMA assistance can also provide grants for a temporary place for the family to live.

After a major disaster declaration, the AG Witt team knows the state and federal government will work to implement the disaster case management program. Structurally, this program seeks to deliver a suite of services available to disaster survivors through the IA Program and complementary federal, state, local, and non-governmental programs. In support of the State, our professionals may engage in the following tasks:

- **Augmentation of the Disaster Case Management Assessment Teams:** The AG Witt team can provide professionals to augment case management teams and identify

resources available to implement case management programs, including identification of unmet needs and connection of disaster survivors to service providers.

- **Management of IA Program:** The AG Witt team can support the State to manage the IA Program, including collaboration with the state and federal government to identify available housing stock in the State and nearby communities, develop housing plans, assess the need for temporary housing units, and identify locations for community sites.
- **Development of Outreach and Public Awareness Campaigns:** Prior to or following a disaster, Hagerty can support alert notification and community outreach to support re-entry and the transition of individuals and households from shelters, through temporary housing, and into permanent housing.
- **Prepare Comprehensive Reports:** In collaboration with federal, state, and non-governmental partners, Hagerty can support reporting to assess housing demand, unmet needs, and types and volume of IA services by crossing referencing data with all available FEMA and non-governmental systems.

The AG Witt team has unmatched housing planning experience. The team's ability to support pre-and post-disaster housing planning is founded in implementation of innovative disaster housing programs at the federal, state, and local levels.

Our professionals have been instrumental in helping FEMA and other state and local agencies implement best practices to solve some of the most complex IA problems and efforts. We understand transitioning households from shelter to long-term and permanent housing is a priority in every community, and as we support the State, our professionals will develop and implement interim and long-term housing concepts based upon our experience and best practices, consistently evaluate options in every phase of recovery, and maximize use of local solutions to address interim housing needs. Our team will also identify opportunities for innovation to address the roadblocks associated with permanent housing.

## 1.10 Process for Providing HMGP Technical Services

AG Witt will provide all of the necessary planning and project management expertise, including provision of on-site personnel, for successful application submittal and implementation and completion of the projects. It is our understanding that all on-site structural feasibility analysis and construction inspection will be supervised by the State's Building Inspector; however, the AG Witt team has qualified resident inspectors on staff to assist the local building inspector with construction inspection and to act as the primary construction management liaison between the local building inspector and the Project Manager.

AG Witt will provide the State of Nebraska with HMGP and FMA policies and procedures consistent with the approved grant agreements. AG Witt possesses a thorough working knowledge of the Stafford Act and related federal regulations provided for guidance of FEMA-funded hazard mitigation projects; elevation, acquisition, and reconstruction policies provided by the Federal Emergency Management Agency and the State of Nebraska; FEMA structural elevation and retrofitting guidelines; National Flood Insurance Program (NFIP) participation requirements; the National Environmental Policy Act; and procurement, audit, financial management, civil rights, and labor standards regulations pertaining to federally-funded grant projects as referenced in the grant agreement(s) to be executed by the county. Required services to be provided by AG Witt will include, but not necessarily be limited to, the following:

- Conduct public meetings for presentation of HMGP/FMA eligibility requirements.
- Prepare Letters of Interest for all proposed HMGP/FMA projects for submittal to the State of Nebraska.
- Compile homeowner application data (Property Site Inventory Form, elevation certificate, photographs, etc.) from individual homeowners in the State who are interested in participating in HMGP- and FMA-funded reconstruction/acquisition/elevation activities.
- Prepare BCA-compatible property spreadsheets for submittal to the State for benefit/cost analysis.
- Prepare on-line or printed applications (as required) for HMGP/FMA elevation, reconstruction, and acquisition activities.
- Develop comprehensive administrative guidelines for management of selected HMGP- and FMA-funded reconstruction, elevation, and acquisition/demolition activity, including procedures for financial management, construction procurement, and construction management and inspection; coordinate required structural engineering and building inspection services; coordinate NFIP and State Building Code compliance activities; review duplication of benefits procedures; prepare preconstruction and owner's certification documents; review structural feasibility procedures; prepare temporary relocation procedures and homeowner/contractor dispute resolution procedures; and prepare administrative guidelines and forms/documents for proper management of residential housing activities in accordance with HUD/FEMA disaster recovery and hazard mitigation requirements.
- Provide Federal- and state-required civil rights, environmental, labor standards, audit, and general procurement compliance as mandated by the grant agreement(s) executed by the county.
- Procure a structural engineering firm, legal firm, appraiser, surveyor, and asbestos inspector. Provide scheduling and coordination of these additional professional services.
- Coordinate with the local building inspection department and consultant structural engineer during structural feasibility analysis, develop general elevation, reconstruction, and rehabilitation specifications, and prepare bid documents.
- Solicit local/regional general contractors to assure compliance with the project schedule.
- Manage the construction bid/award process.
- Assist with on-site inspection of all residential construction work (as outlined above).
- Authorize payment to other consultants and general contractors.
- Supervise the cost report process and coordinate project financial management with the county finance officer.
- Manage all acquisition and demolition activity in accordance with URA and FEMA requirements, and Standard Operating Procedures established by the State.
- Develop a Citizen Participation Plan and coordinate an effective citizen participation process.
- Maintain detailed case files for each unit included in the project, as well as general project compliance and procurement files.
- Attend preconstruction conferences with homeowners and contractors; function as grantee/government/contractor liaison during construction.
- Provide complete homeowner construction contract administration services, including review of change orders, issuance of notices to proceed, review of construction



schedule, and regular review of construction quality and cost control procedures with the local building inspector.

- Attend meetings as required for approval of program guidelines, contract awards, etc.
- Function as liaison on behalf of the State.

## Appendix A: AG Witt Credit Line

Please see the following page for a letter from Atlys Global explaining AG Witt's line of credit



Atlys Global, LLC  
407 Channel Drive  
Point Pleasant Beach, NJ 08742  
Tel: (307)413-7875

April 3, 2020

State of Nebraska  
State Purchasing Bureau  
1526 K St. Ste. 130  
Lincoln, NE 68508

Re: Confirmation of Revolving Credit Line for AG Witt, LLC

To: Whom It May Concern,

Atlys Global Finance, LLC, is a contractor lending platform, based out of New Jersey, USA. Atlys has entered into a financing agreement with AG Witt, LLC.

As per the agreement, Atlys will make periodic advances to AG Witt, LLC up to 80% of an approved application for payment or purchase order. Atlys has pre-approved a revolving line of credit up to **US\$500,000,000.00 (Five Hundred Million Dollars)** for the **State of Nebraska RFP # 6248 Z1**, with the expectation that AG Witt, LLC will use a minimum of 75% of the credit line although the entire line amount is available. Prior to funding the line of credit, AG Witt, LLC must identify the repayment resource, i.e. Government Authority, Local Government or Private Foundation.

The Atlys Global Finance platform is backed by a substantial Senior Debt Facility. Atlys Global Finance, LLC, closed the committed senior debt facility with a large institutional investor for their Federal Contracting Financing Program (FCFP). FCFP is a response to the substantial need by contractors working in the disaster recovery space. The program provides immediate access to capital through a revolving credit line to contractors that have performed government-approved work. The funding vehicle allows contractors the ability to procure work without the worry of being able to carry project costs for extended periods of time.

Please see the link below for more information on the facility or visit [www.atlysglobal.com](http://www.atlysglobal.com)

<https://www.prnewswire.com/news-releases/brg-capital-advisors-llc-guides-atlys-global-finance-llc-on-500-million-committed-senior-debt-facility-300700144.html>

If you have any questions, please feel free to contact us.

Sincerely,

*Timothy J. Touhey*

Timothy Touhey  
CEO-Atlys Global Finance  
609-937-0037

CONSTRUCTION FINANCING

PROGRAM MANAGEMENT

CONSTRUCTION CONSULTING

## Appendix B: Resumes

Please see the following pages for resumes of AG Witt's proposed project team listed below:

- Bill Riley – Project Executive
- Patrick Hall – Project Manager
- Gary LaForge, PE – Senior Advisor for Public Assistance
- Jeanne Patrigo – Public Assistance Program Liaison
- Patrick Schellert – Public Assistance Technical Assistance Liaison
- Bill Patrigo – Problem Resolution Officer
- Michael Hirsch – Appeals Specialist
- Shenetia Magee-Henderson – Senior Advisor for Hazard Mitigation Assistance
- Stephen Pratt – Hazard Mitigation Assistance Program Liaison
- Ashley Hebert – Hazard Mitigation Assistance Benefit Cost Analyst Specialist
- Shaurice Mullins – Hazard Mitigation Assistance Technical Liaison
- Patti Doerr – Closeout Specialist
- Andrea Hebert – Disaster Recovery Specialist
- Jamie Vernon – Disaster Recovery Specialist
- Anthony Hurley – Utilities Subject Matter Expert

### **iParametrics Staff**

- Chris Berti – Hazard Mitigation Specialist
- Gary Viola, PE – Engineer
- Gerald Page – Disaster Recovery Specialist
- Jeff Stevens – Project Executive
- Kathleen Hagggar – Senior FEMA Specialist

### **Plexos Staff**

- Aleasha Strange – Housing Intake Coordinator
- Alexandra Higgins – Compliance Manager
- Annette Johnson – Closeout Specialist
- Eric Kuntz – FEMA Regulatory Compliance SME
- Grace Boatman – Problem Resolution
- Jakita Jones – Closeout Specialist
- Jerry Ostendorf – Project Manager
- Jovyn Medrano – Accounting Analyst
- Kalyn Collins – Lead Individual Assistance Specialist
- Kelly Mancuso – Individual Assistance Specialist
- Mark McNally – PA Technical Assistance Liaison
- Mary Herres – Grant Writer
- Peter Catrambone – Disaster Recovery Specialist
- Tameka Hardy – Problem Resolution
- Vivian Capurro – Accounting Analyst
- William Doran – SME

### **Meshek Engineering**

- Annie Vest – Hazard Mitigation, Planning and Grants Manager
- Brandon Claborn – Storm Water/Waste-Water SME
- Janet Meshek – Mitigation
- Martha Ortega – GIS Analyst

# Bill Riley

## AG Witt

### Education

- Villanova University
- University of Connecticut School of Insurance

### Training and Certifications

- FEMA IS-100, IS-100.HC.b, IS-200, IS-200.HC.a, IS-240, IS-250, IS-288, IS-324.a, IS-393, IS-403, IS-546, IS-547, IS-630, IS-631, IS-632, IS-700, IS-800.b, IS-802, IS-803, IS-85, IS-814, IS-821, IS-900
- FEMA Classroom Training: Management Concepts for the Lead Public Affairs Officer
- FEMA Public Information & Congressional Affairs Policies and Procedures
- Certified Insurance Counselor, Society of Certified Insurance Counselors
- Coastal Community Resilience, National Disaster Preparedness Training Center, Woods Hole Oceanographic Institute
- Emergency Information & Public Affairs Policies and Procedures

### Professional Bio

Bill Riley is a Partner and Executive Vice President at AG Witt and leads its Disaster Recovery practice. He is responsible for oversight and management of disaster field operations, client contract and relationship management; recovery planning, analysis, and implementation; and client and disaster program problem resolution.

Bill is highly proficient with private sector, government and non-profit entities, and a skilled administrator and leader with demonstrated accomplishments in emergency and disaster response, including response, recovery, crisis management, insurance, communications, and public affairs.

Bill has managed recovery efforts in New York, New Jersey, and Connecticut associated with Superstorm Sandy and served as project manager for the recovery efforts with the University of Texas Medical Branch, the Vermont State Hospital, the City of Houston, and the City of Galveston. He has managed client projects in Arkansas, Florida, Indiana, Iowa, North Carolina, Rhode Island, and Virginia, and taken a lead position in the resolution of FEMA eligibility issues related to the FEMA Public Assistance Grant Program and the Sandy Relief and Improvement Act.

Prior to joining Witt Global Partners, Bill was Managing Director of Witt O'Brien's LLC. He also served at FEMA as senior advisor to the Federal Coordinating Officer at the sites of presidentially declared disasters in the US and its territories. He was an authoritative spokesperson on all operational, program and policy issues at the scene of major disasters.

### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

#### Witt O'Brien's

2008 - 2019

- Served as Project Principal for the State of Mississippi's overall Hazard Mitigation Plan and for the State of Mississippi's District 4 and District 8 Hazard Mitigation.
- Served as Project Principal for the State of North Dakota's Hazard Mitigation Property Acquisition.
- Served as Project Manager for State of New Jersey - Hurricane Sandy Recovery efforts, and the City of Houston's Hurricane Ike Public Assistance & Hazard Mitigation Technical Assistance projects.

# Patrick J. Hall

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## Education

- Bachelor of Arts in Business Administration - California State University, San Bernardino, California
- National Disaster Recovery Framework Leadership Academy
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## Military

- Retired Army Major and combat veteran of two wars.
- Multiple leadership assignments in command, logistics, and operations.

## Professional Bio

### Summary of Qualifications

- Seasoned disaster management professional with over 25 years of leadership experience in Federal and State Disaster Recovery Programs.
- Highly effective leader who managed a 100-person organization with demonstrated ability to optimize human, material, financial and time resources.
- Extensive experience in all of the emergency management disciplines.
- In-depth knowledge of federal grants management, budgeting, legislative authorities, federal policy, and program management.

### Experience

#### **Deputy Communication IT Sector Director, FEMA San Juan**

April 2018 - present

- Coordinates with federal agencies, local governments, and non-governmental organizations to ensure sound Communications/IT disaster recovery support functions.
- Assist in the determining priorities, building partnerships, identifying and coordinating key resources, including information sharing, technical assistance, and potential funding opportunities
- Establish goals, objectives, develop policies and plans, determining numbers and disciplines of staff needed, prepared staffing and budget requests

#### **Recovery Division Administrator - Iowa Homeland Security and Emergency Management**

May 2007 – March 2018

- Lead the implementation and delivery of multiple state-wide grant programs exceeding
- \$2 billion in federal, state, and local funds.

# Patrick J. Hall

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- Collaborated with Federal and State agencies, local governments, private business, and political representatives to successfully implement the State's recovery of the 2008 flooding disaster, the largest disaster to occur in the State of Iowa and the fifth largest disaster in United States history.
- Developed, trained, and lead a 100-person staff of program management and financial professionals located in multiple locations throughout the state. Established Division goals and evaluated overall performance of the organization.
- Served as the State Coordinating Officer for 22 Presidentially declared major disaster declarations and as the Alternate Governor's Authorized Representative (AGAR) for 18 Presidentially-declared major disasters. Task organized the Public Assistance, Hazard Mitigation, and operational staff to achieve maximum results for each disaster event.
- Coordinated funding of disaster recovery projects with the Iowa Finance Authority (IFA), the Economic Development Administration (EDA), National Resource Conservation Service (NRCS), Corps of Engineers, Department of Transportation as well as Housing and Urban Development (HUD) Special Appropriations with the Iowa Economic Development Authority (IEDA).
- Lead grant management activities to facilitate requirements of Federal and State laws, regulations, grant programmatic and financial guidance including procurement, contracting, and budgeting. Directed key staff to implement and coordinate grant monitoring oversight, economic analysis, grant financial and performance close-outs. Determined methods for statewide grant delivery and expenditure reconciliation from multiple Federal sources including a variety of Stafford Act, Homeland Security, Emergency Management, and other grants.
- Oversaw the development of all grant agreements, programmatic reporting, grant financial reporting, procurement actions, contracts, and reconciliation of cash management reports.
- Served as subject matter expert for agency in the resolution of difficult programmatic and policy issues. Researched specific legal relationships and problem areas, developed and implemented action plans to achieve results.
- Researched, identified, and secured funding sources that fit the Division's mission and needs.
  
- Developed multiple Presidential Disaster Requests, administrative plans, and operational plans.
- Represented the states on the committee for Public Assistance Reengineering. Detailed to provide expert technical assistance in redesigning the national Public Assistance delivery model, developing and executing a training and implementation plan, and effecting cultural change to satisfy a central component of the Administrator's strategic plan.

## **State Public Assistance Officer - Iowa Homeland Security and Emergency Management**

August 1993 – May 2007

- Supervised joint federal and state damage assessment and survey teams to facilitate Presidential Disaster Declaration requests.
- Served as State primary resource person on interpreting Public Assistance regulations, policies, and legislation. Advised State and Local Leadership and other government officials and agencies on the requirements for and options available with respect to the provisions of Public Assistance and Stafford Act programs, laws, policies and regulations. Served on multiple task forces and committees to develop improved rules, guidelines, procedures, organizational structures, and delivery systems.
- Developed work products related to the administration of the Public Assistance Grant Program, Hazard Mitigation grants, and the state disaster loan program in order to expedite delivery of effective federal assistance following a major disaster or an emergency declaration.
- Reviewed and approved infrastructure construction and repair projects provided guidance for making compliance determinations and prepared documentation in compliance with the National Environmental Policy Act, the National Historic Preservation Act, and Federal Executive Orders 11988 and 11990.
- Developed functional knowledge of the Stafford Act, National Flood Insurance Reform Act, Office of Management and Budget (OMB) regulations/circulars and related regulations, Code of Federal Regulation 44 (CFR), National Environmental Act, National Historic Preservation Act, Code of Iowa, Chapter 29C Disaster Services and Public Disorders, State of Iowa, Emergency Plan and Section 322 State Hazard Mitigation Plan.
- Established and maintained project management files to document decisions made, and actions taken, for each project requiring an environmental compliance review.
- Coordinated and chaired the Levee Review Committee and State Hazard Mitigation Team meetings leading efforts to



# Patrick J. Hall

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coordinate joint interagency work with the US Department of Agriculture, US Army Corps of Engineers, and Natural Resources

- Conservation Service, US Fish & Wildlife Service, and other Federal and other State agencies assisting in disaster relief operations.
- Coordinated recovery activities with other federal, state, local agencies, and private relief organizations that provide other types of recovery assistance.
-

# Gary LaForge, PE

## AG Witt

### Education

- B.A., Agricultural Engineering, University of Illinois, Champaign-Urbana, IL
- B.A., Agricultural Sciences, University of Illinois, Champaign-Urbana, IL

### Training and Certifications

- Civil Engineer in Arizona – No. 26176 (Inactive)
- Professional Engineer in Nevada – (Inactive)
- Professional Engineer in Illinois – No. 062-046849

## Professional Bio

Gary LaForge, PE; has extensive experience in the design, construction, permitting and maintenance of both private and public sector projects will provide a strong foundation for any management or team building opportunity. His 34 years of civil engineering project experience includes:

- Transportation Projects and Master Plans
- Citywide Water, Wastewater and Reclaimed Water Master Plans
- Modeling of Water, Wastewater, Stormwater, Surface Water and Hydrologic Systems
- Water Treatment Plants, Well Systems, Water Storage Reservoirs and Booster Pump Stations
- Wastewater Treatment Plants and Pump Stations
- Solid Waste Collection, Disposal, Recycling and Landfill Facilities
- Stormwater Pollution Prevention Plans and Best Management Practices
- Disaster Recovery in the Public Assistance Program with FEMA

## RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

### LaForge & Associates

#### President/Senior Project Manager

July 2006 - present

- Provides training in the areas of water, wastewater, stormwater and NPDES compliance and inspection
- Work as a Consultant to the Federal Emergency Management Agency in the Public Assistance Program for Hurricane Ike recovery (both Project Specialist and Public Assistance Coordinator positions).
- Provides master planning expertise in the areas of water, wastewater, stormwater and flood control system analysis and identification of Capital Improvement Plan components.
- Provides component design and construction inspection and administration services in the water resources area of civil engineering (water, wastewater, stormwater and flood control).

### Witt O'Brien's

#### Subject Matter Expert

February 2018 – present

- Provide assistance and expertise in the areas of Water, Wastewater and Solid Waste for the recovery of the US Virgin Islands
- Assess the facility and system conditions and provide short-term and long-term planning for the restoration and upgrades of the system throughout the Territory
- Identify and prepare grant applications for various funding opportunities for the Public Assistance program with FEMA for the City of Havelock, North Carolina.

### Hampton, Lenzini & Renwick, Inc

#### Senior Project Manager

June 2017 – January 2018

- Managed the Engineering Department including the Transportation, Water, Wastewater and Stormwater Divisions in the Springfield, Illinois Office

# Gary LaForge, PE

## AG Witt

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### **Greene & Bradford, Inc.**

#### **Vice President**

**April 2015 - June 2017**

- Managed the Engineering Department including the Transportation, Water, Wastewater and Stormwater Divisions
- Managed the Capital Improvement Program (CIP) and Motor Fuel Tax Program for several Illinois municipalities for FY 2015 – FY 2016
- Reviewed and Coordinated the Review of all private and public construction plans for several Illinois municipalities for FY 2015 – FY 2016

### **Village of Mahomet, IL**

#### **Village Engineer/Public Works Director**

**May 2011 – April 2015**

- Managed the Public Works Department including the Transportation Division, Water and Wastewater System, including 11 staff & 5 professional consulting firms
- Project Manager for the Operation of the Water and Wastewater Treatment Plants
- Maintained all of the Village Facilities and implemented all facility enhancement projects
- Managed the Capital Improvement Program (CIP) - \$24 M in Design & Construction
- Reviewed and Coordinated the Review of all private and public construction plans

### **Witt Group Holdings**

#### **Senior Disaster Recovery Specialist**

**December 2010 – May 2011**

- Senior Disaster Recovery Specialist was transferred from Sub-Consultant to Full-time employee status in support of the State of Louisiana in the Public Assistance Program for the Recovery from Hurricanes Katrina, Rita, Ike and Gustav

### **LaForge & Associates**

#### **Senior Disaster Recovery Specialist**

**August 2009 – December 2010**

- Provides training in the areas of water, wastewater, stormwater and NPDES compliance and inspection
- Consulted in support of the State of Louisiana in the Public Assistance Program for the Recovery from Hurricanes Katrina, Rita, Ike and Gustav

# Jeanne Patrigo

## AG Witt

### Education

- B.A., West Virginia State University, Charleston, WV

### Professional Bio

Jeanne Patrigo has more than a decade of experience working as a Public Assistance program manager and subject matter expert in the states of Texas and Oklahoma. She has extensive work in grants management, project worksheets and hazard mitigation programs.

### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

#### **Serco North America, Austin, TX**

##### **Program Delivery Manager (PDMG)**

**April 2019 – August 2019**

- Employed by Serco which is the current singular PA-TAC (Public Assistance - Technical Assistance Contractor) to FEMA Zone 2.
- Upon completion of FEMA training on new Public Assistance Grants Manager software, managed assigned applicant PA claims for FEMA DR-4416.
- Possess current FEMA security clearance badge (expires April 18, 2025).

#### **Innovative Emergency Management, Inc. (IEM), Houston, TX**

##### **Subject Matter Expert**

**June 2018 - September 2018**

- Full-time, on-site consultant. Provided expertise to Tetra Tech to assist City of Houston with Hurricane Harvey PA claims.
- Compiled and verified documentation and formulated project worksheets.
- Proposed 406 Hazard Mitigation and 428 Alternative Procedure options when applicable.

#### **Oklahoma State Department of Emergency Management**

##### **Grants Manager, Technical Writer, Advocate and Facilitator August 2017 – March 2018**

- Worked directly with State agencies, local governments, Native American tribal entities, electric cooperatives, public schools, and PNPs to maximize eligible federal reimbursement for 39 declared Presidential disasters.
- Managed all Public Assistance appeals for the State of Oklahoma, on behalf of sub-grantees. Spent three years working with FEMA Section 404 Hazard Mitigation efforts. Significant personal achievements during my career with OEM include:
  - Wrote successful 2nd appeal overturning FEMA's failure to fund reconductoring (overhead power lines) for Oklahoma's non-profit electric cooperative industry, affecting both past as well as future disasters
  - Wrote successful appeals to recover \$15 million in disaster funding previously denied by FEMA
  - Successfully advocated for FEMA to replace (not repair) many flood-damaged county bridges statewide
  - Successfully negotiated with FEMA Region VI to resolve outstanding errors and omissions
  - Updated *State of Oklahoma Hazard Mitigation Plan* in-house at no additional cost to the State

#### **Witt O'Brien's**

**2012 - present**

- Assisted with appeals research.

# Patrick Schellert

## AG Witt

### Education

- B.S., Arkansas Tech University, Emergency Management and Administration

### Training and Certifications

- Multiple FEMA instructor led classes including grants manager, mass causality and active shooter.
- Completed over 50 FEMA IS courses including the Basic Recommended Series: IS 100, IS 200, IS 700, IS 800; and FEMA Professional Development Series.
- NIMS Compliant with certificates of achievement for numerous (IS) courses

## Professional Bio

Patrick Schellert is an experienced FEMA PDMG, Public Assistance Coordinator, Project Manager, State Applicant Liaison, Debris Lead, Grants Manager and Closeout Team member. He has more than 13 years of PA experience representing FEMA, states, counties, and higher educational institutions with their public assistance recovery efforts and another 12 years of experience working in Emergency Operations Centers and Tactical Operations Centers representing the U.S. Military and as a consultant to the United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS). Schellert has worked 22 disasters in five different FEMA regions coordinating the recovery efforts of complex debris issues, preliminary damage assessments, project formulation and management of hundreds of small and multi-million-dollar projects, project reconciliation, mitigation, planning, and closeout since 2005. He has successfully closed in excess of \$100 million in over 100 large projects, some of which were quite challenging, in multiple states including Hurricane Katrina. Obtained over 12 years of response experience with the United States Army and U.S. Army National Guard as a consultant with active roles in Emergency Operations Centers and Tactical Operations Centers, managing and directing live fires of military combat artillery to Unit Resource Leader positions.

His specialties include debris management, salt-water inundated trees, closeouts, liaison, project development, grants management, FEMA PA policies and program delivery to include 406 and 428 as well as state-led disasters.

## RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

### CDR Maguire

May 2019 - present

- Helping the Commonwealth of Kentucky recover from a flooding and landslide event utilizing FEMA's new State-Led Disaster policy while acting as a Program Delivery Manager for up to 17 applicants.
- Conducting Recovery Scoping Meetings, gathering damage data, developing projects and providing technical assistance along with customer service to various towns, counties and water districts.

### FEMA

September 2018 – April 2019

- Emergency Management Specialist serving in the Closeout section validating and processing projects for multiple disasters within Region IV.
- Performed preliminary damage assessments, review and acceptance or denial of debris management plans, producing determination memos, and other Region IV processing tasks.

### INTERGRITY

June 2018 – September 2018

- Closeout Specialist and Reimbursement Specialist for multiple Presidentially declared disasters within Florida.
- Worked and resolved reconciliation issues, packaged closeout documentation, wrote final closeout project worksheets, and reviewed team members projects.

### Integrated Solutions Consulting

June 2017 – June 2018

- Deputy Program Delivery Manager (PDMG/PAC) for multiple flooding disasters in California.
- Assisted applicants of the PA grants program with technical guidance and provided program delivery.

# Patrick Schellert

## AG Witt

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- Wrote CAT A, B, C, D, and G project worksheets.
- Coordinated with site visits and meetings between FEMA, State, Applicant, and USACE and other agencies.
- Helped FEMA personnel with estimating project costs.

### **Disasters, Strategies & Ideas**

**January 2016 – April 2017**

- Public Assistance Coordinator (PAC) for Hurricanes Hermine and Matthew for the State of Florida.
- Wrote multiple projects while assisting my team of four, grant sub-recipients, FEMA, state, and other key players in the recovery process.
- Collaborated with FEMA PDMs as a team environment to reach the common goal of PW production.
- Closeout Specialist for multiple Presidentially declared disasters within Florida.
- Worked and resolved reconciliation issues, packaged closeout documentation, wrote final closeout project worksheets, and reviewed team members projects.

### **Witt O'Brien's**

**August 2009 – January 2016**

- Debris Planner, Public Assistance Coordinator (PAC), Closeout Team Lead, Mitigation Officer, Resource Unit Leader, and Debris Project
- Manager on client projects with the University of Texas Medical Branch, Arkansas Game and Fish Commission, the states of Louisiana, Vermont, New Jersey, Maine, and Florida along with numerous smaller clients.

### **Recovery Management Inc.**

**October 2005 – August 2009**

- Region IV Lead Debris Specialist, Project Manager and Architectural Recoupment Officer in Louisiana while filling the role of liaison between federal and state agencies, and local elected officials to ensure all parties were meeting the requirements and regulations for each federal grant.
- Extensive experience as part of the State Debris Team in setting up and running the documentation collection process for right-a-way and private property debris removal, as well as demolition projects.
- Helped FEMA write and review PWs. Wrote Debris Management Plans for several local governments within the state.

# William J. Patrigo

## AG Witt

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### Education

- University of Nebraska; BA -
- University of Iowa, Parsons College (Marketing & Economics); MLS
- - University of Oklahoma 2003 (Administrative Leadership, Finance, HR Management, Organizational Structure, Corporate Governance).
- Gamma Beta Phi –Scholastic Honor Society
- Member of Oklahoma University Dean’s Advisory Board 2002

### Training and Certifications

- Completion of 134 FEMA courses, including:
- IS-1 (Emergency. Mgt.);
- IS-100, 200, 700 & 800 (NIMS –ICS)
- IS-630 (Public Assistance) & Ops I & II (Public Assistance);
- IS-632 (Debris Operations),
- PDA training,
- IS-202 Debris
- IS-276 (Benefit Cost Analysis Fundamentals).

### Professional Bio

Nineteen years’ experience as a Disaster Recovery Consultant with additional legal practitioner (General Counsel and Corporate Secretary) experience. Results-oriented, hands-on, computer-literate practitioner with a consistent record of creative problem-solving in meeting shareholder-critical business imperatives. General accomplishments include:

- Influential in obtaining FEMA appeal and arbitration awards on behalf of FEMA applicants in excess of \$1.5 billion since April 2007.
- Representing the Public Assistance interests of Orleans Parish (New Orleans) and the quasi- governmental and private non-profit organizations located therein for the first year (9/2005 - 9/2006) immediately following Hurricanes Katrina and Rita
- Authoring appeals for: Lake Region Electrical Cooperative (OK) including recovery of \$4.1 million from FEMA for reconductoring and FEMA’s adoption of DAP 9580.6; Mor Gran Sou Electric Cooperative (ND) recovery of \$7.5 million relating to contractor work hours and procurement; and Lyon Rural Electric Cooperative, Osceola Electric Cooperative, Iowa Lakes Electric Cooperative & Sanborn Electrical Telecommunication Utility (IA) combined \$20 million recovery relating to reconductoring
- Drafting hearing regulations for use by Oklahoma Department of Emergency Management under the Oklahoma Emergency Management Act
- Drafting the Oklahoma Department of Emergency Management *Public Assistance Procedures Manual and Administrative Plan*
- Successfully litigating and arbitrating commercial and labor matters resulting in savings to private sector employers in excess of \$80 million
- Member of 4-person management team responsible for successful financial turnaround of Gates Learjet Corporation
- Taking Fortune 200 size company public
- Successfully negotiating major collective bargaining agreements (Teamsters & United Food and Commercial Workers)
- Successfully negotiating and documenting the sale and acquisition of major corporate operating units

#### **LEGAL BACKGROUND:** SEC, FTC, DOL, EPA, FDA, FAA, FDIC, and FEMA Public Assistance

experience; financings; mergers and acquisitions; contracts, commercial transactions, anti-trust; litigation; products liability; labor and employment; intellectual property; bankruptcy; international transactions; advertising; taxation; real estate; insurance; and aviation law.

# William J. Patrigo

## AG Witt

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### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

**PROFESSIONAL QUALIFICATIONS:** Admitted to U.S. Supreme Court and federal and state courts of Oklahoma, Texas, Pennsylvania and Nebraska.

**EDUCATION:** **JD** - University of Nebraska; **BA** - University of Iowa, Parsons College (Marketing & Economics); **MLS** - University of Oklahoma 2003 (Administrative Leadership, Finance, HR Management, Organizational Structure, Corporate Governance). **Gamma Beta Phi** –Scholastic Honor Society and **Member of Oklahoma University Dean’s Advisory Board** 2002

**PERSONAL:** Married with one child (practicing attorney). Two years active military service - Captain, U.S. Army Armor Branch

#### PROFESSIONAL EXPERIENCE:

Page 2

**RELEVANT FEMA TRAINING:** Completion of 134 FEMA courses, including: IS-1 (Emergency. Mgt.); IS-100, 200, 700 & 800 (NIMS –ICS) IS-630 (Public Assistance) & Ops I & II (Public Assistance); IS-632 (Debris Operations), PDA training, IS-202 (Debris Management), and IS-276 (Benefit Cost Analysis Fundamentals).

**Senior Disaster Recovery Specialist** – Witt O’Brien’s, LLC. (Washington, DC, 2005 - successor to James Lee Witt Associates, LLC) 2004 to 9/4/2019. Primary assignment - providing FEMA appeals and arbitration assistance to various states, counties and cities, including the State of Louisiana and its sub- grantees, the University of Texas Medical Branch, and the States and sub-grantees of Vermont, Virginia, New York, New Jersey, North Dakota, Iowa, Massachusetts, Florida, Connecticut and Oklahoma. Managed joint Witt-IEM disaster operation in Virginia in 2006.

**Independent Contractor – Disaster Recovery** – Disaster Recovery Consultant for State of Oklahoma Department of Emergency Management from 2000 – 2004. Disaster Recovery Specialist for James Lee Witt Associates – *Significant achievements* included providing Public Assistance guidance in 2004 for its Orlando and Central Florida clients, plus preparation of client PWs for Hurricanes Jeanne, Charley, and Frances.

**Private Law Practice – Solo Practitioner 1991 – 2004** General practitioner – Commercial litigation and bankruptcy law.

**Sr. Vice President, General Counsel, Secretary** - The Remington Companies, Inc., 1989 – 1991 (privately-held investment company with real estate, manufacturing, construction, restaurant and energy operations) Dallas, TX. Responsible for all legal matters. *Significant achievements* included revising complex corporate structure to provide maximum functional management and tax opportunities.

**Secretary and General Counsel** - Gates Learjet Corporation, Tucson, AZ. (AMEX - Executive jet aircraft manufacturer) 1987 - 1989. Responsible for all corporate legal matters, risk management and insurance. Member Pension Committee. Professional emphasis on product liability, securities, commercial transactions, international financing, antitrust, and environmental laws, technology licensing and litigation. *Significant Achievements* included elimination of multi-million-dollar sales tax liability; sale of major subsidiaries; and corporate debt restructuring.

**Department Head** - Federal Deposit Insurance Corporation, Oklahoma City, OK. (Federal corporation insuring bank deposits) 1984 - 1987. Management of legal matters and litigation (in-house and outside) related to closing of Penn Square Bank, N.A. and 25 other banks including administration of 65person law office, and responsibility for all related FOIA and privacy issues. *Significant achievements* included streamlining internal judgment enforcement process.

**Associate General Counsel and Assistant Secretary** - Wilson Foods Corporation, Oklahoma City, OK. (NASDAQ - major U.S. food processor with annual sales of \$2.3+ billion). Duties included law department management and budgetary responsibility. Member of Chairman's Advisory Committee and Pension and Retirement Committees. *Significant achievements* included obtaining multi-million-dollar awards in commercial, labor and antitrust litigation; negotiating construction of several plants and major acquisitions; and creation of ethics, antitrust, intellectual property and legal review policies.



# William J. Patrigo

## AG Witt

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**Assistant Group Counsel** - The LTV Corporation, Dallas, TX (NYSE - major diversified manufacturing corporation). Primarily responsible for Wilson Foods Corporation legal matters. Professional emphasis on labor/employment, commercial, food and drug, antitrust and intellectual property laws and litigation.

**Assistant Counsel** - William H. Rorer, Inc., Fort Washington, PA (NYSE - major pharmaceutical manufacturer). **Secretary** (Rorer International Cosmetics, Ltd. - cosmetics manufacturer and distributor). **Director** (Balenciaga Parfums, Inc., New York, NY - cosmetics manufacturer). Generally responsible for food and drug and antitrust matters with sole responsibility for labor and international matters. *Significant achievements* include: Elimination of \$45 million counterfeiting/trademark infringement claim; U.S. Senate appearances regarding company's controlled-substance product (Quaalude); acquisitions of foreign operations; and successful defense of industry-wide antitrust litigation decided in part before the U.S. Supreme Court.

# Michael B. Hirsch

## AG Witt

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### Education

- Duke University, B.A. 1971
- George Washington University, J.D. 1974

### Awards and Recognition

- FEMA SES Peer Award (received during my first year in the Senior Executive Service, this award recognized me as the most outstanding member of FEMA's SES cadre in 1998)
- Member and Chair of the FEMA Labor-Management Partnership Council, 1997-2000
- Outstanding performance ratings consistently throughout my career
- FEMA Meritorious Service Award for my leadership role in drafting and coordinating amendments to the Stafford Act
- Acting Regional Director in FEMA's regional office in San Francisco in 1998

### Professional Bio

**Former Federal Senior Executive and FEMA Deputy General Counsel.** Responsible for implementation of the Federal Emergency Management Agency's (FEMA) disaster assistance program. Led development of FEMA's Office of General Counsel (now Office of Chief Counsel) into an integral component of the Agency.

#### Areas of Expertise

- Comprehensive knowledge of all FEMA authorities, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, the National Flood Insurance Act and other Federal disaster-related legislation

- 30 years of diverse experience as a government attorney and disaster assistance program director

#### Career Highlights

- FEMA's Deputy General Counsel during much of the 1990s - when FEMA was considered among the most effective agencies in the Federal government
- Built and managed partnerships within FEMA, as well as between FEMA and other Federal agencies, which enhanced FEMA's ability to implement the Federal disaster assistance and mitigation programs
- Created a cadre of temporary FEMA attorneys who provide legal services throughout the United States following Presidentially-declared emergencies and major disasters

## RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

### Emergency Management Consultant

2006-2019

- Consultant to FEMA, State and local governments and nonprofit organizations on numerous Public Assistance, Individual Assistance, Mitigation and Preparedness projects.

### Innovative Emergency Management, Inc.

2006

Director, Recovery Division

- Oversaw IEM's Federal Emergency Management Agency activities

### FEMA/Department of Homeland Security

2001-

2005

Senior Policy Advisor and Individual Assistance Branch Director

- Led FEMA's implementation of Individual Assistance program for victims of disasters throughout the United States
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# Michael B. Hirsch

## AG Witt

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- Led efforts to improve FEMA's relationship with other Federal agencies and non-governmental organizations that work with FEMA in the implementation of the disaster assistance program
- Spearheaded activities of Office of Cerro Grande Fire Claims, a \$600 million claims program created by Congress to reimburse victims of the Cerro Grande fire in 2000
- Chair of the Congressionally-created Emergency Food and Shelter (EFS) Program National Board, which provides funding to local organizations that assist homeless individuals and families
- At the request of the State Department, traveled to India in 2003 to provide assistance to that country relating to its development of a more robust disaster assistance program.

### Federal Emergency Management Agency, Office of General Counsel

**Deputy General Counsel** 1997-2001

- Managed FEMA's Office of General Counsel (OGC) and served periodically as the Acting General Counsel
- Ensured OGC provision of comprehensive legal services to FEMA's Director and throughout the Agency

**Associate General Counsel** 1989-1996

- Led OGC's efforts to improve FEMA's implementation of the Federal government's disaster assistance, mitigation and preparedness programs
- Responsible for implementation of FEMA's legislative and regulatory activities
- Lead attorney in FEMA's successful efforts during the 1990s to clarify and expand FEMA's authorities to prepare for more effective responses to disasters
- Lead role in FEMA's efforts to enact revisions to the Federal government's disaster relief and mitigation authorities

**Attorney-Advisor** 1979-1988

- Provided legal services throughout FEMA on issues relating to the disaster assistance program, the National Flood Insurance Program (NFIP), the National Disaster Medical System (NDMS), the Defense Production Act, the Continuity of Operations (COOP) program, the Radiological Emergency Preparedness program, the Chemical Stockpile Emergency Preparedness program, the Urban Search and Rescue (USR) program and the Emergency Food and Shelter program
- Represented FEMA in negotiations with members of Congress and their staffs, as well as other Federal agencies, on legislative and regulatory activities

**Department of Housing and Urban Development, Attorney-Advisor** 1976-1979

- Provided legal services to the Federal Disaster Assistance Administration, which was responsible for administering the Federal disaster relief program before FEMA was created in 1979

**General Accounting Office, Attorney-Advisor** 1974-1976

- Provided legal services to the General Accounting Office (now known as the Government Accountability Office) in its preparation of reports on program implementation by Federal agencies

# Shenetia Magee-Henderson

## AG Witt

### Education

- Jackson State University (MS), 1998 – 2001
- M.A. – Urban and Regional Planning Concentration – Housing and Community Development (May 2001)
- Jackson State University (MS), 1993 – 1998 Bachelor of Science – Biology (May 1998)

### Training and Certifications

- Certified Grants Manager NIMS Certified
- DF105-Hazard Mitigation Overview
- DF128-Introduction to Hazard Mitigation Field Operations
- DF194-ICS Introduction for Federal Workers
- DF199-Disaster Specific Training
- E239-406 Hazard Mitigation
- E276-Benefits Cost Analysis
- E363-Grants Administration and Management
- DF418- Resolving Conflicts
- DF419-Working as Part of a Team
- DF434-ERO Orientation
- DF437- Foundations of Customer Service at FEMA
- DF500-Government Ethics

### Professional Bio

- 15 years of solid experience providing top level community and mitigation planning service.
- Workshop and course development for Mitigation and Individual Assistance.
- Strong interpersonal and communication skills.
- Demonstrated ability to engage and sustain the participation of broad groups of stakeholders in planning processes addressing mitigation planning, including continuity of operations planning, and evacuation planning.
- Strong project management, research and analytical skills, with an emphasis on general construction.
- Superb ability to use independent judgment and to manage and impart confidential information.
- Strong organizational skills, attention to detail, and flexibility.
- Solid ability to work effectively with service users, staff and other professionals in a high- intensity environment.
- Ability to train and manage.
- Great ability to function well within multidisciplinary teams.

### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

#### Witt O'Brien's

##### **Mitigation Specialist II (Independent Contractor) January 2013 – April 2015**

- Worked with the New Jersey State Police, Office of Emergency Management Division to develop their hazard mitigation planning program and section.
- Interfaced with Federal, State and local governments to define parameters for operations within the mitigation planning section.
- Coordinated with consultants to assist in updating the New Jersey State Hazard Mitigation Plan.
- Revising existing documents, i.e. state/local agreements and all types of correspondence.
- Developed templates for: planning grant application, letters, extraordinary circumstances requests to assist in day-to-day operations
- Reviewed projects for compliance.
- Managed MB3 data base system (system used by state and local governments for entering project applications) as it relates to the planning information.
- Developed, interpreted, and implemented policy for the sole purpose of promoting the mitigation planning concepts and requirements.
- Developed Hazard Mitigation Plan Update for Jefferson County, Arkansas.

#### Wightman & Associates

##### **Mitigation/Planning Specialist (Independent Contractor) October 2011 - Present**

- Create training programs, classrooms courses, web-based courses and workshops nationally for FEMA employees at all levels (permanent, reservists and temporary/full-time)
- Conduct national training for FEMA employees at all levels (permanent, reservists

# Shenetia Magee-Henderson

## AG Witt

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and cadre on call employees)

- Review and revise all FEMA training manuals and materials.

### **Providence Engineering, LLC**

**Senior Planner (Independent Contractor)**

**August 2012 – January 2013**

- Worked with a Parish to implement their newly developed Comprehensive Master Plan.
- Assisted with developing a newly formed Planning and Zoning department, i.e., departmental strategy, standard operating procedures, staffing patterns and requirements.
- Evaluated current zoning ordinances to determine revisions required per the Comprehensive Master Plan.
- Assisted Parish with interpreting, developing and rendering decisions regarding zoning issues and cases.
- Developed Parish's first "Green" ordinance.

### **James Lee Witt Associates, Biloxi, MS**

*British Petroleum (BP)*

**Recovery Specialist (Independent Contractor – Global Concepts ES, LLC)**

**August 2010 – August 2011**

- Met with political, business, and community stakeholders impacted by the Deepwater Horizon Incident throughout the State of Mississippi.
- Identified and prioritized recovery projects and connected those projects to the region's strategic vision.
- Supported BP in reining recovery objectives and assisted to shape them into implementable, efficient, and impacting initiatives.
- Worked closely with state BP Community and External Relations General Manager, Area Operations Manager, Response Lead, Media Relations staff, and Community Relations staff regarding past and ongoing oil spill response efforts.
- Met with BP officials regarding Witt Associates activities in the field relating to meeting results with community stakeholders and governmental entity officials and representatives.

### **James Lee Witt Associates, Baton Rouge, LA**

*Louisiana/Governor's Office of Homeland Security and Emergency Preparedness*

**Louisiana – Area Field Office**

**H M Planner (Independent Contractor – Global Concepts ES, LLC)**

**October 2007 – August 2010**

- Managed grants provided through FEMA.
- Supported the State of Louisiana in their efforts to initiate and implement the Planning Pilot Grant Program and the Hazard Mitigation Planning Program developed by the Federal Emergency Management Agency.
- Provided technical support to 10 Parishes under DR-1603 and eight under DR-1607 seeking to update or amend their FEMA approved hazard mitigation plan through the Planning Pilot Grant Program and traditional Hazard Mitigation Planning grants, with 90% project completion at the time of departure.
- Reviewed potential projects for possible eligibility, funding and conformance with the state/local hazard mitigation plan.
- Provided technical support to one State recognized Indian Tribe (spanning six different parishes) and six Special Districts seeking to create a hazard mitigation plan for the first time, with 95% project completion at the time of departure.
- Provided training to approximately 85-100 state staff regarding all aspects of mitigation planning and other FEMA programs (HMGP, SRL, RFC, PDM, FMA) during my tenure.

### **Federal Emergency Management Agency (Region IV), Jackson, MS/Biloxi, MS**

*Department of Homeland Security*

**Hazard Mitigation Plans Review LEAD (CORE) – TRO/AFO**

**June 2006 – October 2007**

- During tenure as Lead Planner, responsible for increasing the number of approved plans from 23% to approximately 77%.
- Continued to fulfill the duties as stipulated in the position of Hazard Mitigation Plans Review LEAD (DAE).

# Shenetia Magee-Henderson

## AG Witt

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- Supervised a staff of five to seven planners.
- Provided training to five of the State's Hazard Mitigation Planners, which included, but not limited to the Mitigation Planning requirements.
- Coordinated and provided the State with technical assistance as it goes through the three-year update process for the State's Hazard Mitigation Plan.
- Provided technical assistance to the State as it sought the Extraordinary Circumstances designations for those jurisdictions not presently covered by a FEMA approved Hazard Mitigation Plan.

### **Federal Emergency Management Agency (Region IV) Jackson, MS/Biloxi, MS**

#### *Department of Homeland Security*

#### **Hazard Mitigation Plans Review LEAD (DAE) – TRO/AFO**

**February 2006 – June 2006**

- Oversaw and coordinated all Federal activities related to Mitigation Planning for the State of Mississippi, which include, but not limited to implementing Federal policy and procedures.
- Served as local point of contact for the Region IV Planning Team to ensure effective coordination with other JFO Mitigation Divisions, FEMA Region IV Office, other Federal Agencies, MEMA, other State agencies, Tribes and Local governments.
- Analyzed and evaluated Planning related information – mitigation plans, planning strategies and action plans to provide qualitative and quantifiable recommendations to FEMA Region IV Planning staff.
- Coordinated with members (5-7) of the Planning team under my supervision to determine and assign Scope of Work to ensure closure in matters affecting and relating to Planning.
- Coordinated delivery of services in terms of technical assistance to State and Local Governments.

### **Federal Emergency Management Agency (Region IV)**

#### *Department of Homeland Security*

#### **Hazard Mitigation Planner – Jackson JFO**

**September 2005 – February 2006**

- Reviewed state and local hazard mitigation plans for DMA2K compliance.
- Gathered, analyzed, and distributed data to determine jurisdictions' Planning status.
- Attended meetings in an effort to provide coordination and consistency in disbursing information regarding Planning activities.

### **Department of Housing and Community Development, Jackson, MS**

#### *City of Jackson*

#### **Associate Planner**

**April 2005 – July 2005**

- Oversaw the day-to-day operations of the community development and housing programs, in particular responsible for assisting communities in establishing Neighborhood Associations.
- Coordinated/organized public meetings, forums, and press conferences to highlight various housing initiatives as well as the CDBG program and its corresponding projects.
- Researched, analyzed, and interpreted social, economic, population, and land use trends to determine viability of proposed housing projects and neighborhood developments.
- Facilitated community meetings/forums with neighborhoods, City of Jackson, and State of Mississippi stakeholders when trying to solicit public buy-in for controversial projects, i.e., eminent domain driven projects and community revitalization/enhancement projects.
- Conferred with developers, architects, engineers and other related individuals regarding ongoing and proposed projects.

# Stephen M. Pratt

(225) 303-6550 | 6897 Woodhaven Dr., Myrtle Beach, SC 29588 | smpratt62@gmail.com

## Education

- MS-Geography, Brigham Young University
- BS-Geography, Brigham Young University

## Highlights

- Has managed large disaster operations and has provided oversight on all FEMA disaster recovery programs.
- Has helped implement many projects to elevate, reconstruct or acquire houses
- Helped develop \$2.4 billion in HMGP projects in LA

## Registrations/Certifications

- 30 Years Emergency Experience

## Training

- NIMS Compliance Training: ICS/NIMS 100, 200, 700, 800, 2007-2008
- Mitigation Field Ops Training, 2003 Public Assistance Ops 1, 2005
- Public Assistance Ops 2, 2005

## Stephen M. Pratt, M.S.

### Emergency Management Program Manager

#### Professional Qualifications

Stephen Pratt has over 30 years of emergency management experience, and has programmatic and management experience with FEMA's Individual Assistance, Public Assistance and Hazard Mitigation Assistance Programs. He has deployed over 40 times to provide disaster response and recovery support in 22 States and Territories. He has helped develop Hazard Mitigation Grant Program (HMGP) projects to mitigate individual properties. He has provided oversight on the delivery of many elevation and reconstruction projects, as well as infrastructure projects. He has managed disaster staffs in all areas of FEMA Disaster Assistance. He has served as a Public Assistance Officer and Public Assistance Coordinator on various disasters. He helped the State of Louisiana develop and implement mitigation projects, totaling nearly \$2.4 billion. Over the past two years, he helped GrantWorks develop, process and receive grant awards, totaling more than \$70 million.

Mr. Pratt served as an Associate Vice President for GrantWorks, and as an Emergency Management Professional for various firms. He also was a Disaster Program Specialist/Admin Team Lead for Witt|O'Briens', where he helped the State of Louisiana develop and implement \$2.4 Billion in HMGP projects. As an Independent Consultant, he helped three Native American Nations obtain FEMA-approved Hazard Mitigation Plans.

#### Relevant Project Experience

**Associate Vice President, GrantWorks, October, 2017 through January, 2020.** Performed business development and was successful in selling company services to more than a dozen city and county governments. Wrote Hazard Mitigation Grant Program projects that have been funded by FEMA for nearly \$70 million. Assisted clients with the project management function, after grants were awarded.

#### **Hazard Mitigation Project Officer, Sulzer Group, November 25, 2016– September, 2017**

Provided Technical Assistance to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness with policy advice and assistance in carrying out HMGP responsibilities.

#### **Hazard Mitigation Project Officer, CB&I, February 16, 2015 – November 25, 2016**

Provided direction in developing HMGP projects for the New York City Housing Authority (NYCHA), including a \$50 million project

## Stephen M. Pratt

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to harden ten (10) NYCHA Community Centers. Provided consulting services to Mitigation elements of the Public Assistance Program. Provided technical assistance to Wharton City, Texas on development of Hazard Mitigation Grant Program. Assisted Louisiana Governor's Office of Homeland Security and Emergency Preparedness with policy advice and assistance in carrying out HMGP responsibilities.

### **Disaster Program Manager, Witt|O'Briens' Consultant to NJ State Agencies, November 2012 – June 2013**

Provided Technical Assistance and Grants Management assistance to the State of New Jersey on developing a \$400 million HMGP program. Provided Technical Assistance to NJ Department of Environmental Protection Commissioner and staff on use/eligibility of FEMA programs. Provided Technical Assistance to Commissioner of the Department of Community Affairs on developing mitigation activities using Community Development Block Grant (CDBG) funding.

### **Disaster Program Manager, Witt|O'Brien's Consultant to Louisiana Hazard Mitigation Staff 2006-2012; 2013-2015**

Worked directly with the Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) to help develop the HMGP program for the State following Hurricanes Katrina, Rita, Gustav, Ike and Isaac. Helped develop a training curriculum and provided training for new GOHSEP staff. For six months, he assisted the LA Office of Community Development (OCD) develop an elevation, reconstruction, and acquisition HMGP project. Worked with Plaquemines and Orleans Parishes to develop HMGP projects. Assisted the City of New Orleans Redevelopment Authority develop an innovative approach for using CDBG-acquired lots to reconstruct elevated houses. Mr. Pratt also managed a team of up to seventeen (17) persons who provided mitigation consulting services and grants management to GOHSEP and OCD. He helped OCD develop policies and procedures related to use of HMGP funds. He developed policies for elevations and reconstructions on subjects including warranties, insurance, bonds, contractor fraud, et al.

### **Long-term Community Recovery Consultant, Witt|O'Brien's Consultant to Alabama Department of Community Affairs 2013**

Mr. Pratt gathered information from State and Federal agencies for use in the State's 5-Year Recovery Plan. He wrote several sections of the Alabama 5-Year Recovery Plan and helped edit the plan.

### **Disaster Preparedness Specialist, Witt|O'Brien's, Consultant to North Dakota Department of Emergency Services, 2013**

Mr. Pratt met with State Agencies and communities impacted by disasters from 2011-2013. He gathered information on disaster impacts and positive and negative actions taken following major disaster declarations for use in a Best Practices Report for the State.

### **Emergency Management Consultant, Harrison County, Pratt Consulting, 2006-2006**

Mr. Pratt Led FEMA's Long-Term Community Recovery Planning Team for Harrison County, MS. He Assisted the County and municipalities develop a long-term community recovery plan that identified actions to help the community effect a full recovery from Hurricane Katrina.

### **Public Assistance Officer/Public Assistance Coordinator, Dewberry and Davis, 2004-2006**

Mr. Pratt assisted various clients with FEMA's Public Assistance Program, including as a Project Officer on flooding and landslides in California, and as a Public Assistance Coordinator following Hurricane Katrina in Mississippi; and as a Long-term Community Recovery Specialist in Harrison County, MS, following Hurricane Katrina.



## Stephen M. Pratt

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### **Emergency Management Director, Pan American Development Foundation, 2003-2004**

Mr. Pratt met with Office of Foreign Disaster Assistance officials and pitched a Community-Based Mitigation Initiative concept. He submitted a non-solicited proposal that was funded for \$400,000 to develop Community-Based Mitigation Initiatives in three (3) Latin American countries.

### **Disaster Assistance Employee, FEMA, 2001-2004**

Mr. Pratt assisted FEMA on various disaster assignments in Florida, Wyoming and Colorado.

### **Emergency Management Consultant to Indian Reservations, Pratt Consulting, 2000-2001**

Mr. Pratt assisted the Sisseton-Wahpeton Oyate Sioux Nation and the Shoshone and Arapaho Nations of the Wind River Indian Reservation develop Hazard Mitigation Plans. He gathered information from Tribal, State, and Federal government leaders; hosted community workshops to gather citizen input; performed Hazard Identification and Risk Assessments. He Developed basic plans and handed them off to Tribal Leaders, who secured tribal buy-in, and secured FEMA approval, followed by plan adoption.

### **Emergency Management Consultant for FEMA International Community-Based Mitigation Initiatives Project, Pratt Consulting, 2000-2002**

Mr. Pratt assisted FEMA develop Community-Based Mitigation Initiatives in fourteen (14) communities in six (6) countries—Haiti, The Dominican Republic, El Salvador, Nicaragua, Honduras, and Guatemala, following Hurricanes Mitch and Georges. He promulgated program information to US Office of Foreign Disaster Assistance Staff and to Local Non-Governmental Organizations. He trained Non-Governmental Organizations (NGO) on purpose/intent of the program. He helped NGOs and National Governments select participating communities. He met with local officials, local businesses, stakeholders, and interested citizens. He helped plan and host local events to introduce the concept to the public; he solicited citizen input. He helped secure private and public donations. He also planned and participated in Signing Ceremonies where the initiatives were formalized.

### **Earthquake Program Manager, FEMA Region VIII, 1998-2000**

Mr. Pratt served as the Earthquake Program Manager for FEMA Region VIII, where he assisted the States of Colorado, Utah, Wyoming and Montana through the FEMA Earthquake Program. Mr. Pratt also assisted with various response and recovery operations following Presidentially-declared disasters in North Dakota, and Utah.

### **Disaster Assistance Employee, FEMA, 1995-1998**

Mr. Pratt deployed on multiple occasions to assist FEMA with disaster duties throughout the country, including hurricanes and floods in Virginia, Florida, California, Kentucky, North Dakota, Puerto Rico and North Carolina.

### **Emergency Management Specialist, FEMA, 1989-1995**

Mr. Pratt served in various capacities, including as the FEMA Region VIII Operations and Planning Team Leader where he helped develop the Information and Planning responsibilities within FEMA. He also served as a Mitigation Specialist, where he assisted various States with the development and implementation of the Hazard Mitigation Grant Program. He began his work at FEMA as a Management Intern. He also supported FEMA efforts on various Presidentially-declared disasters, including Hurricane Hugo, Hurricane Andrew and the Northridge Earthquake.

# Ashley M. Herbert

## AG Witt

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### Education Training

B.S. Mechanical Engineering,  
University of Louisiana at  
Lafayette

- **EIT – Licensed Engineer Intern**, LA No. 21597
- **Certified Flood Plain Manager** – Association of State Floodplain Managers ID: 26540 Certified Grants Manager (Federal Track)
- **Contracting Officer Technical Representative** – 2007 to 2010 Trained in Community Relations for FEMA

### Professional Bio

Ashley has Provided technical assistance to local applicants for HMGP Project applications. Also conducted site inspections to validate mechanical damage and record detailed damage descriptions during the inspection. Generates checks, reviews and approves parallel cost estimates to verify/confirm/dispute applicants/vendors/contractors cost and time proposals for all types of Emergency Work (Cat A: Debris Removal and Cat B: Emergency Protective Measures) and Permanent Work (Cat C: Roads and Bridges, Cat D: Water Control Facilities, Cat E: Buildings and Equipment, Cat F: Utilities, and Cat G: Parks, Recreational Facilities and Other Facilities).

### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

**Serco, Inc.**                      **May 2019 – Present**    Public Assistance Cost Analyst

**Responsible for:**

Providing cost estimates for Public Assistance Infrastructure and Repair projects.

**Witt O'Brien's**                      **October 2018 – Present**

Hazard Mitigation Specialist

**Responsible for:**

- Providing technical assistance to local applicants for Hazard Mitigation Project applications. Worked with the University of Texas Medical Branch at Galveston (UTMB) and Sienna Plantation Levee Improvement District (SPLID) to help develop HMGP projects and BCAs totaling over \$119 million for submittal to the Texas Department of Emergency Management and the Federal Emergency Management Agency (FEMA).

**Wilson & Associates Consulting, LLC**                      **August 2018 – Present**

Disaster Recovery Project Manager

**Responsible for:**

- Providing technical assistance to local applicants for Hazard Mitigation Project applications. Worked with multiple counties to develop HMGP projects totaling over \$35 million for submittal to the Texas Department of Emergency Management and the Federal Emergency Management Agency.
- Conducting training regarding Benefit Cost Analysis

**The Sulzer Group**                      **September 2016 – August 2018**

Cost Analysis Specialist

**Responsible for:**

Cost Reasonable Analyses on Projects (Cost Estimator) as a GOHSEP Contractor in

Providing cost estimates for PA projects that did not follow the proper procurement process. Total cost: \$0.00.

# Ashley M. Herbert

## AG Witt

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### **Bryant Hammett & Associates, LLC**

**April 2016 – September 2016**

Cost Analysis Specialist

**Responsible for:**

- Reviewed Invoices and produced cost estimates for PA projects that did not follow the proper procurement process for all projects over \$10,000.00.

### **Turnkey Disaster Management LLC**

**January 2016 – April 2016**

Mechanical Engineer Technical Assistance

**Responsible for:**

- FEMA PA, Hurricane Sandy: Served as a Project Worksheet support and put together project versions.
- Supplied technical assistance for mechanical equipment and reviewed PW versions for reasonableness.
- Reviewed mechanical equipment PW's (i.e. wastewater treatment plants).

### **Gregory C. Rigamer, Incorporated (GCR, Inc.)**

**September 2015 – January 2016**

Cost Analysis Specialist

**Responsible for:**

- GOHSEP Contractor - PA Closeout: Performed Quality Assurance and Quality Control for the Geospatial Information System database for the New Orleans levee breach class action lawsuit.
- Conducted cost estimates for Large Public Assistance projects for both Hurricanes Katrina and Rita.

### **Shread-Kuyrkendall and Associates**

**January 2015 – July 2015**

Benefit Cost Analysis Project Consultant

**Responsible for:**

- 404 Mitigation - Conducted a full data Benefit Cost Analysis (BCA) using flood studies for Large Flood Mitigation Projects (400+ homes) in St. Bernard and Plaquemines Parishes.

### **NOVA Catastrophe Services**

**December 2013 – December 2014**

Quality Assurance/Quality Control

**Responsible for:**

- Conducted review of Xactimate estimates completed for the New York Rising program. Reviewed cost estimates for repair and drawings for homes affected by Hurricane Sandy.
- In quality checks, added items as needed that were over-looked by the initial inspectors to help the homeowners completely repair their homes.

### **Innovative Emergency Management (IEM)**

**October 2013 – December 2013**

Cost Benefit Team Lead

**Responsible for:**

- Analyzed data for program analysis, reviewed HMGP projects for cost effectiveness
- Managed a team of five individuals
- Provided training to other teams for BCA preparation.
- In this position, reviewed costs related to projects and provided guidance to applicants to inform them of their options available to collect information for cost effective projects. Provided detailed BCA RFIs to the applicants to allow for preparation of a BCA for their projects.

### **Federal Emergency Management Agency**

**October 2015 – October 2013**

HMGP Cost Benefit Specialist with the Hazard Mitigation Grant Program

# Ashley M. Herbert

## AG Witt

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### **Responsible for:**

- Was responsible for the Benefit Cost (BC) review for most of the new DR 1603 (Katrina) allocation totaling \$390 million dollars released November 14, 2011.
- Developed and implemented ongoing Mitigation Program changes as necessary to adapt and improve processes.
- Responsible for providing advice and guidance to FEMA Louisiana Recovery Office team members and to State and Local partners on Benefit Cost (BCA) concerning the 404 Hazard Mitigation Grant Program.
- Was responsible for the review of projects, as needed, for engineering feasibility and reviewed projects for Phase 1 and II deliverables.

### Lead Hazard Mitigation Grant Program Specialist

#### **Responsible for:**

- Member of the “Strike Team” in Baton Rouge evaluated and made determinations on 1786-1792 (Hurricanes Gustav and Ike) projects so that they could move forward.
- Reviewed Scope of Work and Master Budgets for cost eligibility and feasibility and made recommendations for approval or denial
- Conducted site visits to institutions representing DHS/FEMA
- Utilized numerical methods for use in BCA Modules and Excel.
- During my tenure in Mitigation with FEMA, I calculated in excess of \$455 million in benefits, which enabled more than \$196 million in approved FEMA HMGP projects.
- Served as the Technical Expert for the BCA section and trained other team members on innovative ways to gain project benefits. In doing this, I implemented techniques to utilize the Full Data Module for computing benefits for Drainage Projects.
- Reviewed projects for engineering feasibility for wind retrofits, drainage, elevations and acquisitions and provided technical assistance to multiple State and Parish officials to aid them in preparing a Benefit Cost Analysis Report.

### Technical Specialist and Project Officer - Public Assistance Program

#### **Responsible for:**

- Served as the Mechanical Systems and Equipment Specialist, performed cost estimates for various Mechanical Equipment in buildings (i.e. HVAC Systems, Elevators, Boilers, Etc.)
- Determined engineering feasibility of projects, assessed damages, inventoried needs, wrote project worksheets, and maintained case management files.
- Assisted applicants with project scoping, formulation, and other programmatic and special considerations, and that the applicants followed the laws and financial terms for federal grants.
- Provided guidance on the National Flood Insurance Program and other federal programs available to applicants, identified mitigation measures and other tools/resources to aid in rebuilding communities.

### Applicant Assistant Specialist (Individual Assistance Program)

#### **Responsible for:**

- Served disaster victims in applying for the Individual Assistance and Households program.
- Identified opportunities for assistance on a situational basis. Directed disaster victims to additional services to include crisis counseling, disaster unemployment assistance, legal services, and special tax considerations

### **Scientific International, Incorporated**

**June 2003 – September 2003**

**June 2004 to October 2005**

### Engineer

#### **Responsible for:**

- Designed, built, repaired, modified, and tested oil-field tools that re-faced drill pipe connections, supported

# Ashley M. Herbert

## AG Witt

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deployment to the field, testing and trouble-shooting of equipment when necessary, and through engineering calculations and design, implemented a method for dynamically balancing tools to remove the vibration problems that were causing damage to the equipment

### **Engineering Management Group**

**February 2004 – May 2004**

Design Consultant

#### **Responsible for:**

- Assisted with AutoCAD overflow work on an as needed basis

### **Monsanta Chemical Company**

**January 2004 – September 2004**

Mechanical Engineering Co-op

#### **Responsible for:**

- Developed a major capital project, developed a mechanical seal and pump survey for the APAP unit.
- Assisted the de-bottlenecking team to help scope a major capital project with the goal of removing outdated equipment
- Recommended pipe modification and updated Engineering Flow Diagrams.
- Attended and worked with the pump workshop on various projects, and worked on other smaller projects that involved process improvement, reliability, maintenance, electrical and instrumentation.

# Shaurice Mullins

## Federal Grants Subject Matter Expert

### Education

- PhD, Philosophy and Religious Studies/Holistic Life Counseling, University of Sedona
- Bachelor of Science in Homeland Security and Emergency Management, Ashford University
- Chaplaincy, Covenant International University and Seminary

### Relevant Certifications

- Certified Emergency Manager
- Emergency Management Institute (EMI) Certificate of Achievement
- 43 FEMA Emergency Management Institute Online courses including IS-276 BCA Fundamentals and on-site courses including E-273 Managing Floodplain Development through the National Flood Insurance Program (NFIP)

### Relevant Highlights & Expertise

- Over 16 years of experience in managing complex recovery projects
- Expertise in the following programs: FEMA PA, IA, Closeouts, 404 & 406 Hazard Mitigation, HUD CDBG
- 44 CFR & CFR 200
- PW Versions & Appeals
- Preliminary Damage Assessments
- SHPO Protocols and Procedures
- 428 Pilot Program
- DAC Policy and Procedures

### Specific Technical Skills

- FEMA Hazard Mitigation Benefit Cost Analysis
- HURREX
- FEMA Grants Management System (New Delivery Module)
- EMMIE & NEMIS

## Professional Bio

Ms. Shaurice Mullins is the Chief Executive Officer of Elite Disaster Consulting (EDC), a corporation headquartered in North Carolina with a strong background in grant management and program administration. Elite has supported the disaster recovery efforts of several states, including North Carolina, New York, Georgia, and Puerto Rico. EDC's mission is to provide technical expertise, leadership, program management, and advocacy in support of grantees and sub-grantees to enable them to optimize federal, state, and private disaster relief funding and achieve positive community outcomes while avoiding duplication of benefits, properly tracking cost and activities, retaining grant funding through programmatic closeout and audit, and mitigating wherever possible against future similar disasters—all in compliance with funding program requirements. Ms. Mullins, a Federal Grants Subject Matter Expert, has over 16 years of experience in all facets of disaster mitigation and recovery and has served in numerous capacities in recovery work for seven major hurricanes (Michael, Matthew, Irma, Maria, Sandy, Irene, and Floyd) and several severe storms, tornadoes, straight-line winds, and flooding events.

## Relevant Project Experience

### Executive Disaster Recovery Director| Sr. Project Manager| DR-4339 Cornerstone Sigma Consultants

- Manage major project efforts for multiple clients, requiring complex coordination across multiple systems and processes.
- Interact with the end client and elected officials.
- Manage FEMA staff and lead a diverse team of subject matter experts providing policy, program management, compliance, data analysis, reporting, training, operations, and business development services.
- Overseeing day-to-day functions including project status, budgeting, contracts, and procurement.
- Maintain a complete understanding of all the applicable Program policies and requirements.
- Oversee the implementation and operations of various FEMA PA projects, which may include oversight and distribution of resources throughout Puerto Rico, North Carolina, Florida, New York and Georgia.
- Assist with Business Development Strategies including proposal writing, negotiating contracts, and executing disaster recovery projects.
- Monitor and understand the financial performance of various Federal Programs.
- Provide monthly reports to the CEO detailing the status of all projects.
- Perform other duties as required.

### Sr. Project Manager, 404 Hazard Mitigation Project Development | DR-4337, -4399| City of Islamorada | IBTS

- Serve as Lead Hazard Mitigation Grants Manager in the development of 9 million in critical, urgent, and high-level 404 hazard mitigation projects.
- Supervise preparation of grant applications, fees and budgets, compliance, procurement, and related education for the client.

# Shaurice Mullins

## Federal Grants Subject Matter Expert

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- Research service needs and compatible funding sources, and prepare grant proposals and/or contracts on the behalf of the client

### **Senior FEMA SME & Policy Advisor, Sr. Project Management, | DR-4337| City of Key Colony Beach | IBTS**

- Lead IBTS's FEMA Development efforts for PA and HMGP assistance at the local government level.
- Manage the implementation of Disaster Recovery operations to include administration and management of FEMA's Public Assistant and Hazard Mitigation operations in transitional recovery process.
- Serve as the Principal liaison between FEMA and the City officials representing the City of KCB with disaster damage under the FEMA Public Assistance (PA) Program.
- Manage tasks and review work products from other PA Team member's site inspections, cost estimators, and technical specialists, and environmental/historic/insurance specialists.
- Provide oversight in the development of project worksheets (PW), assessed damages, identified mitigating opportunities for the client.
- Assess damages, inventory needs, wrote project worksheets and tracked the progress of the PW's of other team members.
- Work closely with project officers, emergency coordinators, and technical experts. Attend meetings, help the client with FEMA programmatic and special considerations.
- Manage the FEMA grants portal on the behalf of the client.

### **Sr. Project Manager, Disaster Recovery Support| DR-4332| St. Mark's Medical Center| Hagerty Consulting, Inc.**

- Managed the project development and administration of all elements of Federal disaster grant applications related to Presidentially declared emergencies or disasters.
- Provided support and development in grant formulation maximizing eligible reimbursements.
- Provided strategic management and Policy/Program guidance and advice.
- Assessed and oversaw the development of \$2 million in Project Worksheet (PW) grants.

### **Sr. Project Manager, Disaster Recovery Support & 404 Hazard Mitigation Services| DR-4337| Sarasota Memorial Hospital| Hagerty Consulting, Inc.**

- Assisted with managing the project development and administration of all elements of Federal disaster grant applications related to presidentially declared emergencies or disasters
- Provided Subject Matter Expert Expertise and Policy/Program Guidance to ensure maximum federal funding.
- Provided support and development in grant formulation maximizing eligible reimbursements.
- Provided strategic management and Policy/Program guidance and advice.
- Manage the development of HMGP applications nearly. Provided technical assistance from pre-application phase to full application submission.

### **Sr. Project Manager, Disaster Recovery Support & 404 Hazard Mitigation Services| DR-4338| Brunswick-Glynn Joint Water & Sewer Commission| Hagerty Consulting, Inc.**

- Manage the development of nearly \$6 million in HMGP applications. Provide technical assistance from pre-application phase to full application submission. Provide technical assistance including scope of work changes, benefit-cost analysis (BCA), RFI responses, environmental and historic preservation, advance assistance application requests, and technical feasibility.

# Shaurice Mullins

## Federal Grants Subject Matter Expert

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- Assist with managing the project development and administration of all elements of Federal disaster grant applications related to Presidentially declared emergencies or disasters.
- Provide support and development in grant formulation maximizing eligible reimbursements.
- Provide strategic management and Policy/Program guidance and advice.

### **Risk Reduction Program Manager | DR-1858 -1973 -4165 -4215 -4259 -4284 -4294 -4297 -4338|**

#### **Georgia Emergency Management and Homeland Security Agency**

- Served as Lead Hazard Mitigation Grants Manager in the development of critical, urgent, and high-level projects. Managed nearly \$100 million in 404 Hazard Mitigation funds.
- Supervised preparation and administration of grants, applications, fees and budgets, compliance, procurement, and related education for the state's 404 Hazard Mitigation Grant Program (HMGP) Program.
- Supervised a team of 10 professional hazard mitigation grant managers, which included field deployed staff, in performing a variety of hazard mitigation grants management and administrative duties such as project grant development and implementation.
- Administered and oversaw ongoing HMGPs and related funds.
- Provided technical assistance to state agencies and local governments related to federal HMGPs.
- Researched service needs and compatible funding sources, and prepares grant proposals or contracts.
- Coordinated the audit of expenditures of grant funds to ensure that funds are spent according to stipulation and deadlines are met.
- Functioned as the primary contact and maintains a detailed database of financial information for the 404 HMGP.
- Oversaw the administration of and/or awards funds on behalf of the state or other grantors.
- Provided on-the-job training and performance coaching for assigned hazard mitigation risk reduction specialist.
- Provided technical/topical expertise, information, planning, and problem resolution for all HMGP-related activities. Monitored compliance to HMGP stipulations.
- Conducted and reviewed BCA to prepare applications to meet FEMA's approval.
- Interacted with all levels of government in a way that promotes respect, encourages cooperation, and contributes to excellent performance. Maintained a consistent, high quality, customer-focused orientation when conducting and providing services or products to clients, the public and other external customers.
- Served as a member of the State's Unified Command Group for DR-4259, DR-4284, DR-4294 & DR-4297.

### **PA Task Force Leader | Policy Advisor| DR-4085| New York Hurricane Sandy Recovery | Adjusters International**

- Assessed and oversaw over \$300 million in Project Worksheet (PW) grants.
- Supervised and managed a team of Public Assistance Coordinators and Project Specialist in the reviewing and formulation of more than 200 projects region wide resulting in an over \$200 million of FEMA PA funding.
- Advised large public institutions, jurisdictions, and municipalities on FEMA PA eligibility requirements.
- Provided technical assistance to New York State as Grantee & Quality Control (QA/QC) Lead in final reviews of grant applications including 406 Hazard Mitigation.
- Directly advised senior management of the state of New York on implementation of the New York's financial recovery from Hurricane Sandy.

### **Community Development Specialist II/IA Coordinator | DR-1969, DR 4019| North Carolina Division of Emergency Management/North Carolina Public Safety**

- Prepared correspondence, reports, presentations, and documents related to emergency management



# Shaurice Mullins

## Federal Grants Subject Matter Expert

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- Worked along with FEMA's IA, community relations, hazard mitigation, and PA departments.
- Worked as the State's Lead Housing Counselor along with FEMA to implement a rapid re-housing plan to find housing for the homeless disaster survivors in Wake County.
- Managed and supervised 15 community development specialists North Carolina's IA.
- Directly supervised 13 Disaster Recovery Center (DRC) Managers, providing exit interviews at regional DRCs during DR-1969 & Hurricane Irene from April-October 2011 for a total of 2,040 hours.
- Monitored and reported on the housing status of over 284 households in counties that participated in the FEMA Transitional Sheltering Program in the aftermath of Hurricane Irene.
- Managed and supervised staff for the State of North Carolina's Small Business Administration (SBA) Task Force/Hotline.

### **Grants Manager | Certified Housing Counselor | North Carolina Redevelopment Center**

- Provided program management and technical assistance (reporting and monitoring) for Crisis Housing Assistance Fund (CHAF) Projects: State Acquisition Relocation Funds (SARF) Supplements for Homeowners, Low-Income Home Replacement Program, Low-Income Home Repair and Rehabilitation (carried out in conformity with CDBG housing rehabilitation standards), SBA Successful Grant Program (\$2 million allocated), Home Owner Relocation, Infrastructure for New Neighborhoods Program, and Temporary Housing. Funds allocated to CHAF housing projects totaled \$836 million.
- Provided technical assistance to sub recipients with compiling North Carolina CHAF documentation in compliance with all HUD/CDBG requirements.
- Provided support and technical assistance to over 38 North Carolina counties devastated by Hurricane Floyd; assisted over 5,000 families with damage assessments, eligibility determinations and temporary housing, relocation, repair and replacement. Analyzed title opinions and surveys.
- Participated in meetings with grantees and sub recipients to establish initial assessment of proposed recovery projects and activities to explain CHAF rules and regulations.
- Assisted grantees and sub recipients with compiling CHAF required documentation in compliance with all HUD/CDBG requirements.
- Provided technical assistance with review and oversight of funded projects through close-out. Coordinated the activities of personnel, consulting with local leaders to acquaint them with the various aspects of federal and state programs. Worked with officials and personnel at the state level, as required, in the analysis of proposed and on-going programs. Worked closely with internal & external partners to develop coordinated emergency plans. Prepared correspondence, reports, presentations, and documents related to emergency management.
- Worked along with FEMA's IA, community relations, hazard mitigation, and PA departments.

## **Disaster Recovery & Work History**

**Elite Disaster Consulting, Inc.**, CEO, 2013-Present

**Cornerstone Sigma, LLC**, Independent Consultant, Present

**Institute for Building Technology & Safety (IBTS)**, Independent Consultant, Present

**Hagerty Consulting, Inc.**, Independent Contractor, Present

**Georgia Emergency Management and Homeland Security Agency**, Risk Reduction Program Manager – Hazard Mitigation Division, 2015-2017

**Adjusters International**, Public Assistance Task Force Leader, 2012-2015

**North Carolina Division of Emergency Management/Public Safety**, Community Development Specialist II & Individual Assistance Coordinator, 2011-2012

# Shaurice Mullins

## Federal Grants Subject Matter Expert

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**North Carolina Redevelopment Center**, Grants Manager /Certified Housing Counselor,  
2004-2011

**Family First Mortgage Corp**, Branch Manager/Senior Loan Processor, 1999-2004

**Branch Banking & Trust (BB&T)**, Call Center Technical Support, 1995-1999

### References:

Pam Crosby| Purchasing Director| Brunswick-Glenn County Joint Water & Sewer Commission  
Email: pcrosby@bgjwsc.org| Ph: (912) 261-7127

Yolanda Abram| Director| NC Redevelopment Center-NC Public Safety  
Email: landa1954@gmail.com| Ph: (919) 225-4594

Angelica Maldonado| CEO| Cornerstone Sigma Consultants, LLC  
Email: ams@cornerstonesigma.com| Ph: (347) 413-0071

Ed Mulford| PA DAR Lead| NY Office of Emergency Management  
Email: Ed.Mulford@dhses.ny.gov| Ph: (845) 649-3369

Gregory Szymanski| Director of Public Assistance and Recovery Services| Adjusters International  
Email: gszymanski@aidrc.com| Ph: (315) 527-4186

Brad Bassett| Disaster Recovery Consultant  
Email: bbassett@patriotrg.com| Ph: (407) 462-1952

Vincent Lintz| Program Manager| Institute for Building Technology & Safety (IBTS)  
Email: vclintz@yahoo.com| Ph: (515) 490-3166

Christopher Moonis| City Manager| City of Key Colony Beach, Florida  
Email: cmoonis@keycolonybeach.net| Ph: (717) 725-5508 (305) 849-0273

Kelsey Goodman| Hazard Mitigation Program Manager| Georgia Emergency Management & Homeland Security| Email: kelseykgoodman@gmail.com| kelsey.goodman@gema.ga.gov| Ph: (770) 605-7198

Michael Spletto| Corporate Disaster Recovery Executive| Institute for Building Technology & Safety (IBTS)| Email: MSpletto@ibts.org| Ph: (225) 573-4354

Steve Green| Disaster Recovery Director| Institute for Building Technology & Safety (IBTS)| Email: sgreen@ibts.org| Ph: (225) 270-3198

Nathaniel Rogers| Envirovision| VP of Operations| Email: nrogers42000@yahoo.com| Ph: (252) 258-7775

Janice Adekoya| JEMA Ventures| Managing Partner| Email: jadekoya1@gmail.com| Ph: (404) 490-1809

# Patti Doerr

## AG Witt

### Education

- Santa Fe State College, Gainesville, FL

### Training and Certifications

- National Incident Management System (NIMS) Compliant (all courses through FEMA to include all IS courses).
- FEMA Project Specialist Course
- Introduction to Debris Operations and Debris Management Course, State of Florida
- EHP Course, State of Florida
- Introduction to Mitigation, State of Florida
- Introduction to the National Flood Insurance Program, State of Florida
- What is Recovery? State of Florida
- Non-Combatant Evacuation Order Training Courses, 122 MSB, US Army
- Combat Lifesaving Course, 122 MSB, US Army

## Professional Bio

Patti Doerr has more than 11 years of technical consulting experience in the area of disaster recovery and the FEMA Public Assistance Program, working on 25 Federally Declared Disasters. During this time, she has worked on over 2,000 disaster recovery grants valued at more than \$1 billion. This service has not only impacted five major state-level grantees, but also for numerous sub-grantees. Prior to becoming a recovery consultant, Ms. Doerr worked for the Florida Division of Emergency Management, Bureau of Recovery and was the Deputy Recovery Branch Chief for the Emergency Operation Center during critical operations. Experience also includes working in identifying damages (both public assistance and individual assistance), writing damage descriptions and Scope of Work descriptions in Project Worksheets to include Mitigation opportunities for the applicant, reviewing expenditures, reconciling balances working with Requests for Reimbursements, Close Out of projects and conducting QA/QC on both PW's and project Close Outs. She has knowledge of Emergency Management Policy and Procedures and professional experience working with FEMA, State and other government agencies.

## RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

### State of Kentucky Emergency Management

#### Consultant and Subcontractor (PDMG)

July 2019 - present

- Worked in the identification and documentation for the recovery process of applicants assigned by the State.
- Met with applicants, gather documentation and write up summaries for submittal to the CRC.
- Worked with EHP issues and assist the applicant with Hazard Mitigation proposals.
- Reviewed project worksheets from the CRC and ensure all costs were included in the final Project Worksheet.

### Florida Division of Emergency Management

#### Recovery Specialist/Grants Manager

September 2017 – July 2019

- Worked in the identification, recovery, and closeout following storms in Florida.
- Conducted financial reconciliation for reimbursements to sub-grantees and pre-reviews to ensure all documentation was validated.
- Reviewed project worksheets and ensure all costs were included and eligible.
- Worked with applicants, applicant representatives, State Grant Managers and Grant Leads in coordinating and identifying errors and issues with projects that could affect closeout.

### Witt O'Brien's

#### Emergency Management Consultant/Recovery, State of New Jersey Emergency Management

2014-2017

- Worked as the lead PAC for all applicants within Atlantic County closing out all projects Pre-Sandy (10 storms total). Also assisted applicants in reviewing and making corrections to Project Worksheets for Hurricane Sandy.
- Assisted the City of Atlantic City in the recovery of an additional \$ 5 million in funding for Boardwalk and Beach restoration as well as help Atlantic County Parks in receiving over \$300,000 in an alternate project request so as not to lose funding.

# Patti Doerr

## AG Witt

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- Assisted Monmouth County and other applicants throughout the State by completing close outs as assigned by the State.
- Assisted Trenton NJ to complete Request for Reimbursements for applicants in the reimbursement of Sandy.

### Witt O'Brien's

#### **Emergency Management Consultant/Closeout, GOHSEP-State of Louisiana Emergency Management** **2011 – 2014**

- Closed out 100's of projects for the State of Louisiana from hurricanes Katrina, Rita, Ike, and Gustav as well as conducting Request for Reimbursements after the flooding.
- Worked with local applicants as well as School Boards in ensuring projects were written correctly and all criteria were met and documentation received for close out.

### Witt O'Brien's

#### **Emergency Management Consultant/PAC, Vermont Emergency Management** **2010 - 2011**

- Worked as the lead PAC for several applicants within Southern Vermont.
- Worked with applicants in the identification, recovery and public assistance grant writing after Hurricane Irene, including working with issues in hazard mitigation, debris, environmental recovery and historical facilities.

### Witt O'Brien's

#### **Emergency Management Consultant/PAC, Arkansas Fish & Game Commission** **2010**

- Worked as the lead PAC for all Wildlife Management Areas in the NW quadrant of the State.
- Completed site inspections with the client in the identification, recovery and public assistance grant writing after flooding and tornadoes.

### State of Florida Division of Emergency Management

#### **Public Assistance Coordinator** **2008 - 2010**

- Lead PAC for State Agencies, guiding said applicants through the Federal grant program.
- Duties included Individual Assistance (IA) Preliminary Damage Assessments and Public Assistance Preliminary Damage Assessments (PA), project review and close outs. This work included hazard mitigation proposals, improved project requests, alternate project requests and conducted both Interim Inspections and Final Inspections.
- Work also included being called on to be Deputy Recovery Chief at the Emergency Operations Center during activations.

# Andrea C. Herbert, MBA,CFM, GCM

## AG Witt

### Education

- MBA- Southeastern Louisiana University
- Double BA-Management and Marketing, Southeastern Louisiana University

### Highlights

- Has managed large disaster operations and has provided oversight on Public Assistance and 404 Hazard Mitigation FEMA disaster recovery programs.
- Has helped implement many projects to elevate, reconstruct or acquire houses
- Assisted with many drainage improvement projects
- Helped develop over \$3 billion in HMGP projects in LA, New York, and Texas

### Registrations/Certifications

- 14+ Years Emergency Experience
- Certified Flood Plain Manager
- Certified Grant Manager – Federal Track

### Training

- NIMS Compliance Training: ICS/NIMS 100.b, 200.b, 300, 700.a, 800.b
- Mitigation Workshop, Project Worksheet Writing workshop, Grants Management/Closeout, Leadership and Management Training, OPSEC, COTR
- Public Assistance Ops 1 & 2
- JFO for Middle Managers
- Disaster Field Operations Management

## Professional Bio

I have over 14 years of emergency management experience, and have programmatic and management experience with FEMA's Public Assistance and Hazard Mitigation Programs. I have been deployed in response to multiple disasters to serve in response and recovery support. I have helped develop Hazard Mitigation Grant Program projects to mitigate individual properties, and have provided oversight on the delivery of many elevation, reconstruction, acquisition, and safe room projects. In addition, I have worked to develop large drainage improvement projects to include increased capacity culverts and flood walls. I have managed disaster staffs in multiple programs for FEMA Disaster Assistance.

I helped develop and implement mitigation projects, totaling over \$3 billion. I currently work with Grantworks, Inc and serve as a Mitigation Subject Matter Specialist, where I provide support on Hazard Mitigation, Public Assistance and Disaster Resiliency projects. In addition, I have moved into Project Management of Mitigation and Public Assistance projects for infrastructure projects and serve as a resource for development of implementation for Elevation/Acquisition/Reconstruction projects.

Prior to joining Grantworks, Inc., I worked as a Floodplain Manager and NFIP Insurance Specialist for FEMA. I have also worked in Public Assistance Closeout for the State of Louisiana, where I helped to close out large projects. I have provided Benefit Cost Analysis leadership during Hurricane Sandy in New York, where I led a group of individuals to review projects and completed BCAs for the Hazard Mitigation group. During my tenure in Disaster Management, I have worked as a Lead Hazard Mitigation Group Program Specialist and a member of the "Strike Team" to evaluate and make determinations on 1786-1792 projects. While employed with the State of Louisiana I served as the Director of Disaster Recovery Finance and was responsible for the gathering and review of State Management Cost documentation for submittal to FEMA. During my time in Public Assistance, I quickly progressed through the ranks from Project Officer to Deputy Public Assistance Officer where I managed, monitored, evaluated, and implemented assistance programs to include obligation for funding of projects.

## RELEVANT EXPERIENCE/EMPLOYMENT

# Andrea C. Herbert, MBA, CFM, GCM

## AG Witt

### SUMMARY

#### **HMGP Subject Matter Specialist, Grantworks, Inc, September 2018 – Present**

In this position, I have been responsible for developing Hazard Mitigation Grant Program Projects from conceptualization to delivery of the application to the State of Texas for forwarding to FEMA. I serve as a project manager for a Public Assistance 429 project and will be responsible for project management on grants that are awarded by FEMA.

#### **Senior Project Manager (SAL), Sulzer Group, September 2016– September 2018**

Provided Technical Assistance to the Louisiana Governor's Office of Homeland Security and Emergency Preparedness with policy advice and assistance in carrying out HMGP responsibilities. Worked with Bossier, Washington, St. Tammany, St. Helena, Tangipahoa, Allen, Union, Vernon, Webster and Winn, Livingston, East Baton Rouge, West Baton Rouge, Iberville, Ascension, and Point Coupee Parishes to develop HMGP projects. Worked to co-author a Standard Operating Procedure for both sub-applicants and for State Applicant Liaisons for the entire application process.

#### **Flood Plain Manager and National Flood Insurance Program (NFIP) Insurance Specialist, FEMA, May 2016 – September 2016**

Served as a subject matter specialist and responded to requests for information from Disaster Recovery Centers, Joint Field Offices, and HM Floodplain Management Group on NFIP insurance questions, issues, or problems. Supported the floodplain management program and process by attending, as needed, community coordination meetings with local government officials to explain flood insurance implications of new or revised flood insurance studies and/or flood insurance rate maps and floodway maps. Provided information to homeowners, renters and business owners on building and rebuilding of homes, Spoke with homeowners on how they could mitigate their homes, Provided technical assistance to internal and external partners on insurance issues and responded to inquiries from internal and external partners such as insurance agents, lenders, adjusters, and Federal, State and local government officials regarding insurance issues. Conducted public speaking events with disaster affected communities, local insurance offices, and real estate agents to disseminate NFIP guidance.

#### **Closeout Specialist, Louisiana Governor's Office of Homeland Security and Emergency Preparedness, March 2015 – May 2016**

Provided review of documentation and expenses as submitted by applicants to ensure that all costs were allowable and fully supported under State and Federal rules. Assisted applicants in completing Cost Analysis of projects, prepared request for funding for applicants, closed out projects.

#### **Disaster Program Consultant, NOVA Catastrophe Services, Consultant to New York Rising, February 2014 – March 2015**

Conducted review of Xactimate estimates completed for the New York Rising program. Reviewed cost estimates for repair and drawings for homes affected by Hurricane Sandy. In quality checks, added items as needed that were over-looked by the initial inspectors to help the homeowners completely repair their homes.

#### **Benefit Cost Analysis Team Lead, Innovative Emergency Management, Inc., Consultant to the State of New York, 2013**

Analyzed data for program analysis, reviewed HMGP projects for cost effectiveness, managed a team of five individuals, and provided training to other teams for BCA preparation.

# Andrea C. Herbert, MBA, CFM, GCM

## AG Witt

### **Lead Hazard Mitigation Group Program Specialist, Federal Emergency Management Agency, September 2008 – October 2013**

Met with State Agencies and communities impacted by disasters from 2008-2013. Served as a member of the “Strike Team” in Baton Rouge to evaluate and make determinations on 1786-1792 projects to get them moving forward. Worked hand-in-hand with State counterparts to ensure sub-applicants understood needed documentation for an effective project. Provided guidance concerning the full life cycle of the grant agreement and advised management and staff on all matters concerning assigned grants. Reviewed project applications for eligibility and provided recommendations for approval or denial. Involved with all aspects of State Management Cost Claims for four disasters. Reviewed Mitigation plans and completed “Cross-walk” forms to send feedback to sub-applicants. Member of initial Monitoring Team who worked to develop a Monitoring Standard Operating Procedure for the Louisiana Recovery Office.

### **Direct of Disaster Recovery Finance, Louisiana Governor’s Office of Homeland Security and Emergency Preparedness, January 2008 – June 2008**

Managed and monitored day-to-day activities within the Disaster Recovery Office. Evaluated and implemented actions for the GOHSEP Finance Office. Represented the Finance office on various issues and conflicts, negotiated with key Federal, State, and local officials on controversial issues to gain acceptance of recommendations or program issues. Attended meetings, conferences, and other forums with officials of State, Local, Federal agencies, and other professional groups. Established effective working relationships to discuss preparation, interpretation, and revision of Disaster Recovery Finance programs and policies. Assisted the Deputy Director of Administration and Finance in policy formulation and coordination, and administered and oversaw various special projects and activities. Managed all activities regarding State Management Cost Claims for FEMA reimbursement.

### **Deputy Public Assistance Officer – FEMA, - May 2006 - October 2008**

Managed, monitored, evaluated and implemented assistance programs of the DHS/FEMA Public Assistance Program both in Baton Rouge and in the Western Parishes office. Compiled data for program analysis, researched and identified complex Public Assistance program issues or problems, took remedial action, made recommendations for and implemented resolutions and improvements. Attended meetings, conferences, and other forums with officials of State, local, other Federal agencies and other professional groups. Reviewed and evaluated existing strategies and communication plans for disseminating information about changes in Public Assistance program and determined the most effective means of getting this information to concerned organizations and individuals. Reviewed project worksheets for eligibility issues, prepared grant obligation packages, and assisted the Public Assistance Officer in policy formulation, coordination, and administered and oversaw various special projects and activities. Developed the FEMA SOP for Progress Report Preparation and review for the Louisiana Recovery office.

### **Project Officer 2 – FEMA, March 2006 – May 2006**

Attended kick-off meetings as the primary point of contact for applicants. Assisted local governments to apply for public assistance funds, guided applicant interviews, determined the eligibility of claim, interpreted and administered the PA assistance program policies and procedures. Prepared project worksheets substantiating the damage, scope of work, and project costs, and reviewed all supporting documents and all cost estimates, provided guidance on 406 mitigation possibilities and provided training to new section employees.

# Andrea C. Herbert, MBA,CFM, GCM

## AG Witt

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### **Project Officer 1 – Express Personnel, Contractor for FEMA local hires, November 2005 – March 2006**

Attended kick-off meetings as the primary point of contact for applicants. She assisted local governments to apply for public assistance funds, guided applicant interviews, determined the eligibility of claim, interpreted and administered the PA assistance program policies and procedures. Prepared project worksheets substantiating the damage, scope of work, and project costs, and reviewed all supporting documents and all cost estimates, provided guidance on 406 mitigation possibilities and provided training to new section employees.

### **Executive Administrative Assistant, Express Personnel, Contractor for FEMA local hires, October 2005 – November 2005**

Formulated and maintained spreadsheets for Public Assistance Health and Education group for tracking purposes. Maintained communication log in NEMIS, lead team to determine the scope of questions that applicants could present, and completed other special assignments as needed.

### **Planning and Support System Coordinator, Louisiana State University Health Sciences Center, Health Care Services Division, July 2002 – October 2005**

Assimilated and analyzed complex health care issues and/or practices, statistics and data related to health care operational practices/procedures, for the development of strategic policies, practices and plans. I made recommendations regarding operational practices based on analysis of past performance, new trends, etc., and provided consulting assistance throughout the HCSD. Formulated and maintained the HCSD's statistical reporting policy, as well as the monthly official services utilization report, advised senior management on the interpretation of statistics. Provided technical assistance and support to medical centers for the assimilation and production of the utilization reports for the L.A. Performance Accountability System. Provided data and reports as part of managerial operational review.



# Jamie Vernon

## AG Witt

### Education

- B.S., Arkansas Tech University, Emergency Management and Administration

### Professional Bio

Jamie Vernon is an experienced regulatory specialist and government relations professional with documented successful management of private and government accounts. His areas of expertise includes: FEMA Public Assistance, FEMA 404, 406, and 428 Mitigation, government relations, business operations, business continuity, public relations, program development, regulatory compliance, and cost analysis. He provides strong oral and written presenter of concepts and ideas with proven strengths in relationship development, active listening, and needs assessment. Mr. Vernon is also knowledgeable of legislative processes and state and federal compliance regulations.

### RELEVANT EXPERIENCE/EMPLOYMENT SUMMARY

#### AG Witt

##### Grants Management Specialist

2019 - present

- Grants Manager, Closeout Specialist, State Liaison, and Insurance Liaison
- Develop Project Worksheets, organize supporting documentation, provide guidance and recommendations to the applicant to minimize the risk of de-obligation of funds.
- Maximize applicants' mitigation opportunities across FEMA 404 and 406 mitigation program, and 428 Alternative Public Assistance program
- Provide oversight, guidance, and development of project worksheets for clients to ensure the correct documentation of projects is provided to FEMA in a timely manner
- Track and manage our client's FEMA grants management portal, ensure project task orders are tracked and documents to assure the applicant meets project timelines and tracks all documentation uploads.
- Monitored the progress of each assigned applicant to ensure that all federal, and state requirements are met and that all files are closed promptly through the progress of the Project.

#### Witt Global Partners

##### Government Relations/Grants Management Specialist

2015 – 2019

- Cultivate business relationships by leveraging social capital of associated businesses and political agencies for reciprocal growth.
- Develop marketing and business strategies to building brand awareness of domestic and international companies. Oversee bid processes for disaster recovery services to secure additional contracts. Spearhead client interfaces including updating websites, drafting copy for client email correspondence, and constructing contracts, and proposals for prospective clients. Leverage relationships with government officials to provide clients with insight into legislative activities.
- Serve as a registered lobbyist to advocate on clients' behalf to local and state officials, including a municipal airport, university, eco-tourism, non-emergency medical groups, and professional organizations.
- Re-launching Project Impact 2, a public private partnership hazard mitigation and sustainability program, in collaboration with the National League of Cities aiming to recruit private corporations for national implantation.
- Consulted for cities as FEMA Liaison and Grants Management Specialist during the disaster recovery process and currently managing the FEMA Public Assistance recovery process for the city of Dardanelle, AR and Fort Smith, AR.
- Facilitated procurement processes to secure contracts for disaster recovery relief services in Hawaii and Puerto Rico.

# Jamie Vernon

## AG Witt

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**FEMA**

**Project Specialist**

**2011**

- Oversaw application process determining eligibility for FEMA public assistance programs. Worked under Arkansas Game & Fish Commission and Arkansas Highway Department.
- Performed cost analysis of site damage and documented in-progress projects through project worksheets.
- Determined disaster public assistance eligibility for multiple agencies in Arkansas

## Qualifications Profile

Anthony Hurley has a unique background, with thirty-seven (37) years with an electric utility, of which twenty-seven (27) of those years were in various managements roles, ranging from Supervisor to Vice President.

His ability to exceed project expectations by empowering diverse teams provided him with an opportunity to lead numerous special assignments over his career.

The organizations and special teams that he managed prided themselves on delivering upon the identified safety, reliability, financial stewardship, capital portfolio management, and environmental goals, and then improving upon those.

His ability to deliver results led him to be promoted to five (5) of the ten (10) electric utilities that his corporation owned, which required him to relocate his family four (4) times.

Hurley has an extensive background in emergency management that includes the preparedness, response and recovery of countless thunderstorms, ice storms, floods, tornados, wind events, and hurricanes, both with his own utility, and while assisting other utilities. Many of these events were national emergencies, with some being recognized by the Edison Electric Institute (EEI) Emergency Recovery and Emergency Assistance awards. His hurricane deployments include Isabel (NJ), Francis (FL), Ivan (FL & AL), Katrina (LA), Rita (TX), Irene (NJ), Sandy (NJ), Harvey (TX), and hurricanes Irma and Maria (U.S. Virgin Islands). He has also responded to natural disasters in OH, MI, KY, MD, NJ, WV and PA.

Prior to retiring from his electric company (NJ) in early 2017, he held numerous prominent positions in several New Jersey utility sector and trade groups including:

- Chair of the Energy Sector for the Infrastructure Advisory Council of the New Jersey Office of Homeland Security and Preparedness
- Vice Chair of the Infrastructure Advisory Council of the New Jersey Office of Homeland Security and Preparedness
- Member, New Jersey BPU Electric and Gas Security Working Group
- Member, Exercise Planning Team, New Jersey Office of the Homeland Security and Preparedness
- Board member, New Jersey Emergency Preparedness Association

He continues to hold numerous prominent positions within the utility industry and trade groups including:

- Member, National Hurricane Conference Planning Committee
- Member, and past Chair of the ASIS Utilities Security Council
- Member, Global Terrorism, Political Instability, and International Crime Council, ASIS
- Co-Chair, All-Hazards Consortium, Fleet Movement Working Group
- Member, National Emergency Management Association (NEMA), Private Sector Committee, and Information Sharing Working Group.

### Anthony Hurley

208 Bobbys Cove  
Georgetown, Texas 78633  
(216) 554-0558  
aenergyman@aol.com

### Professional History (Witt O'Brien's)

- Managing Director, Utility Practice (December 2017 - March 2020)
- Associate Managing Director, Utilities, (January 2017 - December 2017)

### Professional History (FirstEnergy)

- Vice President of Operations, Jersey Central Power & Light (2013-2017)
- Director, Operations Services, Toledo Edison (2011-2013)
- Manager, Engineering, Project and Asset Management, Ohio Edison/Penn Power (2009-2011)
- Director, Asset Management, FirstEnergy Corporation (2007-2009)
- Director, Operations Support, Toledo Edison (2005-2009)
- FirstEnergy Companies, Regional and Corporate positions (1980-2017)

### Areas of Expertise

Utility Operations, Emergency Management and Physical Security

### Professional Associations

Member/Past Chair, Utilities Security Council, ASIS International

Member, Global Terrorism, Political Instability, and International Crime Council, ASIS International

Co-Chair, All Hazards Consortium, Fleet Movement Working Group

Member, National Hurricane Conference Planning Committee, and Chair of Utilities Topics, and Homeland Security Topics Committees

Member, National Emergency Management Association (NEMA) Information Sharing Task Force

Member, InfraGard (an FBI Alliance), Austin, Texas Chapter

Adjunct Instructor, Emergency Management Institute, FEMA

Adjunct Instructor, NYU, School of Professional Studies

### Education

Civil Engineering Internship, Fisher & Associates, 1978-1980

Engineering and Surveying Apprenticeship, The Illuminating Company, 1980-1984

To ensure that his organizations embraced industry emergency management best practices, he insisted that his organizations built strong relationships with both the public and private sectors, and incorporated applicable practices, protocols and processes. The FEMA Emergency Management training that he has completed includes:

- FEMA Advanced Professional Series (APS)
- FEMA Master Exercise Practitioner (MEP) program
- FEMA Certified Instructor of the Incident Command System (ICS)

This led to him being invited to become an Adjunct Instructor at the FEMA Emergency Management Institute (EMI) in Emmitsburg, Maryland, where he instructs on Public Works, Debris Management, EOC Operations, Exercises and Drills, and the Liaison Program.

Physical Security was a core area of his responsibility, so even after his retirement, he has maintained his elevated security clearance (Secret). This enables him to have access to secured industry briefings, and to interface on a regular basis with federal law enforcement agencies. His security certifications include:

- Secret clearance, USDHS Private Sector Program
- Certified Protection Professional (CPP®), ASIS International
- Professional Certified Investigator (PCI®), ASIS International
- Incident Response to Terrorist Bombings, USDHS
- Prevention and Response to Suicide Bombing Incidents, USDHS
- Crime Prevention through Environmental Design (CPTED) Professional Designation (CPD)
- Physical Security Professional (PSP®), ASIS International, approved to test, anticipated 4Q 2019

<p><b>Other Qualifications</b></p> <p>Master Exercise Practitioner (MEP), Federal Emergency Management Agency (FEMA)</p> <p>Certified Protection Professional (CPP®), ASIS International</p> <p>Professional Certified Investigator (PCI®), ASIS International</p> <p>Crime Prevention through Environmental Design Professional Designation (CPD)</p> <p>Elevated Security Clearance (Secret), USDHS Private Sector Program</p> <p>Current studies: ASIS Physical Security Professional (PSP®) anticipated 4Q 2019</p> <p><b>Volunteer Activities</b></p> <ul style="list-style-type: none"><li>• Benevolent Order of Elks Lodge #1850</li><li>• Cerebral Palsy charities</li></ul>
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After being asked to serve as a moderator for a global risk forum hosted by New York University, the NYU School of Professional Studies invited Hurley and two (2) New York area federal agents to develop course material for a new course that combined a curriculum of both emergency management and terrorism topics. The course was eventually approved, and all three course developers were invited to teach the course. Hurley serves as an Adjunct Instructor and guest lecturer for NYU.

## Professional Experience

### Witt O'Brien's, a SEACOR Company

February 2017-present

Anthony Hurley, joined Witt O'Brien's after retiring, in January of 2017, as an Associate Managing Director. Later that year he was promoted to Managing Director, of Witt O'Brien's Utility Practice, where his team provides consulting services to electric, gas, water, wastewater, communications, and hydro clients. His practice offers emergency management and security management services, including storm support, public assistance, emergency and security plan review and development, security assessments, the implementation of the Incident Command System (ICS), exercise development and execution, in addition to other services.

Being a new practice, he was responsible for the development of a utility practice marketing plan, and all associated marketing materials. He led an initiative to identify and join specific industry associations, with an emphasis of building strong relationships with those associations. These associations were:

- American Gas Association (AGA)
- American Public Power Association (APPA)
- American Water Works Association (AWWA)
- Edison Electric Institute (EEI)
- Emergency Management Association of Texas (EMAT)
- National Rural Electric Cooperative Association (NRECA)
- Texas American Water Works Association (TAWWA)

Immediately after hurricane Irma had devastated the U.S. Virgin Islands (USVI), Anthony was asked to deploy to the USVI to serve as part of the Bloomberg/Secunda Storm Response Team. On September 12, 2017, five days after Irma, he arrived on St. Croix, USVI, and served as the Power Restoration Advisor to the USVI Governor Kenneth Mapp. Besides the Governor, he worked closely with Board President of the USVI Water and Power Authority (VIWAPA), FEMA, Department of Energy (DOE), and the Army Corps of Engineers (USACE).

Days later hurricane Maria impacted the USVI, further damaging critical infrastructure, and to some degree, damaging utility assets that had recently been repaired. By establishing a restoration plan, and managing those expectations, VIWAPA achieved 90% power restoration of eligible customers by Christmas Day, 2017, which has been recognized as their most expeditious restoration ever (compared to past hurricanes Hugo and Marilyn, and unnamed storms).

While deployed in the U.S. Virgin Islands for hurricanes Irma and Maria, USVI Governor Mapp named Hurley to the U.S. Virgin Islands Hurricane Recovery and Resilience Task Force, which was tasked with developing long-term mitigation and hardening directives. That Task Force eventually finalized a 273-page report that is being used to build resilience for the U.S. Virgin Islands.

Anthony continued his work in USVI, working closely with VIWAPA Board Chair and Vice-Chair, and numerous USVI agencies in the development and project managing of utility mitigation solutions with an emphasis on industry best practices. Project assignments include validation of funding sources (FEMA, HUD and EPA), compliance audits, and compliance with public assistance (PA) programs. He was also given a special assignment to work with the Chair and the USVI Waste Management Authority.

FirstEnergy, and Legacy companies

January 1980 - February 2017

Jersey Central Power & Light, a FirstEnergy Company

May 2013 - February 2017

His solid professional involvement in the utility industry spans 37 years. As VP of Operations for Jersey Central Power & Light (JCP&L), he managed more than 1,250 employees across 13 departments, including: emergency management; construction and maintenance (transmission and distribution lines and substations); engineering; dispatch; forestry; fleet; meter operations; facilities; and physical security.

Safety being paramount, JCP&L has improved each of the last three years, with OSHA rates of 1.53 (2013), 1.20 (2014), 1.08 (2015) and 0.96 (2016). This was accomplished by establishing and communicating expectations, engaging all employees, both management and labor, and learning from every close call and

minor / OSHA accident. Management and labor employees participate in monthly regional meetings, where candid discussions occur in regards to safety related incidents, and root cause.

Reliability performance is essential, both in meeting the expectations of regulators, and in its correlation to customer satisfaction. JCP&L has improved reliability each of the last three years, in the areas of SAIDI (131.95, 109.32 and 88.04), CAIDI (114.05, 104.75 and 91.97) and SAIFI (1.16, 1.04 and 0.96), respectively. This was accomplished by identifying process and training opportunities, maximizing capital investment, and communicating our strategy to all employees. In 2015 JCP&L was recognized for their 'Best Service Reliability Results in Thirteen (13) Years'. In addition, J.D. Powers and Associates recently acknowledged Jersey Central Power & Light as a "Most Improved Brand", with a 46 point increase from the previous year.

Financial management is crucial to an organization's success. As Vice President, Anthony managed a budget of over \$250 million in their capital (\$145M) and maintenance (\$105M) portfolio. This is independent of a corporate portfolio for transmission projects. In the last three years, JCP&L met their financial and capitalization goals, working closely with the Corporate Business Services group that resided in the region. Anthony accomplished this by creating an internal training team that worked with internal organizations to validate capital vs. maintenance expenditures.

Prior to Anthony joining JCP&L, an engineering firm had been contracted to identify design solutions for the flood mitigation of nineteen (19) flood-prone JCP&L substations. That firm submitted a plan that would have cost \$169 million, and taken several years to construct. Sure that there were better options, he used his industry contacts, and identified better industry alternatives. He created an internal team of construction and operations personnel, and engineers, who were able to develop a robust flood mitigation plan that cost less than \$10 million, had a reduced timeline of 18 months, and was approved by the regulatory agency.

Best Performing Business Unit' Award. Each of their ten (10) operating companies had forty (40) operational (safety, financial and reliability) and customer satisfaction metrics that provided an oversight into their operations performance and efficiencies. Over the last three years, JCP&L improved significantly, and in 2014, they were awarded the FirstEnergy Utilities 'Best Performing Business Unit' award, which is the first time that JCP&L received this award. In 2015 JCP&L again was honored with the winning of this award. Over the last six years (2010-2015), Anthony has been a member of the operating company that has won this prestigious award five times (Ohio Edison in 2010, Toledo Edison in 2012 & 2013, and JCP&L in 2014 and 2015). Overall, he has been a member of the winning operating company on seven (7) occasions.

### Labor Relations

Contract Negotiations – Anthony represented FirstEnergy Utilities in three (3) contract negotiations. Two (2) were with IBEW Locals, and one (1) was with a professional group represented by the AFL-CIO. For the AFL-CIO contract, he was able to negotiate the first five (5) year contract FirstEnergy ever had.

Anthony was invited to speak at the 2014 and 2015 IBEW District Three annual meetings. He focused his presentations on the working relationship and progress made with JCP&L's IBEW partners, particularly in the areas of safety, productivity and efficiencies.

JCP&L was selected by the IBEW to implement the IBEW 'Code of Excellence' program. This was the second operating company that Anthony has been part of that has implemented this program.

When he joined JCP&L in 2013, there was a backlog of over 2,000 grievances that spanned back thirteen (13) years. Anthony worked with the leadership of the IBEW Local to schedule regular meetings over a one year period, reducing this backlog to less than 250 grievances, with none older than two years.

### Special Assignments

Special Assignment 2015/2016 – Anthony was assigned as Lead for the JCP&L Operational and Financial Review that was initiated by the Board of Public Utilities. This project required the selection of a consulting firm, and the development of an internal working group. The project reported to an Executive Steering Committee, and was completed in the 3<sup>rd</sup> quarter of 2016. There were zero discrepancies identified during the review, which led to JCP&L receiving their first ever rate increase settlement not requiring full hearings, and being approved for a higher return than anticipated.

Special Assignment 2013 – After hurricanes Irene (2011) and Sandy (2012), the Board of Public Utilities (BPU) commissioned a study on utility best practices and lessons learned from both events. In early 2013, that study was released, and resulted in 92 recommendations that JCP&L was required to incorporate. Anthony, who was Director in an Ohio operating company at the time, was tasked with the implementation of those recommendations related to the Incident Command System (ICS), and all associated processes, principles and protocols. This required the development of an ICS structure including new positions and organizations, and identifying training for the various roles. In addition, BPU recommendations related to staging sites, damage assessment, substation mitigation plans, and preparedness exercises were also required. In all cases, the 92 recommendations were completed by their deadline, with most mandated to be in place by December 31<sup>st</sup>, 2013.

Special Assignment 2011 – FirstEnergy Utilities (FEU) created a small financial review team to evaluate the performance of all organizations, corporate and regional, within FEU. Anthony was assigned to evaluate eight (8) specific processes to identify opportunities for improvement, and ensure consistency across all organizations. This resulted in significant savings to the corporation.

Special Assignment 2010 – After the announcement of the merger between Allegheny Energy (AYE) and FirstEnergy (FE), Anthony was assigned as the Team Lead of the ‘Emergency Response’ merger team. This team was made up of three members from each company, and worked for four (4) months to identify processes and synergy opportunities between the two organizations. The team’s efforts resulted in \$22.4 million in savings being identified over a three-year period. These results were tracked, and verified as being met.

Special Assignment 2007-2009 - FirstEnergy Utilities (FEU) wanted to create an Asset Management organization, and develop robust asset management processes focused on a more robust qualification of capital projects, the prioritization of capital projects across organizations, and indexing asset health to maximize corporate investments. Asset management processes included the development of storm damage assessment tools, the implementation of root cause analysis to investigate safety and outage incidents, and the reporting of metrics. Anthony was named as the Corporate Director of Asset Management, which required the hiring of thirty (30) professionals, half from outside FirstEnergy. Many of the processes developed are in place today.

Special Assignment 2001 – After the announcement of the merger between General Public Utilities (GPU) and FirstEnergy, Anthony was assigned as the Team Lead of the ‘Regional Engineering’ merger team. This team was made up of seven members, and worked for eight (8) months to identify processes and synergy opportunities between the two organizations. The team benchmarked staffing levels, engineering processes, applicable tariffs, and the operational performance of the engineering organizations. The team’s efforts resulted in significant savings.

# CHRIS BERTI, CFM

## Hazard Mitigation Consultant



### CERTIFICATIONS

Certified Floodplain Manager, ASFPM

Certified to Train State Officials in FEMA Programs

Certified by the FEMA "Train the Trainer" Program

Chris Berti is a seasoned Mitigation Expert and Emergency Manager with over 18 years of FEMA disaster related experience. He has been a Public Assistance Coordinator, Technical Specialist and Project Specialist on numerous disasters. In these roles, provided oversight of Project Specialists, conducted site inspections, determined eligibility, developed Project Worksheets, reviewed PWs for accuracy and eligibility, and provided expertise on complex PA eligibility and policy issues.

Chris also has a solid working knowledge of closeouts for Public Assistance. Chris is particularly strong in Hazard Mitigation. Most recently, he has been concentrating his efforts in California, Texas, Louisiana, and Florida doing Mitigation Project Management of FEMA-funded projects for local communities and project development and management for universities. Previously, he served as a Director of Emergency Response and Recovery concentrating his efforts on recovery throughout the Gulf Coast, especially within the State of Louisiana, and as a Mitigation Staff Supervisor, managing a 32-person team helping the State of Louisiana to implement their \$1.9 billion Hazard Mitigation Grant Program. In this role, he managed mitigation personnel, provided training to state staff, served as the technical advisor to State of Louisiana GOHSEP management staff, and provided technical guidance to the State Hazard Mitigation Officer on all FEMA-funded mitigation programs, including the implementation of the Reconstruction Pilot Program and Expanded Planning Pilot Program.

Other positions he has held within FEMA PA, Mitigation and IA include a Hazard Mitigation Officer, Hazard Mitigation Group Supervisor and Project Manager. He is fluent in 404 and 406 mitigation and his numerous responsibilities included performing PW reviews, oversight of a FEMA mitigation department with seven Hazard Mitigation Specialists, authoring Standard Operating Procedures, providing mitigation counseling and providing training as a FEMA qualified instructor.

Chris has developed hazard mitigation publications for distribution to the public and has a great deal of experience as a public speaker promoting mitigation measures. He is also a Certified Floodplain Manager where he's provided technical assistance and advice to local communities.

- **TASK FORCE LEADER FOR HARRIS COUNTY/HOUSTON FOR HURRICANE HARVEY AND 406 HAZARD MITIGATION SPECIALIST FOR HURRICANE MARIA IN PUERTO RICO.**
  - Managed a team of 6 Program Delivery Managers (PDMG)
  - Chosen to perform as interim Deputy Public Assistance Group Supervisor during any DPAG absences with responsibility for managing 5 TFLs and over 35 PDMGs
- **FEDERAL EMERGENCY MANAGEMENT AGENCY PENSACOLA AREA FIELD OFFICE MITIGATION GROUP SUPERVISOR.** He oversaw a crew of five Hazard Mitigation personnel, managing 404 HMGP Grant administration, as well as 406 HMGP Grant mitigation, and administrative activities for Hurricanes Ivan, Dennis, Wilma and Katrina. From 1996 to 2000 Mr. Berti was a Disaster Assistance Employee in the State of California where he specialized in Hazard Mitigation and the National Flood Insurance Program.



# GARY VIOLA, PE

## Senior Engineer



### EDUCATION

MBA, Marshall University  
BS, Engineering of Mines, West Virginia University

### CERTIFICATIONS

Professional Engineer – West Virginia  
GA Utility Manager  
FEMA Badged; DHS Public Trust Security Clearance

Gary is a Professional Engineer with over 30 years of experience in project management, design, contract management and disaster recovery. Since 2006 he has been working in FEMA disaster recovery on numerous events throughout the US. His disaster roles have included Sanitary/Wastewater Engineer, Marine Debris Task Force Lead, Public Assistance Coordinator (PAC), Project Specialist and State PAC. He is well versed in all aspects of federal, state and local disaster recovery including the development of all categories of Project Worksheets, CEF Estimates, Debris Removal, Hazard Mitigation, Alternate Procedures and FEMA policies and regulations. Prior to disaster recovery, Gary worked in Project and Construction Management where he has had teams of construction managers, staff and corporate consultants reporting to him on large-scale projects. He has vast experience in engineering, construction, management, and design. Gary worked in various industries to improve construction methods and overcome technical problems and has assisted in implementing management control (in industrial and commercial construction, for transportation, water/wastewater projects, water and sewer installations, telecommunications and property development).

- Disaster Assignments include:
  - Sanitary/Wastewater Engineer for Hurricane Harvey in Texas
  - Project Delivery Manager for multiple disasters in California
  - Marine Debris Task Force Lead for Hurricane Sandy in New Jersey
  - Project Specialist for Severe Storms and Flooding in Texas and Colorado
  - Public Assistance Coordinator and Project Specialist for Hurricanes Katrina and Rita in Louisiana
  - State Public Assistance Coordinator in Louisiana
- As **MARINE DEBRIS TASK FORCE LEAD**, duties included assisting NJDEP to formulate bid documents for waterway debris removal, debris monitoring & Program Management contracts; developing a team of waterway specialists and strategies to effectively and efficiently provide oversight to the NJ State Waterway Debris removal project within FEMA policy guidelines; and developing estimates for volumes of vegetative debris, construction and demolition (C & D) debris, vessels, vehicles, household waste, and sand for development and formulation of project worksheets.
- Managed a team of 3 Leads in the field with each lead having a five-man team of Waterway Specialists reporting to them; this team covered the entire NJ coastline which encompasses 840 miles of water front comprised of the ocean, bays, and tidal influenced rivers and creeks.
- Assisted the Office of Central Council Advisor on preparation of policy briefs for questions regarding the marine debris task force and NJ Department of Environmental Protection.
- Conducted damage assessments various types of facilities and structures including water/wastewater treatment plants, sewer lift stations, levee pump stations, government facilities, roads and bridges, historic buildings and parks with ponds and pavilions.
- Developed all categories of Project Worksheets and PW Versions. Reviewed PWs accuracy of damage description and dimensions, eligibility of scope of work within FEMA policy, and cost. Selected to participate as

a voting member of a FEMA Source Selection Evaluation Board, comprised of four (4) professional engineers, to rank and recommend qualified engineering firm to evaluate the conditions New Orleans Sewer and Water Board's sewage systems.

- Developed estimates and assisted the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) technical assistance, i.e. cost reasonableness analysis, and cost estimating format for large projects.
- Selected to participate as a voting member of a FEMA Source Selection Evaluation Board, comprised of four (4) professional engineers, to rank and recommend qualified engineering firm to evaluate the conditions New Orleans Sewer and Water Board's sewage systems.
- Participated in review and determination of eligibility for hazard mitigation measures under 406 and 404 programs.
- Provided utility and project management expertise for engineering design and construction firms installing water and wastewater mains, force mains and water related appurtenances for public systems and mechanical, electrical and plumbing design for commercial buildings and hospitals.
- Program Manager and Staff Engineer for the West Virginia Bureau for Public Health, a state agency responsible for the Safe Drinking Water Program and training water and wastewater operators in treatment plants throughout West Virginia.
- Director of Engineering and Project Manager for civil construction projects including water, sewer and road construction.

# GERALD (GERRY) PAGE

## Disaster Recovery Specialist



### TRAINING

FEMA University - OPS I, CEF, PW Writing, Mitigation  
IS – 100.PW, Introduction to the Incident Command System  
IS – 200, ICS for Single Resources and Initial Action Incidents  
IS – 700, National Incident Management Systems (NIMS)  
IS – 800.A, National Response Plan (NRP)

### CERTIFICATIONS

Certified First Responder Certification  
HAZMAT Incident Commander Certification  
Fire Officer II, III and IV Certification  
Fire Fighter II Certification  
Fire Instructor II and III Certification

Gerald is a Fire Protection and Disaster Recovery Specialist with 37 years of experience. He has significant experience with fire prevention, protection and suppression programs with extensive experience in fire and safety assessments, inspections, policies and procedures and training. He is familiar with fire and safety codes, standards and regulations such as NFPA Codes and Standards, OSHA standards and regulations, FAA regulations and HAZMAT. In addition to his fire prevention experience, Gerald has significant FEMA Public Assistance experience providing damage assessments to all types of facilities and structures. This includes historic facilities, libraries, schools, infrastructure such as asphalt and gravel roads and concrete and steel culverts, government facilities, and debris assessments of facilities and waterways. Since he began in 2008, he has conducted thousands of FEMA PA structural assessments. Gerald holds multiple certifications including HAZMAT Incident Commander, Fire Office, Fire Inspector, Fire Instructor, Fire Fighter, and First Responder.

- Extensive experience conducting structural and facility fire and safety assessments for as a Fire Chief for the Pennsylvania Air National Guard and a Fire Protection Specialist for the US Air Force.
- Supported FEMA Public Assistance on 9 disasters since 2008: Project Specialist for Severe Storms and Flooding in Colorado; Project Specialist for Hurricane Ike and Severe Storms and Flooding in Texas; Project Specialist for Severe Storms and Flooding in North; Project Specialist/Team Lead for Flooding in South Dakota; Project Specialist for Severe Storms, Flooding and Tornadoes in Iowa; Debris Task Force for Severe Storms, Tornadoes, Straight-line Winds and Flooding in Mississippi; Building Specialist for Severe Storms and Tornadoes in Massachusetts; Marine Debris Task Force for Hurricane Sandy in New Jersey.
- As a Building Specialist on the BAT team in Massachusetts, worked on an Historic facility, the National Guard Armory, that sustained tornado damage.
- As a Project Specialist in TS, conducted damage assessments of the Barbara Bush Branch Library.
- As a Project Specialist in North Dakota, conducted almost 1700 site inspections.
- As a Project Specialist in Iowa, responsible for writing Category C PWs and conducting road assessments on 1800 sites.
- As a Project Specialist in Colorado, assessed state parks including Eldorado Canyon State Park, Centennial Valley State Wildlife Area (SWA), Watson SWA and Fish Hatchery, Cherokee Park SWA, Mitani-Tokuyasu SWA, Webster SWA and Brower SWA.
- Extensive FEMA PA facility assessment experience including libraries, schools, law buildings, government facilities, healthcare facilities, ferry operations, maintenance facilities, and lift stations.
- Fire Chief for the 193rd Special Operations Wing and 171st Refueling Wing for the PA Air National Guard responsible for oversight of the fire inspection program and fire prevention training.



## JEFF STEVENS, CEM, MEP Project Executive



### EDUCATION

MA, International Relations, Salve Regina University  
BA, Administration of Justice, Salve Regina University

### CERTIFICATIONS

Certified Emergency Manager  
Master Exercise Practitioner  
FEMA Type III All-Hazard IMT\*\*

Jeff serves as iParametrics' Vice President of Emergency Management. In this role, he works closely with our clients to improve their resilience and enhance their recovery efforts. Jeff is hand on leader known for his dogged advocacy on behalf of the communities we serve. He constantly identified opportunities to ensure that our clients are leveraging all possible avenues to enhance their preparedness or build back better after a disaster. Jeff is a Certified Emergency Manager and FEMA Master Exercise Practitioner. He holds numerous Incident Management Team certifications and is also a volunteer firefighter.

- **NEW YORK UNIVERSITY EMERGENCY MANAGEMENT PROGRAM**, New York City, New York. Jeff rebuilt the emergency management program at NYU, one of the largest private universities in the world. Working with a diverse population and campuses on six of seven continents, Jeff introduced new technology, processes and plans to enhance resilience and speed response. During his tenure, Jeff conducted the first DHS-funded Multi-Asset Security Assessment at a University, launched an Incident Management Team and created the first university-level Comprehensive Emergency Management Plan. He also launched a mobile safety app that works in 193 different countries.
- **DR-4214 COMMONWEALTH OF MASSACHUSETTS WINTER STORMS**, Massachusetts. Jeff served as the Project Manager for the largest declaration in the Commonwealth's history. Augmenting Commonwealth staff, Jeff's team dealt with a myriad of insurance issues that impacted project obligation and caused complex challenges specifically regarding self-insurance. Overall, the team supported 600+ applicants and 1200+ project worksheets.
- **CDBG-DR AND EDA GRANT MANAGEMENT**, Bristol, Rhode Island. Jeff served as the Project Manager for the administration of two grants to support the reduction of significant flooding issues along the Tanyard Brook Watershed. Utilizing both CDBG-DR and EDA grant programs, Jeff worked on behalf of the town to significantly reduce costs to the local taxpayer, while mitigating a significant, repetitive flooding issue that was impeding local development.
- **NEW JERSEY CENTRAL EAST HEALTHCARE COALITION 5-YEAR STRATEGY**, New Jersey. Jeff served as the Program Manager for the development of a 5-year strategy for the New Jersey Central East Healthcare Coalition. Faced with the prospect of shrinking Hospital Preparedness Program grant funds, the coalition sought to identify strategies to leverage funding, advance goals, and enhance healthcare resiliency throughout the region. Jeff's team used various qualitative and quantitative methods to develop a strategy that was fully adopted by all regional healthcare facilities.
- **NORTHERN NEW JERSEY UASI HOSPITAL EVACUATION FRAMEWORK**. Jeff served as the Project Manager and lead author to create a hospital evacuation framework for the North New Jersey Urban Area Security Initiative. This framework was intended for adoption by all hospitals in a 7 county region in northeastern New Jersey serving more than 3 million New Jersey residents.
- **DR-4255 ROWLETT, TEXAS TORNADO**, Rowlett, Texas. Jeff served as the initial project manager in support of Rowlett, Texas's recovery from an EF-4 tornado that struck the day after Christmas 2015. He established an effective project management battle rhythm and assisted in programmatic efforts including setting up the recovery of significant donated resources that vastly reduced Rowlett's local costs.

# JEFF STEVENS, CEM, MEP

## Project Executive



- **DR-4085, HURRICANE SANDY**, Clinton, Connecticut. Jeff served as the Project Manager for the Town of Clinton's recovery efforts from Hurricane Sandy, a shoreline community that was significantly affected. Jeff's team first oversaw the debris monitoring of sand, vegetative, and white goods debris. Jeff's and his team then worked with the Town to prepare their Project Worksheets for various emergency and permanent work projects. Complicating issues, the Town had been impacted by Tropical Storm Irene the year before and some of those projects were impacted once again. Jeff worked with the Town to decouple these issues and utilize the volunteer time from the Fire Department to offset the town's local cost share.
- **COOP/COG PLAN**, Westerly, Rhode Island. Jeff led a planning effort to create a Town-wide Continuity of Operations and Continuity of Government Plan for a small, coastal municipality in Rhode Island. Working with all departments, his team was able to identify all governmental functions including those that were critical to continue should they experience a significant disaster or service interruption. The resulting plan was adopted unanimously by the Town.

## EMPLOYMENT HISTORY

- Vice President of Emergency Management, iParametrics, 2018-Present
- Director of Emergency Management and Communications Center, NYU, 2016-2018
- Vice President of Emergency Management Services, CDR Maguire, 2012-2016

# KATHLEEN HAGGAR

## Senior FEMA Specialist



### EDUCATION

MS, Ecological Biology, Southeastern Louisiana University

MS, Geology, Tulane University

BS, Geology, University of New Orleans

### CERTIFICATIONS

FEMA Badged

DHS Public Trust Security Clearance

Kathy is a former Licensed Geologist (Texas) and Ecological Biologist with over 35 years of environmental experience. Her extensive experience includes wetland delineation and permits, lake ecology management, threatened and endangered species, landscape and horticultural services, Phase I ESA site assistance to prime environmental contractors, and aquatic weed control. She has worked on numerous occasions with the Army Corps of Engineers conducting multiple environmental studies and obtaining permits. She has written environmental assessments and reviewed FONSI's. In addition, Kathy has FEMA experience as an EHP Specialist and Program Delivery Manager for Public Assistance and a Wetlands Specialist for Long Term Community Recovery.

- **FEMA PUBLIC ASSISTANCE**, Florida and California, Project Delivery Manager. Assisted in the aftermath of Hurricane Irma and multiple disaster sites in California to guide applicants through the FEMA Public Assistance processes.
- **PA GRANT REVIEWS OF CAT A-C PWS**, EHP Specialist. Conducted grant reviews for environmental compliance and historical impact. Part of a team that reviewed 1500 PWSs in 2 months.
- **ESF-14, LONG TERM COMMUNITY RECOVERY**, St. Bernard Parish, Louisiana, Wetlands Specialist. Proposed the "Cypress Island" concept to simultaneously recycle damaged and stranded barges, dispose of concrete slabs, create new and mixed habitat, preserve existing marsh, and dampen storm surge in shallow coastal environments. Wrote multiple Line of Defense proposals and communicated environmental/coastal processes and functions to the St. Bernard Community.
- **ENVIRONMENTAL SUBJECT MATTER EXPERT**, Louisiana, Texas, Mississippi, and Alabama. Provided wetland delineation and permits, lake ecology management, threatened and endangered species, and landscape and horticultural services. Since 1993, conducted hundreds of wetland delineations on thousands of acres of land for numerous private clients as well as state and local governments.
- **PHASE I ESA SITE ASSESSMENTS**. Conducted Phase I ESA site assistance to prime environmental contractors, aquatic weed control and lake ecology management, landscaping, and road/power line/ROW weed control. Interprets satellite/infrared photos, FEMA/FIRM Maps, USGS Quads, Soil Surveys, LIDAR, DOQQs, Soil Surveys (digital and hard copy), and products generated by surveyors. Perform field data collection for Phase I Environmental Site Assessments.
- **WETLAND PRESERVATION BANK, NEW ORLEANS CORPS DISTRICT**, Ascension Parish, Louisiana. Created one of the few wetland preservation banks in the Spanish Lake Basin; this bank and its adjoining set aside acreage saved about 1900 acres of old cypress growth.
- **PRIMARY WETLAND CONSULTANT**, Ascension Parish. Serving since 2006 to evaluate bayou rights of way to avoid unnecessary wetland impacts resulting from proposed bayou maintenance operations and settling old EPA orders.

# KATHLEEN HAGGAR

## Senior FEMA Specialist



### EMPLOYMENT HISTORY

- Disaster Recovery and Environmental Specialist, iParametrics, 2006 – Present
- Founder and Vice President, Riparian, Inc. 1993 – Present

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## WORK EXPERIENCE

### Salvation Army, Omaha, Ne

*Intake Coordinator, Dec 2018 - Jun 2019*

- Compile, sort and verify the accuracy of data before it is entered.
- Maintain case history records and prepare reports.
- Select materials needed to complete work assignments.
- Counsel individuals regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, or medical care.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Store completed documents in appropriate locations.
- Compile, sort and verify the accuracy of data before it is entered.
- Drive company vehicle to transport clients.
- Interpret and explain information such as eligibility requirements, application details, and applicants' legal rights.
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### Family Housing Advisory Services, Omaha, Ne

*Intake Specialist - Data Manager, Jun 2017 - Dec 2018*

- Compile, sort and verify the accuracy of data before it is entered.
- Store completed documents in appropriate locations.
- Compare data with source documents, or re-enter data in verification format to detect errors.
- Maintain logs of activities and completed work.
- Select materials needed to complete work assignments.
- Train users and answer questions.
- Answer applicants' questions about benefits and claim procedures.
- Interpret and explain information such as eligibility requirements, application details, payment methods, and applicants' legal rights.
- Interview and investigate applicants for public assistance to gather information pertinent to their applications.
- Check with employers or other references to verify answers and obtain further information.
- Keep records of assigned cases, and prepare required reports.
- Refer applicants to job openings or to interviews with other staff, in accordance with administrative guidelines or office procedures.
- Counsel individuals, groups, families, or communities regarding issues including mental health, poverty, unemployment, substance abuse, physical abuse, rehabilitation, social adjustment, child care, or medical care.
- Interview clients individually, in families, or in groups, assessing their situations, capabilities, and problems, to determine what services are required to meet their needs.
- Serve as liaisons between students, homes, schools, family services, child guidance clinics, courts, protective services, doctors, and other contacts, to help children who face problems such as disabilities, abuse, or poverty.
- Maintain case history records and prepare reports.



- Refer clients to community resources for services such as job placement, debt counseling, legal aid, housing, medical treatment, or financial assistance, and provide concrete information, such as where to go and how to apply.
- Provide, find, or arrange for support services, such as child care, homemaker service, prenatal care, substance abuse treatment, job training, counseling, or parenting classes, to prevent more serious problems from developing.
- Collect supplementary information needed to assist client, such as employment records, medical records, or school reports.
- Determine clients' eligibility for financial assistance.
- Provide information or refer individuals to public or private agencies or community services for assistance.
- Consult with supervisor concerning programs for individual families.
- Visit individuals in homes or attend group meetings to provide information on agency services, requirements, or procedures.
- Assist in locating housing for displaced individuals.

### **Dignity Home Cares, Omaha, NE**

*HealthCare Specialist, Oct 2016 – Dec 2016*

- Maintain records of patient care, condition, progress, or problems to report and discuss observations with supervisor or case manager.
- Provide patients with help moving in and out of beds, baths, wheelchairs, or automobiles and with dressing and grooming.
- Care for patients by changing bed linens, washing and ironing laundry, cleaning, or assisting with their personal care.
- Entertain, converse with, or read aloud to patients to keep them mentally healthy and alert.
- Plan, purchase, prepare, or serve meals to patients or other family members, according to prescribed diets.
- Accompany clients to doctors' offices or on other trips outside the home, providing transportation, assistance, and companionship.
- Direct patients in simple prescribed exercises or in the use of braces or artificial limbs.
- Provide patients and families with emotional support and instruction in areas such as caring for infants, preparing healthy meals, living independently, or adapting to disability or illness.
- Perform a variety of duties as requested by client, such as obtaining household supplies or running errands.
- Administer bedside or personal care, such as ambulation or personal hygiene assistance.
- Prepare and maintain records of client progress and services performed, reporting changes in client condition to manager or supervisor.
- Perform housekeeping duties, such as cooking, cleaning, washing clothes or dishes, or running errands.
- Care for individuals or families during periods of incapacitation, family disruption, or convalescence, providing companionship, personal care, or help in adjusting to new lifestyles.
- Perform healthcare-related tasks, such as monitoring vital signs and medication, under the direction of registered nurses or physiotherapists.
- Plan, shop for, or prepare nutritious meals or assist families in planning, shopping for, or preparing nutritious meals.
- Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.
- Instruct or advise clients on issues such as household cleanliness, utilities, hygiene, nutrition, or infant care.
- Participate in case reviews, consulting with the team caring for the client, to evaluate the client's needs and plan for continuing services.
- Train family members to provide bedside care.
- Provide clients with communication assistance, typing their correspondence or obtaining information for them.

## **SITEL, Omaha, NE**

*Customer Service Agent, Jun 2015 – Apr 2016*

- Confer with customers by telephone or in person to provide information about products or services, take or enter orders, cancel accounts, or obtain details of complaints.
- Keep records of customer interactions or transactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Check to ensure that appropriate changes were made to resolve customers' problems.
- Refer unresolved customer grievances to designated departments for further investigation.
- Resolve customers' service or billing complaints by performing activities such as exchanging merchandise, refunding money, or adjusting bills.
- Solicit sales of new or additional services or products.
- Deliver prepared sales talks, reading from scripts that describe products or services, in order to persuade potential customers to purchase a product or service or to make a donation.
- Explain products or services and prices, and answer questions from customers.
- Obtain customer information such as name, address, and payment method, and enter orders into computers.
- Record names, addresses, purchases, and reactions of prospects contacted.
- Adjust sales scripts to better target the needs and interests of specific individuals.
- Answer telephone calls from potential customers who have been solicited through advertisements.
- Explain products or services and prices, and answer questions from customers.

## **Jiffy Lube, Omaha, NE**

*Maintenance Manager, May 2013 – Dec 2014*

- Resolve customer complaints regarding sales and service.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Oversee activities directly related to making products or providing services.
- Manage staff, preparing work schedules and assigning specific duties.
- Determine staffing requirements, and interview, hire and train new employees, or oversee those personnel processes.
- Perform sales floor work, such as greeting or assisting customers, stocking shelves, or taking inventory.
- Inventory and order materials, supplies, and services.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Assist customers by providing information and resolving their complaints.
- Answer customers' questions, and provide information on procedures or policies.
- Maintain clean and orderly checkout areas and complete other general cleaning duties, such as mopping floors and emptying trash cans.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Monitor checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.
- Sort, count, and wrap currency and coins.
- Supervise others and provide on-the-job training.

## **EDUCATION**

**Metropolitan Community College, Omaha, NE**

*Associates in Human Services Candidate, Expected graduation, May 2020*

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## EDUCATION

### Creighton University School of Law, Omaha, NE

Juris Doctor, 2017 | M.S., Negotiations & Conflict Resolution, 2017

#### *Honors and Activities:*

Creighton Legal Clinic – Senior Certified Student Attorney

Moot Court Competition – Participant

Business Law Society – Events/Outreach Coordinator

International and Comparative Law Journal – Managing Editor

#### *Publication:*

*21st Century Terrorism Business Model, Creighton Comparative Law Journal, Vol. 8 (2016)*

### Adrian College, Adrian, MI

B.A., Business Administration, 2012

#### *Honors and Activities:*

Dean's List (4 of 7 Semesters)

Corporate Project: Community Economic Development Study (State & National Awards)

## EXPERIENCE

### Compliance Manager, Ward Laboratories, Inc.

January 2018 – Present

Develop and implement an effective legal compliance program; ensure contracts, policies and procedures adhere to existing regulations; monitor and advise management on possible risks; develop and modify compliance standards and procedures; proactively audit processes and practices; point of contact with USDA, EPA, OSHA, DHHS and the State of Nebraska; monitor company practices to ensure federal, state and regulatory compliance; provide management with direction on agricultural industry developments; lead business development in state certification and compliance related policies; protect the Company from legal and regulatory risk.

### Compliance Clerk, Retirement Plans Division, Mutual of Omaha

February 2016 – June 2017

Conducted legal research and analysis for retirement plan products; researched topics include securities law, tax law, estate law, ERISA, insurance law, and contract law; reviewed tax qualifications for the structured settlement product; drafted contracts for institutional investments and group income annuities; coached advisors and wholesalers on products, procedures, underwriting and regulations.

### Research and Teacher Assistant, Creighton University School of Law

May 2015 – May 2017

Assisted with the research, production, and proofing of three upcoming legal textbooks. Conducted research and organized textbook content.

### Business Operations Consultant, ACE Adventure Resort

June 2012 – August 2014

Analyzed, developed and oversaw business initiatives for the largest outdoor adventure resort in North America; analyzed and maintained expenses in accordance with budget and sales; identified issues and proposed solutions; explored additional property developments and opportunities.

## ADMISSIONS & CERTIFICATION

State of Nebraska | United States District Court, District of Nebraska | State of Nebraska – Mediator

## ORGANIZATIONS

Nebraska Bar Association (2015 – Current) | Omaha Bar Association (2015 – Current)

# Annette Johnson

## Closeout Specialist



### Summary

A highly qualified emergency management professional with approximately 13 years of expert experience working with the private non-profit sector, federal, state and local governments, to include working as a senior manager for the Federal Emergency Management Agency (FEMA). Career summary includes, Senior GCR FEMA Public Assistance Closeout Specialist, Compliance and Monitoring Analyst, FEMA Homeland Security Surge Capacity Force Specialist and Generalist, Road Home Grant Reviewer, Case Analyst, and Resolution Advisor with many experiences working with residents of Louisiana affected by Hurricane Katrina and Rita. Consistently achieved quality results and production goals in a timely manner by ensuring policy requirements and standards were met. Proficient in the following computer software skills, State LAPA, EMMIE, NEMIS, SharePoint, FEMA Flood ZONE Mapping, Housing and Land Appraisals, Housing and Elevation software, Microsoft Word, PowerPoint, Excel, Road Home MetaStorm, Egrant Data base, JIRA/Issue Tracker and WorlTrac case management software and AS400 account software

### Experience

#### **Governor's Office of Homeland Security and Emergency Preparedness c/o GCR Incorporated Baton Rouge, LA**

*FEMA Public Assistance Closeout Specialist Jan 2013-Aug 21, 2019*

- Monitoring and resolving closeout disaster grants for small and large projects as appropriated.
- Auditing reimbursement documentation and expenditures.
- Confirming funds have been obligated and all documents and actions meet Federal, State, Local laws and policies. Assisting eligible applicants with the following closeout actions:
  - Reconcile total payments received to total calculated claims for Contract Works, Materials and Supplies, Force Account Equipment, Force Account Labor, Procurement, Change Orders, Insurance, Cost Analysis, Site Inspections, Time Extensions, DRS Expenses, Certification form, Final Inspection Reports and Other documentation as needed preparing final closeout.
  - Prepare closeout package and deliver to team lead for audit approval prior to scanning support documentation and certifications for final closeout package.

### SME at a Glance

#### Industry Experience

- 11+ years of consultant experience
- 13+ years the emergency management
- 11+ years program oversight
- 11+ years government
- 13+ years regulatory compliance
- 10+ years training and development

#### Disaster Experience

- DR-1603 Katrina
- DR-1608 Rita
- DR-1668 Storms and Flooding
- DR-1665 Storms and Tornadoes
- DR-1786 Gustav
- DR-1792 Ike
- DR-1863 Storms, Flooding and Tornadoes
- DR-4015 Flooding
- DR-4080 Isaac
- DR-4277 Severe Storms and Flooding

#### Emergency Organizations Profile

- Federal Emergency Management Office (FEMA)
- GCR Incorporated
- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
- National Emergency Planning and Training Association
- Hammerman and Gainer, Inc
- Louisiana Road Home Program.

# Annette Johnson

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- Reconciliation of Federal and State final approval checklists for the total reimbursement of funds that will be paid to the applicant or the recoupment of funds that will be paid back to the Federal and State agency.
- Navigating through the State and Federal proprietary websites in order to reconcile financial data as found in the State/Federal Grant Management systems while making adjustments as necessary to ensure there are no unresolved issues.
- Develop credibility for the finance group by providing timely and accurate analysis of budgets, financial reports and financial trends in order to assist the Board and senior executives in performing their responsibilities.

## **Hammerman and Gainer, Inc.**

**Baton Rouge, LA**

**September 2010 – 2013**

*Compliance Auditor and Monitoring Analyst*

- Provided direct assistance to families affected by Hurricane Katrina or Rita; assisting with completing all necessary compliance documents and Federal/State agreements.
- Perform desk monitoring reviews to ensure homeowner's are compliant with appropriate CDBG regulations as well as State and Homeowner Assistance Program requirements.
- Review and analyze reports, available data, audits and financial information and reconciled with previous monitoring reports and issues.
- Evaluate and verify appropriate flood insurance coverage and owner occupied as listed in the agreement.
- Assist homeowner's who received funds to elevate their homes, as well as homeowners seeking additional funds to make their homes more energy efficient.
- Using MetaStorm to input data submitted by the homeowner for state review and final approval for covenant release and other additional funds.
- Advise and explain in detail to homeowner's the program rules and resulting actions for failure to abide by the signed agreements.
- Provided weekly reports to executive management staff.

## **Federal Emergency Management Agency (FEMA)**

**Washington, DC**

**2009 – 2010**

*Surge Capacity Specialist / Generalist*

- Trained and certified in one or more discrete disaster response skills helping to help others with aide assistance.
- Trained and prepared to activate the Automated Deployment Database with Deployment orders to supporting agencies, as required with many other public assistance and office skills.
- Monitor, track and support other Federal agency in-process, out-process and coordinate transport of personnel to designated transportation sites.

# Annette Johnson

## **Qaudel Inc., Louisiana Road Home Program**

### **Baton Rouge, LA**

2006-2009

*Grant Review, Resolution Officer, Constituent Service Provider*

- Evaluated all files for homeowner's who suffered damages from Hurricane Katrina and Rita for state and final audit.
- Analyzed and researched evidence for ownership of land, homes and mobile homes.
- Research WorlTrac property ownership and explained CAD percentages and Estimated Cost of Home Damages to repair or rebuild the homes.
- Examined and verified proof of payment and explained eligible for FEMA, SBA, HUD Income Grant, homeowner's and flood insurance and location of homes in flood zones through a variety of means, ensuring that information and authorizations provided were accurate and not approaching expiration date before and after hurricanes Katrina and Rita.
- Explain appliance Mitigation prevention procedures.
- Review Issue Tracker and provided trouble shooting and developed processes to fix any problems applicants may incurred that could stop the application from moving forward.
- Provided quick and accurate information to applicants, media, email, and fax or by regular mail according to Road Home policies and procedures.
- Interviewed and completed Road Home application online with applicants which included repairing, rebuilding or the selling of their homes back to the state of Louisiana.

## **Education**

- Southern University and A&M College – B.A., Elementary Education
- Louisiana State University – Graduate Continuing Education Studies
- University of Phoenix – Graduate Continuing Education Studies
- FEMA Training Center: Certificate of Completion
- FEMA/DHS: Relative ICS/IS Courses



## ERIC KUNTZ

*FEMA Regulatory Compliance, SME*

### PROFESSIONAL PROFILE

Eric Kuntz has 24 years of public and private experience, including 20 years of honorable military experience and 21 years of emergency management. He previously served as the State Coordinator of Recovery for the Texas Division of Emergency Management (TDEM) managing \$5.2B in Federal disaster funds for 17 declared disasters, closings seven disasters and 55 Fire Management Assistance Grants. Prior to TDEM, he served as the FEMA Region VI Planning Chief for the Louisiana Recovery Office. He served in the US Navy for six years (Operations First Class) and is a retired commissioned officer from the Louisiana Army National Guard; with assignments to the Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) as the Critical Infrastructure Coordinator and Battle Captain during state and Federally declared disasters. Major disasters include Hurricanes Katrina, Rita, Gustav, Ike, Harvey, Maria and Irma as well as numerous flooding and severe weather events. Other noteworthy assignments included the space shuttle disaster, 9/11 response, Deepwater Horizon Oil Spill, dignitary and significant sporting events coordination. Mr. Kuntz is a Subject Matter Expert on Federal policy and procedure for all FEMA-related projects.

### REPRESENTATIVE PROJECTS

**Plexos Group, L.L.C.** | November 2015 To Present

#### *Senior Vice President of Compliance*

Eric serves as the Senior Vice President of Compliance and the Senior Program Manager for Response and Recovery Programs. Plexos Group is a consulting firm specializing in program management, disaster response and recovery, and business consulting.

- Serves as the Senior Vice President of Compliance addressing issues pertaining to the status of ongoing regulatory readiness and compliance for all FEMA Federal grant programs (including Public Assistance, 404 and 406 Hazard Mitigation, Individual Assistance and FEMA STEP Programs). He is responsible for managing the overall development and implementation of internal and external compliance and coordination for clients, project partners and stakeholders as well as provides internal organizational consultation for regulations and standards impacting the organization.
- Provides Senior Program Management for Response and Recovery of Programs, reporting directly to the CEO and COO.
- Analyze strategic growth initiatives and provide regulatory summaries and recommendations for project compliance and continually monitor, identify and mitigate risk.
- Lead cross-functional teams in projects related to regulatory readiness and compliance. Advise operations teams and leaders on compliant and risk mitigating business strategies and processes.
- Subject Matter Expert on Federal policy and procedure for FEMA Public Assistance and Hazard Mitigation related projects.

### Education

MBA, | Concordia University, 2015

B.S., Business Administration | Southeastern Louisiana University, 2003

### Areas of Expertise

- Public Assistance (PA) Grant Programs
- Hazard Mitigation Grant Programs
- Policy Analysis and Review Stafford Act
- 44 Code of Federal Regulation
- 2 Code of Federal Regulation
- 7 Code of Federal Regulation
- PA Program Policy
- Recovery Policies (RP)
- Disaster response and recovery strategic planning
- Budget and financial review of Presidentially declared disasters

### Training/Skills/Certifications

- FEMA Professional Development Series
- FEMA Advance Professional Development Series
- Emergency Management Courses Completed: ICS 100, 200, 300, 400, 700, 800



- Works directly with the senior elected officials, City Managers and Chief Financial Officers, Department of Homeland Security - Office of Inspector General on federal audits.
- Developed the business model and internal Algorithmic Recovery model for managing Federal disaster funds, which earned recognition from three separate Federal audits in separate regions.
- Provided expert testimony on FEMA's Public Assistance policy for the West, Texas fertilizer plant explosion.
- Provides direct programmatic oversight to clients, such as:
  - Governor's Office of Homeland Security and Emergency Preparedness, Baton Rouge, Louisiana
  - City of Columbia, South Carolina
  - Williamsburg Regional Hospital, South Carolina
  - Roper St Francis Hospital, Charleston, South Carolina
  - City of Baton Rouge, East Baton Rouge Parish, Louisiana
  - Baton Rouge School System, East Baton Rouge Parish, Louisiana
  - US Virgin Islands
  - YMCA Houston Chapter, Houston, Texas

## Texas Division of Emergency Management | November 2012 To October 2015

### *State Coordinator of Recovery*

Provided the direction and guidance in strategic operations and planning. Work involved establishing the strategic plan, goals and objectives; developing policies; reviewing guidelines, procedures, rules, and regulations; establishing priorities, standards, and measurement tools for determining progress in meeting goals; coordinating and evaluating program activities; and reviewing and approving budgets. Work with extensive latitude for the use of initiative and independent judgment.

- Directed the closeout of 8 federally declared disasters and 55 Fire Management Assistance Grant Programs (FMAG).
- Directed recovery efforts of four Presidential disaster declarations and one FMAG.
- Conducted analytical review of FEMA policy and procedures to ensure all federal funding allocated to the State of Texas followed federal and state law.
- Reviewed and responded to internal and external audits concerning the Public Assistance (PA) and FMAG Grant Programs.
- Determined state policy on micro and macro PA policies and procedures.
- Oversaw federal disaster funds for recovery operations in excess of \$5.2B. Oversaw the procurement process for private companies who desired to contract with TDEM Recovery.
- Appointed as Deputy State Coordinating Officer for federal disaster DR 4223, severe weather and flooding.
- Directed program area(s) and activities.
- Developed and implemented techniques for evaluating program activities.
- Developed and established goals and objectives consistent with the agency strategic plan.
- Developed and reviewed budgets and provides final approval.
- Planned, developed, and approved schedules, priorities, and standards for achieving goals; direct evaluation activities.
- Planned, developed, implemented, coordinated, monitored, and evaluated policies.
- Identified the need to revise program area(s).
- Provided direction, guidance, and assistance in program area(s).
- Reviewed and approved management, productivity, and financial reports and studies.
- Reviewed guidelines, procedures, rules, and regulations; and monitored compliance.





- Reviewed results of special investigations, internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance.

**Department of Homeland Security** | October 2009 To November 2012

***Planning Chief – Louisiana Recovery Office***

Provided the overall collection, evaluation and dissemination of all operational and planning information concerning the recovery of Hurricanes Katrina/Rita/Gustav/Ike in order to understand the current situation, predict incident course, and to supervise in the preparation of response objectives and strategies.

**Department of Defense** | September 2003 To October 2009

ASSIGNED DUTY STATION LOUISIANA GOVERNOR'S OFFICE OF HOMELAND SECURITY (GOHSEP)

***Critical Infrastructure Coordinator / Plans & Operations Officer***

Responsible for coordinating with local, state and federal leaders to develop and facilitate homeland security initiatives to better prepare against terrorist and natural threats. Served as Operations Officer for the Louisiana Army National Guard Tactical Command Post, Governor's Office of Homeland Security.

**Louisiana Army National Guard** | March 1997 To June 2011

***Joint Forces Headquarters / J-3 Operations – Captain O-3, Infantry***

**United States Navy** | May 1991 To April 1997

***Operations Specialist First Class***



**CERTIFICATIONS:**

- Contract Law
- Salesforce
- Contracting for Consultants
- Contract Management Purchasing
- Property Casualty License
- Enrollment Case Management
- GDPR Compliance
- Crisis Intervention
- Future Workforce Development

**EDUCATION:**

- University of Minnesota, Bachelor of Arts, Government Administration
- University of Nebraska at Omaha; The Omaha City Council Government, Government Policy and Research
- California Southern Law School, Paralegal Training
- HarvardX-MIT (Harvard University Business Online Initiative)
- Project Management Institute

**SUMMARY:**

**Seeking a new opportunity to grow and utilize transferable adaptable successful skills and experience in Administration; Contract Law; Legal Research; Operations; Contract Maintenance; Government Regulations, Regulatory Compliance; Contract Compliance; Contract Interpretation; Regulations; Statutory Interpretation; Policy Analysis; Operations Research; Doctrine and Discourse Analysis; Customer Service; Business and Government Strategic Product Relationship Management; BOP; Public Relations and New Business Development. Government: Branches, Regulatory Agencies, Departments, and Commissions. Sales, Marketing, E-Sourcing, Insurance, and Market Research; Human Services, Community and Economic Development.**

**ORGANIZATION AND TRANSFERABLE SKILLS:**

- Time-Management
- Adaptability
- Multi-tasking
- Strategic Analytical Thinker
- Problem solving
- Risks Analysis
- Interpretation
- Critical Thinking
- Conflict-Resolution
- Negotiation
- SIC Diversified
- Business to Business
- Consumer Relationship Management
- Evaluation and Investigation
- Reporting and compilation, and tasks
- Contracts
- Research
- Regulatory Compliance
- Government
- Legal Research
- New Business Development

**TECHNICAL SKILLS:**

- **Survey and Client interviewing software and applications:** CRM, CSM, KATY
- **Microsoft applications:** Windows, Word, Excel, Access, Publisher, OneNote, PowerPoint, and Business Portfolio
- **Hardware:** IBM, Dell, Lexmark, HP
- **Document Viewer Databases:** WILO, CALABRIO, ISVIEW, E-VISION
- **Call and Time Management Systems:** KRONOS, PIPKINS, DTERM, VOIP, SOFTPHONE, IVR, Autodialer
- **Payroll Systems:** ADP, Paychex, SpeedPay
- **Business PDF and scanning applications:** *Adobe, Acrobat, Air*, ABBYY Fine Reader and PDF-Splitter USB-Wireless
- **Internet Browsers:** *Internet Explorer, Foxfire, Edge, Google Chrome*,
- **Online Conference meeting software:** *SKYPE for Business, LYNX, ZOOM, JIVE- RingCentral: GoToMeeting, GoToWebinars. Webinars*

- **Digital Communication:** Outlook, Office, Lotus Notes, AOL, GMAIL, MSN Live, Messenger, **Email, Chat,** Facebook, Twitter
- **Online Storage:** Cloud, Google + Docs, OneDrive, DropBox, Hightail, and others
- **Accounting Inventory and Billing:** *Contract Management System, SAGE Peachtree,* and Quicken; Fundraising software application experience
- **Billing, Inventory, Procurement, Payroll and Billing:** Sage, Quicken, SCMS, CBP, RX, ADP, Speed-Pay, PayPal *Social Media,* Fundraising Donor Management Platforms, Healthcare
- **Customer Database, Database and Research:** *HOST, UNIX, DOS, ORACLE, SPSS, SAS, and SAP. VIS, VISTA, SHARE, VBMS, WRAP, SHAREPOINT, CSM, CRM, CMS, MAPS, Government customized CRM, CFR, Westlaw, Lexis-Nexis, CFR, Statutes*
- **Documents: Lease Master; AMIG Application Extender**
- **Telecommunication:** RAC, WFM, ROMS and Verigate

## EXPERIENCE:

National Community of the Disadvantaged Enrichment, NCODE, Omaha, NE  
Corporate and Government Contracts and Compliance Risk Manager

March 2012 to Present

- Reviewed vendor and supplier contract agreements for legal and business conflict of interest, federal and state compliance, corporate SOP conflicts, and to assess third party supply chain sustainability and feasibility for the corporate program.
- Reviewed contract bids from vendors and suppliers for low cost or no cost price of compatible products, features, and services from IT corporations such as but not limited to: Microsoft, Microsoft Business Solutions, Dell, Cox, Time Warner, Salesforce, Google, RingCentral-Jive Communications.
- Reviewed contract for legal contract elements such as the offer, capacity of parties, mutual-bargaining elements and compliance with state and federal regulations and corporate program requirements.
- Drafted and emailed initial RFP-SOWs, RFQs and POs to vendors and suppliers.
- Reviewed external MSAs and counter-offers for consistency and compliance; redacted, revised amended, and or attached approved addendums to the following but not limited to: clauses, terms and conditions, pricing, riders, and service delivery schedules.
- Submitted electronic contract draft request to each board director for approval or rejection of 1<sup>st</sup> contract draft; option- contracts, revised contracts, and amended.
- Reviewed alternate compatible service providers MSAs and presented Performa plan to the board to decrease unnecessary features and services through trial services and annual package promotion offers saving the corporation \$2,000 annually in monthly user fees and taxes.
- Successfully obtained contracts with discounts, free service, and promotional offers boosting the corporation into an unfunded operable status.
- Performed legal research; analyzed data and identified key risk factor indicators in the corporate legal documents, contract issues, and performed regulatory and statutory research of governing regulations, changes, and update.
- Reviewed and utilized online updated electronic legal research databases for current active, laws, precedence and or case law and secondary sources; utilized law library manual sources for printed documentation of historical and annotated references.
- Implemented benchmark compliance checkpoint control process for contracts review successfully meeting established time-frames to implement State and Federal regulations, updates, revision and amendment to contracts and SOP's which positioned and maintained the legal status of the corporation.
- Reviewed state and federal legislation, federal agencies regulations and directives and successfully identified changes in public policy developing risk factors for the corporation contracts, business and program goals.
- Analyzed private, public, and government proposed strategic partnership agreements for enforceability, state and federal regulation compliance and risk management of the corporate standard operating procedures.
- Reviewed and discoursed legal and complex regulations with government officials, agencies, inter-governmental liaisons and applied uniform language to contract drafts, and concurring legal documents.
- Reviewed and slated time sensitive regulation **deadlines** with new and existing **contracts renewal** timeframes.

- Served as the corporate expert in conferences, negotiations, and meetings between corporate, external agencies, vendors and suppliers, key third-party stakeholders, proposed technology partners, and the corporate National Network Administrator which established the corporation Bi and Multi-lateral capabilities.
- Developed a compliance internal risk assessment data process for the workforce team and administration reporting; successfully **identified risk and set corrective actions** to ensure inadequacies and deficiencies are understood and timely identified.
- **Developed compliance reports, successfully established reporting data for the corporation and its national program earning the corporation the Gold Star for meeting set business standards and ethics for corporate transparency empowering the corporation's integrity and credibility for private and federal opportunities and partnerships.**
- **Prepared Audit and Compliance reports and forms to communicate the effectiveness of the compliance program.**
- **Reviewed final executed vendor contract agreements to assess third party supply chain sustainability for a national call center program and developed a final report of findings; made presentation at the Board of Directors.**
- **Developed effective and efficient ERP collaboration processes in the acquiring and managing of resources.**

United States Department of Veterans Affairs, Hot Springs, SD

Oct. 2017 to Feb. 2018

Regulatory Compliance- Team Lead (Supervisory)

Compliance to Title 38 U.S. Code, applied **federal regulations to determine eligibility for health** benefits and evidentiary requirements. Followed federal statutory compliance and trained to perform the following duties:

- **Analyzed applications and responded to higher level eligibility questions from Team members using CRM and multi-tasking multiple applications and programs to resolve issues pertaining to eligibility and enrollments.**
- **Reviewed service order request from management, checking accuracy, consistency, effectiveness and timeliness**
- **Assessed the most appropriate action and identified alternatives in resolving issue(s) through in- depth research obtained from databases.**
- **Performed special projects** related to call center and utilizes databases and **creates reports for Management**
- Explained the “**Financial Means Test “regulations** as they apply to program eligibility, charges and co-payments.
- **Maintained updates on legislative changes affecting VA government policies, and internal and external third-party resources.**
- **Received complaint calls from legislative representative offices and liaison for Veterans to research issues and purpose and initiated resolution actions.**
- **Maintained continuous compliance training in policies, and federal regulation and achieved high scores and certificates.**

United States Department of Veterans Affairs, St. Paul, Minnesota

Feb. 2017 to April 2017

Claims Analyst-Benefits

**Applied** Title 38 U.S. Code, and Veterans Administration Compensation and pension eligibility

**Federal Regulations** to complete the following duties but not limited to:

- **Analyzed applications for eligibility** for VA benefits and evidentiary requirements; and Technical working knowledge of various claims to **determine products.**
- Maintained working knowledge of VA, VBA **business lines and products**, general knowledge of benefits; i.e. education, vocational rehabilitation, loan guaranty, life insurance, and VA health Care.
- Maintained updated working knowledge of VBA's integrated automated case processing systems' multi-tasking systems input and output methodology, forms and data (i.e. COVERS, CAPS, AMIE, CAPRI, PCGL, IRIS, and VACOLS). Others used: **MAPD**, and **VBMS**.

- **Maintained working knowledge of the Privacy Act and Freedom of Information ACT requirements for release of information.**
- **Processed all incoming Power of Attorney requests.** I researched informal claim data to determine if a prior representative must be revoked, prepared correspondence to notify all parties concerned, and updated all appropriate system applications, and when appropriate or required, **I used special procedures to research and establish recognition of a private attorney for limited issues.**
- **Reviewed Notices of Disagreements** and routed; **verified RFPs, RFDs, RFCs to the appropriate administrative team and or Appeals team for review and action.** I established a Veterans Appeals Control and Locator System and established the appropriate EP, folder flash, and if necessary, a claims folder.
- **In connection with the claim, I generated various types of correspondence, i.e. letters, reports of contacts, reports, and responses to requests and congressional inquiries and provided information for statistical and narrative reports, as needed.**

**Bank of the West – Omaha  
Regulatory Compliance-Customer Service Representative  
City of Industry, California**

**Nov. 2015 to July 2016**

- Reviewed contract loan status for the document release process for final and third-party authorized releasing.
- Processed electronic **work orders for changes, corrections, and updates.**
- **Reviewed contracts for maintenance and financial inquiries from consumers, financial companies, state motor vehicle licensing offices, GAP insurers, and third-party collateral sellers while simultaneous applying federal and corporate compliance.**
- **Reviewed contract accounts for discrepancies of payments, credits, to determined loan contract status and offered resolutions.**
- **Reviewed contract for default, closing contract payoff amount.**
- **Reviewed contract loan closing payoff and provided quotes; estimated and evaluated a timeframe for electronic document processing**
- **Achieved training certificates of completion averaging 95% average test scores in government and financial compliance training including but not limited to KSA in the following: compliance training in OFAC-sanctions; NATFA; BSA, AML and SAR; CFPB; FTC-FCRA and Big Data, SRA, HUD, and Regulations B, C, E, J, PP, X, Y, Z, and regulatory fines and sanctions**
- **Achieved 95% average metric scores for my team and performed well company goals.**

**National Community of the Disadvantaged Enrichment, NCODE, Omaha, NE  
Corporate Executive Administrator- Corporate Affairs**

**June 2005 to February 2012**

- **Contracts/Drafted contracts, analyzed documents for regulatory and corporate compliance, revised and amended which maintained legal status.**
- **Legal/ Researched and analyzed statutes, legislation, administrative law, health directives, case studies.**
- **Administrative Government Relations/ Managed business relationship with key stakeholders, suppliers, state and federal government, regulatory agencies, corporations, and faith -based organizations, and solicited support of expertise professionals which raised public credibility.**
- **Financial Management Accounting/successfully developed a GAAP-FASB and NFP aligned chart of accounts which developed Financial, Journal, Inventory, budgets, and job profitability reports.**
- **Grant Research/ Compatibility analysis; organized supporting data and documents; processed manual and electronic funding applications, forms, and created a deadline process to sustain program operations.**

**Our Living Hope Church and Mission, Omaha, NE  
International Documentation Specialist and New Membership Representative (Urban Mission)**

**July 2012 to June 2019**

Annually Certified under an IRS International approved Episcopal Administration to: Travel, Territorial Expansion and Development, and Missions to:

- **Researched Geo-demography/ analyzed ecclesiastical database statistics and findings of new territories and non-affiliated persons;**
- **Developed a grassroots expansion plan** for the underdevelopment of community enclaves;
- **Policy Affairs/ Provided conclusive research data and findings; educated, encouraged, and empowered public missions, educators, leaders, and businesses with service delivery goals; Results: contributed to an increased wealth of untapped funding and resources;**
- **BOP/Successfully reduced summer hunger for children by 200%; Outsourced needs to partners.**
- **Traveled/ Spurred interest** in Upper Midwest area communities for community leadership training skills building offered by the Episcopal office Leadership; recruited and trained;
- **Records/ Maintained license and certification; manual files and electronic data and presented reports** the assistant to assigned Episcopal Bishop.

**Labor Ready International (now as People Ready of True Blue)**  
**New Business Development Telemarketer**  
**Omaha NE**

**September 1998 to August 2001**

- **Reviewed features, services, and advantages offered through labor ready MSA for staffing solutions for industrial businesses, manufacturers, and factories**
- **Presented pre-sales informational campaign by phone to introduce contract options and coverages for supply of skilled workers, automated billing, safety training requirements of workers on safety, specialized equipment, OSHA regulated product and chemical data sheets, workers compensation, attendance and time reporting.**
- **Successfully boosted appointments by 30% in the first month per field sales representative.**
- **Developed and designed publications and periodicals to mail to warm leads and prospective clients.**
- **Successfully accomplished 100% of the company's new business goals, and was no longer needed.**

**The Omaha City Council Government, Omaha, NE**  
**University of Nebraska at Omaha**  
**Government Policy and Grant Research Analyst**

- **Performed grounds floor investigative research of state and federal regulations and current legal cases and precedence which affect the current local legislation and ordinances and fiscal policies.**
- **Researched and analyzed The Economic Development Council future "Master Plan," and the Metropolitan Area Planning agency demographic and empirical supportive data,**
- **Performed data analysis research and developed a comparison analysis technique which resulted in successfully locating a similar successful compatible model approach for economic development for North Omaha.**
- **Developed Bi-lateral and Multi-lateral partnerships with inter-governmental departments, federal and state agencies, and government liaisons, professional experts, and community organizations for current successful models of economic development plans.**
- **ADMINISTRATIVE:**
- **Developed a final research report; presented to the assistant councilman and council members**
- **Attended Omaha City Council meetings developed and recorded public policy, regulations, and ordinance conflicts, constituent, social agencies, and businesses issues and concerns and recorded official council responses and developed meeting narrative summary for the assistant councilman.**
- **Tabled future unresolved issues and constituent complaints.**
- **Responded to local constituent switchboard, filed complaints and issues for the council.**

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## AUDITING, COMPLIANCE AND GRANTS PROFESSIONAL

*10+ years' success leading compliance and auditing for high-growth organizations*

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Repeated success guiding sizeable, compliance and auditing teams in completing audits; ensuring compliance with regulations and internal control; recommending improvements in internal control structure and providing leading-edge business solutions. Talent for launching compliance programs that generate cost saving and increased profit revenues. Expert presenter, negotiator, and businessperson; able to forge solid relationships with partners and build consensus across multiple organizational levels.

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### HIGHLIGHTS OF EXPERTISE

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- Strategic Business Planning
- Cost Reduction and Avoidance
- Auditing/Grant Management
- Negotiation and Mediation
- Program and Project Management
- Budget Administration / Management
- Regulatory & Compliance Standard
- Process Redesign / Change Management
- Statistical Analysis & Interpretation
- Team Building and Leadership

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## CAREER EXPERIENCE

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STATE OF FLORIDA, Tallahassee, Florida

*Provide leadership, supervision, and administration of a subsection in the Dispute Resolution and Monitoring Section that consists of two areas of primary focus to include: self-assessment and on-site monitoring; and investigating formal state complaints.*

### **EDUCATIONAL PROGRAM DIRECTOR** (2018 to Present)

Responsible for communicating with, motivating, providing or coordinating training and directing the work of subordinates.

- ◆ Develop timely and accurate work plans for direct reports that assist in the preparation and completion of performance appraisals.
- ◆ Ensure that reports of inquiry are timely, thorough, accurate, and formatted to the established standards of the Bureau.
- ◆ Assist direct reports in the review of district information and development of reports related to self-assessment and on-site monitoring.
- ◆ Collaborate with other State Performance Plan Indicator teams to ensure appropriate representation and input by the dispute resolution unit.

STATE OF FLORIDA, Tallahassee, Florida

*Provided dispute resolution compliance-level leadership with planning and implementation of monitoring onsite visits in school districts, correctional facilities, juvenile facilities and The Florida School for the Deaf and Blind.*

### **PROGRAM SPECIALIST IV** (2015 to 2018)

Held concurrent responsibility for reviewing federal and state laws to ensure compliance with policies and regulatory procedures being implemented within the school districts. Interact effectively with parents and school districts in taking corrective action to resolve disputes and answer inquires.

- ◆ Spearheaded compliance with regulations and controls through the examination and analysis of records, reports, operating practices, and documentation; recommended opportunities to strengthen the internal control structure.

*continued...*

- ◆ Conceptualized and initiated the development, dissemination, and tracking of the Exceptional Student Education Policies and Procedures (SP&P) document.
- ◆ Reviewed, selected, and recommended resolution, that provided increase in decision-making alternatives for executive team.
- ◆ Introduced strategic and tactical state performance action plans that increased revenues two-fold and leveraged existing utilization to surpass all current state standards.

TALLAHASSEE COMMUNITY COLLEGE, Tallahassee, Florida

*Provided monitoring and audit resolutions; established suitable indicators of non-compliance and determined strategies to reverse adverse findings and implemented corrective actions within strict time frames.*

**MONITORING SPECIALIST (2014 to 2015)**

Ensured monitoring responsibility is adhered to regarding legal regulations, industry standards and organizational policies.

- ◆ Collaborated with (RTT) Race to the Top leaders to analyze financial data, grant issues and district quarterly financial expenditure reports.
- ◆ Conducted budgetary reviews extensively for 69 local educational agencies, contracts and grants to private and public schools.

FLORIDA DEPARTMENT OF EDUCATION, Tallahassee, Florida

*Provided quality assurance for career and adult education programs.*

**COMPLIANCE SPECIALIST (2013 to 2014)**

Conducted fiscal reviews, directed onsite visits and desktop monitoring to ensure compliance.

Subject matter expert on complex regulatory and legal procedures concerning career and adult education.

- ◆ Executed the Career and Technical Education State Plan, evaluated programs, services and activities pursuant to the 2006 Carl D. Perkins Act.
- ◆ Increased improvements by developing new policies and strategies in the areas of work force development, school improvement, educational accountability, family literacy and career and adult education.

FLORIDA DEPARTMENT OF EDUCATION, Tallahassee, Florida

*Provided grant administration, reviewed and pre-approved career and adult education programs.*

**GRANT MANAGER (2011 to 2013)**

Assessed and provided administrative oversight for career and adult education grant programs.

- ◆ Evaluated budget allocations and contracts to certify accuracy; and made recommendations for approval, which facilitated pre-award grant applications and post-award amendment evaluations.
- ◆ Delivered technical assistance to grant recipients regarding the implementation of the Adult Education State Plan to ensure that adult education services were compliant with state and federal guidelines.

FLORIDA DEPARTMENT OF EDUCATION, Tallahassee, Florida

*Negotiated and developed lease contracts for Vocational Rehabilitation (VR); provided technical assistance and support to VR lease contractors throughout the lease contractual approval process.*



**OPERATIONS AND MANAGEMENT CONSULTANT II** (2003 to 2011)

Maintained active engagement in the development and execution of policies and rules pertaining to the procurement of VR leased space.

- ◆ Collaborated with VR onsite representatives in the resolution of disputes or issues regarding leased space; and recommended cost-savings initiatives.
- ◆ Developed and participated in training on ADA requirements to VR field liaisons as a part of continual technical assistance provided statewide.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT, Tallahassee, Florida

*Supervised the Federal Emergency Management Agency (FEMA)'s pre- and post-award federal grant projects for the Hazard Mitigation Grant Program.*

**GRANT MANAGER** (2002 to 2003)

Evaluated disaster assistance applications submitted by eligible counties for mitigation projects funded by FEMA.

- ◆ Organized the project scope of work for the contractual agreement between the State of Florida and the sub-grantee and recipient.
- ◆ Reviewed and verified the sub-grantee scope of work to ensure the deliverables were completed according to the contractual agreement terms; including financial reporting, invoicing and sub-grantee contracts with third party vendors.

FLORIDA DIVISION OF EMERGENCY MANAGEMENT, Tallahassee, Florida

*Managed all fiscal year project closeout activities and completed project closeout for three federally funded disasters for the Hazard Mitigation Grant Program.*

**PLANNER II** (2001 to 2002)

Investigated hazard mitigation issues and provided technical assistance of policies and procedures to state and local governments post-award.

- ◆ Consulted with FEMA Region IV staff on the transmittal of obligation and de-obligation reports.
- ◆ Created an Excel spreadsheet and meticulously tracked the obligation and de-obligation of federal funds utilizing historical disaster information.

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## **EDUCATION & CREDENTIALS**

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### MASTER OF PUBLIC HEALTH IN ENVIRONMENTAL AND OCCUPATIONAL HEALTH

*Florida Agriculture and Mechanical University, Tallahassee, Florida*

### BACHELOR OF ARTS IN INTERNATIONAL AFFAIRS AND POLITICAL SCIENCE

*Florida State University, Tallahassee, Florida*

### PROFESSIONAL DEVELOPMENT

Advance Recovery Liaison| Human Resource Assessment| Hazard Mitigation Grant| Mediation

### CERTIFICATIONS AND TRAININGS

Advancing Accountability | Contract Management | Contract/Grant Monitoring | Florida Single Audit Act, Formal Procurement | General Purchasing | Health Care Informatics | Incident Command System

### AWARDS AND HONORS

Sapphire Award-Jan; July; Aug; Sep 2011 | Martha's Golden Pencil Award-Feb 2008

## **Jerry Ostendorf, Project Manager**

### **Summary**

*Evaluation excerpt from FCO Dolph Diemont for FEMA-DR-4195-Michigan*

Jerry Ostendorf served as Operations Section Chief for FEMA- 4195-DR-MI, a very large, challenging, flooding event which impacted hundreds of thousands of businesses, homeowners and renters in SE Michigan. The recovery operation required the full range of FEMA programs and a hefty JFO and field operation (406 peak staff). Nearly 129,000 residents applied for assistance. Jerry provided expert leadership during the later phases of the disaster, playing a key role in keeping operations and activities organized and on track - including the monitoring of AmeriCorps Muck-Out Operations. He ensured efficient operation of the JFO IA, PA, and Mitigation Branches as well as maintaining extensive and highly visible field operations. He is very proficient at establishing and maintaining priorities, while providing strategic guidance to support incident management activities. Jerry is a personable, experienced manager with exceptional executive skills. He demonstrated strong judgement, superb organizational, analytical and problem-solving ability, and total dedication to duty.

### **FEMA and Emergency Management Leadership Recognition**

**FEMA-DR-4277-Louisiana** (Level Two Event) Operations Chief and Deputy Federal Coordinating Officer from May 23 through October 2018. This flood event required the activation of all the authorities under the Stafford Act, with the exception of the Cora Brown fund.

**FEMA-DR-4223, 4245, 4255, 4266, 4269, 4272-Texas:** Deputy Operations Section Chief: Of the six Presidential Declarations, five Declarations are authorized for Infrastructure and Individual Assistance with estimates of over 1 billion dollars in grant management. Four Branches cover the eastern half of the state with over 900 deployed personnel. Dozens of Disaster Recovery Centers are or were opened to assist Disaster Survivors. Currently, the state of Texas has FEMA administering several programs:

1. Crisis Counseling
2. Disaster Housing Assistance Team Assessments
3. Immediate Disaster Case Management
4. Disaster Survivor Assistance coverage
5. Direct Housing Program in Newton and Orange counties (MHU Mission)
6. Floodplain Substantially Damaged Estimates
7. The Hazard Mitigation Buy-Out Program
8. Infrastructure Program
9. Long Term Recovery
10. Voluntary Agencies Active in Disasters
11. MCOV Activation

**FEMA-DR-4195-Alaska:** Operations Section Chief and as a Tribal Liaison: Per the FEMA/State agreement, the "FEMA and the State of Alaska agree to coordinate Permanent Housing Construction activities to ensure completion by the end of the 2014 construction season." In Alaska, the unpredictable weather determines when the construction season ends and how quickly the rivers begin to freeze up. Because of these unknowns, the State and FEMA established the official date for project completion on or before September 3<sup>rd</sup> . , which will allow for the demobilization of personnel, materials, supplies, vehicles, and equipment from Insular villages. More importantly, disaster survivors and their family will spend the winter in their home, instead of temporary housing. The 100-day metric was met in 101 days.

**FEMA-DR-4195-Michigan:** Operations Section Chief: Declared September 25, 2014 for IA and PA in Wayne, Oakland, and Macomb Counties. As of January 16, 2015, the Individual Assistance Program served 129,000 disaster survivors for a total cost of \$276 million in assistance to homeowner and renters. The Public Assistance Program estimate is \$16.7 million for 60 applicants with 178 projected Project Worksheets. The overall outlay of the PA program is not large but deals with complex facilities such as 10 hospitals, schools, wastewater, and the city of Detroit, recovering from bankruptcy.

**FEMA-4086-DR-NJ (Level 1 Event)**

Deployment duration: March 1 through November 1, 2013.

As a result of Super Storm Sandy, I served as the Operations Section Chief from May 6<sup>th</sup> through November 1<sup>st</sup> of 2013.

My leadership and experience with long term recovery in federal and state Declarations was used to increase program production and transition from the Joint Field Office to the National Disaster Recovery Framework, as well as creating the New Jersey Recovery Office. The VAL coordination was critical for a successful and transparent pivot to the FDRC.

**FEMA-4080-DR-LA and FEMA-4102-DR-LA:**

Deployment duration: September 3, 2012 through Feb 12, 2013.

Since September 2012, I have successfully performed as a Division Supervisor for 12 Parishes and as Operations Section Chief. In support of the Federal Coordinating Officer, I have overseen program recovery activities for a Level I event. Per Administrator Fugate's metrics to close the Joint Field Office in twelve months or less for a Level I event, we will close the Louisiana Joint Field Office in approximately 9 months and transition long term recovery to Region VI. Because ISAAC was a Level I Event requiring long term recovery operations, I was involved with the first in the country activation of the National Disaster Recovery Framework. Plaquemines and St. John the Baptist Parishes have officially organized the whole community into a cohesive recovery organization to collectively address issues such as the Biggert's/Water Act, the Sandy Reform Act, NFIP, Mitigation buyouts/elevations, planning, and zoning.

Lastly, I was designated as the lead to develop a 5-year strategic plan to reorganize and re-energize the 8-year-old Louisiana Recovery Office operations for the legacy disasters (Katrina, Rita,

Gustav, and Ike). My recommendation to create a command and coordination structure similar to a Joint Field Office was approved by the Regional Administration and the Interim Executive Director. The plan is scheduled for implementation by the end of May 2013.

#### **FEMA-1980-DR-MO and FEMA-4012-DR-MO**

As a result of damages from severe storms and tornados on April 19 through August 1, 2011, the State of Missouri was authorized two Presidential Disaster Declarations for Individual Assistance, Public Assistance, and Hazard Mitigation. On May 22, 2011, an EF-5 tornado struck the Joplin metropolitan area. Leaving 161 residents dead, hundreds injured, more than 7,500 structures damaged, and more than 4,000 structures destroyed. As a result, I was appointed as the **Operations Chief** at the Joint Field Office (JFO) in Columbia, Mo, (May 2011-August 2011), then as the **Deputy Federal Coordinating Officer** for the Joint Field Office in Joplin, MO, (August 2011-Jan 13, 2012) to oversee Response and Recovery activities. Mississippi River flooding, an EF-2, EF-4, and an EF-5 resulted in a Type II Event totaling approximately 1 billion dollars in disaster relief. Destroyed Critical Infrastructure such as schools, a hospital, and public safety facilities required 160 million dollars in Mission Assignments to provide temporary housing, schools, hospital components, and safe rooms.

At the peak of this Type II Presidential Declaration, DR 1980 deployed 960 personnel for response and recovery actions. Response, Recovery, and Mitigation program costs are approximately 950 million dollars.

**Specialized experience:** As a result of **30 Presidential Disaster Declarations**, I have Type II and Type III Leadership experience in coordinating the timely delivery of all Federal disaster assistance to support state and local governments and affected communities as well as coordinating relationships between Federal, State, local and organizational personnel and serving as the primary senior leadership on matters of disaster response and recovery. In addition, my successful Response and Recovery and Long Term Recovery experience as a Deputy FCO, Operation Section Chief, Acting State Administrator, SCO, and Governor's Authorized Representative has equipped me to lead and manage hundreds of personnel through complex disasters ranging from floods, hurricanes, and tornados to CBRNE, Hazardous Materials, and Nuclear Power Plant incidents to 911, Y2K, and H1N1.

I initiated the State of Iowa's first state VOAD in 2005\_ ([www.iowahomelandsecurity.org/programs/idhrc.html](http://www.iowahomelandsecurity.org/programs/idhrc.html)). Currently, the Iowa Disaster Human Resource Council is recognized by NVOAD as the state VOAD, which also serves as the state's Citizen Corps Council. I provided the leadership to organize the various organizations through by-laws and as a response and recovery representative in the State Emergency Operations Center. I impeded the Iowa Disaster Human Resource Council's roles and responsibilities in Iowa's Emergency Management Response and Recovery plans. In addition, Council members participated in real time responses, plan development, training, and exercises.

Over the years, I've become a Subject Matter Expert in emergency management programs to include complex "cross border" interfaces between Individual and Public Assistance, Mitigation, CDBG,

USDA, SBA, and USACE. Disaster operations experience from hundreds of Governor State of Emergencies has allowed me to become a subject matter expert in the execution of Federal, State and local government processes, programs, and systems (EMAC, Mission Assignments, PDA, Applicant Briefings, Congressional briefings, and development of a Presidential Declaration request. I possess expert management, organizational, and leadership skills to develop a competent multi-agency team to successfully respond and recover from crisis situations, serving the whole community, to include Long Term Recovery.

I have chaired and/or participated in high level strategic projects involving Governor's, Senior Fellows, Adjunct Generals, State Directors, Federal Coordinating Officers, and Department Heads. Events include:

- Katrina as the EMAC Lead where 67,000 professionals were deployed through the EMAC system
- Deputy FCO for the Joplin tornado (Level II event DR 1980)
- After 911, I served as the Acting State Director, Governor's Authorized Representative, and the State Coordinating Officer in the State Emergency Operations Center

### **National Leadership and Executive Recognition**

National Level Exercise 2011 (NLE 2011): In support of FEMA/DHS, I partnered with Missouri State of Emergency Management Association as the FEMA liaison to conduct National Level Exercise 2011 (NLE 2011) in Region VII that took place in May 2011. The purpose of the exercise was to prepare and coordinate a multiple-jurisdictional integrated response to a national catastrophic event. NLE 2011 was designated as a Tier I National Level Exercise

In 2007 and 2008, I served as the National Chair to develop and standardize response and recovery personnel credentials as required by Homeland Security Presidential Directive 5 and 8. The committee comprised of professionals from the private, local, state, and federal sectors. The objective was to work towards a consensus among resource providers in the development of a guidance document to identify response/recovery personnel's skills and qualifications. In addition, resource typing was enhanced to make the most commonly used resources before, during, and after a disaster look the same from state to state. A "Credentialing Guide" was finalized by the committee and submitted for public comment through the Department of Homeland Security. In 2007, I partnered with the International Association of Fire Chiefs (IAFC) as the EMAC representative to develop an Executive level training course for Fire Chiefs and Incident Commanders. Before national implementation, I was asked by IAFC to critique the training pilot.

In 2004, I served on a committee tasked with the development of course curriculum for the Emergency Management Assistance Compact for delivery at the Emergency Management Institute (EMI) and in the 50 states and Territories. In addition, I conducted national EMAC training at EMI, in numerous states around the country, and during the National Emergency

Management Association conferences.

I was the State Coordinating Officer for fifteen Presidential Disaster Declarations in Iowa. In addition, I was the Chief of Operations in the State Emergency Operations Center for hundreds of response and recovery incidents. Nationally, I interfaced with the FEMA FCO for response and recovery decisions and mission assignments through the activation of the State Emergency Operations plan and the Federal Response Plan/National Response Framework. These responsibilities carried over into the Joint Field Office requiring national coordination with all other federal agencies, in conjunction with FEMA.

In 2000 and in 2008, I served the 50 states and Territories as the Chair of the EMAC operations committee. During these tenures, the Chair and committee members developed national policies for the 5-year strategic plan, operational command and control, continuity of operations, and the EMAC guidebook, which has been adopted by all 50 states.

In addition, I provided an executive interface with upper management within FEMA at the National and Regional levels, to include participation at the Regional Interagency Steering Committee Meetings.

Over the past several years, I responded to the National Response Coordination Center in DC to represent EMAC leadership during a major disaster requiring coordination between federal and state resource manager. This national position is intended to clearly identify the impacted state's resource requirements and then procure personnel and equipment through the NRCC or from a non-impacted state through the EMAC system. The coordination through this position is vital so that the right resources are delivered on time.

Nationally, I was selected as the EMAC A-team Leader in Louisiana for Hurricane Katrina. The day before landfall, I reported to the State Emergency Operations Center in Baton Rouge and, for 6 days, procured state resources from every state in the country through the EMAC system.

### **Iowa Homeland Security and Emergency Management: 1987 through 2009.**

Readiness/Response Bureau Chief from 1987 to December 2008, Iowa Homeland Security and Emergency Management. Served as the Alternate Governor's Authorized Representative for 13 Presidential Disaster Declarations; Defined concept of administration policy for Joint Field Office Operations among multi-agencies. Served as the State Coordinating Officer for 13 Presidential Disaster Declarations: Oversaw the management of all state recovery personnel. Other experience includes Congressional, media, and applicant briefings. Per the FEMA/State Agreement, I was designated as the State Public Assistance Officer for 13 Presidential Disaster Declarations to oversee local and state infrastructure recovery. I have the following knowledge and experience from the state and FEMA perspective:

- Knowledge and experience in resource management of personnel and equipment for a workforce both full time and intermittent in a disaster response and recovery environment.
- Ability to manage and supervise PA staff assigned to a PA Closeout Center, and in the field on disaster operations.
- Working knowledge and experience of Public Assistance eligibility, policies, rules and regulations, and PA grants life cycle closeout phases.

- Knowledge and experience in requesting and managing technical Assistance Contractor (TAC) contracts for disaster operations environments. In addition, I have experience from DR 1980 in working with the FEMA Contracting Officers and Contracting Officers Representative
- Ability to apply analytical and evaluative methods and techniques to problems concerning the efficiency and effectiveness of program operations.
- Ability to apply analytical and evaluative methods and techniques to problems concerning the efficiency and effectiveness of program operations, the general public and private organizations having responsibilities in emergency management.
- Multi-agency coordination to include the Department of Economic Development in the administration of Community Development Block Grants.

Over the years in State Emergency Management I held several leadership positions. I served as the State Hazard Mitigation Officer with responsibilities to develop projects and manage funds with the primary focus to minimize future damages to agriculture, private/government infrastructure, residential, and businesses. I was the designated agency representative to lead the multi-agency levee committee in the development of strategic solutions in flooded river basins impacting business, critical infrastructure protection, economic development, agriculture, and the environment. I was appointed as the agency and Governor's representative on the United States Department of Agriculture State Emergency Board to make decisions which agriculture and agri-business. The Governor designated me as the Agency's representative on the Governor's Drought Task Force to provide strategic solutions dealing with irrigation restrictions, crop losses, livestock forage, haying/grazing of conservation reserve acres, industry needs, human consumption, and water conservation. Finally, I served as the Divisions Deputy Director and Acting Director during the 1993 Iowa floods and during the 911 attacks. I oversaw Rapid Needs Assessments and Joint Preliminary Damages Assessments for Response and Recovery Operations. In the State Emergency Operations Center, I served as the state Chief of Operations to provide 24/7 response coverage for natural and man-made disasters/events for over 100 hundred Governor's State of Emergency Proclamations.

I served as the national Emergency Management Assistance Compact (EMAC) Chair in 2000 and 2008. I was responsible for the activation of EMAC personnel for wildfires, floods, tornadoes, hurricanes, snowstorms and political conventions. I was instrumental in the development of the concept of operations, policy, and procedures for the National EMAC guidebook.

Since 911, I was appointed as the interstate and intrastate mutual aid coordinator to develop a concept of operations for Weapons of Mass Destruction Teams (Incident Management, Hazardous Materials, Explosive, Tactical, Veterinarian, Medical, Epidemiology, and Emergency Management). Responsibilities included DHS grant justification/administration, planning, training, and exercises.

Served as the Bureau Chief for planning, response, recovery, mitigation, exercise, and planning. Included personnel management, federal compliance, and operationalizing all or a part of these requirements based on a real time incident.

- Served as the State's Classified Information Officer.
- Served as the Divisions Legislative Liaison.
- Served as the Divisions Public Information Officer.

### **Program and Personnel Management**

Served as lead manager in the following programs:

- Public Assistance
- Individual Assistance
- Hazard Mitigation
- Disaster Unemployment Assistance
- Crisis Counseling
- Radiological Emergency Preparedness
- DHS Grant planning and administration for State Emergency Response Teams
- Planning, training, exercise, mitigation, recovery, and response
- Donations Management
- Volunteer Organizations Active in Disasters
- Interstate/Intrastate Mutual Aid

### **Project Supervision**

- Initiated and oversaw the development and implementation of statewide NOAA Weather Radio coverage to serve as the state's primary warning system for natural/man-made and Amber Alerts.
- Created the state's Homeland Security and Advisory System for all state agencies by Sector.
- As directed by Congress through Presidential Directive 8, led a National multi-discipline committee authorized to develop First Responder credentials acceptable for all owners of resources (personnel, equipment, material, and supplies). This document was issued through the Department of Homeland Security for public comment.
- In partnership with Public Health, developed, trained, and exercised the Strategic National Stockpile plan.
- Designed the State's Secure Room for managing classified documents. Developed procedures to meet federal requirements and regulations.
- Facilitated the update to the State Emergency Operations Plan and conducted appropriate state agency training.
- Based on real-time incidents, developed procedures and trained key leadership from the private, local, state, and federal sectors on Continuity of Operations and Continuity of Government.



# Jovyn P. Medrano



## **CAREER OBJECTIVE:**

To obtain a position as a valued employee and broaden the scope of my experience where I can uphold my skills attained, utilizing morals, respect and integrity in my interactions with customers and co-workers by securing a position within this company.

## **EDUCATION:**

*Metropolitan Community College*

**Omaha, Nebraska**

**Business Management (BSTAA)**

Anticipate graduation: December of 2020

*Millard North High School*

**Omaha, Nebraska**

**General Studies/High School Diploma**

Date of Completion: December of 2009

## **SKILLS/CERTIFICATIONS:**

HIPAA Certified, office management, human relations and employee training, experience in recruiting and interviewing, computer proficient, 10+ years of customer service experience, 7+ years management, supervisor/lead experience, extremely reliable, punctual, and honest, a fast learner and an excellent team worker.

## **PROFESSIONAL EXPERIENCE:**

*United Healthcare*

Omaha, NE

Senior-Recovery/Resolution Analyst, Payment Integrity-M&R

**10/2016-11/2019**

Responsible for claims processing and recovery including fraud investigations, negotiating settlements, and research eligibility. Investigate and pursue recoveries and payables on subrogation claims and file management from either the member and/or the provider, Ensure adherence to state and federal compliance policies, reimbursement policies and contract compliance. Often acts as a technical resource to others in own function. Solves complex problems on own; proactively identifies new solutions to problems. Plans, prioritizes, organizes and completes work to meet established objectives. Acts as a facilitator to resolve conflicts on team; seen as key team member on project teams spanning more than own function.

***Aetna*****10/2014-10/2016**

Omaha, NE

Disability/Leave of Absence Management (FMLA/STD/LTD), SME CCR

Maintaining a professional relationship with members, doctors and companies to help them better understand our products and services. Manages and handles call/claim escalations. Must have the ability to retain new knowledge and learn constant process changes. Handles premier accounts and high priority clients and must be able to think critically and handle multiple tasks at once while maintaining a professional and positive attitude. Successfully make decisions without leadership present and processing claims in a timely and accurate manner such as Short and Long Term Disability and FMLA. Ability to work in a fast paced environment while still striving to make customer satisfaction is a top priority.

***Forever 21*****07/2013 -10/2014**

Omaha, NE

Assistant Manager

As a manager at Forever 21 you need to be able to manage a high number of associates (40-125). You must be able to work well under pressure, multi-task, and follow directions to a tee. Having a positive attitude is a must as well as having strong leadership and interpersonal skills. Continuously ensuring proper floor coverage, excellent visual presentation, hitting sales goals, and training team members are part of a daily routine. Responsible for conducting interviews, recruiting new hires, and on board training. In charge of loss prevention and human resource management.

***Walgreens*****01/2013-11/2013**

Omaha, NE

Lead Pharmacy Technician

To accurately and efficiently fill and type prescriptions, enter patient and order information in the computer as well as processing and submitting insurance claims. Provide outstanding customer service to patients and health care providers. And properly execute HIPAA standards and compliances. Displaying ability to problem solve while handling highly sensitive issues and confidential information. Maintaining the ability to think outside the box and find creative solutions to meet the client's needs.

***Rue 21*****02/2012-11/2012**

Omaha, NE

Assistant Manager

Providing one-on-one, personalized customer service for all consumers. Complete high production standards in order to meet company goals while striving to achieve the best outcome measures. Ability to effectively maintain staff and consumers needs while meeting established standards of timeliness, completeness, and courteousness and care on behalf of the company. Maintain an impeccable track record of successfully meeting all sales goals. Assist the store manager in day to day operations, drive and maximize store sales, plan and control payroll as well as minimizing shrink to company standards. I had to foster a positive work environment and motivate associates. Keep the store clean and organized to company standards. In charge of the interview, recruitment and new hire training for the store based on business needs. Execute new plans to assist in loss prevention and human resource concerns such as theft, time clock fraud and etcetera.

\*Additional work experience upon request

***References***

*Available upon request*

# KALYN COLLINS



## Summary of Qualifications

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- Strong ability to effectively communicate with clients and supervisor(s)
- Strong ability to demonstrate empathy while communicating with clients
- Outstanding organizational skills with client paperwork and documentation
- Highly dependable and reliable for any task assigned
- Exceptional skills with building positive rapport with clients
- Exceptional active listening skills when communicating with clients

## Education

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Washington University in St. Louis, St. Louis, MO  
George Warren Brown School of Social Work

### Master of Social Work

Graduation: December 2019

- Children, Youth and Families Concentration
- Urban Education Track

University of Nebraska at Omaha, Omaha, NE  
Grace Abbott School of Social Work

### Bachelor of Science Social Work

Graduation: December 2017

- Dean's List Fall 2015 Semester
- Dean's List Fall 2016 Semester
- Dean's List Spring 2017 Semester

## Professional Experience

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Homefull, St. Louis, MO

October 2018-Present

### Housing Case Manager

- Responsible for assisting clients in emergency shelter to develop a housing plan to exit shelter as quickly as possible
- Responsible for completing high quality clinical documentation at the time of services, as part of Collaborative Documentation efforts and coordination with other service providers/community partners
- Responsible for maintaining client case records according to agency policies and procedures and HMIS policies and procedures
- Responsible for contributing to quality assurance outcomes for BHOC including data completeness, average length of stay, income/benefits upon exit, and recidivism
- Responsible for meeting productivity goals
- Responsible for participating in ongoing education and training to develop professional skills, achieve QMHS status via Homefull training, and maintain licensure (if applicable)
- Ensures and maintains high standard of client care, follow best practices as trained, contributing to an environment where all clients are treated with dignity and respect
- Responsible for assisting with clients in crisis (violence, medical, behavioral health, etc).

OMNI Behavioral Health, Omaha, NE

December 2017-July 2018

### Foster Care Specialist

- Responsible for supporting and guiding foster parents that have placement of foster youth in the Eastern Service Area of Nebraska.
- Interacted with Family Permanency Specialists, Guardian ad Litem's and County Attorney's surrounding the current foster youth in care.
- Responsible for meeting and visiting with foster youth and foster parents up to four times monthly.
- Documented the youth's progress by use of case notes and entered them into the Penelope portal.
- Utilized the Penelope portal to complete health screens, and assessments of the foster youth.
- Attended monthly family team meetings surrounding the youth and family to discuss case plan goals.
- Attended court hearings for the youth and biological family to discuss the case progression.

- Completed monthly reports surrounding the youth's adjustment while living in the foster placement.
- Participated in placement stability phone calls to ensure all needs of the youth and foster parents were met.
- Completed three foster parent licensing renewals when assigned.
- Completed a webinar focused on the retention of foster parents.
- Responsible for completing billing of foster parents twice a month and for kinship placements once a month.

Children's Square USA, Omaha, NE

March 2016- July 2017

**Family Advocate**

- Responsible for observing and documenting visits between foster youth and biological parents.
- Documented each visit and inputted the information into the Kaleidacare portal.
- Completed monthly reports for each assigned family using the Kaleidacare portal.
- Ensured the safety and well-being of children during visits with biological parents, siblings or relatives.
- Coordinated, provided and arranged for transportation of the children to and from visits.
- Supervised visits, role modeled, and interacted with the family in a teaching manner.
- Provided support to foster families through providing transportation to therapy and doctor appointments for the youth.
- At times, attended monthly family team meetings for clients to discuss progress of the visits with the families.

Collective for Youth/CORE/Kids Can, Miller Park Elementary, Omaha, NE

August 2014-May 2016

**After School Staff Member**

- Worked specifically with first and second grade students through enrichment activities, educational activities and through play.
- Encouraged the students to excel academically and helped strengthen their skills by helping with homework.
- Developed lesson plans based on the student's educational needs and implemented those lesson plans on a weekly basis.
- Implemented provided STEM related enrichment activities in an educational manner with the students.
- Interacted with both children and families daily to discuss the student's success with programming.
- Provided a meal to each student during the after-school programing scheduled time.

**Practicum Experience**

Homefull, St. Louis, MO

June 2019-December 2019

**Intern**

- Created a client satisfaction survey to assess client needs
- Completed research surrounding homeless youth and education
- Completed research about affordable housing in Missouri and Nebraska
- Completed research about various laws regarding affordable housing
- Responsible for completing a standard operating manual for the case management team
- Responsible for obtaining contraception for homeless men
- Obtained knowledge about mental health using the DSM V

La Salle Middle School, St. Louis, MO

January 2019-May 2019

**Intern**

- Shadowed a school counselor twice a week and their daily duties.
- Interacted with students that are truant and struggling with completing school work.
- Interacted with the Dean of Students and learned about different behaviors of various students.
- Responsible for connecting students to dental and vision services as needed.

Nebraska Families Collaborative, Omaha NE

August 2017- December 2017

**Intern**

- Collected data on the disproportionality of Native American children involved in the foster care system using the NFOCUS database. While completing this research, one focused on different trends in causes of removal, tribal affiliation, ages of children, ages of parents, ICWA involved cases, and generational history with the child protective services. All data was inputted into an excel spreadsheet to organize findings.
- Shadowed a Family Permanency Specialist daily to better understand their role in the child welfare system.
- Completed a Family Strengths and Needs Assessment of one family to better understand the strengths and needs of the family dynamic. All results were results into the NFOCUS database.

- Attended and completed the Structural Decision-Making training to better learn how to engage with diverse populations.
- Attended court hearings regarding adoption, guardianships, parental rights and progress on the family's case to better understand the different options of permanency for children.
- Attended family team meetings and visited with clients once per month to discuss progress of the family's case.

### **Volunteer Experience**

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National Adoption Day

November 2017

**Volunteer**

Assigned as a greeter and checked in families that participated in this day. Also provided programs as well as explained the activity passports to those who participated in this day.

Conservation Fusion

January 2016-May 2016

**Service Learning Project Volunteer**

Collaborated with students at Monroe Middle School to create a coloring book that emphasized the importance of recycling and sustaining the environment. The coloring book was sent to children that lived in Madagascar.

Feeding the 5000

Fall 2015

**Volunteer**

Attended a Feeding the 5000 event and handed out programs to guests. Learned about food insecurity, landfills, and food waste in Nebraska.

Project Everlast

Fall 2015

**Volunteer**

Volunteered to prepare a food dish for Project Everlast's annual Thanksgiving dinner for at-risk youth who are or were in foster care.

Heart2Heart Educational Services

Fall 2013

**Tutor**

One night a week, met with students at a church to help with improving their reading skills. During the tutoring sessions, students and staff played games and tutored the youth specific to their educational needs. During this time, one kept a journal of the student's progress, and personal thoughts of how the sessions were going and progressing.

**EDUCATION**

August 2000 – May 2004 Northwestern College  
Bachelor of Arts Psychology

**WORK EXPERIENCE**

**Community Based Case Manager  
Present**

**January 2018 --**

United Healthcare, Des Moines, IA

- Provide community-based case management services for children and adults receiving Iowa Medicaid with brain injuries and intellectual disabilities by facilitating, coordinating, and monitoring services, managing a caseload of 40+ individuals.
- Effectively communicate and collaborate with members, providers, and guardians with a team approach to identifying needs and providing quality care for individuals in need.
- Timely complete all paperwork as mandated by Iowa Legislative Code and UHC guidelines.
- Identify service needs and assist members and families with accessing Medicaid and non-Medicaid programs in the surrounding area.
- Provide exemplary customer service

**Family Support Coordinator  
January 2018**

**May 2017 --**

Nebraska Organ Recovery, Omaha, NE

- Supported families through grief and loss during and throughout the organ donation process.
- Approached families for donation in a timely, respectful and caring way
- Completed memory-making activities with families to assist in their grief process
- Communicated with hospital personnel and families regarding donation process
- Shared and promoted the mission of organ donation
- Followed up with donor families after the donation process, provided continued support through grief, completed correspondence and aftercare mailings
- Worked rotating 24-hour call schedule

**Case Manager - Community Services  
2012 - May 2017**

**January**

Pottawattamie County Community Services, Council Bluffs, IA

- Provided community-based case management services for children and adults with intellectual disabilities by facilitating, coordinating, and monitoring services, managing a caseload of 40+ individuals.
- Gathered and evaluated information regarding an individual's past and present needs in order to coordinate quality of care and identify appropriate services.
- Coordinated residential, vocational, and behavioral services needed for all

# Kelly Mancuso

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- individuals and monitor progress of said services.
- Completed all documentation in a timely fashion based on State of Iowa, Medicaid and MCO guidelines.
- Completed referrals to agencies for services by coordinating and facilitating interdisciplinary meetings
- Served as a strong advocate for individuals by assessing needs, determining appropriate services, and advocating for personal rights.
- Communicated effectively with consumers, guardians, providers, and area mental health agencies.
- Collaborated with mental health agencies, advocates, and area providers when needed to enhance the overall quality of care for consumers; providing resources to consumers, guardians, families, and providers.
- Maintained professionalism towards all consumers and providers

## **Behavioral Health Intervention Service Provider 2008—January 2012**

**March**

Family Connections, Inc., Council Bluffs, IA

- Developed implementation plans and documented weekly case notes
- Taught skills to clients and parents to help them alleviate symptoms of mental health disorders
- Effectively communicated and collaborated with therapists, supervisor, case managers, and juvenile court officers to coordinate the most effective care
- Effectively set and managed personal schedule, working with minimal supervision
- Lead staff trainings on rotating basis

## **CERTIFICATIONS/TRAININGS**

- State of Iowa Mandatory Reporter
- Effective Arts Intensive
- Variety of trainings on various mental health disorders, brain injury, and intellectual disabilities impacting individuals of all ages.
- Certified in CPR, AED's, and First Aid.

## **VOLUNTEER EXPERIENCE/ACTIVITIES**

- Plan and participate in an annual support group for cardiac patients with ICDs
- Church volunteer

# Kelly Mancuso

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## References:

### **Trish Schmoltd**

Manager of Case Managers  
TL1524@hotmail.com  
(402) 639-0563

### **Julie Michalski**

Manager of Case Managers  
Julie4family@me.com  
(402)-490-5183

### **Gina Huebner**

Case Manager, Supervisor  
(712) 310-6993



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## **CAREER PROFILE**

- Experienced professional with diverse portfolio of successfully managed projects.
- I have over 20 years of experience in the construction field, consistently working my way up to positions of greater responsibility.
- Diverse background and knowledge base managing personnel, programs, budgets, and policies.
- Very Strong “Can Do” attitude based on common sense and a background of hard work. I started in the field and worked up through the ranks while building upon my education.
- Superior communication and listening skills, combined with a logical and proven approach to project management and problem solving enables me to create a calm, supportive environment for subordinates and the project team, helping them to grow and realize success, while managing customer expectations, project scope, change management, etc.

## **AREAS OF EXPERTISE**

Specifications writing	Risk Analysis	Budgeting/Cost Controls
Program Management	Business Analysis	Quality Control
Project Management	Design	Design and Submittal review
Contracts & Negotiation	Client Relations	Estimating

## **RECENT PROFESSIONAL EXPERIENCE**

**Construction Project Manager**, State of Nebraska Military Department, Lincoln, NE, 2007 – 2016

- Successfully managed design and construction of many high-profile multimillion dollar LEED Gold facilities on time and under budget, while navigating a constantly changing political environment.
- Created a vision for leadership to replace outdated technology in areas such as IT, water and waste-water management, security, infrastructure and civil development, control systems, training, and many other areas. With no guidance, took initiative to develop, create, and manage feasibility studies to prioritize work and provide logical recommendations to leadership. Before this, the office acted from a simple fiscal execution philosophy that was not always as efficient as it could have been, as priorities

changed every few years with the placement of a new Directorate. The States Master Plan was in a constant state of flux.

- I created a common-sense methodology to incorporate principles of PMBOK into day to day project management operations and SOP.
- Established valuable relationships with federal, state, and local jurisdictions in areas such as government compliance, SWPP management, No-Net Rise, ADA Compliance, congressional funding for larger projects, and Task Force 309.
- Consistently provided an extremely high level of support to upper management by accurately forecasting project conditions and variables while keeping projects under budget and following critical path while maintaining the highest standards of quality for our customer. One example of this is the Columbus Readiness Center, Design Cost \$1M, Construction Cost approximately \$10M. Change orders: \$0. All contingency was returned to National Guard Bureau, and ultimately Congress.

#### **Site Superintendent, Ayars and Ayars, 2006-2007**

- Utilized critical thinking and when appropriate the project team to find solutions to problems which arose daily. Interpreted drawings and specifications for sub-contractors when they were lacking details or showing mistakes.
- Worked with project team to develop schedules, GANTT charts, critical path and project goals. Held project team accountable to schedules and communicated impact of delays to team members and management.
- Forecasted project problems and risks to upper management and customer to provide better risk management and service.

#### **Operations Manager, APMS, Lincoln, NE, 1999 – 2005**

- Created an entirely new division within company, which increased revenue 25%-35%, with less than a 5% increase in operating expenses.
- Created training and safety programs resulting in a 75% reduction in injuries during a time of high employee growth.

#### **Project Manager, General Manager, PK Contracting, Lincoln, NE, 1996-1999**

- Managed several crews of people while bidding, estimating, developing marketing strategies and providing P&L statements to management after each project.

### **MILITARY SERVICE (1989-1999)**

- Military Highlights:
  - Awarded both the Air Force and Army Achievement Medals.
  - Graduated Honor Graduate from Navy CB Construction and Builders School, (Gulfport, MS) out of over 450 students.
  - Served in both the Army and Air National Guard as a Construction Manager.

- o Successfully planned and completed projects in Canada, Korea, Honduras, Hawaii.
- o Developed training curriculum and opportunities for soldiers to learn and hone construction skills.

## **EDUCATION**

MBA, Bellevue University, Bellevue, NE, In Progress with four classes remaining.

**Bachelors of Science in Project Management**, Bellevue University, Bellevue, NE

## **CREDENTIALS**

**LEED AP (Legacy)**, United States Green Building Council, 2009-Present

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## PROFESSIONAL QUALIFICATIONS

- Skilled in program development and implementation, budget development and over site
- Comprehensive knowledge of community planning both in housing and economic development
- Extensive experience in marketing and non-profit development
- Over 25 years' experience in grant writing and evaluation
- Over \$45 million in funded grant projects including federal DOH,NIH, NERL, ACF, HUD, DOL, DOJ, EPA
- Success in positions demanding creativity and innovation.
- Effective interpersonal communicator.
- Skilled in writing and persuasive communications (written/verbal).
- Experienced with all Microsoft Office, Grants.Gov, GMAS grant management and NIS Procurement software.

## ACADEMIC PROFESSIONAL

Larabee School of Real Estate 2019

National Grants Management Certification: 2000

National Development Council: Certification in Housing Development Finance & Economic Development, 1999

Lincoln School of Commerce Paralegal, 1984-1985

Nebraska Wesleyan University; Lincoln, Nebraska; Business Administration, 1985-1987

## PROFESSIONAL EXPERIENCE

### **Public Relations & Government Liaison:** *Argent Group*, Chicago, Illinois 2012 – Present (Contractual)

As the local representative for a national realty development group, I identify opportunities and potential partnerships for future developments, keep abreast of market status, promote and provide outreach to potential clients on the features of our properties and work closely with all key players on high-profile projects that include a variety of private, public and non-profit agencies. I research funding incentives, negotiate TIF and redevelopment agreements with the Lincoln Mayor's Office and Urban Development and work with environmental funding sources for projects. Through this position I provide: comprehensive public relations, public affairs, government affairs, lobbying, and related public and private sector liaison experience; use knowledge of corporate goals and initiatives to work through planning, organizational leadership, and consensus building; client interaction including all levels of community, corporate and public sector personnel.

### **Consultant:** *Herres Consulting*, Lincoln, Nebraska 2002 – Present

As a development consultant, I work with communities, counties and non-profit and for profit corporations in needs assessment and strategic planning, grant writing and administration. I work on a referral basis with the Nebraska Department of Economic Development, USDA Rural Development, businesses and corporations throughout the United States. Previous annual clients have included Legal Aid of Nebraska, Center for Legal Immigration Assistance and the Center for Rural Affairs. (Project list provided upon request.)

### **Grant Administrator:** *Center for People in Need*,(Herres Consulting)Lincoln, Nebraska 2013-October, 2016

As the grant administrator for CFPIN, I developed programs, wrote and administered grants, both federal and foundational, and worked with staff on the implementation of the programs. Programs include AmeriCorps, VISTA, RSVP, Financial Literacy, USCIS for our refugee population, FOOD Distribution, Goods360 Distribution, Community Health Endowment for medical assistance, and the TRADE program for Prisoner Reentry jobs and life skills training.

### **Business Manager:** (Herres Consulting) *Sunrise Communications*, Lincoln, Nebraska 2005 to 2007

As the business manager for a non-profit community radio station, my duties included all financial management, budgeting, human resource management, coordination of programs with an 11 member board of directors, marketing, fundraising and community relations. I also wrote and administered grant proposals through the Corporation for Public Broadcasting, Community Health Endowment, Cooper Foundation, Lincoln and Nebraska Arts Councils and other local and national foundations.

### **Grant Writer & Evaluator:** (Herres Consulting) *Resource Associates*, Farmington, New Mexico 2004 – 2008

As an independent contractor for a national grant writing and evaluation corporation, I researched, wrote and evaluated federal grant proposals for non-profit, for profit corporations, and educational entities. Services included: grant evaluation for a TRIO/SSS grants through the U.S. Dept. of Education for three colleges in Chicago, Illinois, a Comprehensive School Reform grant for an elementary school in Minnesota, and two Dept. of Justice, Homeland Security grants.

**Technical Assistant/Business Analyst/Grant Writer:** (Herres Consulting) *Modis*; Lincoln, Nebraska 2002-2004

As a contractor for Modis, I worked as a team member on the CHARTS legal program for Child Support Enforcement as a business analyst resolving case specific issues with the program utilizing Access, Lotus Notes, Outlook and Excel software. I analyzed, documented, and implemented business requirements, wrote and tested applications for federal certification of the CSE program. We wrote proposals in support of hardware, operations, and evaluation processes for the CSE.

**Director:** *Southeast Nebraska Affordable Housing Council, Inc.*; Lincoln, Nebraska 1997 - 2002

As housing director of a Community Housing Development Corporation, my duties involved initiating and developing housing and housing related projects in eight counties in S.E. Nebraska utilizing grant funds provided through HUD, The Nebraska Department of Economic Development, NIFA, Federal Home Loan Bank, USDA Rural Development, and private foundations. Programs have included: first time homebuyer down payment assistance, purchase/rehabilitation/resale of single family housing, single family housing developments, Low Income Housing Tax Credit project development and administration, Tax Bond Rental Housing, and homeownership education. I received a national award through Fannie Mae for the development of a key financing tool used in Tax Bond rental housing developments that was successfully passed in Congress in 2001 with the assistance of then Congressman Doug Bereuter.

**Community Development Specialist:** *Southeast Nebraska Development District*; Lincoln, Nebraska; 1996 - 2002

As a community development specialist for a Development District, my duties involved working with Counties and Municipalities within the eight counties that we represented in strategic planning, economic development, housing and comprehensive planning. I researched funding opportunities, presented community development workshops and focus group sessions, compiled statistical information through community surveys, wrote and administered grants through the Nebraska Department of Economic Development CDBG program, HUD, USDA Rural Development, FEMA, NDEQ, and private foundations.

**Owner/Manager:** *White Crane Gallery*; Omaha, Nebraska; 1989- 1995

As a small business owner, I administered all business management programs including finances, promotions, community relations, and customer service. I assisted customers in art selection, maintained inventory, and purchased appropriate items for sale in store. I conducted all accounting, including quarterly and year-end tax reporting, payroll, accounts receivable and payable. I served as active member of Omaha Chamber of Commerce New Business Recruitment. With lack of space to expand business, I established a local and international corporate sales and leasing program for artists I represented through the gallery.

**Manager:** *Haymarket Farmers Market*; Lincoln, Nebraska; 1982-1989

As a small organic farmer in need of a sales outlet for the surplus food I was growing, I created the concept of Haymarket Farmer's Market while working at Small Farms Action Group and successfully promoted the program to the business leaders, to potential vendors and to the community of Lincoln. Upon acceptance of proposals, I functioned as liaison between the City of Lincoln's Department of Economic Development and the Haymarket Development Corporation, both of whom were financial investors of the program. I held sole responsibility for developing and implementing the budget, fundraising, advertising, and promotional programs of the Market. I then went on to develop a "Direct Marketing Guide" of Producers for the Nebraska Department of Agriculture. Today, the Haymarket Farmers Market has over 36,000 people attend each weekend in Lincoln.

**Administrative Assistant to Director,** *Small Farms Action Group*; Lincoln, Nebraska; 1981-1988

I managed the director's office, researched and wrote grants through the Nebraska Department of Environmental Quality for recycling and litter pick-up programs, the USDA for direct marketing of recycled materials, waste reduction and rural business development, and energy related grants through the Nebraska Energy Office and the NDEQ.

## PROFESSIONAL ORGANIZATIONS

**Nebraska Democratic Women's Caucus:** 2007- 2016 Chair from 2008 - 2016

**Mayors Commission on Women, Lincoln/Lancaster County:** 2011 – 2019

**Lincoln/Lancaster County YWCA:** 2011- 2012 Board of Directors

**Lincoln Cable Task Force:** Appointed by Mayor Chris Beutler to two three year terms 2007-2011

**Nebraska Association of CHDO's:** Board of Directors, Treasurer 1997-2002

**Lincoln/Lancaster Habitat for Humanity:** Board of Directors 1999 - 2003  
I served on the Board of Directors and as Vice President, three year term

**Nebraska Governors Commission on Housing and Homeless:** 1997-2002 I was appointed by Governor Ben Nelson for a five year term on the Policy Committee. As a committee member, I assisted in the development of a strategic plan for the organization, lobbied for retention of the Nebraska Affordable Housing Trust Fund, provided community presentations on programs, and was a liaison to provider organizations in Nebraska.

## **AWARDS**

**Senator Robert Kerrey Volunteer of the Year 2011: Nebraska Democratic Women's Caucus**

## SKILLS SUMMARY

- 10+ Years in Customer Service
- Detail-Oriented Professional
- Practiced Communicator
- Effective Event Coordinator
- Results-Minded Individual
- Knowledgeable in Federal Grants

## EDUCATION

Columbia College, Chicago, IL

B.A., General Film and Video Studies

## PROFESSIONAL EXPERIENCE

State Applicant Liaison

GOHSEP

Baton Rouge, LA

- Manage applicant request through Hazard Mitigation, Flood Mitigation, and Pre-Disaster Mitigation, both State and Federal grant programs. Includes application processing and project development of various mitigation projects.

Disaster Recovery Specialist/QC Lead GCR, Inc.

Baton Rouge, LA

- Manage applicant request through Public Assistance (PA) Program a federal grant program to aid State and local governments in returning a disaster area to pre-disaster conditions.
- Review and process payment request (RRF's) for completed Project Work Sheets (PWS). This includes disasters 1603, 1607, 1786, 4080 and 4277. Review completed PWS for FEMA closeout submittal.
- Provide guidance to applicants to resolve PW issues following the guide lines under 44 CFR.
- Both require detailed research on contracts, scope of work, procurement, invoices, and proof of payment.

Mitigation Grant Specialist

GCR, Inc.

New Orleans, LA

- Manage caseload of 200+ applicants for the Hazard Mitigation Grant program, a federal grant for disaster recovery (Hurricane Katrina/Rita), and using supreme customer service skills.
- Educate and advise applicants on the grant process, procedures and policy guidelines in order to obtain the maximum amount of federal funds for which they qualify.
- Advise the Program Director on all policies, guidelines and regulations.
- Serve as a liaison between the applicant and various types of vendors to enforce all relevant protocols and procedures.

Assistant to President/CEO

EAS, Inc.

Las Vegas, NV

- Served as the Chief Administrative Assistant to the President of the company.
- Arranged contract details including: meet and greets, book signings, product sales, special meetings and presentations, etc.
- Developed audio/visual materials for speaking engagements such as: PowerPoint presentations, videos, photo shows, special displays, etc.

## TECHNICAL SKILLS

Microsoft Office programs, E-Grants, METASTORM, SharePoint, and FEMA Applications

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# Tameka Marie Hardy

P. O. Box 2, Zachary, LA 70791 (Cellular) (225) 301-9574 (Email) [kiamichi23@gmail.com](mailto:kiamichi23@gmail.com)

## Summary

Problem Resolution Officer Professional with 13 years of disaster recovery experience, producing over \$50,000,000 in resolved overpayments and expenditures. Experienced, dependable, and dedicated leader in disaster recovery efforts. Responsible for preparing applicants for closeout, managing overpayments and repayment plans, and mitigating risk of future overpayments. Dynamic professional with proven ability to establish and build relationships with sub-grantees.

## Education

- 2017 **H.O.P. E. Bible Institute** Baker, LA – Masters of Theology and Religious Studies
- 2016 **H.O.P. E. Bible Institute** Baker, LA- Bachelor of Arts: Theology and Religious Studies
- 2007 **Southern University and A&M College** Baton Rouge, LA-Bachelor Degree of Science: Rehabilitation and Disability Studies
- 1997 **Northwest High School** Opelousas, LA- High School Diploma

## Skills/Qualifications

- FEMA Courses: IS 100, 120,139, 200, 208, 230, 235a, 240a, 241b, 242b, 244a, 253, 300, 393, 631, 700, 800, and 907
- Accounts Payable and Receivables, Problem Solving, Project and Grants Management, Closeout, Recoupment, Multitasking, Technical assistance

## Experience

### PROBLEM RESOLUTION OFFICER II

November 2016 – Present

Governor’s Office of Homeland Security and Emergency Preparedness

Baton Rouge, LA

40 hours per week Allison Hadley (225) 339-3798

- Provided technical assistant to public assistance applicants such as The City of New Orleans, in identifying issues such as overpaid grant funds, time extension, and expenditures for applied payments, by working closely with the State Applicant Liaisons, Disaster Recovery Specialists, Closeout, Recovery Grants Administration, and the Compliance Assurance Program.
- Researched in finding legal and policy decisions for determining the proper application of public assistance grants with the guidance of the public assistance policy digest, the 44 Code of Federal Regulations (44CFR), Robert T. Stafford Disaster Relief and Emergency Assistance Act, and the Public Assistance program and Policy Guide (PAPPG).
- Advised upper management on all recoupment escalations as needed, such as collection of and posting payments to balance accounts, applying payments, tracking delinquent accounts, and creating a 12 or 18 month resolution plan to resolve overpaid grant balances.
- Provided management with accurate and timely status reports for time extensions, project worksheet balance calculation reports, and quarterly project reports.
- Coordinated with applicants to compile information and documentation such as invoices, cost analysis, correct summary records, direct administrative costs, and proof of payment to request eligible reimbursements and closeouts which resolved overpayments.
- Identified key issues of why overpayments occurred with the Housing Authority of New Orleans projects and managed the overpayments. Reduced overpaid balance from \$889,535.06 to \$315,030.33.
- Attended agency coordination, planning, operation meetings, and mandatory trainings.

### CLOSEOUT SPECIALIST I

July 2013 – November 2016

Governor’s Office of Homeland Security and Emergency Preparedness

Baton Rouge, LA

50 hours per week Keith Howard (225) 773-1556

- Conducted closeout meetings and site visits with sub-grantees to identify missing contracts, invoices, receipts, bids, insurance settlement documents, insurance policies, timesheets, load tickets, and summary records to fulfill the sub-grantees reimbursement requests.



- Prepared closeout workbooks which identified critical details of additional documentation which would be required for the final closeout of projects. Critical details included, missing documentation, re-obligations, de-obligations, scope alignments, appeals, proof of insurance (property and flood), and cost-overruns.
- Monitored the progression of each assigned sub-grantee in closeout to ensure that all federal and state grant requirements were met such as work completion, eligibility, no versions currently in process, no outstanding appeals or arbitrations, and no pending reimbursement requests.
- Compiled closeout packages, which included the closeout workbook, certification, final inspection report, and de-obligation letter if applicable for team lead, group manager, and FEMA Closeout Specialist review.
- Reconciled incurred costs of a completed project to the awarded grants by reviewing all expenses previously submitted.

## **DISASTER RECOVERY SPECIALIST II**

**January 2008 – July 2013**

Governor's Office of Homeland Security and Emergency Preparedness

Baton Rouge, LA

**40 hours per week Lisa Jones (225) 925-7500**

- Served as grant manager for Orleans Levee District, City of New Orleans, Dixie Electric Membership Corporation, and New Orleans Sewerage and Water Board.
- Supportive guidance, oversight, and general assistance given to sub-grantee, Port of New Orleans, in preparing the correct disaster recovery documentation, contractor invoices, and spreadsheets to better enable the process of reimbursement.
- Navigated GOHSEP's SharePoint, FEMA's National Emergency Management Information System (NEMIS), and the Emergency Mission Integrated Environment (EMMIE) to access public assistance information.
- Demonstrated and preformed EMAC team duties during exercises that were held in preparation for hurricanes. Duties included deployments, managing teams, answering calls, transmitting signed REQ A's to assisting states, generate and broadcast daily situation reports, monitor team emails, coordinate with requesting stated to identify possible logistical issues, and work with NEMA to generate cost tracking spreadsheets and other financial reports.
- Mentored new employees and taught subject matter courses in Force Account Labor and Force Account Equipment for GOHSEP University.

## **ADMINISTRATIVE ASSISTANT**

**April 2007 – January 2008**

Governor's Office of Homeland Security and Emergency Preparedness

Baton Rouge, LA

**40 hours per week Tonya Everson (225) 925-7500**

- Maintained a large database of more than 3,000 files related to current and open disaster recovery files for Hurricanes Katrina and Rita.
- Scanned and uploaded more than 1,000 obligated project worksheets into the Louisiana Public Assistance website to update project versions.
- Developed spreadsheets for incoming obligated project worksheets to assist disaster recovery specialists.
- Handled the organization of binders for training courses related to emergency preparedness such as Public Assistance 101 and 102, LAPA overview, and PA Alternate/Improved project overview.
- Made copies of appeals memorandums from applicants, received incoming requests for Public Assistance via fax, and printed project worksheets for Executive Officer.
- Sorted and distributed incoming mail to different departments.

## **Professional Awards and Recognitions**

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- EMAC A Team Member-April 20<sup>th</sup>, 2011
- Certification of Appreciation for Outstanding Performance in Meeting Public Assistance Closeout Goal-September 4<sup>th</sup>, 2014
- Outstanding Performance Recognition Award-May 29<sup>th</sup>, 2015 and May 31<sup>st</sup>, 2016
- Top Ten Producer Award/Project Closeouts-September 30<sup>th</sup>, 2015 and November 22<sup>nd</sup>, 2016

- Top Ten Producer Award/Approval of Requests for Reimbursement-November 22<sup>nd</sup>, 2016
- Ten Years of Service Award-May 31<sup>st</sup>, 2017
- Five Years of Service Award-April 30<sup>th</sup>, 2012

## Objective

Seeking an exciting new opportunity that will enable me to utilize my past work experience and wide range of abilities as well as learn new skills to expand my career.

## Education

### **MASTERS PUBLIC ADMINISTRATION | AUGUST 2009 | AUBURN UNIVERSITY MONTGOMERY**

- Non-Profit Management & Leadership Certificate

### **BACHELOR OF SCIENCE BUSINESS ADMINISTRATION | AUGUST 2004 | AUBURN UNIVERSITY MONTGOMERY**

- Major: Finance
- School of Business Dean's List; School of Business Ambassador; Accounting and Finance Club; Zeta Tau Alpha

## Experience

- Responsibilities have included providing assistance in the grant application process for sponsored programs research and ensuring completion of appropriate internal approvals of budgets and compliance prior to submissions while working closely with both internal and external staff to develop required items for proposal submission while upholding University regulations and sponsor policies.
- Supervised several aspects of business funding, including budgets for all fundraising events and advising Fund Development Committee of the Board of Directors of fundraising progress. Also monitored financials for all federal, state and local grants and facilitated annual audit performed by outside firm, including OMB A-133 audit of federal funding. Other responsibilities included receiving invoices for services or goods purchased, verified accuracy and ensured timely payment of periodic expenditures while also reconciling vendor statements and interviewing, hiring, training and supervision of business office personnel.
- Wrote fiscal policy for the Alabama Case Management Program, a \$12 Million dollar FEMA grant and created all financial spreadsheets that sub-grantees used to report agency activities. In addition, collected all said reports from sub-grantees and assured accuracy and OMB compliance. Also worked directly with FEMA and communicated financial objectives while submitting accurate quarterly reports. Other duties included advising program director and staff in maintaining fiscal responsibility.

## Work History

### **GRANTS AND CONTRACTS SPECIALIST | UNIVERSITY OF NEBRASKA MEDICAL CENTER | AUGUST 2014 – PRESENT**

- Support the Sponsored Programs Administration office by reviewing and processing grant applications, establishing the internal account for funded projects and other pre-award responsibilities.
- Work closely with department administrators to collect required documentation for pre-award and funded post-award projects.
- Process non-financial post-award actions.
- Work with regulatory affairs office to ensure that compliance protocols are established.
- Reviews contracts for compliance with University guidelines.

### **CONTROLLER | BELL MEDIA, LLC | OCTOBER 2012 – JULY 2014**

- Manage all accounting functions for Outdoor Billboard and Indoor Digital Advertising Company;
- Facilitate annual review of all ledgers with accountant and assist with yearly tax preparations;
- Assisted with all collections of past due accounts and work directly with account executives and sales managers to collect past due accounts; Reduced average days to collect payment for invoices from 45+ Days to below 33 Days (industry average is 60+ Days);
- Assist advertisers and agencies with any issues regarding advertisement accounts;
- Create Financial Policies and write Guidebooks for Company policy manual;
- Work with owners to create Excel Reports that are used for financial analysis of business and forecasting and offer advice to maintain a positive cash flow;
- Supervised accounting assistant

### **FINANCE DIRECTOR, ALDCMP | STATE OF ALABAMA | DECEMBER 2011 – SEPTEMBER 2012**

- Write Fiscal Policy for Alabama Disaster Case Management Program (ADCMP);
- Create all Excel Workbooks for sub-grantees to use when reporting their financials to State Office;
- Report to FEMA Financial Reports and ensured accuracy and compliance with OMB Circulars;
- Advised Program Director for fiscal responsibility and ensure that objectives are being met;
- Work within the State of Alabama Code of Ethics and Fiscal Policies;
- Conduct site visits and review Sub-Grantee financials to ensure compliance and offer training to financial staff;
- maintain accurate files for FEMA and facilitate site reviews both on and off site;
- supervised administrative assistant

### **BUSINESS MANAGER | BLUEWATER BROADCASTING | NOVEMBER 2009 – AUGUST 2011**

- Manage all accounting functions for five broadcast stations;
- Accounts receivables and Account payables;
- Process bi-monthly payroll and pay all state and federal payroll taxes accordingly;
- Reconcile all cash accounts monthly and maintain a positive cash flow;
- Facilitate annual review of all ledgers with accountant;

- Assisted with all collections of past due accounts and work directly with account executives and sales managers to collect past due accounts;
- Assisted advertisers and agencies with any issues regarding advertisement accounts;
- Yearly and monthly budgets, including monitoring and reporting to CEO and General Manager;
- Receptionist and general office manager

**BUSINESS MANAGER | LIGHTHOUSE COUNSELING CENTER | MAY 2008 – OCTOBER 2009**

- Strictly monitors and controls the collection and disbursements of agency funds and the resultant cash balances to ensure a positive cash position to meet financial obligations at all times;
- Monitor financials for all federal, state and local grants;
- Supervise budgets of all fundraising events and advise the Fund Development Committee of the Board of Directors of fund raising progress;
- Assist programming staff and executive director with applying for funding in accordance with application requirements;
- Maintain all fund raising requirements;
- Maintain fundraising database with donor information in order to create mailing list for newsletters and donation requests;
- Produces timely and accurate monthly and annual financial statements;
- Provides Board of Directors with monthly financial statements; Reconciles all general ledger accounts to supporting detail information;
- Prepares employee payroll;
- Facilitates annual audit performed by outside accounting firm;
- Responsible for the interviewing, hiring, training, and supervision of Business Office personnel

**FINANCE DIRECTOR | GIRL SCOUTS OF SOUTHERN ALABAMA | AUGUST 2006 – MAY 2008**

- Monitored and reconciled general ledger;
- Facilitated annual audit performed by outside accounting firm;
- Posting all accounts receivables and account payables;
- Human resource duties included payroll and employee benefits; Budget monitoring and forecasting for multiple departments;
- Complete reports for Board of Directors;
- Grant billing and reporting;
- Participate in all fund development activities;
- Assist Fund Development Officer with writing grant applications;
- Troubleshoot IT;
- Manage retail store including monitoring inventory and sale receipts;
- Supervision of Finance personnel

**ASSISTANT BUSINESS MANAGER | CUMULUS BROADCASTING | AUGUST 2004 – AUGUST 2008**

- Accounts receivables for eight radio stations;

- Account payables;
- Assisted with all collections of past due accounts and work directly with account executives and sales managers to collect past due accounts;
- Assisted advertisers and agencies with any issues regarding advertisement accounts, working directly with Business Manager on month-end closing reports including general ledger and other miscellaneous reports needed from either Business Manager or Market Manager;
- Assisted with yearly and monthly budgets;
- Supervised receptionist;
- Completed job duties of co-workers while they are absent and other general office duties.

## **Skills**

- Proficient in Microsoft Office and Office 365
- UNMC ADIS, RSS, Firefly
- Cayuse424
- NIH eRA Commons
- NSF Research.gov/FastLane
- HRSA Electronic Handbook
- ProposalCentral
- Excellent verbal and written communication skills
- Ability to multitask and follow written and verbal direction

# WILLIAM J. DORAN III

Response and Recovery Operations, SME



## Qualifications Summary

### SUBJECT MATTER EXPERTISE: RESPONSE AND RECOVERY OPERATIONS

William J. Doran III (Bill) has more than 30 years of public and private experience and is a retired Colonel from the Louisiana Air National Guard. For seven years, Bill served as a FEMA Federal Coordinating Officer for FEMA Region VI overseeing many large-scale, multi-jurisdictional federally declared disasters around the country, coordinating efforts for nine states, and directly influencing federal policy for disaster response and recovery initiatives. He also served as the Interim Louisiana Recovery Office Director for Hurricanes Katrina and Rita, and subsequently as the Response Division Director for Region VI.

Bill was the principal presidential appointee for 25 federally declared disasters including individual assistance, public assistance, mitigation, long-term recovery planning and implementation programs. Disaster experience includes Hurricanes Katrina, Rita, Gustav, Ike; the Moore, OK tornado; Colorado Floods of 2013; Hurricane Isaac; Texas floods of 2015; Louisiana floods of 2016; and Hurricane Harvey.

Bill has achieved numerous accomplishments during his career including, but not limited to, delivering over \$2.4 billion in aid after the Louisiana floods of 2016. He instituted FEMA's debris pilot for the Moore Tornado in OK, in addition to using Disaster Survivor Assistance teams for the first time. He also executed one of the largest housing programs with over 4,000 manufactured housing units. He provided over \$1 billion in aid to over 120 counties in Texas and obligated over \$2 million in public assistance per month for Hurricanes Katrina and Rita recovery.

Bill's contributions shaped policy changes that benefited FEMA, HUD, SBA, Army Corps of Engineers, Department of Transportation, Department of Agriculture, and others. Through after-action reviews, successful changes were implemented for Hurricanes Katrina/Rita (PKEMRA), Sandy Recovery Improvement Act (SRIA), and the Disaster Recovery Reform Act of 2018. Bill is a Subject Matter Expert in FEMA programs and policy.

Bill's military experience includes serving as Operations Chief for nine federally declared disasters in Louisiana, from response through recovery. He conducted Operation Noble Eagle post "9/11" and was on duty on 9/11/2001 and successfully launched combat ready F-15 aircraft to escort the President of the United States. Bill managed a \$7.5 million budget for annual operations and maintenance and managed approximately \$750 million worth of aircraft, equipment, and a physical plant of \$250 million. Additionally, Bill planned and deployed to the Middle East for Operation Northern Watch on two separate occasions.

## Relevant Experience

**Plexos Group, L.L.C.** | Apr 2018-Present

### *Vice President, Response and Recovery*

- Responsible for overseeing Emergency Response, FEMA Public Assistance (PA) and Hazard Mitigation Grant program (HMGP) projects as well as HUD Community Development Block Grant Disaster Recovery (CDBG-DR) programs.

## Education

**Master of Science, Management**  
| University of Maryland

**Master of Strategic Studies** | USAF  
Air War College, Maxwell AFB,  
Alabama

**Bachelor of Arts, Journalism** |  
Louisiana State University

## Areas of Expertise

Emergency Management  
Response and Recovery  
Strategy and Development  
Executive Leadership  
FEMA Region VI Administration  
FEMA Public Assistance (PA)  
FEMA Individual Assistance (IA)  
FEMA Hazard Mitigation Grant  
Programs (HMGP)  
Military and Political Expertise

## Skills/Certifications

Certified Emergency Manager  
(CEM), International Association  
of Emergency Managers

Designated Type 2 Qualified  
FCO

TS DCID SCBI Security  
Clearance

Certified USAF Aircraft Crash  
Investigator

*Federal Coordinating Officer, FEMA Region VI*

- Presidentially appointed to twenty-five (25) federally declared disasters as a Federal Coordinating Officer (FCO) and accountable to the President of the United States and the FEMA Administrator.
- Coordinated federal efforts in support of declared disasters in nine different states.
- Provided the executive coordination of federal, state, tribal, and local assets and resources required to support the state governors and emergency managers for preparedness, prevention, response, recovery and mitigation for all-hazards.
- Served as the principal staff advisor to the FEMA Administrator in leading and coordinating the timely delivery of all federal disaster assistance; to support state and local governments and affected communities.
- Achieved the timely delivery of full disaster assistance; with a balance between sound management practices and pressure to satisfy stakeholders' interests.
- Appointed by the FEMA Administrator to serve as the Interim Louisiana Recovery Office Director from Nov 2012-May 2013 for Hurricanes Katrina and Rita.
- Appointed by the FEMA Region VI Regional Administrator to serve on a detail as the Response Division Director for Region VI, from Nov 2014-May 2015.

DR-4277 LOUISIANA

This disaster ranks in the top ten in FEMA history for monetary damages and includes over \$750 million in Individual Assistance and \$750 million in Public Assistance to re-establish communities.

- Delivered over \$2.4 billion in aid after the Baton Rouge, Louisiana area floods of August 2016.
- Executed one of the largest housing programs (over 4000 manufactured housing units) to date in FEMA history.
- Instrumental in saving the federal government nearly \$30 million by ceasing operation of faulty tank and pump systems for fire suppression after quality control issues in manufactured housing units became evident.

DR-4266, DR-4269, DR-4272 TEXAS

- Provided over \$1 billion in aid to the State of Texas after the 2016 floods, including over 120 counties declared over a large geographical area. The area in comparison would stretch from New England to Indiana to Virginia.
- Managed unique political challenges between the City of Houston, Harris County, congressional delegations and the Governor's office, all with competing priorities for recovery.

DR-4332 Hurricane Harvey, TEXAS

- As the pre-designated FCO for Hurricane season to Louisiana, responded to Hurricane Harvey on the Louisiana side of the Texas border, along with the Governor's Office of Homeland Security and supporting State agencies, coordinating federal support to provide search and rescue, transport and transitional sheltering.
- Also served as the Deputy Federal Coordinating Officer for FEMA for Hurricane Harvey in Texas and assisted the former HUD Regional Administrator, Beth Van Duyne, in rolling out the initial CDBG-DR funding for Hurricane Harvey.
- Extremely familiar with the devastation caused by Harvey, including search and rescue efforts and the mitigation needs of the community

DR-1603 Hurricane Katrina and DR-1607 Hurricane Rita, LOUISIANA

- As Interim Director of the Louisiana Recovery Office, obligated over \$2 million in public assistance per month for Hurricanes Katrina and Rita Recovery. This influx of Recovery assistance helped New Orleans become the 5<sup>th</sup> fastest growing city economy in the United States.
- Met with the Mayor of New Orleans on a monthly basis to ensure projects continued to move forward.
- Along with the State of Louisiana, developed and instituted a strategic plan that projected final closeout in 2018, re-aligning staff and facilities to meet the scope of work left to be accomplished.

Tornado, Moore, OKLAHOMA, 2015

- Responded for the Moore Tornado in Oklahoma 2015, instituting FEMA's debris pilot for the first time as well as the National Disaster Recovery Framework, organizing philanthropic donations, other federal agencies and volunteer organizations in a whole community approach to recovery.
- Utilized Disaster Survivor Assistance Teams for the first time, enabling rapid registration and monetary assistance support to survivors within hours of registration.
- Facilitated mitigation efforts by assisting the State of Oklahoma with their Sooner Safe program which provided safe rooms in new construction of homes and schools.





EM 3365 COLORADO, Colorado Floods of 2013

- Provided initial rapid response to the Colorado floods of 2013 EM 3365 CO, providing direct federal assistance for Incident Command and Search & Rescue to the State of Colorado.
- Advised the State Emergency Manager and Governor on response activities to ensure immediate needs of survivors were being met.

SOUTH CAROLINA FLOODS OF 2015

- Team lead for National Incident Management Team (IMAT) West Lead responding to the South Carolina Flood of 2015. Led a team to establish stability in Columbia, SC after a devastating flood.

TEXAS FLOODS OF 2015

- Director of the Regional Readiness Control Center (RRCC) at FEMA Region VI for the 2015 Texas floods.

**United States Air Force | 1987-2015**

LOUISIANA AIR NATIONAL GUARD HEADQUARTERS, NEW ORLEANS, LA | Jun 2010-Feb 2015

***Colonel (Retired), Louisiana Air National Guard***

- Strategically led over 1200 airmen and officers.
- Developed and wrote Air Force, joint services, National Guard (NG) and combined plans and programs and policies.
- Coordinated all planning with multi-functional areas of responsibility to meet mission objectives to include homeland security and emergency management; considered a contingency planning and homeland security expert.

JOINT DIRECTOR OF MILITARY SUPPORT AND MILITARY LIAISON TO GOVERNOR'S OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS | Oct 2007-Jun 2010

***Colonel, Louisiana National Guard, Baton Rouge, LA***

- Led over 10,000 Louisiana Army and Air National Guardsmen in performing military support to civil authorities (MSCA) during times of disaster.
- Responsible for managing the preparedness, planning, exercising, training, response and recovery of the Louisiana National Guard for all-hazards.
- Provided policy guidance and ongoing assistance on program areas to units within the state NG and external agencies to include the Offices of the Governor and US Attorney.

BATON ROUGE COMMUNITY COLLEGE, BATON ROUGE, LA | Jan 2009-May 2009

***Adjunct Instructor, Emergency Management***

- Instruct college students concentrating in emergency management or criminal justice in all phases to include practical exercises, lecture, and professional development.

LOUISIANA NATIONAL GUARD, BATON ROUGE, LA | Nov 2006-Oct 2007

***Military Liaison and Strategic Plans & Policy Officer***

- Instruct college students concentrating in emergency management or criminal justice in all phases to include practical exercises, lecture, and professional development.

LOUISIANA OFFICE OF HOMELAND SECURITY AND EMERGENCY PREPAREDNESS, BATON ROUGE, LA | Jun 2003-Nov 2006


***Operations Division Chief***

- Managed response operations and all-hazard planning for Louisiana.
- Primary state liaison to DHS and FEMA for response and initial recovery activities.
- State Unified Command Operations Section Chief for all-hazards.
- Designed and participated in exercises, drills and training.
- Facilitated grant oversight for all-hazard planning.

LOUISIANA AIR NATIONAL GUARD, 159<sup>TH</sup> FIGHTER WING, JOINT RESERVE BASE, NEW ORLEANS, LA

***Commanding officer, 159<sup>th</sup> Aircraft Maintenance Squadron | 1997-2003***

***Commanding Officer, 159<sup>th</sup> Aircraft Generation Squadron | 1995-1997***

- Commanded 400 airmen and officers of which 200 were full-time federal employees, for a USAF Fighter Wing of F-15 Fighter Aircraft for sovereign alert of US territorial waters and airspace as well as wartime missions.
  - Planned, resourced and executed an operations and maintenance annual flying schedule.
  - Previous assignments include: Aircraft Maintenance Officer: 1993-1995, Wing Staff Officer, 1987-1993
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## Annie Vest

### Planning and Grants Department Manager

Ms. Vest is the former State Hazard Mitigation Officer for the State of Oklahoma. She is a proven leader in the field of Hazard Mitigation and often invited to participate in policy discussion at the national level. A Subject Matter Expert (SME) with a decade of experience, she is driven by her commitment to public service and the opportunity to make meaningful contributions to promote disaster mitigation. Ms. Vest has successfully administered over \$130 Million in FEMA Hazard Mitigation Assistance Funds. In 2016 she received the FEMA Regional Administrators Award for her work on streamlining Hazard Mitigation and Hazard Mitigation Planning throughout FEMA Region VI. In 2018 Ms. Vest was asked by City of Tulsa Mayor GT Bynum to serve as one of five appointed members of the City of Tulsa Stormwater Drainage and Hazard Mitigation Advisory Board. She has extensive experience providing oversight in Hazard Mitigation operations at the state and local levels, both pre- and post-disaster. Most recently, she was asked to brief senior government officials and Congressional delegates during and after the 2019 Arkansas River flood event in Oklahoma on matters related to FEMA Disaster Recovery funds, Hazard Mitigation Assistance, CDBG-DR, and CDBG-MIT. She has expert knowledge of FEMA's Hazard Mitigation Planning requirements, and direct experience working with the FEMA Benefit Cost Analysis software, NEMIS, eGrants, NFIP, and CRS. Ms. Vest is a member of the Board of Directors for the Natural Hazard Mitigation Association and the Disaster Resilience Network. Ms. Vest is considered one of twenty of the leading experts in the nation on flood-related home buyouts and, in 2019, received an invitation to participate as a member of the Building Better Buyouts Network, organized by the Natural Resource Defense Counsel. She is actively involved in the Oklahoma Floodplain Management Association, where she serves as the Mitigation Committee Chair and teaches at Advance Floodplain Management courses across the State. Some of Ms. Vest's representative experience includes:

#### Hazard Mitigation Planning and Grants Department Manager, Meshek & Associates, LLC:

- *United States Army Corps of Engineers Arkansas River Impact Analysis*
- *City of Stillwater 2020 Hazard Mitigation Plan Update*
- *City of Tulsa, Miscellaneous On-Call Hazard Mitigation Assistance*
- *City of Tulsa 2019 Hazard Mitigation Plan Update, Class 2 CRS Community*
- *City of Kingfisher, HMGP Acquisition and Demolition Project Management*
- *City of Claremore, HMGP Acquisition and Demolition Project Application and Management*
- *City of Tulsa, HMGP Acquisition and Demolition Project Development and Management*
- *City of Tulsa Tupelo Creek HMGP Drainage Project Development and Management*
- *Oklahoma County HMGP Bank Stabilization of North Canadian River and Road Relocation, Project Application Development and Benefit Cost Analysis*

#### State Hazard Mitigation Officer, Oklahoma Department of Emergency Management:

- *Responsible for all matters pertaining to Hazard Mitigation in the State of Oklahoma*
- *Administered over \$130 Million in FEMA Hazard Mitigation Assistance Funds*
- *Hazard Mitigation Branch Director for 9 Presidential Disaster Declarations*
- *Direct Oversight of State Safe Room Rebate Program*
- *FEMA Region VI Regional Administrators Award Recipient*
- *Chair of Oklahoma State Hazard Mitigation Team*
- *Closed 230 FEMA HMA sub-grants during tenure as SHMO*
- *Developed 2015 State Repetitive Loss Strategy*

#### Education

MA, Adult and Community Education, 2013, Ball State University

MA, Executive Development for the Public Sector, 2013, Ball State University

BS, Psychology/Disaster Management, 2010, Northwest Missouri State University

#### Professional Organizations

Disaster Resilience Network –Board Member, 2018-Present

National Emergency Management Association

Natural Hazard Mitigation Association–Board Member, 2019-Present

Oklahoma Emergency Management Association

Oklahoma Floodplain Management Association–Mitigation Chair, 2019-Present





## Brandon Claborn PE, CFM

### Chief Executive Officer

Mr. Claborn began his tenure as CEO of Meshek & Associates, LLC in June of 2017 after serving as an engineer, project manager and principal in the hydrology and hydraulics group. He provides overall management of the senior leadership team and provides leadership and vision for the company. Additional tasks include serving as an expert witness in lawsuits related to hydrology and hydraulics, master drainage planning and mentoring of staff in the hydrology and hydraulics group.

Mr. Claborn has been involved in numerous hydrologic and hydraulic studies, stormwater quality and stormwater design projects. His technical background is in the development of hydrologic and hydraulic models to analyze drainage problems and design solutions. More recently, his project involvement is focused on leading multi-disciplinary projects involving hydrology, hydraulics, GIS, water quality, dam/levee safety, grant management and water resources planning.

Brandon's project experience includes:

- **Master Drainage Plans, Cities of Bartlesville, Claremore, Okmulgee, Owasso, McAlester Moore, Sand Springs, Sapulpa, Oklahoma, and the University of Oklahoma.** Prepared hydrologic and hydraulic models, using HEC-HMS and HEC-RAS, for existing and fully developed conditions. Provided mitigation solutions and analysis for existing and potential flooding areas. Floodplain and floodway mapping, report documentation, and application generation was generated for submittal to FEMA
- **Kingfisher HMGP Grant – Technical Lead.** Performed hydrology and hydraulic analysis including a complex split flow hydraulic model including calibration with the 2007 Tropical Storm Erin flood event based on surveyed high water mark data. Provided coordination with GIS and Grant Management staff at Meshek to analyze structural and non-structural mitigation projects including dams, levees, floodproofing and acquisition.
- **East Tulsa Flood Insurance Study & MDP, City of Tulsa & FEMA.** Served as project principal for the development of hydrology and hydraulic models for Spunky Creek, Midway Creek and Salt Creek in East Tulsa. New regulatory DFIRM's were produced as well as the standard non-regulatory FEMA products including depth grids, changes since last FIRM, and average annual loss estimates.
- **Hydrology & Hydraulic Review – City of Owasso.** Technical review of hydrology and hydraulics for proposed residential and commercial development projects. This included review of FEMA LOMC's and updates to the City's Master Drainage Plan models.
- **Detention Facilities:** Cities of Bartlesville, Bixby, Owasso, Sand Springs, Oklahoma. Performed hydrologic and hydraulic analysis, completed 404 permitting process and led preparation of construction plans for several regional detention facilities.

#### Education

B.S., Biosystems Engineering, Oklahoma State University, 1996

M.S., Biosystems Engineering, Oklahoma State University, 1998

#### Certification

Oklahoma PE – 20914

Texas PE-128260

Certified Floodplain Manager- OK – 03-00007

#### Professional Organizations

ACEC – Chairman of the Board 2018-2019

OFMA – Chair 2019-2020

#### Continuing Education

HEC-RAS 2D Training Workshop, March 2017

University of Wisconsin HEC-RAS Unsteady Flow Workshop, September 2011

USACOE Stream and Riparian Corridor Restoration Workshop, April 2008

ASCE Project Management Training, November 2007



## Janet Meshek PE, CFM, SR/WA

### Project Principal

Ms. Janet Meshek started Meshek & Associates in 1988. Her passion has always been working with communities to help with flood-related issues. In 2010, under Ms. Meshek's guidance, the City of Kingfisher successfully leveraged \$4.0 million in State Bond funds as a local match for FEMA's Hazard Mitigation Grant Program for the City of Kingfisher. In 2012, Ms. Meshek expanded the right-of-way department to a fully operational land acquisition and relocation service department. Ms. Meshek proceeded to obtain her Senior Right of Way Agent (SR/WA) certification, the highest achievable certification, from the International Right of Way Association (IRWA), due to her right-of-way experience in the engineering field, within record time.

As the H&H QA/QC Principal, Ms. Meshek directs and oversees the preparation of H&H modeling, studies, mapping, and planning, and grant application development for a variety of municipal, county, state, regional, and federal agencies.

Ms. Meshek has served as the principal in charge or project manager for comprehensive master drainage plans, mitigation plans, and FEMA Hazard Mitigation Assistance applications. Each study included the development of detailed hydrologic and hydraulic computer models; the evaluation and design of flood damage mitigation methods including open channel improvements, enclosed storm drainage systems, bridge/culvert improvements, detention/ retention ponds, and other relief measures; and the preparation and coordination of comprehensive reports and presentations. In addition, she has written or updated engineering design criteria and ordinances for many of the same communities.

Ms. Meshek assists Oklahoma communities with project application development for FEMA's Hazard Mitigation Assistance funds. She has expertise in programmatic requirements for flood projects ranging from voluntary acquisition, to flood proofing, to large drainage improvement projects. Ms. Meshek has training and direct experience using FEMA's Benefit-Cost Analysis software. She has submitted project applications in FEMA's eGrants system on behalf of several client communities, including the City of Tulsa. Ms. Meshek is knowledgeable about Section 106 Historic Preservation (HP) and the National Environmental Protection Act (NEPA)NEPA requirements and has direct experience clearing projects before FEMA submittal. She is also well versed in the Floodplain Management Act and EO 11988.

### Education

B.S. Civil Engineering  
Oklahoma State  
University

M.S. Civil Engineering  
Oklahoma State  
University

### Certification

NCEES Record  
Certificate

Oklahoma PE - 13038

Texas PE - 96430

Arkansas PE - 14896

Kansas PE – 21936

Missouri PE 2011057420

Certified Floodplain  
Manager - OK-00-00043

Senior Right of Way  
Professional (SR/WA)

### Professional Organizations

OFMA  
ASFPM  
ASCE  
SAME  
IRWA



## Martha Ortega GISP, CFM

### Senior GIS Specialist

Ms. Ortega brings 25 years of GIS experience including data capture, map production, spatial analysis, data discovery, and data management within the natural resources/environmental realm, as well as facilities and infrastructure. Martha has years of experience converting and consolidating CAD and GIS data into user-friendly formats. Since joining Meshek, Martha has served as the primary reconnaissance project and FEMA floodplain regulatory/non-regulatory GIS specialist. Ms. Ortega has extensive experience performing Benefit Cost Analyses using the FEMA Benefit Cost Analysis Software. She has expert knowledge conducting BCA's for a variety of project types, including complex flood drainage analyses.

#### Experience includes:

- **FEMA Benefit Cost Analysis (BCA).** Compiled input data and generated BCR's utilizing FEMA BCA program in support of grant applications, including projects in Oklahoma City, Oklahoma County, City of Tulsa, and Kingfisher, OK. One example of using LiDar data, was completed for a Hazard Mitigation Grant project for the City of Tulsa. The Coal Creek watershed had over 1000 structures in the floodplain. In order to calculate potential damages from flooding, finished floor elevations were needed. Finished Floor Elevations were selected from a 3D point cloud using LiDAR collection. These elevations were compared to flooding depths so that potential damages could be calculated. The proposed regional detention pond had a benefit cost ratio greater than 1.0 and qualified for a FEMA Hazard Mitigation Grant.
- **FEMA HAZUS.** Performed multiple HAZUS runs and processed results for input into FEMA Flood Risk Database (FRD) tables for Exposure and Loss summaries. Data analysis involved various runs of HAZUS combined with general GIS data for each watershed to provide FEMA a prioritization for mitigation actions and projects within the HUC8 watershed. Both Level 1 and Level 2 analysis were performed depending on the availability of User Defined Datasets (UDF) that could be incorporated into the studies. Overall, the combined HAZUS analysis covered 10+ HUC8 watersheds which included over 50 of Oklahoma's 77 counties. Analysis results were then summarized in a Flood Risk Report (FRR) to serve as a list of proposed mitigation actions and objectives for the watershed. The FRR required the creation of a single Flood Risk Map (FRM) and Flood Risk Database (FRD) that summarized the GIS datasets used in the in assessment in addition to other GIS-based figures for the report.
- **Community Assistance Visit (CAV).** Assisted with data analysis in preparation for FEMA CAV. Compiled current and historical parcel floodplain status using LiDAR data, digital FEMA National Flood Hazard Data (NFHL) and historical FIRMs.
- **FEMA RiskMAP Projects.** Compiled/generated data for regulatory and non-regulatory products in support of FEMA floodplain projects. Also, involved with FEMA Map panel revisions and DFIRM database management
- **Summary of Map Actions (SOMA).** Assisted with SOMA preparation by classifying Letters of Map Amendments (LOMA) for entry into the Mapping Information Platform (MIP)..

#### Education

MS, Forest Resources  
1994, University of Georgia

BS, Industrial & Systems  
Engineering 1985,  
University of Florida

#### Registration

GIS Professional (GISP):  
No. 54897

Certified Floodplain  
Manager (CFM):  
No. OK-15-00018

#### Associations

SCAUG

OFMA