

Metropolitan Development and Housing Agency

712 SOUTH SIXTH STREET * NASHVILLE, TENNESSEE * TELEPHONE (615) 252-8421

MAILING ADDRESS: P.O. BOX 846 NASHVILLE, TENNESSEE 37202

TELEPHONE DEVICE FOR THE DEAF (615) 252-8599

THIS CONTRACT made this 1st day of October, 2022 ("Effective Date") by and between Tetra Tech, Inc., a corporation doing business under the laws of the State of Tennessee hereinafter called the "Contractor", and the **METROPOLITAN DEVELOPMENT AND HOUSING AGENCY**, Nashville, Tennessee, a public body and a body corporate and politic, created under the provisions of the Housing Authorities Law, of the State of Tennessee, hereinafter called the "Metropolitan Development and Housing Agency", or "MDHA".

WITNESSETH, that the Contractor and MDHA for the consideration stated herein mutually agree as follows:

ARTICLE 1. STATEMENT OF WORK: In response to the **Request for Proposal** issued on August 5, 2022 for Development of Action Plan for Metropolitan Nashville and Davidson County, TN a New Community Development Block Grant-Disaster Recovery (CDBG-DR) Grantee Under the Appropriations Act (Public Law 117-43) For Disasters Occurring in 2021, the Contractor represents that it has or will secure at its expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with MDHA. All services required hereunder will be performed by the Contractor or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services for the completion of Work outlined in the Contract Documents listed in Article 11, which said Contract Documents are incorporated herein by reference and made a part thereof.

ARTICLE 2. THE CONTRACT PRICE: The Metropolitan Development and Housing Agency shall pay the Contractor for the performance of the Contract, in current funds, subject to additions, deductions, or other modifications as set forth in the Contract Documents as listed in Article 11, which said Contract Documents are incorporated herein by reference and made a part thereof the sum of \$63,390.00.

ARTICLE 3. PAYMENTS: Contractor shall submit invoices for payment based on time and materials expended associated with the deliverables outlined in the RFP Scope of Services submitted by Contractor and approved by MDHA in a format acceptable to MDHA as provided in MDHA's Invoice Cover Sheet. Contractor shall be paid as work is completed and invoices are approved by MDHA. MDHA shall have 10 days from receipt of Contractor's invoice to review invoices for any discrepancies and request corrections. Following this 10 day period, if no discrepancies are identified, invoices shall be considered approved. Invoices shall detail work performed and be accompanied

by any necessary supporting documentation requested by MHDA before completion of the work or as required by MDHA

Incorrect invoices will be rejected and returned to Contractor for correction. A corrected invoice will be required for payment.

All payments shall be effectuated by Automated Clearing House (ACH).

Invoices shall be submitted to MDHA point of contact which is Angela Harrell at aharrell@nashville-mdha.org and Treva Gilligan at Treva Gilligan tgilligan@Nashville-MDHA.org.

Payment of an invoice by MDHA shall not waive MDHA's rights of revocation of acceptance due to nonconformity or the difficulty of discovery of the non-conformance. Such revocation of acceptance shall occur within a reasonable time after MDHA discovers or should have discovered the non-conforming product and/or service but prior to any substantial change in condition of the products and/or services caused by MDHA.

ARTICLE 4. THE CONTRACT TIME:

The services of Contractor are to commence on October 1, 2022. It is anticipated that the Action Plan submission to the United States Department of Housing and Urban Development shall occur no later than January 31, 2023 with final billing and contract closeout no later than February 28, 2023. However, in the event of an extension granted to MHDA by HUD, or the occurrence of a force majeure event, these dates shall change upon mutual agreement between the parties.

ARTICLE 5. INSURANCE: During the term of this Contract, for any and all awards, Contractor shall, at its sole expense, obtain and maintain in full force and effect for the duration of this Contract, including any extension(s), the types and amounts of insurance identified below. Proof of insurance shall be required naming the Metropolitan Development and Housing Agency, 701 South Sixth Street, Nashville, TN 37206 as additional insured on the general liability policy identifying either project name, RFP or Purchase Order on the ACORD document.

- a. **General Liability Insurance-** Bodily injury and property damage combined single limit in the minimum amount of one million (\$1,000,000.00) dollars for each occurrence, two million (\$2,000,000.00) dollars aggregate.
- b. **Automobile Liability Insurance-** Bodily injury and property damage combined single limit in the minimum amount of one million (\$1,000,000.00) dollars for each accident, two million (\$2,000,000.00) dollars aggregate.
- c. **Worker's Compensation Insurance-** Contractor shall maintain workers' compensation insurance with statutory limits required by the State of Tennessee or other applicable laws and Employer's Liability Insurance with limits of no less than one hundred thousand (\$100,000.00) dollars, as required by the laws of Tennessee (Not required for companies with fewer than five (5) employees).

- d. **Professional Liability Insurance-** covering negligent acts, errors and omissions in the performance of professional services, with policy limits of not less than one million (\$1,000,000.00) dollars per claim and two million (\$2,000,000.00) dollars aggregate.

ARTICLE 6. GOVERNING LAW: The validity, construction, and effect of this Contract and any and all extensions and/or modifications thereof shall be governed by the laws of the State of Tennessee. Tennessee law shall govern regardless of any language in any attachment or other document that Contractor may provide.

ARTICLE 7. JURISDICTION AND VENUE: In the event of a Contract dispute or litigation arising out of said Contract, it is understood and agreed that this Contract was executed and performed in Davidson County, Tennessee, and, as such, it is agreed by both parties that venue for said litigation, including an action of Declaratory Judgement, will be in Davidson County, Tennessee.

ARTICLE 8. ATTORNEY'S FEES: In the event of litigation rising out of said Contract, it is agreed that if Contractor is held liable for damages, or is found to have materially breached the Contract, Contractor will pay the MDHA's reasonable attorney's fees and expenses involved in the litigation.

ARTICLE 9. INDEMNIFICATION: Contractor shall indemnify and hold harmless MDHA, its officers, agents, and employees from:

- A. Any claims, damages, costs, and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of Contractor, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the performance of the contract.
- B. Any claims, damages, penalties, costs, and attorney fees arising from any failure of Contractor, its officers, employees, and/or agents, including its sub or independent contractors, to observe applicable laws, including, but not limited to, labor laws and minimum wage laws.
- C. In any and all claims against MDHA, its officers, agents, or employees, by any employee of Contractor, any subcontractor, or anyone directly employed by any of them for whose acts any of them may be liable, the indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for Contractor or any subcontractor under workers' compensation acts, disability acts, or other employee benefits acts.
- D. MDHA will not indemnify, defend, or hold harmless in any fashion Contractor from any claims arising from any failure, regardless of any language in any attachment or other document that Contractor may provide.
- E. Contractor shall pay MDHA any expenses incurred as a result of Contractor's failure to fulfill any obligation in a professional and timely manner under this

Contract.

ARTICLE 10: NOTICES: Notice shall be provided in writing to the designated representative of the party to whom the notice is addressed and shall be deemed to have been duly served if delivered in person, by mail, by courier, or by electronic transmission if a method for electronic transmission is set forth in the Contract. Electronic notices shall be clearly marked as "CONTRACT NOTICE" in the subject line.

- a. Notices to MDHA shall be sent to:
Attention: Contracting Officer
Address: 712 S Sixth Street
Nashville, TN 37206
Phone: (615) 252-8497
E-Mail Address: purchasing@nashville-mdha.org

- b. Notices to Contractor shall be sent to:

Contractor: Tetra Tech, Inc.
Attention: Contracts & Legal Affairs
Address: 2301 Lucien Way, Suite 120, Maitland, FL 32751
E-Mail Address: TDR.Contracts@tetrattech.com

With cc to:

Technical Representative: Calvin Knowles
Phone: (727) 415-4408
E-Mail Address: calvin.knowlesjr@tetrattech.com

ARTICLE 11. CONTRACT DOCUMENTS: The Agreement shall consist of the following component parts, in descending precedential order:

- a. This Contract
- b. MDHA Invoice Cover Sheet
- c. Task Order(s), including approved budget, scope of work, and deliverables
- d. Contractor's Response to Request for Proposal
- e. Addendums to the Request for Proposal
- f. Request for Proposal

This Instrument, together with the other documents enumerated in this Article, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, form the Contract.

ARTICLE 12. SEVERABILITY: The provisions of this Contract are severable in that should any provision be held to be illegal, invalid, or unenforceable by a court of competent jurisdiction, the legality, validity, and enforceability of the other provisions herein shall not be affected, but they shall remain in full force and effect.

ARTICLE 13. NO WAIVER: No waiver of any provision of this Contract shall affect the right of any party thereafter to enforce such provision or to exercise any right or

remedy available to it in the event of any other default.

ARTICLE 14. TERMINATION AND BREACH OF AGREEMENT

The failure of the Consultant to satisfactorily adhere to the terms of the Contract within the time specified may be cause for termination of the contract, subject to the agreed upon timelines in each applicable task order.

If Consultant fails to fulfill its obligations under the Contract in a timely and proper manner or if it shall violate any of the terms of this Contract which may be remedied, MDHA shall promptly notify Contractor. If applicable, Contractor shall have five (5) calendar days to cure such an issue. Should the Contractor fail to remedy said issue within the agreed upon timeframe, or should said breach be without remedy, MDHA shall have the right to immediately terminate such Contract and withhold payments in excess of fair compensation for work completed. The term "breach of agreement" specifically includes, but is not limited to, failure to comply with any applicable Federal, state or local laws or regulations. Notwithstanding the above, the Consultant shall not be relieved of liability to MDHA for damages sustained by virtue of any breach by the Consultant.

ARTICLE 15. MODIFICATION OF AGREEMENT

Such Agreement may be modified only by written amendment executed by all parties.

ARTICLE 16. ASSIGNMENT

The provisions of such Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Contract nor any of the rights and obligations of the Consultant hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of MDHA. Any such assignment transfer or subcontract shall not release the Consultant from its obligation hereunder. Any approved assignee shall assume each and every obligation of the Consultant hereunder and MDHA may contract with or reimburse any such assignee without waiving any of its rights against the Consultant.

ARTICLE 17. INTELLECTUAL PROPERTY

All documents prepared as deliverables in connection with the scope of work in agreed upon task orders shall become the property of MDHA.

Except for rights expressly granted under this agreement,

1. nothing in this agreement will function to transfer any of either party's Intellectual Property rights to the other party, and
2. each party will retain exclusive interest in and ownership of its Intellectual Property developed before this agreement or developed outside the scope of this agreement.

ARTICLE 18. FORCE MAJEURE

No party to such Contract shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

ARTICLE 19. CONFIDENTIALITY

During the term of this Agreement, MDHA and Contractor may have access to confidential information relating to such matters as either party's business, trade secrets, systems, procedures, manuals, products, contracts, personnel, and clients.

As used in this Agreement, "Confidential Information" means information belonging to the MDHA or the Contractor which is of value to such party and the disclosure of which could result in a competitive or other disadvantage to either party, including, without limitation, financial information, business or governmental practices and policies, know-how, trade secrets, market or sales information or plans, customer lists, business plans, and all provisions of this Agreement.

Confidential Information does not include: (i) information that was known to the receiving Party before receipt thereof from or on behalf of the Disclosing Party; (ii) information that is disclosed to the Receiving Party by a third person who has a right to make such disclosure without any obligation of confidentiality to the Party seeking to enforce its rights under this Section; (iii) information that is or becomes generally known in the trade without violation of this Agreement by the Receiving Party; or (iv) information that is independently developed by the Receiving Party or its employees or affiliates without reference to the Disclosing Party's information.

Each party will protect the other's Confidential Information with at least the same degree of care it uses with respect to its own Confidential Information, and will not use the other party's Confidential Information other than in connection with its obligations hereunder.

Notwithstanding the foregoing, a party may disclose the other's Confidential Information if (i) required by law, regulation or legal process or if requested by any Agency; (ii) it is advised by counsel that it may incur liability for failure to make such disclosure; (iii) requested to by the other party; provided that in the event of (i) or (ii) the disclosing party shall give the other party reasonable prior notice of such disclosure to the extent reasonably practicable and cooperate with the other party (at such other party's expense) provided such cooperation is not inconsistent with any legal obligation of the disclosing party.

ARTICLE 20. ENTIRE CONTRACT: Such Contract, inclusive of all components parts as set forth in Article 11, shall set forth the entire Contract between the parties with respect to the subject matter thereof and shall govern the respective duties and

obligations of the parties until and unless a more formal Contract is entered into between the parties.

IN WITNESS THEREOF, the parties hereto have caused this instrument to be executed in three original counterparts as of the day and year first written above.

TETRA TECH, INC.
2301 Lucien Way, Ste, 120
Maitland, FL 32751

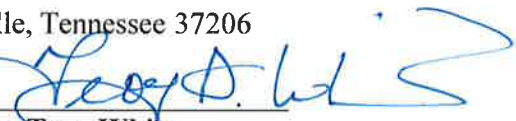
BY: 
Jonathan Burgiel

TITLE: Business Unit President

DATE: 09/30/2022

**METROPOLITAN DEVELOPMENT
AND HOUSING AGENCY**

701 South Sixth Street
Nashville, Tennessee 37206

BY: 
Dr. Troy White

TITLE: Executive Director

DATE: 09/30/2022

**Metropolitan Development and Housing Agency (MDHA)
TETRA TECH, INC. (Contractor)**

TASK ORDER NO. 1 Metropolitan Development and Housing Agency Contract

PROJECT NAME: Components of the CDBG-DR Action Plan for Metropolitan Nashville and Davidson County, TN

ESTIMATED PROJECT TERM AND PERIOD OF PERFORMANCE: October 1, 2022 to January 31, 2023

PROJECT SCOPE OF SERVICES:

The MDHA and Contractor agree that Contractor will provide the services described below, except for additional task(s) which must be mutually agreed upon by Contractor and MDHA and set forth in an additional Task Order.

Task 1 – CDBG-DR Needs Assessment (Weeks 1-6)

- A. Gather data necessary for needs assessment through meetings, interviews, calls and correspondence with stakeholders.
- B. Develop a presentation regarding project approach for discussion with MDHA management.
- C. Assess the unmet needs in the areas of housing, economic development, infrastructure, vulnerable populations, and resilient needs in the impacted area (ZIP Code 37211) as part of the Unmet Needs Assessment.

Task 2 – CDBG-MIT Needs Assessment (Weeks 1-6)

- A. Gather data necessary for needs assessment through meetings, interviews, calls and correspondence with stakeholders.
- B. Develop a presentation regarding project approach for discussion with MDHA management.
- C. Identify the characteristics and potential consequences of hazards that may impact the Metropolitan Nashville and Davidson County area and its community assets to include citizens, economy, structures, critical facilities, infrastructure, and the natural environment.
- D. Assess each hazard using available tools and provide maps delineating each hazard area, a description of each hazard and a discussion of past events.

Task 3 – Planning Phase: Report Findings, Discuss Eligible Activities (Weeks 7-10)

- A. The Tetra Tech will work with MDHA to design programs that meet the recovery needs identified through the Unmet Needs Assessment and Mitigation Needs Assessment.
- B. Hold meetings with MDHA and other stakeholders to discuss eligible activities.

Task 4 – Develop Action Plan and Submit Draft to MDHA (Weeks 10-12)

- A. Develop an approved plan that will identify the actions, projects, and procedures necessary to satisfy the requirements of the Federal Register Notice.
- B. Provide a draft Action Plan for MDHA review.

Task 5 – Update Citizen Participation Plan (Weeks 1-4)

- A. Provide updates to the existing Citizen Participation Plan to conform with the Federal Register Notice requirements and send to MDHA for review.

Task 6 – Consultation and Public Engagement Activities (Weeks 12-17)

- A. Conduct required Citizen Participation Public Hearings with assistance from MDHA.
- B. Develop the presentation for the requisite public hearings to be reviewed by MDHA.
- C. Holding public meetings (virtual and one in-person), tracking participation including feedback and commentary at the meetings with assistance from MDHA.
- D. Incorporate the commentary, questions received as well as responses into the final draft of the Action Plan.

Task 7 – Overall Project Management (Weeks 1-17)

- A. Provide a monthly progress report to MDHA.
- B. Provide financial and administrative support to the project.
- C. Coordinate with MDHA staff.

*All tasks and actions not enumerated within this task order, whether written in the original RFA, proposed within the Contractor's proposal for the relevant RFA, or otherwise, are not included and/or contemplated by this task order.

Any capacity assessment or other needs requested by MDHA to Tetra Tech must be mutually agreed upon in writing within a new task order between the parties.

ESTIMATED PROJECT COST:

The proposed estimated budget of **\$63,390.00** is based on Contractor's current understanding of the project requirements and best estimates of the level of effort required to perform the basic services and may be subject to change upon agreement between the MDHA and Contractor. The fee for the services rendered will be based on the actual hours of services furnished multiplied by Contractor's hourly rates. Table 1 below provide the cost breakdown by task. Table 2 outlines the anticipated staff positions and level of effort.

Table 1 – Estimated Cost per Task

Position	Rate	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Task 7	Estimated Hours	Estimated Cost
GIS Specialist <i>Jen Lenart</i>	\$185.00	16	16		21				53	\$9,713.00
HUD CDBG-DR SME <i>Giovanni Moss</i>	\$245.00			5	6			5	16	\$3,859.00
Junior Planner <i>Stephanie Kilgore</i>	\$125.00				13				13	\$1,575.00
Planner <i>Christina Groves</i>	\$165.00	42	63	11		8	17		141	\$23,216.00
Project Manager <i>Calvin Knowles</i>	\$210.00			11	16	1	8	8	44	\$9,261.00
Senior Planner <i>Erik Genga</i>	\$195.00	5	5	11	42	1	17		81	\$15,766.00
Grand Total		60	80	35	92	10	40	13	348	\$63,390.00

*Position types proposed for each task, as well as estimated hours, have been rounded and are subject to change at Tetra Tech's discretion. The information above represents the best available estimate of level of effort for each unit at the time of submission. All data presented in the above table is to be treated only as an estimate and is not subject to guarantee.

Table 2 – Estimated Cost per Labor Category

Labor Category	Hourly Rate	Estimated Hours	Estimated Total
HUD CDBG-DR	\$245.00	16	\$3,859.00
Project Manager	\$210.00	44	\$9,261.00
Senior Planner	\$195.00	81	\$15,766.00
GIS Specialist	\$185.00	53	\$9,713.00
Planner	\$165.00	141	\$23,216.00
Junior Planner	\$125.00	13	\$1,575.00
Estimated Total			\$63,390.00

ASSUMPTIONS

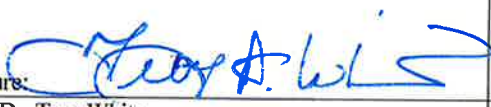

This project is based on the following key assumptions and constraints. Deviations that arise during the project will be managed through a standard change control process.

- A. **Project Sponsor(s).** MDHA will assign a primary point of contact to serve as a project sponsor and address administrative and functional issues.
- B. **Confidentiality Policies.** Tetra Tech shall use only pre-approved, designated personnel who have signed non-disclosure or confidentiality statements, if required. Tetra Tech will follow its documented internal procedures and protocols to protect confidential materials obtained from MDHA. Tetra Tech established these internal procedures to meet requirements by federal, state, and local governments to ensure protection of critical infrastructure data.
- C. **Access to Materials.** All documentation that is deemed pertinent to the development of the Action Plan should be made available to the project team for review in electronic format upon request. These materials may include but are not limited to existing emergency operations plans, including all annexes and appendices, standard operating procedures, after action reports from exercises or incidents, operating policies/procedures, system documentation, contracts, purchasing-related documents, and network diagrams.
- D. **Access to Organization Personnel.** Availability of MDHA representatives is critical to obtaining the information required for the overall success of this project. Information presented by subject matter experts will be relied upon and accepted as factual. No further confirmation will be made.
- E. **Deliverables.** Tetra Tech will provide draft interim deliverables in electronic format on a Microsoft SharePoint team site or via e-mail.
- F. **Work Location.** The Tetra Tech team will perform work off-site at Tetra Tech offices with all meetings expected to occur virtually, with the exception of one (1) public hearing that will be held in-person.
- G. **Acceptance of Deliverables.** Draft deliverables will be submitted electronically. The MDHA's comments must be provided within ten (10) calendar days. Upon incorporation of revisions to the draft deliverables and one final resubmission to the MDHA, the deliverables will be considered accepted.
- H. **Payment Plan Based on Time and Materials Expended.** MDHA will pay Tetra Tech on a time and materials basis for labor expended and costs and expenses incurred. Tetra Tech shall provide MDHA an invoice monthly for services performed. Invoice payment terms are net 30 days.
- I. **Additional Scope and Requests for Additional Assistance.** Tetra Tech will work with MDHA to determine costs for additional scope items requested in writing, as mutually agreed upon, which shall be memorialized in a written task order.
- J. **Cost Estimates.** The cost estimates are based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services and may be subject to change upon agreement between MDHA and Tetra Tech.
- K. **HUD Requests.** Tetra Tech will provide one draft Action Plan to MDHA for review prior to submitting it to HUD. Tetra Tech will incorporate any edits and revisions requested in writing by MDHA, after the initial review before the plan is finalized for submission to HUD. If additional revisions are required after HUD review, based on the level of effort required, Tetra Tech and MDHA will mutually agree on a new/revised scope of work and cost, and the timeline for revisions will be mutually agreed upon. An extension and associated project cost increase will be requested.
- L. **Correspondence Timeline.** Requests made by Tetra Tech for MDHA- information necessary to complete the Action Plan will be provided in a mutually agreed upon timeline. If requests are not fulfilled within the agreed upon timeframe, an extension and associated project cost increase will be requested.
- M. **HUD Program Requirements.** Tetra Tech's scope and estimated costs are based on providing services to meet the current requirements published in the Federal Register Notice (FR) for the tasks in the scope of work. To the extent changes are made to the FR, such changes may result in an increase or decrease to the level of effort required and associated project cost. To the extent such changes occur, Tetra Tech and MDHA will mutually agree on a new/revised scope of work and cost if required.
- N. **Level of Effort.** Estimated numbers of staff, timelines and hours may change based on level of effort required to perform the scope of work.
- O. **Staffing.** The staff provided are based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services and may be subject to change upon agreement between MDHA and Tetra Tech.

- P. **Personnel Hours.** Total personnel hours may be moved between positions and tasks as necessary to complete the scope of work.
- Q. **Period of Performance.** The assumed period of performance is October 1, 2022 to February 28, 2023 with the task related work occurring prior to January 31, 2023. The weekly estimates provided above are estimates only and subject to change.

APPROVAL OF TASK ORDER

Acceptance of the terms of this task order is acknowledged by the following signatures of the authorized representatives of the parties to this Agreement.

Metropolitan Development and Housing Agency (MDHA)	Tetra Tech, Inc. (Contractor)
	
Signature:	Signature:
Name: Dr. Troy White	Name: Jonathan Burgiel
Title: Executive Director	Title: Business Unit President
Date: 09/30/2022	Date: 09/30/2022

PROJECT NAME: TETRA-TEC Consulting Services for CDBG-DR 2021 Action Plan

CONTRACT PERIOD:

YARDI ACT # 1500

Contractor Name:	Tetra Tech, Inc
Subrecipient's Address:	2301 Lucien Way, Ste. 120
	Maitland, FL 32751
Contact Person:	
Telephone:	

Invoice #:	
Invoice Period:	
Invoice Amount:	

Contract Amount: _____

Invoice #	Invoice Period	Amount Requested	Amount Approved
Total Grant Expenses Invoiced this period:		\$ -	\$ -
Prior Payments Received:			
Balance to Draw:		\$ -	\$ -

I certify to the best of my knowledge and belief that the information above is correct and that all expenditures were made in accordance with the contract terms and conditions and that payment is due and has not been previously approved.

Contractor Signature: _____
Title: _____

For MDHA Use Only	
Recommend for Approval:	_____
Title:	_____
Approved By:	_____

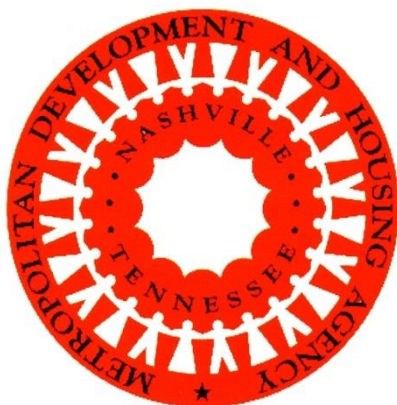
Date: _____

Title: _____
HUD IDIS #: _____

REQUEST FOR PROPOSALS

**Development of Action Plan
For
Metropolitan Nashville and Davidson County, TN
a New Community Development Block Grant-
Disaster Recovery (CDBG-DR) Grantee
Under the
Appropriations Act (Public Law 117-43)
For
Disasters Occurring in 2021**

August 5, 2022



Metropolitan Development and Housing Agency



Request for Proposals

The Metropolitan Development and Housing Agency (MDHA) is issuing a Request for Proposal (RFP) for consultant services to develop an Action Plan in accordance with the requirements for new Community Development Block Grant Disaster Recovery (CDBG-DR) grantees. The requirements can be found in Section II. A. of the Appropriations Act (Public Law 117-43) as outlined in Federal Register volume 87, No. 100 published Tuesday, May 24, 2022, for disasters occurring in 2021. MDHA will receive \$5,151,000 in funding for Federal Emergency Management Act (FEMA) disaster No. 4601 for Nashville and Davidson County.

Interested entities can access the RFP at the link below:

<https://bit.ly/3zCy5hw>

All proposals must be created and submitted electronically via the ZoomGrants system no later than 11:59 p.m. PST Friday, Sept. 2, 2022. A virtual pre-proposal meeting will be held at 2 p.m. CDT Wednesday, Aug. 17, 2022, via Zoom. Interested applicants can access this meeting at the link below:

<https://bit.ly/3vgH9Go>

A link to the requirements for new CDBG-DR grantees can be found here:

<https://bit.ly/3PX6sFk>

The criteria for evaluating the proposals will be based on items set forth in the RFP. An award will be made for the most responsive and responsible proposal, which in the judgment of MDHA, best meets the current needs and long-term goals of MDHA, the Metropolitan Government of Nashville and Davidson County and the U.S. Department of Housing and Urban Development (HUD). MDHA reserves the right to reject any proposals and/or waive any informality in the solicitation process. To request accommodation, please contact Conor O'Neil at 615-252-8562.

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

Dr. Troy D. White
Executive Director

Date: September 2, 2022

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Attachments A–H

1. GO TO ORGANIZATION'S ZOOMGRANTS PAGE

Navigate to the ZoomGrants page for the organization by using the link provided to you by the program administrator:

<https://bit.ly/3zCy5hw>

NOTE: For this first step, **do not go to the ZoomGrants homepage**. Once you've started an proposal using the link above, you can log in at <https://ZoomGrants.com/login>.

2. CREATE AN ACCOUNT AND LOG IN

Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

NOTE: In ZoomGrants, *each proposal is officially associated with a single account and each account is 'owned' by a single user and accessed by a single email address*. We recommend that the person who will be the primary contact for proposals creates the first account for an organization. Once that person creates their account, gets logged in, and starts the proposal(s), they will be able to invite other people to collaborate on all or some of the proposals in their account.

3. CREATE YOUR PROPOSAL

Click the **Apply** button next to the appropriate program to create your first proposal for that program.

4. INVITE OTHERS TO COLLABORATE

Use the Collaborators section in the first tab of the proposal to invite others to work on this proposal with you.

- Enter their email address.
- Indicate on which sections they are allowed to collaborate.
- Click the **Invite** button. An invitation will be sent to their email address. They'll be able to set up an account by which they can access and edit the proposal.

NOTE: If granted access, collaborators can do everything that the proposal owner can do *except*: editing the Applicant and Organization information sections in the first tab of the proposal and submitting, archiving, or deleting the proposal.

5. ANSWER THE QUESTIONS AND FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the proposal and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the proposal or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the proposal.

NOTE: Some question tabs may have a **branching question**, which will hide certain questions based on your answers to the branching question.

6. UPLOAD DOCUMENTS

Click the **Upload** button next to each applicable **document request** set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

NOTES:

- 1) Any document request marked with a yellow **'Required'** note **MUST** have something uploaded or linked in that slot in order for your proposal to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
- 2) If the administrator has provided a **template**, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
- 3) Click the **Help** button in the File Upload Window to access a quick tutorial video (also available here: http://youtu.be/b0lxkjsj_Ow).
- 4) If you finish your proposal by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your proposal.

7. SUBMIT THE PROPOSAL

Click the grey **Submit Now** button at the top of the **proposal** when you've completed the applicable content in every tab. The system will check to ensure you have answered every question and uploaded all 'Required' documents. Any skipped questions or missing documents will be listed in red. When you're done with your edits, use the grey Refresh Page button in the proposal to reload the page, then click the Submit Now button to re-run the check. If your proposal is complete, you'll be able to enter your initials and officially submit the proposal.

NOTES:

- 1) The **completion check** verifies that you have answered the applicable questions and uploaded 'Required' documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
- 2) If the administrator has chosen to let you make changes to your proposal even after it has been submitted, you can edit your submitted proposal up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted proposal.

1.0 PURPOSE

Metropolitan Development and Housing Agency (MDHA) received notice that we are receiving an allocation of \$5,151,000 (\$4,479,000 for unmet needs and \$672,000 mitigation set-aside) in Community Development Block Grant Disaster Recovery (CDBG-DR) funding for tornados that occurred between March 25th and April 3rd, 2021, in Zip Code 37211 which was declared a most impacted and distressed area (MID) in Nashville and Davidson County by the Federal Emergency Management Agency (FEMA).

To access these funds, MDHA is required to prepare an Action Plan to submit to The Department of Housing and Urban Development (HUD) that meets the requirements outlined in Section II. A. and all areas pertinent to local government (non-state grantees) outlined in the of Appropriations Act (Public Law 117-43) published in Federal Register volume 87, No. 100 on Tuesday, May 24, 2022 (the Notice) which can be accessed via the link below:

https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-DR/87_FR_31636.pdf

MDHA is seeking the services of a consultant to prepare the Action Plan and handle all citizen participation in accordance with the requirements of the Notice for MDHA staff to submit the Plan in HUD's Disaster Recovery Grant Reporting system (DRGR) to HUD no later than January 31, 2023.

2.0 SCOPE OF WORK

2.1 Professional Services Required

The Consultant selected to provide the services outlined in this RFP will be required to enter into a Contract with MDHA, which will include the terms and conditions for providing the services. The Contract start date shall be October 1, 2022, with Action Plan submission by MDHA staff in DRGR to HUD no later than January 31, 2023, and final billing, contract closeout no later than February 28, 2023.

The Consultant shall:

1. Represent that it has or will secure at its expense, all personnel required in performing the services under this RFP. Such personnel shall not be employees of or have any contractual relationship with MDHA.

All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services.

2. Maintain books, records, documents and other evidence directly pertinent to performance of work under this RFP in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit organization.

2.2 Scope of Services

MDHA will contract with the selected consultant to perform services to develop an action plan that will comply with the relevant elements of HUD's checklist that can be accessed via the following link:

<https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-DR/CDBG-DR%20Public%20Action%20Plan%20HUD%20Review%20Checklist%20for%20Grants%20Under%20Public%20Law%20117-43.pdf>

Services to be provided include but are not limited to the following:

1. Provide MDHA with a list of data sources that will be used to perform the required assessments.
2. Conduct an assessment of community impacts and unmet needs to inform the plan and guide the development and prioritization of planned recovery activities to use the \$4,479,000 allocation for unmet needs in Zip Code 37211 the MID pursuant to **Section III.C.1.a.** of the Notice.
3. Conduct a mitigation risk-based, needs assessment in accordance with the requirements outlined in **Section IV.A.2.a.** of the Notice to determine the best use of the \$672,000 funding for mitigation programs/projects that connect to the mitigation needs assessment in accordance with the requirements outlined in **Section IV.A.2.b.** of the Notice.
4. Provide a written report to MDHA staff outlining findings from both the community impacts/unmet and the mitigation needs assessments with recommendations on the use of the CDBG-DR funds for eligible activities authorized under Title I of the Housing and Community Development Act (HCDA) or allowed by a waiver or alternative requirement outlined in **Appendix B (The Consolidated Notice)** of the Notice that best respond to disaster-related impacts to infrastructure, housing, economic revitalization and mitigation in the MID.
5. Meet virtually with MDHA staff as-needed to respond to questions pertaining to assessments and recommendations in order to determine eligible activities to be included in the CDBG-DR Action Plan.

6. Begin drafting the Action Plan after arriving at consensus on eligible activities in item 4. based on requirements for non-state grantees outlined in **Appendix B (The Consolidated Notice) II. Eligible Activities II.A. and III.C.**
7. Begin consultant process during plan preparation outlined in **Appendix B (The Consolidated Notice) III.D.1.a.** which requires consultation with states, Indian tribes, local governments, et al.
8. Assist MDHA staff with formulating responses to any public comments received during the consultation process and public comment period and incorporate comments and responses in final version of the Action Plan for MDHA staff to upload in DRGR.
9. Finalize a draft of the Action Plan to be released for public comment in accordance with all requirements for Citizen's Participation outlined in **Appendix B (The Consolidated Notice) III.D.1.b.** The draft is to include any updates to MDHA's Citizen's Participation plan required by this section of the Notice.
10. Draft advertisement to be approved by MDHA staff to release the draft Action Plan for public comment. Work with MDHA staff to schedule public hearing at a location in the MID that meets all requirements outlined in **Appendix B (The Consolidated Notice) III.D.1.b.** Attend public hearing virtually to present and answer questions on data and how the activities described in the plan will address long-term recovery and mitigation in the MID, as necessary.

3.0 SUBMISSION REQUIREMENTS

3.1 Submittal Specifications – Submission Deadline

Proposals must be created and submitted electronically via ZoomGrants no later than **11:59 P.M. PST**, September 2, 2022. Applicants can access the RFP by clicking, copying, or pasting the link below into their browser:

<https://bit.ly/3zCy5hw>

3.2 Costs Incurred in Submitting Proposal

1. All costs directly or indirectly related to preparation of a proposal or any oral presentation required to supplement and/or clarify the proposal which may be required by MDHA shall be the sole responsibility of and shall be borne by Applicant(s).

2. Each applicant by submitting its proposal waives any claim for liability against MDHA as to loss, injury and costs or expenses, which may be incurred as a consequence of submitting a proposal.
3. All documents that are prepared and submitted by applicants in proposals shall, upon submittal, become property of MDHA.

3.3 Pre-proposal Meeting

A virtual pre-proposal meeting will be held on 2 p.m. CST Wednesday, August 17, 2022 via Zoom. This meeting can be accessed via the information below:

Join Zoom Meeting

<https://bit.ly/3vgH9Go>

Meeting ID: 881 3653 7603

Passcode: 748596

One tap mobile

+13126266799,,88136537603#,,,,*748596# US (Chicago)

+16465588656,,88136537603#,,,,*748596# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 881 3653 7603

Passcode: 748596

Find your local number: <https://us06web.zoom.us/j/kiPXRViDc>

3.4 Questions

Questions submitted in writing and properly signed will be accepted until 4:00 p.m. CST Thursday, August 22, 2022. Questions can be submitted via email to

dbaseheart@Nashville-MDHA.org. Responses to written inquiries will be emailed to Agencies recorded as having received a copy of the RFP and uploaded in ZoomGrants.

Direct all questions to:

Mike Wegerson, Director of Construction
Metropolitan Development and Housing Agency
712 South Sixth Street Nashville, TN 37206

3.5 Addendums

In the event it becomes necessary to revise any part of this RFP, an addendum will be provided. Addendums will be emailed to anyone recorded as having received a copy of the RFP. Any addendums issued by MDHA shall become a part of this RFP and should be considered by organizations in preparing their proposals. Deadlines for submission of the RFP may be adjusted to allow for revisions.

3.6 Withdrawals

Any proposal may be withdrawn prior to award.

3.7 Reservations

1. MDHA reserves the right:
 - A. To waive informalities required herein;
 - B. To request additional information;
 - C. To supplement, amend or otherwise modify the terms or schedules set forth herein;
 - D. To conduct all investigation and background checks necessary for adequate evaluation.
2. MDHA reserves the right to reject any and all submittals and to re-solicit.
3. MDHA does not guarantee that funds will be awarded as a result of this RFA.

4.0 EVALUATION CRITERIA

Proposals will be evaluated using the factors and assigned values listed in this Section (**B-E**). Proposals may be ranked without interviews; hence, applicants are encouraged to submit their proposals as comprehensively as possible. The award of the Contract will be made to the Consultant with the highest overall score and ranking.

A. Letter of Interest

The letter should identify Consultant's interest in responding to the RFP; the authorized negotiator; all members of the proposed team, as well as relationships among them. Describe the organization and include Attachment A with additional information regarding the Applicant's background.

B. Statement of Qualifications – Maximum 25 points

Provide a narrative statement describing the Consultant and its primary business line. Describe the project team and provide an organizational chart specific to the personnel assigned to accomplish the Scope of Services described in this RFP. Illustrate the lines of authority and designate the individual(s) responsible for the completion of each component and deliverable of the RFP. Provide a list of each person who will actually work on the project and provide the following information for each person listed:

1. Title;
2. Résumé;
3. Tasks that will be performed;
4. Location(s) where work will be performed; and
5. Hourly rate and estimated hours.

Provide evidence of successfully providing economic opportunities to minority, women, and small businesses. Submit Form 2001 to indicate efforts to contact DBE sub-consultants for teaming purposes, if submitting as a Joint Venture with a DBE firm, and to indicate DBE firms that will be part of the proposed team. Submit Form 2002 to show outreach efforts. (See Attachment H.)

C. Experience – Maximum 25 points

Provide a narrative describing experience with the current DRGR Public Action Plan, the Consolidated Notice and mitigation activities and how this experience is readily transferable to the services described in this RFP. If no direct experience with the current DRGR Public Action Plan, provide a narrative to include the relevant background and experience of the Consultant related to Action Plan development on other similar projects. Describe experience in gather data, presenting to public groups, public officials, etc. List any similar projects completed in the past three (3) years; include the nature of the project along with the names, phone numbers and email addresses for individuals of the contracting entities that would be familiar with your services.

D. Statement of Work – Maximum 25 points

Describe all tasks necessary to perform the activities/deliverables outlined in Section **2.2 Scope of Services**. Please note Consultant will not be required to enter the Action Plan into DRGR, MDHA staff will do this.

E. Cost – Maximum 25 points

Provide a not-to-exceed fee along with a proposed phased, payment schedule to provide the services outlined in Section 2.2 Scope of Services. All costs are to be provided on a Time and Material basis. Costs associated with preparing the assessment of community impacts and unmet needs and the mitigation risk-based, needs assessment are to be provided separately.

5.0 COMPLIANCE STATEMENT

The Applicant shall state their compliance with all applicable rules and regulations of Federal, state, and local governing entities. The Applicant shall be knowledgeable of the laws of the State of Tennessee relative to sales tax on materials purchased and services provided for under this Agreement. The Applicant must state his/her compliance with the terms of this Request for Proposals (see attachments).

6.0 TERMS & CONDITIONS

The following shall be essential terms and conditions of the Agreement between MDHA and the selected Consultant:

6.1 Time for Performance - Termination

The Contract start date shall be October 1, 2022, with Action Plan submission to HUD no later than January 31, 2023, and final billing, contract closeout no later than February 28, 2023. The failure of the Consultant to satisfactorily adhere to the terms of the Contract within the time specified may be cause for termination of the contract.

6.2 Breach of Agreement

If Consultant fails to fulfill its obligations under the Contract in a timely and proper manner or if it shall violate any of the terms of this Contract, MDHA shall have the right to immediately terminate such Contract and withhold payments in excess of fair compensation for work completed. The term “breach of agreement” specifically includes, but is not limited to, failure to comply with any applicable Federal, state or local laws or regulations.

Notwithstanding the above, the Consultant shall not be relieved of liability to MDHA for damages sustained by virtue of any breach by the Consultant.

6.3 Modification of Agreement

Such Agreement may be modified only by written amendment executed by all parties.

6.4 Partnerships/Joint Ventures

Such Contract shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of such Contract shall hold itself out in a manner contrary to the terms of the Contract. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this.

6.5 Waiver

No waiver of any provision of such Contract shall affect the right of MDHA thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

6.6 Gratuities and Kickbacks

1. **Gratuities.** It shall be a breach of ethical standards for any person to contract, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or a contract of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or proposal, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
2. **Kickback.** It shall be a breach of ethical standards for any payment gratuity or contract of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor of higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

6.7 Indemnification

The Consultant shall agree to indemnify and hold MDHA, its officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against the MDHA, its officials, agents and/or employees for damages because of bodily injury, death and/or property damages arising out of or in consequence of the performance of services under this Contract to the extent that such bodily injuries, death and/or property damages are

attributable to the negligence of the Consultant and/or the Consultant's servants, agents and/or employees.

6.8 Assignment-Consent Required

The provisions of such Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Contract nor any of the rights and obligations of the Consultant hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of MDHA. Any such assignment transfer or subcontract shall not release the Consultant from its obligation hereunder. Any approved assignee shall assume each and every obligation of the Consultant hereunder and MDHA may contract with or reimburse any such assignee without waiving any of its rights against the Consultant.

6.9 Entire Contract

Such Contract shall set forth the entire Contract between the parties with respect to the subject matter hereof, and shall govern the respective duties and obligations of the parties until and unless a more formal Contract is entered into between the parties.

6.10 Force Majeure

No party to such Contract shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

7.0 LICENSING & BUSINESS REQUIREMENTS

The Applicant is responsible to comply with all licensing requirements and associated business regulations whether local, state or Federal. It is the responsibility of the potential project manager to determine the applicability of any rule, regulation or other requirement.

8.0 INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality in which the area of the Program is situated and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of the Program to which this RFA pertains shall have any personal interest, direct or indirect, in the Program.

9.0 EQUAL EMPLOYMENT OPPORTUNITY

The Applicant shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender or physical handicap, and that it has not been convicted of violating Metropolitan Code of Laws, Section 2-1-112 through 2-1-114, within the immediate preceding six (6) month period.

10.0 DIVERSITY BUSINESS ENTERPRISE PROGRAM

The mission of MDHA is to provide minority, women, small, and service-disabled veteran business enterprises with fair and equal accessibility to all its procurement opportunities. Collectively we refer to these businesses as "Diversity Business Enterprise (DBE)." MDHA is committed to increasing the participation in all aspects of its' contracting of purchasing programs, including but not limited to procurement of equipment, construction and development projects, and professional services.

Diversity Business Enterprise Policy

It is the policy of MDHA to assist minority, women, and small business enterprise firms in their aspirations of viability and growth, which support a more stable economic community. To this extent, we join with community agencies and organizations that support these businesses to create more significant opportunities for these entrepreneurs to attain mutually beneficial social and economic objectives. Accordingly, minority, women, and small business enterprise firms will be given the maximum practicable opportunity, consistent with efficient performance and applicable law, to compete for and participate in contracts, subcontracts, purchase orders, and other procurement actions. Businesses bidding or proposing on procurements are required to comply with the provisions of these procedures. MDHA prohibits discrimination against any person or business pursuing procurement opportunities based on race, color, sex, religion, disability, or national origin. MDHA will conduct its contracting and purchasing programs to prevent any discrimination and resolve all allegations of discrimination.

Diversity Business Enterprise Certifications

Certification ensures that minority, women, and small business firms benefit from MDHA procurement opportunities. Minority, women, and small businesses are included in our vendor listing according to capacity, capability, procurement code, and M/W/SBE/SDVBE status. Identifying minority, women, and small businesses are necessary to evaluate their participation in MDHA contract activity and calculate the percentage of construction and purchases awarded annually to M/W/SBE/SDVBE firms. MDHA will accept minority, women, and service-disabled business certifications, including small business approvals from the agencies listed below:

Minority Business Enterprise (MBE) Certifications

Minority group members own, operate, and control at least 51% of the company. Definitions for minority groups include the following categories: Asian, Black, Hispanic/Latino, Native Indian. We accept MBE certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Small Business Administration, TN District Office ([SBA](#))
- National Minority Supplier Development Council-[TSMSDC-MBE](#)

Women Business Enterprise (WBE) Certifications

Women own, operate, and control at least 51% of the company. We accept certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Women Business Enterprise National Council ([WBENC](#))
- National Association of Women Business Owners ([NAWBO](#))

Service-Disabled Veteran Business Enterprise (SDVBE) Certification

Service-disabled veterans own, operate, and control at least 51% of the company. We accept certifications from the organizations listed below.

- Governor's Office of Diversity Business Enterprise ([GODBE](#))

Small Business Enterprise (SBE) Approval

As defined in section 4.44.010 of the Metropolitan Government of Nashville and Davidson County Code of Laws, a business independently owned and operated, the number of employees or the annual sales volume for the applicable industry shall not exceed Metro Nashville Government's established limits. Therefore, we accept Metro Nashville Government's Business Assistance Office (BAO) Small Business Enterprise Approvals.

- Metro Nashville Office of Minority and Women Business Assistance (BAO) bao@nashville.gov

For questions regarding MBE/WBE Certification and SBE Approval, please contact MDHA Diversity Business Enterprise Program Consultant at: gdavis@simsdiversityconsult.com

Applicants are to complete and turn in forms 2001 and 2002 which are included in Attachment H with their proposal response.

11.0 HUD SECTION 3, 24 CFR PART 75

While the requirements of Section 3 do not apply to this Contract, the selected Consultant should attempt to ensure that low- and very low-income residents of the Nashville-Davidson MSA, particularly those that receive federal housing assistance, be informed of new training and employment opportunities created as a result of any Contract awarded under this RFA.

12.0 TITLE VI

The Metropolitan Development and Housing Organization prohibits discrimination in all of its programs and activities on the basis of race, color or national origin. The Consultant will comply with all statutes and regulations of Title VI of the Civil Rights Act of 1964. No person should be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program or service provided by or affiliated with MDHA on the basis of non-merit reasons. To file a complaint of discrimination, write or call Michael Wegerson, Director of Construction and MDHA Contracting Officer, 712 South Sixth Street, Nashville, TN 37206, phone (615) 252-8494.

ATTACHMENTS

A.	<i>COMPANY INFORMATION</i>
B.	<i>CLIENT REFERENCE</i>
C.	<i>FAIR EMPLOYMENT PRACTICE STATEMENT</i>
D.	<i>CONTINGENT FEES STATEMENT</i>
E.	<i>FORM OF NON-COLLUSIVE AFFIDAVIT</i>
F.	<i>CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE AGREEMENT</i>
G.	<i>CERTIFICATIONS</i>
H.	<i>DISADVANTAGED BUSINESS ENTERPRISE FORMS</i>

ATTACHMENT A

COMPANY INFORMATION

Name of Organization

Business Address

Phone Number(s)

E-Mail Address

Number of Years in Business

**Location of office that will
service MDHA-funded program**

ATTACHMENT B

REFERENCES

Provide information on clients (organizations or individuals) for whom similar service has been provided.

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

ATTACHMENT C

FAIR EMPLOYMENT PRACTICE STATEMENT

AFFIDAVIT

STATE OF _____

COUNTY OF _____

After being first duly sworn according to law, the undersigned (Affiant) states that he/she is _____ of _____ (Contractor) and that by its employment policy, standards and practices the Contractor does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal of, laying off of any individual due to his/her race, creed, color, national origin, age sex, or handicapping condition.

Any further Affiant sayeth not.

Signature

Type/Print Name

Sworn to and subscribed before me on this _____ day of _____

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT D

CONTINGENT FEES STATEMENT

State of _____)

County of _____)

In accordance with the Metropolitan Development and Housing Organization's policy, it is a breach of ethical standards for a person to be retained, or to upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After being first duly sworn according to law, the undersigned (affiant) states that he/she is the _____, of _____ (Offeror) and that the Offeror has not retained anyone in violation of the foregoing.

And further Affiant sayeth not.

By: _____

Title: _____

Sworn to and subscribed before me on this _____ day of _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT E

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ of _____, the Vendor that has submitted the attached Proposal:

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not, in communications or conference, with any person, agreed to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Metropolitan Development and Housing Organization or any person interested in the proposed contract; and that all statements in said proposal of bid are true; and;

(4) Any professional fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Professional or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

(Signed)_____

Title

Sworn to and subscribed before me on this _____ day of _____, 20__

Notary Public

My Commission Expires:_____

ATTACHMENT F

CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE AGREEMENT

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons, for influencing or attempting to influence an officer or employee of any organization, 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.

(2) 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 organization, 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Executed this _____ day of _____, 20__

By: _____

(Signature of Authorized Official)

(Signature of Authorized Official)

Sworn to and subscribed before me on this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

ATTACHMENT G
Request for Proposal
Certifications

State of _____

County of _____

_____, being first duly sworn, certifies that:

(1) No member, officer, or employee of the Metropolitan Development and Housing Organization; no member of the governing body of the locality in which the project is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project, shall, during his tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

(2) The submitter principal members do not now have, and have not had, during the previous 12 months, any interest, direct or indirect, in MDHA or any of its members or officials, including a family relationship with any Organization member or official and employment by or service as a member or official of MDHA.

(3) The submitter shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicapping conditions or national origin. The submitter shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, handicapping conditions or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

(4) The submitter shall not assign or transfer any interest in this contract without the written approval of the MDHA Board of Commissioners, which authorization would be communicated only over the signature of the Executive Director. If the contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining membership of such partnership.

(Signed) _____

Title

Subscribed and sworn to before me this ____ day of _____, 20__.

My commission expires _____, 20_____.

ATTACHMENT H

DESCRIPTION OF DIVERSITY BUSINESS ENTERPRISE (DBE) FORMS

DBE FORM 2001

Diversity Business Enterprise Bidder/Proposer DBE Outreach Documentation

This form has two Sections

SECTION I - The bidder/Proposer is to record the names of DBEs that they outreached to and efforts made to solicit their participation. MDHA will review this form to determine if the bidder/proposer complied with DBE program initiatives/requirements to ensure that DBEs are allowed to participate in MDHA procurements. The form also aids in determining compliance with the DBE Program requirements for contractors/suppliers' outreach initiatives. **Failure to complete and return this form will result in a non-responsive bid/proposal mainly because it is a part of the bid or proposal process.**

SECTION II – This Section explains some of the outreach methods the bidder/proposer is to use to show they made efforts to achieve DBE participation. The methods listed in this Section go beyond the standard telephone and email outreach methods to identify DBEs. Proposers that utilize these methods are more successful in achieving some level of DBE participation. Therefore, bidders/proposers are to actively and aggressively seek out DBEs. The list of outreach methods in Section II is not comprehensive, but it provides the bidder/proposer with ideas for their outreach.

DBE FORM 2002

Diversity Business Enterprise Program Proposed Utilization Plan

This form has two Sections

SECTION I – This Section is used to show DBE participation achieved as a result of the bidders/proposers' outreach efforts shown on DBE Form 2001. The information recorded on this form will be reviewed, evaluated, and scored (if scores are assigned to the DBE section of the proposal). This Section determines compliance with the MDHA DBE Program Bidder/Proposer outreach and utilization of DBEs. **Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive.**

SECTION II – This Section summarizes the bidder's/proposer's DBEs participation achieved and listed in *Section I*. The information recorded on this form will become part of DBE Form 2003 of the successful bidder/proposer. This information will become the bidder/proposer's commitment to award contracts and utilize DBEs. This information will also be incorporated into the successful bidder/proposer's contract and monitored monthly. **Failure to complete and submit this form will be considered non-responsive.**

DBE FORM 2003

Diversity Business Enterprise Program Proposed Utilization

INSTRUCTIONS:

This Form Must Be Completed by the successful bidder/proposer and Submitted To MDHA Contracting Agent/DBE Coordinator before the Contract Award.

The awarded Bidder/Proposer's DBE commitments listed on this form will be incorporated into their contract and monitored monthly. After the contract award, any changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed on this form will require the bidder/proposer to use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment and provide a copy of the updated DBE Form 2 to the MDHA Contracting Agent/DBE Coordinator.

DBE FORM 2004

Record of Payments to Diversity Business Enterprise Firms

INSTRUCTIONS:

This form is used to report payments to DBEs and must be submitted with the successful bidder/proposer MONTHLY APPLICATION for PAYMENT. This form is a record of DBE contract awards, changes to the DBE's original contract, payments to DBEs, and the percentage of work completed by each DBE. The information recorded on this form will be evaluated to determine compliance with your contract commitment indicated on "DBE FORM 2003 Statement of Intent to Utilize Diversity Business Enterprise." Contracts with DBE participation should be subject to monthly monitoring and possible on-site audits. After the contract award, changes to your DBE participation will require the MDHA Contracting Agent/DBE Coordinator approval, and the MDHA DBE Program Consultant will review the information. Failure to submit this report should delay the contractor/supplier's monthly pay application processing until the information is received.

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

DBE FORM 2001 SECTION I - INSTRUCTIONS		Prime Bidder/Proposer Company Name:	
PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation. The information recorded on this form will be evaluated to determine your compliance with the Diversity Business Enterprise Program requirements for contractors/suppliers' outreach initiatives. Failure to complete and return this form will result in a non-responsive bid/proposal.		Bid/RFQ/RFI/RFP # and Title:	
		Street Address City/State/Zip:	
		Contact Name:	
		Contact Telephone Number: Date:	
PLEASE INDICATE IF YOUR FIRM IS A DBE	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide a copy of certification and check the appropriate DBE Code.	MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> SDVBE <input type="checkbox"/> *DBE CODE	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Agency:

*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

1. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:		Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date of Meeting:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."
2. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:		Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION I - INSTRUCTIONS PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation.		Prime Bidder/Proposer Company Name: _____ Date: _____		
		Bid/RFQ/RFI/RFP # and Title: _____		

3. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

4. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

5. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION II - INSTRUCTIONS

MDHA DBE PROGRAM REQUIREMENTS: BIDDERS/PROPOSERS ARE EXPECTED to go beyond the standard telephone and email outreach methods to identify DBEs. Bidders/proposers should actively and aggressively seek out DBEs. There are many ways to make the best effort possible to achieve DBE participation. The list of outreach initiatives below is not comprehensive, but it will give you an idea of where to start.

Successful Bidders/Proposers will be required to provide documentation that supports their efforts. Please answer the questions below and indicate the details of your company's actions taken concerning these questions. Feel free to attach additional documentation to explain your outreach initiatives. This form, along with information recorded on the preceding pages, will be used to evaluate the bidder/proposer's efforts to achieve DBE participation.

RECOMMENDED DBE OUTREACH METHODS

1. The bidder/proposer conducted a pre-bid meeting to inform DBEs of subcontracting opportunities and discussed the plans, specifications, and other bid requirements to solicit DBE bidders. If yes, provide the Date of Pre-bid Meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The bidder/proposer met face-to-face with interested DBEs to discuss information about the plans, specifications, and requirements of the bid/proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The bidder/proposer provided interested DBEs with adequate information about the bid/proposal's plans, specifications, and requirements of the bid/proposal. Information provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder/proposer selected specific portions of the work to be performed by DBEs to increase the likelihood of achieving DBE participation (including breaking down more significant pieces of work into smaller units to facilitate DBE participation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder/proposer followed up with DBEs who initially expressed interest by contacting those DBEs to determine with certainty if they remained interested in bidding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder/proposer took the necessary steps to provide written notice in a reasonable time frame to inform DBEs of subcontracting opportunities and allowed enough time for them to participate effectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The bidder/proposer utilized the MDHA Diversity Business Enterprise Directory and other directories such as The Metro Nashville's Office of Minority and Women Business Assistance, the State Go-DBE, Metro Airport TDOT to identify DBE firms as potential bidders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If DBE bids/proposals were received and rejected, you must attach the rejected bid/proposal documentation and the reason for rejecting (i.e., memos, telephone calls, meetings, etc.) the bid. In addition, a statement including any reasons for concluding that the DBE was unqualified to perform the job). Is the documentation attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, I certify that all information provided is accurate. I agree to provide Metropolitan Development and Housing Agency with a completed copy of all required forms and documentation to support my claims for DBE outreach. I understand that if I fail to provide all the required forms and documents, my bid may be deemed "non-responsive," and I may be denied the contract award.

Name of Company: _____

Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

DBE FORM 2002 INSTRUCTIONS: PLEASE SUBMIT SECTION I AND SECTION II OF THIS FORM WITH THE BID/PROPOSAL.	DIVERSITY BUSINESS ENTERPRISE PARTICIPATION COMMITTED			
Bidder/Proposer must complete and submit <i>Section I and Section II</i> with the bid/proposal to show DBE participation achieved as a result of their outreach efforts. The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Enterprise Program requirements for Bidder/Proposer outreach and utilization of DBEs. Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive. Please Note: The Awarded Bidder's/Proposer DBE commitments will be incorporated into the contract and monitored monthly, including monthly reports that validate DBE utilization and possible on-site audits.	Bidder/Proposer Company Name:			
	Bid/RFP Number:	Name of Bid/Request for Proposal:		Bidder/Proposer Estimated Total Dollar Bid/ Proposal: \$
	Submission Date:	Total DBE Percentage: %	Total DBE Dollars: \$	Percentage of Self-Performed Work: %
*Bidder/Proposer Company Contact Name:	Telephone:		Email Address:	

*Name of person to contact for information and documentation regarding this form and DBE participation proposed

Please indicate the DBE Ethnicity Code:

**Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

SECTION 1 - PROPOSED DIVERSITY BUSINESS ENTERPRISE			
INSTRUCTIONS: Record each DBE that you proposed to use for the above referenced Bid/RFP. Your response to the requested information below will be evaluated and scored based on this form's completeness. If additional space is needed to record your DBE contacts, you may duplicate this form.			
1. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services:	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

2. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/ Services	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Expiration Date:	
3. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
DBE % of Total Bid/Proposal:		Name of DBE Current Certification Agency:	
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:	

4. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
DBE % of Total Bid/Proposal:		Name of DBE Current Certification Agency:	
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:	

5. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
DBE % of Total Bid/Proposal:		Name of DBE Current Certification Agency:	
Joint Venture <input type="checkbox"/> Yes <input type="checkbox"/> No		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>	

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

Partnering Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Expiration Date:
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METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

SECTION II DBE CONTRACT AWARDS INSTRUCTIONS	SUMMARY - DBE CONTRACT AWARDS	
BIDDER/PROPOSER MUST COMPLETE THIS SECTION SUMMARIZING DBE AWARDS. Use this form to summarize and record proposed DBEs listed on this form in <i>Section I</i> . The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Program requirements for Bidder/Proposer commitment to utilizing DBEs. Failure to complete and submit this form will be considered non-responsive.	Bid/RFP Title:	Date Submitted:
	Company Name (Bidder/Proposer)	*Name of Company Contact:
	Address City/State/Zip:	Contact Telephone:

*Name of person to contact for information and documentation regarding this form and DBE Finalized Commitment

MBE Name	Estimated Dollar Value	WBE Name	Estimated Dollar Value	SBE Name	Estimated Dollar Value	SDVBE	Estimated Dollar Value
Total MBE Dollars		Total WBE Dollars		Total SBE Dollars		Total SDVBE Dollars	
Total MBE % of Bid		Total WBE % of Bid		Total SBE % of Bid		Total SDVBE% of Bid	
TOTAL VALUE OF BID/PROPOSAL: \$			TOTAL DBE PARTICIPATION DOLLARS: \$			TOTAL DBE PERCENTAGE: %	

By signing below, I confirm that the information provided herein to MDHA is true and correct. I understand that if I fail to provide all the required documents, my Bid may be deemed “non-responsive,” and I may be denied the contract award.

Name of Company: _____ Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
Statement of Intent to Utilize Diversity Business Enterprise Firms

DBE FORM 2003 INSTRUCTIONS													
THIS FORM MUST BE COMPLETED AND SUBMITTED TO MDHA CONTRACTING AGENT/DBE COORDINATOR PRIOR TO CONTRACT AWARD. Please Note: The awarded Bidder/Proposer’s DBE commitments listed below will be incorporated into the awarded Contract and monitored monthly, including monthly reports that validate DBE utilization and payments with possible on-site audits. After the contract award, changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed below must use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment.													
* Company Name, Address, Zip				Telephone:				Contract Title:			Date Submitted:		
DBE Contract Award Information		Ethnic Minority-Owned Businesses/Contract Awards				Women-Owned Businesses/Contract Awards					Non-Minority Businesses/Contract Awards		
DBE Name Address/Telephone	Description of Services	African American Male	Hispanic Male	Asian Dollars Male	Native American Male	African American Female	Hispanic Female	Asian Female	Native American Female	Caucasian Female	SBE Dollars	SDVBE Dollars	DBE % of Contract
Sonny Asphalt -618 Even Street, New Hill, New Jersey	Asphalt Materials	\$275,000.00											
MDHA Contracting Agent Review and Approval Date:	Total DBE Dollars	\$275,000.00											
	DBE Percentages	55%											
MDHA Official Initials:	Summary					Total DBE Dollars		\$275,000.00			Total DBE Percentage		55%

The undersigned swears that the preceding statements and information recorded above are correct and that each of the representations herein set forth is true. “Any misrepresentations will be grounds for contract termination and for initiating actions under Federal or State laws concerning false statements.

Name of Company: _____ Date: _____ Telephone: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Record of Payments to Diversity Business Enterprise Firms

DBE FORM 2004 PLEASE COMPLETE AND SUBMIT THIS REPORT WITH YOUR MONTHLY APPLICATION for PAYMENT. Use this form to record DBE contract awards, changes to the DBE's original contract, payments to DBEs, and percentage of work completed by each DBE. The information recorded on this form will be used to determine compliance with your contract commitment indicated on "DBE FORM 2003 Statement of Intent to Utilize Diversity Business Enterprise." Please Note: Contracts with DBE participation are subject to monthly monitoring and possible on-site audits. After the contract award, changes to your DBE participation must be submitted to MDHA Contracting Agent/DBE Coordinator approval and MDHA DBE Program Consultant's Review. Failure to submit this report will delay your monthly pay application processing until all information is received.

CONTRACTOR NAME/ADDRESS:					CONTRACT TITLE/NUMBER:		
DBE Payment Report From: (Month,Date,Year)	DBE Payment Report To: (Month,Date,Year)	TOTAL CONTRACT DOLLARS	TOTAL DBE CONTRACTS DOLLARS AWARDED	TOTAL DBE PERCENTAGE	TOTAL DBE DOLLARS PAID	TOTAL DBE PERCENTAGE	COMPANY CONTACT NAME (Person to call with question regarding this report)

DBE FORM 2004 SECTION I INSTRUCTIONS: Please provide information on your Diversity Business Enterprise participation in this section. Information recorded in this section should reflect DBE commitments as indicated on your DBE Form 2003. Any changes to the original contract should also be recorded in this section.

DIVERSITY BUSINESS ENTERPRISE PARTICIPATION/CERTIFICATION STATUS AND TYPE OF GOODS AND SERVICES PROVIDED						DBE DOLLARS AWARDED/CHANGE ORDERS AND CURRENT CONTRACT TOTAL		
DBE COMPANY NAME	CITY/STATE	CERTIFICATION STATUS	EXPIRATION DATE	AGENCY	GOOD AND SERVICES PROVIDED	ORIGINAL CONTRACT	Change Orders Dollars (+/-)	Current DBE C

TOTALS			
PERCENTAGE			

Record of Payments to Diversity Business Enterprise Firms

CONTRACTOR NAME/ADDRESS:					CONTRACT TITLE/NUMBER:		
DBE Payment Report From: (Month,Date,Year)	DBE Payment Report To: (Month,Date,Year)	TOTAL CONTRACT DOLLARS	TOTAL DBE CONTRACTS DOLLARS AWARDED	TOTAL DBE PERCENTAGE	TOTAL DBE DOLLARS PAID	TOTAL DBE PERCENTAGE	COMPANY CONTACT NAME (Person to call with question regarding this report)

The undersigned swears that the preceding statements and information recorded above are correct and that each of the representations herein set forth is true. "Any misrepresentations will be grounds for termination of contract and for initiating actions under Federal laws concerning false statements.

Name of Company: _____ Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Record of Payments to Diversity Business Enterprise Firms

be evaluated to on will require the
TELEPHONE

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METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Record of Payments to Diversity Business Enterprise Firms

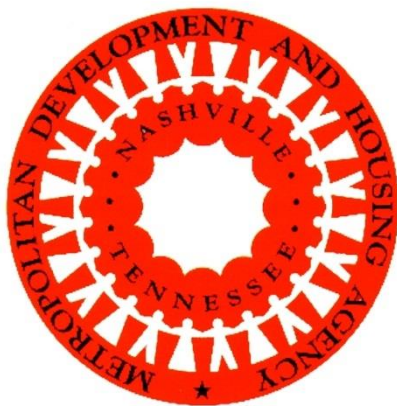
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REQUEST FOR PROPOSALS

**Development of Action Plan
For
Metropolitan Nashville and Davidson County, TN
a New Community Development Block Grant-
Disaster Recovery (CDBG-DR) Grantee
Under the
Appropriations Act (Public Law 117-43)
For
Disasters Occurring in 2021**

**Addendum 1
August 23, 2022**



Metropolitan Development and Housing Agency



This serves to advise those proposers that a pre-proposal meeting was held **August 17, 2022, at 2:00 p.m. via Zoom. This Addendum is being issued to provide clarifications from MDHA; address questions presented during the pre-proposal meeting; and respond to questions received prior to the deadline established in the Request for Proposals (RFP).**

Clarifications:

- (A) The application now allows room for additional narrative in response to all questions.
- (B) Attachments A – G along with Form 2001 and 2002 are provided as templates that can be downloaded and completed in the attachments tab of the application.
- (C) Attachment H is for instructional purposes only and is not to be submitted with the proposal response.
- (D) Proposer can provide letter of interest, organization chart/resumes, and chart of experience in their own format and upload these in the attachments tab of the application.
- (E) All meeting work required by consultant outlined in Section 2.2 Scope of Services can be done virtually.

Attachment:

RFP including Attachment H and all forms.

1. Q. Could MDHA please provide Attachment H, including Form 2001 and Form 2002? The RFP lists this as a required item for submittal, however the form with the RFP is blank.

A. Attached and made a part of this addendum is a revised RFP that includes Attachment H (see (C) above which is for instructional purposed only) and all forms referenced in the Attachment H instructions. This revised RFP has also been uploaded in ZoomGrants. Forms 2001 and 2002 that are required for submittal are provided as templates that can be downloaded and completed in the attachments tab of the application (see (B) above).

2. Q. Where should proposer submit required attachments A-G and optional attachment H? These cannot be entered into the text box without serious formatting challenges.

A. See Clarifications (B), (C).

3. Q. How does MDHA wish to receive other required elements of the proposal that cannot be readily provided in the text boxes (e.g. organizational chart and resumes requested in Statement of Qualifications, comprehensive list/chart of similar projects over the last three years in Experience, etc.)?

A. See Clarification (D).

3. Q. How should the proposer address that “costs are not to include preparation of community impacts and unmet needs and mitigation risk-based needs assessment” if those are elements included in the scope of work and called for in the Statement of Work section? Is the proposer responsible for completing these tasks and if so, what is the anticipated allotted budget to complete this?

Is HUD fund matching available for this effort?

A. Per the instructions on page 7 of the RFP, the proposer is to “Provide a not-to-exceed fee along with a proposed phased, payment schedule to provide the services outlined in Section **2.2** Scope of Services. All costs are to be provided on a Time and Material basis. Costs associated with preparing the assessment of community impacts and unmet needs and the mitigation risk-based, needs assessment **are to be provided separately.**

Yes, the proposer is responsible for completing all tasks/services outlined in the Section 2.2 Scope of Services, including the community impacts and unmet needs and mitigation risk-based needs assessment”. Proposer is to provide their costs to provide these services separate from the costs to provide the other services outlined in Section 2.2 Scope of Services.

No, we do not have an allotted budget, the proposer is to provide their cost to complete all services outlined in the Section 2.2 Scope of Services on a time and material basis **and provide separate costs** associated with preparing the assessment of community impacts and unmet needs and the mitigation risk-based, needs assessment.

No, there are no HUD matching funds available.

4. Q. Does MDHA have a strategic plan that directs for funds distribution, or will the proposer be responsible for identifying those recipients?

A. No. Per the instructions on page 2 of the RFP, items 4, 5, and 6.

4. Proposer is to provide a written report to MDHA staff ***outlining findings*** from both the community impacts/unmet and the mitigation needs assessments ***with recommendations on the use of the CDBG-DR funds for eligible activities authorized under Title I of the Housing and Community Development Act (HCDA) or allowed by a waiver or alternative requirement outlined in Appendix B (The Consolidated Notice) of the Notice that best respond to disaster-related impacts to infrastructure, housing, economic revitalization and mitigation in the MID.***

5. Meet virtually with MDHA staff as-needed to respond to questions pertaining to assessments and recommendations in order to determine eligible activities to be included in the CDBG-DR Action Plan.

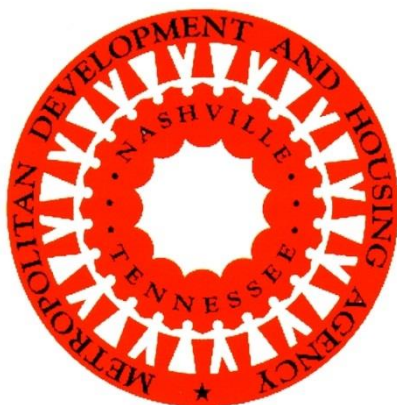
6. Begin drafting the Action Plan after arriving at consensus on eligible activities in item based on requirements for non-state grantees outlined in ***Appendix B (The Consolidated Notice) II. Eligible Activities II.A. and III.C.***

MDHA staff will have final responsibility for determining eligible projects/activities to be included in the Action Plan based on the findings from both the community impacts/unmet and the mitigation needs assessment based on the recommendations provided by the proposer in the written report that best respond to the disaster-related impacts and mitigation needs in the MID.

REQUEST FOR PROPOSALS

**Development of Action Plan
For
Metropolitan Nashville and Davidson County, TN
a New Community Development Block Grant-
Disaster Recovery (CDBG-DR) Grantee
Under the
Appropriations Act (Public Law 117-43)
For
Disasters Occurring in 2021**

August 5, 2022



Metropolitan Development and Housing Agency



Request for Proposals

The Metropolitan Development and Housing Agency (MDHA) is issuing a Request for Proposal (RFP) for consultant services to develop an Action Plan in accordance with the requirements for new Community Development Block Grant Disaster Recovery (CDBG-DR) grantees. The requirements can be found in Section II. A. of the Appropriations Act (Public Law 117-43) as outlined in Federal Register volume 87, No. 100 published Tuesday, May 24, 2022, for disasters occurring in 2021. MDHA will receive \$5,151,000 in funding for Federal Emergency Management Act (FEMA) disaster No. 4601 for Nashville and Davidson County.

Interested entities can access the RFP at the link below:

<https://bit.ly/3zCy5hw>

All proposals must be created and submitted electronically via the ZoomGrants system no later than 11:59 p.m. PST Friday, Sept. 2, 2022. A virtual pre-proposal meeting will be held at 2 p.m. CDT Wednesday, Aug. 17, 2022, via Zoom. Interested applicants can access this meeting at the link below:

<https://bit.ly/3vgH9Go>

A link to the requirements for new CDBG-DR grantees can be found here:

<https://bit.ly/3PX6sFk>

The criteria for evaluating the proposals will be based on items set forth in the RFP. An award will be made for the most responsive and responsible proposal, which in the judgment of MDHA, best meets the current needs and long-term goals of MDHA, the Metropolitan Government of Nashville and Davidson County and the U.S. Department of Housing and Urban Development (HUD). MDHA reserves the right to reject any proposals and/or waive any informality in the solicitation process. To request accommodation, please contact Conor O'Neil at 615-252-8562.

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY

Dr. Troy D. White
Executive Director

Date: September 2, 2022

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1. GO TO ORGANIZATION'S ZOOMGRANTS PAGE

Navigate to the ZoomGrants page for the organization by using the link provided to you by the program administrator:

<https://bit.ly/3zCy5hw>

NOTE: For this first step, **do not go to the ZoomGrants homepage**. Once you've started an proposal using the link above, you can log in at <https://ZoomGrants.com/login>.

2. CREATE AN ACCOUNT AND LOG IN

Create your ZoomGrants account and log in using the New ZoomGrants Account box on the righthand side. If you already have an account, log in using the boxes in the upper right corner of the page.

NOTE: In ZoomGrants, **each proposal is officially associated with a single account and each account is 'owned' by a single user and accessed by a single email address**. We recommend that the person who will be the primary contact for proposals creates the first account for an organization. Once that person creates their account, gets logged in, and starts the proposal(s), they will be able to invite other people to collaborate on all or some of the proposals in their account.

3. CREATE YOUR PROPOSAL

Click the **Apply** button next to the appropriate program to create your first proposal for that program.

4. INVITE OTHERS TO COLLABORATE

Use the Collaborators section in the first tab of the proposal to invite others to work on this proposal with you.

- Enter their email address.
- Indicate on which sections they are allowed to collaborate.
- Click the **Invite** button. An invitation will be sent to their email address. They'll be able to set up an account by which they can access and edit the proposal.

NOTE: If granted access, collaborators can do everything that the proposal owner can do **except**: editing the Applicant and Organization information sections in the first tab of the proposal and submitting, archiving, or deleting the proposal.

5. ANSWER THE QUESTIONS AND FILL IN THE BUDGET AND TABLES

The system will automatically save your answers as you move through the proposal and enter text then click outside of each textbox or select a multiple choice or checkbox item and click into a new field. Click on the tabs to quickly jump to another section of the proposal or use the 'Next' and 'Previous' buttons at the bottom of the tabs to move sequentially through the proposal.

NOTE: Some question tabs may have a **branching question**, which will hide certain questions based on your answers to the branching question.

6. UPLOAD DOCUMENTS

Click the **Upload** button next to each applicable **document request** set up by the administrator to open up the File Upload Window for that request. Follow the instructions in the window to upload or link a file (or multiple) in that slot.

NOTES:

- 1) Any document request marked with a yellow **'Required'** note **MUST** have something uploaded or linked in that slot in order for your proposal to be submitted. If you feel a required request is not applicable to you, create a document in which you note the inapplicability and upload that into the slot.
- 2) If the administrator has provided a **template**, click the orange 'Template' link to download that template. Fill it out, then upload it into that slot.
- 3) Click the **Help** button in the File Upload Window to access a quick tutorial video (also available here: http://youtu.be/b0lxkjsj_Ow).
- 4) If you finish your proposal by uploading documents, use the grey Refresh Page button to reload the page before clicking the Submit Now button to submit your proposal.

7. SUBMIT THE PROPOSAL

Click the grey **Submit Now** button at the top of the **proposal** when you've completed the applicable content in every tab. The system will check to ensure you have answered every question and uploaded all 'Required' documents. Any skipped questions or missing documents will be listed in red. When you're done with your edits, use the grey Refresh Page button in the proposal to reload the page, then click the Submit Now button to re-run the check. If your proposal is complete, you'll be able to enter your initials and officially submit the proposal.

NOTES:

- 1) The **completion check** verifies that you have answered the applicable questions and uploaded 'Required' documents, but you are responsible for ensuring you have completed the content requested in the budgets and tables (as applicable) and uploaded the documents that are requested but not 'Required'.
- 2) If the administrator has chosen to let you make changes to your proposal even after it has been submitted, you can edit your submitted proposal up until the deadline passes. If you do make any changes, you do NOT need to 're-submit' it. The changes are automatically reflected in the submitted proposal.

1.0 PURPOSE

Metropolitan Development and Housing Agency (MDHA) received notice that we are receiving an allocation of \$5,151,000 (\$4,479,000 for unmet needs and \$672,000 mitigation set-aside) in Community Development Block Grant Disaster Recovery (CDBG-DR) funding for tornados that occurred between March 25th and April 3rd, 2021, in Zip Code 37211 which was declared a most impacted and distressed area (MID) in Nashville and Davidson County by the Federal Emergency Management Agency (FEMA).

To access these funds, MDHA is required to prepare an Action Plan to submit to The Department of Housing and Urban Development (HUD) that meets the requirements outlined in Section II. A. and all areas pertinent to local government (non-state grantees) outlined in the of Appropriations Act (Public Law 117-43) published in Federal Register volume 87, No. 100 on Tuesday, May 24, 2022 (the Notice) which can be accessed via the link below:

https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-DR/87_FR_31636.pdf

MDHA is seeking the services of a consultant to prepare the Action Plan and handle all citizen participation in accordance with the requirements of the Notice for MDHA staff to submit the Plan in HUD's Disaster Recovery Grant Reporting system (DRGR) to HUD no later than January 31, 2023.

2.0 SCOPE OF WORK

2.1 Professional Services Required

The Consultant selected to provide the services outlined in this RFP will be required to enter into a Contract with MDHA, which will include the terms and conditions for providing the services. The Contract start date shall be October 1, 2022, with Action Plan submission by MDHA staff in DRGR to HUD no later than January 31, 2023, and final billing, contract closeout no later than February 28, 2023.

The Consultant shall:

1. Represent that it has or will secure at its expense, all personnel required in performing the services under this RFP. Such personnel shall not be employees of or have any contractual relationship with MDHA.

All services required hereunder will be performed by the Consultant or under its supervision, and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform services.

2. Maintain books, records, documents and other evidence directly pertinent to performance of work under this RFP in accordance with accepted professional practice and appropriate accounting procedures and practices. Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards and formally established audit regulations, procedures and guidelines of the reviewing or audit organization.

2.2 Scope of Services

MDHA will contract with the selected consultant to perform services to develop an action plan that will comply with the relevant elements of HUD's checklist that can be accessed via the following link:

<https://www.hud.gov/sites/dfiles/CPD/documents/CDBG-DR/CDBG-DR%20Public%20Action%20Plan%20HUD%20Review%20Checklist%20for%20Grants%20Under%20Public%20Law%20117-43.pdf>

Services to be provided include but are not limited to the following:

1. Provide MDHA with a list of data sources that will be used to perform the required assessments.
2. Conduct an assessment of community impacts and unmet needs to inform the plan and guide the development and prioritization of planned recovery activities to use the \$4,479,000 allocation for unmet needs in Zip Code 37211 the MID pursuant to **Section III.C.1.a.** of the Notice.
3. Conduct a mitigation risk-based, needs assessment in accordance with the requirements outlined in **Section IV.A.2.a.** of the Notice to determine the best use of the \$672,000 funding for mitigation programs/projects that connect to the mitigation needs assessment in accordance with the requirements outlined in **Section IV.A.2.b.** of the Notice.
4. Provide a written report to MDHA staff outlining findings from both the community impacts/unmet and the mitigation needs assessments with recommendations on the use of the CDBG-DR funds for eligible activities authorized under Title I of the Housing and Community Development Act (HCDA) or allowed by a waiver or alternative requirement outlined in **Appendix B (The Consolidated Notice)** of the Notice that best respond to disaster-related impacts to infrastructure, housing, economic revitalization and mitigation in the MID.
5. Meet virtually with MDHA staff as-needed to respond to questions pertaining to assessments and recommendations in order to determine eligible activities to be included in the CDBG-DR Action Plan.

6. Begin drafting the Action Plan after arriving at consensus on eligible activities in item 4. based on requirements for non-state grantees outlined in **Appendix B (The Consolidated Notice) II. Eligible Activities II.A. and III.C.**
7. Begin consultant process during plan preparation outlined in **Appendix B (The Consolidated Notice) III.D.1.a.** which requires consultation with states, Indian tribes, local governments, et al.
8. Assist MDHA staff with formulating responses to any public comments received during the consultation process and public comment period and incorporate comments and responses in final version of the Action Plan for MDHA staff to upload in DRGR.
9. Finalize a draft of the Action Plan to be released for public comment in accordance with all requirements for Citizen's Participation outlined in **Appendix B (The Consolidated Notice) III.D.1.b.** The draft is to include any updates to MDHA's Citizen's Participation plan required by this section of the Notice.
10. Draft advertisement to be approved by MDHA staff to release the draft Action Plan for public comment. Work with MDHA staff to schedule public hearing at a location in the MID that meets all requirements outlined in **Appendix B (The Consolidated Notice) III.D.1.b.** Attend public hearing virtually to present and answer questions on data and how the activities described in the plan will address long-term recovery and mitigation in the MID, as necessary.

3.0 SUBMISSION REQUIREMENTS

3.1 Submittal Specifications – Submission Deadline

Proposals must be created and submitted electronically via ZoomGrants no later than **11:59 P.M. PST**, September 2, 2022. Applicants can access the RFP by clicking, copying, or pasting the link below into their browser:

<https://bit.ly/3zCy5hw>

3.2 Costs Incurred in Submitting Proposal

1. All costs directly or indirectly related to preparation of a proposal or any oral presentation required to supplement and/or clarify the proposal which may be required by MDHA shall be the sole responsibility of and shall be borne by Applicant(s).

2. Each applicant by submitting its proposal waives any claim for liability against MDHA as to loss, injury and costs or expenses, which may be incurred as a consequence of submitting a proposal.
3. All documents that are prepared and submitted by applicants in proposals shall, upon submittal, become property of MDHA.

3.3 Pre-proposal Meeting

A virtual pre-proposal meeting will be held on 2 p.m. CST Wednesday, August 17, 2022 via Zoom. This meeting can be accessed via the information below:

Join Zoom Meeting

<https://bit.ly/3vgH9Go>

Meeting ID: 881 3653 7603

Passcode: 748596

One tap mobile

+13126266799,,88136537603#,,,,*748596# US (Chicago)

+16465588656,,88136537603#,,,,*748596# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 720 707 2699 US (Denver)

+1 253 215 8782 US (Tacoma)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 881 3653 7603

Passcode: 748596

Find your local number: <https://us06web.zoom.us/j/kiPXRViDc>

3.4 Questions

Questions submitted in writing and properly signed will be accepted until 4:00 p.m. CST Thursday, August 22, 2022. Questions can be submitted via email to

dbaseheart@Nashville-MDHA.org. Responses to written inquiries will be emailed to Agencies recorded as having received a copy of the RFP and uploaded in ZoomGrants.

Direct all questions to:

Mike Wegerson, Director of Construction
Metropolitan Development and Housing Agency
712 South Sixth Street Nashville, TN 37206

3.5 Addendums

In the event it becomes necessary to revise any part of this RFP, an addendum will be provided. Addendums will be emailed to anyone recorded as having received a copy of the RFP. Any addendums issued by MDHA shall become a part of this RFP and should be considered by organizations in preparing their proposals. Deadlines for submission of the RFP may be adjusted to allow for revisions.

3.6 Withdrawals

Any proposal may be withdrawn prior to award.

3.7 Reservations

1. MDHA reserves the right:
 - A. To waive informalities required herein;
 - B. To request additional information;
 - C. To supplement, amend or otherwise modify the terms or schedules set forth herein;
 - D. To conduct all investigation and background checks necessary for adequate evaluation.
2. MDHA reserves the right to reject any and all submittals and to re-solicit.
3. MDHA does not guarantee that funds will be awarded as a result of this RFA.

4.0 EVALUATION CRITERIA

Proposals will be evaluated using the factors and assigned values listed in this Section (**B-E**). Proposals may be ranked without interviews; hence, applicants are encouraged to submit their proposals as comprehensively as possible. The award of the Contract will be made to the Consultant with the highest overall score and ranking.

A. Letter of Interest

The letter should identify Consultant's interest in responding to the RFP; the authorized negotiator; all members of the proposed team, as well as relationships among them. Describe the organization and include Attachment A with additional information regarding the Applicant's background.

B. Statement of Qualifications – Maximum 25 points

Provide a narrative statement describing the Consultant and its primary business line. Describe the project team and provide an organizational chart specific to the personnel assigned to accomplish the Scope of Services described in this RFP. Illustrate the lines of authority and designate the individual(s) responsible for the completion of each component and deliverable of the RFP. Provide a list of each person who will actually work on the project and provide the following information for each person listed:

1. Title;
2. Résumé;
3. Tasks that will be performed;
4. Location(s) where work will be performed; and
5. Hourly rate and estimated hours.

Provide evidence of successfully providing economic opportunities to minority, women, and small businesses. Submit Form 2001 to indicate efforts to contact DBE sub-consultants for teaming purposes, if submitting as a Joint Venture with a DBE firm, and to indicate DBE firms that will be part of the proposed team. Submit Form 2002 to show outreach efforts. (See Attachment H.)

C. Experience – Maximum 25 points

Provide a narrative describing experience with the current DRGR Public Action Plan, the Consolidated Notice and mitigation activities and how this experience is readily transferable to the services described in this RFP. If no direct experience with the current DRGR Public Action Plan, provide a narrative to include the relevant background and experience of the Consultant related to Action Plan development on other similar projects. Describe experience in gather data, presenting to public groups, public officials, etc. List any similar projects completed in the past three (3) years; include the nature of the project along with the names, phone numbers and email addresses for individuals of the contracting entities that would be familiar with your services.

D. Statement of Work – Maximum 25 points

Describe all tasks necessary to perform the activities/deliverables outlined in Section **2.2 Scope of Services**. Please note Consultant will not be required to enter the Action Plan into DRGR, MDHA staff will do this.

E. Cost – Maximum 25 points

Provide a not-to-exceed fee along with a proposed phased, payment schedule to provide the services outlined in Section 2.2 Scope of Services. All costs are to be provided on a Time and Material basis. Costs associated with preparing the assessment of community impacts and unmet needs and the mitigation risk-based, needs assessment are to be provided separately.

5.0 COMPLIANCE STATEMENT

The Applicant shall state their compliance with all applicable rules and regulations of Federal, state, and local governing entities. The Applicant shall be knowledgeable of the laws of the State of Tennessee relative to sales tax on materials purchased and services provided for under this Agreement. The Applicant must state his/her compliance with the terms of this Request for Proposals (see attachments).

6.0 TERMS & CONDITIONS

The following shall be essential terms and conditions of the Agreement between MDHA and the selected Consultant:

6.1 Time for Performance - Termination

The Contract start date shall be October 1, 2022, with Action Plan submission to HUD no later than January 31, 2023, and final billing, contract closeout no later than February 28, 2023. The failure of the Consultant to satisfactorily adhere to the terms of the Contract within the time specified may be cause for termination of the contract.

6.2 Breach of Agreement

If Consultant fails to fulfill its obligations under the Contract in a timely and proper manner or if it shall violate any of the terms of this Contract, MDHA shall have the right to immediately terminate such Contract and withhold payments in excess of fair compensation for work completed. The term “breach of agreement” specifically includes, but is not limited to, failure to comply with any applicable Federal, state or local laws or regulations.

Notwithstanding the above, the Consultant shall not be relieved of liability to MDHA for damages sustained by virtue of any breach by the Consultant.

6.3 Modification of Agreement

Such Agreement may be modified only by written amendment executed by all parties.

6.4 Partnerships/Joint Ventures

Such Contract shall not in any way be construed or intended to create a partnership or joint venture between the parties or among any of the parties. None of the parties of such Contract shall hold itself out in a manner contrary to the terms of the Contract. No party shall become liable for any representation, act or omission of any other party contrary to the terms of this.

6.5 Waiver

No waiver of any provision of such Contract shall affect the right of MDHA thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.

6.6 Gratuities and Kickbacks

1. **Gratuities.** It shall be a breach of ethical standards for any person to contract, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or a contract of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or proposal, request for ruling, determination, claim or controversy or other particular matter, pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.
2. **Kickback.** It shall be a breach of ethical standards for any payment gratuity or contract of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor of higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

6.7 Indemnification

The Consultant shall agree to indemnify and hold MDHA, its officers, agents and/or employees harmless from and against any and all lawsuits, damages and expenses, including court costs and attorney's fees, by reason of any claim and/or liability imposed, claimed and/or threatened against the MDHA, its officials, agents and/or employees for damages because of bodily injury, death and/or property damages arising out of or in consequence of the performance of services under this Contract to the extent that such bodily injuries, death and/or property damages are

attributable to the negligence of the Consultant and/or the Consultant's servants, agents and/or employees.

6.8 Assignment-Consent Required

The provisions of such Contract shall inure to the benefit of and shall be binding upon the respective successors and assignees of the parties hereto. Such Contract nor any of the rights and obligations of the Consultant hereunder shall not be assigned, subcontracted or transferred in whole or in part without the prior written consent of MDHA. Any such assignment transfer or subcontract shall not release the Consultant from its obligation hereunder. Any approved assignee shall assume each and every obligation of the Consultant hereunder and MDHA may contract with or reimburse any such assignee without waiving any of its rights against the Consultant.

6.9 Entire Contract

Such Contract shall set forth the entire Contract between the parties with respect to the subject matter hereof, and shall govern the respective duties and obligations of the parties until and unless a more formal Contract is entered into between the parties.

6.10 Force Majeure

No party to such Contract shall have any liability to the other hereunder by reason of any delay or failure to perform any obligation or covenant if the delay or failure to perform is occasioned by any act of God, force majeure, storm, fire, casualty, civil disturbance, riot, war, national emergency, act of Government, act of public enemy or other cause of similar nature beyond its control.

7.0 LICENSING & BUSINESS REQUIREMENTS

The Applicant is responsible to comply with all licensing requirements and associated business regulations whether local, state or Federal. It is the responsibility of the potential project manager to determine the applicability of any rule, regulation or other requirement.

8.0 INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality in which the area of the Program is situated and no other public official of such locality who exercises any functions or responsibilities in the review or approval of the carrying out of the Program to which this RFA pertains shall have any personal interest, direct or indirect, in the Program.

9.0 EQUAL EMPLOYMENT OPPORTUNITY

The Applicant shall affirm that it does not subscribe to any personnel policy which permits or allows for discrimination in the employment promotion, demotion, dismissal or laying off of any individual due to his/her race, creed, color, national origin, age or gender or physical handicap, and that it has not been convicted of violating Metropolitan Code of Laws, Section 2-1-112 through 2-1-114, within the immediate preceding six (6) month period.

10.0 DIVERSITY BUSINESS ENTERPRISE PROGRAM

The mission of MDHA is to provide minority, women, small, and service-disabled veteran business enterprises with fair and equal accessibility to all its procurement opportunities. Collectively we refer to these businesses as "Diversity Business Enterprise (DBE)." MDHA is committed to increasing the participation in all aspects of its' contracting of purchasing programs, including but not limited to procurement of equipment, construction and development projects, and professional services.

Diversity Business Enterprise Policy

It is the policy of MDHA to assist minority, women, and small business enterprise firms in their aspirations of viability and growth, which support a more stable economic community. To this extent, we join with community agencies and organizations that support these businesses to create more significant opportunities for these entrepreneurs to attain mutually beneficial social and economic objectives. Accordingly, minority, women, and small business enterprise firms will be given the maximum practicable opportunity, consistent with efficient performance and applicable law, to compete for and participate in contracts, subcontracts, purchase orders, and other procurement actions. Businesses bidding or proposing on procurements are required to comply with the provisions of these procedures. MDHA prohibits discrimination against any person or business pursuing procurement opportunities based on race, color, sex, religion, disability, or national origin. MDHA will conduct its contracting and purchasing programs to prevent any discrimination and resolve all allegations of discrimination.

Diversity Business Enterprise Certifications

Certification ensures that minority, women, and small business firms benefit from MDHA procurement opportunities. Minority, women, and small businesses are included in our vendor listing according to capacity, capability, procurement code, and M/W/SBE/SDVBE status. Identifying minority, women, and small businesses are necessary to evaluate their participation in MDHA contract activity and calculate the percentage of construction and purchases awarded annually to M/W/SBE/SDVBE firms. MDHA will accept minority, women, and service-disabled business certifications, including small business approvals from the agencies listed below:

Minority Business Enterprise (MBE) Certifications

Minority group members own, operate, and control at least 51% of the company. Definitions for minority groups include the following categories: Asian, Black, Hispanic/Latino, Native Indian. We accept MBE certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Small Business Administration, TN District Office ([SBA](#))
- National Minority Supplier Development Council-[TSMSDC-MBE](#)

Women Business Enterprise (WBE) Certifications

Women own, operate, and control at least 51% of the company. We accept certifications from the following organizations:

- Governor's Office of Diversity Business Enterprise ([GODBE](#))
- Metropolitan Nashville Airport Authority ([MNAA](#))
- Women Business Enterprise National Council ([WBENC](#))
- National Association of Women Business Owners ([NAWBO](#))

Service-Disabled Veteran Business Enterprise (SDVBE) Certification

Service-disabled veterans own, operate, and control at least 51% of the company. We accept certifications from the organizations listed below.

- Governor's Office of Diversity Business Enterprise ([GODBE](#))

Small Business Enterprise (SBE) Approval

As defined in section 4.44.010 of the Metropolitan Government of Nashville and Davidson County Code of Laws, a business independently owned and operated, the number of employees or the annual sales volume for the applicable industry shall not exceed Metro Nashville Government's established limits. Therefore, we accept Metro Nashville Government's Business Assistance Office (BAO) Small Business Enterprise Approvals.

- Metro Nashville Office of Minority and Women Business Assistance (BAO) bao@nashville.gov

For questions regarding MBE/WBE Certification and SBE Approval, please contact MDHA Diversity Business Enterprise Program Consultant at: gdavis@simsdiversityconsult.com

Applicants are to complete and turn in forms 2001 and 2002 which are included in Attachment H with their proposal response.

11.0 HUD SECTION 3, 24 CFR PART 75

While the requirements of Section 3 do not apply to this Contract, the selected Consultant should attempt to ensure that low- and very low-income residents of the Nashville-Davidson MSA, particularly those that receive federal housing assistance, be informed of new training and employment opportunities created as a result of any Contract awarded under this RFA.

12.0 TITLE VI

The Metropolitan Development and Housing Organization prohibits discrimination in all of its programs and activities on the basis of race, color or national origin. The Consultant will comply with all statutes and regulations of Title VI of the Civil Rights Act of 1964. No person should be excluded from participation in or be denied the benefit of or be subjected to discrimination under any program or service provided by or affiliated with MDHA on the basis of non-merit reasons. To file a complaint of discrimination, write or call Michael Wegerson, Director of Construction and MDHA Contracting Officer, 712 South Sixth Street, Nashville, TN 37206, phone (615) 252-8494.

ATTACHMENTS

- A. _____
COMPANY INFORMATION
- B. _____
CLIENT REFERENCE
- C. _____
FAIR EMPLOYMENT PRACTICE STATEMENT
- D. _____
CONTINGENT FEES STATEMENT
- E. _____
FORM OF NON-COLLUSIVE AFFIDAVIT
- F. _____
*CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE
AGREEMENT*
- G. _____
CERTIFICATIONS
- H. _____
DISADVANTAGED BUSINESS ENTERPRISE FORMS

ATTACHMENT A

COMPANY INFORMATION

Name of Organization

Business Address

Phone Number(s)

E-Mail Address

Number of Years in Business

**Location of office that will
service MDHA-funded program**

ATTACHMENT B

REFERENCES

Provide information on clients (organizations or individuals) for whom similar service has been provided.

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

Customer Name, Address

Nature of Service Provided

Contact person

Phone Number

ATTACHMENT C

FAIR EMPLOYMENT PRACTICE STATEMENT

AFFIDAVIT

STATE OF _____

COUNTY OF _____

After being first duly sworn according to law, the undersigned (Affiant) states that he/she is _____ of _____ (Contractor) and that by its employment policy, standards and practices the Contractor does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal of, laying off of any individual due to his/her race, creed, color, national origin, age sex, or handicapping condition.

Any further Affiant sayeth not.

Signature

Type/Print Name

Sworn to and subscribed before me on this _____ day of _____

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT D

CONTINGENT FEES STATEMENT

State of _____)

County of _____)

In accordance with the Metropolitan Development and Housing Organization's policy, it is a breach of ethical standards for a person to be retained, or to upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After being first duly sworn according to law, the undersigned (affiant) states that he/she is the _____, of _____ (Offeror) and that the Offeror has not retained anyone in violation of the foregoing.

And further Affiant sayeth not.

By: _____

Title: _____

Sworn to and subscribed before me on this _____ day of _____, 20__

Notary Public

My Commission Expires: _____

ATTACHMENT E

FORM OF NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____, being first duly sworn, deposes and says that:

(1) He/She is _____ of _____, the Vendor that has submitted the attached Proposal:

(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not, in communications or conference, with any person, agreed to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Metropolitan Development and Housing Organization or any person interested in the proposed contract; and that all statements in said proposal of bid are true; and;

(4) Any professional fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Professional or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

(Signed)_____

Title

Sworn to and subscribed before me on this _____ day of _____, 20__

Notary Public

My Commission Expires:_____

ATTACHMENT F

CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE AGREEMENT

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons, for influencing or attempting to influence an officer or employee of any organization, 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.

(2) 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 organization, 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

Executed this _____ day of _____, 20__

By: _____

(Signature of Authorized Official)

(Signature of Authorized Official)

Sworn to and subscribed before me on this ____ day of _____, 20__.

Notary Public

My Commission Expires: _____

ATTACHMENT G
Request for Proposal
Certifications

State of _____

County of _____

_____, being first duly sworn, certifies that:

(1) No member, officer, or employee of the Metropolitan Development and Housing Organization; no member of the governing body of the locality in which the project is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project, shall, during his tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

(2) The submitter principal members do not now have, and have not had, during the previous 12 months, any interest, direct or indirect, in MDHA or any of its members or officials, including a family relationship with any Organization member or official and employment by or service as a member or official of MDHA.

(3) The submitter shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicapping conditions or national origin. The submitter shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, handicapping conditions or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

(4) The submitter shall not assign or transfer any interest in this contract without the written approval of the MDHA Board of Commissioners, which authorization would be communicated only over the signature of the Executive Director. If the contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining membership of such partnership.

(Signed) _____

Title

Subscribed and sworn to before me this ____ day of _____, 20__.

My commission expires _____, 20_____.

ATTACHMENT H

DESCRIPTION OF DIVERSITY BUSINESS ENTERPRISE (DBE) FORMS

DBE FORM 2001

Diversity Business Enterprise Bidder/Proposer DBE Outreach Documentation

This form has two Sections

SECTION I - The bidder/Proposer is to record the names of DBEs that they outreached to and efforts made to solicit their participation. MDHA will review this form to determine if the bidder/proposer complied with DBE program initiatives/requirements to ensure that DBEs are allowed to participate in MDHA procurements. The form also aids in determining compliance with the DBE Program requirements for contractors/suppliers' outreach initiatives. **Failure to complete and return this form will result in a non-responsive bid/proposal mainly because it is a part of the bid or proposal process.**

SECTION II – This Section explains some of the outreach methods the bidder/proposer is to use to show they made efforts to achieve DBE participation. The methods listed in this Section go beyond the standard telephone and email outreach methods to identify DBEs. Proposers that utilize these methods are more successful in achieving some level of DBE participation. Therefore, bidders/proposers are to actively and aggressively seek out DBEs. The list of outreach methods in Section II is not comprehensive, but it provides the bidder/proposer with ideas for their outreach.

DBE FORM 2002

Diversity Business Enterprise Program Proposed Utilization Plan

This form has two Sections

SECTION I – This Section is used to show DBE participation achieved as a result of the bidders/proposers' outreach efforts shown on DBE Form 2001. The information recorded on this form will be reviewed, evaluated, and scored (if scores are assigned to the DBE section of the proposal). This Section determines compliance with the MDHA DBE Program Bidder/Proposer outreach and utilization of DBEs. **Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive.**

SECTION II – This Section summarizes the bidder's/proposer's DBEs participation achieved and listed in *Section I*. The information recorded on this form will become part of DBE Form 2003 of the successful bidder/proposer. This information will become the bidder/proposer's commitment to award contracts and utilize DBEs. This information will also be incorporated into the successful bidder/proposer's contract and monitored monthly. **Failure to complete and submit this form will be considered non-responsive.**

DBE FORM 2003

Diversity Business Enterprise Program Proposed Utilization

INSTRUCTIONS:

This Form Must Be Completed by the successful bidder/proposer and Submitted To MDHA Contracting Agent/DBE Coordinator before the Contract Award.

The awarded Bidder/Proposer's DBE commitments listed on this form will be incorporated into their contract and monitored monthly. After the contract award, any changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed on this form will require the bidder/proposer to use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment and provide a copy of the updated DBE Form 2 to the MDHA Contracting Agent/DBE Coordinator.

DBE FORM 2004

Record of Payments to Diversity Business Enterprise Firms

INSTRUCTIONS:

This form is used to report payments to DBEs and must be submitted with the successful bidder/proposer MONTHLY APPLICATION for PAYMENT. This form is a record of DBE contract awards, changes to the DBE's original contract, payments to DBEs, and the percentage of work completed by each DBE. The information recorded on this form will be evaluated to determine compliance with your contract commitment indicated on "DBE FORM 2003 Statement of Intent to Utilize Diversity Business Enterprise." Contracts with DBE participation should be subject to monthly monitoring and possible on-site audits. After the contract award, changes to your DBE participation will require the MDHA Contracting Agent/DBE Coordinator approval, and the MDHA DBE Program Consultant will review the information. Failure to submit this report should delay the contractor/supplier's monthly pay application processing until the information is received.

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

DBE FORM 2001 SECTION I - INSTRUCTIONS		Prime Bidder/Proposer Company Name:	
PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation. The information recorded on this form will be evaluated to determine your compliance with the Diversity Business Enterprise Program requirements for contractors/suppliers' outreach initiatives. Failure to complete and return this form will result in a non-responsive bid/proposal.		Bid/RFQ/RFI/RFP # and Title:	
		Street Address City/State/Zip:	
		Contact Name:	
		Contact Telephone Number: Date:	
PLEASE INDICATE IF YOUR FIRM IS A DBE	YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, provide a copy of certification and check the appropriate DBE Code.	MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> SDVBE <input type="checkbox"/> *DBE CODE	Certification Agency: <div style="text-align: right;"> Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> </div>

*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

1. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:		Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date of Meeting:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."
2. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:		Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION I - INSTRUCTIONS PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation.		Prime Bidder/Proposer Company Name: _____ Date: _____		
Bid/RFQ/RFI/RFP # and Title: _____				

3. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

4. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

5. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION II - INSTRUCTIONS

MDHA DBE PROGRAM REQUIREMENTS: BIDDERS/PROPOSERS ARE EXPECTED to go beyond the standard telephone and email outreach methods to identify DBEs. Bidders/proposers should actively and aggressively seek out DBEs. There are many ways to make the best effort possible to achieve DBE participation. The list of outreach initiatives below is not comprehensive, but it will give you an idea of where to start.

Successful Bidders/Proposers will be required to provide documentation that supports their efforts. Please answer the questions below and indicate the details of your company's actions taken concerning these questions. Feel free to attach additional documentation to explain your outreach initiatives. This form, along with information recorded on the preceding pages, will be used to evaluate the bidder/proposer's efforts to achieve DBE participation.

RECOMMENDED DBE OUTREACH METHODS

1. The bidder/proposer conducted a pre-bid meeting to inform DBEs of subcontracting opportunities and discussed the plans, specifications, and other bid requirements to solicit DBE bidders. If yes, provide the Date of Pre-bid Meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The bidder/proposer met face-to-face with interested DBEs to discuss information about the plans, specifications, and requirements of the bid/proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The bidder/proposer provided interested DBEs with adequate information about the bid/proposal's plans, specifications, and requirements of the bid/proposal. Information provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder/proposer selected specific portions of the work to be performed by DBEs to increase the likelihood of achieving DBE participation (including breaking down more significant pieces of work into smaller units to facilitate DBE participation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder/proposer followed up with DBEs who initially expressed interest by contacting those DBEs to determine with certainty if they remained interested in bidding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder/proposer took the necessary steps to provide written notice in a reasonable time frame to inform DBEs of subcontracting opportunities and allowed enough time for them to participate effectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The bidder/proposer utilized the MDHA Diversity Business Enterprise Directory and other directories such as The Metro Nashville's Office of Minority and Women Business Assistance, the State Go-DBE, Metro Airport TDOT to identify DBE firms as potential bidders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If DBE bids/proposals were received and rejected, you must attach the rejected bid/proposal documentation and the reason for rejecting (i.e., memos, telephone calls, meetings, etc.) the bid. In addition, a statement including any reasons for concluding that the DBE was unqualified to perform the job). Is the documentation attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, I certify that all information provided is accurate. I agree to provide Metropolitan Development and Housing Agency with a completed copy of all required forms and documentation to support my claims for DBE outreach. I understand that if I fail to provide all the required forms and documents, my bid may be deemed "non-responsive," and I may be denied the contract award.

Name of Company: _____

Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

DBE FORM 2002 INSTRUCTIONS: PLEASE SUBMIT SECTION I AND SECTION II OF THIS FORM WITH THE BID/PROPOSAL.	DIVERSITY BUSINESS ENTERPRISE PARTICIPATION COMMITTED			
Bidder/Proposer must complete and submit <i>Section I and Section II</i> with the bid/proposal to show DBE participation achieved as a result of their outreach efforts. The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Enterprise Program requirements for Bidder/Proposer outreach and utilization of DBEs. Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive. Please Note: The Awarded Bidder's/Proposer DBE commitments will be incorporated into the contract and monitored monthly, including monthly reports that validate DBE utilization and possible on-site audits.	Bidder/Proposer Company Name:			
	Bid/RFP Number:	Name of Bid/Request for Proposal:		Bidder/Proposer Estimated Total Dollar Bid/ Proposal: \$
	Submission Date:	Total DBE Percentage: %	Total DBE Dollars: \$	Percentage of Self-Performed Work: %
*Bidder/Proposer Company Contact Name:	Telephone:		Email Address:	

*Name of person to contact for information and documentation regarding this form and DBE participation proposed

Please indicate the DBE Ethnicity Code:

**Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

SECTION 1 - PROPOSED DIVERSITY BUSINESS ENTERPRISE			
INSTRUCTIONS: Record each DBE that you proposed to use for the above referenced Bid/RFP. Your response to the requested information below will be evaluated and scored based on this form's completeness. If additional space is needed to record your DBE contacts, you may duplicate this form.			
1. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services:	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

2. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/ Services	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Expiration Date:	
3. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
Address/City/State/Zip:		Telephone:	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Name of DBE Current Certification Agency:	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

4. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
Address/City/State/Zip:		Telephone:	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Name of DBE Current Certification Agency:	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

5. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:		Telephone:	\$ Value of Supplies/Services
Address/City/State/Zip:		Telephone:	DBE % of Total Bid/Proposal:
Joint Venture <input type="checkbox"/> Yes <input type="checkbox"/> No		Name of DBE Current Certification Agency:	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

Partnering Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Expiration Date:
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METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

SECTION II DBE CONTRACT AWARDS INSTRUCTIONS	SUMMARY - DBE CONTRACT AWARDS	
BIDDER/PROPOSER MUST COMPLETE THIS SECTION SUMMARIZING DBE AWARDS. Use this form to summarize and record proposed DBEs listed on this form in <i>Section I</i> . The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Program requirements for Bidder/Proposer commitment to utilizing DBEs. Failure to complete and submit this form will be considered non-responsive.	Bid/RFP Title:	Date Submitted:
	Company Name (Bidder/Proposer)	*Name of Company Contact:
	Address City/State/Zip:	Contact Telephone:

*Name of person to contact for information and documentation regarding this form and DBE Finalized Commitment

MBE Name	Estimated Dollar Value	WBE Name	Estimated Dollar Value	SBE Name	Estimated Dollar Value	SDVBE	Estimated Dollar Value
Total MBE Dollars		Total WBE Dollars		Total SBE Dollars		Total SDVBE Dollars	
Total MBE % of Bid		Total WBE % of Bid		Total SBE % of Bid		Total SDVBE% of Bid	
TOTAL VALUE OF BID/PROPOSAL: \$			TOTAL DBE PARTICIPATION DOLLARS: \$			TOTAL DBE PERCENTAGE: %	

By signing below, I confirm that the information provided herein to MDHA is true and correct. I understand that if I fail to provide all the required documents, my Bid may be deemed “non-responsive,” and I may be denied the contract award.

Name of Company: _____ Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY
Statement of Intent to Utilize Diversity Business Enterprise Firms

DBE FORM 2003 INSTRUCTIONS													
THIS FORM MUST BE COMPLETED AND SUBMITTED TO MDHA CONTRACTING AGENT/DBE COORDINATOR PRIOR TO CONTRACT AWARD. Please Note: The awarded Bidder/Proposer’s DBE commitments listed below will be incorporated into the awarded Contract and monitored monthly, including monthly reports that validate DBE utilization and payments with possible on-site audits. After the contract award, changes to this form will require the MDHA Contracting Agent/DBE Coordinator and DBE Program Consultant approval. Requests to change or replace the DBE(s) listed below must use DBE Form 2, Section I, and II to show DBE Outreach efforts to modify or replace the original DBE commitment.													
* Company Name, Address, Zip				Telephone:				Contract Title:			Date Submitted:		
DBE Contract Award Information		Ethnic Minority-Owned Businesses/Contract Awards				Women-Owned Businesses/Contract Awards					Non-Minority Businesses/Contract Awards		
DBE Name Address/Telephone	Description of Services	African American Male	Hispanic Male	Asian Dollars Male	Native American Male	African American Female	Hispanic Female	Asian Female	Native American Female	Caucasian Female	SBE Dollars	SDVBE Dollars	DBE % of Contract
Sonny Asphalt -618 Even Street, New Hill, New Jersey	Asphalt Materials	\$275,000.00											
MDHA Contracting Agent Review and Approval Date:	Total DBE Dollars	\$275,000.00											
	DBE Percentages	55%											
MDHA Official Initials:	Summary					Total DBE Dollars		\$275,000.00			Total DBE Percentage		55%

The undersigned swears that the preceding statements and information recorded above are correct and that each of the representations herein set forth is true. “Any misrepresentations will be grounds for contract termination and for initiating actions under Federal or State laws concerning false statements.

Name of Company: _____ Date: _____ Telephone: _____

Signature of Certifying Official of Company: _____ Title: _____

Record of Payments to Diversity Business Enterprise Firms

CONTRACTOR NAME/ADDRESS:					CONTRACT TITLE/NUMBER:		
DBE Payment Report From: (Month,Date,Year)	DBE Payment Report To: (Month,Date,Year)	TOTAL CONTRACT DOLLARS	TOTAL DBE CONTRACTS DOLLARS AWARDED	TOTAL DBE PERCENTAGE	TOTAL DBE DOLLARS PAID	TOTAL DBE PERCENTAGE	COMPANY CONTACT NAME (Person to call with question regarding this report)

[illegible]

TOTALS			
PERCENTAGE			

Record of Payments to Diversity Business Enterprise Firms

CONTRACTOR NAME/ADDRESS:					CONTRACT TITLE/NUMBER:		
DBE Payment Report From: (Month,Date,Year)	DBE Payment Report To: (Month,Date,Year)	TOTAL CONTRACT DOLLARS	TOTAL DBE CONTRACTS DOLLARS AWARDED	TOTAL DBE PERCENTAGE	TOTAL DBE DOLLARS PAID	TOTAL DBE PERCENTAGE	COMPANY CONTACT NAME (Person to call with question regarding this report)

The undersigned swears that the preceding statements and information recorded above are correct and that each of the representations herein set forth is true. "Any misrepresentations will be grounds for termination of contract and for initiating actions under Federal laws concerning false statements.

Name of Company: _____ Date: _____

Signature of Certifying Official of Company: _____ Title: _____

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Record of Payments to Diversity Business Enterprise Firms

be evaluated to on will require the
TELEPHONE

[illegible]

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Record of Payments to Diversity Business Enterprise Firms

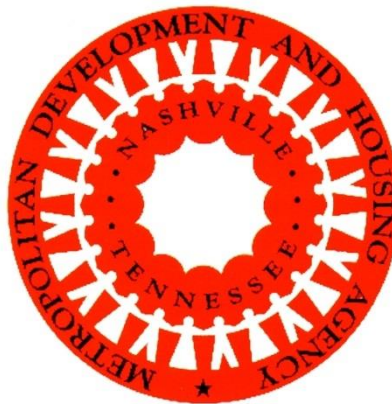
<p>be evaluated to on will require the</p>
<p>TELEPHONE</p>

[illegible]

REQUEST FOR PROPOSALS

**Development of Action Plan
For
Metropolitan Nashville and Davidson County, TN
a New Community Development Block Grant-
Disaster Recovery (CDBG-DR) Grantee
Under the
Appropriations Act (Public Law 117-43)
For
Disasters Occurring in 2021**

**Addendum 2
August 26, 2022**



Metropolitan Development and Housing Agency



This serves to advise those proposers that a pre-proposal meeting was held **August 17, 2022, at 2:00 p.m. via Zoom. This Addendum is being issued to provide clarifications from MDHA; address questions presented during the pre-proposal meeting; and respond to questions received prior to and subsequent to the deadline established in the Request for Proposals (RFP).**

Clarifications:

- (A)** Complete form 2001 if your firm intends to subcontract for any services to complete requirements outlined in this RFP or if your firm qualifies as a DBE.

If your firm does not intend to subcontract for any services to complete requirements outlined in this RFP, mark form 2001 as N/A and sign it.

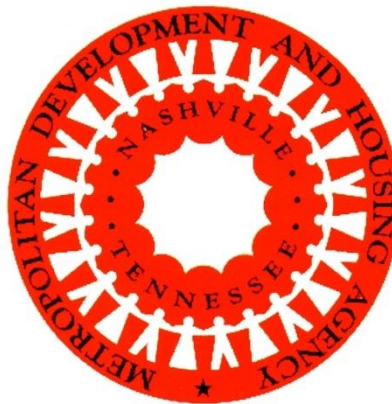
Form 2002 can also be marked as N/A if your firm does not intend to subcontract for any services to complete requirements outlined in this RFP.

If your firm will be subcontracting for any services to complete the requirements outlined in this RFP you will need to complete form 2001 and 2002.

REQUEST FOR PROPOSALS

**Development of Action Plan
For
Metropolitan Nashville and Davidson County, TN
a New Community Development Block Grant-
Disaster Recovery (CDBG-DR) Grantee
Under the
Appropriations Act (Public Law 117-43)
For
Disasters Occurring in 2021**

**Addendum 3
August 29, 2022**



Metropolitan Development and Housing Agency



This serves to advise those proposers that a pre-proposal meeting was held **August 17, 2022, at 2:00 p.m. via Zoom. This Addendum is being issued to provide clarifications from MDHA; address questions presented during the pre-proposal meeting; and respond to questions received prior to and subsequent to the deadline established in the Request for Proposals (RFP).**

Clarifications:

- (A) It was brought to our attention that the attachment tab did not show as being available in the applicant view. This has been corrected and all applicants should now be able to see this tab and upload the required attachments.



TETRA TECH



Leading with Science®

Proposal for

**Development of Action Plan
for Metropolitan Nashville and Davidson
County, TN a New CDBG-DR Grantee
Under the Appropriations Act for
Disasters Occuring in 2021**

**Metropolitan Development and
Housing Agency**

September 2022

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F. AttachmentsF-1

A. Letter of Interest

Mike Wegerson, Director of Construction
Metropolitan Development and Housing Agency
701 S 6th Street
Nashville, TN 37206

September 1, 2022

Subject: Development of Action Plan for Metropolitan Nashville and Davidson County, TN

Dear Mr. Wegerson and Members of the Evaluation Committee,

In March and April of 2021, Metropolitan Nashville and Davidson County (MDHA) faced substantial damage as a result of tornadoes. The MDHA has been allocated more than \$5,151,000 in Community Development Block Grant (CDBG) Disaster Recovery (DR) and Mitigation (MIT) funds. To access these funds, MDHA is required to submit an Action Plan to The U.S. Department of Housing and Urban Development (HUD).

Tetra Tech has been at the forefront of helping federal, state, and local government agencies across the U.S. during catastrophic events. The Tetra Tech team has the competencies, staffing, and the resources needed to support the MDHA in successfully developing, submitting, and receiving approval for an actionable, effective, and compliant Action Plan and Mitigation Plan for the CDBG-DR program. Our firm offers program-specific expertise that few other firms can provide.

- **Operate at the nexus of planning and disaster recovery** because our leaders have:
 - Worked with state and local governments in managing CDBG-DR programs;
 - Practical experience in running some of the most successful CDBG-DR programs in the country in which housing, economic development and infrastructure programs were used synergistically to effect profound improvements in historically underserved communities;
 - Been the most innovative in the disaster recovery space by leveraging technology to accomplish work faster, better, and cheaper than any of our competitors; and
 - Successfully managed billions of dollars of CDBG-DR, FEMA Public Assistance, and Hazard Mitigation Grant Program funds on behalf of state and local governments.
- **Provide end-to-end solutions for our clients.** Our team brings a unique mix of federal grant program management, planning, engineering, technology solutions, and local community partnerships that will help alleviate overburdened MDHA staff. It is our mission to provide holistic support to our clients as a trusted steward of federal funds. *We provide white-glove service so the MDHA staff can return their focus to critical daily operations.* Tetra Tech's one-stop, full-service capabilities translate to quick and transparent development of the Action Plan.
- **Respond immediately to meet the MDHA's needs.** We understand that for residents impacted by recent disasters, the rapid development and implementation of these plans represent the opportunity for a return to normalcy. The CDBG Action Plan is a high-profile undertaking that has no room for error or delays. Tetra Tech is prepared, trained, and ready to mobilize immediately to support the MDHA. Additionally, we have 3 offices throughout Tennessee, including 1 in the City of Nashville. *We are prepared for full program launch within 2 weeks of award to begin data analysis, review, and Action Plan development.*
- **Provide an experienced and capable team.** Tetra Tech's proposed team of staff for this project all have an in-depth understanding of CDBG-DR programs. Our proposed personnel are listed below, and more information can be found in Section B – Statement of Qualifications of this proposal.

Name	Proposed Role
Giovanni Moss	HUD CDBG-DR Subject Matter Expert
Calvin Knowles	Project Manager
Erik Genga	Senior Planner
Christina Groves	Planner
Jen Lenart	GIS Specialist
Stephanie Kilgore	Junior Planner

Tetra Tech would be honored to serve the MDHA in this important effort to improve the lives of its residents. We trust this proposal meets your present requirements. If you have any questions or comments regarding this response, please do not hesitate to contact the representatives listed below.

Technical Representative:

Ms. Brenna Minor, Program Manager

(512) 731-1376 | brenna.minor@tetrattech.com

Contractual Representative:

Ms. Betty Kamara, Contracts Manager

(321) 441-8511 | TDR.Contracts@tetrattech.com

Sincerely,



Jonathan Burgiel, Business Unit President

Tetra Tech, Inc. | Jonathan.Burgiel@TetraTech.com

CERTIFICATE
TETRA TECH, INC.

To: Metropolitan Development and Housing Agency

I hereby certify to you that I am a duly elected and qualified Senior Vice President, General Counsel and Secretary of Tetra Tech, Inc., a Delaware corporation (the "Company"), and that, as such, I am authorized to execute this Certificate on behalf of the Company. I further certify to you on behalf of the Company that:

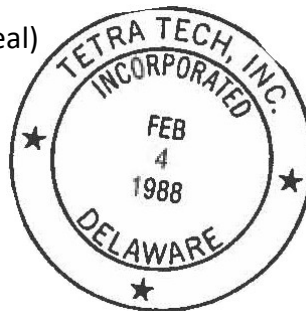
Jonathan Burgiel, Business Unit President within the Company's United States Government Division of the Government Services Group, is authorized and empowered, in accordance with the Company's Signature Approval Authority Matrix, as approved by the Company's Board of Directors, for and on behalf of the Company, to sign a proposal in response to Metropolitan Development and Housing Agency's RFP for Development of Action Plan Metropolitan Nashville, TN a New Community Development Block Grant- Disaster Recovery (CDBG-DR) Grantee Under the Appropriations Act (Public Law 117-43) For Disasters Occurring in 2021for CDBG-DR. Further, Mr. Burgiel is authorized and empowered to sign any resulting contract and is authorized to bind the Company.

IN WITNESS WHEREOF, I have hereunto set my hand as of this 1st day of September, 2022.



Preston Hopson
Senior Vice President, General Counsel and
Secretary

(Seal)



ATTACHMENT A

COMPANY INFORMATION

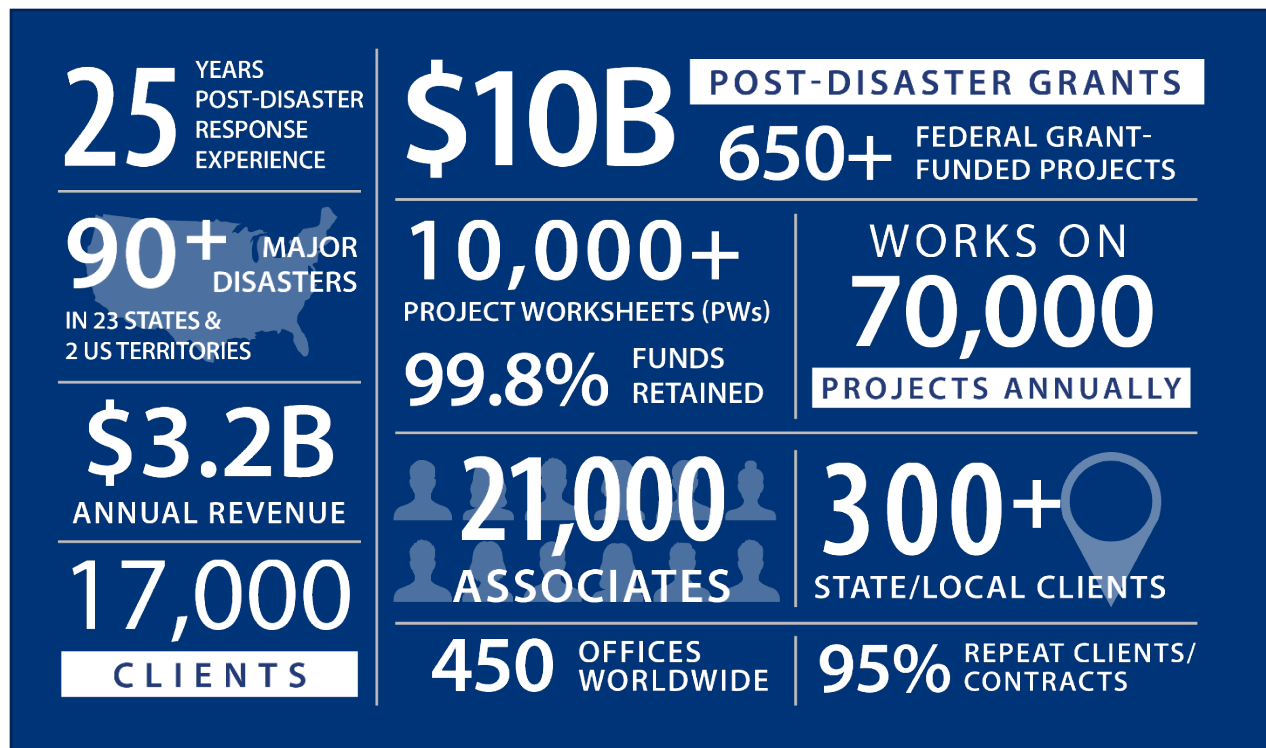
Name of Organization	<u>Tetra Tech, Inc.</u>
Business Address	<u>2301 Lucien Way, Ste. 120</u>
	<u>Maitland, FL 32751</u>
	<u></u>
Phone Number(s)	<u>(321) 441-8511</u>
E-Mail Address	<u>TDR.contracts@tetrattech.com</u>
Number of Years in Business	<u>56 years</u>
Location of office that will service MDHA-funded program	<u>Disaster Recovery Headquarters, Maitland, FL</u>

B. Statement of Qualifications

1. Firm History

Founded in 1966, Tetra Tech, Inc. (Tetra Tech) is an environmental engineering and technical services firm whose 21,000 employees innovate solutions to complex problems focused on water, environment, energy, infrastructure, and natural resources. Tetra Tech became a publicly traded company (NASDAQ-TTEK) in 1991 and now generates annual revenues of more than \$3.1 billion. Each year, **Tetra Tech earns top rankings from industry trade journal Engineering News Records and is ranked #1 for the 17th year in a row.**

Tetra Tech has experience managing every aspect of disaster mitigation and resiliency projects, and we help our clients conceptualize and execute innovative solutions to their most difficult problems. The Tetra Tech team has experience managing real emergencies on all levels and has been involved in response efforts for nearly every major emergency response in the United States within the past 25 years. This real-world understanding of disaster response and recovery is incorporated into our approach, resulting in planning, training, and exercises that help our clients ensure their plans are operationally sound and their staff members are ready to respond and recover. Additional information about our firm's services and expertise is listed in *Section C – Experience*.



1.1 Local Availability

Tetra Tech has 3 offices in Tennessee, one of which is in Nashville. While this RFP states that this project can be completed virtually, our staff can be made available for in-person support as needed.



Three offices and 149 employees in the State of Tennessee.

2. Project Staffing

Tetra Tech has assembled a robust team representing decades of emergency management, grant management, infrastructure, disaster resiliency and readiness, and all-hazards mitigation expertise as well as extensive hands-on experience in the field to support the MDHA. Our team brings together a unique combination of expertise from some of the largest and most complex disasters in U.S. history.

Our team’s extensive experience includes leading organizations, shaping policy, and successfully working with diverse stakeholders up to and including top elected leaders. Tetra Tech’s senior executives have led responses to some of the most notable incidents and disasters in our nation’s history. This real-world experience provides our team with valuable insight and ensures in-depth knowledge of best practices and the ability to provide clients with achievable, customized plans.

Tetra Tech’s team is based around the country, working in regional hubs and from remote work locations. Office locations include Austin, Texas; Dorado, Puerto Rico; Houston, Texas; and more. Tetra Tech staff will be available to travel as required. Key staff members will be **100% available** to fulfil the scope of work.

Brief summaries of each team member’s experience are provided below. Resumes have been provided for key personnel, and additional resumes can be provided upon request. Tetra Tech’s personnel have the expertise, qualifications, and experience to exceed the objectives of this contract. Our senior management and advisory team will provide expert oversight and assistance at critical junctures. This team is prepared to provide both tactical and strategic guidance during the project, as needed. Hourly rates and estimated hours for our project management and technical staff has been included below, along with a brief summary of each team member’s experience.

Proposed Staff	Biography and Experience
SENIOR MANAGEMENT	
Business Unit President Jonathan Burgiel	As President of Tetra Tech’s Disaster Recovery Business Unit, Mr. Burgiel manages the business operations of all disaster recovery efforts, including preparedness planning, project staffing, logistics, grant administration and agency reimbursement support, program accounting/auditing oversight, and contract negotiations. Mr. Burgiel is dedicated to helping communities plan for and recover from disasters and provide the necessary documentation to receive the maximum allowable reimbursement from federal and state emergency management agencies. Mr. Burgiel has 30+ years of solid waste and disaster recovery experience. His disaster-related work has included serving as principal in charge of over 100 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters.

Mr. Burgiel is intimately familiar with local, state, and federal solid waste and hazardous waste regulations, as well as U.S. Department of Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) policies and reimbursement procedures as they relate to disaster management and recovery.

Senior Management

Patrick Beekman

Mr. Beekman is a seasoned homeland security and emergency management professional with over 42 years of experience. Mr. Beekman is a principal leader of teams tasked with developing a range of emergency management programs for public and private sector clients nationwide. Mr. Beekman's specific areas of expertise include developing regional emergency response and recovery plans; disaster response; incident command; exercise design, execution, and evaluation; and program management of large, complicated projects. Currently, Mr. Beekman is the Case Management Practice lead.

Ms. Minor is an accomplished grant expert with 10 years of experience leading teams in grant administration. She is an innovative team leader and motivator, focused on client satisfaction. Ms. Minor is a key leader in the development and implementation of business strategies during rapid growth and is an avid interpreter of policies and data used to develop procedures, meet program goals, and maximize efficiency across functional areas.

Senior Management

Brenna Minor, AICP

She has provided technical assistance in preparing hundreds of Community Development applications for communities across the State of Texas. In her previous role as Senior Vice President, she oversaw grant administration and project management contracts for the Texas General Land Office's (GLO) Hurricane Harvey Community Development Block Grant-Disaster Recovery (CDBG-DR) funds by:

- Providing expertise, policy review and analysis and SOP development
- Quickly hiring specialized personnel for key project management positions
- Developing training materials and providing continuous support to staff of 40+ employees to ensure the continued success of a rapidly growing team

PROGRAM/PROJECT MANAGEMENT

Hourly Rate & Estimated Hours

HUD CDBG-DR SME, Client Liaison

Giovanni Moss

Mr. Moss possesses over 18 years of experience in Community and Economic Development, Executive Management, Intergovernmental Affairs, Redevelopment, and Housing and Community Development. Mr. Moss served as the Housing, Community Development and Redevelopment Director for the Town of Davie, Florida, where he worked extensively on affordable housing development, large-scale infrastructure projects, disaster recovery programs, and economic development initiatives.

Hourly Rate: \$245.00

Estimated Hours: 16

Tasks to be Performed: Mr. Moss will provide technical knowledge and expertise to assist both project and MDHA staff in making informed decisions.

Project Manager

Calvin Knowles

Mr. Knowles has held senior leadership roles managing disaster programs for over 25 years. He was project lead for CDBG-DR recovery efforts, notably in partnership with the State of Florida after Hurricanes Matthew and Hermine; Charlotte County and the City of Punta Gorda after Hurricane Charlie; and Monroe County and the cities of Key West, Marathon and Islamorada after Hurricane Wilma and Tropical Storm Fay, and a number of other communities. He was also the lead consulting manager of CDBG-DR in the City of Homestead after Hurricane Andrew, which was a landmark disaster recovery effort that provided the blueprint for all future CDBG-DR allocations, and continued to work with the City of Homestead as a consultant for many years. He has managed

Hourly Rate: \$210.00

Estimated Hours: 44

CDBG-DR funds for the State of Florida Department of Economic Opportunity and provided policy support for the State of New York (Superstorm Sandy) and the State of Louisiana (RestoreLA).

Mr. Knowles has a thorough understanding of Federal disaster assistance programs and their impact on state and local governments, and how to translate Federal allocations into relevant and regulatorily compliant local projects. **He has written over a dozen Action Plans and served as a key team member writing Consolidated Plans for communities such as Hillsborough County, FL, Pinellas County, FL, Sarasota County, FL and the City of Sarasota, FL.** He provides on-the-ground, detailed assistance with project design, implementation and all aspects of program compliance, including local political processes, public interactions and the requirements of public participation plans, financial tracking and reimbursements, environmental review, policy and procedure development, URA, procurement, contract development, labor standards, monitoring and coordination with funding agencies. He has managed programs funded from several sources, including CDBG (Entitlement and Small Cities), CDBG Disaster Recovery (State and Local), ARPA, ERAP, HOME, NSP, SHIP, U.S. Treasury, Tax Credits, Section 108, and others.

Tasks to be Performed: Mr. Knowles will serve as the point-of-contact for MDHA staff throughout the life of the project. He will manage project operations and regularly report progress to the MDHA.

TECHNICAL STAFF

Senior Planner

Erik Genga

Mr. Genga is a community and economic development planner with experience managing and contributing to diverse land use and community planning projects as well as redevelopment and growth planning initiatives specializing in providing community, economic and housing development consulting services. His work history includes assisting municipalities and counties with federal and state grant programs, including all phases of grant activity from application completion and submission to funding and compliance management.

He primarily worked with counties and municipalities to obtain and manage federal grant programs through HUD, including the CDBG program and the HOME Investment Partnership program. In more than two decades of CDBG program experience Erik has managed dozens of county and municipal clients throughout Pennsylvania, New Jersey and Delaware. In addition to managing federal and state grant programs, Mr. Genga has also worked on development and planning projects throughout Pennsylvania, New Jersey, New York, Delaware, Virginia and West Virginia.

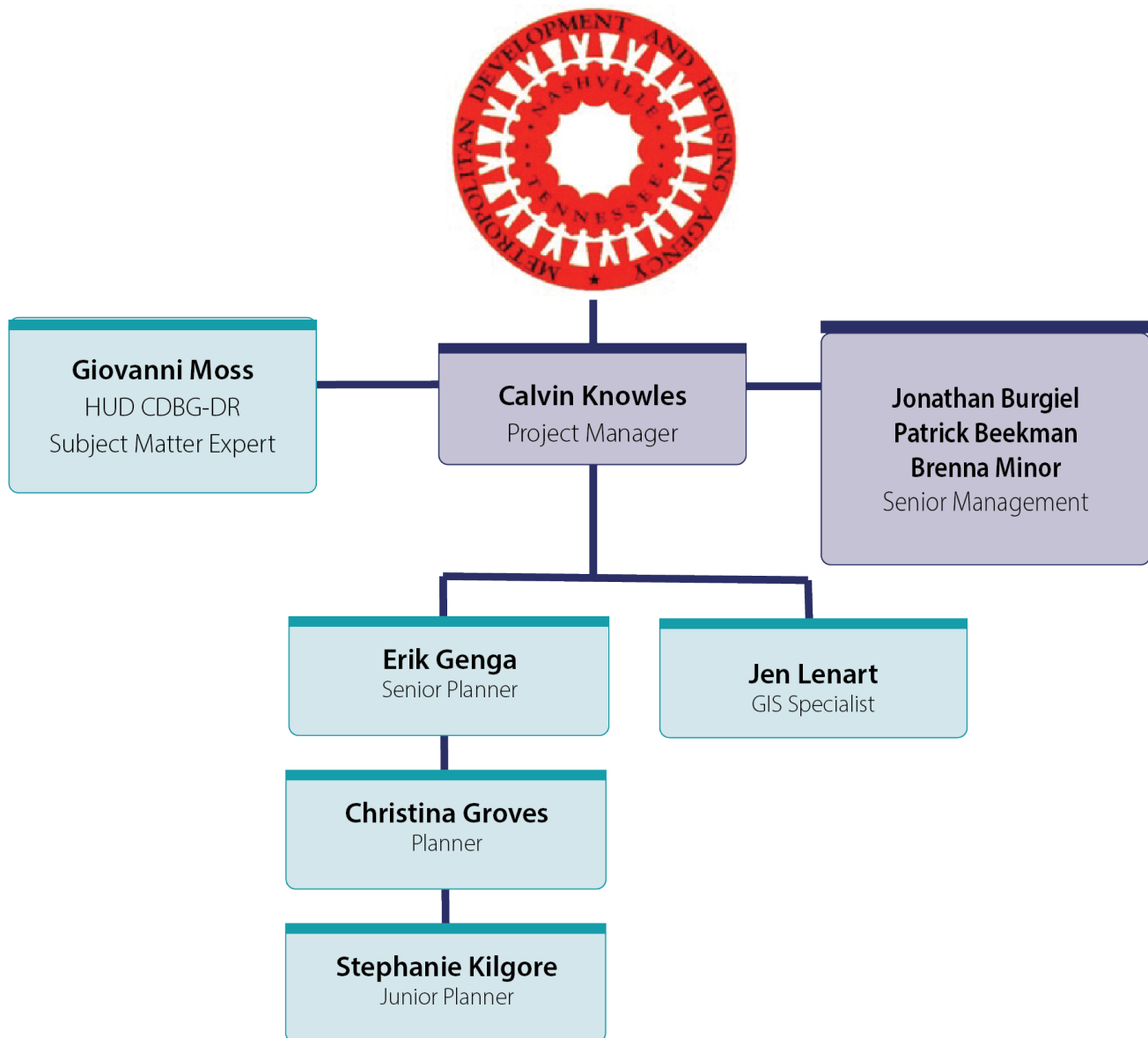
In recent years Erik Genga has become the key staff member providing insight, technical services, compliance guidance, regulatory oversight and implementation guidance for HUD funded CDBG-DR/MIT programs across the country. Mr. Genga has concentrated on disaster recovery services over the last several years which has primarily involved implementation and compliance management for the CDBG-DR Program. This has included recovery services for Hawai'i County K'lauea

Hourly Rate: \$195.00

Estimated Hours: 81

Planner Christina Groves	<p>volcano recovery, Richland County, SC, Lexington County, SC, Monroe County, FL and St. Johns County, FL for hurricane recovery, Dougherty County, GA for tornado recovery and the New York Governor's Office of Storm Recovery for Super Storm Sandy recovery.</p> <p>Tasks to be Performed: Mr. Genga will provide expert-level CDBG-DR planning skills and work alongside MDHA stakeholders to write and develop the MDHA's CDBG-DR Action Plan.</p> <p>Ms. Groves is a Senior Community Resilience Planner for Tetra Tech. She has over 20 years of experience working with floodplain management, the Community Rating System, planning and zoning, and local government. During her time with Tetra Tech, Ms. Groves has specialized in planning processes for multiple state-level FEMA Hazard Mitigation programs. She is skilled in performing risk assessments and developing response plans.</p> <p>Tasks to be Performed: Ms. Groves will provide expert-level CDBG-DR planning skills and work alongside MDHA stakeholders to write and develop the MDHA's CDBG-DR Action Plan.</p>	Hourly Rate: \$165.00 Estimated Hours: 141
GIS Specialist Jen Lenart	<p>Ms. Lenart is the National GIS Coordinator for the mitigation and resilience practices for Tetra Tech's emergency management practice. She obtained a Master of Environmental Management from Duke University and joined Tetra Tech as a natural resource planner and economist in June 2017, specializing in water resources management and economics. Jennifer has worked on numerous hazard mitigation plans for the States of New Jersey, New York, Pennsylvania, and Texas. Ms. Lenart has also performed benefit cost analyses and risk assessments for dozens of private and public stakeholders throughout the Country to analyze the stakeholder's constituents risk to future climate change conditions and proposed efforts to reduce losses related to economic, environmental, and social variables caused by future climate change conditions. Ms. Lenart has performed large data analyses in ESRI ArcGIS, FEMA's Hazus-MH Tool, and FEMA's BCAR tool; led technical teams to develop data analyses for vulnerability assessments; and has developed story maps to support the distribution of information about areas at risk and hazards of concern.</p> <p>Ms. Lenart has expertise in developing applications for Hazard Mitigation Assistance and for communities with vulnerable populations that are subject to future risk. Her recent efforts focus on benefit costs analyses, hazard mitigation planning, and spatial analysis.</p> <p>Tasks to be Performed: Ms. Lenart will utilize her expertise in GIS coordination to assist in the risk assessment process.</p>	Hourly Rate: \$185.00 Estimated Hours: 53
Junior Planner Stephanie Kilgore	<p>For more than 7 years, Ms. Kilgore has supported Tetra Tech in writing, editing, and facilitating review of critical written work, ranging from public-facing collateral and information campaigns to final reports submitted to federal funding agencies. We understand the critical importance of producing a refined and cohesive document as the final product of our work, so we have allocated specialized resources to dedicate attention to copyediting and graphic design.</p> <p>Tasks to be Performed: Ms. Kilgore will be responsible for supporting the Senior Planner and Planner in developing the written content of the Action Plan.</p>	Hourly Rate: \$125.00 Estimated Hours: 13

2.1 Organizational Chart



3. Minority, Women, and Small Business Participation

As firm policy, Tetra Tech conscientiously looks for opportunities to work with small, women-, minority-owned and disadvantaged business enterprises where specific and individual capabilities complement our own for the benefit of the successful completion of a project.

As evidence of the commitment to local and minority participation in our projects, in February 2019, **Tetra Tech received the City of Houston Goods and Services Prime Contractor of the Year Award at the 6th Annual Champions of Diversity Awards Ceremony.** Tetra Tech is honored to be selected for such award, and it demonstrates our commitment to work with minority, women, small, and disabled business enterprises.

Most recently, **Tetra Tech received the 2022 Dwight D. Eisenhower Award for Excellence in the Services Category for our effective small business subcontracting programs.** The award

recognizes large U.S. prime contractors that have excelled with their small business subcontracting programs by creating optimal opportunities for use of small businesses in all socioeconomic categories. The award was presented during the U.S. Small Business Administration's (SBA) National Small Business Week's virtual award ceremony on May 5, 2022

We have established working relationships with a number of small, women-, and minority-owned firms, and have worked with many agencies having equal employment opportunity requirements. In addition, we maintain a comprehensive file of the qualifications and experience of these firms to aide us in selecting appropriate subcontractors for specific project tasks.

4. Staff Resumes

Resumes for our proposed project team can be found on the following pages.



Tetra Tech receiving the City of Houston Goods and Services Prime Contractor of the Year Award at the 6th Annual Champions of Diversity Awards Ceremony.





30+ YEARS OF
EXPERIENCE

100+ PROJECTS

\$8B GRANT
FUNDING

Areas of Expertise

Disaster Recovery Program Design
and Management

Federal Grant Management

Solid and Hazardous Waste
Management

Grant Experience

FEMA PA

CDBG-DR

HMGP

Disasters

4337 FL HURRICANE IRMA
4332 TX HURRICANE HARVEY
4286 SC HURRICANE MATTHEW
4344 CA WILDFIRES
4084 HURRICANE ISAAC
4029 TX WILDFIRES
4024 HURRICANE IRENE
4106 CT WINTER STORM
1791 HURRICANE IKE
1679 FL TORNADOS
1602 HURRICANE KATRINA
1539 HURRICANE CHARLEY
& SEVERAL MORE

Education

University of Central Florida, Master of
Business Administration, 1989

Tufts University, Bachelor of Arts,
Economics, 1984

EXPERIENCE SUMMARY

As President of Tetra Tech's Disaster Recovery Business Unit, Mr. Burgiel manages the business operations of all disaster recovery efforts, including preparedness planning, project staffing, logistics, grant administration and agency reimbursement support, program accounting/auditing oversight, and contract negotiations. Mr. Burgiel is dedicated to helping communities plan for and recover from disasters and provide the necessary documentation to receive the maximum allowable reimbursement from federal and state emergency management agencies.

Mr. Burgiel has 30+ years of solid waste and disaster recovery experience. His disaster-related work has included serving as principal in charge of over 100 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters.

Mr. Burgiel is intimately familiar with local, state, and federal solid waste and hazardous waste regulations, as well as U.S. Department of Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) policies and reimbursement procedures as they relate to disaster management and recovery.

RELEVANT EXPERIENCE

Mr. Burgiel has provided senior management oversight to the following projects:

- Rental and Mortgage Assistance - rental assistance to 120k homeowners across 5 states; and mortgage assistance in Florida and Maryland resulting from COVID pandemic
- Hurricane Maria debris mission supporting the Commonwealth of Puerto Rico Department of Transportation, comprehensive support including environmental; grant management; homeowner and infrastructure support w/HUD funding
- 67 communities and over 2,400 staff in Florida – Hurricane Irma
- 38 communities and over 1,400 staff in Texas – Hurricane Harvey
- CalRecycle/CalOES - State of California Camp Fire Response
- Multiple communities in South and North Carolina – Hurricane Matthew
- Richland County & Lexington County, South Carolina - South Carolina 1,000-year Flooding Event - Comprehensive Disaster Recovery Services
- Hays County/City of Wimberley, Texas – Severe Flooding Disaster Recovery Assistance
- New Jersey Department of Environmental Protection (NJDEP) – Hurricane Sandy Disaster Vessel Recovery Program
- State of Connecticut – Hurricane Sandy Disaster Debris Program
- State of Louisiana – Hurricane Isaac Disaster Debris Program Management
- City of New Orleans, Louisiana – Hurricane Katrina Residential Demolitions
- Bastrop County, Texas – Wildfires
- City of Cedar Rapids, Iowa – Severe Flooding

Principal in Charge (2018 - Present)

Camp Fire Response

Mr. Burgiel is responsible for oversight of debris and environmental work related to the hazardous material removal of over 12,000 parcels located in the County of Butte. This is possibly the largest debris operation in history.

Principal in Charge (2017)

Numerous Florida Jurisdictions | Hurricane Irma

Following Hurricane Irma in September of 2017, Mr. Burgiel oversaw debris monitoring operations for over 67 communities and 2,400 personnel across Florida. This included Miami Dade County, where at peak Tetra Tech had nearly 900 monitors working in the field. Documentation was created for almost 110,000 load tickets and over 78,000 unit rate tickets. In total, Tetra Tech monitored over 4,000,000 cubic yards of debris for the County.

Principal in Charge (October 2019 - Present)

St. Johns County, Florida | HUD CDBG-DR Housing Rehabilitation Program Management

Mr. Burgiel was engaged with the County immediately following contract execution to assist with managing the CDBG-DR funds for St. John's Housing Rehabilitation and Reconstruction Program. To support the long-term recovery and restoration of the impacted areas, Mr. Burgiel managed the grant allocated to the recovery activities for over 300 properties including repair and elevation; reconstruction of properties, repair/replacement of damaged manufactured homes or mobile home units (MHUs), relocation of homeowners, and mortgage payment assistance.

Principal in Charge (October 2018 – Present)

North Carolina Department of Public Safety | Hurricane Matthew HUD CDBG-DR Program Management

Serving as Principal-in-Charge for all environmental services for this \$400 million CDBG-DR program addressing 3,400 homes for rehabilitation. Tetra Tech will be performing an estimated 3,400 Tier 2 Reviews, 25 Tier 1 Reviews, 1,700 lead and asbestos risk assessments, and other required specialized environmental services (e.g., CESTs, EAs, etc.) as subcontractor to IEM Inc.

Principal in Charge (November 2018 – Present)

Florida Department of Economic Opportunity | HUD CDBG-DR Rehab/Reconstruction Program

Mr. Burgiel serves as program manager for Tetra Tech's performance of housing rehabilitation and reconstruction related environmental services associated with the State of Florida's \$615.9 million HUD CDBG-DR grant associated with Hurricane Irma.

- Overseeing Tetra Tech staff's development of approximately 6,000 Tier 2s.
- 3,000 lead risk assessments.
- Review of 8 Tier 1s, and other specialized environmental services (e.g., CESTs, EAs, etc.) as a subcontractor to IEM, Inc.

Senior Project Manager (June 2017 – Present)

Restore Louisiana | HUD CDBG-DR Housing Rehabilitation

Served as Project Manager over the preparation of over 25,500 Tier 2 environmental reviews and over 6,000 lead risk assessment and clearance inspections. This \$20 million project performed by Tetra Tech utilized state of the art technology and cloud based technology to decrease the cost of performing a Tier 2 review by over 50% from prior state led residential rehab projects.

Principal in Charge (October 2018 – Present)

Texas General Land Office | HUD CDBG-DR Housing Rehab/Reconstruction Program

Mr. Burgiel is currently serving as program manager for Tetra Tech's performance of housing rehab and reconstruction related environmental services associated with the State of Texas' \$5.024 billion HUD CDBG-DR grant associated with Hurricane Harvey. Overseeing Tetra Tech staff's development of approximately 3,500 Tier 2s, 1,700 lead risk assessments, and other specialized environmental services (CESTs, EAs, etc.) as a subcontractor to IEM, Inc.

Principal-in-Charge (October 2015–Present)

Richland County South Carolina | Comprehensive Post-Disaster Flood Support Services

Following the State of South Carolina's 1,000-year flooding event that took place from October 1–5, 2015, Mr. Burgiel led a team of Tetra Tech staff to provide comprehensive disaster recovery services to Richland County immediately following the historic

flooding event. Services included but were not limited to FEMA PA reimbursement support, procurement package development for over 270 road and bridge repairs, well testing and disinfection program management, a post-disaster outstanding needs assessment, flood mitigation planning support, grant funding strategic plan development, and coordination and technical support activities among the County, State and FEMA agencies.

Principal-in-Charge (October 2015–October 2016)

Lexington County, South Carolina | HUD CDBG-DR Residential Buyout Programs

Mr. Burgiel served as principal-in-charge of Lexington County's residential buyout programs funded by HUD CDBG-DR grant funds. As part of this effort, Tetra Tech is providing comprehensive housing buyout activity services including applicant outreach, buy-out packet preparation and demolition cost estimating, oversight of demolition contractor activities, payment recommendation and project close out on over 100 homes. The work involves management of over \$16 million of HUD CDBG-DR grants.

Principal-in-Charge (May 2015–October 2015)

Hays County/City of Wimberley Texas | Post-Disaster Flood Support Services

Following the historic flooding event along the Blanco River where over 20 people perished, Mr. Burgiel provided technical support in the Hays County, Texas Emergency Operations Center (EOC) during and immediately following the flooding disaster. As part of these services, Mr. Burgiel supported the County and City of Wimberley in providing expert technical advice associated with providing the County/City appropriate measure for responding to the event and methods for best tracking the County's disaster-related costs to maximize the County's/City's FEMA reimbursement post-disaster. Mr. Burgiel was instrumental in standing up the County right-of-way debris removal program and subsequently obtaining approval for a private property debris removal (PPDR) program from FEMA to cover the extensive debris that remained along and in the Blanco River, which created a future health and safety hazard to the County and City.

Senior Management (April 2012–May 2013)

State of Vermont | Federal Grant Management Services

Following Hurricane Irene, the State of Vermont faced the daunting task of maintaining critical operations. Under Mr. Burgiel's direction, within 48 hours our team deployed a team of experts to the state emergency operations center (EOC). Mr. Burgiel and our grant management team provided consulting services and managed the recovery process. Our team collected, reviewed, and offered technical assistance to applicants on their Hazard Mitigation Grant Program (HMGP) applications.

Senior Management (September 2008–January 2009)

Harris County, Texas | Hurricane Ike Disaster Debris Program Management

In 2008, Hurricane Ike made landfall in Texas, causing extensive damage to Harris County, the fourth largest county in the United States. Mr. Burgiel rode out the storm in Harris County's EOC and assisted with the deployment of our response team following the storm. Our team assisted with monitoring and cost reimbursement for over 2.5 million cubic yards of debris from the public right-of-way (ROW) in response to Hurricane Ike.

Senior Management (September 2004–September 2009)

City of Orlando, Florida | Disaster Debris Program Management

Mr. Burgiel served in a senior leadership role and assisted the City of Orlando with a range of storm recovery monitoring and management activities. Mr. Burgiel was responsible for managing a full support team involved with staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup. Our team's assistance enabled the City of Orlando to promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (February - April 2007)

Volusia County, Florida | Groundhog Day Tornado Disaster Recovery and Storm Debris Removal

Our team was retained by Volusia to assist with monitoring of cleanup efforts following the Groundhog Day tornadoes that swept through Central Florida during the early morning hours, leaving 20 people dead and many others injured and without homes. Under Mr. Burgiel's direction, our team mobilized a response team to the area to help identify critical debris removal

areas and initiate its ROW debris removal operation. Mr. Burgiel oversaw the management of a full support team involved with staging operations, load inspections for storm debris cleanup, and logistics operations for the field inspectors.

Senior Management (August 2004 - 2005)

City of Boca Raton, Florida | Hurricane Frances Disaster Recovery and Debris Cleanup Management

Following Hurricane Frances, Mr. Burgiel supervised the responsive deployment of support teams, assisted with staging operations, and managed scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup.

Senior Management (August 2005 - October 2006)

Miami-Dade County, Florida | Hurricanes Katrina and Wilma Disaster Recovery and Debris Management

After Hurricanes Katrina and Wilma struck Miami-Dade County, our team provided immediate on-site assistance and a wide range of disaster recovery management and storm debris cleanup monitoring services to help Miami-Dade County make a quick recovery. Under Mr. Burgiel's direction, our team assembled and deployed a full disaster recovery team to assist Miami-Dade County with removal of approximately 5.5 million cubic yards of debris. Mr. Burgiel oversaw the data management process and assisted Miami-Dade County with FEMA project worksheets and appeals.

Senior Management (August 2004)

Polk County, Florida | Hurricane Charley Program Management and Disposal Site Monitoring Assistance

In the weeks following Hurricane Charley, Mr. Burgiel assisted Polk County with planning and managing disposal site monitoring activities. He was responsible for overseeing disposal site monitors, as well as spotters at Polk County's northeast, north central, and southeast landfills. Mr. Burgiel managed documentation efforts to help Polk County promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (August 2004-2005)

Lake County, Florida | Hurricanes Charley and Frances Disaster Recovery and Debris Management

Following Hurricanes Charley and Frances, Mr. Burgiel helped Lake County perform a range of storm debris cleanup monitoring and management activities. He supervised staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup.

Senior Management (September 2005-September 2008)

City of Pensacola, Florida | Hurricane Ivan Disaster Debris Program Management

Mr. Burgiel provided assistance to the City of Pensacola in performing a range of storm debris removal monitoring and management activities for this \$30 million debris removal process. Mr. Burgiel supervised debris removal efforts, including permitting of debris processing sites, collection and disposal site monitoring as required by FEMA, review and approval of contractor invoices, and the preparation of project worksheets required by FEMA for federal funding.

Project Management (September – October 2001)

Sarasota County, Florida | Tropical Storm Gabrielle Disaster Debris Program Management

As a result of Tropical Storm Gabrielle in 2001, Sarasota County required assistance with logistics, staging operations, and load inspections for storm debris cleanup performed by contract haulers. As project manager for the project, Mr. Burgiel assisted Sarasota County with scheduling, dispatching, and logistics operations for the field inspectors assigned for storm debris cleanup.



42 YEARS OF
EXPERIENCE

Areas of Expertise

Community Development Block
Grant-Disaster Recovery (CDBG-DR)
Emergency Rental Assistant Programs
Homeowners Assistance Fund
Programs
COVID-19 Response & Recovery
Programs
State Homeland Security Strategies
National Planning Scenarios
Investment Justification Process
Emergency Management
Homeland Security
Training and Exercise Development
Urban Areas Security Initiative (UASI)
Compliance
Target Capabilities Assessments

Key Training/Certifications

Federal Emergency Management
Agency (FEMA)-Certified Instructor of
Homeland Security for Local
Governments and WMD Awareness
Course
Certified Instructor of ICS 100 and ICS
200
HSEEP-Certified
Hazardous Materials (HAZMAT)
Operations Level

Education

Miami University, Bachelor of Arts,
Political Science, 1980

EXPERIENCE SUMMARY

Mr. Patrick Beekman is a seasoned homeland security and emergency management professional with over 42 years of experience. Mr. Beekman is a principal leader of teams tasked with developing a range of emergency management programs for public and private sector clients nationwide. Mr. Beekman's specific areas of expertise include developing regional emergency response and recovery plans; disaster response; incident command; exercise design, execution, and evaluation; and program management of large, complicated projects. Currently, Mr. Beekman is the Case Management Practice lead.

Prior to joining our team, Mr. Beekman served as the director of homeland security for Union County, North Carolina. In addition, Mr. Beekman served in line positions as a rifle platoon leader, rifle company commander, infantry battalion commander, and executive officer of a regiment during his 20-year career with the United States Marine Corps.

As the former director of homeland security for Union County, North Carolina, he was responsible for managing all budgets, programs, capital improvement projects, studies, and policies for nine departments: Emergency Management; Emergency Communications/E-9-1-1; Emergency Medical Services (EMS); Fire Marshal's Office; Sheriff's Office; Health Department; Department of Social Services; Veteran's Affairs; and Transportation. During his tenure, Mr. Beekman oversaw the reorganization of the Emergency Communications/E-9-1-1 department, including a rewrite of all of their policies, procedures, and protocols; led the passage to build a new, fully-interoperable 800-MHz communication system and a \$7.2 million state-of-the-art emergency operations center (EOC)/E-9-1-1 center; and oversaw the complete rewrite of the county's emergency operations plan (EOP), mitigation plan, continuity of operations (COOP)/continuity of government (COG) plan, pandemic influenza plan, and numerous emergency response plans, all in accordance with the Incident Command System (ICS), which is an integral part of the National Incident Management System (NIMS).

In addition, Mr. Beekman served in line positions as a rifle platoon leader, rifle company commander, infantry battalion commander, and executive officer of a regiment during his career with the Marine Corps. He also served as a senior planner in Saudi Arabia during the Gulf War and in Somalia during that conflict. Mr. Beekman is a School of Advanced Warfighting graduate, the Marine Corps' preeminent school for training critical thinkers and operational planners. As an instructor in the Marine Air Ground Task Force Staff Training Program, Mr. Beekman trained generals and their staffs in planning and coordinating military and humanitarian operations. These activities included developing over 50 instructional programs, participating in the design of six multimillion-dollar computer-driven training exercises, and teaching more than 100 instructional programs to groups ranging from three-star generals to captains. Mr. Beekman also co-authored the Marine Corps Planning Process while at the Marine Air Ground Task Force Staff Training Program.

Throughout his career, Mr. Beekman has undergone extensive emergency management training. He completed 36 North Carolina Emergency Management courses, 27 FEMA Independent Study courses, the FEMA-certified instructor for

Homeland Security for Local Governments course and the Weapons of Mass Destruction Awareness course, and the Homeland Security Exercise and Evaluation Program (HSEEP). Mr. Beekman is a North Carolina state-certified instructor of ICS 100 and ICS 200.

Besides his 20 years of military operational experience, Mr. Beekman was deployed as part of an incident management team to counties devastated by Hurricanes Isabel and Frances, deployed to Incident Command Post Mobile, Alabama, to help with the hurricane response planning for the Deepwater Horizon oil spill, and was deployed during the riots in Baltimore, Maryland.

FEATURED RELEVANT EXPERIENCE

Case Management Practice Lead (October 2020 – Current)

Mr. Beekman established TDR's Case Management Practice to include all CDBG-DR programs, emergency rental assistance programs, homeowner assistance fund programs across the TDR division, and active shooter school assessments for 1500 schools in the State of Iowa. Mr. Beekman is responsible for successfully executing these programs and grow additional work with our clients.

The CDBG-DR clients include Puerto Rico; Harris County, TX; Richland County, SC; Lexington County, SC; Monroe County, FL, St. Johns County, FL, and the City of Marathon, FL. The emergency rental assistance clients include Richland County, SC, Charleston County, SC; Greenville County, SC; City of Winston-Salem, NC; Forsyth County, NC; Mobile, AL; Leon County, FL; Pinellas County, FL; City of St Petersburg, FL; and the State of Texas. The homeowners assistance fund clients include the State of Maryland and the State of Florida.

Program Management, Recovery Planning and Operations (October 2015 – Current)

Richland County, SC

Mr. Beekman deployed seven days after contract award following historic rainfall; Richland County had no recovery plan in place and no staff capable of managing the recovery process. He helped obtain a total of \$99.228M in CDBG-DR, FEMA Public Assistance, and Volunteer Organizations Active in Disaster (VOAD) funding. Mr. Beekman manages 15 staff comprised of case managers, grant managers, recovery planners and inspectors.

Program Design and Data Collection: He managed program set-up and hiring, including design and implementation of recovery plan, processes, and procedures, established an electronic database repository, launched public education programs, and coordinated stakeholder communication. Upon project launch, Mr. Beekman quickly conducted an unmet needs assessment and developed a recovery concept of operations (CONOPS) compliant with National Disaster Recovery Framework (NDRF) and incorporating community feedback.

Unmet Needs Analysis: He designed and implemented a statistical analysis of 13,000+ homeowners who had applied for FEMA individual assistance to obtain a statistically sound sample. These methods were recognized as National Best Practices by HUD for providing a defensible data points and lead to a \$23.5M award of CDBG-DR funds. Mr. Beekman also developed a community outreach program targeting a multilingual and digitally-disconnected population. He manages the current CDBG-DR program, overseeing \$52.6M in funds from the 2015 flooding, Hurricane Matthew, and Irma.

Program Management and Grant Administration: Mr. Beekman administered the programs, conducted intake, eligibility reviews, duplication of benefits reviews, property inspections, environmental inspections and assessments, lead based paint inspections, Tier II environmental reviews, scope of work development, project costing, coordination with general contractors, and warranty compliance. He oversaw all construction based on approved housing quality standards, conducted all closings of rehabilitated properties, and handled all resident complaints and appeals. In addition to CDBG-DR administration, Mr. Beekman identified partnerships with 58 VOAD-run Long Term Recovery Groups (LTRG) operating in nearby counties to aid city staff in progress toward recovery. He served as primary liaison between county officials, VOADs, and the Blue-Ribbon Committee to leverage VOAD's and fulfill unmet needs—resulting in 200 homes repaired. He also facilitated development of the County's Debris Management Plan (DMP) and oversees FEMA Public Assistance (PA) program and \$4.4M in FEMA PA funds. He oversaw the selection and development of projects for the Hazard Mitigation Grant Program (HMGP) match and obtained awards for all applications; the submissions were the first projects to be approved by the State of South Carolina's Hazard Mitigation Officer.

Exercise Evaluator (March 2018)**Recovery Workshops | City of Philadelphia Office of Emergency Management (OEM)**

Mr. Beekman has served as a facilitator/evaluator twice for the City of Philadelphia's OEM recovery workshop exercises.

Exercise Evaluator (March 2018)**Recovery Tabletop Exercise | The State of Rhode Island Emergency Management Agency**

Mr. Beekman has served as a facilitator/evaluator for the State of Rhode Island Emergency Management Agency recovery tabletop exercise.

Demobilization Planning (May 2015)**Baltimore, MD**

On the evening of May 1, 2015, with the civil disturbances in the City of Baltimore coming to an end, the City of Baltimore asked Tetra Tech to deploy a senior planner to the City's emergency operations center (EOC) to develop a demobilization plan in 24 hours. Mr. Beekman immediately deployed and began collaborating with key stakeholders in the EOC and at the various incident command posts on their specific needs for inclusion in the demobilization plan. One major planning challenge was the incoming resources to the civil disturbance never went through a formal mobilization and check-in process when they deployed to support the City of Baltimore. The demobilization plan needed to collect mobilization information as well as the normal demobilization information to accurately account for incident costs. Mr. Beekman developed a draft demobilization plan by noon that day.

Program Manager, Lead Consultant, and Subject Matter Expert (November 2013–January 2017)**Program Sustainment | Metro Atlanta Urban Area Security Initiative (UASI), Georgia**

Mr. Beekman served as the program manager for the three-year sustainment program designed to validate and sustain preparedness activities that the Metro Atlanta UASI has been working to develop since 2005. The sustainment program uses a series of exercises to evaluate each of the four major resource components: staffing, equipment, training, and planning. At the beginning of each year, Mr. Beekman and his team hosted a Training and Exercise Planning Workshop (TEPW). This workshop identified the capability or capabilities the UASI will validate that year, the agencies that will participate, the tasks that will be evaluated, and the threats identified from the Metro Atlanta THIRA. This established the baseline used to evaluate the tasks and the standards against which the tasks will be measured. Focusing on the four elements of a capability, Mr. Beekman and his team designed and implemented a series of quarterly tabletop exercises, drills, and two functional exercises each year to benchmark the region's progress towards mission capability. At the end of each calendar year, Mr. Beekman's team conducted a full-scale exercise using agreed upon tasks, conditions, and standards to validate that the Metro Atlanta UASI is mission capable in the capabilities identified at the TEPW.

Program Manager and Subject Matter Expert (December 2013–June 2014)**Preparedness Planning | Metropolitan Washington Council of Governments (MWCOC)**

Mr. Beekman served as program manager for MWCOC, where he was responsible for updating and developing plans for the District of Columbia Homeland Security and Emergency Management Agency. This task and change order included updating the District Response Plan and developing a State Operations Guide, a Field Operations Guide, and a Hospital Evacuation Plan in a very compressed timeframe.

Exercise Evaluator (January 2011–June 2014)**Preparedness Planning, Training, and Exercises | Metropolitan Atlanta Rapid Transit Authority (MARTA)**

Mr. Beekman has served as a controller/evaluator multiple times for MARTA tabletop and full-scale exercises. Additionally, Mr. Beekman provided instruction to MARTA's executive management team on FEMA's G-402/ICS for Senior Leaders.

Exercise Evaluator (May 2014)**Preparedness Planning, Training, and Exercises | Port of Los Angeles**

Mr. Beekman served as a controller/evaluator for the California Ports Cybersecurity tabletop exercise for the joint ports of Los Angeles, Long Beach, and Hueneme.

Program Manager, Lead Consultant, and Subject Matter Expert (May 2012–March 2014)**Preparedness and Recovery Planning, Training, and Exercises | Metro Atlanta UASI, Georgia**

Mr. Beekman was the program manager on the development of five annexes and one supporting plan to the Regional Evacuation Coordination Plan. The annexes included the Regional Mass Care and Shelter Annex, the Regional Reentry Annex, the Regional Emergency Public Information Annex, the Regional Volunteer Management Annex, and the Regional Disaster Recovery Annex. The supporting plan was the Regional Interoperable Communications Plan, which also included an update to the Regional Tactical Interoperability Plan. These annexes and plan focused on developing specific procedures supporting evacuation operations for the Metro Atlanta Region. In addition to leading a team of eight subject matter experts, Mr. Beekman provided subject matter expertise at critical junctures of the project and conducted training and outreach seminars for each jurisdiction for each of the annexes and plan. He also developed and was the senior controller for a three-day capstone exercise that included a two-day functional exercise and a day of five simultaneous full-scale exercises conducted in five different counties. These exercises were designed to validate strengths and identify areas for improvement for each of the annexes and plan. Finally, Mr. Beekman facilitated a senior leadership seminar for the region's senior elected officials and their staffs.

Lead Consultant and Subject Matter Expert (January 2011–February 2012)**Tactical Operations Annex | Metro Atlanta UASI, Georgia**

Mr. Beekman was the lead consultant and subject matter expert on the development of the Tactical Operations Annex to the Regional Evacuation Coordination Plan. The annex focused on developing evacuation procedures for the Metro Atlanta Region. The annex includes emergency evacuation operations, communications interoperability, traffic management, and special needs components for the Metro Atlanta UASI. Mr. Beekman provided subject matter expertise at critical junctures of the project and conducted training and outreach seminars for each jurisdiction before the functional exercise. He also developed and was the senior controller for the evacuation functional exercise to validate strengths and identify areas for improvement. Mr. Beekman facilitated a senior leadership seminar for the region's senior elected officials and their staffs. Afterwards, Mr. Beekman also facilitated an additional senior leadership seminar for each county and its municipalities to introduce the evacuation annex and to inform elected officials about their roles and responsibilities during a regional evacuation operation.

Project Manager (April 2011–January 2012)**Tactical Interoperability Communications Planning | State of North Carolina Department of Crime Control and Public Safety, Office of Interoperability**

This project involved developing tactical interoperable communication plans (TICPs) for North Carolina domestic preparedness regions (DPRs) 1–6 and reviewing or updating existing TICPs for DPRs 7–9. Mr. Beekman oversaw the delivery of these services, and gave a presentation to the North Carolina Interoperability Symposium on the lessons learned from the project. Finally, Mr. Beekman met with the deputy director of North Carolina Emergency Management to provide a report on the next steps the project team recommended the state should take to improve the state's interoperable communications.

Lead Consultant and Subject Matter Expert (March 2010–March 2011)**Continuity of Operations Planning | Administrative Office of Illinois Courts**

Mr. Beekman developed the COOP plan template that the 102 courts in the State of Illinois used to develop their individual court plans. Mr. Beekman also provided technical assistance to all the courts as they developed their plans. Mr. Beekman helped assess the completed plans, and conducted training sessions throughout the state to walk the judges and court administrative officers through the newly completed court plans.

Project Manager and Lead Planner (August 2010–March 2011)**COOP Planning, Testing, and Exercises | City of Lubbock, Texas**

This project involved identifying the risks facing the city and its 45 departments and developing COOP plans to ensure city essential functions are maintained in the event of an emergency or disaster. The project also included conducting a facilities risk assessment for five critical city facilities and writing a risk and vulnerability assessment. Mr. Beekman facilitated a kickoff meeting and two planning workshops, and oversaw the development of the departmental plans.



15 YEARS OF
EXPERIENCE

Areas of Expertise

Program Operations & Administration
Applicant Intake
CDBG and CDBG-DR Regulations
CDBG-MIT
Coronavirus Relief – FEMA, CRF and CDBG-CV
Davis-Bacon Compliance
Document Management
Eligibility Review
Hiring, Training and Development
Policy Analysis and Interpretation
Regulatory Interaction
Reporting
Technical Assistance

Key Training/Certifications

American Institute of Certified Planners (AICP) Certification
State and federal trainings including: Fair Housing, Uniform Relocation Act, Environmental and Procurement regulations

Education

Tufts University, Master of Arts in Urban and Environmental Policy and Planning, 2007

Boston University, Bachelor of Arts in Political Science, 2005

EXPERIENCE SUMMARY

Ms. Minor is an accomplished grant expert with 15 years of experience leading teams in grant program administration. She is an innovative team leader and motivator, focused on client satisfaction. Ms. Minor is a key leader in the development and implementation of business strategies during rapid growth and is an avid interpreter of policies and data used to develop procedures, meet program goals, and maximize efficiency across functional areas.

In her current role, Ms. Minor provides guidance on CDBG-DR, CDBG-MIT and COVID-19 programs as communities seek to assist residents recovering from disasters and achieve reimbursement for substantial costs. She also leads teams in the implementation and management of these projects.

She has served as program manager for the preparation and implementation of hundreds of subrecipient Community Development applications for communities across the State of Texas (over \$1 billion). In her previous role as Senior Vice President, she oversaw grant administration and project management contracts valued at over \$4 billion for the Texas General Land Office's (GLO) Hurricane Harvey Community Development Block Grant-Disaster Recovery (CDBG-DR) funds. She has provided subject matter expertise, policy review and analysis, SOP development, and hired specialized personnel for key project management positions.

RELEVANT EXPERIENCE

Practice Lead (May 2020 – Present)

Tetra Tech, Inc. | Austin, TX

As the HUD practice lead for Tetra Tech Disaster Recovery, Ms. Minor leads teams and provides subject matter expertise to government clients implementing federal grant programs. She currently works with CDBG-DR, CDBG-MIT, CDBG-CV, FEMA, ARPA, and Coronavirus Relief Fund (CRF) projects. Her duties include researching and providing guidance on policies, implementing project management systems, developing action plans and applications, and communicating regularly with clients.

Senior Program Manager (March 2021 – Present)

Various Clients | Emergency Rental Assistance Program

Develop policies and procedures, interpret Treasury guidance and lead project management teams in the implementation of ERA programs totaling more than \$1 billion in assistance.

- State of Texas ERA program management – over 20,000 applicant files reviewed to-date
- City of Philadelphia ERA technical assistance
- Fort Bend County, Texas COVID-19 relief appeals processing
- Leon County, Florida ERA program management
- Broward County, Florida ERA program management

Senior Advisor (June 2020 – June 2021)**U.S. Virgin Islands | CDBG-MIT**

Assisted the Virgin Islands Housing Finance Authority with developing programs and projects for their \$774 million CDBG-MIT allocation from HUD. Led a team drafting the CDBG-MIT Action Plan which was submitted to HUD and approved.

ADDITIONAL EXPERIENCE

Senior Vice President and Vice President (January 2011 – October 2019)**GrantWorks, Inc.**

Ms. Minor formulated and implemented the firm's strategies and policies as a member of executive team, including strategies for maintaining success during rapid growth from 60+ employees to 160+ employees in a 1-year period. Ms. Minor established relationships, developed proposals, and negotiated and managed contracts.

As Vice President, Ms. Minor led the functions of the largest department in the company implementing federal and state grant programs for local governments, the majority of which were CDBG and CDBG-DR funded. She developed organizational tools and strategies to ensure projects were completed on time; conducted employee reviews and made staffing decisions; and interpreted government publications and regulations as they pertain to project implementation and disseminated new information to a team of 20+ project managers that later grew to more than 50. Ms. Minor also developed internal policies and procedures and grew teams in new areas of grant management, such as FEMA programs.

Director of Community Development (December 2009 – July 2011)**GrantWorks, Inc.**

Ms. Minor provided technical assistance in preparing hundreds of Community Development applications for CDBG and CDBG-DR infrastructure projects. She developed processes and forms to streamline project management and incorporate staff comments and coached project managers on maintaining productive relationships with clients, engineers, and state agencies. She provided continuous support, technical assistance, and training for project management staff and served as company liaison with clients and key stakeholders. Ms. Minor also attended trainings and webinars with project managers in order to hone program knowledge and maintain certifications.

Project Manager (August 2007 – December 2009)**GrantWorks, Inc.**

Ms. Minor managed 50+ Community Development Block Grant (CDBG) infrastructure projects for Texas communities. She worked directly with local government officials, project engineers, and staff members of state agencies and managed financial and technical project requirements to meet strict state and federal thresholds. Ms. Minor conducted public hearings and presented comments to local governments. She also prepared and submitted project paperwork, such as contract amendments, Davis-Bacon compliance documents, environmental studies, invoices, budget modifications and project completion reports.



18+ YEARS OF
EXPERIENCE

CDBG PRACTITIONER

Areas of Expertise

Housing & Community Development

Project Management

Program Management

Multi-Family Development

Executive Management

Intergovernmental Affairs

Grant Experience

CDBG-DR

CDBG-MIT

CDBG CV

Key Training/Certifications

CDBG Practitioner

Redevelopment Professional

Real Estate Professional

Education

Nova Southeastern University M.P.A,
Public Administration, , 2007

Florida Atlantic University B.A.,
Public Management, , 2002

Palm Beach State Associate
in Arts, , 2000

EXPERIENCE SUMMARY

Mr. Moss possesses over 18 years of experience in Community and Economic Development, Executive Management, Intergovernmental Affairs, Redevelopment, and Housing and Community Development. Mr. Moss served as the Housing, Community Development and Redevelopment Director for the Town of Davie, Florida, where he worked extensively on affordable housing development, large-scale infrastructure projects, disaster recovery programs, and economic development initiatives.

RELEVANT EXPERIENCE

Program Development Manager - SE US & Caribbean (2018-2020) **IEM | Tallahassee, FL**

- Provide comprehensive administrative services necessary to facilitate activities for the disaster relief, recovery, restoration, and economic revitalization in areas affected by Hurricanes under the Federally funded programs including Community Development Block Grant Disaster Recovery (CDBG-DR) Program, CDBG- MIT, CDBG CV.
- Assist DEO in fulfilling State and Federal CDBG-DR statutory responsibilities including, but not limited to, performing grant administration services for non-housing and/or housing projects.
- Assist with business development and client engagement throughout the SE US and Caribbean.
- Serve as Project Manager on DEO's multi-family and voluntary home buyout programs. Provide subject matter expertise in CDBG-DR and all HUD requirements.
- Provide subject matter expertise with the competitive application cycle for housing, infrastructure, and economic development projects.
- Provide assessment of the capabilities of prospective subrecipients, prior to distribution of CDBG-DR funds, to ensure their ability to meet national objectives.
- Provide subject matter expertise in Davis-Bacon Act requirements for any construction or engineering related project.
- Create and follow processes to identify specific, logical connections to a national objective for each activity, including verifying the eligibility of proposed activities as well as evaluating a prospective subrecipient's overall organizational capacity.
- Assist DEO in preparing, completing, and submitting required HUD forms for environmental review and provide all documentation to support environmental findings; Assist DEO in consulting with oversight and regulatory agencies to facilitate environmental clearance;
- Perform or contract special studies, additional assessments, or permitting to secure environmental clearance.
- Evaluate prospective subrecipient's ability to demonstrate that it has all necessary systems, guidance and policies and procedures.
- Assess the prospective subrecipient's ability to effectively manage funds, ensure timely expenditure of funds and ensure timely communication of application status to applicants.

- Chemical Stockpile Emergency Preparedness Program.

Community Development Director/Community Redevelopment Director (2014 – 2018)

Town of Davie | Davie Florida

- Managed daily operations, staff, consultants, contractors, capital projects of the multiple departments /divisions.
- Managed real estate assets, preparing marketing strategies, overseeing ongoing maintenance, and facilitated disposition.
- Developed and secured public-private partnerships with developers and financial institutions to develop new, affordable rental projects and economic development projects.
- Coordinated and administered strategies for acquisition and retention of small business and industry investment in defined Redevelopment Area, or specific sub-areas, in coordination with Town's Comprehensive Land Use Plan and applicable codes and regulations, to foster and facilitate economic and community development, redevelopment, new development or investment by the public and private sectors.
- Established and maintained favorable contacts with a variety of high-level policy-forming individuals or groups in industry, banking, finance, development, government and other areas of economic influence to publicize, promote, encourage and consult about participation in programs concerning the Redevelopment Area; served as CRA's liaison to such individuals and groups
- Researched current trends and innovations in redevelopment and economic development practices as described in professional conferences, seminars and publications, and distribute such information to CRA members and other interested parties.
- Oversaw annual and disaster recovery rehabilitation programs, construction and expansion of public facilities and infrastructure improvements projects.

Housing and Community Development Director (2008 – 2014)

Town of Davie, Davie, FL

- Developed and managed Town's federal and state grant-funded programs – including those that provided assistance to low- to moderate-income populations – such as the Community Development Block Grant (CDBG), CDBG Disaster Recovery, State Housing Initiatives Partnership, HOME Investment Partnerships Program, the Neighborhood Stabilization Program and the Developments of Regional Impact.
- Developed and managed community development programs and affordable housing programs; initiated and implemented related policies; and developed Neighborhood Redevelopment/Revitalization Plans.
- Developed and secured public-private partnerships with developers and financial institutions to develop new, affordable rental projects and economic development projects.
- Oversaw annual and disaster recovery rehabilitation programs, construction and expansion of public facilities and infrastructure improvements projects.
- Served as Town's official liaison between civic groups, public and private agencies to address Housing and Community Development problems.
- Served on Development Review Committee.
- Analyzed various grant resources and potential funding sources such as Community Development Finance Institutions and local financial institutions to fund economic and housing development projects.



28+ YEARS OF
EXPERIENCE

Areas of Expertise

Program Design, Compliance, and Administration

CDBG Funding

Case Management

Key Training/Certifications

Certificate in Public Financial Management, Florida State University

Public Housing Market Conversion Training, University of Maryland

HUD Training in CARES Act, Uniform Relocation Act (URA), CDBG Entitlement and Small Cities, CDBG-DR, URA, Tax Credit Financing, IDIS, Section 108

Education

University of Florida, Bachelor of Science, Journalism, 1991

Florida State University, Master of Public Administration, 1994

EXPERIENCE SUMMARY

Mr. Knowles has a thorough understanding of Federal entitlement and disaster assistance programs and their impact on state and local governments, and how to translate Federal allocations into relevant and regulatorily-compliant projects that produce the desired results for local communities. He provides on-the-ground, detailed assistance with project design, implementation and all aspects of program compliance, including local political processes, public interactions, financial tracking and reimbursements, environmental review, policy and procedure development, URA, procurement, contract development, labor standards, monitorings and coordination with funding agencies.

Mr. Knowles was selected to lead this project due to his nearly 30 years of experience designing and administering similar programs.

RELEVANT EXPERIENCE

Project Manager (2012 – Present)

Tetra Tech, Inc.

Manages and implements housing, community development and disaster projects, including Pinellas County Emergency Rental Assistance Program, City of St. Petersburg Emergency Rental Assistance Program, Fort Bend County Emergency Business and Rental Assistance Appeals, City of West Palm Beach CDBG, CDBG CV and HOPWA consulting, and other consulting engagements.

Program Administration (2018-2021)

Florida Department of Economic Opportunity (DEO) | Hurricane Matthew and Hermine CDBG Disaster Recovery

Duties included development of policies and procedures, monitoring of grantees, policy guidance to the State of Florida and disaster-impacted communities, budget analysis, procurement review, and overall program administration.

Program Administration (2009-2021 and 1995-1997)

City of Homestead, FL | CDBG, CDBG Disaster Recovery, CDBG CV, Section 108, HOME, American Restoration and Recovery Act, Neighborhood Stabilization Program Funding

Provided ongoing consulting services to the City of Homestead, FL for CDBG administration, including Section 108, NSP and CARES Act funding, and all areas of program compliance, URA, environmental review, subrecipient monitoring, and all other activities involved with CDBG.

- Designed and managed CDBG CV Business Recovery Programs.
- Provided administrative guidance and implementation to numerous disaster recovery programs in the City of Homestead, including Hurricane Andrew and Tropical Storm Fay.
- Successful Tropical Storm Fay projects installed new drainage facilities in downtown Homestead, which now actively prevent flooding and stormwater run-off to the western half of the downtown business and residential district.

- Administered Hurricane Andrew CDBG DR programs in mid 1990s which constructed extensive water, URA, stormwater, sewer, public facilities, and housing rehabilitations to assist in the recovery and redevelopment efforts.
- American Recovery and Reinvestment Act (ARRA) and Neighborhood Stabilization Program (NSP)
- Administered ARRA project to improve streets aping along Washington Avenue, and NSP, which rehabilitated and resold approximately 25 homes that had been foreclosed.
- Ongoing management of the Entitlement CDBG Program
- Provided ongoing administrative services to the City's CDBG program.
- Over the last eight years, millions of dollars have been expended to assist dozens of non-profit and public facilities, public infrastructure, and public services of all kinds to improve the lives of Homestead's low-income citizenry.
- Developed the City's first Section 108 Loan to fund construction of a new downtown library.

Program Design (2020)

Pinellas County, FL

Developed 2020 Analysis of Impediments to Fair Housing for Pinellas County and the Cities of St. Petersburg, Largo and Clearwater.

Program Design (2017 – 2018)

State of Louisiana | RestoreLA

Created program policies and procedures for RestoreLA, a \$1.6 billion CDBG Disaster Recovery program. Policy documents include Case Management, construction procedures, closing procedures, Uniform Relocation Act (URA), and financial management.

Program Design (2005)

Hillsborough County, FL

Developed components of Hillsborough County 2005 Consolidated Plan.

Program Administration and Design (2004)

Charlotte County/City of Punta Gorda, FL | Hurricane Charley CDBG Disaster Recovery Projects

Administered and designed program funding for URA, waterlines, housing replacements, demolition, and commercial rehabilitation. Worked closely with the City of Punta Gorda to design innovative programs to invigorate the downtown economy after Hurricane Charley, including large-scale mixed-use development, commercial revitalization, and environmental lands acquisitions.

Program Administration (2005 – 2016)

Monroe County/City of Marathon/City of Key West/Village of Islamorada, FL | Hurricane Wilma and Tropical Storm Fay CDBG Disaster Recovery

Administered multiple storm recovery programs in Monroe County, City of Key West, Islamorada and the City of Marathon, including funding programs for vital central wastewater connections for residences and public facilities in Marathon, multi-family housing developments, housing rehabilitations, and public facilities.

Financial Analysis (1997)

Commonwealth of Puerto Rico, Municipal Revenue Collection Center (CRIM)

Researched homestead exemption practices in Puerto Rico to develop recommendations on collections and practices.

20+ YEARS OF
EXPERIENCE

Areas of Expertise

CDBG-DR Program Implementation

Land Use and Redevelopment
Planning

Comprehensive Planning

Disaster Recovery Planning

Community and Economic
Development Planning

Project Management

Real Estate Development and Finance

Site Planning and Urban Design

Market and Feasibility Analysis

Registrations/Affiliations

American Planning Association

Key Training/Certifications

Lead Safe Work Practices Certification

Integrated Disbursement of
Information System (IDIS) training
certificate***Education***Bachelor of Science, University of
Arizona, 1997

EXPERIENCE SUMMARY

Mr. Genga is a community and economic development planner with experience managing and contributing to diverse land use and community planning projects as well as redevelopment and growth planning initiatives specializing in providing community, economic and housing development consulting services. He has worked with multi-disciplinary teams of sub consultants in key project roles providing detailed community, site and market analysis, redevelopment strategies, economic impact analysis, public engagement, disaster recovery plans, implementation and funding strategies, creation of conceptual site plans, as well as technical plan development and public presentation. His work history includes assisting municipalities and counties with federal and state grant programs, including all phases of grant activity from application completion and submission to funding and compliance management. He primarily worked with counties and municipalities to obtain and manage federal grant programs through the U.S. Department of Housing and Urban Development (HUD), including the Community Development Block Grant (CDBG) program and the HOME Investment Partnership program. In more than two decades of CDBG program experience Erik has managed dozens of county and municipal clients throughout Pennsylvania, New Jersey and Delaware. Erik's considerable housing development and planning knowledge has contributed greatly in the implementation of HUD funded programs. This knowledge has also assisted in a variety of disaster recovery projects engaged in over the last five years.

Erik also worked on applications for the Neighborhood Stabilization Program and several grant programs provided through the Pennsylvania Department of Conservation and Natural Resources, PA Department of Community and Economic Development and the U.S. Department of Labor. In recent years Erik Genga has become the key staff member providing insight, technical services, compliance guidance, regulatory oversight and implementation guidance for HUD funded CDBG-DR programs across the country.

In addition to managing federal and state grant programs, Mr. Genga has also worked on development and planning projects throughout Pennsylvania, New Jersey, New York, Delaware, Virginia and West Virginia. These have included researching and writing land use analyses and conditions reports, conducting public engagement activities and writing redevelopment plans, developing comprehensive plans for counties and municipalities, assisting with the development of Hazard Mitigation Plans in New York, as well as fair housing studies in Pennsylvania, New Jersey, Delaware and Virginia. During his 20 years of community development work, he wrote and provided consultation on zoning ordinances and zoning issues for municipalities throughout Pennsylvania and West Virginia including the development of Stormwater Management ordinances for the City of Martinsburg and Jefferson County, West Virginia. Erik also conducted Section 8 housing inspections and provided work write-ups for municipal CDBG housing rehabilitation programs.

Mr. Genga has concentrated on disaster recovery services over the last several years which has primarily involved implementation and compliance management for the Community Development Block Grant - Disaster Recovery Program. This has included recovery services for Hawai'i County Kilauea volcano recovery, Richland County, SC

and St. Johns County, FL for hurricane recovery, Dougherty County, GA for tornado recovery and the New York Governor's Office of Storm Recovery for Super Storm Sandy recovery.

Name was selected for this project because specific reasons for choosing. Insert experience summary text. Summarize experience here. Experience summary text. Insert experience summary text. Summarize experience here.

RELEVANT EXPERIENCE

Disaster Recovery Planning

CDBG-DR Action Plan and Technical Services, Hawai'i County, Hawai'i (Present)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams as well as the County's overall housing and economic recovery and long term resilience planning. Services have included ongoing consultation on recovery priorities, scenarios and project identification as well as the coordination of recovery funding. He is resposnible for ensuring that all US HUD and CDBG-DR regulatory requirements are being met and are included in the County's programs as well as providing housing development and recovery expertise as part of short and long term recovery and long term resilience.

CDBG-DR Action Plan and Technical Services, St. Johns County, Florida (2018 – 2020)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams. This includes assisting in the acquisition and inclusion of two CDBG-DR funding allocations. Services have included the development of the CDBG-DR programs' policies and procedures for the implementation of the County's CDBG-DR recovery program for housing, infrastructure and economic development. He is resposnible for ensuring that all US HUD and CDBG-0DR regulatory requirements are being met and are included in the County's program. He is currently primary HUD consultant regarding the County's CDBG-DR program and assists in all of the day-to-day implementation of the programs.

CDBG-DR Action Plan and Technical Services, Richland County, South Carolina (2017 - 2020)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams. This includes assisting in the acquisition and inclusion of two CDBG-DR funding allocations. Services have included the development of the \$23.5m CDBG-DR programs' policies and procedures for the implementation of the County's CDBG-DR recovery program for housing, infrastructure and economic development. He is resposnible for ensuring that all US HUD and CDBG-0DR regulatory requirements are being met and are included in the County's program. He is currently primary HUD consultant regarding the County's CDBG-DR program and assists in all of the day-to-day implementation of the programs.

Dauphin County, Development of the 5-Year Consolidated Plan

Mr. Genga managed and developed the entire 5-Year Consolidated Plan, as required under HUD regulations, for the Dauphin County Department of Community and Economic Development. This involved all aspects of public outreach, data collection, eCon Planning Suite and IDIS system management, plan development and submittal. The plan was developed over the course of approximately nine months and contained no significant findings by HUD when submitted and reviewed.

Dauphin County, Community Development Block Grant – National Disaster Resilience Competition (CDBG-NDR)

Mr. Genga is a lead member of the Dauphin County CDBG-NDR planning team. This included developing an extensive and highly competitive application for submittal to the U.S. Department of Housing and Urban Development (HUD) for federally declared disaster recovery and resilience projects and initiatives. The total potential funding award was \$500 million and involved an extensive outreach and partnering process. Mr. Genga and the planning team developed the Phase 1 and Phase 2 applications for submittal to HUD and the Rockefeller Foundation for review and consideration. The application involved working with municipalities and stakeholders and identifying and quantifying remaining unmet needs from Tropical Storm Lee impacts. This resulted in identifying more than \$200 million in remaining unmet need, primarily involving damaged infrastructure. The team then incorporated a flood and climate change assessment modeling system developed by Tetra Tech to be utilized across Dauphin County to identify the scale and area of future imapcts. A methodology was then developed to "promote, protect, connect" the County in a comprehensive manner to not only protect form future flood disasters but to

incorporate resilience, green initiatives, outreach/education, economic development, housing preservation and development, land use planning and stormwater management into a single planning initiative for the County.

Boulder County, Colorado, CDBG-DR Community Development Block Grant – Disaster Recovery (CDBG-DR) Policies and Procedures Manual Development

As part of a team assisting Boulder County, CO with the development of the County's CDBG-DR guidelines, Mr. Genga utilized more than 15 years of CDBG experience to help develop portions of the County's policies and procedures manual. Mr. Genga was responsible for developing specific components of the document regarding project application and eligibility criteria, housing and infrastructure project policies and procedures and Financial Reporting, Reimbursement, Award Calculation.

New York Rising Community Redevelopment Program (2014)

For the New York State Housing Trust Fund Corporation (HSTF), Mr. Genga provided recovery planning and economic redevelopment support as part of the Tetra Tech team that is preparing comprehensive reconstruction and redevelopment plans for communities impacted by Hurricane Irene and Tropical Storm Lee. Work on this project entailed community project management, strategic visioning, risk assessment, housing and community needs assessments, compliance monitoring, and critical infrastructure analysis in support of an overarching economic redevelopment plan for each community. This program resulted in comprehensive reconstruction plans to enable these communities to increase their resilience to flooding and to "Build Back Better."

Community Planning and Economic Development Services

Mr. Genga provides both public- and private-sector clients with community and economic development planning, real estate development, and project management services. He offers project management and technical support services for a range of community planning projects involving land use, redevelopment, disaster recovery and strategic planning, and economic development.

Planning Series Document Development, Reducing Land Use Barriers to Fair and Affordable Housing, Pennsylvania Department of Community and Economic Development (2018 – Present)

Mr. Genga is currently writing a new planning document for the state of Pennsylvania regarding the identification, recognition and elimination of land use impediments as they relate to fair and affordable housing. This document will also be supplemented with at least 20 training sessions across the state to train and educate county and municipal representatives regarding these issues.

Dauphin County Consolidated Plan Development

Conducted all necessary research and analysis required to complete Dauphin County's Consolidated Plan as required under HUD guidelines. Research included housing and economic analysis to identify needs and potential short term and long term programs and projects. This also included the analysis of fair and affordable housing issues as part of the plan.

Update of Lycoming County, PA County Comprehensive Plan and the Six Multi-Municipal Plan Updates

Conducted extensive data research and analysis to provide accurate updates and additions to the County Comprehensive Plan and the Six Multi-Municipal Plans. Research included a wide variety of data sources and included identifying whether previously identified issues continued to exist or if any of the issues have changed or new issues arisen. The planning process includes utilizing the data combined with community and stakeholder input to develop objectives, goals and strategies that will contribute to the overall benefit and progress of the County.

Delaware County Commercial Improvement Zones Identification and Classification (Delaware County, PA)

Mr. Genga worked with Delaware County staff and seven targeted communities to identify key underutilized, undeveloped commercial zones as part of the County's 10-year Comprehensive Economic Development Strategy. This involved meeting with municipal staff, conducting site visits, analyzing market data, and contacting property owners to obtain current property status information.

Dauphin County Community Development Block Grant-Disaster Recovery (CDBG-DR) Action Plan (Dauphin County, PA)

Mr. Genga assisted in the development of the an Action Plan for the County to identify and address unmet community needs following Hurricane Irene and Tropical Storm Lee. Project work included identification and documentation of storm impacts,

critical issues, and unmet recovery needs, and the development of strategies and programs to address those needs and create greater future resiliency. Mr. Genga also provided CDBG-DR programmatic guidance and compliance services and oversight of the project prioritization and selection process.

Stormwater Management Ordinance Development (Jefferson County and Martinsburg, WV)

Mr. Genga worked with county and municipal staff to develop a comprehensive stormwater management ordinance that conformed to the West Virginia Department of Environmental Protection and the US Environmental Protection Agency requirements, without inhibiting development potential within the County or community. Work included extensive research, public participation, and regulatory document review to ensure consistency.

Atlantic-Cape May County Workforce Investment Board (ACMC WIB) Grant Writing (Atlantic, Cape May Counties, NJ)

Mr. Genga managed the funding identification and grant application process for the ACMC WIB. This process involved the identification of funding sources for programs and services provided by the WIB. The process also involved extensive public outreach to obtain all necessary information from community stakeholders.

ADDITIONAL TRAINING/CERTIFICATIONS

Lead Safe Work Practices certification, Integrated Disbursement of Information System (IDIS) training certificate through Pennsylvania Department of Community and Economic Development (DCED)

New Jersey Council on Affordable Housing (COAH) Module I training for Municipal Housing Liaisons

RCA Administrators, and Administrative Agents

FEMA Introduction to Hazard Mitigation Certification

FEMA Mitigation Planning for Local and Tribal Communities Certification

22 YEARS OF
EXPERIENCE

Areas of Expertise

FEMA's Community Rating System

Floodplain Management

National Flood Insurance Program

Community Planning

Local Government

Registrations/AffiliationsAssociation of State Floodplain
ManagersKentucky Association of Mitigation
Managers**Key Training/Certifications**

Certified Floodplain Manager

EO278 NFIP/CRS, 2010

EO313 Basic Hazus, 2008

EducationUniversity of Kentucky – Madisonville
Campus (now KCTCS), 1997-1999

EXPERIENCE SUMMARY

Christina Groves is a Senior Community Resilience Planner for Tetra Tech. She has over 20 years of experience working with floodplain management, the Community Rating System, planning and zoning, and local government.

Ms. Groves was specifically chosen for this project due to her extensive experience with planning for similar programs.

RELEVANT EXPERIENCE

Hazard Mitigation Planning**State of California Hazard Mitigation Plan Update (July 2022 – Present)****State of West Virginia Hazard Mitigation Plan (August 2022 – Present)****Cowlitz County, Washington Flood Hazard Mitigation Plan (June 2022 – Present)**

Ms. Groves supports All-Hazard Mitigation Plan and Flood Specific Hazard Mitigation Plan projects for both state and local jurisdictions. Her responsibilities include hazard research, profiling, and risk and capabilities assessments.

Hazard Mitigation Technical Assistance Program (HMTAP) Support**Federal Insurance and Mitigation Administration (FIMA) Local Substantial****Damage Standard Operating Procedures (IDEAL STATE) (January 2022 – Present)**

Ms. Groves is serving as a floodplain management expert to help Orange County, Harris County, and the City of Bellaire, Texas develop Substantial Damage Response Plans.

Federal Insurance and Mitigation Administration (FIMA) NFIP Data Sharing Support (January 2022 – Present)

Ms. Groves is serving as a team member for a Task Order for the Alliance for Resilience and Mitigation (ARM) joint venture serving FEMA as a HMTAP contractor. In this task order, Ms. Groves serves on a team member of resilience and mitigation experts from Tetra Tech and Michael Baker International to update FIMA's internal processes for sharing information with external partners; develop privacy analyses and a System of Records Notification (SORN) for FIMA's Floodplain Management Division; and identify methods for FEMA to proactively meet the whole community's needs for NFIP information.

Federal Insurance and Mitigation Administration (FIMA) NFIP Violations List Development and Management (September 2021 – Present)

Ms. Groves is currently serving as team member for the Alliance for Resilience and Mitigation (ARM) joint venture serving FEMA as a HMTAP contractor. In this task order, Ms. Groves contributed to development of standard operating procedures (SOP) that describe how data on minimum NFIP floodplain management violations are collected from the FEMA Regions and states. She then contributed to the development of an SOP on the use of FEMA's National Violation Tracker (NVT) and aided with a series of training sessions for FEMA Region and State NFIP stakeholders.

Community Rating System Support (CRS)

Ms. Groves has extensive expertise in support of communities to prepare for and join the Community Rating System (CRS) with the following jurisdictions in 2022 to aid them in creating sustainable programs and to maintain or improve their classifications. Ms. Groves leverages her background in the NFIP and CRS programs to support hazard mitigations plans as well as the specific CRS efforts. Additionally, Ms. Groves works one-on-one with county and local representatives; facilitates and attends meetings; prepares for and organizes meeting documentation; and outreach to the participants and stakeholders.

- City of Bellevue, Washington
- City of Roseville, California
- Jackson County, Florida
- San Diego County, California
- Town of Corte Madera, California
- Pike County, Kentucky
- City of Bellaire, Texas

ADDITIONAL EXPERIENCE

CRS Specialist, National Flood Insurance Program's Community Rating System, (2010 – 2021)

Central City, KY

Primarily responsible for reviewing community requests for Community Rating System classifications and verifying implementation or activities credited while fostering growth in the program on the local level.

Previous responsibilities have included conducting the recertification process for multiple states, assisting in development of procedures such as the "beta testing" of the Program Data Table, and establishing/supporting CRS User Groups.

Throughout my time with the program I served as the primary CRS Specialist assigned to the following states: Alabama, Arkansas, Indiana, Iowa, Kansas, Kentucky, Missouri, Nebraska, Pennsylvania, Tennessee, Virginia, and West Virginia. During my tenure cultivated imperative relationships with State NFIP Coordinators and FEMA Region staff for program support and promotion within those states.

Director of Development Services, Hopkins County Joint Planning Commission, (2001 – 2010)

Madisonville, KY

Responsible for many aspects of planning and zoning such as building permits, zoning ordinance updates and enforcement, floodplain management, plat reviews, Local Emergency Planning Committee (LEPC), geospatial technology implementation and use, comprehensive planning, and 911 addressing.

7 YEARS OF
EXPERIENCE

Areas of Expertise

FEMA BCA Tool

FEMA Hazus Tool

ArcMap

ArcPro

ArcGIS Online

ESRI Storymap

ESRI Experience Builder

Economics and Water Resources
Finance

Data analysis

Water Funds

Water resources planning

Water resources modeling

Registrations/AffiliationsNational Association of
Environmental Professionals (NAEP)**Key Training/Certifications**

40-hour OSHA HAZWOPER

EducationMasters of Environmental
Management, Duke University, 2017B.A., Economics. Baldwin Wallace
University, 2015Honors: Omicron Delta Epsilon (The
International Economics Honor
Society)

EXPERIENCE SUMMARY

Jennifer Lenart is the National GIS Coordinator for the mitigation and resilience practices for EMCR. She obtained a Masters of Environmental Management from Duke University and joined Tetra Tech as a natural resource planner and economist in June 2017, specializing in water resources management and economics. Jennifer has worked on numerous hazard mitigation plans for the States of New Jersey, New York, Pennsylvania, and Texas. Ms. Lenart has also performed benefit cost analyses and risk assessments for dozens of private and public stakeholders throughout the Country to analyze the stakeholder's constituents risk to future climate change conditions and proposed efforts to reduce losses related to economic, environmental, and social variables caused by future climate change conditions. Ms. Lenart has performed large data analyses in ESRI ArcGIS, FEMA's Hazus-MH Tool, and FEMA's BCAR tool; led technical teams to develop data analyses for vulnerability assessments; and has developed story maps to support the distribution of information about areas at risk and hazards of concern.

Ms. Lenart has expertise in developing applications for Hazard Mitigation Assistance and for communities with vulnerable populations that are subject to future risk. Her recent efforts focus on benefit costs analyses, hazard mitigation planning, and spatial analysis.

Ms. Lenart was chosen for this project due to her extensive experience in data analysis.

RELEVANT EXPERIENCE

Planning and Data Analysis**City of Port Moody, British Columbia, Canada Extreme Weather Plan (January 2022 – Present)**

Lead spatial analyst assessing extreme weather event and climate change vulnerability to populations and community lifelines. Mapping hazard areas and conducting the spatial analysis for vulnerability scoring.

California Generators Benefit Cost Analyses (March 2022 – Present)

Analyzing the benefits of purchasing several generators for the City of Cotati and the Crescenta Water District to maintain the continuity of operations for potable water and wastewater utilities. Referencing historical outage events to justify the need for generators. Determining reoccurrence intervals for the historical cause of outages including PSPS events, wind events, rainfall events, and earthquake events.

North Carolina Regional Resilience (December 2021 – Present)

Developing a risk analysis approach for four coastal regions in North Carolina. Working with the planning team to assess the vulnerable population's risk to hazards of concern, including projected changes to flood, storm intensity, and drought conditions.

City Hall Annex Benefit Cost Analysis (December 2021 – Present)

Creating a benefit cost analysis for the City Hall Annex and Garage for Houston, Texas. Analyzing the benefits to implement floodproofing measures around the annex and garage and elevating critical infrastructure that maintains the operation of the City Hall

Annex. Referencing the impacts from Hurricane Harvey to create professional expected damages analysis. Responding to the request for information provided by FEMA to address outstanding questions.

NJOEM NFIP GIS Update (September 2021 – Present)

Working with NJ building footprints, MODIV parcel data, and FEMA NFIP points to join repetitive loss, claims, and policy information across the datasets. Modifying location of NFIP GIS data based on accuracy level indicators provided in FEMA data. Creating decision trees for python scripting used in data analysis and clean up. Support QAQC of data processing and documentation of processing steps.

Brick Township Repetitive Loss Area Analysis (August 2021 – Present)

Comparison of 2016 repetitive loss areas and repetitive loss structures to updated 2019 repetitive loss properties. Mapping of repetitive loss structures and create updates to repetitive loss areas. Communicate required changes to project managers for client review.

Pequannock 2020 and 2021 FMA Applications (September 2020 – October 2020 | September 2021 – October 2021)

Developing FEMA Flood Mitigation Application benefit cost analysis materials and grant application materials for the Township of Pequannock's home elevation project. Conduct outreach to private contractors who have worked on elevation projects in the Township to acquire cost estimation information. Import results and application materials into FEMA GO.

Woodland Park CRS (January 2021 – July 2021)

Conduct open space analysis for Woodland Park. Acquire flood hazard data for flood intersection analysis of open space and extract out areas of impervious surfaces. Create maps of open space areas and flood intersection. Provide results to project managers with areas in the flood hazard zone.

Northeast United States Hazard Mitigation Plans (October 2019 – Present)

Ms. Lenart has worked on several hazard mitigation plans for communities in New Jersey, New York, and Pennsylvania. The following tasks are required: Preparing and reviewing technical data from assessor, city, county databases for spatial analysis. Collecting and clipping hazard data for analyses. Summarizing spatial data results ran in ESRI ArcGIS and FEMA Hazus. Reviewing and writing vulnerability assessment for client based upon spatial analysis of hazard and qualitative research. Assessing risk to socially vulnerable populations. QAQC of spatial data and analysis. These projects assessed hazards such as the Earthquake NEHRP Soils Class D and E, Earthquake 100-year, Earthquake 500-year, Earthquake, 2,500-year, Coastal Erosion, Flood 100-year, Flood 500-year, Hurricane 100-year, Hurricane 500-year, Hurricane 2,500-year, Carbonate Rock, Pandemic, Steep Slope (Over 15-percent or 25-percent Grade), SLOSH Categories 1-4, Sea Level Rise 1-foot increments, Severe Winter Weather, Utility Failure, and Wildfire.

Clients have included: Camden County, NJ; Cape May County, NJ; Gloucester County, NJ; Hudson County, NJ; Hunterdon County, NJ; Morris County, NJ; Passaic County, NJ; Sussex County, NJ; Cattaraugus County, NY; Cortland County, NY; Chenango County, NY; New Castle Town, NY; Putnam County, NY; Tompkins County, NY; Suffolk County, NY; New York University; Long Beach, NY; Westchester County, NY; Bedford County, PA; Delaware County, PA; Pike County, PA.

Texas Hazard Mitigation Plans (June 2021 – Present)

Ms. Lenart has worked on several hazard mitigation plans for communities in Texas. The following tasks are required: Preparing and reviewing technical data from assessor, city, county databases for spatial analysis. Conduct spatial collection meetings with client to discuss data requirements for the risk analysis. Collecting and clipping hazard data for analyses. Summarizing spatial data results ran in ESRI ArcGIS and FEMA Hazus. Reviewing and writing vulnerability assessment for client based upon spatial analysis of hazard and qualitative research. Assessing risk to socially vulnerable populations. QAQC of spatial data and analysis.

Clients have included: Brownsville Public Utilities Board and City of Brownsville; Galveston County; Harris County

County of Hawaii Benefit Cost Analyses. Hawaii County, Hawaii (November 2019 – April 2020)

Performed benefit-cost analyses using FEMA BCA Toolkit. Reviewed a major acquisition project for structures impacted by historical lava damages, an IT resilience project to maintain key County services during extreme weather events, and a project about restoring emergency communication towers to maintain functionality of emergency personnel in response to extreme weather events.

Texas Benefit Cost Analyses. Harris County, City of Houston, Aransas County (May 2018 – Present)

Developed numerous benefit cost analysis for communities in Texas. Assessments reviewed benefits for, but not exclusive to flood control using eleven basins in an old golf course; flood diversion of an existing dam for upstream communities; flood diversion and detention in the TIRZ 17 region within the City of Houston; flood detention and flow diversion project in the North Canal project area; and three roadside stabilization projects along Aransas Bay where erosion rates are increasing, and the roadways are at risk of breaching. Economic analyses were applied to assess monetary losses caused by climate change projections to entities such as businesses, recreation, residents, and tourism throughout these project areas.

Nine Mile Creek Flood Mitigation Project. Meridian, Idaho September 2020 – Present)

Develop a benefit cost analysis for a flood mitigation project in Meridian, Idaho. Prepare the spatial data to be assessed in Hazus-MH v4.2. Perform the Hazus analysis and summarize results.

DR-4332 – HMGP Application Development. Fort Bend County, San Patricio County, Texas (May 2018 – October 2019)

Through direct contracting and FEMA's Hazard Mitigation Technical Assistance Program (HMTAP), the purpose of the project was to develop and review all sections of each application, including the analysis of hazard history, previous flood data, repetitive loss data, benefit-cost analysis, and environmental compliance. Through this process she facilitates the data collection of structures, utilities, and roads that may benefit from mitigation and resiliency projects proposed by a municipality, county, and state. Collect infrastructure characteristics to generate depth-damage curves. Collaborate with team members and county staff to develop and submit FEMA grant applications detailing the benefits and costs of the proposed projects including, but not limited to, road and structure elevation, flood water detention, and flood water diversion. Work directly with FEMA to evaluate the project proposal and impacts to the community.

Fort Myers Drainage Improvement Damage Analysis. Fort Myers, Florida (July 2020 – Present)

Review and analysis of drainage improvement project for six major streets along Fort Myers beach. Apply tax assessor data to calculate total replacement cost value of each structure. Utilize USACE depth damage curves to estimate damages for each structure based on pre- and post-project flood depth conditions.

Menlo Park Flood Mitigation Project. Menlo Park, California (August 2019 – October 2019)

Prepare spatial data for benefit cost analysis in Menlo Park area for major commercial properties. Assess flood damages and economic losses to impacted structures.

Teton Creek Stream Restoration Analysis. City of Driggs, Idaho (December 2019)

Review and analysis of a restoration project that proposed a design to protect structures from future risk of flooding caused by avulsion of Teton Creek up to the 100-year flood event, as well as reduce the existing rates of Teton Creek's streambank erosion which is threatening to breach surrounding residential, agricultural, and public infrastructure. Investigate the future avulsion paths of the creek to estimate the structures that would become breached by erosion and flood waters.

North Carolina Green Infrastructure and One Water Projects. City of Raleigh, City of Raleigh Public Utilities Department, NC Department of Transportation (June 2017 – October 2019)

Projects throughout the State of North Carolina include: Develop a cost tool for the City of Raleigh that compares the cost of GSI/LID practices to conventional practices on a site within the City and inform developers and designers about the opportunities created because of changes to the City ordinances that allow for flexible design and potential for savings from land use reduction and compliance fees; Acquire updates in jurisdictional boundaries, floodplains, land use, master plans, and growth management policies to update the Raleigh 2009 SCIMP for infrastructure improvements and projections for the City as well as its partner communities; Provide economics and planning assistance to the City of Raleigh to develop an expedited site plan review and building permit issuance process to create an incentive for third party developers to implement green stormwater infrastructure and low impact design feature; Research existing planning structure for Raleigh's development submissions to improve existing procedures and identify building blocks for the new Green Raleigh Review process; Conduct pilot project workshops that address gaps in current nutrient management strategies throughout the state which included discussion between a group of professionals (public and private sector, rural and urban) to engage and support dialogue on a holistic One Water based framework for water and land management.



7 YEARS OF
EXPERIENCE

Areas of Expertise

Technical Writing
Graphic Design
Document Management

Key Training/Certifications

University of Central Florida, UX/UI
Certificate (2022)

Education

University of Central Florida Bachelor
of Science, Business Administration,
Marketing (2014)

EXPERIENCE SUMMARY

For more than 7 years, Ms. Kilgore has supported Tetra Tech in writing, editing, and facilitating review of critical written work, ranging from public-facing collateral and information campaigns to final reports submitted to federal funding agencies. We understand the critical importance of producing a refined and cohesive document as the final product of our work, so we have allocated specialized resources to dedicate attention to copyediting and graphic design.

Ms. Stephanie Kilgore was selected for this team due to her extensive experience with technical writing, copyediting, and graphic design. Ms. Kilgore will support the Planning team in the writing process.

RELEVANT EXPERIENCE

Graphic Designer (February 2022 - Present)

Tetra Tech, Inc. | Maitland, FL

- Dedicated graphic design support for proposal team
- Client-facing graphic design support for disaster recovery projects

Senior Marketing Specialist (June 2018 - February 2022)

Tetra Tech, Inc. | Maitland, FL

- Led the development and delivery of over 120 disaster recovery consulting proposals
- Development of “boilerplate” proposal language, combining technical writing and sales messaging
- Transferring technical language and processes into infographics for proposals and other marketing material (Adobe Illustrator)
- Development of marketing materials, brochures, and proposal content
- Participate in long-term strategy development meetings with management team
- Managed Request for Proposal research activities, and conducted research on future bidding opportunities

Marketing Specialist (May 2015 - June 2018)

Tetra Tech, Inc. | Maitland, FL

- Analyze Request for Proposal documents (RFQs, RFIs, etc.) and coordinating proposal kickoff effort
- Developing proposal plan for RFP compliance, as well as integrating “win themes” and technical strategies
- Coordinate proposal timeline and deadline management for team deliverables
- Work closely with assigned technical leads to develop and review qualifications/scoping language
- Facilitate and lead meetings to discuss proposal content, scheduling, and deliverables
- Work in tandem with Legal Team to gather required information for proposals, and address any potential issues with RFP terms and conditions; coordinating with subcontractors
- Solicit management reviews and approvals during proposal development

- Printing and production of proposals; tracking delivery to client
- Develop marketing collateral pieces for sales team's pursuits and conferences
- RFP research via distribution sites (i.e. GovWin, DemandStar, FindRFP) and client websites
- Creation of weekly RFP distribution list for management team
- Conference management and coordination
- Resume creation and updates for management and consulting team

Sales & Marketing Associate (July 2014 - July 2015)

AceApplications, LLC | Orlando, FL

- Strategic IT Staffing
- Write job descriptions and manage candidate outreach
- Manage candidate contact information using Excel databases
- Screening candidates via telephone and email
- Procurement and sales of interactive whiteboards, computers, network hardware, software, other accessories
- Price analysis for technology procurement
- Establish and maintain B2B relationships
- Reviewing bids/RFQs and preparation of response templates
- Design workflows and webpage design
- Act as a liaison between client and developers
- Provide customer/client service

C. Experience

1. Prior Experience

Tetra Tech is a national leader in the field of pre- and post-disaster recovery management. Our contracts with federal agencies and state and local governments are in diverse areas such as disaster recovery consulting and technical assistance; staff augmentation; community resilience; grant management; and emergency management planning and preparedness. Our team offers deep understanding of the U.S. Housing and Urban Development (HUD), including CDBG DR, CDBG, and CDBG MIT. In addition, we bring experience with Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other regulatory agencies' policies and procedures. We have worked closely with these agencies, recipients, and subrecipients on billions of dollars' worth of projects to craft action plans, determine project eligibility, provide technical assistance, detailed damage inspection reports, cost estimates, validation and testing, audit documentation, and process reimbursements. Our team also maintains strong relationships with many of the lead federal officers, state agency leadership, local governments, and other staff.

Tetra Tech has been activated for more than 90 disasters, including:



1.1 Disaster Management Experience

Our 90+ activations have yielded grant program management engagements resulting in **clients garnering and retaining 99.8 percent of the funds received**. We work with state and local governments to navigate federally-funded programs and are committed to advocating for and providing the best service to our clients. We have helped hundreds of clients administer the following grant programs:

- HUD CDBG-DR
- HUD CDBG-MIT
- HUD CDBG-CV
- U.S. Treasury Emergency Rental Assistance (ERA)
- Coronavirus Relief Fund (CRF)
- Coronavirus Aid, Relief, and Economic Security (CARES) Act
- American Rescue Plan Act (ARPA)
- FEMA PA Program
- FEMA Hazard Mitigation Grant Program (HMGP) (Section 404 mitigation)
- FEMA Flood Mitigation Assistance Program (FMA)
- Pre-Disaster Mitigation (PDM)
- FHWA-ER Program
- FHWA Transportation Investment Generating Economic Recovery Grant
- Natural Resources Conservation Service (NRCS) Emergency Watershed Protection

Across these grant programs, our areas of support have included:

- CDBG-DR/MIT Action Plan Development
- Construction Management
- Hazard Mitigation Planning
- Floodplain Management
- National Flood Insurance Program (NFIP) Compliance
- Preliminary Damage Requests
- Site Visits/Inspections
- Project Scoping
- Project Cost Estimation & Documentation
- Architecture and Civil Engineering
- Geotechnical and Structural Engineering
- Mechanical/Electrical/Plumbing
- Water/Wastewater Design/Build
- Project Cost Reconciliation
- Funding Disbursement
- Grant Closeout

We are also experienced with the internal systems used by HUD to administer entitlement and disaster recovery efforts such as Integrated Disbursement and Information System (IDIS) and Disaster Recovery Grant Reporting (DRGR). We leverage our industry-leading operating procedures, talented and specialized staff, and community relationships to help our clients administer compliant and effective federally funded programs. **We have supported our clients through the reimbursement of more than \$10 billion in federal funds, including FEMA, HUD, FHWA, and other federally-funded grant programs.**

Focus On HUD Programs

Experience Summary

Our team members have decades of experience working within HUD's CDBG program eligibility framework and have successfully leveraged public funds for our clients. We work with jurisdictions to develop action plans, complete applications, and identify, evaluate, and prioritize recovery projects, ensuring eligibility with HUD requirements. The Tetra Tech team has worked with dozens of communities across the nation to ensure that recovery planning efforts are launched and implemented with long-term sustainability, risk reduction and elimination, and community economic and safety resiliency in mind.

From Hurricane Sandy to Hurricane Maria, along with countless other disasters across the U.S. and territories, our team of experts has supported recovery efforts throughout the country.

Recent Sample Projects

Year	Client	Program	Preliminary Damage Request	Applicant Briefing/ Kickoff	Site Visits/Inspections	Project Scoping	Project Cost Estimation & Documentation	Action Plan Development	Environmental Reviews	Project Cost Reconciliation	Interim Inspections	Funding Disbursement
2020	U.S. Virgin Islands	CDBG-MIT				■		■				
2020	Lexington County, SC	CDBG-MIT	■	■	■	■	■	■		■	■	■
2019	Harris County, TX	CDBG-DR, CDBG-MIT			■	■			■	■	■	■
2019	Commonwealth of Puerto Rico	CDBG-DR	■	■	■	■	■		■	■	■	■
2018	State of Florida DEO	CDBG-DR			■				■		■	
2017	State of Louisiana OCD	CDBG-DR			■				■		■	
2016	St. John's County, FL	CDBG-DR		■	■	■	■			■	■	■
2015	Richland County, SC	CDBG-DR	■	■	■	■	■	■	■	■	■	■
2015	City of Houston, TX	CDBG-DR			■	■		■				
2013	NY/NJ DEP	CDBG-DR			■		■		■		■	

HUD Focus Areas



Action Plan Alignment

Annual action plans guide the actions and activities to be carried out each year to address each jurisdiction's priority needs and goals. In addition to carefully aligning our project activities with these stated goals, we have also helped multiple State-level clients develop their action plans.



Whole Community Recovery

HUD provides flexible funding to help communities recover. Tetra Tech engages local partners with deep roots in the communities we serve to help expand the impact of programming with equitable access for disproportionately impacted communities.



Hyperlocal Focus

We have helped our clients administer HUD programming at the State and local level. In all activities, we focus on engaging local partners, building local capacity, and returning positive impact to the community through both program activities and project outputs.



Long-term Solutions

Tetra Tech helps its partners design and deliver solutions that last. From resilient infrastructure to reducing repetitive losses, we help leverage HUD funding to shape long-term approaches to mitigate the immediate and future impacts of disasters.

1.2 CDBG Action Plan Experience

Tetra Tech has developed action plans and policy and procedure documents for CDBG-DR/MIT awardees of all sizes, receiving varying funding amounts for a wide variety of disasters all over the country. We are familiar with all aspects of Action Plan development and diligently review each CDBG-DR/MIT regulatory announcements, HUD CPD memos, waivers and regulatory updates or changes to ensure programmatic compliance and efficient and effective program implementation. Tetra Tech will collect the necessary baseline data and will conduct any necessary recovery or mitigation needs assessments. Tetra Tech also has experience utilizing the internal administrative systems used by HUD to manage CDBG, CDBG DR and CDBG MIT, including IDIS and DRGR. We understand that the technical requirements for entering plans and data into IDIS and DRGR can create plans that are dense and impossible to understand, so we will work to create documents and data that meet both the technical requirements of DRGR but are also understandable to the public and stakeholders.

Services are provided to clients that not only assist in the management and implementation of CDBG-DR/MIT funds and their resulting projects, but also focus on educating and training client staff. Tetra Tech prides itself on assisting clients to better understand and manage CDBG funds so that there is a lasting legacy effect. This helps grantees strengthen their own staff so as to better manage future funding allocations and implement long-lasting, transformative projects that provide the greatest benefits to local communities.

Tetra Tech's CDBG action planning and hazard mitigation planning skills include the ability to successfully manage complex, multi-task, and multidisciplinary projects, often under expedited schedules and tight budgets. Tetra Tech already has best practice knowledge, tools, and resources designed specifically for planning projects, which will provide the MDHA a streamlined process and cost savings.

- Tetra Tech was retained by the U.S. Virgin Islands to develop the CDBG MIT Action Plan. Tetra Tech worked with the territory and local stakeholders to develop the Action Plan. The Action Plan was submitted and approved by HUD.
- Tetra Tech was retained by the City of West Palm Beach for CDBG grant management services. The scope of work included assisting the city with the development of its FY 2021/22 CDBG Action Plan which included preparing meeting with stakeholders and ensuring the city complied with its Citizen Participation requirements
- Tetra Tech assisted Richland County, SC with the preparation of their CDBG-DR Action Plan that was approved by HUD in 5 working days. Tetra Tech assisted the County with the development of their \$21M CDBG action plan.
- Tetra Tech was retained by the City of Houston to develop the infrastructure section of their 2015 CDBG-DR Action Plan. Tetra Tech was responsible for plan writing, analyzing flood data and project identification of infrastructure projects that support impacted neighborhoods in low to moderate areas. In addition, Tetra Tech completed a Flood Infrastructure Unmet Needs Analysis and Project Identification for the 2016 CDBG-DR allocation.
- Tetra Tech staff developed the CDBG-DR Action Plan for Dauphin County Pennsylvania's \$13 million CDBGDR award. They conducted the unmet assessment, developed the programs and the required Action Plan, and prepared amendments to the Action Plan.
- Tetra Tech led the development of CDBG-DR Community Reconstruction Plans for 11 New York communities devastated by impacts of Superstorm Sandy, Hurricane Irene, and Tropical Storm Lee under the State of New York's NY Rising Reconstruction Planning program. These plans provided a strategic plan for the use of more than \$33 million of CDBG-DR funding.

CDBG Technical Guidance

Tetra Tech experience supporting and providing technical guidance and program implementation for CDBG-DR/MIT funding recipients has spanned the Country. Tetra Tech has provided CDBG-DR/MIT support services for:

- New York Governor's Office of Storm Recovery (Super Storm Sandy)
- Hawaii County, Hawaii (Kilauea volcano)
- Dougherty County, GA (Tornadoes)
- St. Johns County, FL (Hurricane)
- Monroe County, FL (Hurricane)
- City of Marathon, FL (Hurricane)
- Lexington County, SC (Hurricane)
- Richland County, SC (Hurricane)
- Boulder County, CO (Landslides)
- Dauphin County, PA (Hurricane/Flooding)
- Puerto Rico/U.S. Virgin Island (Hurricane)
- Harris County, TX (Hurricane)

- Our Program Manager, Brenna Minor, has overseen grant administration and project management services for more than \$5 billion in CDBG-DR funding.
- CDBG Subject Matter Experts on the Tetra Tech team such as Project Manager Calvin Knowles have decades of experience writing CDBG Action Plans, Consolidated Plans and managing CDBG-DR and entitlement programs on behalf of state and local governments, including Action Plan Amendments.

In addition, our team strives to build solid, actionable plans and to be available as an ongoing resource while the community builds its own local capabilities to implement its initiatives and activities. Our long-term commitment to the program is evidenced by the following:

- Tetra Tech staff have been qualified as HUD Community Compass Technical Assistance providers.
- Our staff are ASFPF-Certified Floodplain Managers (CFM) and maintain their certification through regular continuing education. And staff provide unparalleled knowledge on leveraging CRS to improve resilience. We currently have existing on-call contracts with four of the five highest-rated communities in the nation, and we have an on-call contract to support the City of Roseville, CA CRS program for the nation's only Class 1 CRS community.
- Our mitigation technical professions are demonstrated national leaders in FEMA Benefit-Cost Analyses and HMA grant applications for mitigation projects nationwide presenting at national and regional ASFPF conferences.
- Our staff have managed and supported climate change assessments for state and federal entities. Our proposed team has evaluated the vulnerability of critical assets to climate change impacts and identified adaptation options to address those vulnerabilities. Further, Tetra Tech is part of a federal project to explore the links between community resiliency and green infrastructure at the municipal level. Green infrastructure is being used to help mitigate projected climate change impacts in concert with resiliency planning.
- The proposed team has assisted hundreds of counties and municipalities with successful grant applications, resulting in tens of millions of dollars in funding for structural elevations, acquisitions, and other mitigation projects. Further, our proposed staff members have assisted with project management and grant administration for numerous grant-funded projects.
- Tetra Tech has continual awareness of the rules and regulations surrounding CDBG and the important variations among the different public laws that authorize assistance to specific communities, including waivers and special contract conditions.

1.3 CDBG Project Experience

Tetra Tech has substantial experience managing and implementing CDBG-DR/MIT funded projects and programs as well as developing Action Plans for these programs. This includes the provision of support and technical assistance to CDBG-DR/MIT awardees from Action Plan development through to final programmatic close-out. Key team members also have significant CDBG experience, having as much as 23 years of experience in managing HUD CDBG funds for a variety of funding recipients through HUD's State and Entitlement programs. Tetra Tech has provided CDBG-DR/MIT support services for:

- New York Governor's Office of Storm Recovery (Sandy)
- Hawaii County, Hawaii (Kilauea volcano)
- Dougherty County, GA (Tornadoes)
- St. Johns County, FL (Hurricane)
- Monroe County, FL (Hurricane)
- City of Marathon, FL (Hurricane)
- Lexington County, SC (Hurricane)
- Richland County, SC (Hurricane)
- Boulder County, CO (Landslides)
- Dauphin County, PA (Hurricane/Flooding)
- Puerto Rico/U.S. Virgin Island (Hurricane)
- Harris County, TX (Hurricane)

Tetra Tech has successfully completed more than 2,800 single and multi-jurisdictional HMP projects for a broad range of clients and environments, from highly urbanized to predominantly rural, from coastal plains to mountainous watersheds, from cities with staffs and resources to villages having few or shared resources. These projects illustrate our successful ability to work with local governments, big and small, with varying degrees of capability. They are relevant because each one of these projects has refined tools that work in any environment. This experience will directly translate into a successful planning effort.

The Tetra Tech team is familiar with all aspects of CDBG-DR/MIT program management and implementation including:

- Action Plan development and amendments
- Conducting unmet needs analysis
- Labor compliance
- Environmental review

- Policy and procedure development and revisions
- Public outreach and engagement
- Data collection and analysis
- Project identification, eligibility review and prioritization
- Case management
- Procurement
- DOB
- URA
- DRGR management and reporting
- Monitoring/audit support
- Fair housing
- Program close-out

2. Similar Projects

Preparation of the FY 2021/22 CDBG Action Plan

Director of Housing and Community Development, City of West Palm Beach

The City of West Palm Beach was allocated a total of 4.7 million in Community Development Block Grant Program, HOME Investment Partnerships Program and Housing Opportunities with People with AIDS for FY 2021/22. Tetra Tech was selected to provide comprehensive grant support services, which included assisting the City with the technical research, community outreach, and the preparation of its CDBG Action Plan.

Our CDBG subject matter team lead the FY 2021/22 Action Plan preparation, prepared the city's public presentation, and the provided ongoing technical assistance to staff; and its largest CDBG subrecipient the Palm Beach County Housing Authority. Ongoing staff support was also provided in the critical areas of day-to-day operations management, project management, compliance, monitoring, reporting, and other general grant management services.

Project Cost: \$111,000

Dates: June – December 2021

Contact: Jennifer Ferriol
401 Clematis Street - 3rd Floor
West Palm Beach, FL 33401
(561) 822-1250
jferriol@wpb.org

CDBG MIT Action Plan

U.S. Virgin Islands

Tetra Tech was retained by the U.S. Virgin Islands to develop the CDBG MIT Action Plan for \$774 million in funding received in response to the 2017 hurricanes. The plan was developed in coordination with the USVI, stakeholders and residents. The CDBG MIT Action Plan was a challenging engagement largely developed during the COVID epidemic. The plan outlines how CDBG MIT funds will be used to support projects and programs for infrastructure and public facilities, economic resilience and revitalization, housing, public services, and planning. The plan was approved by HUD on July 12, 2021.

Project Cost: \$1,027,000

Dates: January 2020 – January 2023

Contact: Antoinette Fleming
3438 Kronprindsens Gade
GERS Complex 1st Floor, Suite 4
St. Thomas, VI 00802
P: (340) 777-4432 ext. 4220
anfleming@vihfa.gov

CDBG-DR City Revitalization Program

Puerto Rico Department of Housing (PRDOH)

Hurricanes Irma and Maria devastated the infrastructure of Puerto Rico, revealing unmet needs that the Puerto Rico Department of Housing (PRDOH) has clearly outlined in their CDBG-DR Action Plan. In order to revitalize communities and protect the public's health and safety in alignment with the Puerto Rico Recovery Plan and CDBG-DR regulations, PRDOH developed the City Revitalization Program (CRP) as a multi-sector initiatives program which aims to make innovative and transformative long-term recovery solutions for Puerto Rico. CRP allows eligible participants to make improvements in designated downtown areas or key growth corridors where infrastructure and ecosystems were damaged by hurricanes. PRDOH also seeks to ensure that projects relate to a planned downtown strategy that aligns with future development and investment opportunities. CRP will restore downtown vitality, ensure safety during and after future events, and harden critical infrastructure against future storm events.

Project Cost: \$22,135,220

Dates: July 2021 – Ongoing

Contact: Shirley Birriel Osorio
PO Box 21365
San Juan, PR 00928-1365
P: (787) 274-2527 ext. 6623
Sbirriel@vivienda.pr.gov

Tetra Tech brings together a unique combination of expertise and relevant infrastructure experience. We have extensive experience working with diverse stakeholders, including small and large local governments, state agencies, and even top elected leaders. Our personnel have expertise from working on many of this past decade's major disasters nationwide as well as experience working on prior projects in Puerto Rico. Accordingly, our staff has a deep understanding of how disaster response and recovery works. This real-world experience provides our team with valuable insight and ensures an in-depth knowledge of best practices that lead to successful implementation of multi-sector and infrastructure programs.

CDBG-DR and CDBG-MIT Action Plan and Implementation

Lexington County, South Carolina

Tetra Tech was selected by Lexington County to provide planning and implementation services for the Community Development Block Grant Disaster Recovery and Mitigation (CDBG-DR and CDBG-MIT) Buyout and Infrastructure Programs. These programs are related to the 1,000 year flood disaster of October 1-5, 2015, which caused extensive damage throughout Lexington County and surrounding communities. Lexington County has funded a 100+ buyout/demolition program with the use of CDBG-DR and CDBG-MIT funds. Through the CDBG-DR and CDBG-MIT programs, Tetra Tech is managing over \$10 million in recovery and mitigation road infrastructure projects for Lexington County. Tetra Tech has been tasked with providing Lexington County with pre-implementation planning, program management, and post-implementation grant closeout.

To date, Tetra Tech has developed a process for appealing the sale price for buyout projects, buyout and demolition policies and procedures, Universal Relocation Assistance (URA), and project checklists. Tetra Tech also assisted Lexington County staff with writing the Action Plans and providing qualified historic preservation staff to allow Lexington County to sign the HUD Addendum to the South Carolina Programmatic Agreement for Section 106 compliance.

Upon implementation, Tetra Tech has provided the following services:

- Site Eligibility Review for Buyout and Acquisition Properties
- Property Specific Preparation Activities
- Determine Relocation Assistance
- Prepare Buyout Offers
- Assist County with Property Closings
- Provide Relocation Assistance to Eligible Property Owners
- Demolition Coordination of Buyout and Acquisition Properties
- Environmental and Historical Reviews, including archaeological surveys and wetland delineation reports
- Contract procurement for demolition, engineering, and construction services
- Universal Relocation Assistance (URA)
- Project Closeout

Project Cost: \$2,300,000

Dates: September 2016 - Ongoing

Contact: Sandy Fox
Grants and Title VI Manager
212 South Lake Drive, Ste. 401
Lexington, SC 29072
803-785-8121
803-807-7982 – cell
sfox@lex-co.com

CDBG-DR Action Plan and Implementation, FEMA PA, FEMA HMGP

Richland County, South Carolina

Tetra Tech was selected by Richland County under an emergency contract to provide comprehensive disaster recovery services in response to the 1,000-year flood disaster of October 1-5, 2015, which caused extensive damage throughout Richland County and surrounding communities.

This disaster brought monumental flooding to an area that was previously a safe, dry community in the South. As a result of this catastrophe, many homeowners and business owners were left with properties deemed worthless, or substantially damaged, and no clear solution in sight. Tetra Tech assisted the County immediately after the flood to perform a comprehensive needs assessment of the County followed by a strategic analysis of available grant funds to support the County's recovery efforts.

After evaluating the devastation in their community, Richland County made the conscientious decision to apply for Hazard Mitigation Grant Program (HMGP) funding through Federal Emergency Management Agency (FEMA). After pre-applications were submitted for the County, Tetra Tech assisted the County in submitting more than eleven applications, worth 14.7 million dollars to the South Carolina Emergency Management Department (SCEMD). Tetra Tech assisted the County in Application Development, Request for Information request services and project implementation. This included the submission and implementation of over 76 substantially damaged homes, businesses and properties for voluntary buyout, as well as an additional 9 properties that were not substantially damaged but were in harm's way for future flooding.

After assisting the County with property intake, Tetra Tech took the lead in establishing a network of communication for property owners to correspond with the program, including establishing full time case managers, a hotline phone number and email address, and a real time *RecoveryTrac*™ system to document incoming phone calls and correspondence for each property owner. *RecoveryTrac*™ system was utilized to share documentation and information across multiple disciplines and provide key document storage for property owner documentation, legal closing information, as well as demolition inspection correspondence.

There were significant challenges involved with the acquisition of these properties, including desolate property locations, establishing a fair and balanced appraisal appeal process, and assisting the property owners in finding and retrieving necessary Duplication of Benefits documentation. Due to the nature of the disaster, and the timing that it took for the grants to be awarded through the State and Federal review, many property owners had relocated and misplaced paperwork. Due to Richland County's demographics as a low- to moderate income area, it was essential that the property owners recovered as much funding as possible, so it took the patience and dedication of the Tetra Tech case managers to work with the property owners one on one in order to complete the necessary paperwork for the acquisitions throughout the process. One of the key areas of focus was the acquisition of a 21--home multi-family townhome, where the properties were connected. Tetra Tech successfully managed the acquisition of 19 of those townhomes, and assisting those property owners, which were all displaced, as the townhomes were condemned.

Tetra Tech has assisted the County in successfully purchasing 66 of the properties that were submitted for funding under HMGP and is in the process of closing out all of the acquisition projects with SCEMD.

The full list of services provided by Tetra Tech to the County included the following:

1. **FEMA HMGP Grant Application Services:** Tetra Tech has provided services to the County to develop the County's HMGP full-applications to the State and to FEMA.
2. **FEMA HMGP Grant Implementation Services:** Tetra Tech is providing services to the County to implement the County's HMGP Programs including all aspects of grant and property owner management, as well as demolition monitoring, HMGP grant compliance and closeout.
3. **FEMA Public Assistance (PA) Reimbursement Support:** Tetra Tech assisted the County, City of Forest Acres, and County School Districts in preparation of their documentation for FEMA reimbursement.

Project Cost: \$7,100,000

Dates: October 2015 - Ongoing

Contact: Mike King, Assistant Director
Richland County Emergency Services
Richland County Disaster Recovery
Coordinator

3216 Broad River Road

Columbia, SC 29210

Phone: (803) 731-8362

Fax: (803) 748-5055

kingm@rcgov.us

4. **Preparation of Road Repair Procurement Packages:** Tetra Tech assisted the County's Department of Public Works prepare quantities and cost estimates to repair over 270 roads and bridges Countywide.
5. **Management of Countywide Well Testing and Disinfection Program:** Tetra Tech provided overarching management of a comprehensive well testing and disinfection program.
6. **Performance of Outstanding Need Assessment:** Tetra Tech completed a needs assessment study to identify any outstanding post-disaster unmet needs of the citizens of Richland County.
7. **Disaster Debris Monitoring:** Tetra Tech monitored the County disaster debris drop-off locations and SCDOT debris collection vehicles removing debris from County public rights of way to ensure the County was properly charged for the SCDOT services provided.
8. **FEMA, NRCS and State Meetings:** Tetra Tech participated in meetings with FEMA and the State including the Applicant Briefing, FEMA Kick-Off Meeting and FEMA Advanced Evaluation Team to identify the long term recovery needs of the County and funding sources available to Richland County to fund the County's long term recovery needs.
9. **Long Term Recovery Funding and Strategy Development:** Tetra Tech has assisted the County in identifying long term disaster funding sources to assist fund the County's recovery efforts and develop a strategy to help maximize the amount of funds the County could realize through a comprehensive recovery strategic plan.
10. **County Council Long Term Recovery Workshop Facilitation:** Tetra Tech has worked with the County to facilitate a County Council workshop to brief the Council on the status of the recovery effort and long term recovery path forward.
11. **Consulting Services to the County Recovery Manager:** Tetra Tech provide to the County a full-time staff member to act as the Assistant Local Disaster Recovery Manager. His role was to advise and mentor the County Recovery Manager, to help the region's VOADs establish a Long Term Recovery Group, and to assist in coordinating all County recovery efforts with other local and State jurisdictions and agencies.
12. **Community Development Block Grant – Disaster Recovery Services:** Tetra Tech has assisted the County in first winning a direct CDBG-DR allocation from HUD and then facilitating the process for the County to develop the implementation plan and action plan for their CDBG-DR program. Tetra Tech subsequently helped the County submit substantial and minor amendments to the action plan for their CDBG-DR program.
13. **Community Development Block Grant – Disaster Recovery Implementation:** Tetra Tech has provided services to oversee and manage the implementation of the CDBG-DR action plan to include single family home repairs, mobile home replacements, small rental rehabilitation, public infrastructure project support, and HMGP buyout local match for residential and non-residential buyouts of 79 properties.

These services included extensive support to Housing, Infrastructure and Economic Development Programs. Tetra Tech staff members worked full-time at the County to implement the CDBG-DR case management and construction oversight as well CDBG-DR program management. Case managers worked directly with residents of the County to compile their applications for the housing programs. Tetra Tech cost estimators/inspectors completed all Housing Program scope of repairs and cost estimates using Xactimate software. Throughout the rehabilitation of the homes, cost estimators/inspectors provided construction supervision and all necessary inspections for both HUD and local building code compliance.
14. **COVID-19 Consulting Services:** Tetra Tech is assisting with disaster recovery services related to COVID-19, including chairing the Richland County's COVID Small Business Grant Fund Selection Committee, assisting the County apply for CARES Act Funding and facilitating the development of the COVID-10 Interim Recovery Plan. Tetra Tech is also assisting with the establishment and operation of a non-congregate shelter; assisting with Public Assistance data collection and project worksheet development; and with applying for other funding sources that may be available.

D. Statement of Work

1. Project Understanding

Between March 25th and April 3rd of 2021, Metropolitan Nashville and Davidson County, Tennessee faced damages caused by multiple tornadoes. The Federal Emergency Management Agency (FEMA) declared zip code 37211 as the most affected area. In response to this disaster the Metropolitan Development and Housing Agency (MDHA) has been allocated \$5,151,000 in Community Development Block Grant Disaster Recovery (CDBG-DR) funding to assist in recovery efforts for this zip code.

The MDHA is looking for a well-established and respected consulting firm with CDBG-DR experience to assist in the development of the Action Plan and related documents, Unmet Needs Assessment, and Mitigation Needs Assessment. These plans will provide the roadmap to define how the funds will be delivered to meet the recovery and mitigation needs in the areas of housing, economic development, public infrastructure, planning, vulnerable populations, and resilient mitigation. The plan will also define how this funding can support the needs of vulnerable populations, protected classes, and low to moderate income people.

Tetra Tech understands the impact the 2021 tornadoes had on the Nashville and Davidson County region, and is well equipped with the experience, resources, and expertise needed to support MDHA in developing, submitting, and receiving approval for its Action Plan. Tetra Tech will work closely with MDHA to carefully customize the Plan to meet the needs of the community, leverage continuity from -DR funding to -MIT funding and capitalize on new funding sources to respond to community needs— ultimately **supporting the MDHA and its communities to become more resilient.**

1.1 Designing for Simplicity

The CDBG Program is large and complex, but our program design must be simplified for quick implementation. Tetra Tech is your subject matter expert and it is our job to understand all the rules and regulations. It is also our job to explain these rules and regulations to the community and Metropolitan Nashville and Davidson County stakeholders in a clear and concise manner. Our team will be your guide through this process.

Further, it is our job to utilize the tools that are at our disposal. The Action Plan development process will gather a tremendous amount of information on MDHA's impacted communities. In designing the Action Plan, we will consider all lifelines, single points of failure, dependencies, interdependencies, and their applicability at the State and local level. Our expertise will help MDHA maneuver the government and agencies bureaucracy, but it must also help guide the best possible set of solutions to get the biggest impact.

Our team brings together a unique combination of expertise and offers an unparalleled depth and breadth of relevant CDBG-DR and mitigation experience that will help MDHA design programs and projects to specifically address the impacts from the 2020 severe storms and flooding event. We have extensive experience working with diverse stakeholders, including small and large municipal governments, state agencies, and even top elected leaders. Our proposed personnel have expertise from working on many of this past decade's major disasters nationwide. Accordingly, our staff has a deep understanding of regional mitigation and disaster recovery. This real-world experience provides our team with valuable insight and ensures an in-depth knowledge of best practices that lead to successful Action Plan design, submission, and approval.

1.2 Equitable Access

We understand MDHA's objectives to build capacity, make impactful investments, strengthen lifelines, and align mitigation projects with capital investments to help the most vulnerable citizens secure their well-being in future disasters. Low income and socially disadvantaged populations often face obstacles in accessing federal resources. These obstacles include language barriers, program accessibility, inadequate public outreach to key populations, and lack of computer/scanner technology. Through our work in housing, disaster recovery, and individual assistance, we have directly supported this mission to help

communities thrive. We will continue to do the most for those who have the least by providing additional dedicated assistance to communities who regularly encounter challenges accessing federal resources.

2. Narrative

The following steps are required for an Action Plan to align with the requirements for awarding CDBG-DR Grants in accordance with Federal Register Volume 87, No. 100, Tuesday, May 24, 2022, which is the governing document for this allocation of CDBG-DR. Tetra Tech will work directly with the MDHA to follow this process and identify the proper steps to begin expending grant funds.

1. Tetra Tech will develop a strategy in consultation with MDHA for completion of the CDBG-DR Action Plan, outlining every step in accordance with the Federal Register Allocation Notice and each of the tasks identified by MDHA.
2. Grantee must develop or amend a Citizen Participation Plan for disaster recovery to be followed and included in the grant for the CDBG-DR program.
3. Grantees must submit or have already submitted a Financial Controls Plan in support of their proficiency of financial controls and procurement processes and procedures to prevent duplication and to ensure timely expenditure of funds.
4. Grantee must publish the Action Plan on the Grantee's website for no less than 30 calendar days to solicit public comment.
5. Grantee may begin to enter activities into the Disaster Recovery Grant Reporting (DRGR) system before or after the above submission. Any activities that change or comments provided as a result of the HUD review will require plan updates.
6. HUD will send an Action Plan approval letter along with Grant conditions and an unsigned agreement to the grantee, if disapproved the Grantee must revise and resubmit the plan within 45 days.
7. HUD will sign the grant agreement and establish the line of credit amount to reflect the total amount of available funds. Grantee must post the approved action plan on the Grantee's official website.
8. Grantee enters the activities from its approved action plan into the DRGR system and submits the DRGR Action Plan to HUD, funds can only be withdrawn for activities entered into the DRGR system.
9. Grantee may draw down CDBG-DR funds from its line of credit only after the responsible entity completes applicable environmental reviews.
10. Substantial Plan amendments are subject to 30-day public comment period and a 60-day review period by HUD.

Based on our experience participating in similar planning efforts, Tetra Tech is highly capable of providing the expertise, technical subject matter experts, and soft skill sets needed to address the development and implementation of the Action Plan. The tasks we undertake as the scope of work will equip MDHA with an Action Plan that is compliant with Public Law, CDBG rules and regulations, and can be readily understood by the community. In order to accomplish this, we will undertake activities required to develop the Action Plan that includes public outreach, planning, standards, project development, scheduling, compliance oversight, and record keeping.

2.1 Task 1: Data Sources to Perform Assessments

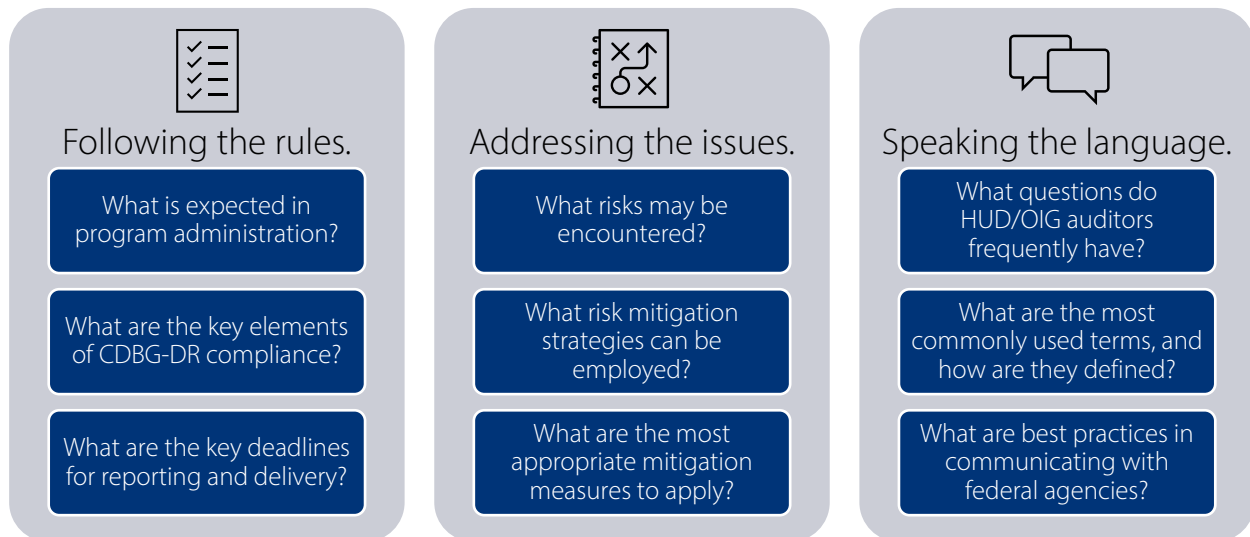
Assessing Administrative Capacity

The Tetra Tech team has prepared a suite of tools to assess and strengthen the administrative capacity for County and Local Governments, including program step-by-step training handouts; program overviews, compliance, and process presentations; application development instructions and tools for grantees; tip sheets and Program frequently asked questions (FAQs); and web-based training videos on practically applying federal rules and regulations related to CDBG.

Our team will meet with the MDHA and other grantees to develop an organization system to manage Action Plan development. This often requires new roles and responsibilities within their organizations to properly manage the program within their organizations. Enhanced levels of technical expertise and coordination are required to meet the needs of all stakeholders and government agencies and grantees.

1. **Data Gathering:** Tetra Tech will meet with stakeholders and agencies responsible for emergency management and disaster recovery operations over a one-month period to understand the level of preparedness and capability.

2. **Interviews:** We will conduct interviews with the MDHA, and other relevant personnel responsible for CDBG-DR programs. We will also conduct interviews with outside stakeholders to validate information in the plans. Tetra Tech will ask MDHA stakeholders to describe the applicable processes regarding items such as:
 - i. Governance and Lines of Authority
 - ii. Organizational Design
 - iii. Activities and corresponding processes related to Preparedness; Response; Recovery; and Mitigation
 - iv. Operating budget, funding, fees, taxation, and financial resources
3. **Collaborative Meetings and Briefings:** Tetra Tech will develop a presentation for executive-level meetings that will briefly describe the project approach, including the series of planning and community meetings, demonstrate the broad stakeholder input, and highlight key elements of the Disaster Response and Recovery Strategy. The purpose of these meetings and briefings will include:
 - i. Determining needs for additional trained personnel and resources while identifying areas where an overcapacity of personnel, equipment, or other assets may exist based on needs.
 - ii. Identifying specific gaps in planning, equipment, training, and exercise; and provide plausible solutions for addressing deficiencies.
 - iii. Providing visibility to stakeholders on the program's processes and findings.



2.2 Task 2: Assessment of Community Impacts and Unmet Needs

Our team will assist MDHA in assessing the unmet needs in the areas of housing, economic development, infrastructure, vulnerable populations, and resilient needs in the impacted area (ZIP Code 37211) as part of the Unmet Needs Assessment. This will involve a comprehensive analysis of the impacts from the disaster event and the resulting needs stemming from those impacts. Tetra Tech will also work with MDHA and local stakeholders to identify and evaluate the recovery process, activities, plans, and overall progress. Any recovery activities, programs, funds and plans will be compared against the previously recorded impacts and resulting needs to identify any recovery shortfalls or gaps which will help define the remaining unmet needs. We will do this using available data sources, coordination with local governments and other impacted stakeholders. These unmet needs will then be incorporated into the Action Plan and will form the basis of the program design.

Through our vast experience, Tetra Tech has come to understand and appreciate the necessity of providing work products and guidance that meet the requirements set by all the applicable rules and regulations of the programs available to the MDHA for disaster recovery. Without this knowledge, Tetra Tech could not be successful because its clients would not be successful.

Tetra Tech will rely on sources outlined in the applicable Appropriation Statutes, Federal Register notices and other HUD and FEMA guidance, including the following:

FEMA Local Mitigation Planning Handbook	U.S. Forest Service’s resources around wildland fire
DHS Office of Infrastructure Protection	National Interagency Coordination Center (NICC)
National Association of Counties, Improving Lifelines	HUD’s CPD Mapping tool

2.3 Task 3: Mitigation Risk-Based Needs Assessment

A review of existing studies, reports, and technical information will be performed to assimilate sources of reliable and relevant information into the decision-making process. We will develop a methodology to align CDBG projects with other disaster recovery and mitigation projects funded by FEMA, USACE, the U.S. Forest Service, and other agencies as appropriate.

Program Management	Resource Management and Logistics	Prevention
Administration and Finance	Mutual Aid	Operational Planning
Laws and Authorities	Communications and Warning	Incident Management
Hazard Identification, Risk Assessment, and Consequence Analysis	Exercises, Evaluations, and Corrective Action	Facilities
Hazard Mitigation	Operations and Procedures	Training
Crisis Communications, Public Education, and Information		

During this phase, Tetra Tech will assist the MDHA in identifying the characteristics and potential consequences of hazards that may impact the Metropolitan Nashville and Davidson County area and its community assets to include citizens, economy, structures, critical facilities, infrastructure, and the natural environment. Our focus will be on the 37211 ZIP code as the most impacted area.

As a part of the planning process, Tetra Tech will perform a thorough assessment of each hazard, as well as the vulnerability of the planning area to each hazard identified, using tools such as GIS/HAZUS, benefit-cost analysis tools, scientific data, and

historical/local knowledge. Tetra Tech will also provide maps delineating each hazard area (for those hazards that have a clearly defined extent and location), a description of each hazard (including potential depths, velocities, magnitudes, frequencies, etc.), and a discussion of past events.

The CDBG guidelines emphasize the need to approach the planning process with a regional focus. This is fitting as catastrophic events do not recognize boundaries between communities, territories, or borders. Tetra Tech has significant experience in planning across multiple jurisdictions and a rich history of supporting local governments across multiple sectors of state and local governments and territories. Tetra Tech's diversity of experience provides local communities attempting to meet federal requirements of both HUD and FEMA a distinct advantage.

During this phase, we will coordinate with many of the resource agencies within the State who are responsible for the Hazard Mitigation & Resilience Plan, businesses, academia, non-profits, authorities, quasi-governmental, and federal agencies to determine their potential impact and/or support of the Action Plan. Thorough attention will be given to coordinating the work of participating governmental departments. We will mine critical infrastructure entities, including banks, hospitals, groceries, fuel stations, pharmacies along with homeless service providers, and other agencies that serve at-risk populations to provide much-needed data and support for the Action Plan.

Reducing Risks to Life and Property

Tetra Tech will work with the MDHA to collaboratively identify a specific set of goals and measurable objectives that are regionally relevant to the MDHA planning area and meet the requirements specified in the CDBG regulations. Once these goals and objectives have been confirmed, a range of mitigation alternatives and actions on a hazard-by-hazard basis will be created. We will work to encourage actions that provide multi-objective risk reduction.

Information obtained during the risk assessment and from the public involvement strategy will be used to create mitigation alternatives. This information can then be used by each planning partner to guide their decision-making on mitigation actions. The mitigation actions will reduce the effects of hazards on both new development and existing development and infrastructure. As part of the mitigation alternative development step, Tetra Tech will introduce identified stakeholders to our methodology for prioritizing, implementing, and administering action items based in part on a review of project benefits versus project costs.

2.4 Task 4: Report of Assessment Findings

Our team of subject matter experts will work with MDHA to design programs that meet the recovery needs identified through the Unmet Needs Assessment and Mitigation Needs Assessment.

The Tetra Tech team has comprehensive experience working with CDBG programs and has a successful record of helping communities across the region bolster recovery efforts and long-term resilience. Tetra Tech has applied our expertise in the CDBG-DR program to help numerous communities navigate complex program requirements, including the development of Action Plans, Consolidated Plans, grant management, application procedures, and compliance review, among other services. This experience will assist in providing seamless execution of the development of the Action Plan.

This experience is married with our unparalleled expertise as a leading provider of specialized management consulting and technical services, including emergency management planning, risk assessments, and hazard mitigation planning. Tetra Tech is one of the leading firms in the nation in the field of emergency management and homeland security with millions of dollars in revenue coming from state and local projects addressing hazard mitigation, emergency response and recovery, emergency management, planning and preparedness, exercise design and delivery, training, and grant management. Tetra Tech has been on the cutting edge of risk analysis, capability assessment, and local HMP efforts pursuant to the Disaster Mitigation Act of 2000 (Public Law 106- 109) since its inception. Tetra Tech is recognized nationally for its subject matter expertise in the field of HMP pursuant to the federal legislation.

Employing this expertise, Tetra Tech will provide technical assistance to the MDHA on the implementation of the completed Action Plan. This will include guidance on how programmatic components must be set up to meet HUD requirements, review and recommendation of needed updates to policies and procedures, monitoring documents, review and approval processes, compliance with applicable CDBG-DR including National Objectives, eligible uses, Section 3, Davis Bacon, MID determination,

documentation, environmental compliance, reporting and other program administrative, use of funds, and expenditure timeframes requirements.

2.5 Task 5: Meeting With MDHA Staff

Tetra Tech is committed to delivering a program that incorporates our proven standard management processes, technology, and SOPs to achieve exceptional delivery of services at a low cost. The Tetra Tech team will be led by the following distinguished professionals, who will bring the MDHA an enviable Action Plan development team that Tetra Tech believes will be second to none. Tetra Tech will use our inclusive planning approach to develop plans that are on time and within budget. The key elements and results include:

Phase	Key Tasks	Results
1. Organize and Review	Hold kick-off meeting, finalize work plan; collect and review existing documents.	An organized planning process with an organized, prepared staff.
2. Identify Hazards/ Perform Risk Assessment	Acquire data and perform gap analysis; perform risk and vulnerability analyses; complete needs assessment and risk analysis.	Intelligent decision-making process that values data and analytics in evaluating projects.
3. Public Involvement	Perform public outreach capability assessment; facilitate development of public involvement; implement public outreach activities.	An engaged community that brings ideas from the “bottom up” and embraces projects brought forth by the MDHA.
4. Identify Goals, Objectives, Capabilities, and Actions	Hold Strengths, Weaknesses, Obstacles, and Opportunities (SWOO) analysis sessions; identify and prioritize projects; propose mitigation actions/projects.	Consensus on projects that will be funded.
5. Develop Draft Plan	Produce Action Plan, Disaster Recovery Strategy, program parameters, distribution method(s); hold public hearings and collect comments.	Deliver plans that are on time and under budget.
6. Final Review and Plan Adoption	Ratify plans and receive final approval; begin implementation activities.	Concurrent implementation startup with the finalization of the planning process.

2.5.1 Reporting, Communications, and Meetings

Tetra Tech understands the criticality of providing accurate, timely, and useful information to the MDHA and its planning partners on policy and procedural issues. As a basis for these communications, Tetra Tech has the ability to conduct daily briefings during the startup of the engagement and transition to biweekly meetings throughout the period of performance. If there is an immediate need to address a policy or procedural issue, the Tetra Tech team will contact the MDHA immediately. To capture and memorialize issues as they arise, the Tetra Tech team will also publish reports on any issues identified on the project’s SharePoint site, which will be established by Tetra Tech for the MDHA’s response.

It is important that MDHA’s executive staff understands the current operational situation of the MDHA’s Action Plan and strategy development processes, and implementation as these plans are put into operation. Tetra Tech will provide status updates on activities undertaken, planned activities, successes, and alternative or corrective programmatic actions. Tetra Tech can also provide real-time data to the MDHA regarding the status of progress toward CDBG reimbursement and the status of other disaster grant activities.

Representative Projects - Project Management Examples

- **Infrastructure:** Tetra Tech managed several large HUD CDBG-DR funded risk assessments and levee infrastructure projects for the U.S. Army Corps of Engineers following Hurricane Katrina. These projects were part of the greater New Orleans Hurricane & Storm Damage Risk Reduction System (HSDRRS), an infrastructure system in southern Louisiana designed to provide the greater New Orleans area a 100-year level of risk reduction from future flooding. Tetra Tech provided technical assistance in the design, costing, scheduling, procurement, and review of several infrastructure projects associated with the HSDRRS, including levees and other flood mitigation infrastructure – projects similar in nature to those identified in Governor Abbot’s Rebuild Texas Report.
- **Housing:** Tetra Tech has managed the scheduling and performance of over 25,000 Tier 2 EAs and 8,000 lead assessments associated with the State of Louisiana’s Rebuild Louisiana (ReLa) HUD CDBG-DR housing rehabilitation project following the historic 2016 Flood of Louisiana. Tetra Tech has also managed a \$50 million 450 home comprehensive low-income housing rehabilitation and buyout project for Richland County (State of South Carolina capital), in response to the 2015 1,000-Year Flood. This project has included all facets of project management, from project outreach, intake, case management, duplication of benefit and income verification, to cost estimating, inspections, scheduling, quarterly reporting to HUD, and project close-out.
- **Economic Development:** Tetra Tech is working with the New York State GOSR supporting the New York Rising Community Reconstruction Program with community reconstruction planning, engineering, technical support, and project management. This \$3.2 million assignment involved managing an 11-community assessment of infrastructure reconstruction needs with an emphasis on design for resiliency.

In each of these projects, Tetra Tech has used a comprehensive team of engineers, financial managers, logisticians, schedulers, budgeters, environmental reviewers, and construction managers to ensure that each project was completed on time, within budget, and in compliance with all local state and federal laws and requirements of the disaster grants utilized to fund each project.

Monthly and Quarterly Progress Reports

Tetra Tech tailors our data management tool so that the review and analysis of the data and preparation of tables and graphs is as automated as possible. This approach will provide consistency and accuracy to our reporting and give MDHA staff the opportunity to review the data and provide their insights to make the reports more meaningful. In the development of our reports, the Tetra Tech team will apply proven principles, including:

- Focus on the core essentials of the program
- Maintain a future orientation; concentrate on where the program is going
- Be concise; limit the total number of pages
- Present information in graphs and tables
- Employ standard milestones throughout for consistency
- Avoid unnecessary details; references can be provided for supporting documentation
- Issue the report in a timely manner
- Fully validate and cross-check all data

Final Report

The Final Report will capture the lessons learned and serve as a final accounting of the performance in program delivery. The Tetra Tech team will begin the process of Final Report documentation before the end of the contract period to deliver a well-organized and insightful document that could serve as a roadmap for future successful projects. This approach is consistent with our “deliver with the end in mind” approach to program management.

Quality Assurance and Quality Control

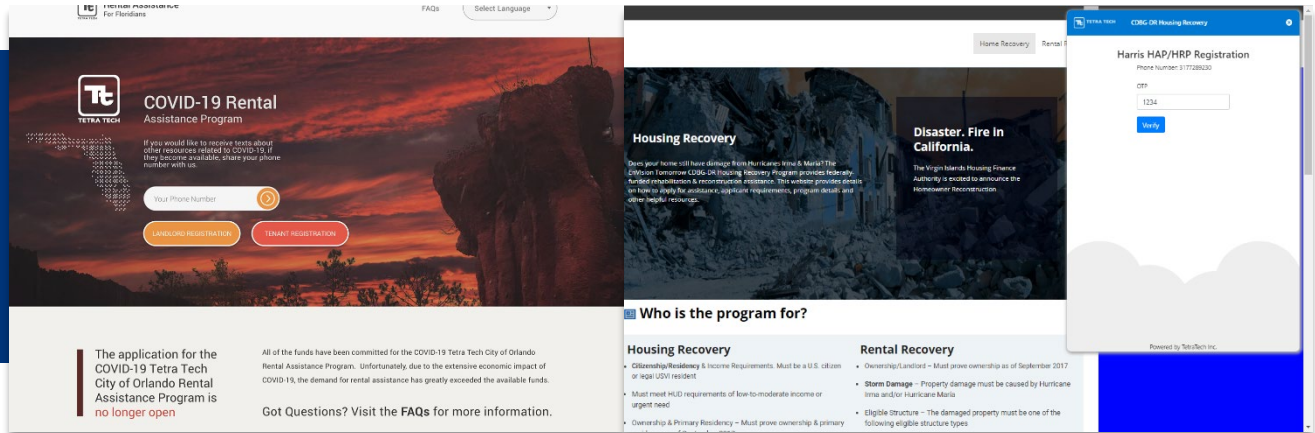
Tetra Tech has a reputation with our clients as “leaning forward” when it comes to proactively identifying and mitigating programmatic risks. As a component of our program risk mitigation strategies, we have developed a rigorous quality assurance process that is spearheaded by the program advisory council.

Our quality system applies the fundamental principles of the Plan-Do- Check-Act model of continuous improvement. We have identified preliminary quality assurance/quality control (QA/QC) activities that will assist with ensuring quality work products and compliance with the funding sources. Our team will use their experiences working on other disaster recovery projects and other disaster recovery projects to implement the QA/QC process on this project.

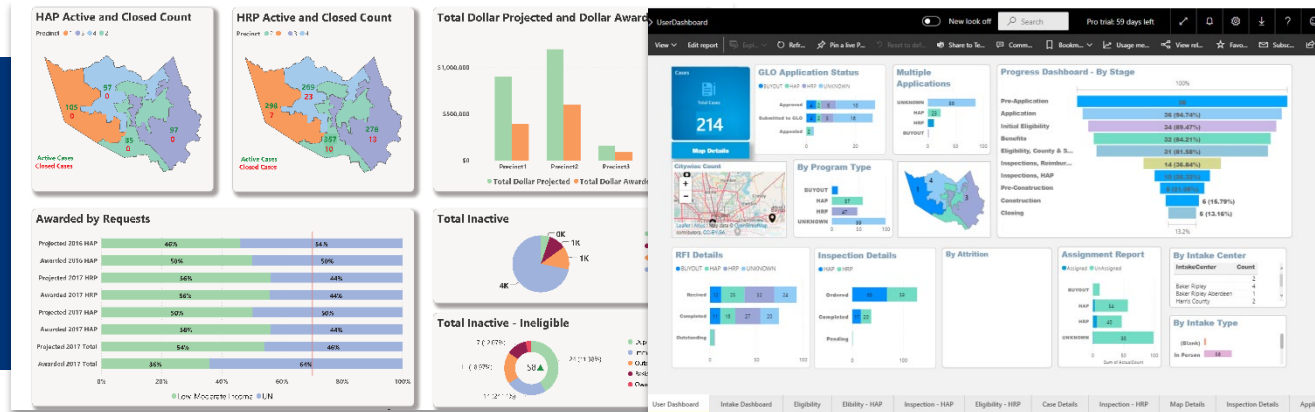
We will plan QA/QC activities throughout the lifecycle of this project, from planning and implementation to project completion. Although projects rarely go exactly as planned, by identifying the important activities and major milestones, we are better prepared so that projects will be successfully executed even when schedule changes occur.

We routinely create, manage, and deploy technology tools like reporting dashboards to capture and share data with our clients and the public, as shown in the examples below.

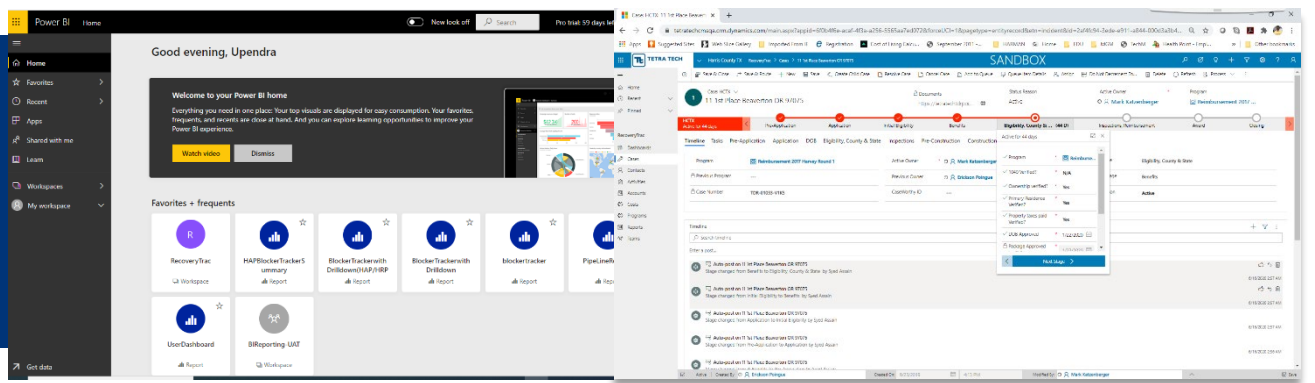
PUBLIC FACING LANDING PAGES



DASHBOARD REPORTING



INTERNAL OPERATIONS



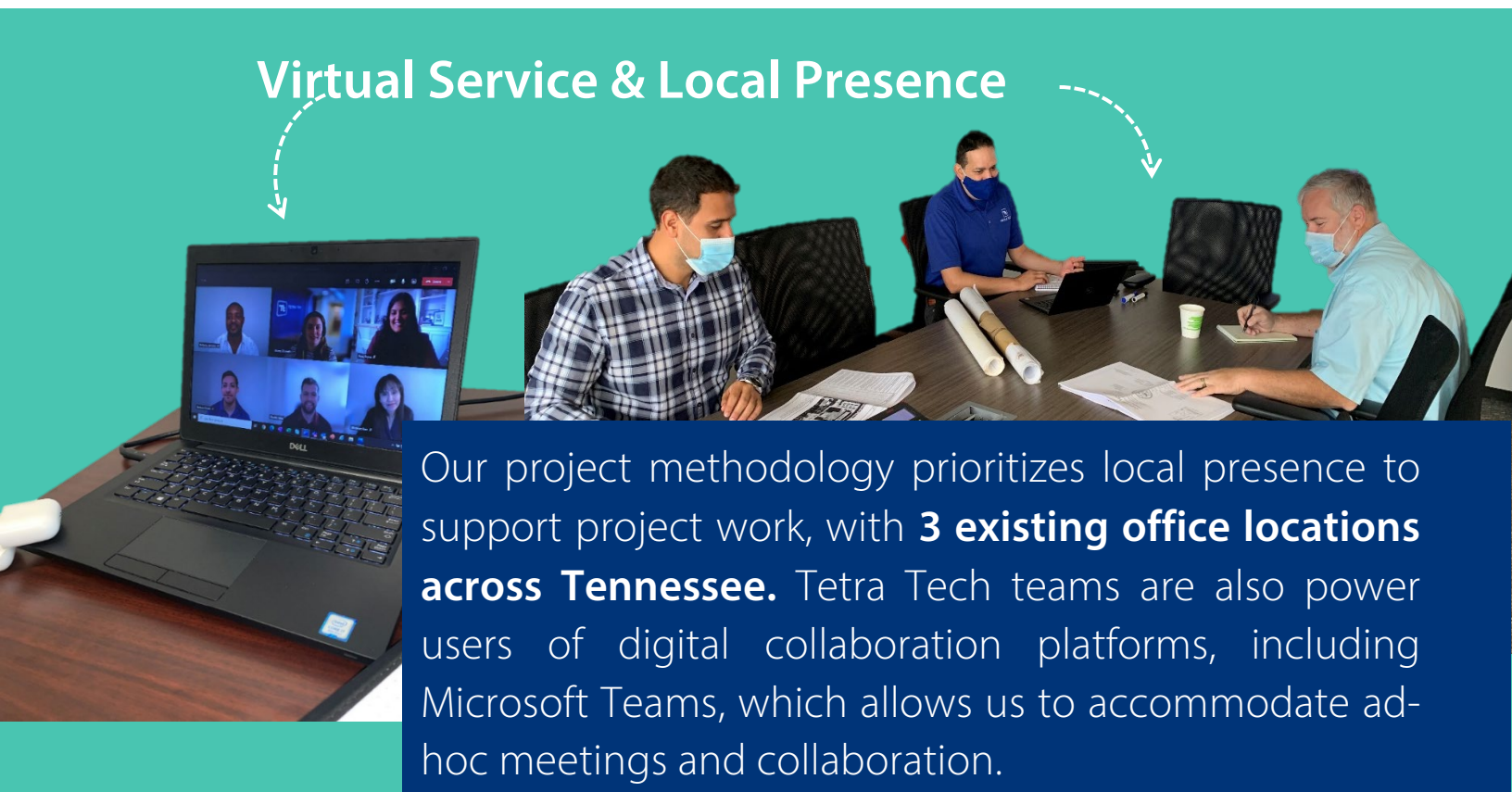
Ability to Meet Virtually

Tetra Tech views all our projects as an opportunity to build a partnership with our clients. We place importance on complete coordination and collaboration to provide valuable and reliable service. As such, our philosophies include deliberate, continuous, and effective communication with key stakeholders throughout every phase of our projects; an understanding of stakeholders' time commitments and the demands placed on their time; and an understanding of the realities and technical issues required for the scope of work.

Our strategy for effective communication includes physically attending pre-scheduled meetings as needed, as well as providing ongoing support via remote work environments. **We understand that successful coordination with the MDHA and its stakeholders is critical to the ongoing success of CDBG-DR programs.**

Our experience on similar projects in today's COVID-19 environment has helped us refine and improve our safety program with careful attention to Occupational Safety and Health Administration (OSHA) and state safety regulations. In addition, we have already developed and implemented our safe work practices with Centers for Disease Control and Prevention (CDC) and locality-compliant COVID-19 protocols to further continuity of operations and maintain an infection-free working environment. We will apply these same best practices when physically attending pre-scheduled meetings with the MDHA.

Virtual Service & Local Presence



Our project methodology prioritizes local presence to support project work, with **3 existing office locations across Tennessee**. Tetra Tech teams are also power users of digital collaboration platforms, including Microsoft Teams, which allows us to accommodate ad-hoc meetings and collaboration.

2.6 Task 6: Drafting the Action Plan

Our team will meet with the MDHA and other grantees to develop an organization system to manage Action Plan development. Our proposed timeline will be closely aligned with the Federal Register Notice and any applicable extensions received by MDHA. Please see our proposed working timeline at the end of this section.

Our Work Plan incorporates the most recent national standards and guidelines including CDBG eligibility, procurement, Section 3, and state and federal labor standards. At the onset of projects, the Tetra Tech project team routinely creates a crosswalk of required or desired planning elements. Our team has in depth experience developing mechanisms necessary to draft the Action Plan, including:

- Meeting with stakeholders to determine expectations and requirements
- Developing easy to understand, yet comprehensive flow chart diagrams defining the flow of documents, information, and authorities necessary for Program implementation
- Creating organizational charts, lines of authority documents, and project management plans that set forth how Projects will be managed and how the necessary documents and information for projects, including financial management documents, will be acquired, stored, transferred, and accessed
- Establishing reporting mechanisms to ensure compliance with applicable requirements
- Ensuring compliance with cross-cutting federal regulations and statutes, such as Davis-Bacon, URA, Section 3, Fair Housing Act, Section 504, and environmental requirements
- Reading, interpreting and integrating all of the data and community inputs to produce a compliant and user-friendly document
- Drafting language to populate the required sections of the CDBG DR Action Plan so that the input needs of DRGR and the Public Law are met

Certifications of Proficient Controls Update

As HUD allocates additional funds to grantees, the grantee must provide updates to existing certifications. Tetra Tech will evaluate the current certifications, determine which updates are required, and provide the necessary changes for MDHA to be in compliance with HUD requirements. In some cases, policies and procedures will require updating and HUD approval.

Update MDHA Implementation Plan and Capacity Assessment

HUD requires that grantees demonstrate their ability to manage CDBG funds as part of the Action Plan process. This is particularly true with CDBG-DR allocations, which are awarded in addition to existing funds that MDHA is responsible for managing. Tetra Tech has experience evaluating staffing for major projects and can review the current staffing levels, roles and responsibilities, and budgets. Based on the estimated administrative and program delivery budgets and timelines of the CDBG-DR allocation, Tetra Tech can develop a staffing estimate for this project. Tetra Tech can identify staffing gaps, create an ideal staffing solution, review existing human resources, and provide a roadmap for MDHA to implement the CDBG-DR within HUD's parameters.

Tetra Tech can also help MDHA plan for providing technical assistance to existing staff and plan further technical assistance for new hires.

Tetra Tech has provided direct case management to tens of thousands of applicants in a variety of disaster programs across the country. We understand how to plan for this volume of applicants and how to help MDHA meet the customer service needs and expectations of the citizens it serves.

A critical component of staffing evaluations is mapping out the roles and responsibilities of every member of the CDBG-DR Team. Tetra Tech can develop a detailed staffing plan that delineates these roles and responsibilities, integrating new positions and functions within the existing MDHA team. Clear delineation of roles and responsibilities is critical at every level of program administration, especially how teams external to the MDHA disaster staff work together to perform critical functions such as budget and finance.

Tetra Tech's project management team has successfully managed large CDBG-DR projects in the States of Louisiana, California, New Jersey, New York, Texas, North Carolina, and Florida; in the Commonwealth of Puerto Rico; and in Lexington County, South Carolina, Richland County, South Carolina and Harris County, Texas.

Waiver Research and Development

Our team of CDBG Subject Matter Experts includes individuals who have worked at the highest levels of CDBG-DR program implementation in state governments. Using our expertise to review and assess the requirements of the Federal Register Notice, we can assist MDHA with identifying potential waivers that may be needed to successfully implement the types of projects that will serve the most impacted communities. As former state directors and implementers of CDBG-DR programs, we understand these challenges and have direct experience seeking and receiving waivers from HUD.

2.7 Task 7 and 8: The Consultation Process and Public Information

Tetra Tech bases the public outreach strategy on a foundation transparency, and inclusion. To effectively engage the community in the development of the recovery program elements, a comprehensive strategy that includes multiple methods of communication is necessary. Tetra Tech proposes developing a stakeholder and community engagement plan that addresses the integration of community partners, non-government agencies, faith-based organizations, tribal organizations, as well as Metropolitan Nashville and Davidson County residents. The stakeholder engagement strategy will outline the different communications and outreach methods that will be used to encourage participation throughout the project but also to educate the public and stakeholders on the importance of a robust recovery program. Elements of the plan will include strategies to guide the engagement of stakeholders and the public through activities such as:

- Online surveys and questionnaires allowing stakeholders, community organizations, and the public to provide input throughout the project
- Graphics, outreach materials, and other information to be shared on the websites of local authorities and stakeholders
- Media and press releases to advertise program activities
- Social media posts notifying interested parties of how they can be involved (surveys, public comment period, etc.)
- The use of virtual meetings for community meetings, town halls, training, and workshops
- Deliver presentations to various stakeholder groups
- Support leadership meetings

Multi-Media Approach

Tetra Tech's customary outreach involves a multi-media approach during the early stages of the plan's development, focused on gathering as much stakeholder and public participation as possible. Tetra Tech believes that increasing the methods the public can communicate will increase involvement and decrease the risks that come from lack of public and community involvement. We are committed to actively and respectfully listening to all stakeholders. We propose a multi-media approach during the early stages of the plan's development, focused on getting as many responses from the general public as possible. This multi-media approach will utilize:

- Web-based methods to solicit input on draft elements of the plan
- Social media outlets
- Articles that describe the plan, purposes for planning, and identified issues in the MDHA planning area will be prepared and disseminated via press releases to local media outlets in the planning area

Outreach will be coordinated with and approved by the MDHA before delivered. Tetra Tech will coordinate with both internal contacts within the MDHA and external organizations and agencies to promote inclusive engagement.

Citizen Participation Plan

Tetra Tech's approach will include a robust Citizen Participation Plan that will engage early and continuously with local leaders and stakeholders, to develop project awareness and encourage cooperation and consistent messaging. To leverage past efforts to catalyze stakeholder engagement, Tetra Tech will conduct significant stakeholder mapping and consultation throughout the planning process. In this way we will be able to build on foundational knowledge gleaned during the earlier rounds of disaster recovery efforts and damage evaluation. Such experiences will provide an excellent basis for broader and deeper planning, to expand into affected households and businesses, community groups and nongovernmental organizations as well as government and traditional leadership in the affected areas.

Citizen Advisory Group

Tetra Tech has been engaging citizen advisory groups for decades in various planning processes. The most frequent planning process where citizen involvement is encouraged and supported is during Action Plan development. Our team will work to include the following:

- Socioeconomically disadvantaged people
- Multigenerational groups
- People with limited English proficiency

In the past, Tetra Tech has worked with representatives of people with disabilities and others with access and functional needs as well as Diversity, Equity, Inclusion, and Accessibility (DEIA) group representatives. While having the representatives of these groups participate is one form of engagement, the real objective is to have their constituents participate in a meaningful way, so the actual individuals have input and the option to express their thoughts and concerns directly.

Community Engagement Methods

Tetra Tech recognizes that conducting an inclusive and participatory planning process is vital to success. The plans and strategies developed as part of this process will fundamentally affect communities and how they are shaped after a disaster. As such, the public must be involved throughout the process, especially in its earliest phases. The Tetra Tech team is committed to helping the MDHA design and execute the processes that will be needed to have a recovery program is community-based and community-centered. Tetra Tech and our partners have the planning, community engagement, and project management expertise to keep the community and stakeholders front and center in the planning process.



The Tetra Tech team has the access, reach, know-how (and know-who) to build a coalition of stakeholders and garner meaningful insights from across the rich diversity of the impacted areas. We make sure that the right people are at the table because we know the region and its diversity. The Tetra Tech team will accomplish this by tapping into a network of community connections that we have cultivated over 20 years. This is how we have previously assisted governments and agencies across the country with connecting to their constituents and gleaning the information necessary to build effective programs that will drive positive outcomes.

Additionally, Tetra Tech recognizes the value of engaging the broader community beyond just stakeholder organizations and agencies. Tetra Tech will identify appropriate methods of community engagement/public outreach (both in-person and virtual) to gather community input and build support for the program. Specifically, Tetra Tech proposes the methods outlined below.

Stakeholder & Community Kickoff Meeting

The stakeholder and community kickoff meeting will serve as an introduction to the project and a brainstorming session to develop tangible goals and objectives. Establishing a common vision for a completed Action Plan is critical early in the process. This meeting will identify the required resources to meet community participation goals, identify the community-based organizations that can best support the planning process, and set the boundaries of what a plan will look like at the end. The meeting will take place virtually and take no more than two hours with two Tetra Tech personnel facilitating the meeting and taking meeting notes. Meeting notes will be provided to the MDHA's Project Lead within one week of the meeting taking place.

The project team will conduct interactive, in-person stakeholder and community workshops. The workshops will serve as a planning meeting, to include a plenary session to familiarize attendees with the objectives of the meeting, as well as breakout sessions facilitated by the project team to obtain feedback from attendees about what is important to them before, during, and after a disaster occurs.

Weekday and Weekend Workshops / Charettes

Town Hall Presentation

This town hall presentation will provide the project team with an opportunity to present the draft Action Plan to the stakeholders. This interactive session will allow for the community to provide input into the final Action Plan and identify additional information before the plan is finalized.

Tetra Tech will develop surveys for distribution to participants after meetings. These surveys are used to obtain several data, including opinions on solutions offered by voting buttons; free text boxes to solicit additional information based on published documents, options, or plans; identification of what went well during the process and what can be done to make the process better.

Surveys

Social Equity Considerations

From our direct work with the public following disasters, we understand the importance of creating equitable investments in our communities to set them up for future success. We also understand that disasters – whether weather-related or a pandemic – continue to disproportionately affect vulnerable populations, and as a society, we must actively work to ensure our entire communities are taken care of during times of crisis. Tetra Tech has experience conducting comprehensive community vulnerability assessments to identify and prioritize underserved areas for planning, response, mitigation, and community outreach. Through our robust stakeholder and community engagement process, we are committed to leveraging existing community partnerships and resources to build upon community ties, using a whole community approach to effectively prioritize highest-risk communities and vulnerable populations and improve community resilience.

Documentation and Reporting

Tetra Tech will provide meeting notes, PowerPoint slide decks (both as PPT and PDF formats), maps, and other documents to the MDHA Project Lead. The MDHA, at its discretion, may post these on the web, print specific items and distribute them to community centers, and share with other interested stakeholder groups. Tetra Tech will work with the MDHA to condense these documents to one-page fact sheets or trifold information brochures to maintain transparency without providing information overload. One-page documents or trifold brochures will provide information on how to access more of the meeting products.

Community Engagement Design

Plain language conveys messages and intent. Tetra Tech will avoid industry jargon and use terms appropriate for the audience being addressed. We realize that we are not speaking only to planners and responders when we are at community engagement events. Input from the public validates this entire project. It is incumbent upon Tetra Tech, our planners, project managers, and subcontractors to meet people where they are not only physically but also in their understanding of the information and material we are relying upon them to understand and provide feedback. **We are committed to making materials easy to understand, speaking in terms familiar to the audience, and explaining terms so that attendees and participants can digest the information presented to them and respond in a meaningful way.**

Our experience allows us to know that we must allow for participation in different areas, at different times, and on varying days of the week, including weekends. Offering different modalities of participation, including in-person and virtual meetings lets the MDHA reach a greater swath of the population during this project.

2.8 Tasks 9: Finalizing the Action Plan

Tetra Tech will provide a professionally prepared, formatted, and easy-to-navigate Action Plan, including all applicable and required sections of a HUD compliant CDBG-DR Action Plan to meet HUD deadlines. This includes an Executive Summary, discussion of conditions in the MID area, sources of funding to be leveraged, a clear list of projects and implementation steps, and appendices and exhibits containing graphs, charts, and other data as needed.

The Plan will also include a description of the planning process and documentation of all public involvement. A method for scheduling, monitoring, evaluating, and updating the mitigation plan within 5 years will be included in the plan. Tetra Tech also will include expenditure and compliance deadlines within the applicable Federal Notices.

Capabilities Assessment documenting existing authorities, policies, programs, etc., and recommendations for any revisions, technical assistance, etc. needed to improve the efficacy of these systems.

A Mitigation Needs Assessment along with the methodologies used to develop the assessment and the role of the MDHA in the assessment to identify the hazards, vulnerability, and goals will be incorporated into the Action Plan.

The final format of the Action Plan will facilitate entry into DRGR, as well as providing an easy-to-understand document for the community and stakeholders.

2.9 Task 10: Draft Advertisement for Release of Draft Action Plan

Tetra Tech's approach to coordinating the public outreach and community engagement was highlighted earlier in this section (see heading 2.7). Draft advertisements will be prepared and sent to MDHA for approval and then disseminated via press releases to local media outlets to notify interested parties of the public comment period for the draft Action Plan. We will work in coordination with MDHA staff to develop digital content for agency websites to satisfy public participation and advertising requirements.

To reiterate, we propose a multi-media approach during the early stages of the plan's development, focused on getting as many responses from the general public as possible. This includes conducting in-person and virtual meetings for public hearings, community meetings, presentations to stakeholder groups, and leadership meetings.

All outreach will be coordinated with and approved by the MDHA before being delivered. Tetra Tech will coordinate with both internal contacts within the MDHA and external organizations and agencies to ensure inclusive engagement.

3. Technical Work Plans

Weeks 1-2

- Notice to Proceed is issued
- Development of internal policies and procedures for communications between MDHA and Tetra Tech team
- **Task 1:** Initial meetings with MDHA officials and information gathering on local contacts and resources
- **Task 1:** Review Citizen Participation Plan and applicability of CDBG DR public participation variances and waivers
- **Task 1:** Assess data sources for Action Plan
- **Task 1:** Review of existing data and documentation related to CDBG DR Action Plan Development
- **Task 1:** Review and Compile Stakeholder List
- **Task 2:** Begin assessment of community impacts and unmet needs
- **Task 3:** Begin risk-based needs assessment

Weeks 3-4

- **Task 6:** Begin waiver research and development
- **Task 1:** Continue identification of available data
- **Task 2:** Review Unmet Needs identified to date
- **Task 3:** Continue assessment of Mitigation Needs
- **Task 6:** Update MDHA Certifications of Proficient Controls
- **Task 6:** Begin MDHA Implementation Plan and Capacity Assessment
- **Task 6:** Ongoing research into administrative capacity
- **Task 6:** Project management and coordination ongoing

Weeks 5-6

- **Task 1:** Continue waiver research and development of data sources
- **Task 6:** Begin development of the work plan based on the HUD requirements using the May 24, 2022 Federal Register Notice and the needs of Metropolitan Nashville and Davidson County, Tennessee. The work plan will include a timeline (milestone dates) related to completing all sections of the Action Plan, including the impact and unmet needs assessment, mitigation needs assessment, method(s) of distribution, program development, cross cutting requirements, and development of mitigation data and plans.
- **Task 7:** Begin Community and Stakeholder Outreach and develop plan for outreach
- **Task 6:** Continue updating of MDHA Certifications of Proficient Controls
- **Task 6:** Continue draft of MDHA Implementation Plan and Capacity Assessment
- **Task 7:** Finalize Community and Stakeholder Outreach Strategy
- **Task 7:** Modify Coordination Team and Stakeholder List as needed
- **Task 6:** Project management and coordination ongoing

Weeks 7-8

- **Task 2:** Finalize community impacts and unmet needs assessment
- **Task 3:** Finalize mitigation assessment
- **Task 6:** Present waiver research and recommendations to MDHA
- **Task 6:** Submit the workplan to MDHA for review and final submission to HUD
- **Task 6:** Ongoing Implementation Plan and Capacity Assessment
- **Task 6:** Project management and coordination ongoing
- **Task 4:** Draft written report of preliminary findings of effort to date

Weeks 9-10

- **Task 4:** Prepare written report of preliminary findings of efforts to date
- **Task 5:** Prepare for meeting with MDHA staff
- **Task 5:** Discuss preliminary goals and objectives of meeting with staff
- **Task 5:** Conduct meeting with MDHA staff, present report, update report as necessary
- **Task 6:** MDHA submits applicable waiver requests to HUD.
- **Task 7:** Initiate community and stakeholder outreach plan
- **Task 6:** Project management and coordination ongoing
- **Task 6:** Drafting of Action Plan

Weeks 11-12

- **Task 6:** Action Plan drafting underway, including Method of Distribution and Recovery Program Design based on community input, unmet needs and disaster-related data
- **Task 7:** Finalize outreach materials
- **Task 6:** Project management and coordination ongoing
- **Task 6:** Drafting of Action Plan

Weeks 13-14

- **Task 2:** Finalize Unmet Needs Assessment, Method of Distribution and Recovery Program
- **Task 9:** Action Plan drafting
- **Task 6:** Complete report on administrative capacity of units of local government to administer CDBG DR funds
- **Task 6:** Project management and coordination ongoing
- **Task 2 and 3:** Mitigation Needs Assessment and Unmet Needs Assessment incorporated into Action Plan
- **Task 9:** Draft Action Plan submitted for final review
- **Task 10:** Advertisement preparation and public engagement strategy finalized
- **Task 10:** Action Plan is advertised

Weeks 15-16

- **Task 9:** MDHA review and Action Plan edits incorporated
- **Task 6:** Project management and coordination ongoing
- **Task 8:** Respond to public comments and revise Action Plan as necessary
- **Task 9:** Edits to Action Plan as necessary
- **Task 7:** Preparation for public hearing
- **Task 7:** Action Plan meetings and public hearing
- **Task 2:** Action Plan public comment period begins

Weeks 17-18

- **Task 6:** Project management and coordination ongoing
- **Task 8:** Respond to public comments and revised as necessary
- **Task 9:** Edits to Action Plan as necessary
- **Task 9:** Finalize Action Plan and submit through DRGR

Weeks 19-22

- **Task 6:** Project management and coordination ongoing
- **Task 9:** Edits to Action Plan as necessary
- Closeout

E. Cost

Please find the rates of our proposed staff as well as the assumptions used to calculate these rates in the cost narrative below.

Proposed Not to Exceed Fee: \$63,390

Full Name	Billing Title	Billing Rate	Estimated Hours
Moss, Giovanni	HUD CDBG-DR SME	\$ 245.00	16
Knowles, Calvin	Project Manager	\$ 210.00	44
Genga, Erik	Senior Planner	\$ 195.00	81
Groves, Christina	Planner	\$ 165.00	141
Lenart, Jen	GIS Specialist	\$ 185.00	53
Kilgore, Stephanie	Junior Planner	\$ 125.00	13

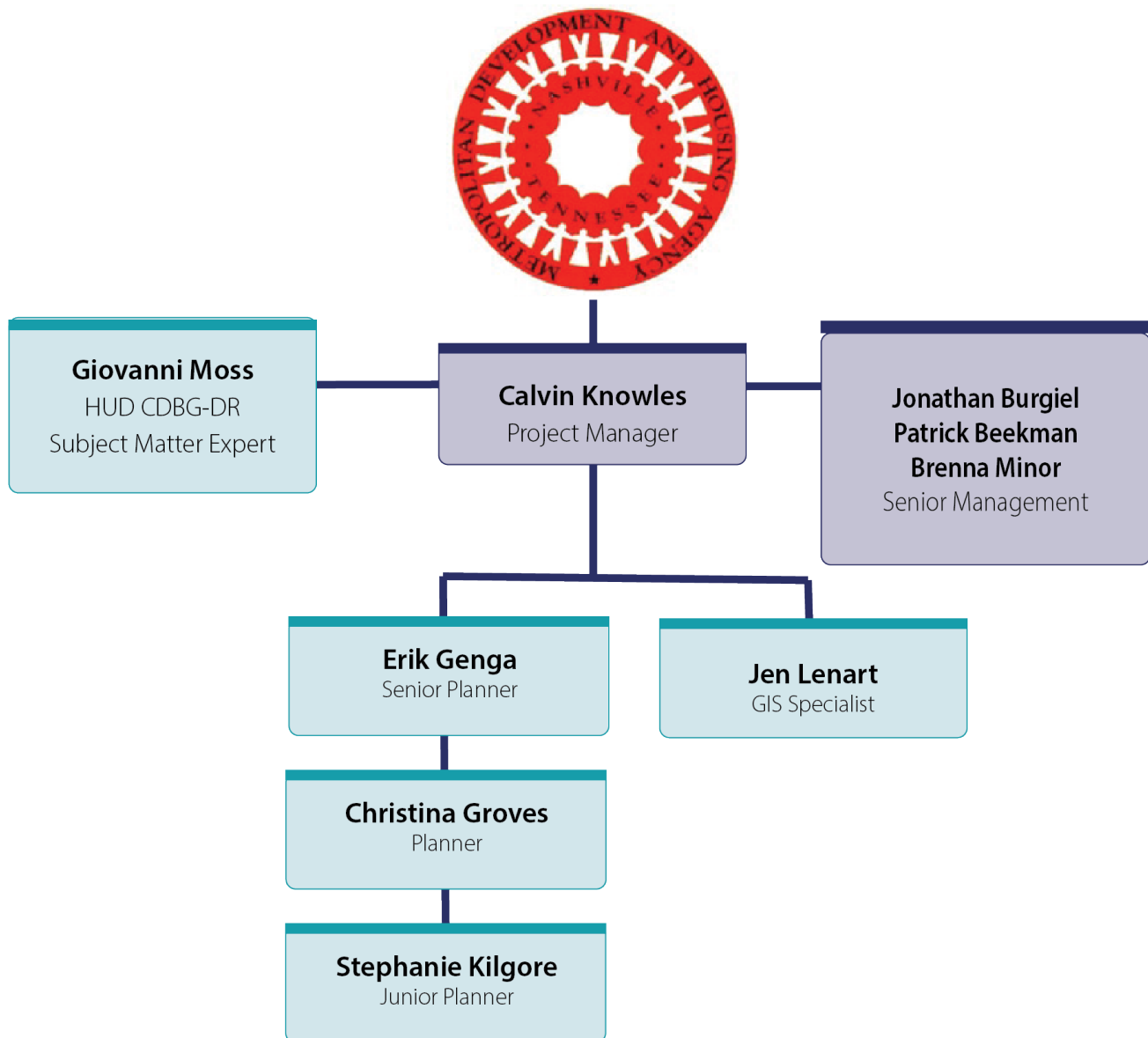
Assumptions

This project is based on the following key assumptions and constraints. Deviations that arise during the proposed project will be managed through a standard change control process.

- **Project Sponsor(s).** MDHA will assign a primary point of contact to serve as a project sponsor and address administrative and functional issues. The steering committee will make overarching programmatic decisions and provide direction through the project sponsor throughout the engagement.
- **Confidentiality Policies.** Tetra Tech uses only pre-approved, designated personnel who have signed non-disclosure or confidentiality statements, if required. Tetra Tech will follow its documented internal procedures and protocols to protect confidential materials obtained from MDHA. Tetra Tech established these internal procedures to meet requirements by federal, state, and local governments to ensure protection of critical infrastructure data.
- **Access to Materials.** All documentation that is deemed pertinent to the development of the Action Plan should be made available to the project team for review in electronic format upon request. These materials may include but are not limited to existing emergency operations plans, including all annexes and appendices, standard operating procedures, after action reports from exercises or incidents, operating policies/procedures, system documentation, contracts, purchasing-related documents, and network diagrams.
- **Access to Organization Personnel.** Availability of MDHA representatives is critical to obtaining the information required for the overall success of this project. Information presented by subject matter experts will be accepted as factual and no confirmation will be made.
- **Deliverables.** Tetra Tech will provide draft interim deliverables in electronic format on a Microsoft SharePoint team site or via e-mail.
- **Work Location.** The Tetra Tech team will perform work off-site at Tetra Tech offices with all meetings expected to occur virtually.
- **Acceptance of Deliverables.** Draft deliverables will be submitted electronically. The MDHA's comments must be provided within ten (10) calendar days. Upon incorporation of revisions to the draft deliverables and one final resubmission to the MDHA, the deliverables will be considered accepted.
- **Payment Plan Based on Time and Materials Expended.** MDHA will pay Tetra Tech on a time and materials basis for labor expended and costs and expenses incurred. Tetra Tech shall provide MDHA an invoice monthly for services performed. Invoice payment terms are net 30 days.
- **Additional Scope.** Tetra Tech will work with MDHA to determine costs for additional scope items as mutually agreed upon.
- **Pricing Validity.** Pricing schedules and estimates are valid for up to 90 days from date of submission.
- **Terms and Conditions.** Tetra Tech's proposal is subject to mutually agreeable terms and conditions.

- **Proposal.** This proposal is based upon our current understanding of the project. Revisions will be subject to mutual agreement on the final work scope/schedule and other technical/management requirements desired by MDHA. The final approved proposal shall be part of the awarded contract by reference or incorporated as an exhibit.
- **Cost Estimates.** The proposed cost estimates are based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services and may be subject to change upon agreement between MDHA and Tetra Tech.
- **HUD Requests.** Tetra Tech will provide one draft Action Plan to HUD. If additional edits and revisions by Tetra Tech are requested in writing by MDHA, based on the level of effort required, Tetra Tech and MDHA will mutually agree on a new/revised scope of work and cost, and the timeline for revisions will be mutually agreed upon. An extension and associated project cost increase will be requested.
- **Requests for Additional Assistance.** MDHA may request additional assistance in writing and Tetra Tech will provide estimated costs for the additional tasks using the hourly rates provided.
- **Correspondence Timeline.** Requests made by Tetra Tech for MDHA-prepared tasks and information necessary to complete the Action Plan will be provided in a mutually agreed upon timeline. If requests are not fulfilled within the agreed upon timeframe, an extension and associated project cost increase will be requested.
- **HUD Program Requirements.** Tetra Tech's scope and budget are based on providing services to meet the current requirements published in the Federal Register Notice (FR) for the tasks in the scope of work. To the extent changes are made to the FR, such changes may result in an increase or decrease to the level of effort required and associated project cost. To the extent such changes occur, Tetra Tech and MDHA will mutually agree on a new/revised scope of work and cost if required.
- **Level of Effort.** Estimated numbers of staff, timelines and hours may change based on level of effort required to perform the scope of work.
- **Staffing.** The proposed staff are based on Tetra Tech's current understanding of the project requirements and best estimates of level of effort required to perform the services and may be subject to change upon agreement between MDHA and Tetra Tech.
- **Personnel Hours.** Total personnel hours may be moved between positions and tasks as necessary to complete the scope of work.
- **Period of Performance.** The assumed period of performance is October 1, 2022 to February 28, 2023 with the task related work occurring prior to January 31, 2023.

Organizational Chart





30+ YEARS OF
EXPERIENCE

100+ PROJECTS

\$8B GRANT
FUNDING

Areas of Expertise

Disaster Recovery Program Design
and Management

Federal Grant Management

Solid and Hazardous Waste
Management

Grant Experience

FEMA PA

CDBG-DR

HMGP

Disasters

4337 FL HURRICANE IRMA
4332 TX HURRICANE HARVEY
4286 SC HURRICANE MATTHEW
4344 CA WILDFIRES
4084 HURRICANE ISAAC
4029 TX WILDFIRES
4024 HURRICANE IRENE
4106 CT WINTER STORM
1791 HURRICANE IKE
1679 FL TORNADOS
1602 HURRICANE KATRINA
1539 HURRICANE CHARLEY
& SEVERAL MORE

Education

University of Central Florida, Master of
Business Administration, 1989

Tufts University, Bachelor of Arts,
Economics, 1984

EXPERIENCE SUMMARY

As President of Tetra Tech's Disaster Recovery Business Unit, Mr. Burgiel manages the business operations of all disaster recovery efforts, including preparedness planning, project staffing, logistics, grant administration and agency reimbursement support, program accounting/auditing oversight, and contract negotiations. Mr. Burgiel is dedicated to helping communities plan for and recover from disasters and provide the necessary documentation to receive the maximum allowable reimbursement from federal and state emergency management agencies.

Mr. Burgiel has 30+ years of solid waste and disaster recovery experience. His disaster-related work has included serving as principal in charge of over 100 projects, helping clients throughout the country prepare for, respond to, and recover from natural and human-caused disasters.

Mr. Burgiel is intimately familiar with local, state, and federal solid waste and hazardous waste regulations, as well as U.S. Department of Housing and Urban Development (HUD), Federal Emergency Management Agency (FEMA), and Federal Highway Administration (FHWA) policies and reimbursement procedures as they relate to disaster management and recovery.

RELEVANT EXPERIENCE

Mr. Burgiel has provided senior management oversight to the following projects:

- Rental and Mortgage Assistance - rental assistance to 120k homeowners across 5 states; and mortgage assistance in Florida and Maryland resulting from COVID pandemic
- Hurricane Maria debris mission supporting the Commonwealth of Puerto Rico Department of Transportation, comprehensive support including environmental; grant management; homeowner and infrastructure support w/HUD funding
- 67 communities and over 2,400 staff in Florida – Hurricane Irma
- 38 communities and over 1,400 staff in Texas – Hurricane Harvey
- CalRecycle/CalOES - State of California Camp Fire Response
- Multiple communities in South and North Carolina – Hurricane Matthew
- Richland County & Lexington County, South Carolina - South Carolina 1,000-year Flooding Event - Comprehensive Disaster Recovery Services
- Hays County/City of Wimberley, Texas – Severe Flooding Disaster Recovery Assistance
- New Jersey Department of Environmental Protection (NJDEP) – Hurricane Sandy Disaster Vessel Recovery Program
- State of Connecticut – Hurricane Sandy Disaster Debris Program
- State of Louisiana – Hurricane Isaac Disaster Debris Program Management
- City of New Orleans, Louisiana – Hurricane Katrina Residential Demolitions
- Bastrop County, Texas – Wildfires
- City of Cedar Rapids, Iowa – Severe Flooding

Principal in Charge (2018 - Present)

Camp Fire Response

Mr. Burgiel is responsible for oversight of debris and environmental work related to the hazardous material removal of over 12,000 parcels located in the County of Butte. This is possibly the largest debris operation in history.

Principal in Charge (2017)

Numerous Florida Jurisdictions | Hurricane Irma

Following Hurricane Irma in September of 2017, Mr. Burgiel oversaw debris monitoring operations for over 67 communities and 2,400 personnel across Florida. This included Miami Dade County, where at peak Tetra Tech had nearly 900 monitors working in the field. Documentation was created for almost 110,000 load tickets and over 78,000 unit rate tickets. In total, Tetra Tech monitored over 4,000,000 cubic yards of debris for the County.

Principal in Charge (October 2019 - Present)

St. Johns County, Florida | HUD CDBG-DR Housing Rehabilitation Program Management

Mr. Burgiel was engaged with the County immediately following contract execution to assist with managing the CDBG-DR funds for St. John's Housing Rehabilitation and Reconstruction Program. To support the long-term recovery and restoration of the impacted areas, Mr. Burgiel managed the grant allocated to the recovery activities for over 300 properties including repair and elevation; reconstruction of properties, repair/replacement of damaged manufactured homes or mobile home units (MHUs), relocation of homeowners, and mortgage payment assistance.

Principal in Charge (October 2018 – Present)

North Carolina Department of Public Safety | Hurricane Matthew HUD CDBG-DR Program Management

Serving as Principal-in-Charge for all environmental services for this \$400 million CDBG-DR program addressing 3,400 homes for rehabilitation. Tetra Tech will be performing an estimated 3,400 Tier 2 Reviews, 25 Tier 1 Reviews, 1,700 lead and asbestos risk assessments, and other required specialized environmental services (e.g., CESTs, EAs, etc.) as subcontractor to IEM Inc.

Principal in Charge (November 2018 – Present)

Florida Department of Economic Opportunity | HUD CDBG-DR Rehab/Reconstruction Program

Mr. Burgiel serves as program manager for Tetra Tech's performance of housing rehabilitation and reconstruction related environmental services associated with the State of Florida's \$615.9 million HUD CDBG-DR grant associated with Hurricane Irma.

- Overseeing Tetra Tech staff's development of approximately 6,000 Tier 2s.
- 3,000 lead risk assessments.
- Review of 8 Tier 1s, and other specialized environmental services (e.g., CESTs, EAs, etc.) as a subcontractor to IEM, Inc.

Senior Project Manager (June 2017 – Present)

Restore Louisiana | HUD CDBG-DR Housing Rehabilitation

Served as Project Manager over the preparation of over 25,500 Tier 2 environmental reviews and over 6,000 lead risk assessment and clearance inspections. This \$20 million project performed by Tetra Tech utilized state of the art technology and cloud based technology to decrease the cost of performing a Tier 2 review by over 50% from prior state led residential rehab projects.

Principal in Charge (October 2018 – Present)

Texas General Land Office | HUD CDBG-DR Housing Rehab/Reconstruction Program

Mr. Burgiel is currently serving as program manager for Tetra Tech's performance of housing rehab and reconstruction related environmental services associated with the State of Texas' \$5.024 billion HUD CDBG-DR grant associated with Hurricane Harvey. Overseeing Tetra Tech staff's development of approximately 3,500 Tier 2s, 1,700 lead risk assessments, and other specialized environmental services (CESTs, EAs, etc.) as a subcontractor to IEM, Inc.

Principal-in-Charge (October 2015–Present)

Richland County South Carolina | Comprehensive Post-Disaster Flood Support Services

Following the State of South Carolina's 1,000-year flooding event that took place from October 1–5, 2015, Mr. Burgiel led a team of Tetra Tech staff to provide comprehensive disaster recovery services to Richland County immediately following the historic

flooding event. Services included but were not limited to FEMA PA reimbursement support, procurement package development for over 270 road and bridge repairs, well testing and disinfection program management, a post-disaster outstanding needs assessment, flood mitigation planning support, grant funding strategic plan development, and coordination and technical support activities among the County, State and FEMA agencies.

Principal-in-Charge (October 2015–October 2016)

Lexington County, South Carolina | HUD CDBG-DR Residential Buyout Programs

Mr. Burgiel served as principal-in-charge of Lexington County's residential buyout programs funded by HUD CDBG-DR grant funds. As part of this effort, Tetra Tech is providing comprehensive housing buyout activity services including applicant outreach, buy-out packet preparation and demolition cost estimating, oversight of demolition contractor activities, payment recommendation and project close out on over 100 homes. The work involves management of over \$16 million of HUD CDBG-DR grants.

Principal-in-Charge (May 2015–October 2015)

Hays County/City of Wimberley Texas | Post-Disaster Flood Support Services

Following the historic flooding event along the Blanco River where over 20 people perished, Mr. Burgiel provided technical support in the Hays County, Texas Emergency Operations Center (EOC) during and immediately following the flooding disaster. As part of these services, Mr. Burgiel supported the County and City of Wimberley in providing expert technical advice associated with providing the County/City appropriate measure for responding to the event and methods for best tracking the County's disaster-related costs to maximize the County's/City's FEMA reimbursement post-disaster. Mr. Burgiel was instrumental in standing up the County right-of-way debris removal program and subsequently obtaining approval for a private property debris removal (PPDR) program from FEMA to cover the extensive debris that remained along and in the Blanco River, which created a future health and safety hazard to the County and City.

Senior Management (April 2012–May 2013)

State of Vermont | Federal Grant Management Services

Following Hurricane Irene, the State of Vermont faced the daunting task of maintaining critical operations. Under Mr. Burgiel's direction, within 48 hours our team deployed a team of experts to the state emergency operations center (EOC). Mr. Burgiel and our grant management team provided consulting services and managed the recovery process. Our team collected, reviewed, and offered technical assistance to applicants on their Hazard Mitigation Grant Program (HMGP) applications.

Senior Management (September 2008–January 2009)

Harris County, Texas | Hurricane Ike Disaster Debris Program Management

In 2008, Hurricane Ike made landfall in Texas, causing extensive damage to Harris County, the fourth largest county in the United States. Mr. Burgiel rode out the storm in Harris County's EOC and assisted with the deployment of our response team following the storm. Our team assisted with monitoring and cost reimbursement for over 2.5 million cubic yards of debris from the public right-of-way (ROW) in response to Hurricane Ike.

Senior Management (September 2004–September 2009)

City of Orlando, Florida | Disaster Debris Program Management

Mr. Burgiel served in a senior leadership role and assisted the City of Orlando with a range of storm recovery monitoring and management activities. Mr. Burgiel was responsible for managing a full support team involved with staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup. Our team's assistance enabled the City of Orlando to promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (February - April 2007)

Volusia County, Florida | Groundhog Day Tornado Disaster Recovery and Storm Debris Removal

Our team was retained by Volusia to assist with monitoring of cleanup efforts following the Groundhog Day tornadoes that swept through Central Florida during the early morning hours, leaving 20 people dead and many others injured and without homes. Under Mr. Burgiel's direction, our team mobilized a response team to the area to help identify critical debris removal

areas and initiate its ROW debris removal operation. Mr. Burgiel oversaw the management of a full support team involved with staging operations, load inspections for storm debris cleanup, and logistics operations for the field inspectors.

Senior Management (August 2004 - 2005)

City of Boca Raton, Florida | Hurricane Frances Disaster Recovery and Debris Cleanup Management

Following Hurricane Frances, Mr. Burgiel supervised the responsive deployment of support teams, assisted with staging operations, and managed scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup.

Senior Management (August 2005 - October 2006)

Miami-Dade County, Florida | Hurricanes Katrina and Wilma Disaster Recovery and Debris Management

After Hurricanes Katrina and Wilma struck Miami-Dade County, our team provided immediate on-site assistance and a wide range of disaster recovery management and storm debris cleanup monitoring services to help Miami-Dade County make a quick recovery. Under Mr. Burgiel's direction, our team assembled and deployed a full disaster recovery team to assist Miami-Dade County with removal of approximately 5.5 million cubic yards of debris. Mr. Burgiel oversaw the data management process and assisted Miami-Dade County with FEMA project worksheets and appeals.

Senior Management (August 2004)

Polk County, Florida | Hurricane Charley Program Management and Disposal Site Monitoring Assistance

In the weeks following Hurricane Charley, Mr. Burgiel assisted Polk County with planning and managing disposal site monitoring activities. He was responsible for overseeing disposal site monitors, as well as spotters at Polk County's northeast, north central, and southeast landfills. Mr. Burgiel managed documentation efforts to help Polk County promptly apply for and receive reimbursement for the total cleanup cost from state and federal emergency management agencies.

Senior Management (August 2004-2005)

Lake County, Florida | Hurricanes Charley and Frances Disaster Recovery and Debris Management

Following Hurricanes Charley and Frances, Mr. Burgiel helped Lake County perform a range of storm debris cleanup monitoring and management activities. He supervised staging operations, load inspections for storm debris cleanup performed by contract haulers, scheduling, dispatching, and logistics operations for the field inspectors assigned to storm debris cleanup.

Senior Management (September 2005-September 2008)

City of Pensacola, Florida | Hurricane Ivan Disaster Debris Program Management

Mr. Burgiel provided assistance to the City of Pensacola in performing a range of storm debris removal monitoring and management activities for this \$30 million debris removal process. Mr. Burgiel supervised debris removal efforts, including permitting of debris processing sites, collection and disposal site monitoring as required by FEMA, review and approval of contractor invoices, and the preparation of project worksheets required by FEMA for federal funding.

Project Management (September – October 2001)

Sarasota County, Florida | Tropical Storm Gabrielle Disaster Debris Program Management

As a result of Tropical Storm Gabrielle in 2001, Sarasota County required assistance with logistics, staging operations, and load inspections for storm debris cleanup performed by contract haulers. As project manager for the project, Mr. Burgiel assisted Sarasota County with scheduling, dispatching, and logistics operations for the field inspectors assigned for storm debris cleanup.



42 YEARS OF
EXPERIENCE

Areas of Expertise

Community Development Block
Grant-Disaster Recovery (CDBG-DR)
Emergency Rental Assistant Programs
Homeowners Assistance Fund
Programs
COVID-19 Response & Recovery
Programs
State Homeland Security Strategies
National Planning Scenarios
Investment Justification Process
Emergency Management
Homeland Security
Training and Exercise Development
Urban Areas Security Initiative (UASI)
Compliance
Target Capabilities Assessments

Key Training/Certifications

Federal Emergency Management
Agency (FEMA)-Certified Instructor of
Homeland Security for Local
Governments and WMD Awareness
Course
Certified Instructor of ICS 100 and ICS
200
HSEEP-Certified
Hazardous Materials (HAZMAT)
Operations Level

Education

Miami University, Bachelor of Arts,
Political Science, 1980

EXPERIENCE SUMMARY

Mr. Patrick Beekman is a seasoned homeland security and emergency management professional with over 42 years of experience. Mr. Beekman is a principal leader of teams tasked with developing a range of emergency management programs for public and private sector clients nationwide. Mr. Beekman's specific areas of expertise include developing regional emergency response and recovery plans; disaster response; incident command; exercise design, execution, and evaluation; and program management of large, complicated projects. Currently, Mr. Beekman is the Case Management Practice lead.

Prior to joining our team, Mr. Beekman served as the director of homeland security for Union County, North Carolina. In addition, Mr. Beekman served in line positions as a rifle platoon leader, rifle company commander, infantry battalion commander, and executive officer of a regiment during his 20-year career with the United States Marine Corps.

As the former director of homeland security for Union County, North Carolina, he was responsible for managing all budgets, programs, capital improvement projects, studies, and policies for nine departments: Emergency Management; Emergency Communications/E-9-1-1; Emergency Medical Services (EMS); Fire Marshal's Office; Sheriff's Office; Health Department; Department of Social Services; Veteran's Affairs; and Transportation. During his tenure, Mr. Beekman oversaw the reorganization of the Emergency Communications/E-9-1-1 department, including a rewrite of all of their policies, procedures, and protocols; led the passage to build a new, fully-interoperable 800-MHz communication system and a \$7.2 million state-of-the-art emergency operations center (EOC)/E-9-1-1 center; and oversaw the complete rewrite of the county's emergency operations plan (EOP), mitigation plan, continuity of operations (COOP)/continuity of government (COG) plan, pandemic influenza plan, and numerous emergency response plans, all in accordance with the Incident Command System (ICS), which is an integral part of the National Incident Management System (NIMS).

In addition, Mr. Beekman served in line positions as a rifle platoon leader, rifle company commander, infantry battalion commander, and executive officer of a regiment during his career with the Marine Corps. He also served as a senior planner in Saudi Arabia during the Gulf War and in Somalia during that conflict. Mr. Beekman is a School of Advanced Warfighting graduate, the Marine Corps' preeminent school for training critical thinkers and operational planners. As an instructor in the Marine Air Ground Task Force Staff Training Program, Mr. Beekman trained generals and their staffs in planning and coordinating military and humanitarian operations. These activities included developing over 50 instructional programs, participating in the design of six multimillion-dollar computer-driven training exercises, and teaching more than 100 instructional programs to groups ranging from three-star generals to captains. Mr. Beekman also co-authored the Marine Corps Planning Process while at the Marine Air Ground Task Force Staff Training Program.

Throughout his career, Mr. Beekman has undergone extensive emergency management training. He completed 36 North Carolina Emergency Management courses, 27 FEMA Independent Study courses, the FEMA-certified instructor for

Homeland Security for Local Governments course and the Weapons of Mass Destruction Awareness course, and the Homeland Security Exercise and Evaluation Program (HSEEP). Mr. Beekman is a North Carolina state-certified instructor of ICS 100 and ICS 200.

Besides his 20 years of military operational experience, Mr. Beekman was deployed as part of an incident management team to counties devastated by Hurricanes Isabel and Frances, deployed to Incident Command Post Mobile, Alabama, to help with the hurricane response planning for the Deepwater Horizon oil spill, and was deployed during the riots in Baltimore, Maryland.

FEATURED RELEVANT EXPERIENCE

Case Management Practice Lead (October 2020 – Current)

Mr. Beekman established TDR's Case Management Practice to include all CDBG-DR programs, emergency rental assistance programs, homeowner assistance fund programs across the TDR division, and active shooter school assessments for 1500 schools in the State of Iowa. Mr. Beekman is responsible for successfully executing these programs and grow additional work with our clients.

The CDBG-DR clients include Puerto Rico; Harris County, TX; Richland County, SC; Lexington County, SC; Monroe County, FL, St. Johns County, FL, and the City of Marathon, FL. The emergency rental assistance clients include Richland County, SC, Charleston County, SC; Greenville County, SC; City of Winston-Salem, NC; Forsyth County, NC; Mobile, AL; Leon County, FL; Pinellas County, FL; City of St Petersburg, FL; and the State of Texas. The homeowners assistance fund clients include the State of Maryland and the State of Florida.

Program Management, Recovery Planning and Operations (October 2015 – Current)

Richland County, SC

Mr. Beekman deployed seven days after contract award following historic rainfall; Richland County had no recovery plan in place and no staff capable of managing the recovery process. He helped obtain a total of \$99.228M in CDBG-DR, FEMA Public Assistance, and Volunteer Organizations Active in Disaster (VOAD) funding. Mr. Beekman manages 15 staff comprised of case managers, grant managers, recovery planners and inspectors.

Program Design and Data Collection: He managed program set-up and hiring, including design and implementation of recovery plan, processes, and procedures, established an electronic database repository, launched public education programs, and coordinated stakeholder communication. Upon project launch, Mr. Beekman quickly conducted an unmet needs assessment and developed a recovery concept of operations (CONOPS) compliant with National Disaster Recovery Framework (NDRF) and incorporating community feedback.

Unmet Needs Analysis: He designed and implemented a statistical analysis of 13,000+ homeowners who had applied for FEMA individual assistance to obtain a statistically sound sample. These methods were recognized as National Best Practices by HUD for providing a defensible data points and lead to a \$23.5M award of CDBG-DR funds. Mr. Beekman also developed a community outreach program targeting a multilingual and digitally-disconnected population. He manages the current CDBG-DR program, overseeing \$52.6M in funds from the 2015 flooding, Hurricane Matthew, and Irma.

Program Management and Grant Administration: Mr. Beekman administered the programs, conducted intake, eligibility reviews, duplication of benefits reviews, property inspections, environmental inspections and assessments, lead based paint inspections, Tier II environmental reviews, scope of work development, project costing, coordination with general contractors, and warranty compliance. He oversaw all construction based on approved housing quality standards, conducted all closings of rehabilitated properties, and handled all resident complaints and appeals. In addition to CDBG-DR administration, Mr. Beekman identified partnerships with 58 VOAD-run Long Term Recovery Groups (LTRG) operating in nearby counties to aid city staff in progress toward recovery. He served as primary liaison between county officials, VOADs, and the Blue-Ribbon Committee to leverage VOAD's and fulfill unmet needs—resulting in 200 homes repaired. He also facilitated development of the County's Debris Management Plan (DMP) and oversees FEMA Public Assistance (PA) program and \$4.4M in FEMA PA funds. He oversaw the selection and development of projects for the Hazard Mitigation Grant Program (HMGP) match and obtained awards for all applications; the submissions were the first projects to be approved by the State of South Carolina's Hazard Mitigation Officer.

Exercise Evaluator (March 2018)**Recovery Workshops | City of Philadelphia Office of Emergency Management (OEM)**

Mr. Beekman has served as a facilitator/evaluator twice for the City of Philadelphia's OEM recovery workshop exercises.

Exercise Evaluator (March 2018)**Recovery Tabletop Exercise | The State of Rhode Island Emergency Management Agency**

Mr. Beekman has served as a facilitator/evaluator for the State of Rhode Island Emergency Management Agency recovery tabletop exercise.

Demobilization Planning (May 2015)**Baltimore, MD**

On the evening of May 1, 2015, with the civil disturbances in the City of Baltimore coming to an end, the City of Baltimore asked Tetra Tech to deploy a senior planner to the City's emergency operations center (EOC) to develop a demobilization plan in 24 hours. Mr. Beekman immediately deployed and began collaborating with key stakeholders in the EOC and at the various incident command posts on their specific needs for inclusion in the demobilization plan. One major planning challenge was the incoming resources to the civil disturbance never went through a formal mobilization and check-in process when they deployed to support the City of Baltimore. The demobilization plan needed to collect mobilization information as well as the normal demobilization information to accurately account for incident costs. Mr. Beekman developed a draft demobilization plan by noon that day.

Program Manager, Lead Consultant, and Subject Matter Expert (November 2013–January 2017)**Program Sustainment | Metro Atlanta Urban Area Security Initiative (UASI), Georgia**

Mr. Beekman served as the program manager for the three-year sustainment program designed to validate and sustain preparedness activities that the Metro Atlanta UASI has been working to develop since 2005. The sustainment program uses a series of exercises to evaluate each of the four major resource components: staffing, equipment, training, and planning. At the beginning of each year, Mr. Beekman and his team hosted a Training and Exercise Planning Workshop (TEPW). This workshop identified the capability or capabilities the UASI will validate that year, the agencies that will participate, the tasks that will be evaluated, and the threats identified from the Metro Atlanta THIRA. This established the baseline used to evaluate the tasks and the standards against which the tasks will be measured. Focusing on the four elements of a capability, Mr. Beekman and his team designed and implemented a series of quarterly tabletop exercises, drills, and two functional exercises each year to benchmark the region's progress towards mission capability. At the end of each calendar year, Mr. Beekman's team conducted a full-scale exercise using agreed upon tasks, conditions, and standards to validate that the Metro Atlanta UASI is mission capable in the capabilities identified at the TEPW.

Program Manager and Subject Matter Expert (December 2013–June 2014)**Preparedness Planning | Metropolitan Washington Council of Governments (MWWCOG)**

Mr. Beekman served as program manager for MWWCOG, where he was responsible for updating and developing plans for the District of Columbia Homeland Security and Emergency Management Agency. This task and change order included updating the District Response Plan and developing a State Operations Guide, a Field Operations Guide, and a Hospital Evacuation Plan in a very compressed timeframe.

Exercise Evaluator (January 2011–June 2014)**Preparedness Planning, Training, and Exercises | Metropolitan Atlanta Rapid Transit Authority (MARTA)**

Mr. Beekman has served as a controller/evaluator multiple times for MARTA tabletop and full-scale exercises. Additionally, Mr. Beekman provided instruction to MARTA's executive management team on FEMA's G-402/ICS for Senior Leaders.

Exercise Evaluator (May 2014)**Preparedness Planning, Training, and Exercises | Port of Los Angeles**

Mr. Beekman served as a controller/evaluator for the California Ports Cybersecurity tabletop exercise for the joint ports of Los Angeles, Long Beach, and Hueneme.

Program Manager, Lead Consultant, and Subject Matter Expert (May 2012–March 2014)**Preparedness and Recovery Planning, Training, and Exercises | Metro Atlanta UASI, Georgia**

Mr. Beekman was the program manager on the development of five annexes and one supporting plan to the Regional Evacuation Coordination Plan. The annexes included the Regional Mass Care and Shelter Annex, the Regional Reentry Annex, the Regional Emergency Public Information Annex, the Regional Volunteer Management Annex, and the Regional Disaster Recovery Annex. The supporting plan was the Regional Interoperable Communications Plan, which also included an update to the Regional Tactical Interoperability Plan. These annexes and plan focused on developing specific procedures supporting evacuation operations for the Metro Atlanta Region. In addition to leading a team of eight subject matter experts, Mr. Beekman provided subject matter expertise at critical junctures of the project and conducted training and outreach seminars for each jurisdiction for each of the annexes and plan. He also developed and was the senior controller for a three-day capstone exercise that included a two-day functional exercise and a day of five simultaneous full-scale exercises conducted in five different counties. These exercises were designed to validate strengths and identify areas for improvement for each of the annexes and plan. Finally, Mr. Beekman facilitated a senior leadership seminar for the region's senior elected officials and their staffs.

Lead Consultant and Subject Matter Expert (January 2011–February 2012)**Tactical Operations Annex | Metro Atlanta UASI, Georgia**

Mr. Beekman was the lead consultant and subject matter expert on the development of the Tactical Operations Annex to the Regional Evacuation Coordination Plan. The annex focused on developing evacuation procedures for the Metro Atlanta Region. The annex includes emergency evacuation operations, communications interoperability, traffic management, and special needs components for the Metro Atlanta UASI. Mr. Beekman provided subject matter expertise at critical junctures of the project and conducted training and outreach seminars for each jurisdiction before the functional exercise. He also developed and was the senior controller for the evacuation functional exercise to validate strengths and identify areas for improvement. Mr. Beekman facilitated a senior leadership seminar for the region's senior elected officials and their staffs. Afterwards, Mr. Beekman also facilitated an additional senior leadership seminar for each county and its municipalities to introduce the evacuation annex and to inform elected officials about their roles and responsibilities during a regional evacuation operation.

Project Manager (April 2011–January 2012)**Tactical Interoperability Communications Planning | State of North Carolina Department of Crime Control and Public Safety, Office of Interoperability**

This project involved developing tactical interoperable communication plans (TICPs) for North Carolina domestic preparedness regions (DPRs) 1–6 and reviewing or updating existing TICPs for DPRs 7–9. Mr. Beekman oversaw the delivery of these services, and gave a presentation to the North Carolina Interoperability Symposium on the lessons learned from the project. Finally, Mr. Beekman met with the deputy director of North Carolina Emergency Management to provide a report on the next steps the project team recommended the state should take to improve the state's interoperable communications.

Lead Consultant and Subject Matter Expert (March 2010–March 2011)**Continuity of Operations Planning | Administrative Office of Illinois Courts**

Mr. Beekman developed the COOP plan template that the 102 courts in the State of Illinois used to develop their individual court plans. Mr. Beekman also provided technical assistance to all the courts as they developed their plans. Mr. Beekman helped assess the completed plans, and conducted training sessions throughout the state to walk the judges and court administrative officers through the newly completed court plans.

Project Manager and Lead Planner (August 2010–March 2011)**COOP Planning, Testing, and Exercises | City of Lubbock, Texas**

This project involved identifying the risks facing the city and its 45 departments and developing COOP plans to ensure city essential functions are maintained in the event of an emergency or disaster. The project also included conducting a facilities risk assessment for five critical city facilities and writing a risk and vulnerability assessment. Mr. Beekman facilitated a kickoff meeting and two planning workshops, and oversaw the development of the departmental plans.



15 YEARS OF
EXPERIENCE

Areas of Expertise

Program Operations & Administration
Applicant Intake
CDBG and CDBG-DR Regulations
CDBG-MIT
Coronavirus Relief – FEMA, CRF and CDBG-CV
Davis-Bacon Compliance
Document Management
Eligibility Review
Hiring, Training and Development
Policy Analysis and Interpretation
Regulatory Interaction
Reporting
Technical Assistance

Key Training/Certifications

American Institute of Certified Planners (AICP) Certification
State and federal trainings including: Fair Housing, Uniform Relocation Act, Environmental and Procurement regulations

Education

Tufts University, Master of Arts in Urban and Environmental Policy and Planning, 2007

Boston University, Bachelor of Arts in Political Science, 2005

EXPERIENCE SUMMARY

Ms. Minor is an accomplished grant expert with 15 years of experience leading teams in grant program administration. She is an innovative team leader and motivator, focused on client satisfaction. Ms. Minor is a key leader in the development and implementation of business strategies during rapid growth and is an avid interpreter of policies and data used to develop procedures, meet program goals, and maximize efficiency across functional areas.

In her current role, Ms. Minor provides guidance on CDBG-DR, CDBG-MIT and COVID-19 programs as communities seek to assist residents recovering from disasters and achieve reimbursement for substantial costs. She also leads teams in the implementation and management of these projects.

She has served as program manager for the preparation and implementation of hundreds of subrecipient Community Development applications for communities across the State of Texas (over \$1 billion). In her previous role as Senior Vice President, she oversaw grant administration and project management contracts valued at over \$4 billion for the Texas General Land Office's (GLO) Hurricane Harvey Community Development Block Grant-Disaster Recovery (CDBG-DR) funds. She has provided subject matter expertise, policy review and analysis, SOP development, and hired specialized personnel for key project management positions.

RELEVANT EXPERIENCE

Practice Lead (May 2020 – Present)

Tetra Tech, Inc. | Austin, TX

As the HUD practice lead for Tetra Tech Disaster Recovery, Ms. Minor leads teams and provides subject matter expertise to government clients implementing federal grant programs. She currently works with CDBG-DR, CDBG-MIT, CDBG-CV, FEMA, ARPA, and Coronavirus Relief Fund (CRF) projects. Her duties include researching and providing guidance on policies, implementing project management systems, developing action plans and applications, and communicating regularly with clients.

Senior Program Manager (March 2021 – Present)

Various Clients | Emergency Rental Assistance Program

Develop policies and procedures, interpret Treasury guidance and lead project management teams in the implementation of ERA programs totaling more than \$1 billion in assistance.

- State of Texas ERA program management – over 20,000 applicant files reviewed to-date
- City of Philadelphia ERA technical assistance
- Fort Bend County, Texas COVID-19 relief appeals processing
- Leon County, Florida ERA program management
- Broward County, Florida ERA program management

Senior Advisor (June 2020 – June 2021)**U.S. Virgin Islands | CDBG-MIT**

Assisted the Virgin Islands Housing Finance Authority with developing programs and projects for their \$774 million CDBG-MIT allocation from HUD. Led a team drafting the CDBG-MIT Action Plan which was submitted to HUD and approved.

ADDITIONAL EXPERIENCE

Senior Vice President and Vice President (January 2011 – October 2019)**GrantWorks, Inc.**

Ms. Minor formulated and implemented the firm's strategies and policies as a member of executive team, including strategies for maintaining success during rapid growth from 60+ employees to 160+ employees in a 1-year period. Ms. Minor established relationships, developed proposals, and negotiated and managed contracts.

As Vice President, Ms. Minor led the functions of the largest department in the company implementing federal and state grant programs for local governments, the majority of which were CDBG and CDBG-DR funded. She developed organizational tools and strategies to ensure projects were completed on time; conducted employee reviews and made staffing decisions; and interpreted government publications and regulations as they pertain to project implementation and disseminated new information to a team of 20+ project managers that later grew to more than 50. Ms. Minor also developed internal policies and procedures and grew teams in new areas of grant management, such as FEMA programs.

Director of Community Development (December 2009 – July 2011)**GrantWorks, Inc.**

Ms. Minor provided technical assistance in preparing hundreds of Community Development applications for CDBG and CDBG-DR infrastructure projects. She developed processes and forms to streamline project management and incorporate staff comments and coached project managers on maintaining productive relationships with clients, engineers, and state agencies. She provided continuous support, technical assistance, and training for project management staff and served as company liaison with clients and key stakeholders. Ms. Minor also attended trainings and webinars with project managers in order to hone program knowledge and maintain certifications.

Project Manager (August 2007 – December 2009)**GrantWorks, Inc.**

Ms. Minor managed 50+ Community Development Block Grant (CDBG) infrastructure projects for Texas communities. She worked directly with local government officials, project engineers, and staff members of state agencies and managed financial and technical project requirements to meet strict state and federal thresholds. Ms. Minor conducted public hearings and presented comments to local governments. She also prepared and submitted project paperwork, such as contract amendments, Davis-Bacon compliance documents, environmental studies, invoices, budget modifications and project completion reports.



18+ YEARS OF
EXPERIENCE

CDBG PRACTITIONER

Areas of Expertise

Housing & Community Development

Project Management

Program Management

Multi-Family Development

Executive Management

Intergovernmental Affairs

Grant Experience

CDBG-DR

CDBG-MIT

CDBG CV

Key Training/Certifications

CDBG Practitioner

Redevelopment Professional

Real Estate Professional

Education

Nova Southeastern University M.P.A,
Public Administration, , 2007

Florida Atlantic University B.A.,
Public Management, , 2002

Palm Beach State Associate
in Arts, , 2000

EXPERIENCE SUMMARY

Mr. Moss possesses over 18 years of experience in Community and Economic Development, Executive Management, Intergovernmental Affairs, Redevelopment, and Housing and Community Development. Mr. Moss served as the Housing, Community Development and Redevelopment Director for the Town of Davie, Florida, where he worked extensively on affordable housing development, large-scale infrastructure projects, disaster recovery programs, and economic development initiatives.

RELEVANT EXPERIENCE

Program Development Manager - SE US & Caribbean (2018-2020) **IEM | Tallahassee, FL**

- Provide comprehensive administrative services necessary to facilitate activities for the disaster relief, recovery, restoration, and economic revitalization in areas affected by Hurricanes under the Federally funded programs including Community Development Block Grant Disaster Recovery (CDBG-DR) Program, CDBG- MIT, CDBG CV.
- Assist DEO in fulfilling State and Federal CDBG-DR statutory responsibilities including, but not limited to, performing grant administration services for non-housing and/or housing projects.
- Assist with business development and client engagement throughout the SE US and Caribbean.
- Serve as Project Manager on DEO's multi-family and voluntary home buyout programs. Provide subject matter expertise in CDBG-DR and all HUD requirements.
- Provide subject matter expertise with the competitive application cycle for housing, infrastructure, and economic development projects.
- Provide assessment of the capabilities of prospective subrecipients, prior to distribution of CDBG-DR funds, to ensure their ability to meet national objectives.
- Provide subject matter expertise in Davis-Bacon Act requirements for any construction or engineering related project.
- Create and follow processes to identify specific, logical connections to a national objective for each activity, including verifying the eligibility of proposed activities as well as evaluating a prospective subrecipient's overall organizational capacity.
- Assist DEO in preparing, completing, and submitting required HUD forms for environmental review and provide all documentation to support environmental findings; Assist DEO in consulting with oversight and regulatory agencies to facilitate environmental clearance;
- Perform or contract special studies, additional assessments, or permitting to secure environmental clearance.
- Evaluate prospective subrecipient's ability to demonstrate that it has all necessary systems, guidance and policies and procedures.
- Assess the prospective subrecipient's ability to effectively manage funds, ensure timely expenditure of funds and ensure timely communication of application status to applicants.

- Chemical Stockpile Emergency Preparedness Program.

Community Development Director/Community Redevelopment Director (2014 – 2018)

Town of Davie | Davie Florida

- Managed daily operations, staff, consultants, contractors, capital projects of the multiple departments /divisions.
- Managed real estate assets, preparing marketing strategies, overseeing ongoing maintenance, and facilitated disposition.
- Developed and secured public-private partnerships with developers and financial institutions to develop new, affordable rental projects and economic development projects.
- Coordinated and administered strategies for acquisition and retention of small business and industry investment in defined Redevelopment Area, or specific sub-areas, in coordination with Town's Comprehensive Land Use Plan and applicable codes and regulations, to foster and facilitate economic and community development, redevelopment, new development or investment by the public and private sectors.
- Established and maintained favorable contacts with a variety of high-level policy-forming individuals or groups in industry, banking, finance, development, government and other areas of economic influence to publicize, promote, encourage and consult about participation in programs concerning the Redevelopment Area; served as CRA's liaison to such individuals and groups
- Researched current trends and innovations in redevelopment and economic development practices as described in professional conferences, seminars and publications, and distribute such information to CRA members and other interested parties.
- Oversaw annual and disaster recovery rehabilitation programs, construction and expansion of public facilities and infrastructure improvements projects.

Housing and Community Development Director (2008 – 2014)

Town of Davie, Davie, FL

- Developed and managed Town's federal and state grant-funded programs – including those that provided assistance to low- to moderate-income populations – such as the Community Development Block Grant (CDBG), CDBG Disaster Recovery, State Housing Initiatives Partnership, HOME Investment Partnerships Program, the Neighborhood Stabilization Program and the Developments of Regional Impact.
- Developed and managed community development programs and affordable housing programs; initiated and implemented related policies; and developed Neighborhood Redevelopment/Revitalization Plans.
- Developed and secured public-private partnerships with developers and financial institutions to develop new, affordable rental projects and economic development projects.
- Oversaw annual and disaster recovery rehabilitation programs, construction and expansion of public facilities and infrastructure improvements projects.
- Served as Town's official liaison between civic groups, public and private agencies to address Housing and Community Development problems.
- Served on Development Review Committee.
- Analyzed various grant resources and potential funding sources such as Community Development Finance Institutions and local financial institutions to fund economic and housing development projects.



28+ YEARS OF
EXPERIENCE

Areas of Expertise

Program Design, Compliance, and Administration

CDBG Funding

Case Management

Key Training/Certifications

Certificate in Public Financial Management, Florida State University

Public Housing Market Conversion Training, University of Maryland

HUD Training in CARES Act, Uniform Relocation Act (URA), CDBG Entitlement and Small Cities, CDBG-DR, URA, Tax Credit Financing, IDIS, Section 108

Education

University of Florida, Bachelor of Science, Journalism, 1991

Florida State University, Master of Public Administration, 1994

EXPERIENCE SUMMARY

Mr. Knowles has a thorough understanding of Federal entitlement and disaster assistance programs and their impact on state and local governments, and how to translate Federal allocations into relevant and regulatorily-compliant projects that produce the desired results for local communities. He provides on-the-ground, detailed assistance with project design, implementation and all aspects of program compliance, including local political processes, public interactions, financial tracking and reimbursements, environmental review, policy and procedure development, URA, procurement, contract development, labor standards, monitorings and coordination with funding agencies.

Mr. Knowles was selected to lead this project due to his nearly 30 years of experience designing and administering similar programs.

RELEVANT EXPERIENCE

Project Manager (2012 – Present)

Tetra Tech, Inc.

Manages and implements housing, community development and disaster projects, including Pinellas County Emergency Rental Assistance Program, City of St. Petersburg Emergency Rental Assistance Program, Fort Bend County Emergency Business and Rental Assistance Appeals, City of West Palm Beach CDBG, CDBG CV and HOPWA consulting, and other consulting engagements.

Program Administration (2018-2021)

Florida Department of Economic Opportunity (DEO) | Hurricane Matthew and Hermine CDBG Disaster Recovery

Duties included development of policies and procedures, monitoring of grantees, policy guidance to the State of Florida and disaster-impacted communities, budget analysis, procurement review, and overall program administration.

Program Administration (2009-2021 and 1995-1997)

City of Homestead, FL | CDBG, CDBG Disaster Recovery, CDBG CV, Section 108, HOME, American Restoration and Recovery Act, Neighborhood Stabilization Program Funding

Provided ongoing consulting services to the City of Homestead, FL for CDBG administration, including Section 108, NSP and CARES Act funding, and all areas of program compliance, URA, environmental review, subrecipient monitoring, and all other activities involved with CDBG.

- Designed and managed CDBG CV Business Recovery Programs.
- Provided administrative guidance and implementation to numerous disaster recovery programs in the City of Homestead, including Hurricane Andrew and Tropical Storm Fay.
- Successful Tropical Storm Fay projects installed new drainage facilities in downtown Homestead, which now actively prevent flooding and stormwater run-off to the western half of the downtown business and residential district.

- Administered Hurricane Andrew CDBG DR programs in mid 1990s which constructed extensive water, URA, stormwater, sewer, public facilities, and housing rehabilitations to assist in the recovery and redevelopment efforts.
- American Recovery and Reinvestment Act (ARRA) and Neighborhood Stabilization Program (NSP)
- Administered ARRA project to improve streets aping along Washington Avenue, and NSP, which rehabilitated and resold approximately 25 homes that had been foreclosed.
- Ongoing management of the Entitlement CDBG Program
- Provided ongoing administrative services to the City's CDBG program.
- Over the last eight years, millions of dollars have been expended to assist dozens of non-profit and public facilities, public infrastructure, and public services of all kinds to improve the lives of Homestead's low-income citizenry.
- Developed the City's first Section 108 Loan to fund construction of a new downtown library.

Program Design (2020)

Pinellas County, FL

Developed 2020 Analysis of Impediments to Fair Housing for Pinellas County and the Cities of St. Petersburg, Largo and Clearwater.

Program Design (2017 – 2018)

State of Louisiana | RestoreLA

Created program policies and procedures for RestoreLA, a \$1.6 billion CDBG Disaster Recovery program. Policy documents include Case Management, construction procedures, closing procedures, Uniform Relocation Act (URA), and financial management.

Program Design (2005)

Hillsborough County, FL

Developed components of Hillsborough County 2005 Consolidated Plan.

Program Administration and Design (2004)

Charlotte County/City of Punta Gorda, FL | Hurricane Charley CDBG Disaster Recovery Projects

Administered and designed program funding for URA, waterlines, housing replacements, demolition, and commercial rehabilitation. Worked closely with the City of Punta Gorda to design innovative programs to invigorate the downtown economy after Hurricane Charley, including large-scale mixed-use development, commercial revitalization, and environmental lands acquisitions.

Program Administration (2005 – 2016)

Monroe County/City of Marathon/City of Key West/Village of Islamorada, FL | Hurricane Wilma and Tropical Storm Fay CDBG Disaster Recovery

Administered multiple storm recovery programs in Monroe County, City of Key West, Islamorada and the City of Marathon, including funding programs for vital central wastewater connections for residences and public facilities in Marathon, multi-family housing developments, housing rehabilitations, and public facilities.

Financial Analysis (1997)

Commonwealth of Puerto Rico, Municipal Revenue Collection Center (CRIM)

Researched homestead exemption practices in Puerto Rico to develop recommendations on collections and practices.

20+ YEARS OF
EXPERIENCE

Areas of Expertise

CDBG-DR Program Implementation

Land Use and Redevelopment Planning

Comprehensive Planning

Disaster Recovery Planning

Community and Economic Development Planning

Project Management

Real Estate Development and Finance

Site Planning and Urban Design

Market and Feasibility Analysis

Registrations/Affiliations

American Planning Association

Key Training/Certifications

Lead Safe Work Practices Certification

Integrated Disbursement of Information System (IDIS) training certificate

Education

Bachelor of Science, University of Arizona, 1997

EXPERIENCE SUMMARY

Mr. Genga is a community and economic development planner with experience managing and contributing to diverse land use and community planning projects as well as redevelopment and growth planning initiatives specializing in providing community, economic and housing development consulting services. He has worked with multi-disciplinary teams of sub consultants in key project roles providing detailed community, site and market analysis, redevelopment strategies, economic impact analysis, public engagement, disaster recovery plans, implementation and funding strategies, creation of conceptual site plans, as well as technical plan development and public presentation. His work history includes assisting municipalities and counties with federal and state grant programs, including all phases of grant activity from application completion and submission to funding and compliance management. He primarily worked with counties and municipalities to obtain and manage federal grant programs through the U.S. Department of Housing and Urban Development (HUD), including the Community Development Block Grant (CDBG) program and the HOME Investment Partnership program. In more than two decades of CDBG program experience Erik has managed dozens of county and municipal clients throughout Pennsylvania, New Jersey and Delaware. Erik's considerable housing development and planning knowledge has contributed greatly in the implementation of HUD funded programs. This knowledge has also assisted in a variety of disaster recovery projects engaged in over the last five years.

Erik also worked on applications for the Neighborhood Stabilization Program and several grant programs provided through the Pennsylvania Department of Conservation and Natural Resources, PA Department of Community and Economic Development and the U.S. Department of Labor. In recent years Erik Genga has become the key staff member providing insight, technical services, compliance guidance, regulatory oversight and implementation guidance for HUD funded CDBG-DR programs across the country.

In addition to managing federal and state grant programs, Mr. Genga has also worked on development and planning projects throughout Pennsylvania, New Jersey, New York, Delaware, Virginia and West Virginia. These have included researching and writing land use analyses and conditions reports, conducting public engagement activities and writing redevelopment plans, developing comprehensive plans for counties and municipalities, assisting with the development of Hazard Mitigation Plans in New York, as well as fair housing studies in Pennsylvania, New Jersey, Delaware and Virginia. During his 20 years of community development work, he wrote and provided consultation on zoning ordinances and zoning issues for municipalities throughout Pennsylvania and West Virginia including the development of Stormwater Management ordinances for the City of Martinsburg and Jefferson County, West Virginia. Erik also conducted Section 8 housing inspections and provided work write-ups for municipal CDBG housing rehabilitation programs.

Mr. Genga has concentrated on disaster recovery services over the last several years which has primarily involved implementation and compliance management for the Community Development Block Grant - Disaster Recovery Program. This has included recovery services for Hawai'i County Kilauea volcano recovery, Richland County, SC

and St. Johns County, FL for hurricane recovery, Dougherty County, GA for tornado recovery and the New York Governor's Office of Storm Recovery for Super Storm Sandy recovery.

Name was selected for this project because specific reasons for choosing. Insert experience summary text. Summarize experience here. Experience summary text. Insert experience summary text. Summarize experience here.

RELEVANT EXPERIENCE

Disaster Recovery Planning

CDBG-DR Action Plan and Technical Services, Hawai'i County, Hawai'i (Present)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams as well as the County's overall housing and economic recovery and long term resilience planning. Services have included ongoing consultation on recovery priorities, scenarios and project identification as well as the coordination of recovery funding. He is resposnible for ensuring that all US HUD and CDBG-DR regulatory requirements are being met and are included in the County's programs as well as providing housing development and recovery expertise as part of short and long term recovery and long term resilience.

CDBG-DR Action Plan and Technical Services, St. Johns County, Florida (2018 – 2020)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams. This includes assisting in the acquisition and inclusion of two CDBG-DR funding allocations. Services have included the development of the CDBG-DR programs' policies and procedures for the implementation of the County's CDBG-DR recovery program for housing, infrastructure and economic development. He is resposnible for ensuring that all US HUD and CDBG-0DR regulatory requirements are being met and are included in the County's program. He is currently primary HUD consultant regarding the County's CDBG-DR program and assists in all of the day-to-day implementation of the programs.

CDBG-DR Action Plan and Technical Services, Richland County, South Carolina (2017 - 2020)

Mr. Genga currently provides ongoing technical service and project/program implementation guidance on all aspects of the County's CDBG-DR funded project/prgrams. This includes assisting in the acquisition and inclusion of two CDBG-DR funding allocations. Services have included the development of the \$23.5m CDBG-DR programs' policies and procedures for the implementation of the County's CDBG-DR recovery program for housing, infrastructure and economic development. He is resposnible for ensuring that all US HUD and CDBG-0DR regulatory requirements are being met and are included in the County's program. He is currently primary HUD consultant regarding the County's CDBG-DR program and assists in all of the day-to-day implementation of the programs.

Dauphin County, Development of the 5-Year Consolidated Plan

Mr. Genga managed and developed the entire 5-Year Consolidated Plan, as required under HUD regulations, for the Dauphin County Department of Community and Economic Development. This involved all aspects of public outreach, data collection, eCon Planning Suite and IDIS system management, plan development and submittal. The plan was developed over the course of approximately nine months and contained no significant findings by HUD when submitted and reviewed.

Dauphin County, Community Development Block Grant – National Disaster Resilience Competition (CDBG-NDR)

Mr. Genga is a lead member of the Dauphin County CDBG-NDR planning team. This included developing an extensive and highly competitive application for submittal to the U.S. Department of Housing and Urban Development (HUD) for federally declared disaster recovery and resilience projects and initiatives. The total potential funding award was \$500 million and involved an extensive outreach and partnering process. Mr. Genga and the planning team developed the Phase 1 and Phase 2 applications for submittal to HUD and the Rockefeller Foundation for review and consideration. The application involved working with municipalities and stakeholders and identifying and quantifying remaining unmet needs from Tropical Storm Lee impacts. This resulted in identifying more than \$200 million in remaining unmet need, primarily involving damaged infrastructure. The team then incorporated a flood and climate change assessment modeling system developed by Tetra Tech to be utilized across Dauphin County to identify the scale and area of future imapcts. A methodology was then developed to "promote, protect, connect" the County in a comprehensive manner to not only protect form future flood disasters but to

incorporate resilience, green initiatives, outreach/education, economic development, housing preservation and development, land use planning and stormwater management into a single planning initiative for the County.

Boulder County, Colorado, CDBG-DR Community Development Block Grant – Disaster Recovery (CDBG-DR) Policies and Procedures Manual Development

As part of a team assisting Boulder County, CO with the development of the County's CDBG-DR guidelines, Mr. Genga utilized more than 15 years of CDBG experience to help develop portions of the County's policies and procedures manual. Mr. Genga was responsible for developing specific components of the document regarding project application and eligibility criteria, housing and infrastructure project policies and procedures and Financial Reporting, Reimbursement, Award Calculation.

New York Rising Community Redevelopment Program (2014)

For the New York State Housing Trust Fund Corporation (HSTF), Mr. Genga provided recovery planning and economic redevelopment support as part of the Tetra Tech team that is preparing comprehensive reconstruction and redevelopment plans for communities impacted by Hurricane Irene and Tropical Storm Lee. Work on this project entailed community project management, strategic visioning, risk assessment, housing and community needs assessments, compliance monitoring, and critical infrastructure analysis in support of an overarching economic redevelopment plan for each community. This program resulted in comprehensive reconstruction plans to enable these communities to increase their resilience to flooding and to "Build Back Better."

Community Planning and Economic Development Services

Mr. Genga provides both public- and private-sector clients with community and economic development planning, real estate development, and project management services. He offers project management and technical support services for a range of community planning projects involving land use, redevelopment, disaster recovery and strategic planning, and economic development.

Planning Series Document Development, Reducing Land Use Barriers to Fair and Affordable Housing, Pennsylvania Department of Community and Economic Development (2018 – Present)

Mr. Genga is currently writing a new planning document for the state of Pennsylvania regarding the identification, recognition and elimination of land use impediments as they relate to fair and affordable housing. This document will also be supplemented with at least 20 training sessions across the state to train and educate county and municipal representatives regarding these issues.

Dauphin County Consolidated Plan Development

Conducted all necessary research and analysis required to complete Dauphin County's Consolidated Plan as required under HUD guidelines. Research included housing and economic analysis to identify needs and potential short term and long term programs and projects. This also included the analysis of fair and affordable housing issues as part of the plan.

Update of Lycoming County, PA County Comprehensive Plan and the Six Multi-Municipal Plan Updates

Conducted extensive data research and analysis to provide accurate updates and additions to the County Comprehensive Plan and the Six Multi-Municipal Plans. Research included a wide variety of data sources and included identifying whether previously identified issues continued to exist or if any of the issues have changed or new issues arisen. The planning process includes utilizing the data combined with community and stakeholder input to develop objectives, goals and strategies that will contribute to the overall benefit and progress of the County.

Delaware County Commercial Improvement Zones Identification and Classification (Delaware County, PA)

Mr. Genga worked with Delaware County staff and seven targeted communities to identify key underutilized, undeveloped commercial zones as part of the County's 10-year Comprehensive Economic Development Strategy. This involved meeting with municipal staff, conducting site visits, analyzing market data, and contacting property owners to obtain current property status information.

Dauphin County Community Development Block Grant-Disaster Recovery (CDBG-DR) Action Plan (Dauphin County, PA)

Mr. Genga assisted in the development of the an Action Plan for the County to identify and address unmet community needs following Hurricane Irene and Tropical Storm Lee. Project work included identification and documentation of storm impacts,

critical issues, and unmet recovery needs, and the development of strategies and programs to address those needs and create greater future resiliency. Mr. Genga also provided CDBG-DR programmatic guidance and compliance services and oversight of the project prioritization and selection process.

Stormwater Management Ordinance Development (Jefferson County and Martinsburg, WV)

Mr. Genga worked with county and municipal staff to develop a comprehensive stormwater management ordinance that conformed to the West Virginia Department of Environmental Protection and the US Environmental Protection Agency requirements, without inhibiting development potential within the County or community. Work included extensive research, public participation, and regulatory document review to ensure consistency.

Atlantic-Cape May County Workforce Investment Board (ACMC WIB) Grant Writing (Atlantic, Cape May Counties, NJ)

Mr. Genga managed the funding identification and grant application process for the ACMC WIB. This process involved the identification of funding sources for programs and services provided by the WIB. The process also involved extensive public outreach to obtain all necessary information from community stakeholders.

ADDITIONAL TRAINING/CERTIFICATIONS

Lead Safe Work Practices certification, Integrated Disbursement of Information System (IDIS) training certificate through Pennsylvania Department of Community and Economic Development (DCED)

New Jersey Council on Affordable Housing (COAH) Module I training for Municipal Housing Liaisons

RCA Administrators, and Administrative Agents

FEMA Introduction to Hazard Mitigation Certification

FEMA Mitigation Planning for Local and Tribal Communities Certification

22 YEARS OF
EXPERIENCE

Areas of Expertise

FEMA's Community Rating System

Floodplain Management

National Flood Insurance Program

Community Planning

Local Government

Registrations/AffiliationsAssociation of State Floodplain
ManagersKentucky Association of Mitigation
Managers**Key Training/Certifications**

Certified Floodplain Manager

EO278 NFIP/CRS, 2010

EO313 Basic Hazus, 2008

EducationUniversity of Kentucky – Madisonville
Campus (now KCTCS), 1997-1999

EXPERIENCE SUMMARY

Christina Groves is a Senior Community Resilience Planner for Tetra Tech. She has over 20 years of experience working with floodplain management, the Community Rating System, planning and zoning, and local government.

Ms. Groves was specifically chosen for this project due to her extensive experience with planning for similar programs.

RELEVANT EXPERIENCE

Hazard Mitigation Planning**State of California Hazard Mitigation Plan Update (July 2022 – Present)****State of West Virginia Hazard Mitigation Plan (August 2022 – Present)****Cowlitz County, Washington Flood Hazard Mitigation Plan (June 2022 – Present)**

Ms. Groves supports All-Hazard Mitigation Plan and Flood Specific Hazard Mitigation Plan projects for both state and local jurisdictions. Her responsibilities include hazard research, profiling, and risk and capabilities assessments.

Hazard Mitigation Technical Assistance Program (HMTAP) Support**Federal Insurance and Mitigation Administration (FIMA) Local Substantial****Damage Standard Operating Procedures (IDEAL STATE) (January 2022 – Present)**

Ms. Groves is serving as a floodplain management expert to help Orange County, Harris County, and the City of Bellaire, Texas develop Substantial Damage Response Plans.

Federal Insurance and Mitigation Administration (FIMA) NFIP Data Sharing Support (January 2022 – Present)

Ms. Groves is serving as a team member for a Task Order for the Alliance for Resilience and Mitigation (ARM) joint venture serving FEMA as a HMTAP contractor. In this task order, Ms. Groves serves on a team member of resilience and mitigation experts from Tetra Tech and Michael Baker International to update FIMA's internal processes for sharing information with external partners; develop privacy analyses and a System of Records Notification (SORN) for FIMA's Floodplain Management Division; and identify methods for FEMA to proactively meet the whole community's needs for NFIP information.

Federal Insurance and Mitigation Administration (FIMA) NFIP Violations List Development and Management (September 2021 – Present)

Ms. Groves is currently serving as team member for the Alliance for Resilience and Mitigation (ARM) joint venture serving FEMA as a HMTAP contractor. In this task order, Ms. Groves contributed to development of standard operating procedures (SOP) that describe how data on minimum NFIP floodplain management violations are collected from the FEMA Regions and states. She then contributed to the development of an SOP on the use of FEMA's National Violation Tracker (NVT) and aided with a series of training sessions for FEMA Region and State NFIP stakeholders.

Community Rating System Support (CRS)

Ms. Groves has extensive expertise in support of communities to prepare for and join the Community Rating System (CRS) with the following jurisdictions in 2022 to aid them in creating sustainable programs and to maintain or improve their classifications. Ms. Groves leverages her background in the NFIP and CRS programs to support hazard mitigations plans as well as the specific CRS efforts. Additionally, Ms. Groves works one-on-one with county and local representatives; facilitates and attends meetings; prepares for and organizes meeting documentation; and outreach to the participants and stakeholders.

- City of Bellevue, Washington
- City of Roseville, California
- Jackson County, Florida
- San Diego County, California
- Town of Corte Madera, California
- Pike County, Kentucky
- City of Bellaire, Texas

ADDITIONAL EXPERIENCE

CRS Specialist, National Flood Insurance Program's Community Rating System, (2010 – 2021)

Central City, KY

Primarily responsible for reviewing community requests for Community Rating System classifications and verifying implementation or activities credited while fostering growth in the program on the local level.

Previous responsibilities have included conducting the recertification process for multiple states, assisting in development of procedures such as the "beta testing" of the Program Data Table, and establishing/supporting CRS User Groups.

Throughout my time with the program I served as the primary CRS Specialist assigned to the following states: Alabama, Arkansas, Indiana, Iowa, Kansas, Kentucky, Missouri, Nebraska, Pennsylvania, Tennessee, Virginia, and West Virginia. During my tenure cultivated imperative relationships with State NFIP Coordinators and FEMA Region staff for program support and promotion within those states.

Director of Development Services, Hopkins County Joint Planning Commission, (2001 – 2010)

Madisonville, KY

Responsible for many aspects of planning and zoning such as building permits, zoning ordinance updates and enforcement, floodplain management, plat reviews, Local Emergency Planning Committee (LEPC), geospatial technology implementation and use, comprehensive planning, and 911 addressing.

7 YEARS OF
EXPERIENCE

Areas of Expertise

FEMA BCA Tool
FEMA Hazus Tool
ArcMap
ArcPro
ArcGIS Online
ESRI Storymap
ESRI Experience Builder
Economics and Water Resources Finance
Data analysis
Water Funds
Water resources planning
Water resources modeling

Registrations/Affiliations

National Association of
Environmental Professionals (NAEP)

Key Training/Certifications

40-hour OSHA HAZWOPER

Education

Masters of Environmental
Management, Duke University, 2017

B.A., Economics, Baldwin Wallace
University, 2015

Honors: Omicron Delta Epsilon (The
International Economics Honor
Society)

EXPERIENCE SUMMARY

Jennifer Lenart is the National GIS Coordinator for the mitigation and resilience practices for EMCR. She obtained a Masters of Environmental Management from Duke University and joined Tetra Tech as a natural resource planner and economist in June 2017, specializing in water resources management and economics. Jennifer has worked on numerous hazard mitigation plans for the States of New Jersey, New York, Pennsylvania, and Texas. Ms. Lenart has also performed benefit cost analyses and risk assessments for dozens of private and public stakeholders throughout the Country to analyze the stakeholder's constituents risk to future climate change conditions and proposed efforts to reduce losses related to economic, environmental, and social variables caused by future climate change conditions. Ms. Lenart has performed large data analyses in ESRI ArcGIS, FEMA's Hazus-MH Tool, and FEMA's BCAR tool; led technical teams to develop data analyses for vulnerability assessments; and has developed story maps to support the distribution of information about areas at risk and hazards of concern.

Ms. Lenart has expertise in developing applications for Hazard Mitigation Assistance and for communities with vulnerable populations that are subject to future risk. Her recent efforts focus on benefit costs analyses, hazard mitigation planning, and spatial analysis.

Ms. Lenart was chosen for this project due to her extensive experience in data analysis.

RELEVANT EXPERIENCE

Planning and Data Analysis**City of Port Moody, British Columbia, Canada Extreme Weather Plan (January 2022 – Present)**

Lead spatial analyst assessing extreme weather event and climate change vulnerability to populations and community lifelines. Mapping hazard areas and conducting the spatial analysis for vulnerability scoring.

California Generators Benefit Cost Analyses (March 2022 – Present)

Analyzing the benefits of purchasing several generators for the City of Cotati and the Crescenta Water District to maintain the continuity of operations for potable water and wastewater utilities. Referencing historical outage events to justify the need for generators. Determining reoccurrence intervals for the historical cause of outages including PSPS events, wind events, rainfall events, and earthquake events.

North Carolina Regional Resilience (December 2021 – Present)

Developing a risk analysis approach for four coastal regions in North Carolina. Working with the planning team to assess the vulnerable population's risk to hazards of concern, including projected changes to flood, storm intensity, and drought conditions.

City Hall Annex Benefit Cost Analysis (December 2021 – Present)

Creating a benefit cost analysis for the City Hall Annex and Garage for Houston, Texas. Analyzing the benefits to implement floodproofing measures around the annex and garage and elevating critical infrastructure that maintains the operation of the City Hall

Annex. Referencing the impacts from Hurricane Harvey to create professional expected damages analysis. Responding to the request for information provided by FEMA to address outstanding questions.

NJOEM NFIP GIS Update (September 2021 – Present)

Working with NJ building footprints, MODIV parcel data, and FEMA NFIP points to join repetitive loss, claims, and policy information across the datasets. Modifying location of NFIP GIS data based on accuracy level indicators provided in FEMA data. Creating decision trees for python scripting used in data analysis and clean up. Support QAQC of data processing and documentation of processing steps.

Brick Township Repetitive Loss Area Analysis (August 2021 – Present)

Comparison of 2016 repetitive loss areas and repetitive loss structures to updated 2019 repetitive loss properties. Mapping of repetitive loss structures and create updates to repetitive loss areas. Communicate required changes to project managers for client review.

Pequannock 2020 and 2021 FMA Applications (September 2020 – October 2020 | September 2021 – October 2021)

Developing FEMA Flood Mitigation Application benefit cost analysis materials and grant application materials for the Township of Pequannock's home elevation project. Conduct outreach to private contractors who have worked on elevation projects in the Township to acquire cost estimation information. Import results and application materials into FEMA GO.

Woodland Park CRS (January 2021 – July 2021)

Conduct open space analysis for Woodland Park. Acquire flood hazard data for flood intersection analysis of open space and extract out areas of impervious surfaces. Create maps of open space areas and flood intersection. Provide results to project managers with areas in the flood hazard zone.

Northeast United States Hazard Mitigation Plans (October 2019 – Present)

Ms. Lenart has worked on several hazard mitigation plans for communities in New Jersey, New York, and Pennsylvania. The following tasks are required: Preparing and reviewing technical data from assessor, city, county databases for spatial analysis. Collecting and clipping hazard data for analyses. Summarizing spatial data results ran in ESRI ArcGIS and FEMA Hazus. Reviewing and writing vulnerability assessment for client based upon spatial analysis of hazard and qualitative research. Assessing risk to socially vulnerable populations. QAQC of spatial data and analysis. These projects assessed hazards such as the Earthquake NEHRP Soils Class D and E, Earthquake 100-year, Earthquake 500-year, Earthquake, 2,500-year, Coastal Erosion, Flood 100-year, Flood 500-year, Hurricane 100-year, Hurricane 500-year, Hurricane 2,500-year, Carbonate Rock, Pandemic, Steep Slope (Over 15-percent or 25-percent Grade), SLOSH Categories 1-4, Sea Level Rise 1-foot increments, Severe Winter Weather, Utility Failure, and Wildfire.

Clients have included: Camden County, NJ; Cape May County, NJ; Gloucester County, NJ; Hudson County, NJ; Hunterdon County, NJ; Morris County, NJ; Passaic County, NJ; Sussex County, NJ; Cattaraugus County, NY; Cortland County, NY; Chenango County, NY; New Castle Town, NY; Putnam County, NY; Tompkins County, NY; Suffolk County, NY; New York University; Long Beach, NY; Westchester County, NY; Bedford County, PA; Delaware County, PA; Pike County, PA.

Texas Hazard Mitigation Plans (June 2021 – Present)

Ms. Lenart has worked on several hazard mitigation plans for communities in Texas. The following tasks are required: Preparing and reviewing technical data from assessor, city, county databases for spatial analysis. Conduct spatial collection meetings with client to discuss data requirements for the risk analysis. Collecting and clipping hazard data for analyses. Summarizing spatial data results ran in ESRI ArcGIS and FEMA Hazus. Reviewing and writing vulnerability assessment for client based upon spatial analysis of hazard and qualitative research. Assessing risk to socially vulnerable populations. QAQC of spatial data and analysis.

Clients have included: Brownsville Public Utilities Board and City of Brownsville; Galveston County; Harris County

County of Hawaii Benefit Cost Analyses. Hawaii County, Hawaii (November 2019 – April 2020)

Performed benefit-cost analyses using FEMA BCA Toolkit. Reviewed a major acquisition project for structures impacted by historical lava damages, an IT resilience project to maintain key County services during extreme weather events, and a project about restoring emergency communication towers to maintain functionality of emergency personnel in response to extreme weather events.

Texas Benefit Cost Analyses. Harris County, City of Houston, Aransas County (May 2018 – Present)

Developed numerous benefit cost analysis for communities in Texas. Assessments reviewed benefits for, but not exclusive to flood control using eleven basins in an old golf course; flood diversion of an existing dam for upstream communities; flood diversion and detention in the TIRZ 17 region within the City of Houston; flood detention and flow diversion project in the North Canal project area; and three roadside stabilization projects along Aransas Bay where erosion rates are increasing, and the roadways are at risk of breaching. Economic analyses were applied to assess monetary losses caused by climate change projections to entities such as businesses, recreation, residents, and tourism throughout these project areas.

Nine Mile Creek Flood Mitigation Project. Meridian, Idaho September 2020 – Present)

Develop a benefit cost analysis for a flood mitigation project in Meridian, Idaho. Prepare the spatial data to be assessed in Hazus-MH v4.2. Perform the Hazus analysis and summarize results.

DR-4332 – HMGP Application Development. Fort Bend County, San Patricio County, Texas (May 2018 – October 2019)

Through direct contracting and FEMA's Hazard Mitigation Technical Assistance Program (HMTAP), the purpose of the project was to develop and review all sections of each application, including the analysis of hazard history, previous flood data, repetitive loss data, benefit-cost analysis, and environmental compliance. Through this process she facilitates the data collection of structures, utilities, and roads that may benefit from mitigation and resiliency projects proposed by a municipality, county, and state. Collect infrastructure characteristics to generate depth-damage curves. Collaborate with team members and county staff to develop and submit FEMA grant applications detailing the benefits and costs of the proposed projects including, but not limited to, road and structure elevation, flood water detention, and flood water diversion. Work directly with FEMA to evaluate the project proposal and impacts to the community.

Fort Myers Drainage Improvement Damage Analysis. Fort Myers, Florida (July 2020 – Present)

Review and analysis of drainage improvement project for six major streets along Fort Myers beach. Apply tax assessor data to calculate total replacement cost value of each structure. Utilize USACE depth damage curves to estimate damages for each structure based on pre- and post-project flood depth conditions.

Menlo Park Flood Mitigation Project. Menlo Park, California (August 2019 – October 2019)

Prepare spatial data for benefit cost analysis in Menlo Park area for major commercial properties. Assess flood damages and economic losses to impacted structures.

Teton Creek Stream Restoration Analysis. City of Driggs, Idaho (December 2019)

Review and analysis of a restoration project that proposed a design to protect structures from future risk of flooding caused by avulsion of Teton Creek up to the 100-year flood event, as well as reduce the existing rates of Teton Creek's streambank erosion which is threatening to breach surrounding residential, agricultural, and public infrastructure. Investigate the future avulsion paths of the creek to estimate the structures that would become breached by erosion and flood waters.

North Carolina Green Infrastructure and One Water Projects. City of Raleigh, City of Raleigh Public Utilities Department, NC Department of Transportation (June 2017 – October 2019)

Projects throughout the State of North Carolina include: Develop a cost tool for the City of Raleigh that compares the cost of GSI/LID practices to conventional practices on a site within the City and inform developers and designers about the opportunities created because of changes to the City ordinances that allow for flexible design and potential for savings from land use reduction and compliance fees; Acquire updates in jurisdictional boundaries, floodplains, land use, master plans, and growth management policies to update the Raleigh 2009 SCIMP for infrastructure improvements and projections for the City as well as its partner communities; Provide economics and planning assistance to the City of Raleigh to develop an expedited site plan review and building permit issuance process to create an incentive for third party developers to implement green stormwater infrastructure and low impact design feature; Research existing planning structure for Raleigh's development submissions to improve existing procedures and identify building blocks for the new Green Raleigh Review process; Conduct pilot project workshops that address gaps in current nutrient management strategies throughout the state which included discussion between a group of professionals (public and private sector, rural and urban) to engage and support dialogue on a holistic One Water based framework for water and land management.

7 YEARS OF
EXPERIENCE

Areas of Expertise

Technical Writing
Graphic Design
Document Management

Key Training/Certifications

University of Central Florida, UX/UI
Certificate (2022)

Education

University of Central Florida Bachelor
of Science, Business Administration,
Marketing (2014)

EXPERIENCE SUMMARY

For more than 7 years, Ms. Kilgore has supported Tetra Tech in writing, editing, and facilitating review of critical written work, ranging from public-facing collateral and information campaigns to final reports submitted to federal funding agencies. We understand the critical importance of producing a refined and cohesive document as the final product of our work, so we have allocated specialized resources to dedicate attention to copyediting and graphic design.

Ms. Stephanie Kilgore was selected for this team due to her extensive experience with technical writing, copyediting, and graphic design. Ms. Kilgore will support the Planning team in the writing process.

RELEVANT EXPERIENCE

Graphic Designer (February 2022 - Present)

Tetra Tech, Inc. | Maitland, FL

- Dedicated graphic design support for proposal team
- Client-facing graphic design support for disaster recovery projects

Senior Marketing Specialist (June 2018 - February 2022)

Tetra Tech, Inc. | Maitland, FL

- Led the development and delivery of over 120 disaster recovery consulting proposals
- Development of “boilerplate” proposal language, combining technical writing and sales messaging
- Transferring technical language and processes into infographics for proposals and other marketing material (Adobe Illustrator)
- Development of marketing materials, brochures, and proposal content
- Participate in long-term strategy development meetings with management team
- Managed Request for Proposal research activities, and conducted research on future bidding opportunities

Marketing Specialist (May 2015 - June 2018)

Tetra Tech, Inc. | Maitland, FL

- Analyze Request for Proposal documents (RFQs, RFIs, etc.) and coordinating proposal kickoff effort
- Developing proposal plan for RFP compliance, as well as integrating “win themes” and technical strategies
- Coordinate proposal timeline and deadline management for team deliverables
- Work closely with assigned technical leads to develop and review qualifications/scoping language
- Facilitate and lead meetings to discuss proposal content, scheduling, and deliverables
- Work in tandem with Legal Team to gather required information for proposals, and address any potential issues with RFP terms and conditions; coordinating with subcontractors
- Solicit management reviews and approvals during proposal development

- Printing and production of proposals; tracking delivery to client
- Develop marketing collateral pieces for sales team's pursuits and conferences
- RFP research via distribution sites (i.e. GovWin, DemandStar, FindRFP) and client websites
- Creation of weekly RFP distribution list for management team
- Conference management and coordination
- Resume creation and updates for management and consulting team

Sales & Marketing Associate (July 2014 - July 2015)

AceApplications, LLC | Orlando, FL

- Strategic IT Staffing
- Write job descriptions and manage candidate outreach
- Manage candidate contact information using Excel databases
- Screening candidates via telephone and email
- Procurement and sales of interactive whiteboards, computers, network hardware, software, other accessories
- Price analysis for technology procurement
- Establish and maintain B2B relationships
- Reviewing bids/RFQs and preparation of response templates
- Design workflows and webpage design
- Act as a liaison between client and developers
- Provide customer/client service

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

DBE FORM 2002 INSTRUCTIONS: PLEASE SUBMIT SECTION I AND SECTION II OF THIS FORM WITH THE BID/PROPOSAL.	DIVERSITY BUSINESS ENTERPRISE PARTICIPATION COMMITTED			
Bidder/Proposer must complete and submit <u>Section I and Section II</u> with the bid/proposal to show DBE participation achieved as a result of their outreach efforts. The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Enterprise Program requirements for Bidder/Proposer outreach and utilization of DBEs. Failure to complete and submit this form with the /Bid/Proposal will be considered non-responsive. Please Note: The Awarded Bidder's/Proposer DBE commitments will be incorporated into the contract and monitored monthly, including monthly reports that validate DBE utilization and possible on-site audits.	Bidder/Proposer Company Name: Tetra Tech, Inc.			
	Bid/RFP Number:	Name of Bid/Request for Proposal: Action Plan for CDBG-DR for Disasters Occurring in 2021	Bidder/Proposer Estimated Total Dollar Bid/ Proposal: \$ 63,390	
	Submission Date: 9/2/2022	Total DBE Percentage: % N/A	Total DBE Dollars: \$ N/A	Percentage of Self-Performed Work: 100 %
	*Bidder/Proposer Company Contact Name: Jonathan Burgiel Telephone: (321) 441-8511 Email Address: TDR.contracts@tetrattech.com			

*Name of person to contact for information and documentation regarding this form and DBE participation proposed

Please indicate the DBE Ethnicity Code:

**Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

SECTION 1 - PROPOSED DIVERSITY BUSINESS ENTERPRISE			
INSTRUCTIONS: Record each DBE that you proposed to use for the above referenced Bid/RFP. Your response to the requested information below will be evaluated and scored based on this form's completeness. If additional space is needed to record your DBE contacts, you may duplicate this form.			
1. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
N/A			
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services:	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

2. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/ Services	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)			Certification Expiration Date:
3. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

4. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
JOINT VENTURE <input type="checkbox"/> Yes <input type="checkbox"/> No PARTNERING AGREEMENT <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Expiration Date:

5. DBE Company Name	**DBE Ethnic Code	Supplies/Services Provided	
Address/City/State/Zip:	Telephone:	\$ Value of Supplies/Services	DBE % of Total Bid/Proposal:
Joint Venture <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of DBE Current Certification Agency:		Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/>

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

Partnering Agreement <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please provide legal agreement and other documents to support this claim with the finalized version)		Certification Expiration Date:
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METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Diversity Business Enterprise Program Proposed Utilization Plan

SECTION II DBE CONTRACT AWARDS INSTRUCTIONS	SUMMARY - DBE CONTRACT AWARDS	
BIDDER/PROPOSER MUST COMPLETE THIS SECTION SUMMARIZING DBE AWARDS. Use this form to summarize and record proposed DBEs listed on this form in <i>Section I</i> . The information recorded on this form will be evaluated and scored to determine your compliance with the MDHA Diversity Business Program requirements for Bidder/Proposer commitment to utilizing DBEs. Failure to complete and submit this form will be considered non-responsive.	Bid/RFP Title: Action Plan for CDBG-DR for Disasters Occurring in 2021	
	Date Submitted: 9/2/2022	
	Company Name (Bidder/Proposer) Tetra Tech, Inc.	*Name of Company Contact: Jonathan Burgiel
	Address City/State/Zip: 2301 Lucien Way, Ste. 120, Maitland, FL, 32751	Contact Telephone: (321) 441-8511

*Name of person to contact for information and documentation regarding this form and DBE Finalized Commitment

MBE Name	Estimated Dollar Value	WBE Name	Estimated Dollar Value	SBE Name	Estimated Dollar Value	SDVBE	Estimated Dollar Value
Total MBE Dollars		Total WBE Dollars		Total SBE Dollars		Total SDVBE Dollars	
Total MBE % of Bid		Total WBE % of Bid		Total SBE % of Bid		Total SDVBE% of Bid	
TOTAL VALUE OF BID/PROPOSAL:			TOTAL DBE PARTICIPATION DOLLARS:			TOTAL DBE PERCENTAGE:	
\$			\$			%	

By signing below, I confirm that the information provided herein to MDHA is true and correct. I understand that if I fail to provide all the required documents, my Bid may be deemed "non-responsive," and I may be denied the contract award.

Name of Company: Tetra Tech, Inc. Date: 9/1/2022

Signature of Certifying Official of Company:  Title: Business Unit President

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

DBE FORM 2001 SECTION I - INSTRUCTIONS		Prime Bidder/Proposer Company Name: Tetra Tech, Inc.	
PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation. The information recorded on this form will be evaluated to determine your compliance with the Diversity Business Enterprise Program requirements for contractors/suppliers' outreach initiatives. Failure to complete and return this form will result in a non-responsive bid/proposal.		Bid/RFQ/RFI/RFP # and Title: Action Plan for CDBG-DR for Disasters Occurring in 2021	
		Street Address City/State/Zip: 2301 Lucien Way, Ste. 120, Maitland, FL, 32751	
		Contact Name: Jonathan Burgiel	
		Contact Telephone Number: (321) 441-8511 Date: 9/1/2022	
PLEASE INDICATE IF YOUR FIRM IS A DBE	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> If yes, provide a copy of certification and check the appropriate DBE Code.	MBE <input type="checkbox"/> WBE <input type="checkbox"/> SBE <input type="checkbox"/> SDVBE <input type="checkbox"/> *DBE CODE	Certification Attached YES <input type="checkbox"/> NO <input type="checkbox"/> Certification Agency:

*Racial/Ethnic Codes: MBE 1-Black Americans; 2-Native Americans; 3- Hispanic Americans; 4-Asian/Pacific Americans; 5-WBE; 6-SBE; 7-SDVBE (Example: Hispanic Firm - MBE/3)

1. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
N/A				
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date of Meeting:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."	
2. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance."	

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION I - INSTRUCTIONS PLEASE SUBMIT THIS FORM, SECTION I & II, WITH THE BID/PROPOSAL. Use this form to record your outreach efforts to solicit DBE participation.		Prime Bidder/Proposer Company Name: Tetra Tech, Inc.			Date: 9/1/2022
Bid/RFQ/RFI/RFP # and Title: Action Plan for CDBG-DR for Disasters Occurring in 2021					

3. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

4. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

5. DBE Name	*DBE Codes	Name of Person Contacted	Date Contacted	Type of Supplies/Services
Method of Communication <input type="checkbox"/> Telephone DBE Telephone Number:	Method of Communication <input type="checkbox"/> Email DBE Email Address:	Method of Communication: <input type="checkbox"/> Face-to-Face Meeting Date:	DBE Response: Bidding <input type="checkbox"/> Yes <input type="checkbox"/> No* Submitted Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No * Valid Bid: <input type="checkbox"/> Yes <input type="checkbox"/> No* *If no, provide reason(s) for "non-acceptance"	

METROPOLITAN DEVELOPMENT AND HOUSING AGENCY DIVERSITY BUSINESS ENTERPRISE PROGRAM
Bidder/Proposer DBE Outreach Efforts and Documentation

SECTION II - INSTRUCTIONS

MDHA DBE PROGRAM REQUIREMENTS: BIDDERS/PROPOSERS ARE EXPECTED to go beyond the standard telephone and email outreach methods to identify DBEs. Bidders/proposers should actively and aggressively seek out DBEs. There are many ways to make the best effort possible to achieve DBE participation. The list of outreach initiatives below is not comprehensive, but it will give you an idea of where to start. Successful Bidders/Proposers will be required to provide documentation that supports their efforts. Please answer the questions below and indicate the details of your company's actions taken concerning these questions. Feel free to attach additional documentation to explain your outreach initiatives. This form, along with information recorded on the preceding pages, will be used to evaluate the bidder/proposer's efforts to achieve DBE participation.

RECOMMENDED DBE OUTREACH METHODS

1. The bidder/proposer conducted a pre-bid meeting to inform DBEs of subcontracting opportunities and discussed the plans, specifications, and other bid requirements to solicit DBE bidders. If yes, provide the Date of Pre-bid Meeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. The bidder/proposer met face-to-face with interested DBEs to discuss information about the plans, specifications, and requirements of the bid/proposal.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. The bidder/proposer provided interested DBEs with adequate information about the bid/proposal's plans, specifications, and requirements of the bid/proposal. Information provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. The bidder/proposer selected specific portions of the work to be performed by DBEs to increase the likelihood of achieving DBE participation (including breaking down more significant pieces of work into smaller units to facilitate DBE participation)	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. The bidder/proposer followed up with DBEs who initially expressed interest by contacting those DBEs to determine with certainty if they remained interested in bidding.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. The bidder/proposer took the necessary steps to provide written notice in a reasonable time frame to inform DBEs of subcontracting opportunities and allowed enough time for them to participate effectively.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. The bidder/proposer utilized the MDHA Diversity Business Enterprise Directory and other directories such as The Metro Nashville's Office of Minority and Women Business Assistance, the State Go-DBE, Metro Airport TDOT to identify DBE firms as potential bidders.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. If DBE bids/proposals were received and rejected, you must attach the rejected bid/proposal documentation and the reason for rejecting (i.e., memos, telephone calls, meetings, etc.) the bid. In addition, a statement including any reasons for concluding that the DBE was unqualified to perform the job). Is the documentation attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No

By signing below, I certify that all information provided is accurate. I agree to provide Metropolitan Development and Housing Agency with a completed copy of all required forms and documentation to support my claims for DBE outreach. I understand that if I fail to provide all the required forms and documents, my bid may be deemed "non-responsive," and I may be denied the contract award.

Name of Company: Tetra Tech, Inc. Date: 9/1/2022

Signature of Certifying Official of Company:  Title: Business Unit President

Recent Similar Experience

The chart below lists our similar projects within the last 3 years. Additional similar projects can be found in Section C – Experience, beginning on page C-1 of the file uploaded to the “Letter of Interest” section of the Attachments tab. Descriptions of the projects listed in our Attachment B Form can also be found below.

Year	Client	Program
Ongoing	Commonwealth of Puerto Rico	CDBG-DR
Ongoing	Richland County, SC	CDBG-DR, FEMA PA, FEMA HMGP
Ongoing	U.S. Virgin Islands	CDBG-MIT
Ongoing	Lexington County, SC	CDBG-MIT
2021	West Palm Beach, FL	CDBG Action Plan
2019	Harris County, TX	CDBG-DR CDBG-MIT
2019	Commonwealth of Puerto Rico	CDBG-DR

Our team members have decades of experience working within HUD's CDBG program eligibility framework and have successfully leveraged public funds for our clients. We work with jurisdictions to develop action plans, complete applications, and identify, evaluate, and prioritize recovery projects, ensuring eligibility with HUD requirements. The Tetra Tech team has worked with dozens of communities across the nation to ensure that recovery planning efforts are launched and implemented with long-term sustainability, risk reduction and elimination, and community economic and safety resiliency in mind.

From Hurricane Sandy to Hurricane Maria, along with countless other disasters across the U.S. and territories, our team of experts has supported recovery efforts throughout the country.

Similar Projects

Preparation of the FY 2021/22 CDBG Action Plan

[Director of Housing and Community Development, City of West Palm Beach](#)

The City of West Palm Beach was allocated a total of 4.7 million in Community Development Block Grant Program, HOME Investment Partnerships Program and Housing Opportunities with People with AIDS for FY 2021/22. Tetra Tech was selected to provide comprehensive grant support services, which included assisting the City with the technical research, community outreach, and the preparation of its CDBG Action Plan.

Our CDBG subject matter team lead the FY 2021/22 Action Plan preparation, prepared the city's public presentation, and the provided ongoing technical assistance to staff; and its largest CDBG subrecipient the Palm Beach County Housing Authority. Ongoing staff support was also provided in the critical areas of day-to-day operations management, project management, compliance, monitoring, reporting, and other general grant management services.

Project Cost: \$111,000

Dates: June – December 2021

Contact: Jennifer Ferriol
401 Clematis Street - 3rd Floor
West Palm Beach, FL 33401
(561) 822-1250
jferriol@wpb.org

CDBG MIT Action Plan

U.S. Virgin Islands

Tetra Tech was retained by the U.S. Virgin Islands to develop the CDBG MIT Action Plan for \$774 million in funding received in response to the 2017 hurricanes. The plan was developed in coordination with the USVI, stakeholders and residents. The CDBG MIT Action Plan was a challenging engagement largely developed during the COVID epidemic. The plan outlines how CDBG MIT funds will be used to support projects and programs for infrastructure and public facilities, economic resilience and revitalization, housing, public services, and planning. The plan was approved by HUD on July 12, 2021.

Project Cost: \$1,027,000

Dates: January 2020 – January 2023

Contact: Antoinette Fleming
3438 Kronprindsens Gade
GERS Complex 1st Floor, Suite 4
St. Thomas, VI 00802
P: (340) 777-4432 ext. 4220
anfleming@vihfa.gov

CDBG-DR City Revitalization Program

Puerto Rico Department of Housing (PRDOH)

Hurricanes Irma and Maria devastated the infrastructure of Puerto Rico, revealing unmet needs that the Puerto Rico Department of Housing (PRDOH) has clearly outlined in their CDBG-DR Action Plan. In order to revitalize communities and protect the public's health and safety in alignment with the Puerto Rico Recovery Plan and CDBG-DR regulations, PRDOH developed the City Revitalization Program (CRP) as a multi-sector initiatives program which aims to make innovative and transformative long-term recovery solutions for Puerto Rico. CRP allows eligible participants to make improvements in designated downtown areas or key growth corridors where infrastructure and ecosystems were damaged by hurricanes. PRDOH also seeks to ensure that projects relate to a planned downtown strategy that aligns with future development and investment opportunities. CRP will restore downtown vitality, ensure safety during and after future events, and harden critical infrastructure against future storm events.

Tetra Tech brings together a unique combination of expertise and relevant infrastructure experience. We have extensive experience working with diverse stakeholders, including small and large local governments, state agencies, and even top elected leaders. Our personnel have expertise from working on many of this past decade's major disasters nationwide as well as experience working on prior projects in Puerto Rico. Accordingly, our staff has a deep understanding of how disaster response and recovery works. This real-world experience provides our team with valuable insight and ensures an in-depth knowledge of best practices that lead to successful implementation of multi-sector and infrastructure programs.

Project Cost: \$22,135,220

Dates: July 2021 – Ongoing

Contact: Shirley Birriel Osorio
PO Box 21365
San Juan, PR 00928-1365
P: (787) 274-2527 ext. 6623
Sbirriel@vivienda.pr.gov

CDBG-DR and CDBG-MIT Action Plan and Implementation

Lexington County, South Carolina

Tetra Tech was selected by Lexington County to provide planning and implementation services for the Community Development Block Grant Disaster Recovery and Mitigation (CDBG-DR and CDBG-MIT) Buyout and Infrastructure Programs. These programs are related to the 1,000 year flood disaster of October 1-5, 2015, which caused extensive damage throughout Lexington County and surrounding communities. Lexington County has funded a 100+ buyout/demolition program with the use of CDBG-DR and CDBG-MIT funds. Through the CDBG-DR and CDBG-MIT programs, Tetra Tech is managing over \$10 million in recovery and mitigation road infrastructure projects for Lexington County. Tetra Tech has been tasked with providing Lexington County with pre-implementation planning, program management, and post-implementation grant closeout.

To date, Tetra Tech has developed a process for appealing the sale price for buyout projects, buyout and demolition policies and procedures, Universal Relocation Assistance (URA), and project checklists. Tetra Tech also assisted Lexington County staff with writing the Action Plans and

Project Cost: \$2,300,000

Dates: September 2016 - Ongoing

Contact: Sandy Fox
Grants and Title VI Manager
212 South Lake Drive, Ste. 401
Lexington, SC 29072
803-785-8121
803-807-7982 – cell
sfox@lex-co.com

providing qualified historic preservation staff to allow Lexington County to sign the HUD Addendum to the South Carolina Programmatic Agreement for Section 106 compliance.

Upon implementation, Tetra Tech has provided the following services:

- Site Eligibility Review for Buyout and Acquisition Properties
- Property Specific Preparation Activities
- Determine Relocation Assistance
- Prepare Buyout Offers
- Assist County with Property Closings
- Provide Relocation Assistance to Eligible Property Owners
- Demolition Coordination of Buyout and Acquisition Properties
- Environmental and Historical Reviews, including archaeological surveys and wetland delineation reports
- Contract procurement for demolition, engineering, and construction services
- Universal Relocation Assistance (URA)
- Project Closeout

CDBG-DR Action Plan and Implementation, FEMA PA, FEMA HMGP

Richland County, South Carolina

Tetra Tech was selected by Richland County under an emergency contract to provide comprehensive disaster recovery services in response to the 1,000-year flood disaster of October 1-5, 2015, which caused extensive damage throughout Richland County and surrounding communities.

This disaster brought monumental flooding to an area that was previously a safe, dry community in the South. As a result of this catastrophe, many homeowners and business owners were left with properties deemed worthless, or substantially damaged, and no clear solution in sight. Tetra Tech assisted the County immediately after the flood to perform a comprehensive needs assessment of the County followed by a strategic analysis of available grant funds to support the County's recovery efforts.

After evaluating the devastation in their community, Richland County made the conscientious decision to apply for Hazard Mitigation Grant Program (HMGP) funding through Federal Emergency Management Agency (FEMA). After pre-applications were submitted for the County, Tetra Tech assisted the County in submitting more than eleven applications, worth 14.7 million dollars to the South Carolina Emergency Management Department (SCEMD). Tetra Tech assisted the County in Application Development, Request for Information request services and project implementation. This included the submission and implementation of over 76 substantially damaged homes, businesses and properties for voluntary buyout, as well as an additional 9 properties that were not substantially damaged but were in harm's way for future flooding.

After assisting the County with property intake, Tetra Tech took the lead in establishing a network of communication for property owners to correspond with the program, including establishing full time case managers, a hotline phone number and email address, and a real time *RecoveryTrac*™ system to document incoming phone calls and correspondence for each property owner. *RecoveryTrac*™ system was utilized to share documentation and information across multiple disciplines and provide key document storage for property owner documentation, legal closing information, as well as demolition inspection correspondence.

There were significant challenges involved with the acquisition of these properties, including desolate property locations, establishing a fair and balanced appraisal appeal process, and assisting the property owners in finding and retrieving necessary Duplication of Benefits documentation. Due to the nature of the disaster, and the timing that it took for the grants to be awarded through the State and Federal review, many property owners had relocated and misplaced paperwork. Due to Richland County's demographics as a low- to moderate income area, it was essential that the property owners recovered

Project Cost: \$7,100,000

Dates: October 2015 - Ongoing

Contact: Mike King, Assistant Director
Richland County Emergency Services
Richland County Disaster Recovery
Coordinator
3216 Broad River Road
Columbia, SC 29210
Phone: (803) 731-8362
Fax: (803) 748-5055
kingm@rcgov.us

as much funding as possible, so it took the patience and dedication of the Tetra Tech case managers to work with the property owners one on one in order to complete the necessary paperwork for the acquisitions throughout the process. One of the key areas of focus was the acquisition of a 21--home multi-family townhome, where the properties were connected. Tetra Tech successfully managed the acquisition of 19 of those townhomes, and assisting those property owners, which were all displaced, as the townhomes were condemned.

Tetra Tech has assisted the County in successfully purchasing 66 of the properties that were submitted for funding under HMGP and is in the process of closing out all of the acquisition projects with SCEMD.

The full list of services provided by Tetra Tech to the County included the following:

1. **FEMA HMGP Grant Application Services:** Tetra Tech has provided services to the County to develop the County's HMGP full-applications to the State and to FEMA.
2. **FEMA HMGP Grant Implementation Services:** Tetra Tech is providing services to the County to implement the County's HMGP Programs including all aspects of grant and property owner management, as well as demolition monitoring, HMGP grant compliance and closeout.
3. **FEMA Public Assistance (PA) Reimbursement Support:** Tetra Tech assisted the County, City of Forest Acres, and County School Districts in preparation of their documentation for FEMA reimbursement.
4. **Preparation of Road Repair Procurement Packages:** Tetra Tech assisted the County's Department of Public Works prepare quantities and cost estimates to repair over 270 roads and bridges Countywide.
5. **Management of Countywide Well Testing and Disinfection Program:** Tetra Tech provided overarching management of a comprehensive well testing and disinfection program.
6. **Performance of Outstanding Need Assessment:** Tetra Tech completed a needs assessment study to identify any outstanding post-disaster unmet needs of the citizens of Richland County.
7. **Disaster Debris Monitoring:** Tetra Tech monitored the County disaster debris drop-off locations and SCDOT debris collection vehicles removing debris from County public rights of way to ensure the County was properly charged for the SCDOT services provided.
8. **FEMA, NRCS and State Meetings:** Tetra Tech participated in meetings with FEMA and the State including the Applicant Briefing, FEMA Kick-Off Meeting and FEMA Advanced Evaluation Team to identify the long term recovery needs of the County and funding sources available to Richland County to fund the County's long term recovery needs.
9. **Long Term Recovery Funding and Strategy Development:** Tetra Tech has assisted the County in identifying long term disaster funding sources to assist fund the County's recovery efforts and develop a strategy to help maximize the amount of funds the County could realize through a comprehensive recovery strategic plan.
10. **County Council Long Term Recovery Workshop Facilitation:** Tetra Tech has worked with the County to facilitate a County Council workshop to brief the Council on the status of the recovery effort and long term recovery path forward.
11. **Consulting Services to the County Recovery Manager:** Tetra Tech provide to the County a full-time staff member to act as the Assistant Local Disaster Recovery Manager. His role was to advise and mentor the County Recovery Manager, to help the region's VOADs establish a Long Term Recovery Group, and to assist in coordinating all County recovery efforts with other local and State jurisdictions and agencies.
12. **Community Development Block Grant – Disaster Recovery Services:** Tetra Tech has assisted the County in first winning a direct CDBG-DR allocation from HUD and then facilitating the process for the County to develop the implementation plan and action plan for their CDBG-DR program. Tetra Tech subsequently helped the County submit substantial and minor amendments to the action plan for their CDBG-DR program.
13. **Community Development Block Grant – Disaster Recovery Implementation:** Tetra Tech has provided services to oversee and manage the implementation of the CDBG-DR action plan to include single family home repairs, mobile home replacements, small rental rehabilitation, public infrastructure project support, and HMGP buyout local match for residential and non-residential buyouts of 79 properties.

These services included extensive support to Housing, Infrastructure and Economic Development Programs. Tetra Tech staff members worked full-time at the County to implement the CDBG-DR case management and construction oversight as well CDBG-DR program management. Case managers worked directly with residents of the County to compile their applications for the housing programs. Tetra Tech cost estimators/inspectors completed all Housing

Program scope of repairs and cost estimates using Xactimate software. Throughout the rehabilitation of the homes, cost estimators/inspectors provided construction supervision and all necessary inspections for both HUD and local building code compliance.

14. **COVID-19 Consulting Services:** Tetra Tech is assisting with disaster recovery services related to COVID-19, including chairing the Richland County's COVID Small Business Grant Fund Selection Committee, assisting the County apply for CARES Act Funding and facilitating the development of the COVID-10 Interim Recovery Plan. Tetra Tech is also assisting with the establishment and operation of a non-congregate shelter; assisting with Public Assistance data collection and project worksheet development; and with applying for other funding sources that may be available.

ATTACHMENT G
Request for Proposal
Certifications

State of Florida

County of Orange

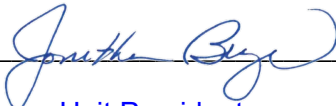
Jonathan Burgiel, being first duly sworn, certifies that:

(1) No member, officer, or employee of the Metropolitan Development and Housing Organization; no member of the governing body of the locality in which the project is situated; and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the project, shall, during his tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.

(2) The submitter principal members do not now have, and have not had, during the previous 12 months, any interest, direct or indirect, in MDHA or any of its members or officials, including a family relationship with any Organization member or official and employment by or service as a member or official of MDHA.

(3) The submitter shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, handicapping conditions or national origin. The submitter shall take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, color, religion, sex, age, handicapping conditions or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.

(4) The submitter shall not assign or transfer any interest in this contract without the written approval of the MDHA Board of Commissioners, which authorization would be communicated only over the signature of the Executive Director. If the contractor is a partnership, this contract shall inure to the benefit of the surviving or remaining membership of such partnership.

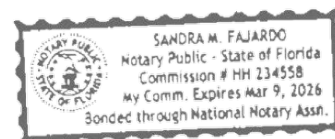
(Signed) 
Business Unit President

Title

Subscribed and sworn to before me this 1st day of September, 2022.



My commission expires March 9th, 2026.



ATTACHMENT F

CERTIFICATION FOR CONTRACTS, GRANTS, LOAN AND COOPERATIVE AGREEMENT

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any persons, for influencing or attempting to influence an officer or employee of any organization, 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.

(2) 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 organization, 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.

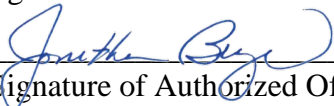
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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.

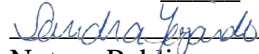
Executed this 1st day of September, 2022

By: Jonathan Burgiel, Business Unit President

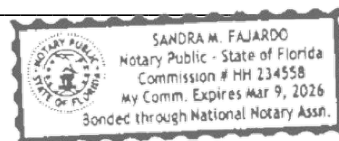
(Signature of Authorized Official)


(Signature of Authorized Official)

Sworn to and subscribed before me on this 1st day of September, 2022.


Notary Public

My Commission Expires: 3/9/2026



ATTACHMENT E

FORM OF NON-COLLUSIVE AFFIDAVIT

State of Florida

County of Orange


Jonathan Burgiel, being first duly sworn, deposes and says that:

(1) He/She is Business Unit President of Tetra Tech, Inc., the Vendor that has submitted the attached Proposal:

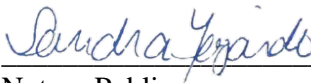
(2) He/She is fully informed respecting the preparation and contents of the attached Proposal and of all pertinent circumstances respecting such Proposal;

(3) Such Proposal is genuine and not collusive or sham; that said vendor has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person to put in a sham bid or to refrain from bidding and has not, in communications or conference, with any person, agreed to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to secure any advantage against the Metropolitan Development and Housing Organization or any person interested in the proposed contract; and that all statements in said proposal of bid are true; and;

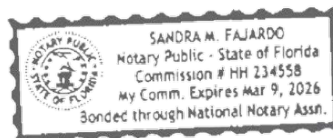
(4) Any professional fees arrived at during negotiations must be fair and proper and are not to be tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Professional or any of its agents, representatives, owners, employees or parties in interest, including this affidavit.

(Signed) 
Business Unit President
Title

Sworn to and subscribed before me on this 1st day of September, 2022


Notary Public

My Commission Expires: 3/9/2026



ATTACHMENT D

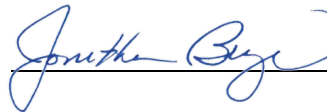
CONTINGENT FEES STATEMENT

State of Florida)

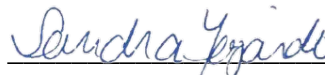
County of Orange)

In accordance with the Metropolitan Development and Housing Organization's policy, it is a breach of ethical standards for a person to be retained, or to upon an agreement or understanding for a contingent commission, percentage, or brokerage fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business. After being first duly sworn according to law, the undersigned (affiant) states that he/she is the Business Unit President, of Tetra Tech, Inc. (Offeror) and that the Offeror has not retained anyone in violation of the foregoing.

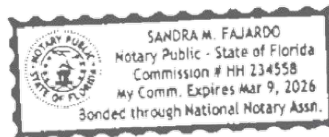
And further Affiant sayeth not.

By:  Jonathan Burgiel
Title: Business Unit President

Sworn to and subscribed before me on this 1st day of September, 2022


Notary Public

My Commission Expires: 3/9/2026



ATTACHMENT C

FAIR EMPLOYMENT PRACTICE STATEMENT

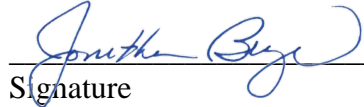
AFFIDAVIT

STATE OF FLORIDA

COUNTY OF ORANGE

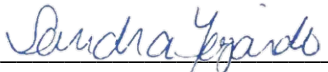
After being first duly sworn according to law, the undersigned (Affiant) states that he/she is Jonathan Burgiel, Business Unit President of Tetra Tech, Inc. (Contractor) and that by its employment policy, standards and practices the Contractor does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal of, laying off of any individual due to his/her race, creed, color, national origin, age sex, or handicapping condition.

Any further Affiant sayeth not.

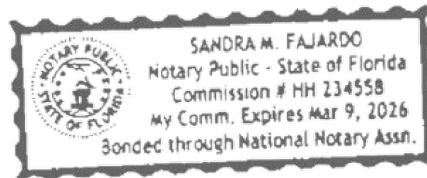

Signature

Jonathan Burgiel
Type/Print Name

Sworn to and subscribed before me on this 1st day of September, 2022


NOTARY PUBLIC

My Commission Expires: 5/9/2026



ATTACHMENT B

REFERENCES

Provide information on clients (organizations or individuals) for whom similar service has been provided.

Customer Name, Address	<u>City of West Palm Beach, Florida</u> <u>401 Clematis Street - 3rd Floor</u> <u>West Palm Beach, FL 33401</u>
Nature of Service Provided	<u>Preparation of the FY 2021/22 CDBG Action Plan</u>
Contact person	<u>Jennifer Ferriol</u>
Phone Number	<u>(561) 822-1250</u>
Customer Name, Address	<u>U.S. Virgin Islands</u> <u>3438 Kronprindsens Gade, GERS Complex 1st Floor, Ste. 4</u> <u>St. Thomas, VI 00802</u>
Nature of Service Provided	<u>CDBG MIT Action Plan</u>
Contact person	<u>Antoinette Fleming</u>
Phone Number	<u>(340) 777-4432</u>
Customer Name, Address	<u>Puerto Rico Department of Housing</u> <u>PO Box 21365</u> <u>San Juan, PR 00928-1365</u>
Nature of Service Provided	<u>CDBG-DR City Revitalization Program</u>
Contact person	<u>Shirley Birrel Osorio</u>
Phone Number	<u>(787) 274-2527 ext. 6623</u>

[Please see additional references on the following page.](#)

ATTACHMENT B

REFERENCES

Provide information on clients (organizations or individuals) for whom similar service has been provided.

Customer Name, Address	<u>Lexington County, South Carolina</u> <u>212 South Lake Drive, Ste. 401</u> <u>Lexington, SC 29072</u>
Nature of Service Provided	<u>CDBG-DR & CDBG-MIT Action Plan and Implementation</u>
Contact person	<u>Sandy Fox</u>
Phone Number	<u>(803) 785-8121</u>

Customer Name, Address	<u>Richland County, South Carolina</u> <u>3216 Broad River Road</u> <u>Columbia, SC 29210</u>
Nature of Service Provided	<u>CDBG-DR Action Plan, FEMA PA, FEMA HMGP</u>
Contact person	<u>Mike King</u>
Phone Number	<u>(803) 731-8362</u>

Customer Name, Address	<u></u> <u></u> <u></u>
Nature of Service Provided	<u></u>
Contact person	<u></u>
Phone Number	<u></u>

ATTACHMENT A

COMPANY INFORMATION

Name of Organization	<u>Tetra Tech, Inc.</u>
Business Address	<u>2301 Lucien Way, Ste. 120</u>
	<u>Maitland, FL 32751</u>
	<u></u>
Phone Number(s)	<u>(321) 441-8511</u>
E-Mail Address	<u>TDR.contracts@tetrattech.com</u>
Number of Years in Business	<u>56 years</u>
Location of office that will service MDHA-funded program	<u>Disaster Recovery Headquarters, Maitland, FL</u>