



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.


Header @ 10

[List View](#)

General Information | Contact | Default Values | Discount | Document Information | Clarification Request

Procurement Folder: 871146


Procurement Type: Central Master Agreement

Vendor ID: VS0000020456 

Legal Name: TIDAL BASIN GOVERNMENT CONSULTING LLC

Alias/DBA:

Total Bid: \$707,200.00

Response Date: 05/05/2021 

Response Time: 8:33

Responded By User ID: aitbrfp 

First Name: Christina

Last Name: Manning

Email: airfp@rphc.com

Phone: 3157973035

SO Doc Code: CRFQ

SO Dept: 0606



SO Doc ID: HSE210000007

Published Date: 4/28/21

Close Date: 5/5/21

Close Time: 13:30

Status: Closed

Solicitation Description: Addendum No. 1 - Disaster Closeout Specialist and Manager  

Total of Header Attachments: 10

Total of All Attachments: 10



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 871146
Solicitation Description: Addendum No. 1 - Disaster Closeout Specialist and Manager
Proc Type: Central Master Agreement

Solicitation Closes	Solicitation Response	Version
2021-05-05 13:30	SR 0606 ESR05052100000007421	1

VENDOR
 VS0000020456
 TIDAL BASIN GOVERNMENT CONSULTING LLC

Solicitation Number: CRFQ 0606 HSE2100000007
Total Bid: 707200
Response Date: 2021-05-05
Response Time: 08:33:45
Comments:

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services #1 - Closeout Specialists - qty 5	2080.0000	HOUR	155.000000	322400.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments: Total Bid Amount for 5 Specialists at \$155/hr and 1,040 Hours per Specialist: \$806,000.00

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialists - qty 5
4.1.2.1 Vendor must provide a minimum quantity of five (5) Disaster Closeout Specialists for an estimated 1,040 hours for each specialist for an estimated total of 5,200 hours .
For a list of the following responsibilities see attached specifications.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services #2 - Closeout Manager - qty 1	2080.0000	HOUR	185.000000	384800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments: Total Amount for 1 Closeout Manager at \$185/hour for 1,040 Hours: \$192,400.00

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1
4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.
For a list of the following responsibilities see attached specifications.



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Centralized Request for Quote**

Proc Folder: 871146	Reason for Modification: Addendum No. 1
Doc Description: Addendum No. 1 - Disaster Closeout Specialist and Manager	
Proc Type: Central Master Agreement	

Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-28	2021-05-05 13:30	CRFQ 0606 HSE2100000007	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Customer Code: VS0000020456
Vendor Name : Tidal Basin Government Consulting, LLC
Address : 126
Street : Business Park Drive
City : Utica
State : NY **Country :** United States **Zip :** 13502
Principal Contact : Bill Slater
Vendor Contact Phone: 315-440-4775 **Extension:**

FOR INFORMATION CONTACT THE BUYER

David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

**Vendor
 Signature X**

Mona E Suppa

FEIN# 20-5926493

DATE 5/3/2021

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

Addendum No. 1

To address and answer vendor questions.

Bid opening remains the same May 5, 2021 at 1:30 pm

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US		DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Contract Services #1 - Closeout Specialists - qty 5	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.2 Contract Services #1 - Closeout Specialists - qty 5

4.1.2.1 Vendor must provide a minimum quantity of five (5) Disaster Closeout Specialists for an estimated 1,040 hours for each specialist for an estimated total of 5,200 hours .

For a list of the following responsibilities see attached specifications.

INVOICE TO		SHIP TO	
DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV US		DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Contract Services #2 - Closeout Manager - qty 1	2080.00000	HOUR		

Comm Code	Manufacturer	Specification	Model #
80111605			

Extended Description:

4.1.3 Contract Services #2 - Closeout Manager - qty 1

4.1.3.1 Vendor must provide a minimum quantity of one (1) Disaster Closeout Manager for an estimated 1,040 hours.

For a list of the following responsibilities see attached specifications.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical questions due by 2:00 pm	2021-04-27

SOLICITATION NUMBER: CRFQ HSE2100000007
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ HSE2100000007 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Additional Documentation:

1. To respond vendor questions that are attached.
2. Bid opening remains on 05/05/2021 at 1:30pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

Addendum No.1 Questions for CRFQ HSE21*07

- Q1. Are the Closeout Manager & Specialists required to work onsite, or at the vendors office?
- A1. The Closeout Manager and Closeout Specialists are not required to work onsite every day. If technical assistance is needed to get the documentation, then the vendor will have to travel to the applicant's work site to provide assistance to get the documentation required.
- Q2. Assuming the Closeout Manager & Specialists are to work at the vendor's office, will remote work be allowed?
- A2. The Closeout Manager and Closeout Specialists are not required to work onsite every day. Remote work is permitted as long as the work is progressing at a satisfactory pace. If working remotely slows down the productivity, then onsite work may be required.
- Q3. Does the agency anticipate the amount of travel that may be required?
- A3. We do not have an estimate of the travel required.
- Q4. Will GFE be furnished to the contractors (i.e., agency laptops) for accessibility to the agencies system(s)?
- A4. No equipment will be furnished.
- Q5. Phenom, currently screens and performs general background checks, will a more intensive background check be required? If so, will this be the responsibility of the agency?
- A5. Background checks should be submitted along with your policy and an explanation of how the background check was performed to ensure it will be sufficient.
- Q6. Will a kickoff meeting be required?
- A6. A kickoff meeting will be held virtually.
- Q7. Are resumes required with the submission of this quote?
- A7. Yes, resumes need to be submitted with the bids to verify that each prospective staff member has the required amount of experience in working on FEMA closeouts. Closeout managers and specialists will be expected to have the requisite experience working specifically on FEMA Public Assistance Closeouts that can be verified with their work history.
- Q8. For clarity the requested hours of 1040 are simply a rough estimate but more or less may result from the requirement of the agency?
- A8. The 1,040 hours is a rough estimate. Time is of the essence, so the documentation packets need to complete as soon as possible. The goal is a large influx of closeout packages to send to FEMA in a short amount of time.
- Q9. In relation to question 8, will a noticed be sent to the vendor company communicating more, or less hours are/will be required?
- A9. If additional hours are required, then the vendor will be contacted.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ HSE210000007

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Tidal Basin Government Consulting, LLC

Company

Mona E Suppa

Authorized Signature

5/3/2021

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Corporate Overview

The Tidal Basin Team prides itself on the support we provide while guiding our clients through the recovery process. We are committed to serving our clients through shared expertise and knowledge transferring. Our continual involvement provides us with a strong understanding of the unique needs and challenges that our clients face following devastating events.



Each member of Tidal Basin's team is knowledgeable in and has experience managing and administering all aspects of recovery including housing, infrastructure, resiliency, mitigation, and economic development programming. As demonstrated throughout our response, we are also highly experienced and knowledgeable in providing strategic advice at the federal, state, and local levels.

Tidal Basin has an established history of providing both program and grant management services to clients across the United States and its protectorates. We have provided PA consulting services directly to some of the largest, most high-profile applicants of the past decade, including the New York-New Jersey Port Authority following the 9-11 disaster and some of the nation's largest hurricane events. Our proven programmatic expertise is backed by a well-honed recruitment and training program; field-tested quality assurance, logistics, and operations management processes; and extremely low turnover, particularly among our management team.

To ensure strict adherence to written program policies and federal regulations, we offer high levels of file compliance oversight. Our quality principles for compliance include upfront QA/QC reviews, well-documented processes and analytical reviews supported by methods for project management and controls, data management and reporting, audit proofing, and financial management. CDBG-DR and FEMA SMEs are also available for ongoing consultation on any compliance area. When scenarios warrant additional reviews, we escalate issues and request formal policy clarifications.

We have provided professional grant management, disaster recovery, and FEMA PA auditing/appeals advisory support consulting services to more than 150 clients, totaling over \$40 billion at the federal, state, and local levels and for numerous private and nonprofit organizations.

Our comprehensive understanding of disaster relief programs, along with our hands-on experience gained during some of the worst disasters in U.S. history, provides us the valuable resources to assist the County in reaching its recovery goals. Our consultant team handles everything from preliminary damage assessments to project closeout and audit.

For over 35 years, Tidal Basin has been supporting clients with FEMA PA, Hazard Mitigation Grant Programs (HMGP), Community Development Block Grant – Disaster Recovery (CDBG- DR), Joint Field Office (JFO) stand up, debris monitoring and management, damage assessments and overall program management.



EDUCATION

- Coursework, Southeastern Louisiana University

AREAS OF EXPERTISE

- Data Collection and Analysis
- Document Management
- Grant Closeout
- FEMA Public Assistance
- PW Formulation, Writing & Versioning

Crystal Golden CLOSEOUT SPECIALIST



PROFILE

With 5+ years of experience in response and 7+ years of experience in the field of federal & state Public Assistance, and as a professional expert in disaster recovery matters, Crystal Golden has led numerous projects from inception to successful completion. She effectively coordinates, analyzes, and identifies issues based on policy and critical understanding of federal and state legislation. By applying this critical mindset, Miss Golden has received several awards in disaster recovery, including Top Producer at The Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) in both 2017 and 2018, Communications Lead during Tropical Storm Gordon and Hurricane Harvey, and Outstanding Performance Recognition at GOHSEP in both 2017 and 2018.

RELEVANT EXPERIENCE

Disaster Recovery FEMA Consultant II, State of Florida, 2019-Present

- ▶ Performed comprehensive technical review and quality control of PW versions and other recovery products completed by FEMA including special considerations, cost estimates using grants Portal and procurement
- ▶ Reviewed and prepared cost estimates as needed and utilizing the FEMA CEF format
- ▶ Successfully Prepare and submit PW Grant Closeout documentation
- ▶ Provide guidance and oversight to the sub-grantees in preparing documentation, invoices, and information to request reimbursement from FEMA
- ▶ Obtain FEMA money reimbursement for clients through diligent review and reconciliation of disbursement, making appropriate adjustments or disallowances then proceeding to closeout
- ▶ Responsible for making sure all closeout applicants comply with the regulations and guidelines of FDEM and FEMA to properly closeout any projects that are in the process of being

closed

- ▶ Reviews reports and records to ensure cost claimed are allowable, and to ensure the grant is on schedule and terms are being met
- ▶ Maintains records, prepares reports and correspondence relative to closeout

Governor's Office of Homeland Security and Emergency Preparedness Response and Recovery, 2008-2019

- ▶ Monitored the progress of each assigned sub-grantee to ensure that all federal and state grant requirements are met, and files are closed in a timely manner
- ▶ Analyzed audit reports, address findings, and recommend specific corrective plan of action to resolve all issues
- ▶ Identified issues prior to closeout to ensure applicants have a thorough reconciliation of their finance accounts
- ▶ Performed final review and reconciliation of funds making appropriate adjustments or disallowances then proceed to closeout
- ▶ Performed Preliminary Damage Assessments (PDA) as Individual Assistance (IA) Response Team member working alongside joint federal, state and local government representatives assessing damaged areas throughout the State of Louisiana
- ▶ Coordinated independently providing technical guidance and assistance to 41 sub-grantees while ensuring they meet compliance with all Public Assistance program requirements

Disaster Recovery Specialist II, Tropical Storm Harvey (DR-4345-LA), Tropical Storm Nate (DR-3392-LA), Louisiana Severe Storms and Flooding (DR-4277-LA), Louisiana Severe Storms and Flooding (DR-4263-LA), Louisiana Severe Storms and Flooding (DR-4228-LA), Louisiana Severe Storms and Flooding (DR-4102-LA), Hurricane Isaac (DR-4080-LA), Tropical Storm Lee (DR-4041-LA), Mississippi River Flooding (DR-4015-LA), Mississippi River Spring Flooding (EM-3322-LA), Hurricane Ike (DR-1792-LA), Hurricane Gustav (DR-1786-LA), Hurricane Rita (DR-1607-LA), Hurricane Katrina (DR-1603-LA)

- ▶ Monitored the progress of each assigned sub-grantee to ensure that all federal and state grant requirements are met, and files are closed in a timely manner
- ▶ Analyzed audit reports, address findings, and recommend specific corrective plan of action to resolve all issues
- ▶ Identified issues prior to closeout to ensure applicants have a thorough reconciliation of their finance accounts
- ▶ Performed final review and reconciliation of funds making appropriate adjustments or disallowances then proceed to closeout
- ▶ Obtained FEMA money reimbursement for clients through diligent review and reconciliation of disbursement, making appropriate adjustments or disallowances then proceeding to closeout

PROFESSIONAL CERTIFICATIONS

ICS-300, ICS-400, ICS-00235.C, IS-003, IS-005, IS-007, IS-010.A, IS-011.A, IS-015.B, IS-020.12, IS-022, IS-042, IS-055, IS-100.A, IS-100.B, IS-106, IS-120.A, IS 130, IS-139, IS-200B, IS-230.A, IS-230.D, IS-235, IS-235.B, IS-240A, IS-240.B, IS-241, IS-241.B, IS-242, IS-242.B, IS-244, IS-244.B, IS-247, IS-253.A, IS-279, IS-340, IS-366, IS-393.A, IS-559, IS-632.A, IS-634, IS-700.A, IS-800.B, IS-907



Elizabeth Wilson

CLOSEOUT SPECIALIST

PROFILE

With over 18 years of experience with the FEMA Public Assistance program, and 15 years of Closeout experience, Ms. Wilson has functioned in various capacities for FEMA throughout her career. Most recently, she has served as the Lead Emergency Management Specialist in the Recovery sector for FEMA Region 4 CORE. In this role, she utilized her thorough understanding of Public Assistance policy to resolve policy issues at a field level and used her analytical skills to provide clear guidance that delineated proper formulation of projects.

Prior to her work with Region 4 CORE, Ms. Wilson worked as an Emergency Management Recovery Specialist for FEMA IM CORE. In this role, Ms. Wilson continuously supported the New PA Model rollout by assuming the role of Lead Instructor for Hurricane Irma DR 4337 FL with a team of 24 contractors. Throughout her career, she has been assigned to large project closeout groups for multiple disaster declarations, including Hurricanes Matthew, Maria and Irma.

RELEVANT EXPERIENCE

Lead Emergency Management Specialist (Recovery), FEMA Region 4 CORE, September 2019-June 2020

Ms. Wilson served as the PA Program Delivery Task Force Leader (TFL) in charge of reviewing all projects, most at the stage of Final Review for PAGS and IBD for Orlando Processing Center. She managed a total of 14 staff members as a Task Force Leader (team of 3 PDMG's, team of 6 new PDMG's, team of 5 Final Reviewers) and provided evaluations for all staff members.

Additional duties/highlights:

- ▶ Provided EMMIE Training and assisted with special projects as needed
- ▶ Attended conference and in-person applicant meetings with my staff to acclimate them in PA Processes
- ▶ Participated in regular Spend Plan meetings and updated Spend Plan Delay Spreadsheet
- ▶ Completed project reviews in Grants Manager and EMMIE, and applied revisions in EMMIE by request from IBD

EDUCATION

- Coursework, Iowa Western Community College
- Coursework, Metropolitan Community College

AREAS OF EXPERTISE

- Alternate Projects
- Closeout
- EMMIE
- FEMA Public Assistance
- Emergency Management
- Grants Portal
- Preliminary Damage Assessments
- Microsoft Office
- NEMIS

when necessary prior to Awards

- ▶ Worked strategically with CRC, Insurance, Mitigation, State, Environmental & Historic Preservation Staff to move projects to completion
- ▶ Ensured that organizational structure is adequate to meet immediate supervisor's direction. Met the needs of the operation to ensure the mission's success
- ▶ Coordinated with consultants, state, tribal, local, and other federal agency officials to ensure unity of effort, and facilitated information exchange with state partners by anticipating questions and preparing policy-based responses

Emergency Management Specialist (Recovery), FEMA IMCORE, December 2016-September 2019

Ms. Wilson continuously supported the new PA Model rollout by assuming the role of Lead Instructor for Hurricane Irma DR 4337 FL with a team of 24 contractors, conducting live trainings in the field, providing webinars, and acting as the sole representative for FEMA on 50+ Applicant Briefing Webinars conducted with the State counterparts. In this role, she also created the National Grants Manager/Grants Portal Hotline, interviewed staff, and conducted their in-house Hotline Training in D.C.

Additional duties/highlights:

- ▶ Training for hundreds of students at PAWS, SI Classes, PDMG Classes, PAOM Classes, EHP Class, Grants Portal Classes, SLTT Classes including Iowa EM, Delaware EM, Maryland EM, Nebraska EM, Colorado EM, Ohio EM, Florida EM, Tribes, County EM Officials, Local EM Officials including private non-profits as well as conducting TTT's within the agency
- ▶ Supported New PA Model rollout in Georgia for Hurricane Matthew by conducting necessary trainings for all positions in Grants Manager enabling users to gain access to the tool
- ▶ Regularly created and updated Grants Manager Slide Presentations & Standard Operating Procedures when software updates were implemented
- ▶ Provided training for Site Inspectors, PDMGs, Mitigation Team, EHP Team, Insurance Reps, PAGS, DPAGS, IBD, Ops Support TFLs, Regional IMAT IBDs, Regional IBDs, PD TFL/Mentors, SI TFL/Mentors, Planning, FCOs, Operations Section Chiefs, Long Term Recovery Team, FCO Executive Specialists, Contractors, Surge Capacity Force Volunteers and FEMA Corps
- ▶ Achieved Contracting Officer's Technical Representative Certification Tier II
- ▶ Created Grants Portal Applicant Guide for DR's, created/presented Grants Portal Training for PDMG's and Recipients/Applicants

Emergency Management Program Specialist (Recovery), FEMA Region 8 CORE, September 2011-December 2016

Ms. Wilson was assigned to Region 8's PA Large Project Closeout Group, tasked with closing all open and new Region 8 disasters including fire declarations assisting as the FMAGP Lead/PACL. She assisted with a 2015 training for Region 8 Fire Duty Officers, deployed to five pertinent Region 8 states to finalize outstanding fire costs and met with FEMA Headquarters staff in Montana, to train them on how the projects are written and to review costs in association with past fire declarations, discussing OIG (Office

of Inspector General) requirements and a potential need for a FEMA Block Grant for future fire funding nationally.

Additional duties/highlights:

- ▶ Trained PA Pocket Guide to State and FEMA employees at various Hurricane Sandy field offices in New York, along with local South Dakota County Emergency Managers
- ▶ Trained PA Project Specialist and 406 Mitigation in Georgia for Hurricane Matthew
- ▶ Provided accurate PDA (Preliminary Damage Assessment) information on South Dakota events
- ▶ Held the position of PACL on multiple South Dakota and Utah Public Assistance declarations. Author of numerous closeouts and fire management projects
- ▶ Supported the PA Large Project Closeout Group as QA/QC Lead and Closeout Lead, providing leadership on various closeout issues, including grants management and donated resource projects
- ▶ Provided technical support to Region 8 Appeals Team ensuring clarity, timeliness, and consistency of efforts
- ▶ Provided guidance to fellow employees on utilizing the PAAP Pilot Program for Debris Removal to its fullest potential for the benefit of the Applicant/Sub-grantee
- ▶ Selected by PA Branch Chief to be the sole FEMA Public Assistance representative for the NUWAIX Exercise
- ▶ Assigned as Acting PA Branch Chief for Region 8

Closeout Specialist/PAC Crew Leader, FEMA Region 7 CORE, December 2010-September 2011

Ms. Wilson was assigned to DR -1763 in the State of Iowa at the Iowa Closeout Center, where she reviewed closeout documentation to ensure costs were reasonable and eligible for funding and provided guidance to staff of eight Closeout Specialists writing closeouts and outstanding versions within the office. In order to achieve closeout, she referenced the Public Assistance Guide, Public Assistance Policy Digest, and the 9500 series finalizing eligibility determinations.

Additional duties/highlights:

- ▶ Provided Public Assistance (PA) eligibility determinations to FEMA senior staff and Subgrantee/Grantees based on 44 CFR, and upon site inspections to ensure all environmental permits, engineering designs, and local procurements procedures were followed
- ▶ Completed Initial and Final Reviews on Large Project Closeouts in NEMIS (National Emergency Management Information System)
- ▶ Assisted EHP (Environmental and Historic Preservation), Insurance, and Mitigation staff with questions on Large Project Closeouts
- ▶ Ensured all physical work was complete, all appeals reached resolution, all permits received, and other source documentation prior to closing large projects in NEMIS
- ▶ Composed response letters for the Grantee regarding Sub-grantee requests for Time Extension, Improved/Alternate Projects, and Appeal requests

- ▶ Encouraged Sub-grantees to claim Direct Administrative Costs when applicable
- ▶ Communicated with State Partners regarding PA eligibility determinations to ensure the Governor's Authorized Representative (GAR) understands FEMA decisions and various justifications for over-run and under-runs in project cost.
- ▶ As Lead Closeout Specialist, reviewed the Closeout Specialist's Time Extension Responses, Improved/Alternate Projects, Closeouts, Scope of Work analysis, and Appeal analysis to ensure The Stafford Act and appropriate source documentation was followed and included appropriately
- ▶ Worked as one of two Closeout PAC Crew Leaders responsible for managing approximately twenty Closeout Specialists assigned to over 400 Applicants
- ▶ Incorporated practices within the Iowa Closeout Center to enhance the entire closeout process and to better FEMA's relationship with the State of Iowa

Closeout Specialist / Infrastructure Assets Group Supervisor / Data Processing Manager / Quality Control Reviewer / Lead Quality Control Reviewer / PAC Crew Leader / EMMIE Region 4 Trainer FEMA Region 4 CORE, May 2006-December 2010

Ms. Wilson was assigned to 9 declared events; DR-1539, DR-1545, DR-1551, DR-1561, DR-1595, DR-1602, DR-1609, DR-3220, and DR-3259 in the State of Florida at the Long -Term Recovery Office. She worked at the Region 4 office to provide guidance to regional staff on the federal database, compiling packages containing projects which were ready to be awarded by FEMA. Ms. Wilson worked closely with State partners to successfully achieve the completion of grants process; reviewing closeout documentation, submitted by the State and FEMA Representatives, to ensure costs were reasonable and eligible for funding.

Additional duties/highlights:

- ▶ Assisted senior staff in obligating funds within NEMIS (National Emergency Management Information System)
- ▶ Completed Project Worksheet formulation in NEMIS
- ▶ Ensured all closeout activities were performed before closing Large Project
- ▶ Coordinated initial eligibility review process
- ▶ Deployed to several different regions and performed many tasks such as training FEMA and State staff in JFOs (Joint Field Offices) and EOCs (Emergency Operation Centers) as well as OIG (Office of Inspector General) employees in Atlanta office who work along- side or directly with the Public Assistance Program
- ▶ Assisted in creating EMMIE manuals distributed by EMMIE Instructors across the states
- ▶ Assisted with the formulation of Sub-grant Applications in EMMIE, performed site visits, performed PDA (Preliminary Damage Assessment), conducted meetings with Grantees and Sub-grantees.
- ▶ Achieved certification as Public Assistance Coordination Crew Leader
- ▶ Led all cost share changes for all applicable hurricanes

SAE (Stafford Act Employee) or DAE (Disaster Assistance Employee) / NEMIS IS Data Processing Coordinator, FEMA Region 7, October 2004-May 2006

Ms. Wilson Traveled to Alabama and Florida to assist in response and recovery for hurricane disaster declarations including emergency sheltering declarations for displaced Hurricane Katrina survivors declared under the FEMA Public Assistance Branch by the President of the United States. She provided assistance to senior staff when obligating funds within NEMIS (National Emergency Management Information System) and completed the Project Worksheet formulation in NEMIS. Ms. Wilson worked closely with the PAO (Public Assistance Officer) under the title of Data Processing Manager and performed as a Data Processing Specialist on deployments. In addition, she reviewed Project Worksheets to assure a quality product for Public Assistance Applicants.

NEMIS Data Technician, 1518-DR-IA, FEMA Region 7, May 2004-September 2004

Ms. Wilson worked locally with the FEMA Disaster 1518 Team in West Des Moines, Iowa, where she underwent training and adequately performed as a Data Processing Specialist within the FEMA Public Assistance Branch at the JFO (Joint Field Office), working with State Counterpart Representatives. She assisted the DPM (Data Processing Manager) by coordinating documents between the SPAO (State Public Assistance Officer) and FEMA PAO (Public Assistance Officer), along with inputting data in FEMA's internal database called NEMIS (National Emergency Management Information System). Ms. Wilson diligently logged, scanned, entered and filed RPAs (Requests for Public Assistance) and several PWs (Project Worksheets). Printed daily reports for the files and for upper management's reference. Assisted Project Specialists in the entry process.

Accomplishments: Completed required Ethics, Safety, ICS, Data Processing Specialist, and Disaster Operations Courses. Maintained good working relationship with the State of Iowa, ensured a successful operation through good communication. Provided one-on-one data entry training to the FEMA FCO (Federal Coordinating Officer) at the JFO. Was recommended, by my field office managers, for DAE position within Region 7 Cadre, and engaged in successful phone interview with Region 7 PA Branch Chief from FEMA Regional Office in Kansas City, Missouri.



Gary T. Viola, BSEM, PE, MBA CLOSEOUT MANAGER

PROFILE

Gary Viola has over three decades of emergency management experience, having had responsibility for projects in excess of \$52 million with direct reports of 8 project managers, staff and corporate consultants. He possesses comprehensive experience in contract administration in both private and public organizations regarding construction and procurements of labor, material and equipment for large scale civil projects within the USA and internationally (Northern Territory, Australia and Bougainville Island, Papua New Guinea).

Mr. Viola has been responsible for the design, development plan and construction of more than 150 miles of interstate between Atlanta, GA and Orlando, FL. Gary has also approved water and wastewater design projects permits for the state of West Virginia as part of the Safe Drinking Water Program.

As a project manager, Mr. Viola has structured communications, conducted project kickoffs, established team communications, conducted meetings and managed team dynamics. He was an integral part in the development of training material and assisting in that training required to improve team skills and abilities. Mr. Viola has tracked and communicated project progress to the team, and affected stakeholders, while measuring and evaluating project performance has performed direct or matrix supervisory activities, including team member performance evaluations, counseling and disciplinary action.

Mr. Viola has functioned as FEMA TAC Project Officer, Public Assistance Coordinator and State PAC, Task Force Lead, Program Delivery Manager (PDMG), Technical Site Inspector (TSI) and Specialized Projects Technical Specialist (SPTS) in response and recovery efforts for declared disasters Katrina/Rita (DR1603/1607), Gustav/Ike (DR-786/1792), Isaac (DR-4080), Sandy (DR-4086-NJ), Colorado Severe Storms, Flooding, Landslides, and Mudslides (DR-4145), Sandy (DR-4085-NY), Texas Severe Storms, Tornadoes, Straight-Line Winds and Flooding (DR-4223), California Severe Winter Storms, Flooding, and Mudslides (DR-4301, 4305, 4308), Flooding (DR-4332-TX) and currently Hurricane Florence (DR4393NC).

EDUCATION

- MBA, Marshall University
- BSEM, Emergency Management, West Virginia University
- Registered Professional Engineer, State of West Virginia
- Registered Professional Engineer, State of Virginia
- Utility Manager, State of Georgia

AREAS OF EXPERTISE

- NEMIS
- EMMIE
- Xactimate
- Closeout
- FEMA Public Assistance
- Project Worksheets
- 404/406 Mitigation Programs
- Project Management
- FEMA Policy
- Microsoft Office

In these various roles, Mr. Viola performed PDAs, Kick-off meetings, exit briefings, and interact with grantee and applicants re: gathering pertinent information to be used in preparation of over 500 Project Worksheets for eligible disaster related damages, scope and costs in Categories A, B, C, D, E, F and G. He participated in review and determination of eligibility for hazard mitigation measures under 406 and 404 programs, developed over 300 cost estimates using CEFs which utilized RSMMeans as the cost database.

RELEVANT EXPERIENCE

iParametrics, LLC, September 2015-November 2019

Specialized Projects Technical Specialist (FEMA-4393-DR-NC) Hurricane Florence, North Carolina, January 2019-November 2019

Mr. Viola was selected by Fluor Government Group to participate in FEMA Program Pilot Program handling multi-million and complex projects as assets of Central Consolidated Resource Center providing continuity from Site Inspection, developing Damage Description and Dimensions, Scope of Work, Cost Estimate and Hazard Mitigation Proposal, if any. Additionally, alternative Procedures for 428 Program were developed and submitted by Mr. Viola.

Technical Specialist Site Inspector (FEMA-4332-DR-TX) Hurricane Harvey Texas, January 2018-December 2018

Performed the duties and responsibilities of Technical Specialist Site Inspector working with City of Houston and Harris County writing initial Damage Description and Dimensions (DDD) as record of all damages experienced by applicants. DDDs were written for Categories C, D, E, F and G.

Program Delivery Manager (PDMG) and Project Specialist (FEMA-4301, 4305, 4308-DR-CA) California Severe Winter Storms, Flooding, and Mudslides. April 2017-September 2017

Performed the duties and responsibilities of Program Delivery Manager (PDMG) and Project Specialist working with Reclamation District 0003, Reclamation District 1000, Elk Grove Unified School District, Merced Mosquito Abatement, Merced Irrigation District and Northern California Power Agency to restore to pre-disaster condition for eligible work. PWs were written for Categories B, C, D, E, F and G.

Project Specialist (FEMA-4223-DR-TX) Severe Storms, Tornadoes, Straight-Line Winds and Flooding Texas, September 2015-August 2016

Performed the duties and responsibilities of Project Specialist working with City of Denton, Denton County, Denton County Transportation Authority, and the City of Grand Prairie to restore to pre-disaster condition for eligible work. PWs were written for Categories C, D, E, F and G.

Subject Matter Expert (FEMA-4085-DR-NY) Hurricane Sandy, CB&I, October 2014-January 2015

CB&I subcontracted with Gary T Viola and Associates (GTVA) to work with New York City Housing Authority (NYCHA) and assist to restore the Housing Authority to pre-disaster design, function and capacity.

iParametrics, LLC, January 2013-February 2014

Project Specialist (FEMA-4145-DR-CO) Heavy Rains and Flooding in Colorado, November 2013-February 2014

Performed the duties and responsibilities of Project Specialist working with the Cities of Aurora and Thornton, CO and the Cherry Creek School District. PWs were produced for Categories C, D, E, F and G to restore the applicants to pre-disaster design, function, and capacity in these categories.

FEMA Marine Debris Task Force Lead (FEMA-4086-DR-NJ) Hurricane Sandy, January 2013-October 2013

Performed the duties and responsibilities of the Marine Debris Task Force Lead for FEMA working with NJ Department of Environmental Protection to remove waterway debris from the bays and tidal influenced bodies of water, rivers, creeks and streams in the State of New Jersey caused by Hurricane Sandy (DR 4086).

Additional duties:

- ▶ Assisted NJDEP to formulate bid documents for waterway debris removal, debris monitoring, & Program Management contracts
- ▶ Developed a team of waterway specialists and strategies to efficiently provide oversight to the NJ State Waterway Debris removal project within FEMA policy guidelines
- ▶ Collaborated with the US Army Corps of Engineers (USACE) to determine the FEMA fundable metrics (core drilling) for removal and disposal of sand debris caused by Hurricane Sandy
- ▶ Developed estimates for volumes of vegetative debris, construction and demolition (C & D) debris, vessels, vehicles, household waste, and sand for formulation and writing of project worksheets
- ▶ Reviewed Project Worksheets prior to entering the EMMIE review queues for accuracy of damage description and dimensions, scope of work within FEMA policy, and cost.
- ▶ Performed Closeout review for large and small projects.
- ▶ Wrote Project Worksheet for the vegetative and sand debris, C&D debris, vessels, vehicles, household waste caused by Sandy

James Lee Witt and Associates, LLC, December 2010-January 2013

Performed the duties and responsibilities of a State Public Assistance Coordinator (PAC) for St. Bernard Parish, Orleans Parish Sheriff's Office and Lake Borgne Basin Levee District, Plaquemines Parish Government, Plaquemines Parish Sheriff's Office and Plaquemines Medical Center, Louisiana for Hurricanes Katrina/Rita (DR1603/1607), Hurricanes Gustav/Ike (DR1786-1792) and Hurricane Isaac (DR 4080). Project types included historical buildings (National Historic Landmark), fire stations, inmate housing (1443 beds), intake processing centers, 911 communications centers, emergency operations centers, courthouses, bridges, industrial kitchens, levee pump stations, waste water treatment plants, water treatment plants, polishing ponds, parks with ponds and pavilions, water and sewer lines, roads, warehouses, sewer lift stations and sheriff offices with security.

Additional duties:

- ▶ Represented the LA Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) with St Bernard Parish and Orleans Parish Sheriff's Office for Hurricanes Katrina, Rita, Gustav and Ike, and Isaac on a daily basis.
- ▶ Reviewed Project Worksheets prior to entering the review queues for accuracy of damage description and dimensions, eligible scope of work, and cost
- ▶ Performed Closeout review for large and small projects
- ▶ Facilitated for the applicant and FEMA to arrive at workable solutions when problems arise in PW and version preparation
- ▶ Participated in meetings with the applicant, FEMA, Architect/Engineer, Program Managers and provide technical assistance and program interpretation when necessary
- ▶ Assisted GOHSEP with technical assistance, i.e. cost reasonableness analysis, and cost estimating format for large projects, when requested
- ▶ Performed Closeout review for large and small projects

FEMA TAC Project Officer (PO) and Public Assistance Coordinator (PAC), FEMA-1603 &1607-DR-LA, Hurricanes Katrina and Rita, iParametrics, LLC, January 2006-September 2009

In this position, Mr. Viola's project types included: Jackson Barracks' historic garrison, historic residences, office buildings, armories, maintenance centers, police barracks, public exchange facility, water treatment and waste water treatment plants, port authority buildings and docks, hangars, pre-engineered steel buildings, runway lighting and instrumentation, and airport control towers.

Additional duties:

- ▶ Conducted kick-off meetings with applicants
- ▶ Wrote over 500 PWs for Categories B, C, E, F & G projects
- ▶ Performed internal review of over 170 PWs
- ▶ Performed Preliminary Disaster Assessments (PDAs)
- ▶ Cost Estimating Format for Large Projects (CEF) Certified
- ▶ Participated as a voting member of a FEMA Source Selection Evaluation Board comprised of four (4) professional engineers (1-USACE, 1- NO Sewer &Water Board, 2-FEMA TACs)
- ▶ Conducted exit briefings with applicants
- ▶ Performed Closeout review for large and small projects

Project Manager/Business Development, Desmear Systems Inc, 2004-2005

- ▶ Developed new areas for potential business including building relationships with clients, utilizing extensive business contacts, and reining in new projects to construct
- ▶ Responsible for administration of all operations, fiscal, engineering, safety and staffing for the company
- ▶ Authorized purchase and change orders for projects including changes to scope of work and

schedule time and completion

- ▶ Monitored all work in progress for compliance with project specifications, costs and schedule
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers

Project Manager, Gerald L. Davis & Associates, Inc., 2002-2004

- ▶ Utility contractor in the southeast United States installing water and wastewater mains, force mains and water related appurtenances for public water systems.
- ▶ Developed new areas for potential business including building relationships with clients, utilizing extensive business contacts, and reining in new projects to construct
- ▶ Responsible for administration of all operations, fiscal, engineering, safety and staffing for the company
- ▶ Authorized purchase and change orders for projects including changes to scope of work and schedule time and completion
- ▶ Monitored all work in progress for compliance with project specifications, costs and schedule
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers
- ▶ Provided project managers with technical guidance to resolve problems with scope of work, engineering and construction of projects

Project Manager/Contracts Manager/Engineering Manager, Construction Manager, Adesta Communications, Inc., 1998-2002

Mr. Viola was responsible for administration of all technical, fiscal, engineering, safety and staffing operation for the agency. In this role, he:

- ▶ Produced and provided senior management all project reports
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Managed multiple segments of project simultaneously
- ▶ Developed, reviewed and implemented engineering studies, purchasing specifications, fabrication plans and associated testing requirement to install long distance and local telecommunications network
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies

- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility

Operations Manager/Project Manager, JACO Electric, Inc., 1997-1998

- ▶ Responsible for all airport projects contracted by the company for scheduled completion and construction within budget
- ▶ Produced and provided senior management all project reports
- ▶ Authorized purchase and change orders for projects including changes to scope of work and schedule time and completion
- ▶ Monitored all work in progress for compliance with project specifications
- ▶ Supervised engineering, cost and scheduling, and installation plans of all projects
- ▶ Identified and selected qualified subcontractors and suppliers and negotiated terms for said subcontractors and suppliers
- ▶ Provided project managers with technical guidance to resolve problems with design, engineering and construction of multiple projects

Chief Financial/Business Officer, Director of Engineering/Project Manager, Union Concrete Products, Inc., 1995-1997

- ▶ Responsible for developing new areas of business and planning business strategies
- ▶ Implemented measures with project supervisors to ensure project timeliness and budgets
- ▶ Provided engineering and technical expertise on all projects
- ▶ Designed and implemented the construction of a monolithic dome village including all infrastructure, roads, permits, construction method, and interior detail.
- ▶ Provided expertise in areas of finance, investment and development of new market potential for board of directors and management
- ▶ Prepared proposals, schedules and bids for all projects
- ▶ Responsible for administration of all technical operations, marketing, engineering, safety, and project staffing for the corporation
- ▶ Produced and provided senior management monthly profit and loss statements, updated schedules, work in progress, project material inventory, and manpower requirements
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Produced tax estimates and returns, cash flow and income statements for preparation of financial statements by CPA firm
- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies

- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility

Program Manager/Staff Engineer/LAN Administrator, West Virginia Bureau for Public Health, Office of Environmental Health Services, Environmental Engineering Division, 1989-1995

- ▶ Developed and obtained approval for statewide wellhead program from USEPA which involved obtaining interdepartmental state agency approval, statewide local government approval, legislative approval and federal approval
- ▶ Researched and implemented technical aspects of program including organizing a technical committee from industry, state agencies and interested citizens
- ▶ Trained the trainer to operate software to train water systems personnel to develop local programs and to develop contingency plans
- ▶ Organized the Wellhead Protection Committee by coordinating efforts of interdepartmental agencies, my program team and various consulting groups to implement program
- ▶ Reviewed and approved plans for water plant construction, retrofits, upgrades and water line extensions
- ▶ Worked with Central Office and District Office Engineers performing water and wastewater plant inspections, sanitary surveys and location surveys of water well
- ▶ Developed material and trained Class I and II water plant operators
- ▶ Provided training in classrooms, conferences, trade shows and conventions for various audiences
- ▶ Installed, resolved and maintained all aspects of the network system
- ▶ Duties included equipment configuration, organizing data, selecting software, documenting procedures and training office and district personnel in using the system

Operations Manager/Project Engineer, Zeni Drilling Company, 1978-1987

- ▶ Responsible for developing new areas of business and planning business strategies
- ▶ Responsible for administration of all technical operations, marketing, engineering, safety, and project staffing for the corporation.
- ▶ Produced and provided executive management all project reports
- ▶ Monitored work in progress for compliance with contract specifications and quality control and assurance requirements
- ▶ Evaluated and submitted domestic and foreign Request for Proposals
- ▶ Developed, reviewed and implemented engineering studies, purchasing specifications, fabrication plans and associated testing requirement to produce large diameter drilling equipment
- ▶ Managed labor relations; union and nonunion
- ▶ Managed subcontractors
- ▶ Developed and implemented safety training
- ▶ Produced tax estimates and returns, cash flow and income statements for preparation of financial

statements by CPA firm

- ▶ Acquired and managed compliance with project permits, clearances and other requirements to proper regulatory agencies
- ▶ Authorized procurement of services, equipment and materials for all projects and shop facility
- ▶ Arranged for export shipping of equipment and supplies for international projects
- ▶ Created estimates and submitted bids for all projects
- ▶ Directed reclamation activities in cleaning up abandoned mining operations-Designed and constructed the corporate head office building
- ▶ Designed components and masts of drilling equipment
- ▶ Designed and installed excavation support systems
- ▶ Inspected and ensured quality control of fabricated equipment and permanent materials
- ▶ Performed construction and quality inspections
- ▶ Performed land surveys and construction layout

FEMA COURSE CERTIFICATIONS

Mr. Viola's certifications for IS-01000 and IS-01012 can be found on the following pages.

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GARY VIOLA SR.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-01000

Public Assistance Program and Eligibility

A handwritten signature in black ink, appearing to read "J. Stern", written over a horizontal line.

Issued this 20th Day of March, 2020



Jeffrey D. Stern, Ph.D.

Superintendent

Emergency Management Institute

Federal Emergency Management Agency

Emergency Management Institute



FEMA

This Certificate of Achievement is to acknowledge that

GARY VIOLA SR.

has reaffirmed a dedication to serve in times of crisis through continued professional development and completion of the independent study course:

IS-01012
Direct Administrative Costs

Issued this 5th Day of April, 2021



A handwritten signature in black ink, appearing to read "Jeffrey D. Stern".

Jeffrey D. Stern, Ph.D.
Superintendent
Emergency Management Institute
Federal Emergency Management Agency



EDUCATION

- BA, Graphic Design, University of Louisiana

AREAS OF EXPERTISE

- Alternate Projects
- Closeout
- FEMA Public Assistance
- FEMA Grants Portal
- PW Formulation, Writing & Versioning
- Xactimate

Kim Schellert CLOSEOUT SPECIALIST



PROFILE

Kim Schellert has 15+ years of FEMA PA Grant Management and Closeout experience. She has helped many communities recover from both natural and man-made disasters. Miss Schellert is well versed with FEMA PA processes, FEMA Grants Portal and EMMIE. In addition, she is experienced with Xactimate insurance software.

RELEVANT EXPERIENCE

Grants Management Consultant, JCS Disaster, March 2019-August 2020

- ▶ Managed 12 different applicants and their projects
- ▶ Tracked costs and validated expenses and payments
- ▶ Collected all required backup documentation and put together project worksheets within Grants Portal
- ▶ Helped clients with Public Assistance Alternative Procedures and mitigation issues

- ▶ Prepared for reimbursements and closeouts

Closeout Consultant, Integrity, June 2018-March 2019

- ▶ Closeout activities for all open disasters within Florida which included all categories of work
- ▶ Prepared the final reconciled PW's and processed the data within Florida PA
- ▶ Helped process reimbursement requests for ongoing projects

Closeout Consultant, DSI, January 2016-June 2018

Worked in conjunction with the State and FEMA in reducing the Closeout backlog incurred with the State and sub-grantees. Wrote scope of work changes, collected and validated invoices and contracts, and worked projects through the Closeout process.



Grants Management/State Lead, RMI, September 2005-January 2016

Team Lead and Grants Manager to review of FEMA project worksheets, helped applicants through the PA process, wrote scope change and time extension requests, and provided guidance on policy issues. Liaison for all applicant debris issues to include architectural recoupment and saltwater damaged trees.



Tara Walker CLOSEOUT SPECIALIST

PROFILE

Ms. Walker is an established disaster recovery specialist with more than a decade of experience with the Federal Emergency Management Agency's (FEMA) Public Assistance (PA) program. She has extensive knowledge of disaster recovery declaration processes, preliminary damage assessments (PDA), project formulation, grants management and grants closeout, which has allowed Tara to successfully transition those skills into other public assistance related disasters, such as COVID-19.

EDUCATION

- BBA, Technology Management, Athens State University

AREAS OF EXPERTISE

- After Action Reports
- Closeout
- FEMA Public Assistance
- Grants Management
- Hazard Mitigation Grants
- Preliminary Damage Assessments (PDA)
- Project Formulation
- PW Formulation, Writing & Versioning

RELEVANT EXPERIENCE

Tidal Basin, Project Manager, COVID-19, Stanford University HealthCare, 2020-Present

- ▶ Develops, manages, and monitors PA Covid-19 projects for DR-4489-CA for California Governor's Office of Emergency Services
- ▶ Provides guidance and technical assistance in the project formulation and the writing of Covid-19 applications. Assesses Applicant documentation and applies FEMA PAPPG policies to process projects
- ▶ Utilizes Grants Portal to enter Applicant data for FEMA review
- ▶ Performs detailed review of individual project and peer project review to ensure project is executed accurately
- ▶ Ensures document integrity in preparation for project transition to Closeout

CDM Smith, Program Delivery Manager, Various Projects, 2019-2020

Review applicant data to provide FEMA recommendations for eligibility and priority of assignments to include but not limited to:

- ▶ Reviewing information gathered during the Preliminary Damage Assessment (PDA) for assigned applicants,
- ▶ Conducting exploratory calls to gather information from applicant, and understands each applicants' projects and recovery priorities

- ▶ Liaises for the applicant about their status within the process by facilitating regular meetings, tracking, and following up with the applicants on FEMA's requests
- ▶ Coordinating transmittal of documents through FEMA's Consolidated Resource Center utilizing a web-based tool, scheduling site inspections with the applicants and Site Inspector Task and Force Leader and identifying when technical expertise may be needed throughout the program delivery process
- ▶ Overseeing the claims process by reviewing and validating damage details, scope of work, and costs with the applicant
- ▶ Participating in regular FEMA meetings by providing updates on work status
- ▶ Making recommendations to FEMA as to whether the claim is eligible and resolves eligibility issues
- ▶ Overseeing close out by assisting with the development of the Determination Memo and communicating final determinations to the applicants. Conducts an exit briefing with the applicants

State Application Liaison (SAL) Governor's Office of Homeland Security and Emergency Preparedness, Federal Emergency Management Agency (FEMA), Local Government, Private Non-Profits and Public Assistance Applicants, 16 Various Disaster Response and Recovery Operations, 2009-2019

- ▶ Partnered with applicants during disaster response and recovery operations to provide visibility, establish confidence with the disaster assistance program and manage applicant expectations
- ▶ Provided PA program guidance, support applicants through the PA process, effectively communicating requirements and coordinating requests for information from FEMA staff
- ▶ Provided excellent customer service to more than 75 applicants as well as develop/maintain effective working relationships with internal and external stakeholders
- ▶ Tracked and communicated to applicants the progress of PA grants through the Program
- ▶ Coordinated with FEMA PAC to develop Project Worksheet (PW) or grants and ensure the PWs are accurate and reflect the scope of work including the cause of damage, dimensions of damages, work necessary to repair, estimated or actual costs necessary to complete work and Special Considerations associated with the project, such as insurance, hazard mitigation and Environmental Historic Preservation (EHP)
- ▶ Coordinated directly with FEMA staff and GOHSEP Disaster Grant Manager to ensure that the applicants receive reimbursement for all eligible costs associated with the grant
- ▶ Assisted applicants with PA program issues/problems by identifying, researching and taking corrective action
- ▶ Deployed to affected disaster areas following incidents to conduct Preliminary Damage Assessments (PDA) and prepare after action reports
- ▶ Advised applicants about 404 Hazard Mitigation Grant Program (HMGP) opportunities that would eliminate or reduce future damages (relocating roads, placing riprap, installing hurricane clips, flood

proofing buildings, elevating buildings, etc.)

- ▶ Coordinated and attended site inspections with FEMA site inspector and Applicant
- ▶ Managed applicants clear, accurate understanding and ensure compliance of policy guidance and regulations on the FEMA / State Public Assistance Disaster Recovery Program (Public Assistance Program and Policy Guide, 44 CFR, 2 CFR, Stafford Act)
- ▶ Collaborated with applicants on compiling documentation as related to closing out grants Facilitated meetings / briefings directly to elected officials as well as FEMA and (GOHSEP) senior management

Disaster Recovery Specialist, Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), Baton Rouge, 2007-2009

- ▶ Worked with SAL and FEMA Project Officer to gather documentation related to disaster costs to process payments to applicants
- ▶ Developed acquisition plans and maintains acquisition historical database
- ▶ Ensured the accountability of all grants are completed in compliance with all federal and state regulations
- ▶ Performed complex grant administration work to assist in coordinating and administering statewide public assistance
- ▶ Performed detailed analysis of bids and proposals received from vendors, contractors, and subcontractors and ensures that reasonable competitively bids comply with State, Federal and Local procurement standards
- ▶ Reviewed contracts to verify the type of contract (ex: unit price contract, cost-plus contract, sole-source contract, time and materials contract) to determine eligibility for payment
- ▶ Reviewed contracts to determine if Engineering and Design Services are eligible for payment and comply with State, Federal and Local procurement standards
- ▶ Prepared and processed all related documentation for public assistance grants in accordance with applicable state and federal laws, rules, policies and procedures

PROFESSIONAL CERTIFICATIONS

ICS-300; ICS-400; IS-100, IS-200, IS-244B, IS-120; IS-00I, IS-230D, IS-235C, IS-011; IS-631, IS-242B, IS-240B, IS-703, IS-241B, IS-393A, IS-700, IS-800A, IS-809; IS-634, IS-907, IS-253; IS-007, IS-011, IS-702

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See Reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable:	
8. Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (If individual, last name, first name, MI):	b. Individuals Performing Services (Including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.	Signature: <u>Mona E Suppa</u> Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**CRFQ HSE21*07 - EXHIBIT A – Pricing Page
Closeout Specialist and Closeout Manager (DAS21087)**

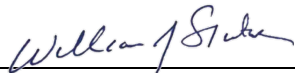
Section	Description	Unit of Measure	Estimated Quantity	Unit Cost / Hourly Rate
4.1.2	Contract Services #1 - Closeout Specialists - qty 5	Hourly	5,200	\$155.00
4.1.3	Contract Services #2 - Closeout Manager - qty 1	Hourly	1,040	\$185.00

Please note the following:

All quantities/estimated hours are estimates and do not obligate the State of West Virginia or WVEMD to this amount. Per 5.2 of the Specifications, vendors should clearly note "no bid" or "N/A" on their bid for any items for which they will not be bidding.

BIDDER /VENDOR INFORMATION:

Vendor Name:	Tidal Basin Government Consulting, LLC
Address:	126 Business Park Drive
City, St. Zip:	Utica, NY 13502
Phone No.:	315-797-3035
Email Address:	bslater@tidalbasin.rphc.com



Vendor Signature:

May 4, 2021

Date:



EDUCATION

- Coursework, Onondaga County Community College

AREAS OF EXPERTISE

- 406 Hazard Mitigation
- After Action Reporting
- Alternate Projects
- Closeout
- Debris
- FEMA Public Assistance
- HMGP
- Improved Projects
- PNP
- PW Formulation, Writing & Versioning

John Rigling CLOSEOUT SPECIALIST



PROFILE

Mr. Rigling has over 30 years of experience in project management, including twelve years as a FEMA PA technical specialist. He has previously served as Project Manager on the long-term recovery team for New York State, playing a key role in transitioning New York State's Hurricane Sandy recovery operation to meet the long-term goals for the State and its applicants. Mr. Rigling has applied his knowledge across multiple Federal disasters in program compliance requirements to help prepare applicants for closeout and ensure that they retain funding when work is complete. Additionally, Rigling has served as Project Officer for Louisiana, Texas, Minot North Dakota, Florida, and Alaska.

RELEVANT EXPERIENCE

City of Miami Beach, DR-4337-Hurricane Irma / DR-4486 - COVID 19

From initiation through obligation John Rigling ran and managed a project to recover client expenditures through a federally funded government grant program (FEMA PA). Objectives completed the collection and documentation of all recovery expenditures from disaster related damages, while following & remaining in compliance with federal government policy and procedures. John Rigling coordinated team schedules & budget controls to maximize recovery.

- ▶ Twenty-five (25) projects have been submitted to FEMA for expenditures for Irma
- ▶ Current documentation to date total estimated Hurricane damage claims = \$11,845,759.47 obligated

City of Flagler Beach, DR-4283-Hurricane Matthew

From initiation through obligation John Rigling ran and managed a project to recover client expenditures through a federal government funded grant program (FEMA PA). Objectives included collecting, documenting, filing of disaster damage repair expenditures, while following and remaining in compliance with federal government policy and procedures. Schedule of meetings and budgetary control to maximize

recovery. Rigling used his expertise and knowledge to navigate a positive resolve to the replacement of the city's damaged pier.

- ▶ 26 projects formulated/submitted
- ▶ Obligation = \$3.5 million dollars

Port of Houston, Texas: Assessment of Disaster Recovery Administrative Capabilities (Phase I), Senior Consultant

- ▶ Applied knowledge for the Port of Houston in program compliance requirements to help prepare applicants for closeout and ensure they retained funding when work was complete
- ▶ Responsibilities included management of staff scheduling, assignments, technical support, and equipment

New York State: 4085-DR-NY, Hurricane Sandy Long Term Recovery Operations

As a Project Manager on the long-term recovery team for New York State, Rigling played a key role in transitioning New York State's Hurricane Sandy recovery operation to meet the long-term goals of the State and its applicants. Rigling is applying his knowledge of program compliance requirements to help prepare applicants for closeout and ensure that they retain funding when work is complete. His responsibilities include management of staff scheduling, assignments, technical support, and equipment.

Rigling ran and managed the financial recovery operation to meet the long-term goals of the State and its applicants, through a federally funded government grant program (FEMA PA). Objective: Coordinate team schedules, assignments, technical support for 200 employees, while managing budget controls, to maximize the financial recovery. Outcome resulted in State and applicant individual projects were set for closeout, and ready for obligation.

Port Authority of New York and New Jersey: 4085-DR-NY and 4086-DR-NJ, Hurricane Sandy, Disaster Recovery Consultant

- ▶ Worked with The Port Authority of New York and New Jersey, a bi-state agency, in their recovery from Hurricane Sandy, the second costliest hurricane in United States history
- ▶ Served as Lead Consultant for Aviation (JFK, LGA, Teterboro, and Stewart Airports) with responsibilities that included scheduling of all FEMA site visits, damage inspections, and FEMA / Applicant meetings and agendas
- ▶ Was also responsible for vetting, validation, and collection of all applicant-supplied data, force account labor, equipment, expenditures
- ▶ Conducted a final review of all FEMA-written Project worksheets and eligibility determinations
- ▶ 20 projects were submitted with a total of \$48 million in anticipated reimbursements

State of Alaska: 4162-DR-AK, Severe Storms

Assisted the state by staffing Disaster Assistance Centers and helping applicants to fill out applications for the Individual and Family Grant Program and Temporary Housing assistance.

Seminole Tribe, Emergency Management Operations Diagnostic and Hurricane Isaac

Mr. Rigling was part of a team which performed a diagnostic to assess the Tribe's current response capabilities. During that process, Hurricane Isaac impacted the area, which resulted in immediate activation to participate in their response operations.

- ▶ Staffed the EOC during the event to assist the Tribe's Emergency Management representatives in the process of cost documentation in anticipation of seeking reimbursement through the federal and state disaster programs.
- ▶ Because of the initial response capabilities diagnostic, the team was also chosen to assist the Housing and Risk Management departments in updating their insured property listings by performing site inspections of approximately 1,000 single- and multi-family housing units during a three-week period.
- ▶ The team provided dimensional and GIS data along with photos to allow the development of updated replacement cost values for each structure while confirming the accuracy of the insured property list.

Minot Park District, North Dakota

- ▶ Worked with various department directors to review the extent of flood-related damages and coordinate and strategize eligible funding sources, as well as obtain Section 406 Hazard Mitigation funding.
- ▶ Served Minot Park District as a Deputy Consultant responsible for directly assisting the applicant to navigate ongoing eligibility issues, validate and document disaster-related damages, write PW versions, provide appeals support as required, and coordinate applicants' PA recovery.