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Header 1

List View

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

Procurement Folder: 876613

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0606

Vendor ID: VS0000011143

SO Doc ID: HSE2100000010

Legal Name: CohnReznick LLP

Published Date: 5/4/21

Alias/DBA:

Close Date: 5/13/21

Total Bid: \$1,424,800.00

Close Time: 13:30

Response Date: 05/13/2021

Status: Closed

Response Time: 7:01

Solicitation Description: Addendum No.1
Disaster Grant Monitoring

Responded By User ID: CohnReznick

Total of Header Attachments: 1

Total of All Attachments: 1

First Name: Nicole

Last Name: Gorman

Email: CohnReznickGPSA@col

Phone: 301-280-1916

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Manager (Senior)	2080.0000	HOUR	190.000000	395200.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2.1.1 Manager (Senior)
See attached specifications for more details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Supervisor	2080.0000	HOUR	160.000000	332800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2.1.2 Supervisor
See attached specifications for more details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Accountant / Auditor (Team Lead)	2080.0000	HOUR	150.000000	312000.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2.1.3 Accountant / Auditor (Team Lead)
See attached specifications for more details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Accounting Technician	2080.0000	HOUR	125.000000	260000.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2.1.4 Accounting Technician
See attached specifications for more details.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Administrative Assistants	2080.0000	HOUR	60.000000	124800.00

Comm Code	Manufacturer	Specification	Model #
80111605			

Commodity Line Comments:

Extended Description:

4.1.2.1.5 Administrative Assistants
See attached specifications for more details.



Stronger Together



West Virginia Division of Emergency Management's Disaster Grant Monitoring Auditing Program

Centralized Request for Quote (CRFQ) #0606-HSE210000010-2

May 13, 2021 1:30 p.m. EST

Submitted by:

Abby Rollins, CFE, PMP

Principal, Government and Public Sector Advisory

CohnReznick LLP


512-494-9101

Abigail.Rollins@CohnReznick.com



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member of Nexia International

	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
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Proc Folder: 876613	Reason for Modification:		
Doc Description: Disaster Grant Monitoring Auditing Program for WVEMD			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2021-04-29	2021-05-13 13:30	CRFQ 0606 HSE2100000010	1

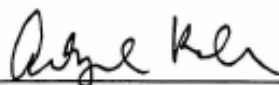
BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000011143
Vendor Name : CohnReznick LLP.
Address : 816 Congress Ave #200, Austin, TX 78701
Street : Congress Ave
City : Austin
State : Texas **Country :** USA **Zip :** 78701
Principal Contact : Abigail Rollins
Vendor Contact Phone: 512-499-1439 **Extension:**

FOR INFORMATION CONTACT THE BUYER
David H Pauline
304-558-0067
david.h.pauline@wv.gov

Vendor Signature X  **FEIN#** 22-1478099 **DATE** May 6, 2021

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

May 13, 2021

Mr. David H. Pauline Buyer
Department of Administration, Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130

Dear Mr. Pauline,

On behalf of CohnReznick, I am pleased to present our proposal to the State of West Virginia's Purchasing Division (the State), in response to its Centralized Request for Quotation (CRFQ) requesting the services of a contractor on behalf of West Virginia Emergency Management Division (WVEMD) to provide grant monitoring and auditing services related to federally funded disaster recovery grant programs.

We're confident that our team represents the most efficient and economical solution to help the State achieve its disaster recovery goals. Below are some of the advantages that our team offers:

- **Unparalleled Grant Management and Disaster Recovery Experience** - Our applied experience with disaster recovery includes administering, monitoring, and/or overseeing more than \$50 billion in federal grant funds across the country. In the aftermaths of hurricanes such as Hurricanes Katrina, Rita, Harvey, Irene to most recently COVID-19, we have provided disaster recovery services to government entities in Texas, Louisiana, Massachusetts, New Jersey, North Carolina, and Vermont.
- **On Time and On Budget** - You have the commitment of our firm that our work will be on time and on budget. We are able to make this pledge to you based on our successful track record of doing exactly this for very similar projects. We are committed to providing all the necessary resources to perform the services needed and providing all deliverables within the required timeframes and budget.
- **In-Depth Understanding of Regulations** - Our vast disaster recovery experience not only enables us to assure you that all work will be performed in a timely manner and in strict accordance with all programmatic, statutory, and regulatory requirements, but also to help you identify and maximize all available resources.
- **Top CPA Firm** - Recently recognized as the 9th top-ranked accounting firm in the country, CohnReznick has provided a broad range of accounting, audit, tax, and business consulting services to public, commercial, and nonprofit sectors for nearly 100 years. Nationally, our firm has built a reputation for best practices in disaster recovery, program and project management, and compliance and integrity monitoring.
- **Hire and Develop West Virginia Talent** - We have carefully selected experienced disaster recovery professionals for this opportunity with direct experience performing this exact scope of work. Our professionals will form the nucleus of our team. As we have successfully done on similar projects, we will recruit, hire and train residents to complete our team. This will allow us to contribute more to the economic growth of the Mountain State and provide the region with well-trained accountants and experienced disaster recovery professionals. We have successfully employed this approach in every state for

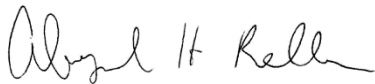
which we have performed disaster recovery services.

- **Ability to Withstand Public Scrutiny** - Our disaster recovery projects have been subjected to the intense public scrutiny that always accompanies the receipt of federal funds. Our programs and deliverables have been inspected by public officials, political appointees, state auditors and attorneys general, inspectors general, and the general public. Without fail, our programs and deliverables have withstood this intense amount of scrutiny time and again.

As a firm with over 20 years of hands-on experience in the disaster recovery arena, CohnReznick has made an indelible industry footprint by overseeing billions of dollars allocated to states following natural disasters. CohnReznick's Government and Public Sector practice has a dedicated team of disaster recovery professionals who have tirelessly worked to improve the national disaster recovery environment. We're an industry leader in disaster recovery and we're proud of our reputation for supporting state and local governments in achieving maximum results throughout the entire recovery lifecycle.

We are excited to have this opportunity to present our qualifications and experience to the State. Please note: We did not include in our response the Disclosure of Lobbying Activities or Disclosure of Interested Parties Forms, as we do not believe this contract will be over \$1 million; however, we can certainly provide both upon request. Please do not hesitate to contact me should you have any questions or concerns.

Sincerely,



Abby Rollins, PMP
Principal, CohnReznick Government and Public Sector Advisory
Email: abby.rollins@cohnreznick.com
Phone: 512-499-1439



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Firm Profile



>> CohnReznick LLP

Founded in 1919, CohnReznick is currently a top-ranked international public accounting firm with over \$700 million in annual revenue, and over 2,700 employees in 24 offices—including **eight offices in the Mid-Atlantic area**. While we have the resource depth and technical talent of a Big Four firm, we operate with the efficiency of a boutique firm.



>> CohnReznick Government and Public Sector Advisory Expertise

Our firm’s Government and Public Sector Advisory practice specializes in providing disaster recovery, grant management, and compliance services to government agencies. CohnReznick Government and Public Sector Advisory is a strategic advisory and service provider to federal, state, and local governments. Our services include:

- Audit, accounting and financial management
- Compliance, risk and integrity monitoring
- Program and project management
- Disaster response and recovery



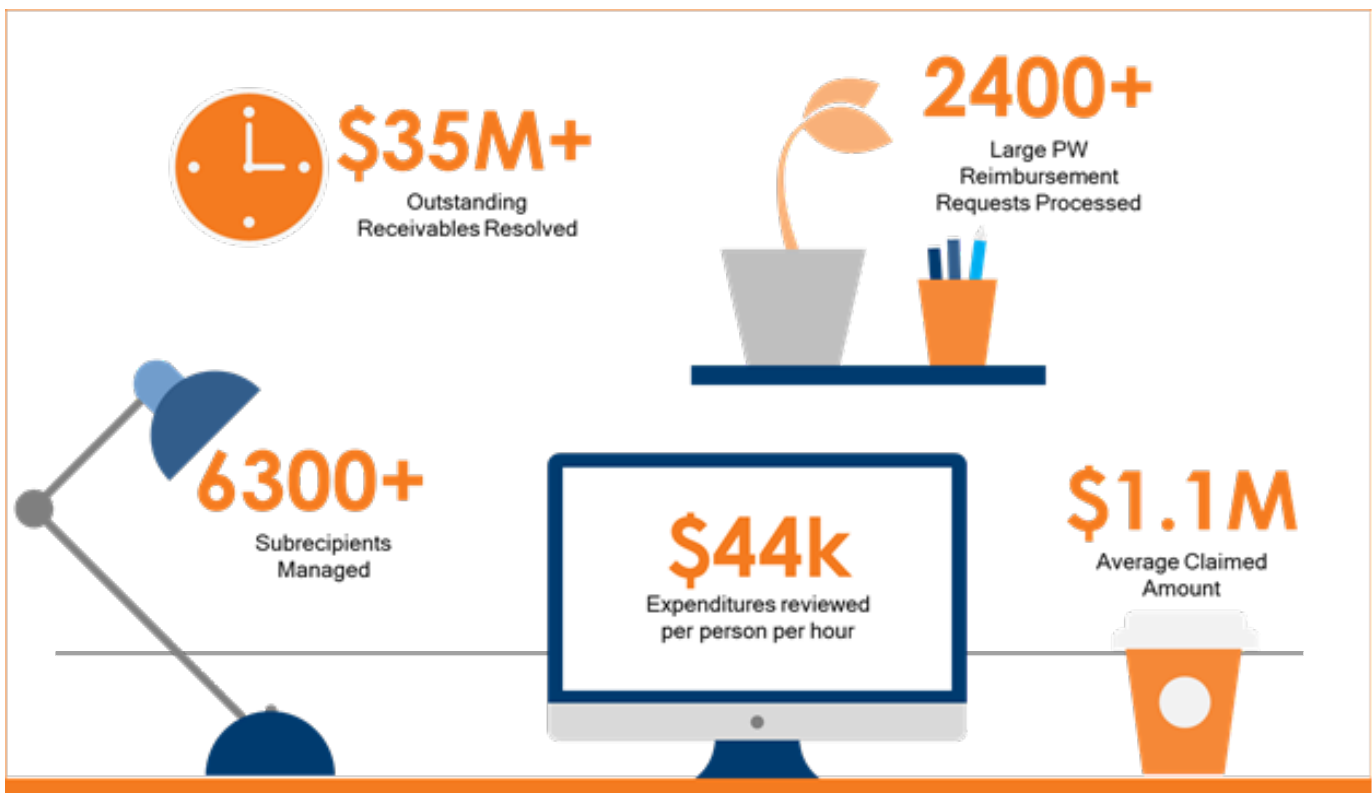
CohnReznick Government and Public Sector Advisory has earned a strong reputation for solving complex business and project issues and providing our clients with high quality service, technical expertise, rapid deployment of resources, and a collaborative work style to deliver maximum results and minimum risk to our clients. On the following page, we include snapshots of our 20+ years in disaster recovery footprint that includes our:

- Service areas of expertise in the disaster recovery arena; and
- Highlights of programs we have administered, managed, monitored, and/or overseen in multiple states.



» CohnReznick Disaster Recovery Services				
✓ Program and PMO	✓ Subrecipient Support	✓ Grant and Case Management	✓ Coordination with federal, state and local officials	✓ Insurance Claims/ Duplication of Benefits Compliance
✓ Preparation of Reimbursement Requests	✓ Funds Distribution and Reporting	✓ Grant Compliance and Monitoring	✓ Financial and Program Reporting	✓ Outreach and Application Intake
✓ Technology Development and Implementation	✓ Data Security and Management	✓ Anti-Fraud, Waste, and Abuse Training	✓ Integrity Monitoring / Contractor Assurance	✓ Construction & Contractor Management

» FEMA Public Assistance Program Highlights



The CohnReznick Team strives for efficiency.



1.0 Staff Qualifications

“Vendors shall be able to demonstrate their potential to provide these services by providing documentation to indicate they have provided staffing of **three individuals** in any on or more of the classifications **within the past five years**; documentation should include enough information to indicate that the Vendor provided an employee meeting the requirements of a specifically named classification from Section 1 above; the documentation should name the entity to whom the individual was supplied and provide the **contact information for that entity**. Vendors must provide documentation to indicate that their company meets this requirement upon request.” -pg. 2 of RFQ

» Staffing Approach

CohnReznick offers the ability, capacity, skill, financial resources, and experience necessary to perform the work and provide the services required under this CRFQ.

Once an award is issued, our proposed engagement team is ready to begin work immediately and without delay. Our national presence, combined with the tools, resources, and out-of-the-box strategies we have developed, serve us well when beginning new work. We understand the

scope of services calls for a management approach that provides for prompt deployment, maximum output, and scalable resources, while ensuring the highest level of compliance, accountability, and transparency. This will require an effective and efficient project framework that facilitates the coordination and utilization of qualified staff and available tools. To that end, our team of experienced professionals and pool of resources possess the organizational and operational skills needed to successfully complete the task order requirements in a timely manner with excellent results.

Our team structure will be designed to ensure we provide the WVEMD and its subgrantees with the necessary experience and assistance needed in the most economical manner. To perform each service area, we will have dedicated staff for performing day-to-day operations required to complete the assigned tasks. Our staff are well-versed in various regulatory categories related to FEMA PA and/or HM funding.

These subject areas include, but are not limited to:

- Public Assistance Administration and Eligibility (44CFR206 Subparts G, H, and I);
- Hazard Mitigation Grant Program (44CFR206 Subpart N);
- Stafford Act Compliance;
- Duplication of Benefits;
- Procurement and Contracting;
- Environmental and Historical Requirements;
- Cost Allowability and Match Requirements;
- Force Account Requirements;





- FEMA Closeout Procedures;
- Uniform Administrative Requirements;
- Acquisition and Relocation;

CohnReznick is committed to acquiring office space in Charleston and relocating key management staff upon contract award. To provide cost savings to WVEMD we will hire residents and will be supported by a deep bench of experienced disaster recovery staff located in our Bethesda, MD and Austin, TX offices. As stated in our cover letter, we plan to recruit, hire and train local West Virginians to ensure we add to the economic growth of the Mountain State and provide the region with well-trained accountants and disaster recovery professionals. We intend to focus on building a practice in West Virginia that will last for years to come.

» **Labor Mix and Level of Effort**

Our team has a proven track record of providing exceptional grant administration and monitoring services to multiple states throughout the U.S. Based on our past experience, we will be able to leverage the experience and trainability of our Account Technician and staff level positions to perform the contracted services outlined in this CRFQ and provide a potential cost savings to WVEMD. Over time, we are certain that our processes will become more efficient and our team could propose to WVEMD a fixed, per-project cost to perform the grant monitoring services.

» **“Exhibit A: Pricing Pages”**

Please find our proposed rates in Exhibit A our proposed rates and as part of our proposal submission in wvOASIS.



>> Responsibilities, Experience, and Resumes

Please see the following pages for experience and resumes of our proposed staff as requested.

Staff Member	Years of Experience	Role	Primary Responsibilities	Experience			
				Accounting	Disaster Recovery		
					PA	HMGF	CDBG - DR
Abby Rollins, PMP	15 +	Engagement Principal	<ul style="list-style-type: none"> Overall engagement management, including: <ul style="list-style-type: none"> Planning, executing and reporting; Final review and approval on all deliverables and firm decisions on contractual matters; and Leadership and oversight for the entire engagement. 	✓	✓	✓	✓
Amanda Campen, JD	7+	Manager (Senior), Program	<ul style="list-style-type: none"> Develop project management plans; Identify and track program tasks, document issue resolution, and monitor and communicate reports as requested; and Perform complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and monitor federally funded disaster recovery grants. 	✓	✓	✓	
Angela Zatlin, PMP	15 +	Supervisor	<ul style="list-style-type: none"> Design and perform audit procedures; Review and develop policies and procedures; Establish internal quality control and quality assurance standards; and Prepare audit reports, including analyses of audit findings and recommendations' compliance with federally funded disaster grants. 	✓	✓	✓	✓
Nick Attie	5+	Accountant/Auditor (Team Lead)	<ul style="list-style-type: none"> Perform budget monitoring and project site inspections; Document progress and/or completion of projects, causes for delays in project -worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance; Review progress reports and payment requests; and Provide guidance and assistance to grant recipients on documentation requirements and resolution of project worksheet-related issues. 	✓	✓	✓	



Staff Member	Years of Experience	Role	Primary Responsibilities	Experience			
				Accounting	Disaster Recovery		
					PA	HMGP	CDBG - DR
Account Technician Staff	2+	Account Technician	<ul style="list-style-type: none"> Assure grantees are conducting Quarterly Performance Reports (QPRs) and that the information is consistent with the scope of work, period of performance, and the awarded/amended budget; Process reimbursement requests to ensure items are eligible activities under program requirements; Ensure all appropriate documentation is presented for the request; Conduct site inspections to determine physical work is completed and that paperwork is managed properly; and Provide weekly reports as specified by the client. 	✓	✓	✓	
Administrative Assistant	1+	Administrative Assistant	<p>Performs administrative and office support activities for staff, including:</p> <ul style="list-style-type: none"> Field telephone calls; and Assist with project research, word processing, reporting and billing, and document management. 	✓			



Abby Rollins, CFE, PMP

Principal

EDUCATION

- B.B.A, Business Administration and Economics, Millsaps College

CERTIFICATION

- Certified Fraud Examiner (CFE)
- Certified Project Management Professional (PMP)

RELEVANT QUALIFICATIONS

Ms. Rollins, a Principal with CohnReznick Government and Public Sector Advisory, has more than fourteen years of experience providing project management, compliance, and oversight consulting services to government clients. Ms. Rollins' experience includes federally funded disaster recovery programs, including compliance with the Stafford Act and Community Development Block Grant (CDBG) programs.

- Currently supports the Texas Division of Emergency Management's efforts to effectively manage public funds and comply with FEMA regulations, policies, and procedures for Hurricane Harvey and 12 others federally declared disasters.
- Provide policy and operational support for disaster recovery programs after Hurricanes Katrina, Rita, Ike, and Sandy to assist homeowners in rebuilding their houses using government funds;
- Conducted Quality Assurance Reviews of Public Housing Authorities (PHAs) in compliance with the American Recovery and Reinvestment Act (ARRA);
- Conducted multiple audits in accordance with U.S. Government Auditing Standards issued by the U.S. Government Accountability Office;
- Conducted engagement planning, client communication, engagement monitoring, audit test work, and draft and final report preparation;
- Provided policy and operational support for CDBG - Disaster Recovery program for federal declared disasters in the state of New York (Hurricanes Lee and Irene, winter storm Nemo, Mohawk flooding, and Superstorm Sandy) to assist local governments and municipalities in recovery efforts using government funds.



Project Reference

Josh Davies

Division Chief

Disaster Finance, Recovery,
Mitigation and Standards

(512) 462-6142

Josh.Davies@dps.texas.gov

COHNREZNICK PROJECT EXPERIENCE

Client: State of Texas, Division of Emergency Management (TDEM)

**Project Description:**

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the Texas Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, and effective quality management protocols and reviewing and improving procedures addressing reimbursements and financial management.

Position: Project Manager | **Dates:** February 2016 - April 2017, October 2017 - Present

Responsibilities:

- Performed complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and monitor federally funded disaster grants within the State of Texas;
- Conducted applicant briefings and other outreach and training activities, ensure grant applications were received and processed properly, and monitored both the programmatic and financial aspects of awarded projects;
- Ensured deadlines were met, applications or other documentation were complete and correct before submission to federal authorities, monitoring activities were conducted in accordance with the project-worksheet guidelines, projects were completed within the approved scope of work, and payment requests were promptly and correctly processed;
- Reviewed progress reports, payment requests, and provided guidance and assistance to grant recipients on documentation requirements and resolution of project worksheet-related problems;
- Performed budget monitoring and project site inspections, and document progress and/or completion of projects, causes for delays in project-worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;
- Evaluated opportunities and requirements to assist local jurisdictions and state agencies in maximizing reimbursement potential;
- Ensured compliance with federal, state and local regulations and ordinances;
- Facilitated communications between sub-grantees, state and federal entities;
- Processed scope changes, time extensions and quarterly reports; and
- Monitored compliance through regular technical assistance, quarterly status reviews, and ongoing monitoring of reimbursement requests.

Client: State of Texas, Texas Division of Emergency Management (DPS/TDEM)

Project Description:

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as a contractor to the Texas Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, centralized data and reporting, and effective quality management protocols and reviewing and improving procedures addressing reimbursements and financial management.



Position: Grant Administrator | **Dates:** February 2016 - April 2017

Responsibilities:

- Performed complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and monitor federally funded disaster grants within the State of Texas;
- Conducted applicant briefings and other outreach and training activities, ensure grant applications were received and processed properly, and monitored both the programmatic and financial aspects of awarded projects;
- Ensured deadlines were met, applications or other documentation were complete and correct before submission to federal authorities, monitoring activities were conducted in accordance with the project-worksheet guidelines, projects were completed within the approved scope of work, and payment requests were promptly and correctly processed;
- Reviewed progress reports, payment requests, and provided guidance and assistance to grant recipients on documentation requirements and resolution of project worksheet-related problems;
- Performed budget monitoring and project site inspections, and document progress and/or completion of projects, causes for delays in project-worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;
- Evaluated opportunities and requirements to assist local jurisdictions and state agencies in maximizing reimbursement potential;
- Ensured compliance with federal, state and local regulations and ordinances;
- Facilitated communications between sub-grantees, state and federal entities;
- Processed scope changes, time extensions and quarterly reports; and
- Monitored compliance through regular technical assistance, quarterly status reviews, and ongoing monitoring of reimbursement requests.

Client: New York Governor's Office of Storm Recovery (GOSR)

Project Description:

Assisted GOSR in administering the Infrastructure Public Assistance CDBG Match program, which assists local governments and municipalities in recovery efforts using government funds. Reviewed FEMA-eligible Project Worksheets to determine if project costs are eligible to be reimbursed for the non-federal share with U.S. Department of Housing and Urban Development (HUD) -CDBG funding. Review included an evaluation of eligibility funding—per the scope of work—environmental clearance, procurement, financial/cost management, insurance/duplication of benefits, labor compliance, Section 3, and Civil Rights.

Position: Project Manager | **Dates:** March 2013 - January 2016

**Responsibilities:**

- Assisted in overall project management through the development of project plans, identifying and tracking program tasks, documenting issue resolution, and monitoring and communicating reports on daily production to the client;
 - Developed and implemented policies and procedures to determine HUD Recovery (CDBG-DR) eligibility that included the ability to track expenditures, store documents, and close out activities; and
 - Managed operations team, leading staff responsible for completing day-to-day eligibility reviews and document collection activities.
-

Client: U.S. Agency for International Development (USAID)

Project Description:

Conducted closeout financial audits of USAID Afghanistan resources managed by contractors working on Afghanistan rebuilding programs. Present an audit of Schedule of Costs Incurred, internal controls, and compliance with agreement terms and applicable laws and regulations.

Position: Lead Auditor | **Dates:** January 2013 - June 2014

Responsibilities:

- Developed the project plan, created audit program, and conducted interviews as part of the planning phase of the audit.
 - Test work responsibilities included: review schedules, analyze work papers, test internal controls, and conduct risk assessments to determine if contractor follows the contract and program guidelines, as determined by USAID Afghanistan.
-

Position: Lead Auditor | **Dates:** December 2012 - February 2014

Project Description:

Conducted three performance audits to assess FHFA's and Fannie Mae and Freddie Mac's (the enterprises') oversight and monitoring activities related to their Master Trust Agreements (MTAs). Each audit covered the oversight and monitoring activities related to the flow of funds from servicers to the enterprises, the monitoring of Direct Servicers by the enterprises, the collection of fees from the servicers, and the investment of trust funds associated with the issuance of single-family MBS from September 7, 2008 (inception of conservatorship), through September 30, 2012.

Position: Lead Auditor | **Dates:** December 2012 - February 2014

Responsibilities:

- Developed the project plan, created audit program, and conducted interviews as part of the planning phase of the audit.
- Test work responsibilities included: reviewing policies and procedures, reviewing internal audits, analyzing workpapers, testing internal controls, and conducting risk assessments to determine if the enterprises followed the MTAs.



Client: U.S. Department of Housing and Urban Development (HUD), Government National Mortgage Association (Ginnie Mae) Contractor Assessment Reviews (CARS)

Position: Lead Auditor | **Dates:** July 2010 - September 2012

Project Description:

Provided Ginnie Mae with information necessary to determine the adequacy and effectiveness of Bank of New York Mellon's (BNYM's) internal controls, the adequacy and effectiveness of BNYM's information technology processing and systems controls, and compliance with its contract. Presented information necessary to determine the overall risk to its MBS programs; gained valuable insight into BNYM's performance; identified operational deficiencies; reinforced contract terms and policy; improved contract and program compliance; monitored BNYM's improvements/actions taken in response to findings from compliance reviews; monitored BNYM's process for billing Ginnie Mae for services performed under the contract; achieved more effective ongoing contactor oversight; and maintained market confidence.

Position: Lead Auditor | **Dates:** July 2010 - September 2012

Responsibilities:

- Created the project plan, conducted interviews, reviewed schedules, analyzed workpapers, tested internal controls, and conducted risk assessments to determine if Bank of New York followed the contract and program guidelines as determined by Ginnie Mae.
- Assisted in drafting the final report submitted to Ginnie Mae.

Client: U.S. Department of Housing and Urban Development (HUD) Multifamily Accelerated Processing (MAP)

Project Description:

Developed and implemented a program to audit compliance with HUD regulations requiring Federal Housing Administration (FHA) lenders to comply with quality control practice for loan underwriting activities. Tested individual mortgage lenders' compliance with HUD's MAP quality control requirements and regulations for underwriting of loans insured by FHA.

Position: Project Manager | **Dates:** February 2011 - May 2012

Responsibilities:

- Oversaw quality control reviews on behalf of MAP lenders related to the HUD MAP Lender Guidelines for Quality Control Plan;
- Oversaw project reviews, execution of engagement letters, planning and coordination, and field work, including overseeing third-party reviewers and client deliverables; and
- Managed six different subcontractors throughout the process.

Client: Peter Cooper Village/Stuyvesant Town (PCVST)

Project Description:

Assisted PCVST in conducting audits and compliance reviews of 11,250 rent-stabilized apartment units to determine if property management followed the New York State Division of



Housing and Community Renewal regarding legal rents. Included resulting findings in the ongoing class action lawsuit, Roberts v. Tishman Speyer.

Position: Project Manager | **Dates:** January 2011 - May 2012

Responsibilities:

- Performed agreed-upon procedures to assist PCVST in determining the validation of the underlying legal rent reconstruction of restabilized apartments to be included in Annual Apartment Registration forms to be submitted to governmental entities;
- Reviewed lease documentation for completeness;
- Verified DHCR renewal and vacancy increase percentages and individual apartment improvement calculations; and
- Analyzed lease information for deficiencies.

Client: Louisiana Coastal Protection and Restoration Authority (CPRA)

Project Description:

CohnReznick was contracted with CPRA to provide financial and project management system assessments.

Position: Consultant | **Dates:** May 2012 - October 2012

Responsibilities:

- Reviewed the financial system's capabilities, limitations, status of implementation of modules including Portfolio Management, Audit, and Government modules;
- Emphasized features and functionality associated with accounting, reporting, business analytics, and integration with payroll and construction cost management;
- Developed high-level financial management system requirements and functionality objectives and documented the overall "As Is" environment; and
- Proposed high level recommendations, options, and implementation strategies.

Client: U.S. Department of Housing and Urban Development (HUD) Quality Assurance Monitoring Reviews

Project Description:

CohnReznick was contracted to assist HUD's Office of Field Operations and Office of Public Housing and Voucher Programs in providing quality assurance reviews at selected Public Housing Authorities (PHAs).

Position: Review Manager | **Dates:** February 2012 - June 2012

Responsibilities:

- Interacted with designated housing authority and field office personnel to schedule reviews and obtain required documentation prior to arrival at the site;
- Conducted entrance and exit conferences with housing authority and field office staff;



- Supervised the review, including approval of all workpapers and review of the financial and program documentation obtained from the housing authority for sufficiency; and
- Determined whether, based on the results of the review, an observation or referred deficiency is appropriate and make corrective action recommendations if necessary.

Client: Texas Department of Housing and Community Affairs (TDHCA) Homeowners Assistance Program (HAP) and Sabine Pass Restoration Program (SPRP)

Project Description:

CohnReznick was contracted by TDHCA to help distribute approximately \$200 million in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds to Texas homeowners in grants or deferred forgivable loans to rehabilitate or reconstruct their homes.

Position: Project/Grant Manager | **Dates:** January 2008 - October 2010

Responsibilities:

- Managed two operations teams, leading staff responsible for completing day-to-day grant calculations and disbursements;
- Assisted in overall project management through the development of project plans, identifying and tracking program tasks, documenting issue resolution, and monitoring and communicating reports on daily production to both management and the client;
- Led meetings, produced agendas and minutes, and documented action items; and
- Created detailed logs and timelines and developed the policies and procedures for the TDHCA HAP and SPRP Project.

Client: Mississippi Development Authority's (MDA's) Homeowners Assistance Program (HAP), Elevation Grant Program (EGP), Small Rental Assistance Program (SRAP), and Long-Term Workforce Housing Programs

Project Description:

CohnReznick was contracted to provide grant management services to MDA, which included the management and oversight of the distribution of federal Community Development Block Grant Disaster Recovery funds for MDA's HAP, SRAP, EGP, and Long-Term Workforce Housing Programs. CohnReznick also developed systems to evaluate and process applications and award grant funds; implemented grants management systems; established application intake centers; hired and trained more than 300 local Mississippians; ensured compliance with federal and state regulations; and provided a means to track and monitor the program and prevent fraud, waste, and abuse.

Position: Project Manager/Quality Control | **Dates:** May 2006 - December 2008

Responsibilities:

- Successfully created, circulated, and obtained approval on three pen-to-paper deliverables, including:
 - Policy Manuals: all existing policies organized, briefs on each policy for simplifying their intent included;



- Procedures Manuals: more than 50 pages each, which enabled efficient updates and readability with automatic references to figures, indexes, headers, footers, and cross references that also included glossaries; and
 - Organizational Blueprint: several organizational charts and staffing matrices for the Operations Managers of all programs who used the blueprint for reallocating resources; and
 - Responsible for performing work on two operations teams (quality control and assurance) to test for operation risks, performing root cause analysis, verifying insurance data, performing insurance declaration page analyses and resolutions, and communicating directly with insurance companies and applicants when needed.
-



Amanda M. Campen, JD

Senior Manager

*Proposed labor category:
Manager (Senior)*



Project Reference

David Mahr

Administrative Officer

Massachusetts Emergency
Management Agency

(508) 820-1423

David.Mahr@state.ma.us

EDUCATION

- Juris Doctorate, Florida State University College of Law
- Political Science, Focus on Public Policy, The George Washington University

CERTIFICATIONS

- Juris Doctorate

RELEVANT QUALIFICATIONS

Ms. Campen has over seven years of experience in project management, compliance, and auditing, serving in roles focused on program and grant management, grant and contract management, legal and regulatory analysis, and business process improvement for state government agencies. Specific expertise includes working as Operations Chief during a response and recovery setting, as well as managing disaster recovery funding from federal, state, and private sources. Her past experiences in the compliance, legal, and programmatic/operational areas of disaster recovery make her a well-rounded professional capable of managing state-wide, all-hazards disaster.

- Served as the Florida Division of Emergency Management Bureau Chief of Recovery, managing a \$12 billion portfolio and overseeing the State's Public Assistance, Individual Assistance, Direct Housing programs, and various agricultural USDA Disaster Recovery block grants.
- Served in the Florida Division of Emergency Management General Counsel Office, responsible for review of all grant agreements, contracts, administrative appeals and procurements for the Division.
- Experienced emergency management and project management professional responsible for fulfilling organization staffing needs and requirements, including personnel recruitment, training coordination, manpower utilization, and performance evaluation management.

COHNREZNICK PROJECT EXPERIENCE

Client: Commonwealth of Massachusetts, Massachusetts Emergency Management Agency (MEMA)

Project Description:



CohnReznick performs complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor federally funded disaster grants within the Commonwealth of Massachusetts for COVID-19. Our team is responsible for applicant outreach, training, technical assistance, and performing project reviews. During this engagement, we have also developed a grant management system solution utilizing Commonwealth's SharePoint platform.

Position: Project Manager

Responsibilities:

- Provide overall management and oversight over field staff, compliance staff, and the project management office;
- Attended MEMA meetings to provide updates on progress;
- Interface with applicants on high-level issues;
- Create and present on reporting dashboards; and
- Provide policy and process advice to Commonwealth.

Client: New Jersey Department of Health and Department of Community Affairs Integrity Affairs Over Coronavirus Relief Funds

Project Description:

CohnReznick leads in the integrity monitoring for both NJ DOH and NJ DCA over its implementation of the Coronavirus Relief Funds to award programs for rental relief, vaccination activities, testing efforts, local emergency relief etc. The combined total for these programs is over \$400 million. Our professionals review all program expenditures, program design, policy decisions, etc. to ensure compliance with state and federal guidance.

Position: Project Manager | **Dates:** November 2020 - Present

Responsibilities:

- Provide overall management and oversight over integrity monitors;
- Attended agency and regulatory meetings to provide updates on progress;
- Issue all preliminary and final reports.

OTHER PROJECT EXPERIENCE

Florida Division of Emergency Management

Project Description:

Led and supervised the Florida recovery efforts across ten all-hazards disaster operations, and oversaw the State's Public Assistance, Individual Assistance, Direct Housing programs, and various agricultural USDA Disaster Recovery block grants. Developed and implemented procedures, methods, and guidelines to properly administer the Robert T. Stafford Disaster Relief and Emergency Assistance Act as it relates to Public Assistance (PA) programs. Supervised and lead staff members working ten different disaster operations. Coordinated closely with the Federal Emergency Management Agency (FEMA),



State and local partners to accomplish programmatic objectives.

Position: Bureau Chief of Recovery | **Dates:** September 2017 - April 2019

Responsibilities:

- Plan and Create Framework for Short-Term and Long-Term Recovery
- Draft Major Disaster Declaration Request, along with other requests from the Governor for Presidential Declaration
- Oversaw the implementation of direct housing and the first ever State-led housing mission in the State by obtaining, transporting, and managing over 150 housing units for disaster survivors.
- Facilitated the Public Assistance Program for Hurricane Michael, estimated to be over \$4 billion in eligible damage.
- Negotiated with USDA to finalize the Federal State Agreement for this \$380.7 million grant to provide financial relief to timber producers negatively affected by Hurricane Michael.
- Advise senior officials of recovery policy, progress, and vision for the State
- Submit of Disaster-specific Administrative Plans
- Responsible for the grant management, oversight and implementation of Direct Case Management and the Crisis Counseling Program
- Review disaster-specific guidance and set State policy

Florida Division of Emergency Management

Project Description:

Performance and Compliance Audit of Florida's Supply Inventory and Logistics Contracts.

Position: Senior Auditor | **Dates:** June 2016 - December 2016

Responsibilities:

- Assess the State's inventory of supplies in the event of a disaster to include type and amount of supplies
 - Assess efficiency of warehouse model and logistics contracts
 - Provide Audit findings and recommendations
-



Angela M. Zatlin,
PMP, CGMS

Senior Manager

Proposed labor category:
Supervisor



Project Reference

Josh Davies

Division Chief

Disaster Finance, Recovery,
Mitigation and Standards

(512) 462-6142

Josh.Davies@dps.texas.gov

EDUCATION

- B.S., Accounting, American University

CERTIFICATION

- Project Management Professional (PMP)
- Certified Grant Management Specialist (CGMS)

RELEVANT QUALIFICATIONS

Ms. Zatlin, a Senior Manager with CohnReznick Government Services, has more than fifteen years of experience managing complex disaster relief programs, including states’ recovery efforts resulting from Hurricanes Katrina, Rita, Ike and Harvey. Currently Ms. Zatlin is the manager responsible for project, account and disaster closeout of FEMA Public Assistance grants on behalf of the State of Texas’s Division of Emergency Management.

- Closeout manager in charge of the project and account closeouts of 1,600+ applicants across 15 disaster declarations. In less than 3 years, she has overseen the close out of more than 9,500 projects and 850 accounts.

COHNREZNICK PROJECT EXPERIENCE

Client: Texas Division of Emergency Management (TDEM)

Project Description:

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the Texas Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, project and disaster closeouts, centralized data and reporting, quality management protocols, reviewing and improving procedures, and addressing reimbursements and financial management.

Position: Manager | **Dates:** June 2013 - Present

Responsibilities:

- Perform complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor the closeout of Public Assistance projects within the State of Texas;
- Ensure deadlines are met, applications or other documentation are complete and correct before submission to FEMA, monitoring activities are conducted in accordance with the program guidelines, and final payment requests are promptly and correctly processed;



- Develop and oversee a closeout pipeline of 2,000 - 3,500 project worksheets; review and approve financial summary reports, project and account closeout letters to FEMA and final payment to applicant's post-closeout;
- Work together with FEMA regional staff to resolve closeout issues as they occur, manage workflow transitions between FEMA and the State and report on progress to all stakeholders.

Client: Texas Development of Housing and Community Affairs (TDHCA)

Project Description:

CohnReznick was contracted with TDHCA to provide program management and oversight for multiple TDHCA Disaster Recovery programs following Hurricanes Katrina, Wilma, and Rita.

Position: Systems Requirements Business Analyst; Grant Determination and Disbursement Manager; Audit Manager | **Dates:** January 2008 - March 2012

Responsibilities:

- Collaborated with the application development vendor to develop and modify a system that provided full end-to-end grant processing functionality for TDHCA, which included numerous data interfaces, eligibility, benefit, calculation, quality, and fraud checks;
- Performed, reviewed, and/or oversaw the award amount determination of more than 2,800 applicants, including duplication of benefit and eligibility reviews;
- Performed or reviewed the calculation of nearly 7,000 individual disbursements totaling \$500 million for more than 15 contractors, including determining when disbursements were due, how many disbursements were due on an application and in what percentages, and manually creating a file for upload into the accounting system;
- Worked closely with state and federal auditors on contract compliance, general oversight and monitoring, and IT compliance; and
- Implemented audit recommendations and improvements, as requested.

Client: Mississippi Development Authority (MDA)

Project Description:

CohnReznick was contracted by the MDA to provide program management and oversight over multiple MDA disaster recovery programs following Hurricane Katrina.

Position: Systems Analyst; Training and Outreach Manager; Verification Lead for Housing Programs | **Dates:** February 2006 - January 2008

Responsibilities:

- Worked with the application development vendor daily to develop a system that provided full end to-end grant processing functionality, which included numerous logics, calculation, and fraud checks; eligibility verification; and data verification with 100+ third-party sources;
- Developed training materials for every phase of the grant administration lifecycle and acquired extensive knowledge of the CDBG administration and full lifecycle processes for intake, verification, approval, closing, and disbursement;



- Trained Service Center staff in high-level grant program processes and provided detailed training in the use of grant administration application;
 - Coordinated Help Desk functions, as well as provided on-the-ground support in each service center to supervisors, technical staff, and application processing staff as the period for accepting applications closed; and
 - Developed manual and automated processes to ensure applicants met the stated MDA policies for receiving CDBG funds, which included determining if an applicant was eligible to receive grant money; determining the correct grant calculation; developing service center operations' policies and procedures for customer service; and program, data, and software calculation.
-



Nicholas Atiee

Manager

*Proposed labor category:
Accountant/Auditor (Team
Lead)*



Project Reference

Bradley Kukenberger
Chief Financial Officer
VT Department of
Transportation
(802) 793-8462
Bradley.Kukenberger@vermont.gov

EDUCATION

- B.A., Accounting, Southwestern University

RELEVANT QUALIFICATIONS

Mr. Atiee has over seven years of experience providing federal grants management, project management, and compliance monitoring services to government clients. Nicholas has an in-depth knowledge of Federal Emergency Management Agency (FEMA) Public Assistance (PA), the FEMA Hazard Mitigation Grant Program (HMGP), and federal grant compliance requirements. He has worked on federally funded disaster recovery projects in Texas and Vermont, with responsibilities ranging from grant management and compliance to program and policy implementation.

- Implementation of grant compliance and monitoring programs for federal grants;
- Compilation of closeout packages for \$107 million in eligible FEMA Public Assistance costs and the allocation of \$48 million in State insurance proceeds for the State of Vermont;
- Leads a team of nine providing technical assistance, financial compliance services, and grant management for the State of Texas's Hazard Mitigation (HMGP) and Pre-Disaster Mitigation Grant (PDM) Programs for over \$400 million in obligated funds; and,
- Manager in charge of the project and account closeouts of 350 applicants across 17 HMGP and PDM federal awards. In less than 2 years, he has overseen the close out of more than 250 accounts and \$116 million in obligated federal funds.

COHNREZNICK PROJECT EXPERIENCE

Client: State of Vermont - Agency of Administration/Vermont Emergency Management

Project Description:

CohnReznick assists the State of Vermont with the closeout of FEMA-related activities as the result of the aftermath of Tropical Storm Irene. In coordination with the Agency of Administration and Vermont Emergency Management, CohnReznick is tasked to review and reconcile detailed invoices submitted by prior consultants; reconcile the State's insurance claim against FEMA project worksheets (PWs); and develop the records necessary for actual insurance application to PWs.

Position: Project Manager | **Dates:** July 2018-Present

**Responsibilities:**

- Utilize the State's Vision Financial System to reconcile and compile costs and closeout packages for 21 Large PWs totaling \$107 million in Pre-Reduction project costs; including temporary relocation expenses of multiple Vermont State agencies and the Vermont State Hospital, and a \$47 million SRIA Consolidated Subgrant to rebuild the Waterbury State Office Complex (WSOC);
- Review and compile the State's submission to FEMA of Section 324 Management Costs; and,
- Reconcile over \$48 million in State insurance proceeds against State agency PWs, totaling approximately \$120 million in PW Pre-Reduction amounts.

Client: Texas Division of Emergency Management (TDEM)

Project Description:

Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the Texas Division of Emergency Management for Federal Grant Administration. CohnReznick is responsible for establishing consistent oversight standards, providing proactive technical assistance and communication, project and disaster closeouts, centralized data and reporting, quality management protocols, reviewing and improving procedures, and addressing reimbursements and financial management.

Position: Compliance and Closeout Manager | **Dates:** April 2019 - Present; September 2013 - June 2015

Responsibilities:

- Manage the team providing technical assistance for Texas's Hazard Mitigation (HMGP) and Pre-Disaster Mitigation (PDM) Grant Programs, performing complex grant coordination, financial and programmatic compliance, and administration work to administer, organize, monitor, and close federally funded disaster grants within the State of Texas;
- Conduct applicant briefings and other outreach and training activities, ensure grant applications are received and processed properly, and monitor both the programmatic and financial aspects of awarded projects;
- Monitor compliance through regular technical assistance, quarterly status reviews, processing scope changes, time extensions, and ongoing monitoring of reimbursement requests;
- Supervise and drive production of grant management deliverables at the Recipient-level for more than \$400 million of obligated federal funds, including more than 270 in-progress Hazard Mitigation Assistance (HMA) subawards across 17 HMGP and PDM federal awards;
- Develop and oversee a closeout pipeline of more than 350 HMA subawards, totaling approximately \$300 million in obligated federal funds; review and approve financial summary reports, project and account closeout letters to FE.



2.0 Past Performance



“This Vendor must provide with their bid, a minimum of three references from similar projects. Identified shall include:

- Project begin and end dates.
- Contact name, email (if available), and telephone number.
- Brief description of deliverables.
- Scope of work performed.”

-pg. 2 of RFQ

Our team has an extensive history of planning and executing grant administration and monitoring activities in disaster recovery. As outlined in the below past performance sections, the extensive experience of our team **far surpasses the required five years of past work history** providing grant monitoring and administration services for federal and state recovery programs. Our history of success in grant monitoring and administration—which our references will confirm—ensures that we can provide WVEMD with the expertise needed to assist them in their recovery efforts.

Projects	Program Funding	Monitoring/ Auditing	Process Improvements	Analytical Data Reporting	Long-term, Flexible Monitoring Support
Texas Division of Emergency Management (TDEM)	\$29 billion	✓	✓	✓	✓
Massachusetts Emergency Management Agency (MEMA)	\$750 million	✓	✓	✓	✓
Texas General Land Office (TX GLO)	\$3.1 billion	✓	✓	✓	✓
North Carolina Emergency Management (NCEM)	\$1.2 billion	✓	✓	✓	✓
Cancer Prevention and Research Institute of Texas (CPRI)	\$3 billion	✓	Data	✓	✓
New York State Governor’s Office of Storm Recovery (NYS GOSR)	\$17 billion	✓	✓	✓	N/A
Connecticut Department of Housing ERAP	\$235 million	✓	✓	✓	✓
Louisiana Office of Community Development, Disaster Recovery Unit (OCD-DRU)	\$14.2 billion	✓	✓	✓	✓
Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)	\$1.4 billion	✓	N/A	✓	✓
New Jersey Department of Community Affairs-Sandy Recovery Division (NJ DCA-SRD)	\$3.23 billion	✓	✓	✓	✓
Mississippi Development Authority (MDA)	\$2.312 billion	✓	✓	✓	✓



REFERENCE

Monitoring Hurricane Harvey Recovery

We administered, monitored, oversaw

\$40 Billion+

in federal grant funds across various disasters

PROJECT SCOPE

For the State of Texas, we currently:

- Provided FEMA PA support for over 265 applicants totaling \$29 billion
- Implement the new FEMA delivery model for applicants throughout the State.
- Are responsible for providing guidance on Stafford Act 428 regulations to applicants.

PROJECT DURATION

2017 — Present

HIGHLIGHTS:

- Compliance and monitoring for 1,000 subrecipients totaling \$4 billion in a single disaster
- Trained and onboarded 60 personnel in 3-month period

Supporting Texas' Disaster Recovery Efforts for 5+ years

In the past 24 months alone, CohnReznick has reviewed, validated, and approved \$2.6 billion in costs leading to the disbursement of \$2.3 billion in federal funding to Texas local governments. Highlights of our work include:

Performing complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to respond, administer, organize, and **monitor federally funded disaster grants** within the state of Texas;

Ensuring deadlines are met, applications or other documentation are complete and correct before submission to federal authorities, and payment requests are promptly and correctly processed;

Conducting monitoring activities in accordance with the project-worksheet guidelines, verify projects are completed within the approved scope of work, and identify and resolve project and program related issues;

Reviewing **progress reports, payment requests, and provide guidance** and assistance to grant recipients on documentation requirements and resolution of project worksheet-related problems;

Performing **budget monitoring and project site inspections**, and document progress and/or completion of projects, causes for delays in project-worksheet completion from established timelines, or deviations from the scope of work to ensure procurement and contracting compliance;

Evaluating opportunities and requirements to provide technical assistance and assist local jurisdictions and state agencies in maximizing reimbursement potential; and

Ensuring **compliance** with federal, state and local regulations and ordinances.



REFERENCE CONTACT

Josh Davies
Division Chief
Disaster Finance, Recovery, Mitigation and Standards
(512) 462-6142
Josh.Davies@dps.texas

Overseeing Massachusetts' Largest Public Assistance Effort

REFERENCE



Complex coordination and complex for COVID-19 grants

We oversee all aspects of
\$500 Million+
in federal grant funding for the state's COVID-19 response

PROJECT SCOPE

For the State of Massachusetts, we currently:

- Financial & Programmatic Compliance
- Policy & Procedure Subject Matter Expertise
- Federal Grant Administration in PA

PROJECT DURATION

2020— Present

HIGHLIGHTS:

- Supporting the largest federally declared disaster that MEMA will administer public assistance funding for
- Over 500 applicants are first-time applicants

CohnReznick serves as the prime contractor to the Massachusetts Emergency Management Agency for the Grant Administration for Public Assistance for COVID-19. Our team is responsible for establishing procedures, processes and systems to make grant administration efficient, effective, and compliant with federal requirements to ensure a defensible grant. As the prime on this engagement, the following services are provided in support of applicants for COVID-19 assistance:

- adapting our tools and systems to integrate into the Recovery Unit's current operations,
- establishing tracking and reporting mechanisms that augment/complement MEMA's existing systems,
- facilitating Applicant Briefings and other types of training related to the application process,
- providing outreach and technical assistance to stakeholders regarding financial recovery,
- expediting the collection, inventory, classification, and organization of relevant financial documents,
- developing written guidance, fact sheets, and training materials for distribution to applicants,
- providing direct technical assistance and eligibility support to applicants submitting claims,
- reviewing existing procurements and contracts to ensure regulatory compliance and vendor satisfaction of terms,
- aligning/grouping all expenses and contracts to specific eligible Category B activities authorized under COVID-19,
- identifying expenses and activities that may need further documentation or justification to validate eligibility,
- developing and distributing performance reports related to applicant progress



David Mahr
Administrative Officer
Massachusetts Emergency Management Agency
(508) 820-1423
David.Mahr@state.ma.us

REFERENCE CONTACT

Ongoing Complex Grant Management for North Carolina

REFERENCE

Supporting all of NCEM's Public and Individual Assistance Programs

We oversee all aspects of **\$380 Million+** in federal grant funding for the state's disaster portfolio

CohnReznick provides a team of staff to work in tandem with North Carolina Emergency Management to provide valuable disaster support assistance and information. Our team performs complex grant coordination, financial and programmatic compliance, technical assistance, and administration work to plan, organize, and monitor federally funded disaster grants within the State of North Carolina. Led by CohnReznick professionals with expertise in disaster recovery grant management, CohnReznick serves as the prime contractor to the North Carolina Department of Public Safety, Division of Emergency Management for Grant Administration for Public Assistance and Individual Assistance programs. CohnReznick is responsible for establishing procedures, processes and systems to make grant administration efficient, effective, and compliant with federal requirements in addition to providing the following services:

- Conduct outreach and training activities
- Develop and execute specific program guidance
- Ensure maximum participation from applicants in the state and federal disaster assistance programs
- Ensure compliance with federal, state, and local regulations
- Provide technical assistance for database administration
- Maintain relationships with federal, state, local, tribal, NGO, and private sector logistic stakeholders to collaborate recovery efforts
- Develop written guidance, fact sheets, and training materials for distribution
- Create Standard Operating Guidelines for Public Assistance
- Establish tracking of grant activity to include milestones and cost reports
- Ensure timely administrative and fiscal process for grant awards
- Provide direct technical assistance and guidance to grant recipients on documentation requirements and resolution of project worksheet-related problems
- Maintain accounting of fiscal transactions, reports, and supporting documentation for each grant
- Provide direction and interpretation of policies and procedures
- Serve as a liaison to facilitate resolution to recovery-related issues

PROJECT SCOPE

For the State of North Carolina, we currently:

- Financial & Programmatic Compliance
- Policy & Procedure Subject Matter Expertise
- Federal Grant Administration in PA

PROJECT DURATION

July 2020— Present

HIGHLIGHTS:

- Creating Customized Playbooks
- Developing Standard Operating Procedures for Existing & New Procedures



REFERENCE CONTACT

Todd Wright
Recovery Chief
NC Department of Public Safety
Division of Emergency Management
(919) 215-1672
Todd.Wright@ncdps.gov



3.0 Mandatory Requirements

CohnReznick offers assurances of the below mandatory requirements included in the solicitation. The firm provides assurance with compliance of mandatory provisions stated in Section 4.1.1. In lieu of a technical proposal response, we would like to respond to each mandatory requirement listed in Section 4.1.2 to demonstrate our understanding and commitment to this engagement.

4.1.2.1 Vendor must provide the following staff categories that will be responsible for performing Grant Monitoring activities:

- 4.1.2.1.1 Manager (Senior)
- 4.1.2.1.2 Supervisor
- 4.1.2.1.3 Accountant / Auditor (Team Lead)
- 4.1.2.1.4 Accounting Technician
- 4.1.2.1.5 Administrative Assistants

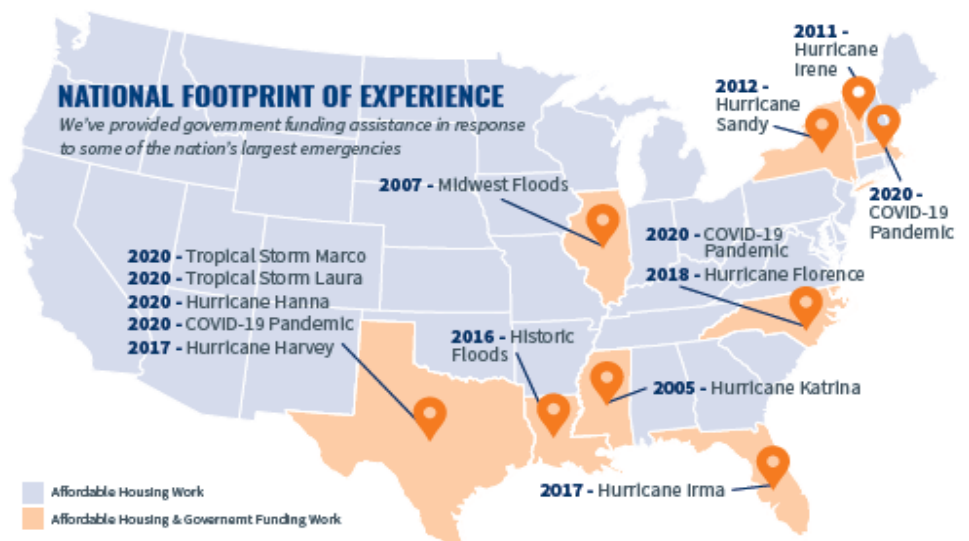


Our team structure will be designed to ensure we provide the WVEMD and its subgrantees with the necessary experience and assistance needed in the most economical manner. To perform each service area, we will have dedicated staff for performing day-to-day operations required to complete the assigned tasks. Our staff are well-versed in various regulatory categories related to FEMA PA and/or HM funding. In addition to the four personnel highlighted in this response, we offer a deep bench of qualified staff in order to staff up or staff down depending on the workload.

» 4.1.2.2 Complex Grant Coordination, Financial and Programmatic Compliance, Technical Assistance, and Administration

Our team has experience providing grant monitoring and administration services across multiple states for

over 50 disaster declarations. The team members we've designated to support WVEMD are experienced in performing each of the Grant Monitoring responsibilities specified within the CRFQ and have provided similar monitoring services for thousands of disaster recovery projects associated with hundreds of local jurisdictions and other eligible subgrantees. Our team is adept in providing cradle-to-grave grant oversight/tracking and thoroughly understands the common risks, issues, and concerns prevalent in the disaster recovery environment and the nuances associated with





supporting various types of subgrantees, including: small towns and rural counties, nonprofits, large cities, transportation and port authorities, hospitals, universities, and state agencies. Accordingly, our proposed plan for providing disaster grant monitoring services to WVEMD will incorporate industry best practices, experienced staff, compliance checklists and job aids, technological advances, lessons learned, and proactive technical assistance to achieve the goals of compliance, efficiency, and accountability.

» 4.1.2.3 Applicant Briefing and Training and Outreach

Our team includes training experts with years of experience and in-depth knowledge of all aspects of training with regard to FEMA and other disaster recovery programs. Our team can quickly develop a training curriculum in a variety of subject areas and our instructors are well versed in state-of-the-art methods for content and delivery. Our team is prepared to provide the WVEMD and its subrecipients with any requested training through a variety of delivery methods, including:

- Classroom training;
- Instructor-led virtual training (webinars);
- eLearning;
- Video; and
- Animated and video content elements for classroom and webinar uses and asynchronous fulfillment.

This starts with the applicant briefing in the immediate aftermath of a disaster, continuing on during the grant management process, all the way to project and event closeout. We have a track record of developing and delivering external training programs for clients and others in the industry to help them stay informed about the ever-changing regulatory environment. CohnReznick offers a series of web-based trainings via the Kaltura platform. We offer WVEMD a proven ability to develop and deliver internal training programs to provide our team members with valuable tools and ongoing education about changes impacting the industry and our clients. . These on-demand or live training videos include captioning, translation, interactive navigation, in-video search, in-video quizzes, and decision points/hot spots (branching) that can



CohnReznick offers access to on-demand video training.



forward a viewer to another part in the video based on their responses.

CohnReznick will create customized training and instructional videos for WVEMD staff and stakeholders. As needed, our SMEs are available to perform live, on-site training. Our SMEs bring significant experience in areas that are important to WVEMD.

»» 4.1.2.4 and 4.1.25 Documentation Deadlines and Requirements

Our grant monitoring team will be assigned as the primary points of contact for assigned subgrantees and will be responsible for oversight/tracking and for coordinating all technical assistance, project site inspections, onsite monitoring activities, and critical deadlines. The team will be required to maintain regular communications with subgrantees to track project status, identify any performance deficiencies or compliance issues, and follow up on unresolved deficiencies. They will be responsible for processing subgrantee payment requests, reviewing progress reports and deliverables, collecting and maintaining applicable subgrantee files, and performing basic financial and programmatic compliance tasks. Our team will also be responsible for coordinating the submission of subgrantee change requests and deadline extension requests. Team Leads will ensure that the team is meeting performance expectations, will monitor budgets and status, and will be responsible for assembling and providing weekly subgrantee/project reports to WVEMD. They will also serve as the primary on-site monitor for reviews of subgrants and projects, coordinate site visits, and maintain project-related lines of communication.

»» 4.1.2.6 Budget Monitoring and Site Inspections

Our grant and compliance monitoring teams are well versed in 2 CFR 200 requirements pertaining to procurement and contract. With the team's extensive experience with disaster recovery, our professionals not only monitor for compliance, but will also aid subrecipients in contract remediation.

»» 4.1.2.7 Project Extensions and Change Requests

Our team will also be responsible for coordinating the submission of subgrantee change requests and deadline extension requests. Team Leads will ensure that the team is meeting performance expectations, will monitor budgets and status, and will be responsible for assembling and providing weekly subgrantee/project reports to WVEMD. They will also serve as the primary on-site monitor for reviews of subgrants and projects, coordinate site visits, and maintain project-related lines of communication.

»» 4.1.2.8 and 4.1.3.3 Reporting

Throughout our experience working with both state and federal agencies, we have amassed a library of tools prepared to assist with tracking projects. At the request of the WVEMD, we will submit an analysis of each PW which will include the following information:

- Number and location of damaged sites for each project;
- Damage category;
- Percent of work completed to date;



- Potential issues or concerns;
- Eligible costs incurred to date; and
- Outstanding needs.

This analysis is crucial in regards to complex and/or projects for legacy disasters. We are committed to identify, triaging, and prioritizing projects that are either outside the period of assistance to get them closeout ready.

» 4.1.2.9; 4.1.3.2; 4.1.4.3 Fraud Waste and Abuse Identification and Remediation

To manage fraud, waste, and abuse prevention, throughout the course of the work, our team will perform key tasks, which include:

- Evaluating and analyzing results of detailed testing;
- Summarizing testing approach and procedures;
- Summarizing observations and findings;
- Developing recommendations;
- Developing conclusion(s);
- Drafting report with summarized testing procedures and results, to include findings, observations, recommendations, and conclusion(s); and
- Presenting the final report to WVEMD.

Our procedures will be performed in accordance with AICPA standards, as well as regulatory, statutory, and programmatic objectives and requirements. If compliance issues are identified, our proposed plan provides for systematic reporting of compliance deficiencies and automated workflows to ensure the responsible parties are actively pursuing resolution of the issue. In addition, our team is prepared to track and enforce Corrective Action Plans at the local level. Our procedures performed will also include measures to prevent and detect instances of fraud, waste, and abuse.

» 4.1.3.1 Compliance Reviews

Our team understands the importance of conducting project compliance reviews in accordance with federal, state, and local statutes and regulations. Our team brings an in-depth understanding and expertise related to all governing regulations. Thanks to our team's experience in providing grant administration and program support, we offer a deep understanding of all applicable laws, policy, and guidance.

» 4.1.3.4 Creating and Modifying Policies and Procedures

Our team brings the necessary FEMA expertise and project management skills to provide technical assistance to applications to ensure all policies and procedures:

- Are consistent with all applicable state and federal regulations;
- Minimize duplication of efforts;
- Incorporate industry standards and best practices;
- Are streamlined to the maximum extent possible;
- Are published and distributed to all applicable stakeholders; and
- Incorporate effective change management controls.



Technical Assistance will be provided to not only remediate policies/procedures that may be in non-compliance so as to not jeopardize PA Funding, but to also ensure compliance for the next event.

» 4.1.3.5; 4.1.4.1; 4.1.4.4 Corrective Action for Audit Findings

Our team understands the need to have a centralized and consistent process for ensuring subrecipients are compliant with the audit requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”), formerly known as OMB Circular A-133, ensuring audit findings are resolved, and utilizing audit data to identify compliance trends with subrecipients. Our team of seasoned FEMA experts, PMPs, and CPAs offers unparalleled versatility and expertise, enabling us to take on and efficiently accomplish any grant-related assignment requested by the WVEMD.

Our staff has experience with and/or has been trained on the following:

- Uniform Guidance;
- Generally Accepted Government Auditing Standards (GAGAS);
- Relevant AICPA standards; and
- Uniform Grant Management Standards.

CohnReznick not only has experience reviewing OMB-regulated audit reports, but, as a nationally recognized public accounting firm, we have extensive experience conducting Single Audits and other Yellow Book (GAGAS) compliant audits. We fully comprehend the risk-based approach and the percentage-of-coverage rule and know the audit documentation necessary to support them. Our team proposes to provide compliance services as described below:

- **Data gathering.** Our team will coordinate with the WVEMD to identify all Department subrecipients, collect all available information needed to determine if Single Audits are required, and collect copies of available audits.
- **Monitoring submissions.** All submissions from the subrecipients and communications with the subrecipients will be tracked and documented.
- **Conducting reviews.** Upon receipt of the audit documentation, our team will perform a review of the audit in accordance with the Guide for Desk Reviews produced by the Council of Inspectors General on Integrity & Efficiency as a foundation for conducting the reviews and modified to include specific West Virginia requirements.
- **Audit findings and corrective action.** Our team, in collaboration with the WVEMD, will develop standard language to be utilized in communications to address typical findings. Findings directly related to FEMA funds will be flagged for regular follow up and resolution. Upon identification of audit findings, our team will ensure the subrecipient has submitted a summary schedule of prior audit findings and a Corrective Action Plan for ensuring processes and procedures are in place to correct the identified deficiencies in a timely manner. Upon receipt, the Corrective Action Plan will be reviewed for adequacy and consistency with auditor recommendations and West Virginia and federal requirements. Our team will then draft a Management Decision notifying the subrecipient of the sufficiency



of the Corrective Action Plan and specifying any additional actions required by the State.

- **Audit resolution report.** Our team will engage in a periodic follow-up with the subrecipient until the finding is resolved. Upon receipt of documentation from the subrecipient stating the finding has been resolved, our team will draft an Audit Resolution Report accepting the subrecipient’s resolution and issuing any required sanctions for disallowed costs.



» **4.1.4.2 Peer Review Analysis**

Our Peer Review function will work with our team to ensure consistency in the application of all agreed-upon procedures or authoritative guidance documentation. Additionally, our Peer Review function provides specialized expertise and serves as independent oversight for the successful completion of the work covered under this contract.

» **4.1.5.1 Meaningful Reporting**

CohnReznick understands the importance of timely, accurate, and meaningful reporting. We are committed to providing the above information with each billing cycle and to provide additional documentation upon request to include adhoc reporting.

Withstanding the most intense scrutiny

Currently, we prepare required reports for The Special Inspector General of the Troubled Asset Relief Program (SIGTARP) and the Federal Housing Finance Agency - Office of Inspector General (FHFA-OIG), two government agencies created to oversee more than \$1 trillion of taxpayer funds. These reports have not only withstood intense public scrutiny; they have been commended as excellent reporting examples within the inspectors general community.

A long bridge spans across a valley at dusk. The sky is a mix of orange and blue. Light trails from traffic are visible on the bridge. The bridge has a steel truss structure. There are trees in the foreground and background.

Exhibit A: Pricing



**CRFQ HSE21*10 - EXHIBIT A – Pricing Page
Grant Monitoring Auditing Program**

Section	Description	Unit of Measure	Estimated Quantity	Unit Cost / Hourly Rate
4.1.2.1.1	Manager (Senior)	Hourly	2,080	\$190.00
4.1.2.1.2	Supervisor	Hourly	2,080	\$160.00
4.1.2.1.3	Accountant / Auditor (Team Lead)	Hourly	2,080	\$150.00
4.1.2.1.4	Accounting Technician	Hourly	2,080	\$125.00
4.1.2.1.5	Administrative Assistants	Hourly	2,080	\$60.00

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:	CohnReznick LLP
Address:	816 Congress Avenue, Suite 200
City, St. Zip:	Austin, TX 78701
Phone No.:	512-499-1439
Email Address:	Abigail.Rollins@Cohnreznick.com

Abigail Rollins

Vendor Signature:

May 6th, 2021

Date:

A long, elevated bridge spans across a valley at dusk. The sky is a gradient of orange and pink. Light trails from traffic are visible on the bridge deck. The bridge's steel truss structure is visible. The surrounding landscape is dark and forested.

Terms and Conditions



In accordance with the Request for Proposal, CohnReznick respectfully requests consideration and approval of the below exceptions. These exceptions are intended to align the contract terms with applicable professional standards, as well as CohnReznick practices. We would appreciate an opportunity to discuss these exceptions in greater detail with the primary objective of identifying a mutually acceptable approach. We work with many public entities across the nation and are typically able to negotiate an agreeable contract and engagement letter to govern our services. We are also confident that these exceptions do not impact our ability to provide the West Virginia Emergency Management Division with the requested services.

~~TIME: Time is of the essence with regard to all matters of time and performance in this Contract.~~ CohnReznick is unable to agree to “time is of the essence” language in connection with audit services because such a clause would impair auditor independence.

~~INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against : (1) Any third party claims or losses for services rendered by any s subcontractors, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any third party claims or losses resulting to any person or entity physically injured or tangibly damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe applicable State and Federal laws including, but not limited to, labor and wage and hour laws.~~

CohnReznick requests that a mutual waiver of indirect/consequential damages be included in the contract and a limitation of liability. This type of clause is commonly included in agreements for commercial services.

[NEW CLAUSE] **LIMITATION OF LIABILITY:** The State agrees that the Vendor’s and its personnel’s maximum liability to the State and the State’s personnel for any acts or omissions (including negligent acts and omissions) by the Vendor (including its subcontractors) and/or its personnel arising out of or related to this agreement or any services provided to the State of Wisconsin will be limited to the amount actually paid for the services. This limitation shall not apply to the extent it is determined that the loss was caused by Vendor’s gross negligence or willful misconduct. In no event, shall either the State or the Vendor be liable to the other party or its personnel for any consequential, incidental, indirect, punitive or special damages, including any amount for loss of profit, data or goodwill, whether or not the likelihood of such loss or damage was contemplated.

A long bridge spans across a valley at dusk. The sky is a gradient of orange and pink. The bridge's surface is covered in light trails from moving vehicles, with a prominent red line from taillights and a white line from headlights. The bridge's steel truss structure is visible below the deck. The background shows rolling hills covered in dense green trees. In the foreground, there are more trees and bushes, some in shadow and some catching the low light of the sunset.

Required Forms

REQUEST FOR QUOTATION - CRFQ HSE21*10
Disaster Grant Monitoring Auditing Program

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	Abigail Rollins
Telephone Number:	512-499-1439
Fax Number:	512-494-9101
Email Address:	Abigail.Rollins@CohnReznick.com

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Abigail Rollins - Principal
(Name, Title)
Abigail Rollins, Principal
816 Congress Ave #200, Austin, TX 78701
(Printed Name and Title)
512-499-1439/ 512-494-9101
(Address)
Abigail.Rollins@CohnReznick.com
(Phone Number) / (Fax Number)
Abigail.Rollins@CohnReznick.com
(email address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

CohnReznick LLP
(Company)
Abigail Rollins Principal
(Authorized Signature) (Representative Name, Title)

Abigail Rollins, Principal
(Printed Name and Title of Authorized Representative)

5/8/2021
(Date)

512-499-1439/ 512-494-9101
(Phone Number) (Fax Number)

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ConnReznick LLP - Abigail Rollins

Authorized Signature: Abigail Rollins Date: May 6, 2021

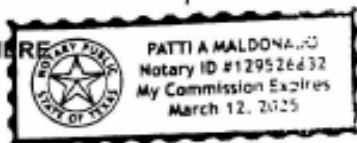
State of Texas

County of Travis, to-wit:

Taken, subscribed, and sworn to before me this 6th day of May, 2021.

My Commission expires 03 / 12, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC

Patti A Maldonado

Purchasing Affidavit (Revised 01/19/2018)

Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.:

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 checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input 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.

CohnReznick LLP

Company

Abigail H. Kellen

Authorized Signature

5/10/2021

Date

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