



Experience

Loyalty

Service

Honor



**CITY OF NEW PORT RICHEY
CITY CLERK'S OFFICE
REQUEST FOR PROPOSALS FOR
GRANT ADMINISTRATIVE SERVICES
CITY'S COMMUNITY DEVELOPMENT BLOCK
GRANT (CDBG) PROJECT RFP-21-014
DUE SEPT. 16TH, 2021 @10AM**

COPY



September 14, 2021

City of New Port Richey
5919 Main Street
New Port Richey, FL 34652

RE: RFP#21-014 CDBG Grant Administration Services

Dear Ms. Judy Meyers and Selection Committee Members:

Guardian Community Resource Management Inc. (Guardian) is a **full-service grant management firm** serving local governments throughout the state of Florida. As an industry leader, we are here to help you meet the increasing needs for improved local **infrastructure, economic development, affordable housing, disaster recovery, utility financing, and the creation of high wage jobs** in your community.

Guardian has over **150+ years of combined team experience**, and is a **leader in grant research, planning, and writing/application and program administration services** for federal and state-initiated programs such as **CDBG, State Housing Initiative Partnership (SHIP), Economic Development, Public Works, and State Revolving Fund, Special Appropriations and other applicable grants and low-interest loan funds** through Federal, State, or public sources among others. We believe our past involvement in similar communities involving federal and state grant program administration and our intimate familiarity with the complexities of Federal and State regulations makes us the best qualified firm to fulfill your needs. We have worked in cities, counties, and special districts throughout Florida. In short, when you're talking about overall experience from funding to implementation of state and federal grant funded programs, you will not find a more experienced knowledgeable, dedicated and ethical team than Guardian.

Based on our track record with federal and state government funded projects, please know that when it comes to working with the City of New Port Richey team, we will always respond professionally, effectively and in a timely manner. We will act in the best interest of your community, without overstepping our responsibilities. We will provide you and your residents with the highest quality standards and service that make Guardian a leader in this industry. With ongoing budgetary constraints, local governments need the financial assistance from federal and state grants to fund in their community's development needs. Guardian professionals have



worked on hundreds of publicly funded projects using every major state and federal funding source. Of equal importance is Guardian's unique team expertise in developing **grant funding strategies by leveraging multiple funding sources**, which decreases the cost of programs to the local community. **We have successfully completed over 200+ projects, totaling \$500,000,000+ in grants, loans, and private investment (the mixing, matching, and leveraging of multiple funding sources)**, with the majority involving **CDBG, SHIP, FEMA PA, NSP, Home, Disaster Recovery, EDA**, and other community and economic development programs.

The Guardian Team encourages you to contact our references and confirm that when you partner with our firm, you get a team that is responsive, technically knowledgeable and committed to your success. Our current City and County contracts and other documentation related to our CDBG program administration experience are noted in our Guardian Experience Chart. We are local, housed in Florida, with exclusive experience with, economic development, Florida disaster recovery and housing rehabilitation.

It is our pleasure to offer our services to the citizens of the City of New Port Richey. This proposal is a firm offer of services and is irrevocable for a period not to exceed ninety (90) days from the public opening date and time. I am the duly authorized representative to negotiate and legally bind Guardian in a contract, and I understand and agree to be bound by the terms and conditions of the RFP and addendums as presented. I certify that no lobbying of any Selection Committee members or the City Council or employees of the City has taken place and professional silence concerning the RFP has been maintained during the RFP process. Further, I declare that this proposal is made without collusion with any other person or entity submitting a proposal pursuant to the RFP. We are committed to performing the work within the time period specified through the CDBG Award letter and contract.

Please do not hesitate to contact me should you have any questions or require additional information. We look forward to the opportunity to serve you and your community.

Sincerely,

J. Corbett Alday, Vice President
Corbett.Alday@GuardianCRM.com
352-437-3902 Office
863-583-0357 Fax



Corporate Structure and Location

Profile, Structure and Management Qualifications

Guardian Community Resource Management Inc. (Guardian) is a full-service grant management firm established in 2005 as a for-profit, S Corporation, and is a State of Florida Certified Minority/Women Owned Business. Guardian's Team is comprised of nine (9) veteran grant and management professionals. Our Team brings to your organization over 150+ years of combined expertise and hands-on experience working in the various areas of state and federal grants and loan-funded community development and affordable housing.

Our office is located at 15000 Citrus Country Drive, Suite 331, Dade City, FL 33523. Our office phone number is 352-437-3902, Toll Free 888-482-7393.



Each professional team member assigned to your projects:

- Holds a post-secondary degree, certification, or professional license.
- Years of experience working in the public sector yielding unique insight into knowing the level of **quality, customer service & performance** expected from our clients.
- Is dedicated to the success of all our clients' projects.

Ready to Proceed and Ready to Serve!

All Guardian team members are technically connected to serve our clients in the field with:

- Fully equipped laptops and **wireless broadband internet** access in addition to the full suite of Office products and other standard software,
- **Encrypted flash drives** available for client privacy and protection, a cellular phone, limited office supplies, and where needed portable printers.
- Access to Guardian's **backup servers** to ensure all documentation is maintained in accordance with all public records requirements.
- **Toll free phone number** accessible to not only Guardian clients but to all individuals, contractors and vendors that may be requesting assistance through the local governments and or agencies.

From its inception, the Guardian Team has worked **for local governments** to develop and provide grant research, planning, grant application preparation, leverage strategies, program administration and management and construction oversight services.

Our full-service grant management includes, but is not limited to:

- Grant research, project planning, grant application writing, planning, & budgeting new prog.
- Developing grant funding/leveraging strategies, including loans/layering of other funds.
- Preparing HUD and NEPA Environmental Reviews (ERR) at all levels
- Reviewing/updating various local grant related policies/procedures as required.
- Preparing Request for Funds, invoices, & approvals for expenditures.
- Establishing necessary policy and procedures, best practice client and administration files.
- Financial management of all funds, including match, leverage, change orders, pay requests.
- Preparing RFP for procurement of contractor, engineers, vetting, bid invitations
- Attend pre-bid conference, bid opening/pre-construction meeting, develop contracts
- Assisting in/ preparing for required Fair Housing activities; preparing grant amendments, monthly, quarterly, close out reports & other funder reports.
- Construction oversight/inspections, including Davis Bacon, Section 3, MBE/WBE reporting, including write-ups, construction cost estimates, and project management.
- Identify & respond to potential conflicts of interests/community concerns, as requested.
- Attendance at monitoring, site visits, City Council, and community meetings; and preparation of responses to any public requests or concerns.
- Monitor & provide tech assistance through selection of partners, developers, & engineers



Financial Responsibility

We understand the most critical aspect of successfully implementing a grant-funded program is ALWAYS being able to follow the money! Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded projects using **every major federal and state funding source, including, CDBG, USDA, FDEP, EDA, TIF, CHWIP, SRF, 108 loans, NSP, HOME, SHIP, FEMA Disaster Prevention (mitigation, preparedness, and recovery), Water Management District funding and private funds.**

Of equal importance is Guardian's unique team expertise in **layering multiple funding sources**, which include, but are not limited to: Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, and other applicable grant and low-interest loan funds through the Federal, State, or other public sources, which may be applicable to City's project(s). These various resources decrease the cost of programs to the local community.



Location and On-Site Capability

At Guardian, we feel providing the **maximum accessibility and on-site capability** is critical to the successful management and completion of a project. Because our team members live locally to our clients and work remotely, they many times work outside normal office hours and make every effort to respond to your calls or requests within 24 hours. Allowing our team to be completely mobile means we can go where the project needs attention, as well as interface regularly with the client.



Experience with HUD and other federal and state Agencies.

We have worked with every Federal, especially HUD, and State funded sources and know their criteria to match your community and infrastructure needs. We have monitored and overseen dozens of sub-recipients as part of our CDBG, EDA, USDA, TIF, SRF, OTTED, NSP, HOME, SHIP, FEMA Disaster, private leverage and multiple other grant and loan-funded project management, including rate negotiations.



Corbett Alday has extensive HUD experience and training on completing environmental reviews. Our Team has received praise from State agencies on the completeness and accuracy of the environmental reviews we have prepared.

- We develop Tier Two Checklists, FONSI notices, and Floodplain Management Plans.
- We draft notices, letters, and sample maps ready for your review and submittal to the funding agencies.
- Complete statutory checklist and respond to any comments.

Our team has extensive experience with funding-agency contracts and managing and tracking all manner of grants and loan-funded project dollars.

For every project, the Guardian team:

- Sets up a duplicate comprehensive program budget and regularly reconciles our numbers with yours.
- Sets up uniform checklists and forms for vendors, stakeholders, and Section 3 and MBE participants.
- Reviews all pay requests and change orders for accuracy and appropriateness.
- Drafts all Federal, State, or private funding and reporting agency reports for staff review.
- Sets up your filing system and regularly self-monitors it for completeness.
- T.A. with and understand the reporting requirements imposed by Federal and State agencies and in turn the requirements they impose on local governments.

Equally important in ensuring that the City is in the best position to successfully apply and qualify for future grants:

- We meet with your City Staff, elected officials, department directors and other stakeholders to discuss immediate concerns and priorities.
- We research potential Federal, State, and private leverage resources and provide recommendations for potential financial match and their requirements, allowing you to evaluate match opportunities.
- We develop all manner of policies and procedures related to implementation of grant and loan-funded programs, including all processes, grant policy, procedure guidelines, W/MBE, Section 3, URA guidelines, and many more.
- We develop public notices, RFPs, agreements, policies, and other grant-related documents.
- We will develop a step-by-step Task Plan that allows us to work in partnership with your staff and maximize your resources and partners.
- We represent you at public and council meetings when needed or requested.
- We utilize existing relationships with vendors, contractors, lenders, title search companies, realtors and many more serving your area.
- We provide a one-stop toll-free number dedicated to our clients and businesses.
- We work with myriad Federal and State funding sources and administer grant, developer, subrecipient and construction agreements.
- We cover every facet of grant and loan-funded applications, administration and implementation with checklist and trading.
- We provide draft forms and field experience to document all funding requirements, from environmental review to intake to construction to closeout.
- We provide successful strategies for meeting milestones and objectives.
- We draft bid grant specs and guide advertising for and vetting contractors and vendors in the best interest of our communities.
- We provide contract requirement guidelines established for pre-construction meetings and will provide technical training for the contractor(s) and their subs.
- We provide the Project Engineer and/or Architect with an electronic version of a standard document guide, supplemental conditions for specific grant & include the Wage Decision(s) for the project.
- We develop quality inspection records and progress reports for immediate review.



PROJECT APPROACH

GUARDIAN OF THE PUBLIC TRUST®

- **Our approach and success in grant writing and program administration are comprehensive, detailed, and follows a proven work plan centered on quality control. We measure our performance by the benchmarks we establish based on research, funding, administration and construction timelines and funder requirements.**

PROJECT APPROACH



- **Preliminary Activities:**
- Background research to identify project/program needs & networking with City Staff, elected officials, department directors to determine priority needs & formulate appropriate grant proposals and solutions.
- Develop leveraging strategies for each potential funding source.
- Kick-off meeting with City Staff; review all requirements and meet with any businesses, organization partners, and other team members who may provide, GIS mapping, engineering documents, etc.
- Meet with local agencies and organizations that support the City's funding needs and priorities to determine potential collaborative or matching opportunities.
- Prepare & attend all required Public Hearings, City Council meetings, CATF meetings, and Fair Housing activities.
- Review and/or develop new policies required for the grant submission process.
- Develop grant proposals outlining potential leveraging and/or match opportunities.
- Develop grant applications and provide ongoing technical support to staff.
- Prepare and submit final grant applications following City Council approval.
- Prepare for and provide representation and support during site visits.
- Prepare/provide representation and support during community outreach or orientation seminars



PROJECT APPROACH

- Complete supporting documents for grant award contract documents.
- Complete grant agreement work plans and budgets.
- Develop required project record and filing system for all local/original documents.
- Establish a duplicate grant contract file system for tracking grant activity (electronic format preferred).
- Establish a master schedule with benchmarks and timelines.
- Prepare all required public notices.
- Prepare required request for comments.
- Prepare any needed maps or supporting documentation.
- Policy and procedure review, including developer and/or non-profit agreements.
- **Post Award Activities:**
 - Prepare Environmental Review Records (ENVRR).
 - Prepare FONSI advertisements and Request for Release of Funds (RROF).
 - Site/project specific inspections and ENVRR checklist as needed.
 - Review/update/develop any required grant policies and procedures manuals.
 - Review all grant agreements for compliance and special conditions.
 - Establish grant performance measures and benchmarks of performance.
 - Develop program forms and checklist for intake qualifications, bidding and contracting.
 - Provide a sample / review/ update RFP/RFQ for contractors and vendors.
 - Recommend short list of vendors (e.g. construction contractors, surveyors, & other needed services).
 - Vet all contractors and vendors.

PROJECT APPROACH



■ Outreach, Partner / Vendor Training & Support:

- Develop operating procedures & accompanying checklists, standardized reports for partners and vendors.
- Provide training, support, monitoring of day-to-day activity of partners, vendors.
- Provide sample grant required forms, vetting forms, forms of agreement for contractors, partners, and vendors.
- Write RFP scopes of work and provide 2 CFR 200 and State language.
- Attend pre-bid and bid meetings for support.
- Write technical assistance answers to bid questions.
- Technical assistance to selection committees.
- Develop scope and federal developer agreements.

■ Regular Compliance Monitoring:

- Oversee project schedule and compliance, including regular monitoring & updates.
- Representation during monitoring/site visits, audits and community meetings.
- Coordination with other agencies, partners, recipients and contractors.
- Provide all other necessary technical assistance to staff and contractors.
- Prepare regular status reports, e.g. grant funding report, grant contract status, quality control activities & results, major accomplishments, success stories, etc., noteworthy meetings/accomplishments, work plan issues, budget and uses of funds.

PROJECT APPROACH



- Updates to HUD 2880 disclosures, Section 3 and MBE/WBE performance reporting.
- Procedures for comprehensive identification of beneficiaries, if applicable.
- Create monitoring, documentation and reporting of the efforts and results.
- Monitor all regular grant-funded project activity to ensure compliance.
- Davis-Bacon compliance for relevant activities, e.g., review of related contractor payrolls, wage interviews, project photos, etc.
- Request Wage Decisions where applicable and provide sub-grantee/contract guidance for specific activities.
- Review construction contract documents and supporting information compliance.
- Review & ensure compliance with applicable laws, e.g., ADA/504 Handicap Accessibility, Uniform Relocation Act and Anti-Displacement, Copeland Anti-Kickback, Civil Rights, Fair Housing, all applicable parts of 24 CFR, and any other related federal requirements.
- Oversight and coordination of citizen input and public meetings (coordination and response to citizen complaints/concerns).
- Develop, process and track amendments (action plans and other plans) where needed.
- Identify conflicts of interest and coordinate the issuance of a waiver if necessary.
- Fraud prevention and monitoring.
- Monitoring and prevention of duplication of benefits.

PROJECT APPROACH



■ Project Delivery Services:

- ▲ Conduct initial site visits.
- ▲ Meet with the Building Department, Purchasing Department, & other involved departments to coordinate bidding, permitting & inspections as needed for specific activities.
- ▲ Advise on / assist with expediting permitting.
- ▲ Provide guidance on establishing & managing construction schedules.
- ▲ Develop funder bid conditions for construction bid and review bid specifications prior to advertisement.
- ▲ Assist with finalizing the Scope of Work (construction bid).
- ▲ Work with your staff to bid out, select & receive approval for contractors and bids.
- ▲ Coordinate meetings with staff and contractors to review and sign construction contracts, related documents.
- ▲ Attend & provide technical assistance during any pre-bid, pre-construction conferences, & progress meetings as needed on all projects.
- ▲ Review the Notice to Proceed for compliance so construction can begin.
- ▲ Provide quality assurance/grant compliance construction inspections. Work with Building Department to coordinate inspections & approval of draw requests.
- ▲ Review all pay applications and change orders before approval.
- ▲ Review final construction documents for completeness.
- ▲ David Bacon Compliance

PROJECT APPROACH



■ Financial Oversight:

- Assist with implementing an internal budget and setting up purchase orders, as needed.
- Review & advise on project financial management system for receiving/dispersing funds.
- Assist with financial reporting required by the funder.
- Assist with all Requests for Funds (RFF), working with your City Finance Department.
- Review, advise, and establish layering plans for each program's eligible budget and activities to coordinate proper use and tracking of layered funds.
- Review pay authorizations and change orders for compliance.
- Review grants amendments for compliance.
- Advise on maintenance of project account records.
- Provide sample time sheets for tracking of eligible grant-funded staff time.
- Assist with responding to external and internal audit questions.
- Monitor developer agreement activities for compliance.

PROJECT APPROACH



- **Project Closeout Activities:**
- Balance final project budget.
- Gather all necessary completion supporting documents.
- Prepare documents for administrative/financial close out of projects.
- Research and prepare information/applications for new and continuing grants and their related funding cycles.
- Document all warranties, release of liens, flood insurance, and related requirements.
- Document all recordings of mortgage, note of deed restriction.
- All closed agreements documented complete.



GUARDIAN of the Public Trust®

EXPERIENCE WITH SIMILAR PROJECTS / TECHNICAL CAPABILITY

Mr. Corbett Alday is the lead Project Administrator for all our projects. During his career, he has continued his work with Small Cities CDBG, adding work experience in a vast array of public funding sources, including **Special Appropriation Disaster Recovery CDBG, Entitlement, HMGP, SHIP, USDA, SRF, FDEP, FDOT, OTTED, EDA, EPA, SWFMD, SRWMD, STAG, Section 108 CDBG, FRDAP, FEMA, HUD, SBA, HHRP, FHFC, NSP**, and many others. Our firm has had the pleasure to provide similar grant administration, compliance and consulting services, including project delivery to numerous other government entities.

<p>City of Palm Coast</p> <p>Jose Papa, AICP Senior Planner (386) 986-2469 jpapa@palmcoastgov.com</p>	<p>2013-current</p> <p>2020-current</p>	<p>CDBG Entitlement-Housing</p> <p>In progress</p> <p>CDBG Grant Compliance Assistance Services</p>	<p>\$240,000/year</p> <p>2019/\$150,000 per year</p>	<p>The City contracted with Guardian for assistance with developing and implementing their CDBG Entitlement program.</p> <p>The Guardian team prepared the City's on sight admin. files and continues to provide housing inspection and work write ups for rehabilitation, ranking of applicants, project oversight, develop entitlement files, forms, polices & procedures for the administration of their CDBG program.</p>
<p>Indian River County</p> <p>John Stoll Chief-Long Range Planner 772-226-1250 jstoll@ircgov.com</p>	<p>2014-2017</p> <p>2011-2013</p> <p>2017-ongoing</p>	<p>CDBG-NR</p> <p>CDBG-NR</p> <p>CDBG HR</p>	<p>\$750,000</p> <p>\$750,000</p> <p>\$750,000</p>	<p>CDBG NR projects were for new sewer lines/components and sewer hookups, and infrastructure for a County firehouse.</p> <p>The Guardian team provided grant writing, is currently providing program management & project delivery services.</p> <p>The Guardian team will also provide construction management, contractor bidding and selection, constr. Inspection, Davis Bacon and program administration.</p> <p>Guardian provides ongoing initial inspections reports, detailed work write-ups, cost estimates, and payment inspections.</p>

City of Avon Park Mark Schrader City Manager (863) 452-4400 mschrader@avonpark.city	2011-2013	CDBG-HR	\$750,000	The CDBG HR Projects provided housing rehabilitation and or replacement, improvements to owner-occupied LMI/VLI households. The Guardian team continues to provide grant writing, program management, project delivery services and financial layering expertise. CDBG-Mitigation CFHP program will remodel and upgrade existing fire station. CDBG-Mitigation GIP program improve the existing potable water system with replacement of asbestos water lines and added bore for increased water pressure.
	2017-current	CDBG-HR	\$750,000	
	2020	CDBG-Mitigation CFHP	\$894,087	
	2020	CDBG-MIT GIP	\$670,622	
Hernando County Veda Ramirez Health & Human Services Manager (352) 540-4338 vramirez@hernandocounty.us	2010-2012	CDBG-NR	\$750,000, layered with County & City funding, total project cost of approx. \$1M.	CDBG NR Project was for new sewer/water lines, fire hydrants, & road restoration in LMI neighborhoods. The CDBG HR project provides for housing rehab for LMI & VLI homes. The Guardian team continues to provide grant planning/application & program administration, contract prep & implementation, conducted household surveys, project inspections and financial management. Project management includes training, ENVRR, reporting and compliance monitoring throughout the program.
	2015-2016	CDBG HR	\$750,000, layered with County SHIP of \$50,000	
Citrus County David Pieklik Director Economic Development (352) 527-5537 david.pieklik@citrusbocc.com	2010-2012	CDBG-ED + leverage (Wal-Mart)	\$750,000 layered w/private funding of over \$2M.	Project was for new water lines as part of the construction for job-creating business-Wal-Mart Supercenter. CDBG -DRI project is for demo/replace/elevate LMI homes damaged by hurricanes. CDBG-ED is for a Tech Recycling Plant. Guardian team provides grant application, administration, & program oversight. Including contract preparation implementation, conducting employee surveys, project inspections & financial management.
	2018-	CDBG-ED		
	2019	CDBG-DRI Infrastructure	\$560,000 \$1,000,000	

<p>Citrus County</p> <p>Michelle Alford Housing Sr. Director (352) 527-7522 Michelle.Alford@citrusbocc.com</p>	<p>2015-2017</p>	<p>CDBG-HR</p>	<p>\$750,000</p>	<p>Project provided housing rehab and or replacement of LMI & VLI occupied homes.</p> <p>Guardian team provided program management, housing rehab delivery services & financial layering expertise. Guardian team provided applicant & construction mgmt., including intake, evaluation, contractor bidding, selection, performance Inspections and construction administration.</p>
<p>Town of Lake Placid</p> <p>Joe Barber Town Engineer/Utility Director (863) 699-3747 jputilities@mylakeplacid.org</p>	<p>2012-2014</p> <p>2017-2018</p> <p>2017</p> <p>2019</p>	<p>CDBG-NR</p> <p>CDBG-NR</p> <p>FEMA Pre Disaster</p> <p>CDBG-CR*</p>	<p>\$650,000</p> <p>\$650,000</p> <p>\$500,000</p> <p>*Application pending award</p>	<p>Project was for water treatment plant improvements and wastewater lift station and needed road repaving. The second NR project was for building upgrades and modifications, generators, and construction of waste-water treatment plant. FEMA funds were used for generators.</p> <p>The Guardian team members provided funding research, grant writing, financial leveraging, and program administration, including contract prep/implementation, project oversight, and financial management for the grant on all projects.</p>
<p>City of LaBelle</p> <p>Ron Zimmerly Finance Director (863) 675-2872 rzimmerly@citylabelle.com</p>	<p>2008-2011</p> <p>2017</p>	<p>CDBG-NR, USDA Water and Waste Loan-Grant (WWLG), SRF & private layering.</p> <p>CDBG-NR</p>	<p>\$15,000,000 USDA Loan-Grant</p> <p>\$2,000,000 SRF Grant</p> <p>\$700,000</p>	<p>Project was for new water treatment plant and well, and the 2017 NR project was for new sewer mains and water main replacement. The SRF Grant was for water plant upgrades.</p> <p>The Guardian team provided grant/loan writing and research, grant-loan administration and technical support, and financial layering expertise.</p>
<p>Columbia County</p> <p>David Kraus County Manager (386)623-6320 135 NE Hernando Avenue, Suite 203 Lake City, FL 32055 David_Kraus@columbiacountyfla.com</p>	<p>2016-</p> <p>2017-2018</p> <p>2018</p> <p>2019-</p> <p>2019-</p> <p>2019</p>	<p>CDBG-NR</p> <p>CDBG-ED 17</p> <p>CDBG -ED 18</p> <p>CDBG-DRI</p> <p>CDBG-DRI</p> <p>CDBG-HR</p>	<p>\$750,000</p> <p>\$1,000,000</p> <p>\$1,500,000</p> <p>\$4,762,257</p> <p>\$3,614,118</p> <p>*Application pending award</p>	<p>NR Project was for the installation of water lines to connect to the City water system and road pavement. Guardian performed grant administrative services, environmental reviews, project oversight & financial mgmt. for the grants. CDBG-ED project is expansion of County wastewater treatment plant. A second CDBG ED is for sewer and water mains to a shopping center. Two DRI projects are for road flooding. New CDBG is for housing rehabilitation.</p>



<p>City of Palmetto</p> <p>Jim Freeman City Clerk (941)723-45470 jfreeman@palmettofl.org</p>	<p>2019</p> <p>2019-current</p>	<p>CDBG-ED</p> <p>SRF</p>	<p>\$1,500,000</p> <p>\$8,000,000</p>	<p>City is partnering with hotel to provide water, sewer, street, stormwater improvements. SRF funds provide wastewater treatment plant upgrades. Guardian is providing grant/loan writing & research, grant-loan admin., prog. mgmt. tech. support, fin. layering</p>
<p>City of Stuart</p> <p>Pinal Gandhi-Savdas CRA Administrator 772-283-2532 pgandhi@ci.stuart.fl.us</p>	<p>2019-</p>	<p>CDBG-HR</p>	<p>*Application pending award</p>	<p>The Guardian team has been contracted to provide Public Grant and Loan Funding Sources for Capital Facilities Planning, Program Administration, and Project Delivery Services for projects in CDBG regular category.</p>
<p>Taylor County</p> <p>Melody Cox Grant Writer (850) 371-0377 201 E. Green Street Perry, FL 32347 melody.cox@taylorcountygov.com</p>	<p>2019-</p>	<p>CDBG-HR</p>	<p>*Application Pending award</p>	<p>The Guardian team has been contracted to provide program administrative services for grant/loan funded projects for community and economic development, and Project Delivery Services for projects in CDBG regular category.</p>








GUARDIAN EXPERIENCE & SUCCESS IN CDBG GRANT APPLICATION AND PROGRAM ADMINISTRATION

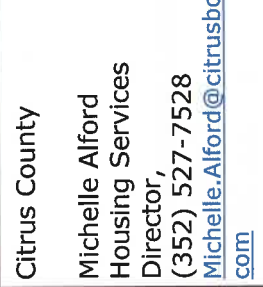
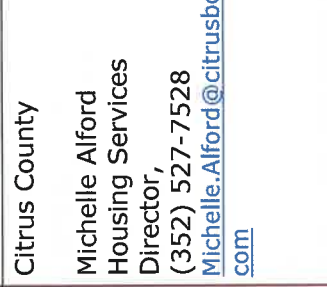
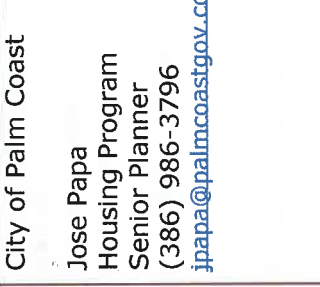
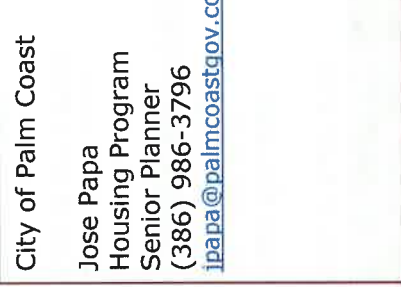



The Guardian team understands that providing **good communication**, **maximum accessibility** and **on-site capability** is critical to the successful application, program management and completion of a project. Many of our team members live and work locally to our clients. They work outside normal office hours and make every effort to respond to your phone calls, emails, text and/or fax requests within one business day or sooner. Please see below a list of our clients, including contact information, services provided, performance period and total amount of contract.





Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
Hendry County	2015-2016	CDBG-HR	\$750,000	Grant Writing Services, Grant/Loan Program Administrative Services.	
Sabrina M. Gadson Housing and Social Services (863) 675-5297 Sabrina.gadson@hendryfla.net	2017-	Miscellaneous Grant Services	\$20,000	The Guardian team provided CDBG grant writing services and is currently providing program administration services.	
	2018-ongoing	CDBG HR SHIP	\$750,000 \$700,000	The Guardian team is providing program management, project delivery services for a housing rehabilitation project and the SHIP Program . The Guardian team also provides construction management, contractor bidding and selection, constr. Inspection, Davis Bacon.	
City of Sebastian Lisa Leger Frazier, Director of Community Development (772)589-5518 lfrazier@cityofsebastian.org	2019 - ongoing	CDBG Entitlement	\$124,000 per year \$120,000 + CV CDBG	Project to provide housing and sidewalk improvements. Guardian is contracted to provide grant administration services.	






Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Highlands County Robert Diefendorf Jr. County Engineer (863) 402-6877 rdiefen@hbcc.org</p>	<p>2014-2017 2010-2013</p>	<p>CDBG-NR CDBG-ED</p>	<p>\$750,000 \$1,500,000 (two grants)</p>	<p>NR Project was for water line replacement and ED grant was for public infrastructure of new Holiday Inn hotel and a gas main to E Stone at the Sebring Airport. Guardian team also provided construction management, contractor bidding and selection, constr. Inspection, Davis Bacon, program administration. CDBG NR projects were for new sewer lines/components and sewer hookups, and infrastructure for a County firehouse. The Guardian team provided grant writing, is currently providing program management & project delivery services. The Guardian team will also provide construction management, contractor bidding and selection, constr. Inspection, Davis Bacon and program administration. Guardian provides ongoing initial inspections reports, detailed work write-ups, cost estimates, and payment inspections.</p>	   
<p>Indian River County Community Development John Stoll Chief - Long Range Planning (772) 226-1250 jstoll@ircgov.com</p>	<p>2014-2017 2011-2013 2017- ongoing</p>	<p>CDBG-NR CDBG-NR CDBG HR</p>	<p>\$750,000 \$750,000 \$750,000</p>	<p>The CDBG HR Projects provide housing rehabilitation and or replacement, improvements to owner-occupied LMI/VLI households. 2017 The Guardian team continues to provide grant writing, program management, project delivery services and financial layering expertise. CDBG-Mitigation CFHP program will remodel and upgrade existing fire station.</p>	  
<p>Hillsborough County Sabine Von Aulock Planning & Reporting Principle Planner (813) 274-6649 vonaulock@HillsboroughCounty.ORG</p>	<p>2015-2017</p>	<p>CDBG, ESG, HOME</p>	<p>Entitlement Community Approximately \$8,000,000 per Year</p>	<p>Guardian was contracted by Hillsborough County Affordable Housing Services to complete needed HUD compliant environmental reviews at various levels of housing and community development strategies for all HUD programs, CDBG, HOME, ESG.</p>	 
<p>City of Avon Park Mark Schrader City Manager (863) 452-4400 mschrader@avonpark.city</p>	<p>2011-2013 2017- current 2020</p>	<p>CDBG-HR CDBG-HR CDBG- Mitigation CFHP CDBG-MIT GIP award pending</p>	<p>\$750,000 \$750,000 \$894,087 \$670,622</p>	<p>The CDBG HR Projects provide housing rehabilitation and or replacement, improvements to owner-occupied LMI/VLI households. 2017 The Guardian team continues to provide grant writing, program management, project delivery services and financial layering expertise. CDBG-Mitigation CFHP program will remodel and upgrade existing fire station.</p>	 






Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>City of Avon Park</p> <p>Mark Schrader City Manager (863) 452-4400 mschrader@avonpark.city</p>	2013-2015	CDBG-CR	\$750,000	<p>Project for sidewalks, lighting, benches, landscaping, for downtown revitalization. Guardian team provided grant writing, prog. mgmt., project delivery, financial layering expertise. The Guardian team also provided construction observation, constr. inspection and program administration.</p>	
<p>City of Avon Park</p> <p>Mark Schrader City Manager (863) 452-4400 mschrader@avonpark.city</p>	2005-2009	CDBG-CR, TIF, City funds, FDOT	\$1,000,000 local and grant funds layered.	<p>Project provided street paving, sidewalks, and pedestrian malls.</p> <p>The Guardian team provided grant administration, layering expertise and contract implementation.</p>	
<p>Hernando County</p> <p>Veda Ramirez Health & Human Services Manager (352) 540-4338 vramirez@hernandocounty.us</p>	2010-2012 2015-2016	CDBG-NR CDBG HR	<p>\$750,000, layered with County & City funding, total project cost of approx. \$1M.</p> <p>\$750,000, layered with County SHIP of \$50,000</p>	<p>CDBG NR Project for new sewer/water lines, fire hydrants, & road restoration in LMI neighborhoods. The CDBG HR project provides for housing rehab for LMI & VLI homes.</p> <p>The Guardian team continues to provide grant planning/application & program administration, contract prep & implementation, conducted household surveys, project inspections and financial management. Project reporting and compliance monitoring throughout the program.</p>	 
<p>Citrus County</p> <p>David Pieklik Director Economic Development (352) 527-5537 david.pieklik@citrusbocc.com</p>	2010-2012 2018- 2019	CDBG-ED + leverage (Wal-Mart) CDBG-ED CDBG-DRI Infrastructure	<p>\$750,000 layered w/private funding of over \$2M.</p> <p>\$560,000</p> <p>\$1,000,000</p>	<p>Project was for new water lines as part of the construction for job-creating business- Wal-Mart Supercenter. CDBG -DRI project is for demo/replace/elevate LMI homes damaged by hurricanes. CDBG-ED is for a Tech Recycling Plant. Guardian team provides grant application, administration, & program oversight. Including contract preparation implementation, conducting employee surveys, project inspections & financial management.</p>	



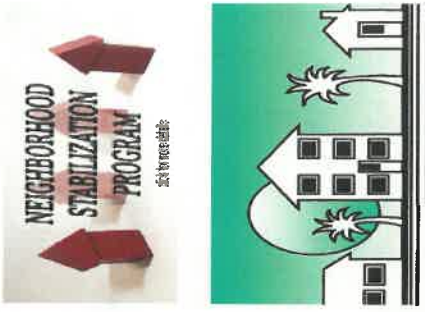
Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Citrus County Michelle Alford Housing Services Director, (352) 527-7528 Michelle.Alford@citrusbocc.com</p>	2010-2012	CDBG-HR	\$750,000	<p>Project provided housing rehab and or replacement improvements to owner-occupied LMI and VLI households.</p> <p>The Guardian team provided applicant intake/evaluation, contractor bidding, selection, inspections, and grant administration & construction management. Includes project oversight and inspections.</p>	
<p>Citrus County Michelle Alford Housing Services Director, (352) 527-7528 Michelle.Alford@citrusbocc.com</p>	2015-2017	CDBG-HR	\$750,000	<p>Project provides housing rehab and or replacement of LMI & VLI occupied homes.</p> <p>The Guardian team is providing program management, housing rehab delivery services and financial layering expertise. The Guardian team provides applicant & construction mgmt., including intake, evaluation, contractor bidding, selection, performance inspections and construction administration.</p>	
<p>City of Palm Coast Jose Papa Housing Program Senior Planner (386) 986-3796 jpapa@palmcoastgov.com</p>	2011-2013	CDBG-HR	\$750,000	<p>Project provided housing rehab and or replacement of LMI & VLI occupied homes.</p> <p>The Guardian team provided grant writing, program management, housing rehab delivery services and financial layering expertise. The Guardian team provides applicant & construction mgmt., including intake, evaluation, contractor bidding, selection, performance inspections and construction administration.</p>	
<p>City of Palm Coast Jose Papa Housing Program Senior Planner (386) 986-3796 jpapa@palmcoastgov.com</p>	2013-current 2020-current	CDBG Entitlement-Housing In progress Grant Compliance Assistance Services	<p>\$varies/year based on action plan allocation.</p> <p>2019 - \$20,000 in fees</p>	<p>The City contracted with Guardian for assistance with developing and implementing their CDBG Entitlement program. TA with ENVR Reviews, subordinations, etc.</p> <p>The Guardian team prepared the City's on sight admin. files and continues to provide housing inspection and work write ups for rehabilitation, ranking of applicants, project oversight, develop entitlement files, forms, polices & procedures for the administration of their CDBG program.</p>	



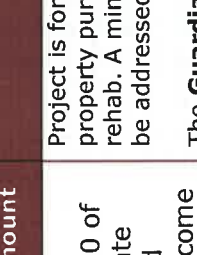
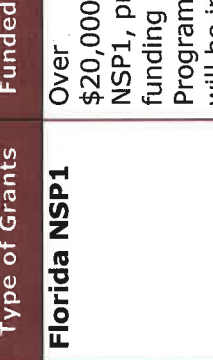
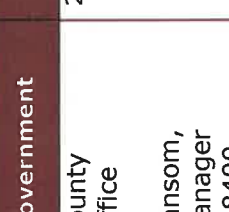
Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
Town of Lake Placid Joe Barber Town Engineer/Utility Director (863) 699-3747 jubarber@mylakeplacid.org	2006-2008 2006-2008	CDBG-ED COOP WMD Reuse Main	Over \$1,500,000 over two grants with \$2,250,000 private match. \$1,000,000 Matching grant	Project to build and/or improve water and sewer mains and roads, water line improvements and reuse main. Partnered with senior living centers and a hotel. The Guardian team provided funding research, grant writing and program administration and contract prep, implementation, financial layering expertise, project oversight, & financial management.	
Town of Lake Placid Joe Barber Town Engineer/Utility Director (863) 699-3747 jubarber@mylakeplacid.org	2012-2014 2017-2018 2017 2019	CDBG-NR CDBG-NR FEMA Pre Disaster CDBG-CR*	\$650,000 \$650,000 \$500,000 *Application pending award	Project was for water treatment plant improvements and wastewater lift station and needed road repaving. The second NR project was for building upgrades and modifications, generators, and construction of waste-water treatment plant. FEMA funds were used for generators. The Guardian team members provided funding research, grant writing, financial layering, grant writing, financial administration, and program prep/implementation, including contract oversight, and financial management for the grant on all projects.	
City of Eagle Lake Mr. Pete Gardner, City Manager, (863) 293-4141 citymanager@eaglelake-fla.com	2009-2011	CDBG-NR	\$700,000 of CDBG funds layered with local efforts, including a community budget issue request (CBIR)	Project was for new storm water facilities and retrofits in LMI neighborhoods. The Guardian team provided grant application, financial leveraging, administration & program oversight. Included contract preparation & implementation, and assistance with and attendance at all audits and monitoring visits.	
Osceola County Danicka Ransom Housing Manager (407) 742-8400 dransom@osceola.org	2009-2011 2019- ongoing	CDBG-HR, SHIP CDBG/HOME	\$1,000,000 layered through SHIP and CDBG funds Task order	Program addressed LMI/VLI homeowner rehab housing units. The Guardian team provided grant writing, program management, housing rehabilitation delivery services and financial layering expertise. Guardian continues to ongoing provide general services and tech support/environmental reviews	



Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
City of LaBelle Ron Zimmerly, Finance Director rzimmerly@citylabelle.com (863) 675-2872	2008-2011 2017	CDBG-NR, USDA Water and Waste Loan-Grant (WWLG), SRF & private layering. CDBG-NR	\$15,000,000 USDA Loan- Grant \$2,000,000 SRF Grant \$700,000	Project was for new water treatment plant and well, and the 2017 NR project was for new sewer mains and water main replacement. The SRF Grant was for water plant upgrades. The Guardian team provided grant/loan writing and research, grant-loan administration and technical support, and financial layering expertise.	
City of LaBelle Ron Zimmerly, Finance Director rzimmerly@citylabelle.com (863) 675-2872	2010-2012 2012-2015	CDBG-ED (2), participating party funding	\$1,500,000 in CDBG funds leveraged with 2.5 million private match.	Project was for building/site construction that included the installation of sewer lines and water facilities for two businesses a strip mall and a car wash. The Guardian team provided grant/loan writing & research, grant-loan admin. & tech support, financial layering expertise.	
Martin County Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us	2007-2010	CDBG-NR	\$675,000 in CDBG funds leveraged with \$250,000 County funds	Project was for sewer lines and components along with new sewer hook-up. The Guardian team provided grant writing and program administration.	
Columbia County David Kraus Asst. County Manager (386)623-6320 David.Kraus@columbiacountyfla.com	2016- 2017-2018 2018 2019- 2019- 2019	CDBG-NR CDBG-ED 17 CDBG -ED 18 CDBG-DRI CDBG-DRI CDBG-HR	\$750,000 \$1,000,000 \$1,500,000 \$4,762,257 \$3,614,118 *Application pending award	NR Project was for the installation of water lines to connect to the City water system and road pavement. Guardian performed grant administrative services, environmental reviews, project oversight & financial mgmt. for the grants. CDBG-ED project is expansion of County wastewater treatment plant. A second CDBG ED is for sewer and water mains to a shopping center. Two DRI projects are for road flooding. New CDBG is for housing rehabilitation.	




Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Desoto County Lauri Benson Social Services Director (863)993-4858 l.benson@desotobocc.com</p>	<p>2018 - ongoing</p>	<p>Grant Admin/Enviro. Review</p>	<p>Task Order per ENVR task</p>	<p>Project is for housing rehabilitation of LMI/VLI homes. The Guardian team has been contracted to provide partial grant administration services, including document review and environmental review services for eleven (11) homes.</p>	
<p>City of Palmetto Jim Freeman City Clerk (941)723-45470 jfreeman@palmettofl.org</p>	<p>2016</p>	<p>CDBG-NR</p>	<p>\$750,000</p>	<p>Project was for water mains and street parking for LMI neighborhood. Guardian provided grant administrative services, environmental review services, project oversight and financial management for the grant.</p>	
<p>City of Palmetto Jim Freeman City Clerk (941)723-45470 jfreeman@palmettofl.org</p>	<p>2019 2019-current</p>	<p>CDBG-ED SRF</p>	<p>\$1,500,000 \$8,000,000</p>	<p>City is partnering with a hotel business to provide water, sewer, street improvement and stormwater. The SRF funds will provide wastewater treatment plant upgrades. The Guardian team is providing grant/loan writing & research, grant-loan admin., program management, technical support, and financial layering expertise.</p>	
<p>City of Stuart Pinal Gandhi-Savdas CRA Administrator 772-283-2532 pgandhi@ci.stuart.fl.us</p>	<p>2019-</p>	<p>CDBG-HR</p>	<p>*Application pending award</p>	<p>The Guardian team has been contracted to provide Public Grant and Loan Funding Sources for Capital Facilities Planning, Program Administration, and Project Delivery Services for projects in CDBG regular category.</p>	
<p>Taylor County Melody Cox (850) 371-0377 201 E. Green Street Perry, FL 32347 melody.cox@taylorcountygov.com</p>	<p>2019-</p>	<p>CDBG-HR</p>	<p>*Application Pending award</p>	<p>The Guardian team has been contracted to provide program administrative services for grant/loan funded projects for community and economic development, and Project Delivery Services for projects in CDBG regular category.</p>	




Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>City of Riviera Beach</p> <p>Jeff Gagnon Planning/Zoning Admin. Dept. Comm.Develop. (561)845-4037 JGagnon@Rivierabch.com</p>	2013-2015	<p>CDBG - DRI Disaster Recovery \$1,105,745</p>	DRI funds in the amount of \$1,105,745	Guardian was contracted to provide monthly status report tracking & stages of applications, including expenditures & reconciliation, process applications, perform eligibility determination, project delivery, develop replacement cost & market value assessments, & perform analysis to demonstrate practicality of proposed repair or mitigating project.	
<p>Martin County</p> <p>Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us</p>	2009-2012	CDBG-DRI	\$2,000,000	<p>Project was for hurricane housing, rehabilitation, and mitigation.</p> <p>Guardian provided applicate intake, budget tracking, reports, inspections, SOW, public meetings, and other grant administration responsibilities.</p>	
<p>City of Port Orange</p>	2020 -	HUD/CDBG Technical Assistance	\$70,000 PO and task orders	<p>Technical assistance to create programs utilizing U.S. Department of Housing and Urban Development CDBG and Community Development Block Grant-CV funds.</p> <p>Assistance to include developing policies and procedures, application, checklist and continued technical assistance to answer questions and review items for compliance per CA7308.</p>	
NSP					
<p>Flagler County SHIP Housing Office</p> <p>Joyce Bishop SHIP Administrator (386) 313-4037 jbishop@flaglercounty.org</p>	2011-2013	Florida NSP3	\$1,029,844 to be invested through NSP3.	<p>Project addressed properties for the acquisition/rehabilitation of eligible foreclosed properties to rent to qualified households. The County worked with local contractor(s) to rehab properties and then a Community Based Organization to manage the rental of said properties to low income families.</p> <p>The Guardian team provided program administration, training and technical support to staff, representation during site visits and monitoring, develop record/filing system for tracking grant activity, monitor for NSP compliance & construction oversight.</p>	
					

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Hernando County Veda Ramirez Health & Human Services Manager (352) 540-6791 vramirez@hernandocounty.us</p>	<p>2009-2012</p>	<p>Florida NSP1</p>	<p>\$5,644,384 in NSP1 will be invested in the community.</p> <p>\$1,953,975 in NSP3 will be invested in the community.</p>	<p>NSP1 & NSP3 funds are being used as financing mechanisms for REO property purchases, REO-LMMI direct purchase assistance, acquisition housing rehabilitation and VLI rental housing.</p> <p>The Guardian team members provide grant writing, financial leveraging, planning, and program management expertise. This includes developing the County's application and supporting the County through the review and approval process. Grants management includes procedures, RFQ's, training, ENVR, reporting and compliance monitoring throughout the program. Grant services also include Housing Delivery in the form of needs assessments, bidding and inspections.</p>	
<p>Martin County Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us</p>	<p>2009-2013</p> <p>2011-2014</p>	<p>Florida NSP1</p> <p>HUD - NSP3</p>	<p>\$4,300,000 will be invested through NSP and partner layering.</p> <p>\$3,200,000 will be invested through NSP3 layering.</p>	<p>NSP1 funding to address the problem of foreclosed and abandoned properties in targeted areas of greatest need.</p> <p>The Guardian team members provided grant writing, planning, financial layering, and program management expertise; includes procedures, RFQs, training, ENVR, reporting and compliance monitoring and needs assessments, bidding and inspections are included.</p>	
<p>City of Palm Coast Jose Papa Senior Planner (386) 986-3796 jpapa@palmcoastgov.com</p>	<p>2009-2013</p> <p>2011-2014</p>	<p>Florida NSP1</p> <p>HUD- NSP3</p>	<p>\$2,664,903 to be invested through NSP and partner layering.</p> <p>\$1,375,071 to be invested through NSP3.</p>	<p>Project for NSP1 & NSP3 for housing acquisition/rehab. Prog. for sale to households w/incomes less than 120% of AMI, direct purchase assist. housing acquisition/ rehab. Prog. for lease to households w/ incomes less than 50% AMI.</p> <p>Guardian team members provided grant writing / planning, fin. layering, & prog. management. Includes supporting City through review & approval process. Grant management included procedures, RFQs, training, ENVR, reporting & compliance monitoring, Housing Delivery tech support in the form of review and monitoring of needs assessments, bidding and inspections.</p>	

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Osceola County Housing Office</p> <p>Danicka Ransom, Housing Manager (407) 742-8400 dran@osceola.org</p>	<p>2009-2013</p>	<p>Florida NSP1</p>	<p>Over \$20,000,000 of NSP1, private funding and Program Income will be invested in the community.</p>	<p>Project is for financing mechanisms for REO property purchases and REO-LMMI housing rehab. A minimum of 190 housing units will be addressed.</p> <p>The Guardian team members provided grant writing, leveraging expertise, planning, and program management. Including developing application & supporting the County through the review/approval. Grant mgmt. includes procedures, RFQ's, training, ENVR, & compliance monitoring, Housing Delivery for needs assessments, bids/inspections.</p>	 
<p>Putnam County</p> <p>Tabitha Lassiter County Administrator (386) 329-0207 t.lassiter@putnam-fl.com</p>	<p>2011-2014</p>	<p>Florida NSP3</p>	<p>Over \$4,000,000 in NSP3 funds and private layering will be invested in the community.</p>	<p>Project was to use its NSP3 funds for the acquisition and rehab of eligible foreclosed properties to rent to qualified households.</p> <p>Guardian team members provide grant writing, leveraging expertise, planning and program management, including, but not limited to, reporting and compliance monitoring throughout the duration of the program.</p> <p>Guardian provides grant administration services to ensure grant compliance on items such as intake, tenant demographics and income qualifications, occupancy levels, and program income.</p>	 
<p>Martin County</p> <p>Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us</p>	<p>2011-2012 2012-2013 2013-2014 2017- open</p>	<p>SHIP / CDBG</p> <p>SHIP CDBG HR</p> <p>In progress, currently contracted to administer all housing and CDBG programs</p>	<p>\$750,000 NR \$750,000 HR \$750,000 HR</p>	<p>Guardian was contracted for the overall management/compliance of the County's CDBG programs including SHIP. NR was for new sewer mains. HR was for housing rehab. Our responsibilities include: applicant intake, budget tracking, reports to FHIC & BOCC, inspections, SOW, bids, AHAC & public meetings, update LHAP, constr. rehab, training, pay request approvals & response to client/homeowner.</p>	

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Indian River County John Stoll Chief Long-Range Planning (772) 226-1250 lstoll@ircgov.com</p>	<p>2014 – ongoing</p>	<p>SHIP Housing Program Inspection Services</p>	<p>Housing delivery by the SHIP House assigned SHIP awards have been varied</p>	<p>Guardian team provides initial inspections to inspect all major systems of identified units including; before digital pictures & provide those pictures to County with initial inspection report, prepare detailed work write-up, cost estimate, and submit the work write-up and cost estimate to staff, conducts pre-bid walk-thru for rehabilitation contractors interested in bidding on the project, reviews bids submitted for the project and provides comments to staff, reviews and approves any change orders submitted for the project, visits the job and prepares a punch list of unfinished items for all completed jobs. Guardian also provides to the County documentation of notifications sent to Contractors and or Bidders, schedules and monitors all inspections in a timely manner and in accordance to contract and bid timelines. Completion of all inspection requirements conducted in accordance with HQS and Housing Plan requirements.</p>	
<p>Putnam County Tabitha Lassiter County Administrator (386) 329-0207 tlassiter@putnam-fl.com</p>	<p>2015- 2016 2017- 2018- 2019</p>	<p>SHIP ongoing</p>	<p>\$350,000 Per year</p>	<p>The Guardian team provides initial inspections to inspect all major systems of the identified units including; before digital pictures and provide those pictures to the County with the initial inspection report, prepare work write-up, cost estimate, and submit the work write-up and cost estimate to staff, conducts pre-bid walk-thru for rehabilitation contractors interested in bidding on the project, reviews bids submitted for the project and provides comments to staff, reviews and approves any change orders submitted for the project, visits the job and prepares a punch list of unfinished items for all completed jobs.</p>	

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
Spring Lake Improvement Dist. (SLID) Joe DeCerberbo Dist. Mgr. (863) 655-1715 jdecerberbo@springlakefl.com	2014-ongoing 2014-ongoing	Other FDEP 319 Grant (#1) \$624,000 FDEP 319 Grant (#2) \$624,000 SRF Funds Legislative Appropriation Request FDEP/SRF Leg. Project FEMA Public Assistance SRF	Phase I Project is \$4+Million SLID match of \$415,999.96/ \$2,876,000 \$416,000 \$3,000,000 \$200,000 est. \$5,000,000	<p>Project is for a multi-phase Storm Water Management Project and drinking water system upgrades, wastewater collection mains, and a new WWTF.</p> <p>The Guardian team contracted by the District to administer the funds for the large storm water improvement plan. Guardian's responsibilities include but are not limited to: develop compliance schedule, design and set up grant file system, update the file system and organize all program data, provide quarterly update and monitor files for audit readiness, liaison with Engineer and Contractor and act as funding advisor to Executive Director on all programs.</p> <p>Guardian provides grant research/application services for new FDEP grant and SRF loan opportunities, in addition to other applicable federal, state and other loan application.</p>	
City of Sebring Scott Noethlich, City Administrator 368 S. Commerce Ave. Sebring, FL 33870 (863) 471-5100 scottnoethlich@mysebring.com	2019 2016	SRF Grant Compliance Assistance Services	\$3,000,000	<p>Current project is for water and wastewater small systems consolidation.</p> <p>Guardian is contracted for ongoing work orders for Clean Water State Revolving fund and Drinking Water State Revolving Fund.</p>	
Sebring Airport Authority Mike Willingham	2017-2018 ongoing	FEMA Public Assistance	FEMA Irma	Guardian provides ongoing technical and compliance consulting with FEMA P.A. grants portal and mitigation.	

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
<p>Gateway Community Development District</p> <p>Chris Shoemaker District Manager (239)284-0350 Chris.shoemaker@gatewaydistrict.org</p>	<p>2017-2019-current</p>	<p>State Revolving Fund (SRF)</p>	<p>\$3,000,000+</p>	<p>Project is on the third phase of storm pond erosion control.</p> <p>Guardian is providing grant research/application services for new FDEP grant and SRF loan opportunities, in addition to other applicable federal, state and other loan application.</p>	
<p>City of Deltona</p>	<p>2016-</p>	<p>Open</p>	<p>Work based on Task Orders</p>	<p>Guardian has been contracted to provide Davis Bacon and FDOT compliance monitoring.</p>	
<p>City of Port St. Lucie</p> <p>Alessandra (Alex) Tasca Community Prog. Admin. Neighborhood Srv. Depart. (772) 871-7395 atasca@cityofpsl.com</p>	<p>2020-</p>	<p>Open</p>	<p>Fees assessed by Tasks.</p>	<p>Guardian has just been awarded this contract to provide the City with CDBG Grant Administration to complete the City's 5-year Consolidated Plan.</p>	



KEY TEAM MEMBERS PERFORMING WORK UNDER AWARD



The Guardian team brings to the City of New Port Richey extensive experience in the planning, application, administration, and compliance of Federal and State funded grant and loan-funded programs. When you engage the Guardian team, we commit to being on site with you as often as is required. We understand the importance of face-to-face time, and we take it very seriously. Key industry professionals own and manage the business as well as serve your projects directly.

Christine Alday President/CEO	Will provide overall project financial tracking & review, oversight, and controls for funding, & contract review.	<ul style="list-style-type: none"> • Over 21 years of audit, accounting, and financial management experience. • 15 years of grants consulting and program administration experience.
Corbett Alday Vice President/COO Lead Project Administrator	Will provide years of experience in environmental review, research, grant application, implementation & management of federal & state prog.	<ul style="list-style-type: none"> • 27+ years of grants consulting and program admin/experience. • 130+ projects, and Economic Development of 2,500 jobs. • Creative layering expertise • Engineering background • ENVR Specialist
Don Ridley Licensed Building Inspector Director of Construction Administration	Will provide technical assistance in relation to all construction development programs.	<ul style="list-style-type: none"> • 36+ years of construction and construction oversight exper. • Exp. with 7 major disaster events. • 100+ infrastructure jobs • 2,500+ housing units
Antonio Jenkins Project Manager/Housing Specialist	Will provide project delivery services; including project delivery, community meetings, tech. assist, constr. oversight and inspections.	14+ years of extensive operations/project experience. <ul style="list-style-type: none"> • 1,000+ housing units • Well versed in building standards • Oversees CDBG/SHIP/NSP rehab/new construction projects.
Jean Rags Project Coordinator	Will provide review of grant application. Local polices/procedures and funder requirements.	<ul style="list-style-type: none"> • 21+ years of government and federal and state grants. • Implement/manage CDBG & NSP housing projects in local govt.
Gayle Brett–Sub Consultant Real Estate Transaction Specialist and Grants Administrator	Will provide grant research & prep, state government expertise & insight, review grant docs. Property review & acquisition exper.	<ul style="list-style-type: none"> • 26+yrs working for FDEO & FDEP. • Years of experience in buying, selling/managing real estate transactions for the State, counties, cities & private sector.
Marina Edwards Grant Administrator	Will maintain records, prepare public notices & materials for meetings, & conduct on-site file maint. Prepares/processes environmental reviews.	<ul style="list-style-type: none"> • 4 years direct grant experience • Many years of non-profit work in housing rehabilitation and new build experience.
Anita Kinley Grant Administrator Asst.	Assist applicants, tracks all forms of verification. Reviews budgets & financial plans for accuracy & appropriateness.	<ul style="list-style-type: none"> • Many years business administration, auditing and accounting.



KEY TEAM MEMBERS PERFORMING WORK UNDER AWARD



The Guardian team brings to the City of New Port Richey extensive experience in the planning, application, administration, and compliance of Federal and State funded grant and loan-funded programs. When you engage the Guardian team, we commit to being on site with you as often as is required. We understand the importance of face-to-face time, and we take it very seriously. Key industry professionals own and manage the business as well as serve your projects directly.

Dwelly Brown Housing Specialist	Will provide project delivery services; including project delivery, community meetings, tech. assist, constr. oversight and inspections.	4+ years of extensive operations/project experience. <ul style="list-style-type: none">• 250+ housing units• Well versed in building standards• Oversees CDBG/SHIP/NSP rehab/new construction projects.
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Christine Alday, President and CEO

Ms. Alday is the owner and President of Guardian Community Resource Management, Inc. She has been working with grants and loan-funded programs since 2005. Her prior experience was working for a private Fortune 500 company as an Accountant and Auditor. Christine has “hands on” financial management experience with federal, state, local and private funding sources. Christine Alday has extensive experience with funding-agency contracts and managing and tracking all manner of grants and loan-funded project dollars and is responsible for the overall financial management of each project.

Professional highlights and duties:

Ms. Alday develops financial tracking for all grants and loan-funded federal and state projects and ensures accurate financial management. She has over twenty-one (21) years of audit, accounting, and financial management experience, and over fifteen (15) years of grants consulting and program administration experience. She is responsible for contract management, monitoring preparation and managing client relations. She has worked on housing and infrastructure projects totaling more than \$200,000,000 in funding from myriad sources.

For our publicly funded projects, she:

- Creates a duplicate project budget and reconciles it regularly with the local government and the funding agency.
- Reviews budgets and financial plans for accuracy and appropriateness.
- Coordinates with client auditors on financial questions related to the grants.
- Conducts a review of all grant close-out packages and provides a balance of project budgets prior to closeout.
- Reviews client procedures/policies as needed, including substantive tests of internal controls, & evaluate internal methodology.

Education/Certificates

Masters - Accountancy,
Univ. of S. Florida
BA, Accounting,
Univ. of S. Florida

Professional Assoc.

President, West Central
Florida Chapter, Grant Prof.
Association
Woman of the Year 2012-
2013 by National Assoc. of
Prof. Women
Fl. League of Cities
Fl. Assoc. of Counties
Fl. Comm. Dev. Assoc.
Fl. Green Bldg. Coalition
Amer. Women's Bus. Assoc.
Lakeland Chapter

Training

NSP, CDBG, SHIP, HOME,
USDA, HUD and FDEO
Wrkshp/Webinars
OIG fraud training
CDBG Rule Hearings, Appl.
& Imple. Wrkshops
Florida in the Sunshine and
Ethics Seminar

CDBG Projects

Lake Placid, City of Labelle,
City of Palmetto, City
Stuart, City Avon Park, City
Palm Coast, City Deltona,
Columbia, Desoto, Flagler,
Hendry, Hernando,
Highlands, Indian River,
Osceola, Palm Coast,
Putnam, Citrus, Indian
River, & Martin counties,
Spring Lake Imprv. Dist.



Corbett Alday III, Vice President/COO

Mr. Alday's career in public funded projects began over twenty-seven (27) years of grant experience, and over 130+ projects and economic development of 2,500 jobs.. He is the lead Project Administrator for all our projects. During his career, he has continued his work with Small Cities CDBG, adding work experience in a vast array of public funding sources. These include: Special Appropriation Disaster Recovery CDBG, Entitlement, HMGP, SHIP, USDA, SRF, FDEP, FDOT, OTTED, EDA, EPA, SWFMD, SRWMD, STAG, Section 108 CDBG, FRDAP, FEMA, HUD, SBA, HHRP, FHFC, NSP, and many others.

Professional highlights and duties:

Mr. Alday is the leading expert in the State in the area of creative layering – the linking of multiple funding sources. For hundreds of projects, he has helped communities match sound technical solutions with the special restrictions of grant-loan programs.

Mr. Alday has experience working in over fifty (50) communities in excess of twenty (20) different sources of funding totaling more than \$500 million!

Mr. Alday has extensive project management experience from grant writing to implementation to close out. He has successfully implemented HUD's Environmental Review Record (ENVRR) requirements on numerous projects.

For our publicly funded projects, he:

- Conducts grant-loan funding research and performs site investigations & preliminary scoring to determine community needs and grant funding feasibility.
- Conducts needs analysis, grant research and prepares draft application writing.
- Develops layering recommendations and preliminary applications activities.
- Participates in and oversees bid and construction management, Davis Bacon and manages the environmental review processes consistent with NEPA requirements.

- **Serves as Project Manager on this RFP**

Education/Certificates

Bachelor's Degree in Engineering, Fl. State Univ.
AA in Drafting Technology

Professional Assoc.

Florida League of Cities
Florida Assoc. of Counties
Lake County League Cities
Florida Comm. Development Association
Florida Green Bldg. Coal.
Grant Professionals Association

Training

NSP, CDBG, SHIP, HOME, USDA, HUD, FDEO Wrkshp & Webinar
Green Bldg. Training Ser.
HUD/ENVRR/RROF tr.
Storm Water Utility Rate, Planning, Utility Develop. & Fin. Courses
FEMA HMGP/FMGP TS
CDBG Rule Hearings, Appl. & Impl Wkshops, CDBG Sect 108 Wkshop.
Florida Sunshine/Ethics
GIS for Comm. Dev Prof.

CDBG Projects

Lake Placid, City of Labelle, Palmetto, City Stuart, City Avon Park, City Palm Coast, City Deltona, Columbia, Desoto, Flagler, Hendry, Hernando, Highlands, Indian River, Osceola, Palm Coast, Putnam, Citrus, Indian River, & Martin counties, Spring Lake. Imprvmt. Dist. Gateway District, Sebring, Sebring Airport.



Donald M. Ridley, Construction Manager

Mr. Ridley brings over thirty-six (36) years of grant experience and 2,500 housing units completed including construction oversight experience to our team of seven (7) declared disaster events. Mr. Ridley is experienced in FEMA disaster recovery programs, including all forms, policies and procedures related to disaster events i.e. Public Assistance worksheets and HMGP. He is a recognized construction professional in Florida with a wide range of relevant experience: site development, housing, utilities, water and sewer plants, power plants, earthwork, foundations, concrete, masonry, steel, welding, painting and roadway construction. Don provides technical assistance to all construction development projects.

Professional highlights and duties:

Mr. Ridley is well versed in permit and grants regulatory issues and understands the special restrictions of public grant-loan funded projects. Mr. Ridley is highly experienced in construction plans review, time management and cost control.

In addition, Mr. Ridley has worked with more than one-third of the Florida counties and municipalities as well as many leading engineering and construction firms. He has extensive experience with post-disaster redevelopment issues and has managed and inspected development projects for streets, downtown, water and sewer works totaling over \$300,000,000.

For our publicly funded projects, he:

- Participates in site inspections & investigations, field verification of quantities and adherence to project specifications.
- Participates in on-site compliance monitoring, for regulations related to Davis Bacon, Section 3, Copeland "Anti-kickback" Act, W/MBE and others.
- Participates in project development and implementation; oversight in bid and construction management, and review of environmental issues.

Education/Certificates

Business Education from
Jones Business College
State Licensed Standard
Inspector, BN-0001431
Certified SBCCI Housing
Rehabilitation
Certified SBCCI Bldg.
ACI, NICET, FI DBPR Lic
ICC and BOCAI Inspector

Professional Assoc.

Florida League of Cities
Florida Assoc. of Counties
Lake County Lg. of Cities
FL Comm. Develp. Assoc.
Osceola Grants Res. Network
International Code Council

Training

FDEO NSP TA Training
HUD ENVRR & RROF Tr.
US HUD Envrr. Review Proc.
My Safe Fl. Home Inspector
FL Bldg. Code Advanced -
Building Structural Summary
Inter Codes 2: Occp & Loads
FL Building Code Advd.
Resid-Floors, Walls/Roofs
FL Building Code Advd. -IEQ
ADA Guidelines: Access. Rt.

CDBG Projects

All open projects



Antonio Jenkins, Project Manager

Mr. Jenkins has over fourteen (14) years of extensive operations and project coordination experience in over 1,000 housing units and is well versed in the latest building standards and codes. Antonio manages the construction administration and project representation for our land development and housing programs, including CDBG, NSP, SHIP, HOME, and others. Additionally, Mr. Jenkins has an extensive background in social and operations management which enables him to provide excellent client customer service and serves as an invaluable asset in the-field and when face-to-face time is required with clients

Professional highlights and duties:

Mr. Jenkins' primary duties include project delivery services and construction oversight, including single family homeownership and multi-family homeownership & rental for NSP and for CDBG implementation, in addition to oversight of construction bidding, contractor vetting and program management.

Mr. Jenkins continues to oversee the construction and / or rehabilitation of 1,000+ multi and single family housing units and the construction oversight of various other grant funded infrastructure projects.

For our publicly funded projects, he:

- Conducts orientation sessions for contractors and vendors.
- Conducts site inspections for compliance.
- Reviews/recommends changes to local HAP.
- Conducts HUD Tier 2 Environmental Reviews.
- Reviews mortgage & construction contracts.
- Conducts monitoring of single/ multi-family rental construction.
- Conducts & provides inspections, work-write-ups, bid documents, NTB, and NTP.
- Creates/tracks project construction budget; reviews, monitors, approves construction and contractor pay authorizations.

Education/Certificates

Bachelor's Degree in
Political Science,
Valdosta State University
Certified Inspector My Safe
Florida Home
Florida Green Home
Designation Certification

Professional Assoc.

Florida League of Cities
Florida Assoc. of Counties
Lake County Lg. of Cities
FL Comm. Develop. Assoc.
Fl. Green Bldg. Coalition

Training

NSP / CDBG / SHIP / HOME
/ USDA / HUD / FDEO
Workshops and Webinars
Lake & Volusia County
2011 Annual Green
Symposium
HUD Section 3 training
Issues/Challenges of
Owner-Occupied Rehab
FDEO NSP TA Training
HUD ENVRR & RROF Tr.
Green Building Tr. Series
CDBG Rule Hearings, Appl
/ Impl. Wkshops
U.S. HUD Envrr. Review
My Safe FL Home Inspector

CDBG Projects

Lake Placid, City of Labelle,
City of Palmetto, City Stuart,
City Avon Park, City Palm
Coast, City Deltona,
Columbia, Desoto, Flagler,
Hendry, Hernando,
Highlands, Indian River,
Osceola, Palm Coast,
Putnam, Citrus, Indian River,
& Martin counties,



Dwelly Brown, Housing Specialist

Mr. Brown has over four (4) years of extensive operations and project coordination experience in over 250 housing units and is well versed in the latest building standards and codes. Dwelly manages the construction administration and project representation for our land development and housing programs, including CDBG, SHIP, HOME, and others. Additionally, Mr. Brown has an extensive background in social and operations management which enables him to provide excellent client customer service and serves as an invaluable asset in the-field and when face-to-face time is required with Clients.

Education/Certificates

Certified Inspector My Safe
Florida Home
Florida Green Home
Designation Certification

Training

CDBG / CDBG-DRI / SHIP /
HUD / NSP / FDEO
Workshops and Webinars
HUD Section 3 training
Issues/Challenges of
Owner-Occupied Rehab
My Safe FL Home Inspector

CDBG Projects

City of Labelle,
City Stuart, City Avon Park,
City Palm Coast, Columbia,
Desoto, Flagler, Hendry,
Hernando, Highlands, Indian
River, Putnam, Citrus, Indian
River, & Martin counties,

Professional highlights and duties:

Mr. Browns' primary duties include project delivery services and construction oversight, including single family homeownership and multi-family homeownership & rental for NSP and for CDBG implementation, in addition to oversight of construction bidding, contractor vetting and program management.

Mr. Brown continues to oversee the construction and/or rehabilitation of 250+ multi and single-family housing units and the construction oversight of various other grant funded infrastructure projects.

For our publicly funded projects, he:

- Conducts orientation sessions for contractors and vendors.
- Conducts site inspections for compliance.
- Reviews/recommends changes to local HAP.
- Conducts HUD Tier 2 Environmental Reviews.
- Reviews mortgage & construction contracts.
- Conducts monitoring of single/ multi-family rental construction.
- Conducts & provides inspections, work-write-ups, bid documents, NTB, and NTP.
- Creates/tracks project construction budget; reviews, monitors, approves construction and contractor pay authorizations.



Jean Rags, Project Coordinator

Ms. Rags has over twenty-one (21) years of government and grants experience. Ms. Rags successfully implemented and managed in excess of \$15 million dollars through Community Development Block Grant (CDBG) projects for seven (7) Housing Rehabilitation and Economic Development projects and the application and implementation of County Neighborhood Stabilization (NSP1 and NSP3) Grant Programs in Hernando County from 1999-2012. Jean conducts grant research and funding resource analysis, drafts local policies and procedures for our clients to meet funder requirements, and reviews / edits contracts and grant related advertisements, memos and documents. Jean also provides marketing and proposal responses on behalf of Guardian.

Education/Certificates

Bachelor of Arts, Major in Human Services, Minor in Social Services,
St. Leo College
Associate of Arts, Pasco-Hernando State College
NIMS Series ICS100B, ICS200B, ICS007A
Certifications

Professional Assoc.

Florida Association of Counties Human Service Administrators (FACHSA)
Past President
Early Learning Coalition of Pasco & Hernando Counties, Inc. (Past Board Member)
Notary Public, State of FL

Training

NSP3 HUD Workshop
FDEO NSP1 TA Training
FDEO e-CDBG training
NSP Implemt. Workshop
CDBG Rule Hearings, Application/ Implementation Workshops
FDEO DRGR Webinar Tr.
NSP Workshops/Webinars
FHC Annual Statewide Affordable Housing Conference

CDBG Projects

All open and potentially new projects.

Professional highlights and duties:

Prior to joining Guardian in 2012, Ms. Rags was the Director for Community Development in Hernando County, where she was responsible for the oversight and management of numerous County departments in addition to CDBG & NSP programs totaling \$15 million.

For our publicly funded projects, she:

- Reviews & edits all contracts, policies, amendments & grant documents, prior to submission.
- Markets and develops proposals in response to open RFP, RFQ, and RFI's.
- Participates with attendance and representation as needed at client offices, public meetings.
- Provides development and review of grant management policies and procedures.
- Develops grant required documents, (e.g. Housing Assist. Plans, policies & procedures.
- Assist in monthly client billing review, calculations and invoicing as needed.



Gayle Brett, Program Specialist

Ms. Brett has 20+ years of government, grants and real estate experience working in both the private sector and also for the State of Florida in various state and federal programs. Previously, she worked for Fl. Depart. of Economic Opportunity (FDEO) Housing and Community Development Section with the NSP & CDBG programs and also in Florida Communities Trust (FCT), a land buying program that received \$66 million per year to assist cities and counties in purchasing property, negotiating, contracting/ closing as needed. Ms. Brett has six (6) years of employment in private sector real estate, and previously held both a Real Estate Sales Associate and Broker license. Ms. Brett is responsible for providing program administration for NSP1, NSP3, CDBG & SHIP programs in Osceola, Martin, Flagler, Putnam, Hernando counties and others.

Education/Certificates

Davis Productivity Award as part of the team that implemented State of Florida's NSP 1 award

Professional Assoc.

Tallahassee Board of Realtors ® (former member)
Natl. Assoc. of Realtors ® (former member)
National Right of Way Assoc. (former member)

Training

SHIP Prog. Admin. Webinar
HUD Prog Income & NSP Admin. Strategies HUD NSP Closeout Webinar
Annual CDBG Tr. Workshop
NSP 3 Appl/ Impl. Workshop
HUD Tr. Web-NSP1 & 3
HUD Fair Housing Training
National Right-of-Way Assoc: Leadership Skills for Real Property Prof Intro.to Prop. Mgmt., Real Prop. Asset Mgmt./Surv
Fl. Real Estate Assoc. & Broker Licensing (not lic.)
FDEO e-CDBG Webinar
HUD DRGR Stand Reports Webinar Conference

CDBG Projects

City Palm Coast; Indian River, Martin, Osceola County

Professional highlights and duties:

Prior to joining Guardian in 2012, Ms. Brett worked with FDEO's Housing and Community Development department in the oversight and implementation of the state's NSP Program.

She also worked with the FDEP; Division of State Lands, in the Conservation and Recreation Lands Program, Preservation 2000 and Florida Forever Programs.

Ms. Brett's career has been built on good communication skills and bringing her real estate expertise into streamlining the state government land buying, selling and management practices.

For our publicly funded projects, she:

- Reviews and edits all real estate contracts, appraisals, title insurance commitments, policies, closing statements, documents and mortgages.
- Communicates with real estate agents, brokers, banks and appraisers to better assist our clients in maintaining grant compliance.
- Attends public meetings/hearings and conducts grant compliance monitoring.
- Develops grant required documents.
- Reviews/edits drafts of required agency reports: MSR, MBE, Section 3, quarterly status reports and other grant related reports.



Marina Edwards, Grant Administrator

Ms. Edwards is our most recent Guardian Team member. Her experience with applicants for non-profit programs has been invaluable as she coordinates all of Guardian's Applicant intake for local government recipients. She has been working with grants since 2016. Her prior experience was working for non-profit organizations as Development Director and Community Relations Director. Marina has experience with federal and state, grant regulations and requirements and remains current with all new CDBG and SHIP housing trainings and webinars.

Professional highlights and duties:

Ms. Edwards is responsible for the review, vet, creation, and management of all client related files including contractors, subcontractors, homeowners, homebuyers, renters. She is responsible for the management and review of hundreds of individual and household applications for funding housing assistance, and surveys for LMI determination. She also works closely with our clients to determine applicant eligibility and provides bilingual assistance as needed.

She provides support and assistance to all team members daily and assists in the management of administrative project requirements to maintain efficient records/reports and timely responses.

For our publicly funded projects, she:

- Assists with tracking project statistics and applicant demographic information.
- Reviews individual/household applications to determine eligibility.
- Reviews clients grant administrative files to ensure those files are complete and audit ready.
- Assists with all grant reporting, based on applicable grant requirements, including Fair Housing, Civil Rights, MBE & Section 3.

Education/Certificates

Minster College – United Kingdom – BTEC City and Guilds diploma in Art & Design

Professional Assoc.

National Notary Association

Institute of Certified Bookkeepers

Training

Habitat for Humanity Mortgage and Homeownership Training

HUD ENVRR Training

CCTCP Training

Various grant writing workshops

CDBG/SHIP Projects

City of Avon Park CDBG
Hernando County SHIP
Putnam County SHIP
Hendry County SHIP



Anita Kinley, Grant Administrator Asst.

Ms. Kinley is our most recent Guardian Team member. Her experience with applicants has been invaluable as she coordinates all of Guardian's Applicant intake for local government recipients. She has been working with grants since 2020. Her prior experience was working in Hospitality, Night Audit, Accounting, Administration & Customer Service as well as Working for the Department of Human Services. Anita has experience with federal and state, grant regulations and requirements and remains current with all new CDBG and SHIP housing trainings and webinars.

Professional highlights and duties:

Education/Certificates

Woodbridge Senior
High School, Woodbridge,
VA

Professional Assoc.

National Notary Association

TRaining

SHIP/CDBG WORKSHOP

CDBG/SHIP Projects

City of Avon Park CDBG
Hernando County SHIP
Putnam County SHIP
Hendry County SHIP

Ms. Kinley is responsible for all Guardian grant recipients' Applicant screenings, third party verifications and updates for all digital and hard copy applicant files. She ensures that all relevant documentation is acquired from the applicant as per the program requirements.

For our publicly funded projects, she:

- Assists applicants with required application and documentation queries.
- Tracks applicant information ensuring all relevant documentation is acquired, and information remains current as per the program requirements.
- Verifies licenses, company status and references for all contractors.
- Compiles and verifies environmental impact reports and studies.
- Reviews budgets and financial plans for accuracy and appropriateness.
- Coordinates with client auditors on financial questions related Conducts a review of all grant close-out packages and provides a balance of project budgets prior to closeout.
- Reviews client procedures/policies as needed, including substantive tests of internal controls, & evaluate internal methodology.



PROPOSED FEE

Madison County RFP for Grant Administration Services for FY2019 Small Cities CDBG

Grant preparation and application for all CDBG categories:	(No Charge)
Housing Rehabilitation (10%) of total award*	\$75,000.00
Neighborhood Revitalization (NR), Commercial Revitalization (CR), Economic Development (ED) (6%) of total award*	\$45,000.00

***Fees are based on a grant award in regular category of \$750,000 and up to \$1,500,000 in the Economic Development (ED) category based on FDEO current LMI Population figures published by FDEO Community Wide Needs Score.**

Guardian proposes the following general breakdown of additional CDBG Project Application Preparation & Grant Administrative Services:

BUDGETED PORTION OF BLOCK GRANT AWARD FEE – (10%) HR - (6%) NR/CR/ED		NR/CR/ED	HR
Based on an estimated NR, CR, ED, HR grant amount of \$750,000 and up to \$1,500,000 in the Economic Development (ED)		\$45,000	\$75,000
FDEO AGREEMENT ADMINISTRATION: <ul style="list-style-type: none"> • Representation during site visits and monitoring visits • Oversight of project schedule and compliance • Coordination with agencies/contracts • Develop and process amendments • Provide regular project status reports • Provide all other technical assistance 	<ul style="list-style-type: none"> • Develop project information management & filing system • Develop work plan for project contract document • Oversight of citizen complaint process 	\$15,455	\$17,750
PROJECT DELIVERY SERVICES: <ul style="list-style-type: none"> • Review of project contract document • Review bid documents for compliance • Conduct/attend preconstruction confer. • Monitor contractor performance and compliance • Other Housing related services for HR 	<ul style="list-style-type: none"> • Environmental review • Request wage decisions • Review contract documents 	\$17,195	39,600
FINANCIAL ADMINISTRATION: <ul style="list-style-type: none"> • Develop project financial management system for receiving/dispersing funds • Supervision of payment authorizations • Maintain project account records • Monitor all project activity to ensure compliance 	<ul style="list-style-type: none"> • Develop budget • Budget tracking • Review CO for compliance • Review amendments 	\$6,325	\$9,900

POST-PROJECT ACTIVITIES: <ul style="list-style-type: none"> • Review final change order & pay request • Gather all supporting documents • Prepare docs for adm./fin close out 	<ul style="list-style-type: none"> • Balance final budget • Review constr. doc • Final status report 	\$6,025	\$7,750
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Proposed Fee Schedule for Other Grant Administration Services for ongoing public grant, loan or other funding opportunities for FFY2019, 2020, 2021:

Standard Rates (for technical assistance, developer agreements, policy review, administration, housing rehab specialist, project delivery, contract management, planning, etc. by the hour):

Hourly Rates for Additional Services, When and If Applicable

Christine Alday,	Grant Contracts Manager, Principal	\$150/hour
Corbett Alday	Grant Projects Manager, Officer	\$125/hour
Don Ridley	Project Coordinator/Technical Support Specialist	\$125/hour
Antonio Jenkins	Project or Construction Manager	\$100/hour
Jean Rags	Grant Writer/Project Coordinator	\$100/hour
Gayle Brett	Grants or Program Specialist	\$100/hour
Zayra Sanchez	Grants Administrator	\$90/hour
Marina Edwards	Grants Assistant	\$75/hour

Typical Grant Writing Fees by Work Order (examples)

Affordable Housing Finance Proposals	\$25,000
USDA Water/Waste Grant-Loan Applications	\$25,000
SRF Water or Waste Loan or Grant Pre-Application or App	\$15,000
EDA Infrastructure Grant Application	\$25,000
EPA STAG or SPAP Grant Application	\$15,000
Economic Development Transportation Grant Application	\$10,000
Rural Infrastructure Grant Application	\$10,000
FCT Land Acquisition Application	\$25,000
FRDAP Application	\$10,000
Legislative Water Project App/Support	\$7,000
FEMA Grants Portal Application	\$5,000/Proj.

‘The most valuable assets we have are our references, not our contracts. Take care of our clients and the contracts and invoices will come.’ -

J. Corbett Alday, COO, VP