STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
STANDARD AGREEMENT - AMENDMENT
STD 213A (Rev. 4/2020)

SCO ID: 2240-16NDR12531-A2

AGREEMENT NUMBER	AMENDMENT NUMBER	Purchasing Authority Number
16-NDR-12531	2	2240

☒ CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED 92 PAGES

CONTRACTOR

CONTRACTOR NAME (If other than an individual, state whether a corporation, partnership, etc.)
M83, Inc. dba Civix

CONTRACTOR BUSINESS ADDRESS	CITY	STATE	ZIP
3300 W. Esplanade Ave, Suite 400	Metairie	LA	70002

PRINTED NAME OF PERSON SIGNING	TITLE
Angele C. Romig	President

CONTRACTOR AUTHORIZED SIGNATURE
Angele C Romig

DATE SIGNED
6/26/24

STATE OF CALIFORNIA

CONTRACTING AGENCY NAME
Department of Housing and Community Development

CONTRACTING AGENCY ADDRESS	CITY	STATE	ZIP
651 Bannon Street, Suite 400	Sacramento	CA	95811

PRINTED NAME OF PERSON SIGNING	TITLE
Jenee McClain-Battiste	Contract Services Section Chief

CONTRACTING AGENCY AUTHORIZED SIGNATURE
Jenee McClain-Battiste

DATE SIGNED
07/01/2024

CALIFORNIA DEPARTMENT OF GENERAL SERVICES APPROVAL

APPROVED
JUL 19 2024
BHK:abs
OFFICE OF LEGAL SERVICES
DEPT. OF GENERAL SERVICES

EXEMPTION (If Applicable)

EXHIBIT A

~~AUTHORITY, PURPOSE, AND~~ SCOPE OF WORK

1. MB3 Inc. dba Civix, formerly known as GCR Inc., hereafter referred to as the ("Contractor" or "Civix"), agrees to provide to the Department of Housing and Community Development, hereafter referred to as ("HCD" or "Department"), the services ("Work") as described herein. Work will be paid for with Community Development Block Grant National Disaster Resilience ("CDBG-NDR") federal funding awarded by the United States Department of Housing and Urban Development ("HUD") through the National Disaster Resilience Competition ("NDRC").

   HCD's Mission is to promote safe, affordable homes and vibrant, inclusive, sustainable communities for all Californians. The Department of Housing and Community Development values diversity at all levels of the organization and is committed to fostering an environment in which employees and partners from a variety of backgrounds, cultures, and personal experiences are welcomed and can thrive. We believe the diversity of our employees and our partners bring their unique ideas and perspectives that inspire innovative solutions to further our mission.

   In November of 2015, HCD submitted an application for funding under NDRC and was awarded approximately seventy million dollars to implement the Community and Watershed Resilience Program ("Program") consisting of three project activities in Tuolumne County for resilient recovery from the Rim Fire, a federally declared disaster. The Program and its associated activities will assist in community recovery efforts and building resiliency for future disaster events. HCD coordinated the design of the Program and its three activities with 10 different local, state and federal contributors ("Core Team"). Some members of the Core Team will continue to provide guidance and support in the grant implementation processes for the Program and associated project activities. Some of the Core Team members will receive an award of CDBG-NDR funding from HCD ("subgrantee") via grant agreements with HCD. These subgrantees shall be responsible for implementing the three projects and their associated activities. HCD will be responsible to HUD for grant administration and ensuring program and activity compliance with federal laws and regulations associated with CDBG-NDR funding. Contractor shall provide CDBG-NDR Technical Assistance (TA) and training to support HCD and all Subgrantees in implementation of the three project activities.

2. The Work shall be provided onsite at HCD or Grantee offices or remotely as needed by subgrantees and HCD. Work shall be provided during hours of 8:00 am to 5:00 pm, Pacific Time, Monday through Friday, excluding State observed holidays, as applicable.

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3. Reimbursement for Work performed will be done on hourly staff time. No travel, supplies or equipment will be reimbursed under this Agreement.

4. The Representatives during the term of this Agreement will be:

Department of Housing and Community Development	**MB3 Inc. dba** CIVIX
Section/Unit: DFA/Contract Management	Section/Unit: N/A
*Contract Manager: Susan Naramore	Project Manager: Nathan Cataline
Address: ~~2020 West El Camino Avenue, Suite 500~~ **651 Bannon Street, Suite 400**	Address: 3300 W. Esplanade Ave, Suite 400
Sacramento, CA ~~95833~~ **95811**	Metairie, LA 70002
Phone: (916) 263-0371	Phone: (504) 304-0687
Email: Susan.Naramore@hcd.ca.gov	Email: NCataline@gocivix.com

~~*HCD shall have the right to change the Contract Manager from time to time throughout the term of this Agreement. Such change shall not require the consent of Contractor. HCD shall notify Contractor in writing of the name of the new Contract Manager within 30 days of his or her appointment to such position. Such written notice shall constitute an amendment to this Agreement.~~

Both parties will have the right to change the Contract Manager/Representatives from time to time throughout the term of this Agreement. Such change will not require the consent of HCD or the Contractor. The changing party will notify the other party, in writing, of the name of the new Contract Manager/Representative within 30 days of his or her appointment to such position. Such written notice will not constitute, nor require, an amendment to this Agreement.

5. Specifications and Detailed Description of Work

Team of qualified staff: As of the effective date of this Agreement, CIVIX and HCD agreed upon the qualified team of staff listed in Exhibit B, which HCD worked with under the 16-NDR-11271. Resumes of those staff are included in Attachment A of this Agreement. As of the effective date of Amendment 1, CIVIX and HCD have since agreed upon the updated qualified team of staff listed in Exhibit B, and that subcontractors will not be used for remaining work under the Agreement. These staff will be available during the term of this Agreement for work on NDR TA activities.

EXHIBIT A

Tasks listed below are contingent upon the status of the NDR project activity and third parties involved in implementation. Delays in project activity implementation, anticipated or unanticipated, will cause dates of task listed below to be changed. These implementation changes shall not be a cause for an amendment to this Agreement.

A. Tasks Assignment 1: Coordination Meetings:

Contractor Primary staff shall participate in up to ten (10) monthly one-hour coordination meetings with HCD and other NDR Partners. Contractor will generate draft agenda, using HCD format, and provide to meeting attendees 48 hours prior to each meeting. Within 48 hours after a meeting, Contractor will provide detailed follow up notes/action items, using HCD format. Some monthly meetings may not always be necessary or there may be a need for multiple meetings in a month in order to resolve an issue or provide capacity technical assistance. Each meeting will last up to one hour:

1) As needed technical assistance (TA) meetings with HCD staff. HCD staff will set and lead the meeting. CIVIX will provide meeting agendas using HCD template. Agenda will cover specific TA topics and deliverables on overall NDR compliance and each pillar. After meeting, CIVIX will provide meeting notes and action items using HCD template.

2) Bi-Monthly Core Team calls with all NDR Partners. HCD staff will set and lead the meeting. CIVIX will provide agenda and follow up meeting notes. CIVIX staff will join the call and provide guidance, as needed, to the Core Team on CDBG-NDR compliance, as well as advice on managing project implementation and recommending TA and capacity to overcome identified challenges.

3) Monthly Community Resilience Center (CRC) project coordination meetings. Tuolumne County staff will set and lead the meeting. As needed, CIVIX will assist and provide agendas using HCD template. Agenda will cover specific TA topics and deliverables/action items regarding the CRC pre-development, and after CRC approvals, discussions on CRC implementation and compliance. As needed, CIVIX will assist and provide notes with follow action items using HCD template.

4) Monthly Forest and Watershed Health Project (FWHP) coordination meetings. The US Forest Service (USFS) and/or Sierra Nevada Conservancy (SNC) will set and lead the meeting. As needed, CIVIX will provide meeting agendas using HCD template. Agenda will cover TA

EXHIBIT A

topics and deliverables/action items regarding FWHP implementation and compliance. As needed, CIVIX will provide meeting notes and action items using HCD template.

5) Monthly Biomass Utilization Fund (BUF) project coordination meetings. Rural Communities Assistance Corporation (RCAC) and/or SNC will set and lead the meeting. As needed, CIVIX will provide agendas using HCD template. Agenda will cover TA topics and deliverable/action items regarding BUF and how best to address barriers or to facilitate implementation of BUF projects. As needed, CIVIX will provide meeting notes and action items using HCD template.

HCD may increase or reduce the number of monthly meetings, based on HCD staff availability and need.

B. Tasks Assignment 2: Support of HCD and Subgrantees on Federal Overlay Compliance Processes:

Contractor shall work with HCD to ensure that applicable federal overlay compliance standards required for the State of California are met and documented. Follow up from initial overlay compliance technical assistance will be needed to ensure HCD continues with compliance processes and documentation. Contractor will also support subgrantees in their ongoing federal and state compliance processes. This technical assistance includes updated guidance on federal compliance that HUD has changed, via federal register notice, etc. The following is a list of some of the federal overlay compliance processes that HCD anticipates having support on from Contractor:

1) HCD National Environmental Policy Act/California Environmental Quality Act (NEPA/CEQA) environmental review process for FWHP Fuel Break activities, including USFS and Bureau of Land Management (BLM).

2) HCD NEPA/CEQA environmental review process for BUF projects, prior to release of implementation funding.

3) HCD Prevailing Wage compliance documentation process for BUF project construction.

4) HCD and Subgrantee TA on Limited English Proficiency (LEP) plan, Equal Opportunity, Section 504, Section 3, citizen participation.

EXHIBIT A

5) Subgrantee Prevailing Wage process for CRC, BUF and FWHP project activities.

6) Subgrantee Uniform Relocation Act (URA) Real Property Acquisition compliance for CRC and BUF project activities.

C. Tasks Assignment 3: Support of HCD and Subgrantees on Federal Reporting Processes:

Contractor shall work with HCD to ensure that applicable state and federal reports are submitted in a timely fashion. Contractor will also support subgrantees in their ongoing federal reporting processes. This technical assistance includes updated guidance on federal reporting in Disaster Recovery Grant Reporting (DRGR) system. The following is a list of some the federal and state reporting that HCD anticipates having support on from Contractor:

1) Assisting HCD with DRGR data management and reporting for generating accurate timely reports to HUD.

2) Submittal of HCD semi-annual Davis Bacon Labor standards reports to HUD.

3) HCD Annual Plan and Comprehensive Plan (every five years) submitted annually in August.

4) Subgrantees submission of Davis Bacon Labor standards reporting to HCD.

5) Subgrantees submission of Annual Performance Reports (APR) to HCD.

HCD may increase or reduce the number of reports that are supported by the Contractor, based on increased requirements.

D. Tasks Assignment 4: Review of HCD Agreements and Project Documents:

Contractor shall review HCD agreements with subgrantees and consultants. Contractor will review compliance/policy language in these documents prior to execution and implementation. Contractor will review agreement scopes of work for compliance with HUD eligible activity, national objective and eligible costs standards, per the NDRC application and federal regulations. Compliance comments from the Contractor will be incorporated as needed into the final

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documents. The following is a list of some of the documents which HCD anticipates having reviewed by the Contractor:

1) BUF Community Based Development Organization (CBDO) agreements, including eligibility documents for non-profit entities.

2) BUF project funding documents: planning grant program and financing program guidelines; financing securitization agreements.

3) California Conservation Corp (CCC) agreements.

4) County CRC agreements for: real property acquisition, architectural final plans and specifications, construction bid documents, construction agreements and amendments, non-profit lease agreements.

5) USFS contracting documents for FWHP activities.

HCD may increase or reduce the number of reviewed agreements and project documents.

E. Tasks Assignment 5: Subgrantee Procurement Compliance Reviews:

Contractor shall review HCD and Subgrantee procurement processes for compliance with HUD standards prior to procurement execution. CIVIX will review agreements, contracts and program documents CDBG-NDR compliance. Contractor will ensure scopes of work in NDR agreements meet~~s~~ HUD standards contained in the Phase 2 application. HCD will ensure Compliance comments from the Contractor are incorporated. The following is a list of documents which HCD anticipates having to be reviewed by the Contractor:

1) Review and provide guidance to CBDO on three (3) BUF pillar procurements needed for BUF project implementation: business development specialist, environmental review services and labor standards services.

2) Review and provide guidance to County for procurement of appraisal services, real property acquisition and construction services for each CRC.

3) Review of County CRC change orders Cost Reasonableness analysis.

EXHIBIT A

4) Review and guidance on USFS procurements for fuels reduction service contracts, rangeland infrastructure construction contracts, fuel break service contracts, reforestation service contracts.

5) Review USFS change order Cost Reasonableness analysis.

HCD may increase or reduce the number of procurement reviews as needed, based on need for additional procurement work required by HCD or subgrantees.

F. Tasks Assignment 6: Software Support:

As needed, Contractor shall provide support for use of their proprietary software, GrantCentral. Support will allow ease of use by HCD staff and subgrantees. The following is a list of some of the support which HCD anticipates having to be done by the Contractor:

1) Provide minor text and formatting adjustments to software.

2) Provide webinar trainings to HCD and subgrantees on use of GrantCentral to process funds requests, loading performance metrics data and reports.

3) Phone calls with HCD or Partners to review GrantCentral functions and processes.

4) Download all data and documentation from GrantCentral to HCD system for final files of records storage by HCD.

GrantCentral software will be supported to allow for consistent reporting and accounting.

G. Tasks Assignment 7: Obtaining HUD Approval of NDR Amendments and Waivers:

Contractor shall provide support to HCD on submitting action plan amendments and waiver requests to HUD:

1) Substantial amendments NDR Action Plan.

2) Federal Register waiver requests.

EXHIBIT A

CIVIX will assist with generating a suitable justification for each amendment or waiver request, give guidance on public comment and submittal process.

H. Tasks Assignment 8: Assist with Subgrantee Monitoring:

Contractor shall provide support to Subgrantees on monitoring conducted by HCD on an annual basis. The following is a list of some of the support which HCD anticipates having the Contractor complete:

1) Annual webinar trainings on use of updated forms and process for NDR reporting and record keeping in preparation for monitoring.

2) Support HCD staff on annual review process.

3) Support in subgrantee monitoring preparation. Provide guidance on resolution of monitoring issues found with Subgrantees.

Subgrantee monitoring will be done using site visits to review NDR files using HCD monitoring checklists. HCD staff will review NDR documents in the subgrantee's office. HCD staff may also have subgrantee submit documentation for HCD staff to review at their desk.

I. Tasks Assignment 9: Assist with HUD or (OIG) Office of Inspector General Monitoring:

Contractor shall provide support to HCD and subgrantees during preparation for HUD or OIG monitoring. Contractor will provide support during monitoring issue follow up and resolution. The following is a list of some of the support which HCD anticipates having to be done by the Contractor:

1) Review of HCD compliance files prior to HUD or OIG monitoring to identify any gaps in documentation.

2) Review of subgrantee compliance files prior to HUD or OIG monitoring to identify any gaps in documentation.

3) Support HCD and subgrantee responses to HUD monitoring issues.

HUD and OIG monitoring will be done at HCD's office. Contractor staff will come on site and facilitate preparation of files for HCD and subgrantees.

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J. Tasks Assignment 10: Assist HCD with Close out of Subgrantee Agreements and HUD Agreement:

Contractor shall provide support to HCD and subgrantees during preparation for the Agreement Close-out process. Subgrantee close outs will take place after all activities are completed and eligible funds are expended. HUD close out will take place prior to expiration of the HUD grant agreement with HCD. Contractor will provide support during close-out process to ensure HCD reconciliations are completed**,** and final reports are submitted to HUD. The following is a list of some of the support which HCD anticipates having to be done by the Contractor:

1) As needed, develop, implement and review HCD's close out process for subgrantees to ensure all final compliance is documented.

2) As needed, develop, implement and review HCD's close out process for HUD grant to ensure all final steps are taken for grant close out in accordance with HUD standards.

HCD and HUD close outs will be done at HCD's office. Contractor staff facilitate close out reviews offsite.

~~K.~~ **6.** Performance Requirements/Milestones

~~1)~~ **A.** Per Federal Register Notice FR-5936-N-01, all agreements/contracts which are paid for with NDR funding must have performance milestones and penalties. The performance milestones listed below are only for key components of the Work, therefore they do not reflect all Work and deliverables listed above.

~~2)~~ **B.** The following are the performance milestones included in this Agreement:

~~a)~~ **1)** Contractor staff will meet at least monthly, in-person or by phone, with HCD and subgrantees during the term of this Agreement.

~~b)~~ **2)** Within one month of signing this Agreement, Contractor shall complete an evaluation of tasks listed above. Based on the evaluation, Contractor will work with HCD staff to generate a list of priorities for the Tasks in the Work above. Contractor will provide a timeline for completing work based on how the prioritization will allow HCD to meet NDR implementation by September 30, 2022.

EXHIBIT A

~~c)~~ **3)** Within three months of signing this Agreement, Contractor shall have assisted HCD and subgrantees to prepare for HUD monitoring in September 2019.

~~d)~~ **4)** Within six months after execution of this Agreement, Contractor shall assist HCD with reconciling all three data base systems, GrantCentral, CAPES and DRGR so that all systems contain the same terms and similar budgeting systems.

~~e)~~ **5)** Within 12 months after execution of this Agreement, Contractor shall provide TA to HCD and subgrantees which enables annual monitorings to take place per the Tasks described above.

~~f)~~ **6)** Within 18 months after execution of this Agreement, Contractor will evaluate potential waiver requests or action plan amendments needed to facilitate completion of the HUD grant activities.

~~g)~~ **7)** Within 24 months after execution of this Agreement, Contractor will facilitate any waiver needed for lowing expenditure requirement associated with low moderate income national objective compliance.

~~h)~~ **8)** Within 36 months after execution of this Agreement, Contractor will complete capacity building technical assistance needed for NDR grant close out.

~~i)~~ **9)** Within 12 months after effective date of this Amendment 1, Contractor will complete and deliver to HCD a web-based story map for Community and Watershed Resilience Program (CWRP) data.

j) **10)** Within 12 months after execution of this Amendment 1, Contractor will deliver a CRC Toolkit, to include data, information, and narratives for the processes to develop future community resilience centers.

k) **11)** Within 12 months after execution of this Amendment 1, Contractor will deliver a FWHP Toolkit, to include data, information, and narratives for the process of developing future forest and watershed health programs.

EXHIBIT A

~~L.~~ **7.** Performance Penalties

HCD reserves the right to withhold ten percent of Contractor payment amount if any of the performance milestones listed above is not reached. Such retained amount shall be withheld until Contractor documents to the satisfaction of HCD that they have come into compliance with the above performance measures. Contractor shall be excused from the performance obligations of Section **6.A.** ~~K.1~~ above to the extent that Contractor's non-compliance is as the result of HCD failure to perform under this Agreement and such failure prevented contractor from timely satisfying the applicable performance milestone. HCD will use reasonable efforts to ensure subgrantees and their subrecipients and contractors cooperate with Contractor in providing TA and capacity building.

8. Authority to Post Remediated Versions of Agreement

Subrecipient hereby understands and acknowledges that the Department is obligated under federal law to post on the Department's website copies of all CDBG-DR executed contracts. As posted, such contracts must be compliant with federal and state law accessibility laws, including the California Government Code Section 11546.7 (2017 Assembly Bill 434) and the federal Americans with Disability Act, Section 508. The state law is most stringent of the two, so all posted documents must meet Web Content Accessibility Guidelines 2.0 (WCAG 2.0) accessibility level.

A. To comply, the Department must utilize document remediation tools that provide the compliant formatting. All remediation will only change formatting, color schemes, and update any tables so that screen readers can properly read out the content of the table. Thus, during remediation, the appearance of this Agreement may change, but under no circumstances shall any terms or tenets of the Agreement be changed in any way.

B. Additionally, the Department shall offer website visitors the option to receive a scanned, un-remediated copy of this Agreement via email, which option Subrecipient also consents to.

C. The foregoing Subrecipient authorizations apply to both this original Standard Agreement as well as any and all subsequent amendments thereto.

EXHIBIT A

~~M.~~ **9.** Effective Date and Term

~~1)~~ **A.** This Agreement is effective June 28, 2019. The termination date of this Agreement is ~~December 31, 2024~~ **February 28, 2027**, with the option for HCD to extend the term for one additional year**, not to extend past June 27, 2028,** using the same hourly consulting rates in Exhibit B. No services shall be provided before approval by DGS, or after the termination date.

~~2)~~ **B.** HCD reserves the right to amend this Agreement at any time during the term of the Agreement, or extend the term of this Agreement, should it become necessary. Amendments to this Agreement will be in effect upon approval by DGS.

C. No amendment for time, money and/or scope shall be authorized without an approved NCB Justification by Department of General Services, Procurement Division (DGS-PD), Dispute Resolution Unit (DRU).

EXHIBIT B

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Agreement Amount

The total amount of this Agreement shall not exceed: ~~$551,251.00~~ **$838,246.00.**

2. Billing Schedule

HCD is securing CIVIX with subcontractors to provide capacity building for HCD staff and Grantees. Increased capacity will result from training and technical assistance Work provided by CIVIX staff listed below. The Contractor shall provide staff time to complete the tasks listed above over the period of this Agreement at the rates specified below. Per the proposal, the Contractor shall provide a project manager who will serve as the primary coordinator for Contractor's delivery of TA and capacity building under this Agreement. Other CIVIX staff and subcontractor staff listed below shall support the HCD contract manager and be used to directly provide training and technical assistance to HCD, subgrantees and Core Team members.

HCD is also requiring the Contractor to manage a web-based grant management software system, GrantCentral. The Contractor shall provide technical assistance in support of the software as needed to facilitate the completion of the grant.

MB3 Inc. dba CIVIX	**Title**	**Hourly Rate**
Primary Staff:		
Ted Guillot	Project Director	$206.40
Nathan Cataline	Project Manager	$116.57
Adrienne Duncan	Senior Technical Advisor	$116.57
Secondary Staff:		
~~Kesha Simons~~ **Jamiela Sekou**	Senior Technical Advisor	$116.57
Jared Lee	Senior Technical Advisor	$116.57
Diana Searl	Senior Technical Advisor	$116.57
Ella Landis	Senior Technical Advisor	$116.57
Angie Traill	Senior Technical Advisor	$116.57
~~Melissa Campbell~~	~~Senior Technical Advisor~~	~~$116.57~~
Lois Colson	Senior Technical Advisor	$116.57

EXHIBIT B

Annie Stocklin	Senior Technical Advisor	$116.57
Allison Ulrich	Senior Technical Advisor	$116.57
Patricia Weisner	Senior Technical Advisor	$116.57
Chad Carson	Senior Technical Advisor	$116.57
Simone Flores	Senior Technical Advisor	$116.57
Michele Plaugic	Senior Technical Advisor	$116.57
Patrick Roberts	**Senior Technical Advisor**	**$116.57**
Kevin Viola	Data Analyst	$83.00
Megan Hruska	Analyst	$80.00
Shannon Cronin	**Analyst**	**$80.00**

3. Invoicing and Payment

A. For services satisfactorily rendered, and upon receipt and approval of monthly Funds Request forms with invoices and documentation of staff time and materials, HCD agrees to compensate the Contractor the monthly invoice amount. Contractor and HCD will use a task assignment billing schedule to track Work and ensure there is sufficient funding under this Agreement to complete all Tasks prior to expiration of HUD NDR funding.

All supplies, travel and staff time costs are included in the above hourly rates. Because successful implementation of Work under this Agreement is based on key "Primary Staff" listed above, these staff shall not have any substitutions made without a formal written approval. CIVIX Secondary support staff may be charged under this Agreement and these staff may be substituted without formal written HCD approval, but they will not be used in place of key staff listed above.

B. Invoices must include this Agreement number and an invoice number. Handwritten Agreement number is not acceptable.

C. Invoices shall be submitted not more frequently than monthly, in arrears, through the online eCivis Grants Network portal at https://gn.ecivis.com/GO/gn_home

4. Budget Contingency Clause

A. All agreements/contracts, except for State construction projects that are funded in whole or in part by the Federal government, must contain a 30-day cancellation clause and the following provisions:

EXHIBIT B

1) It is mutually understood between the parties that this contract may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds to avoid program and fiscal delays that would occur if the contract were executed after that determination was made.

2) This contract is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the fiscal year**s** 2018-2019**, 2022-2023, and 2023-2024** for the purpose of this program. In addition, this contract is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this contract in any manner.

3) The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this contract shall be amended to reflect any reduction in funds.

4) The Department has the option to invalidate the contract under the 30-day cancellation clause or to amend the contract to reflect any reduction in funds.

B. Exemptions from provisions 4.A.1) through 4.A.4) above may be granted by the Department of Finance provided that the director of the State agency can certify in writing that Federal funds are available for the term of the contract.

C. GC § 8546.4(e) provides that State agencies receiving Federal funds shall be primarily responsible for arranging for Federally required financial and compliance audits, and shall immediately notify the Department of Finance, the State Auditor, and the State Controller when they are required to obtain Federally required financial and compliance audits.

D. It is mutually agreed that if the Budget Act and/or HUD's award to HCD of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the contract, this Agreement shall be of no further force and effect. In this event, HCD shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.

E. If funding for any fiscal year is reduced or deleted by the Budget Act and/or HUD's award to HCD for purposes of this Agreement, HCD shall have the option to either cancel this Agreement with no liability occurring to HCD or offer an

EXHIBIT B

Agreement amendment to Contractor to reflect the reduced amount.

5. Prompt Payment Clause

~~Reimbursement Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.~~

Payment will be made in accordance with Chapter 4.5 (commencing with Section 927) of Part 3 of Division 3.6 of Title 1 of the Government Code.

EXHIBIT D

HCD ADDITIONAL CONTRACT TERMS

1. Interpretation

In the interpretation of this Agreement, any inconsistencies between the State of California General Terms and Conditions (GTC - 04/2017) and the terms of this Agreement and exhibits or attachments shall be resolved in favor of the GTC – 04/2017.

2. Contract Manager

HCD may change the Contract Manager by notice given to the Contractor at any time by the Director of HCD or by his/her designee.

3. Publications and Reports

A. Unless otherwise provided for in this Agreement, Contractor shall:

1) Incorporate any comments or revisions required by the State into any publication or report and shall not publish any material until it receives final written State approval.

2) Furnish two copies of each publication and report required plus one reproducible original.

B. Illustrations, maps and graphs in summaries and publication and reports shall be developed in a manner which allows the complete illustration to be contained on a single 8-1/2 by 11 page unless specific written approval is given to the contrary.

C. Graphs, illustrations and printed materials shall be printed in a single color throughout each publication unless prior written State approval is granted.

D. Contractor's name shall appear only on the cover and title page of publications and reports and summaries. Covers and title pages will read as follows:

DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
TITLE OF PUBICATION
BY (CONTRACTOR)

E. The State reserves the right to use and reproduce all publications and reports and data produced and delivered pursuant to this Agreement.

EXHIBIT D

F. In the publication and/or report are prepared by nonemployees of HCD, it shall contain the numbers and dollar amounts of all contracts and subcontracts relating to the preparation of the report in a separate section of the report (Government Code Section 7550).

4. Progress Reports

Except as otherwise specified, in writing, by HCD, Contractor shall provide for a progress report in writing, or orally if approved by the Contract Manager, at least once a month. This progress report shall include, but not be limited to, a statement that the Contractor is or is not on schedule, any pertinent reports or interim findings, and an opportunity to discuss any difficulties or special problems so that remedies can be developed as soon as possible.

5. Presentation

Upon request, Contractor shall meet with HCD to present any findings, conclusions and recommendations required per this Agreement.

6. Report Delivery

All reports, or other communications except invoices, are to be delivered to the Contract Manager, as outlined in Exhibit A.4.

7. HCD Staff

HCD staff shall be permitted to work side by side with Contractor's staff to the extent and under conditions that may be directed by the Contract Manager. In this regard, HCD staff will be given access to all data, working papers, etc., which Contractor may seek to utilize.

8. Confidentiality of Data and Documents

A. Contractor will not disclose data or documents or disseminate the contents of the final or any preliminary report without the express prior written permission of the Contract Manager.

B. Permission to disclose information or documents on one occasion, or public hearings held by HCD relating to the same, shall not authorize Contractor to further disclose such information or documents on any other occasion.

C. Contractor will not comment publicly to the press or any other media regarding its data or documents, or HCD's actions on the same, except to HCD staff,

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Contractor's own personnel involved in the performance of this Agreement, or at a public hearing, or in response to questions from a legislative committee.

D. If requested by HCD, the Contractor shall require each of its employees or officers, who will be involved in the performance of this Agreement, to agree to the above terms in a form to be approved by HCD and shall supply HCD with evidence thereof.

E. To the extent that HCD has approved the use of subcontractors in this Agreement, Contractor shall include in its agreements with each approved subcontractor the foregoing provisions related to the confidentiality of data and the non-disclosure of the same.

F. 90 days after any data or documents submitted has become a part of the public records of the State, Contractor may, if it wishes to do so at its own expense and upon written approval by the Contract Manager, publish or utilize the same but shall include the following legend:

Legal Notice

This report was prepared as an account of work sponsored by HCD but does not necessarily represent the views of HCD or any of its employees except to the extent, if any, that it has formally been approved by HCD. For information regarding any such action, communicate directly with HCD at P.O. Box 952050, Sacramento, California, 94252-2050. Neither HCD nor the State of California, nor any officer or employee thereof, or any of its contractors or subcontractors makes any warranty, express or implied, or assumes any legal liability whatsoever for the contents of this document, nor does any party represent that use of the data contained herein would not infringe upon privately owned rights.

9. Provisions Relating to Data

A. "Data" as used in this Agreement means recorded information, regardless of form or characteristics, of a scientific or technical nature. It may be, for example, document research, experimental, developmental or engineering work; or be used to define a design or process; or support a premise or conclusion asserted in any deliverable document called for by this Agreement. The data may be graphic or pictorial delineations in media, such as drawings or photographs, charts, tables, mathematical modes, collections, extrapolations of data or information, etc. It may be in machine form, punched cards, magnetic tape, computer printouts, or retained in computer memory.

B. "Proprietary data" is such data as the Contractor has identified in a satisfactory manner as being under Contractor's control prior to commencement of performance of this Agreement and which has been reasonably demonstrated as

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being of a proprietary force and effect at the time this Agreement is commenced.

C. "Generated data" is that data which a Contractor has collected, collated, recorded, deduced, read out or postulated for utilization in the performance of this Agreement. Any electronic data processing program, model or software system developed or substantially modified by the Contractor in the performance of this Agreement at State expense, together with complete documentation thereof, shall be treated in the same manner as generated data.

D. "Deliverable data" is that data which under terms of this Agreement is required to be delivered to the State. Such data shall be property of the State.

E. "Generated data" shall be the property of the State unless and only to the extent that it is specifically provided otherwise herein.

F. As to generated data which is reserved to the Contractor by express terms and as to any preexisting or proprietary data which has been utilized to support any premise, postulate or conclusion referred to or expressed in any deliverable hereunder, Contractor shall preserve the same in a form which may be introduced in evidence in a court of competent jurisdiction at Contractor's own expense for a period of not less than three years after receipt by the State of the final report or termination of this Agreement and any and all amendments hereto, or for three years after the conclusion or resolution of any and all audits or litigation relevant to this Agreement, whichever is later.

G. Prior to the expiration of such time and before changing the form of or destroying any such data, Contractor shall notify the State, in writing, of any such contemplated action. The State may within 30 days after said notification determine whether it desires said data to be further preserved and, if State elects, the expense of further preserving said data shall be paid for by State. Contractor agrees the State shall have unrestricted reasonable access to the same during said three-year period and throughout the time during which said data is preserved in accordance with this Agreement, and Contractor agrees to use best efforts to furnish competent witnesses or identify such competent witnesses to testify in any court of law regarding said data.

10. Amendments

Amendments to this Agreement are allowed and shall follow the rules and guidelines outlined in the State Contracting Manual (SCM) Vol 1, including but not limited to the following:

A. The time for performance of the tasks and items within the budget may be changed with prior written approval of the Contract Manager. However, the term of this Agreement or contract amount may only be changed by formal

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amendment.

B. HCD reserves the right to amend this Agreement at any time during this Agreement term, should it become necessary to complete the agreed upon Work outlined in the Original Agreement and upon approval by HCD/DGS.

C. The amendment may add funds and/or extend the term of this Agreement for additional time.

D. Dollar amount and timeframe shall be determined based on the procurement method used.

11. Approval of Product

Each product to be approved under this Agreement shall be approved by the Contract Manager. HCD's determination as to satisfactory work shall be final absent fraud, mistake or arbitrariness.

12. Substitutions

Contractor's key personnel as indicated in its proposal may not be substituted without prior Contract Manager's written approval. Notice to either party may be given by first class mail properly addressed, postage fully prepaid, to the address beneath the name of each respective party. Such notice shall be effective when received as indicated by post office records. Alternatively, notice may be given by personal delivery by any means whatsoever to the party and such notice shall be deemed effective when delivered.

13. Waiver

No waiver of any breach of this Agreement shall be held to be a waiver of any other or subsequent breach. All remedies afforded in agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided therein or by law. Failure of State to enforce at any time the provisions of this Agreement, or require at any time performance by

Contractor of any provisions shall in no way be construed to be a waiver of such provisions not to affect the validity of this Agreement or the right of the State to enforce said provisions.

14. Agreement is Complete

Other than as specified herein, no document or communication passing between the parties hereto shall be deemed a part of this Agreement.

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15. Captions

The clause headings appearing in this Agreement have been inserted for the purpose of convenience and ready reference. They do not purport to and shall not be deemed to define, limit or extend the scope or intent of the clauses to which they pertain.

16. Public Hearings

If public hearings on the subject matter dealt with in this Agreement are held within one year from this Agreement's expiration date, the Contractor shall make available to testify the personnel assigned to this Agreement at the hourly rates specified in the Contractor's proposed budget. The State will reimburse Contractor for travel of said personnel at the contract rates for such testimony, as may be requested by the State.

17. Force Majeure

Neither party shall be liable to the other for any delay in or failure of performance, nor shall any such delay in or failure of performance constitute default, if such delay or failure is caused by "Force Majeure." As used in this section, "Force Majeure" is defined as follows: Acts of war and acts of God such as earthquakes, floods, and other natural disasters such that performance is impossible.

18. Permits and Licenses

Contractor shall procure and keep in full force and effect during the term of this Agreement all permits, registrations and licenses necessary to accomplish the work specified in this Agreement and give all notices necessary and incident to the lawful prosecution of the work. Contractor shall keep informed of, observe, comply with, and cause all of its agents and employees to observe and comply with all prevailing Federal, State, and local laws, and rules and regulations made pursuant to said Federal, State, and local laws, which in any way affect the conduct of the work of this Agreement. If any conflict arises between provisions of the plans and specifications and any such law above referred to, then the Contractor shall immediately notify the State in writing.

19. Litigation

The State, promptly after receiving notice thereof, shall notify the Contractor in writing of the commencement of any claim, suit, or action against the State or its officers or employees for which the contractor must provide indemnification (refer to GTC-04/2017) under this Agreement. To the extent permitted by law, the State shall authorize the Contractor or its insurer to defend such claims, suits, or actions and shall provide it or its insurer, at the Contractor's expense, information and assistance both necessary and available for such defense. The failure of the

EXHIBIT D

State to give such notice, information, authorization or assistance, shall not relieve the Contractor of its indemnification obligations. The Contractor shall immediately notify the State of any claim or action against it, which affects or may affect this Agreement, the terms and conditions hereunder, or the State, and shall take such action with respect to said claim or action which is consistent with the terms of this Agreement and the interest of the State.

20. Insurance Requirements

A. The Contractor shall not commence performance, on-site at any HCD property, under this Agreement until the Contractor has provided HCD with a certificate of insurance stating that there is liability insurance presently in effect for the Contractor with a Combined Single Limit (CSL) of not less than $1M per occurrence and the following:

1) Commercial General Liability: $1M per occurrence bodily injury, property damage and products and completed operations, $2M general aggregate.

The certificate holder should be:

California Department of Housing and Community Development
651 Bannon Street, Suite 400
Sacramento, CA 95811

~~2020 West El Camino Avenue~~
~~Sacramento, CA 95833~~

2) Description of Operations should read:

The certificate of insurance must include the following provision: *The State of California, its officers, agents, employees, and servants are included as additional insureds, but only with respect to work performed for HCD under this contract.*

3) The Contractor shall provide written notice to HCD within two (2) business days of any cancellation, non-renewal, or material change that affects required insurance coverage.

4) Contractor must maintain Worker's Compensation insurance for all employees that are participating in the work contemplated by this Agreement.

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21. Severability

If any provision of this Agreement is held invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision of this Agreement and remainder of this Agreement shall remain in full force and effect. Therefore, the provisions of this Agreement are and shall be deemed to be severable.

22. Disputes

A. Except as otherwise provided in this Agreement, any dispute arising under or relating to the performance of this Agreement, which is not disposed of by mutual agreement of all parties shall be decided via a two-tier resolution process. First, the parties with a dispute will present their dispute documentation to the Contract Manager for review and resolution. If the dispute cannot be resolved by the Contract Manager, then it will be presented to HCD's Deputy Director or designated Executive staff. The decision of the Deputy Director/Executive staff shall be final, conclusive and binding on both parties.

B. Contractor shall continue to perform its obligations under this Agreement during any dispute, unless HCD directs otherwise.

C. In the event of any litigation, proceeding or dispute arising out of this Agreement or the need to interpret any language or provision of this Agreement, California law will apply and California courts will decide all such matters as the exclusive forum for such matters.

23. Suspension or Termination

A. Suspension of Work:

The Director or Acting Director of HCD, or his/her designee, by written order may suspend the work of the Contractor, or any portion thereof, for any period up to ninety (90) days, as the Director or his/his designee may deem necessary and for any reason. Any equitable adjustment shall be made in the delivery schedule or contract price, or both, and this Agreement shall be modified in writing accordingly if the stop work order results in an increase in the time required for, or in the Contractor's cost properly allowable to, the performance of any part of this Agreement. In any event, the final total of additional payments shall not exceed the sum provided for in this Agreement unless this Agreement is amended in writing in advance.

B. Termination at Option of State:

This Agreement may be terminated at any time, in whole or in part, upon ten (10) calendar day's written notice by the State, for any reason. Upon receipt of a termination notice, Contractor shall promptly discontinue all services affected

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unless the notice specifies otherwise.

In the event the State terminates all or a portion of this Agreement for any reason, it is understood that the State will provide payment to Contractor for satisfactory services rendered and reasonable expenses incurred prior to the termination of this Agreement, and for reasonable expenses incurred by the Contractor prior to said termination, which are not included in charges for services rendered prior to termination, and which could not by reasonable efforts of Contractor have been avoided, but not in excess of the maximum contract amount.

C. Termination for Default:

The Director or his/her designee may, by three-day written notice to the Contractor, and without any prejudice to HCD's other rights or remedies, terminate this Agreement in whole or in part because of the failure of the Contractor to fulfill its contract obligations. Upon receipt of any notice terminating this Agreement in whole or in part, the Contractor shall (1) immediately discontinue all services affected (unless the notice directs otherwise); and (2) deliver to the State's Contract Manager all data, reports, summaries, and such other information and materials as may have been accumulated by the Contractor in performing under this Agreement, whether completed or in progress. In such an event, the State shall pay the Contractor only the reasonable values of the services rendered to date. At the sole discretion of the State, the State may offer an opportunity to cure any breach(es) prior to terminating for a breach.

D. Termination Due to Bankruptcy:

In the event proceedings in bankruptcy are commenced by or against the Contractor, or the Contractor is adjudged bankrupt or a receiver is appointed, the Contractor shall notify the State immediately in writing and State may terminate this Agreement and all further rights and obligations by giving three (3) days' notice in writing in the manner specified herein.

E. Convenience:

If after notice of termination for failure to fulfill contract obligations, it is determined that the Contractor had not so failed, the termination shall be deemed to have been made for the convenience of the State.

F. Cumulative Remedies:

The rights and remedies of the State provided in this Agreement are in addition to any other rights and remedies provided by law.

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G. Completion:

In the event of termination for default, the State reserves the right to take over and complete the work by contract or other means. In such case, Contractor is liable to State for any additional costs incurred by the State to complete the work.

24. Public Contract Code

The Contractor is advised that provisions of Public Contract Code Sections 10355 through 10382 pertaining to the duties, obligations and rights of a consultant service contractor are applicable to this Agreement.

25. Evaluation of Contractor's Performance

The Contractor's performance under this Agreement will be evaluated by the State upon completion of this Agreement. A copy of the written evaluation will be maintained in this Agreements file and may be submitted to the Department of General Services, Office of Legal Services.

26. Priority Hiring Considerations for Contracts Exceeding $200,000.00

If this Agreement includes services in excess of $200,000.00, the Contractor shall give priority consideration in filling vacancies in positions funded by this Agreement to qualified recipients of aid under Welfare and Institutions Code Section 11200, in accordance with Public Contract Code §10353.

27. Potential Subcontractors

A. Nothing contained in this Agreement or otherwise, shall create any contractual relation between the State and any subcontractors, and no subcontract shall relieve the Contractor of its responsibilities and obligations hereunder. Contractor agrees to be fully responsible to the State for the acts and omissions of its subcontractors and persons either directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by the Contractor.

B. No work shall be subcontracted without the prior written approval of the State. Upon the termination of any subcontract, State shall be notified immediately. Any subcontract shall include all the relevant terms and conditions of this Agreement and its attachments in addition to any other relevant terms and conditions.

C. Contractor's obligation to pay its subcontractors is an independent obligation from the State's obligation to make payments to the Contractor. As a result, the State shall have no obligation to pay or to enforce the payment of any moneys to any subcontractor. Contractor represents that it has or shall secure at its own

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expense, all staff required to perform the services described in this Agreement. Such personnel shall not be employees of or have any contractual relationship with any governmental entity.

D. When subcontractors are used, HCD will pay the Contractor who, in turn, will be responsible for paying the subcontractor directly. Subcontractor fees and costs are included in the "total" price of this Agreement.

E. If subcontractor(s) fails to execute a portion of the work in a satisfactory manner, the Contractor shall immediately remove the subcontractor, upon written request from the Contract Manager. Said subcontractor may not be employed for another portion of this Agreement. The Contract Manager will not entertain requests to arbitrate disputes between the Contractor and subcontractor concerning performance of their contract duties.

F. Contractor shall not substitute a subcontractor in place of another without prior notification and written approval from the Contract Manager. All requests to substitute a subcontractor must be submitted in writing to the Contract Manager, along with documentation to support the substitution.

28. Disabled Veteran Business Enterprises (DVBE)

If required in the Bid package and subsequent agreement, Contractor shall comply with the DVBE participation goal, in accordance with the provisions of Public Contract Code §10115 et seq.

29. Conflict of Interest Clause

A. Purpose

The purpose of this clause is to ensure that the Contractor (1) is not biased, or in any way appears to be biased, in the performance of its duties under this Agreement due to any financial, contractual, organizational, or other interests or relationships relating to the nature of the work it is performing under this Agreement, (2) does not receive any improper gain or financial or other benefits as a result of performing the work required by this Agreement, and (3) does not obtain any unfair competitive advantage over other parties by virtue of its performance of this Agreement.

B. Conflicts of Interest

Contractor represents, warrants, and covenants to HCD as follows:

1) **No Current or Prior Conflicts of Interest**. Contractor has no business, professional, personal, or other interests or relationships, including but not

EXHIBIT D

limited to, the representation of current or prior clients, that would conflict in any manner or degree with the performance of Contractor's obligations under this Agreement.

2) **Prohibition on Conflicts**. Neither the Contractor, nor its staff or agents, will engage in conduct that would constitute a conflict of interest, whether actual, potential, or perceived, during the term of this Agreement.

3) **Notice of Conflict**. If any actual or potential conflict of interest arises under this Agreement, Contractor shall immediately inform HCD in writing of such conflict and HCD shall be entitled to exercise its rights and remedies under subsection (d) below.

4) **Termination for Material Conflict**. If in the sole and absolute discretion of HCD a material conflict of interest exists that in HCD's opinion would negatively impact or call into question the performance of Contractor's duties under this Agreement, or that would give rise to the appearance of a material conflict of interest on the part of Contractor, HCD may elect to terminate this Agreement upon written notice to Contractor. Such termination shall be effective upon the receipt of such notice by Contractor.

30. Executive Order N-6-22 – Russia Sanctions

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

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CDBG-NDR TERMS AND CONDITIONS

1. Required Insurance Certificates

A. Prior to executing this Agreement, the Contractor shall provide the Department with current insurance coverage certificates evidencing the following types of insurance as required by federal and California regulations:

1) Worker's compensation insurance.

2) Annual commercial general liability Insurance for a minimum amount of $1,000,000.

B. Such insurance shall be in force during the entire term of this Agreement, shall be the Contractor's sole cost, and shall be in such amounts as the Department deems necessary.

2. Required Dun and Bradstreet DUNS Number

Prior to executing the Agreement, Contractor shall provide Contract Manager with the current DUNS number for their company and any subcontractors. HUD requires all grantees, state recipients, subrecipients and contractors to provide DUNS numbers for their agency.

3. Debarment and Suspension

Per Executive Orders 12549 and 12689 and 2 CFR 180.220, a contract award must not be made to parties listed on the government wide exclusion System for Award Management (SAM). Prior to award of any contracts or subcontracts under this Agreement, contractors and subcontractors will have their debarred status checked on the government wide exclusions in the SAM.

4. Required Federal Language from 2 CFR Part 200 Appendix II

The Department is required to have this language in all CDBG agreements. The Department is also requiring all other state agencies, state recipients and subrecipients who are using CDBG funding to have this language in their agreements.

A. Remedies: Contracts for more than the simplified acquisition threshold (currently $150,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms and provide for such sanction and penalties as appropriate. See Agreement Exhibit A.~~I~~ **6**. for performance requirements and penalties language. See Exhibit D.~~21~~ **23**. for legal remedies for breach of contract.

B. Termination for Cause and Convenience: See Agreement Exhibit D.23, Suspension or Termination language.

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C. Non-Discrimination Language from 41 CFR Part 60-1.4(b):

Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled “Equal Employment Opportunity”, as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60).

D. Clean Air Act and the Federal Water Pollution Control Act:

This Agreement is subject to the requirements of the Clean Air Act (42 USC 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended. Any contracts or subgrants made under this agreement, in excess of $150,000 must contain this provision. Contractor agrees to comply with all applicable standards, orders or regulations issues pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Any violations of this act will be reported to the Department of Housing and Urban Development and the Regional Office of the Environmental Protection Agency (EPA).

E. Byrd Anti-Lobbying Amendment

Per the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) -- All contractors that apply or bid for an award exceeding $100,000 must file the required certification. The Contractor must certify that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other contract award covered by the above referenced Amendment. The Contractor must also disclose any lobbying with non-Federal fund that take place in connection with obtaining any Federal award.

F. Procurement of Recovered Materials

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and

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establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

G. Rights to Inventions Made Under a Contract or Agreement

If a Federal award meets the definition of "funding agreement" under 37 CFR 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of recipient or subrecipient must comply with requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements, "and any implementing regulation issued by the awarding agency.

5. Conflict of Interest of Members, Officers, or Employees of Contractors, Members of Local Governing Body, or Other Public Officials

Pursuant to 24 CFR 570.489(g) and (h), 2 CFR Part 570, and 24 CFR 85.36(b)(3), no member, officer, or employee of the Jurisdiction, or its designees or agents, no member of the Governing Body of the locality in which the program is situated, and no other public official of such locality or localities who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract or agreement with respect to a CDBG-assisted activity or its proceeds, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one (1) year thereafter. The Jurisdiction shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this Section. It is further required that this stipulation be included in all subcontracts to this contract.

6. Conflict of Interest of Certain Federal Officials

No member of or delegate to the Congress of the United States, and no resident commissioner, shall be admitted to any share or part of this Agreement or to any benefit to arise from the same. The Jurisdiction shall report all perceived or actual conflicts of interest cases to the State for review before financial benefits are given.

7. Compliance with State and Federal Laws and Regulations

The Contractor is responsible for compliance with all applicable Federal or State laws, Executive Orders, and regulations of the CDBG NDRC program.

EXHIBIT E

A. The Contractor agrees to comply with all State laws and regulations that pertain to construction, health and safety, labor, fair employment practices, equal opportunity, and all other matters applicable to the contractor, its subcontractors, and any other State provisions as set forth in this Agreement.

B. The Contractor agrees to comply with all federal laws and regulations applicable to the CDBG Program, NDRC appropriation and to the activity(ies), and with any other federal provisions as set forth in this Agreement.

8. Access to Records and Record Retention

Access by HCD or other state agency or subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

All records must be retained by the Contractor for no less than three years after receiving final payment from HCD and all other pending matters are closed.

9. Energy Policy and Conservation Act

This Agreement is subject to mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

10. Administrative and National Policy Requirements

Certain Administrative and National Policy Requirements apply to all HUD programs, including the NDRC NOFA, for a complete list of these requirements; see the NDRC NOFA and federal registers on HUD's website. Any party involved in the CDBG-NDR project, whether directly or indirectly, must agree to provide any information HCD requires in order to meet the aforementioned administrative and national policy requirements.

11. Use of Funds

The Appropriations Act made funds available for necessary expenses related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the most impacted and distressed areas resulting from a major disaster declared pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1974 (42 U.S.C. 5121 et seq.) (Stafford Act), due to Hurricane Sandy and other eligible events in calendar years 2011, 2012, and 2013. The Appropriations Act requires funds to be used only for specific disaster-related activities and administration of those activities.

EXHIBIT E

12. Applicable Statutory and Regulatory Requirements

A. All recipients of CDBG-NDR grants are subject to: (1) the requirements of the Appropriations Act; (2) the Fiscal Year (FY) 2014 Notice of Funding Availability for National Disaster Resilience Competition (CDBG-NDR NOFA), including all appendices and incorporated portions of the FY 2014 General Section (as amended); and (3) applicable regulations governing the CDBG program at 24 CFR part 570, unless modified by waivers and alternative requirements published by HUD in this NOFA or other applicable Federal Register Notices.

B. Federal Register FR-5936-N-01, contains the requirements applicable to Community Development Block Grant (CDBG) funds made available by the Disaster Relief Appropriations Act, 2013 (Public Law 113-2, approved January 29, 2013) (**Appropriations Act**) and awarded under the National Disaster Resilience Competition as CDBG National Disaster Resilience (CDBG-NDR) grants.

C. Note that the Office of Management and Budget (OMB) recently published Guidance for Uniform Administrative Requirements 2 CFR Part 200. These Cost Principles and Audit Requirements for Federal Awards will update 24 CFR parts 84 and 85 and supersede the Circulars listed in the Technical Correction to the FY 2014 General Section. HUD has published conforming changes to its CDBG program regulations on December 7, 2015 (80 FR 75931), that updated CDBG program regulations to reflect references to appropriate sections of 2 CFR part 200. The effective date of HUD's conforming rule is January 6, 2016 and this Agreement is subject to all these updated publications and rules.

13. Dispute Resolution

Filing of disputes will take place per guidance given in Exhibit D, Section ~~22~~ **21**. Upon receipt of a written appeal from Contractor, HCD and Grantee, second level supervisors agree to meet to attempt to resolve the dispute. If HCD and Grantee second level supervisors fail to reach an agreement on the disputed matter, parties agree to prepare a joint memorandum describing the following:

A. The nature of the dispute;

B. The resolution preferred by each party;

C. Pros and cons to the preferred resolutions;

D. Alternative solutions; and

EXHIBIT E

E. A date by which the issue should be resolved, not to exceed 30 calendar days (10 working days from notification of HUD) from the date memorandum is completed.

The memorandum is to be submitted to HCD's current HUD representative within 15 calendar days from date the second step is completed. The HUD representative will determine if the recommended solutions create compliance issues with HUD and HCD grant agreement and will provide the HUD determination to HCD and Contractor.

TED GUILLOT

DIRECTOR

Ted Guillot serves as the Director of GCR's Community Planning & Resilience Division. Over the past several years, Ted has partnered with local and state governments in the design and implementation of innovative disaster recovery projects and programs aimed at creating more resilient communities. Ted's work includes leading GCR's team that supported several jurisdictions in HUD's National Disaster Resilience Competition, during which he served as a facilitator and subject matter expert at the Rockefeller Foundation's Resilience Academies.

Ted specializes in integrating traditional project management with regulatory compliance best practices through the creation of organizational frameworks, work plans, and functional toolkits that guide the administration of complex recovery and resilience-building initiatives. Prior to joining GCR, Ted worked at the Louisiana Housing Corporation where he directed the design and administration of over $800 million in CDBG-DR funded disaster recovery programs that addressed the state's recovery needs following Hurricanes Katrina, Rita, Gustav, Ike, and Isaac.

QUALIFICATIONS

- Over 12 years of experience managing complex projects and programs.
- Provides direct technical assistance to state and local governments on federal regulatory compliance and grants management best practices.
- Proficient in the design and implementation of innovative programs that leverage multiple funding sources.
- Skilled in collaborating with various stakeholder groups to identify priorities and build consensus on how best to address community development needs.

EDUCATION

Bachelor of Arts, English, 2004
Bachelor of Arts, Spanish, 2004
Louisiana State University

RELEVANT PROJECT EXPERIENCE

State of California CDBG-DR Pre-Award Disaster Recovery Support

Client: State of California Department of Housing and Community Development

Description: The State of California was awarded $212 million in HUD CDBG-DR funds in response to wildfires, mudslides, and debris flows that occurred in October and December 2017. Immediately following the funding announcement, the State brought on GCR to provide full-scale pre-award support. Specific efforts have included the development of the Financial Certifications package and Implementation Plan, drafting administrative policies and procedures relative to key internal controls, and providing technical assistance on best practices for standing up a new disaster recovery unit within the department. In addition, GCR led the effort to draft the State's CDBG-DR Action Plan, which included a disaster-wide data collection effort to assess impacts and unmet recovery needs, multiple rounds of stakeholder engagement and public meetings, program design and development, grant expenditure projections, and close coordination with local governments throughout the process. The GCR team is also working with the State relative to the anticipated allocation of CDBG-MIT (mitigation) funding, ensuring clarity relative to applicable rules and regulations, eligible uses, and project selection criteria.

Project Role: Ted serves as GCR's project director for this assignment. His role includes overall project management and coordination,

regulatory compliance support to the State and its subrecipients, guiding the design and implementation of a functional organizational framework, and supporting the State in the program's overall approach and vision.

LA SAFE Program

Client: State of Louisiana Office of Community Development – Disaster Recovery Unit
Description: Louisiana Strategic Adaptations for Future Environments (LA SAFE) seeks to address increased flooding risks and vulnerabilities associated with coastal degradation and subsidence at the community level. Through the initiative, the state developed adaptation strategies for six coastal parishes in southeast Louisiana from which it made strategic investments in pilot projects or programs. GCR's role as Parish Captain for Jefferson and St. Tammany parishes focused on data collection, analysis, and outreach. Our team gathered key quantitative data sets and conducted qualitative research to understand historical trends, project future conditions, and develop parish and community level narratives to inform citizen-led discussions in a series of public meetings. In addition, GCR was responsible for coordination with parish leadership, elected officials, local philanthropic and non-profit organizations, and other stakeholders.
Project Role: Ted serves as GCR's project director for this assignment. His role includes overall project management and coordination, outreach facilitation, interfacing with key stakeholders, and supporting the state in the program's overall approach and vision.

Louisiana Flood Recovery Support

Client: Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU) (Baton Rouge, LA)
Description: In anticipation of an initial allocation of HUD CDBG-DR funding in response to the Great Floods of 2016, OCD-DRU engaged GCR to support its efforts in several areas critical to the development of the overall plan to initiate recovery activities and the design of the state's specific recovery programs. Specific tasks included the development of an initial CDBG-DR Action Plan that outlined Louisiana's plan to utilize an initial allocation of $438M as well as an Action Plan Amendment following a second allocation of more than $1.2B, supporting the production of the Program Manual for the state's Restore Louisiana Homeowner Program, and supporting OCD-DRU's public engagement efforts related to the initial Action Plan and Action Plan Amendment. The GCR team has continued to support OCD-DRU in the development of recovery programs and Action Plan amendments.
Project Role: Ted leads GCR's team supporting OCD-DRU, working in close coordination with state staff and leadership on the successful execution of the full scope of services and timely completion of all project deliverables.

City of New Orleans National Disaster Resilience Implementation

Client: City of New Orleans
Description: GCR serves as the primary outside advisor to the City of New Orleans for the implementation of its $141 million CBDG-NDR award to develop the Gentilly Resilience District, an initiative focused on water management and economic opportunity in a low-lying area of New Orleans. GCR's role includes a variety of components ranging from detailed project coordination, stakeholder engagement, financial analytics, program design and CDBG-NDR regulatory compliance support.
Project Role: Ted leads all aspects of GCR's assignment, including advising the City on policy and program development based on best practices and CDBG-NDR regulations.

NATHAN CATALINE

PROJECT MANAGER

Nathan Cataline leads the delivery of support to communities in the areas of policy, planning, and analytics within GCR's Community Planning and Resilience division. His specialties include housing, community development, neighborhood revitalization, and resilience planning – all with a focus on creating healthy, vibrant neighborhoods. Nathan has eleven years of professional and academic experience in urban and regional planning and policy analysis, and he brings a wealth of experience in community engagement, meeting facilitation, coalition building, and values based communications. His skills include data analysis, Geographic Information Systems, policy research, and program implementation. Prior to joining GCR, Nathan worked with statewide housing advocacy organizations in Louisiana and California and led vacant property planning efforts for community development organizations in the City of Detroit.

QUALIFICATIONS

- Community development and revitalization
- Provides Technical Assistance for HUD Grant programs including CDBG, CDBG-DR, CDBG-NDR and HOME

EDUCATION

Master of Urban Planning, 2009
University of Michigan
Ann Arbor, MI

B.A., American Studies, 2007
University of California, Santa Cruz
Santa Cruz, CA

HUD HOME

REGISTRATIONS/CERTIFICATIONS

FEMA Certifications
IS-100B - Introduction to Incident Command System (ICS)
IS-200B - ICS for Single Resources and Initial Action Incidents
IS-700A – National Incident Management System (NIMS) Introduction
IS-800B – National Response Framework Introduction

RELEVANT PROJECT EXPERIENCE

State of California CDBG-DR Pre-Award Disaster Recovery Support

Client: State of California Department of Housing and Community Development

Description: The State of California was awarded $212 million in HUD CDBG-DR funds in response to wildfires, mudslides, and debris flows that occurred in October and December 2017. Immediately following the funding announcement, the State brought on GCR to provide full-scale pre-award support. Specific efforts have included the development of the Financial Certifications package and Implementation Plan, drafting administrative policies and procedures relative to key internal controls, and providing technical assistance on best practices for standing up a new disaster recovery unit within the department. In addition, GCR led the effort to draft the State's CDBG-DR Action Plan, which included a disaster-wide data collection effort to assess impacts and unmet recovery needs, multiple rounds of stakeholder engagement and public meetings, program design and development, grant expenditure projections, and close coordination with local governments throughout the process. The GCR team is also working with the State relative to the anticipated allocation of CDBG-MIT (mitigation) funding, ensuring clarity relative to applicable rules and regulations, eligible uses, and project selection criteria.

Project Role: Nathan serves as GCR's project manager for this assignment. His role includes overall project management and coordination, supporting outreach and engagement efforts, guiding

the design and implementation of a functional organizational framework, and supporting the State in the program's overall approach and vision.

State of California National Disaster Resilience Implementation

Client: State of California Department of Housing and Community Development

Description: GCR serves as the primary outside advisor to the State of California for the implementation of its $70 million CDBG-NDR award to develop and implement its Community and Watershed Resilience Program. The program consists of three pillars: forest and watershed health, a biomass and wood products facility, and a community resilience center. GCR's scope of work includes support across a number of areas, including technical assistance to the State and its subrecipients, project design, project implementation support, compliance monitoring, and overall program management support.

Project Role: Nathan serves as GCR's project manager for this assignment. His role includes overall project management and coordination, guiding the design and implementation of a functional organizational framework, and supporting the State in the program's overall approach and vision.

Jefferson Parish CDBG/CDBG-DR Program Management Support

Client: Jefferson Parish Government

Description: GCR is providing overall program management support to the Jefferson Parish Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. Included in the scope is specific guidance related to regulatory compliance in support the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. GCR's work has included a full assessment of the Parish's program management operations to identify areas in need of improvement, the development of policies and procedures for specific recovery programs and overall grants administration, and training staff on best practices and regulatory requirements.

Project Role: Nathan supports all regulatory compliance aspects of the project.

Louisiana Flood Recovery Support

Client: Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU) (Baton Rouge, LA)

Description: In anticipation of an initial allocation of HUD CDBG-DR funding in response to the Great Floods of 2016, OCD-DRU engaged GCR to support its efforts in several areas critical to the development of the overall plan to initiate recovery activities and the design of the state's specific recovery programs. Specific tasks included the development of an initial CDBG-DR Action Plan that outlined Louisiana's plan to utilize an initial allocation of $438M as well as an Action Plan Amendment following a second allocation of more than $1.2B, supporting the production of the Program Manual for the state's Restore Louisiana Homeowner Program, and supporting OCD-DRU's public engagement efforts related to the initial Action Plan and Action Plan Amendment. The GCR team has continued to support OCD-DRU in the development of recovery programs and Action Plan amendments.

Project Role: Nathan supports the development of the Action Plan and Action Plan Amendments, focusing on data collection and analysis, GIS mapping analysis, and community outreach efforts.

CDBG-DR Program Design and Management

Client: Terrebonne Parish Consolidated Government

Description: This is a CDBG-DR grant program for multi-family housing in Terrebonne Parish using CDBG-DR funds from Hurricanes Gustav and Ike. The program is modeled off of the State Road Home Piggyback Program, where CDBG funds are structured as loans to fill development gaps and will be repaid from cash flow. Manage $5.7 million in CDBG-DR funds for Terrebonne Parish to build 82 units of workforce housing including Section 3 and Davis-Bacon reporting, managing subcontractors, and meeting all federal and state requirements.

Project Role: Nathan coordinated all aspects of the pre-development and construction phases of the project. He oversaw CDBG-DR, Section 3, and Davis-Bacon reporting, managed subcontractors, and worked with the developer and parish to meet all federal state and parish requirements.

ADRIENNE DUNCAN

SENIOR TECHNICAL ADVISOR

Adrienne Duncan serves as GCR's lead subject matter expert on federal regulatory compliance. Her recent work includes supporting recovery and resilience-building efforts in New York, California, Virginia, Tennessee, Jefferson and St. Tammany parishes in Louisiana, and Springfield, Massachusetts. During her time in New York, Adrienne developed implementation procedures for many of the state's disaster recovery programs and played a significant role in the development and submission of Action Plan amendments. Adrienne provided assistance on the New York Rising Housing Programs, Community Reconstruction, Infrastructure and Economic Development Programs and created and has delivered trainings on CDBG-DR and CDBG-NDR requirements for multiple local and state government agencies.

Prior to her role at GCR, she worked with the Louisiana Office of Community Development and Louisiana Recovery Authority.

QUALIFICATIONS

- 10 years of experience working in disaster recovery projects
- Provides technical assistance for implementation and design of federal disaster recovery programs
- Nationally recognized subject matter expert on federal regulations that govern HUD CDBG-DR funding
- Delivers trainings to state and local governments on key regulatory requirements

EDUCATION

Bachelor of Arts, History, 2005
Louisiana State University

TRAINING

HUD HOME

REGISTRATIONS/CERTIFICATIONS

Real Estate License, 2006
Burk Baker School of Real Estate

RELEVANT PROJECT EXPERIENCE

State of California CDBG-DR Pre-Award Disaster Recovery Support

Client: State of California Department of Housing and Community Development

Description: The State of California was awarded $212 million in HUD CDBG-DR funds in response to wildfires, mudslides, and debris flows that occurred in October and December 2017. Immediately following the funding announcement, the State brought on GCR to provide full-scale pre-award support. Specific efforts have included the development of the Financial Certifications package and Implementation Plan, drafting administrative policies and procedures relative to key internal controls, and providing technical assistance on best practices for standing up a new disaster recovery unit within the department. In addition, GCR led the effort to draft the State's CDBG-DR Action Plan, which included a disaster-wide data collection effort to assess impacts and unmet recovery needs, multiple rounds of stakeholder engagement and public meetings, program design and development, grant expenditure projections, and close coordination with local governments throughout the process. The GCR team is also working with the State relative to the anticipated allocation of CDBG-MIT (mitigation) funding, ensuring clarity relative to applicable rules and regulations, eligible uses, and project selection criteria.

Project Role: Adrienne serves as a Senior Grant Manager for this assignment. Her role includes leading the development of administrative policies and procedures, Financial Certifications package, and Implementation Plan, providing regulatory guidance, outreach facilitation,

interfacing with key stakeholders, Action Plan development, and supporting the state in its overall approach and vision for recovery.

State of California National Disaster Resilience Implementation

Client: State of California Department of Housing and Community Development
Description: GCR serves as the primary outside advisor to the State of California for the implementation of its $70 million CDBG-NDR award to develop and implement its Community and Watershed Resilience Program. The program consists of three pillars: forest and watershed health, a biomass and wood products facility, and a community resilience center. GCR's scope of work includes support across a number of areas, including technical assistance to the State and its subrecipients, project design, project implementation support, compliance monitoring, and overall program management support.
Project Role: Adrienne serves as GCR's regulatory compliance subject matter expert for this assignment. She provides technical assistance and delivers trainings to the state and its subrecipients, develops administrative and programmatic policies and procedures, and authors detailed guidance on complex regulatory matters.

Jefferson Parish CDBG/CDBG-DR Program Management Support

Client: Jefferson Parish Government
Description: GCR is providing overall program management support to the Jefferson Parish Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. Included in the scope is specific guidance related to regulatory compliance in support the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. GCR's work has included a full assessment of the Parish's program management operations to identify areas in need of improvement, the development of policies and procedures for specific recovery programs and overall grants administration, and training staff on best practices and regulatory requirements.
Project Role: Adrienne serves as the Project Manager. She provides on-site policy and implementation guidance to the parish as well as oversees the daily management aspects of the project. Additionally, Adrienne is responsible for delivering program policy and procedures, programmatic guidelines, and additional tools to ensure compliant program implementation. Adrienne also trains the parish staff on best practices for designing and implementing CDBG and CDBG-DR funded programs.

State of New York Storm Recovery Management Support

Client: New York Governor's Office of Storm Recovery
Description: GCR provided technical assistance services to GOSR to support the State's successful recovery from Hurricanes Sandy, Irene and Tropical Storm Lee. GCR led operational development processes, HUD regulations compliance, program design, policy and procedure development, program implementation, and supported the State's reporting needs.
Project Role: Adrienne provided leadership and support to all aspects of GCR's assignment in New York, including advising the State on policy, program development, implementation, HUD CDBG-DR regulations and compliance across all programs. She has developed implementation procedures for many of the state's disaster recovery programs. In addition, she played a significant role in the submission of all of the state's action plan amendments as well as coordination of weekly technical assistance from HUD for New York State. She provided assistance on the Community Reconstruction Program, New York Rising Housing Programs, Infrastructure and Economic Development Programs and also created and delivered training on CDBG-DR requirements.

Louisiana Flood Recovery Support

Client: Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU) (Baton Rouge, LA)
Description: In anticipation of an initial allocation of HUD CDBG-DR funding in response to the Great Floods of 2016, OCD-DRU engaged GCR to support its efforts in several areas critical to the development of the overall plan to initiate recovery activities and the design of the state's specific recovery programs. Specific tasks included the development of an initial CDBG-DR Action Plan that outlined Louisiana's plan to utilize an initial allocation of $438M as well as an Action Plan Amendment following a second allocation of more than $1.2B, supporting the production of the Program Manual for the state's Restore Louisiana Homeowner Program, and supporting OCD-DRU's public engagement efforts related to the initial Action Plan and Action Plan Amendment. The GCR team has

continued to support OCD-DRU in the development of recovery programs and Action Plan amendments.
Project Role: Adrienne led the development of the Action Plan and Action Plan Amendment as well as the Program Manual for the state's Restore Louisiana Homeowner Program.

HUD Community Compass – Puerto Rico CDBG-DR Technical Assistance

Client: U.S. Department of Housing and Urban Development
Description: GCR is part of a team of firms providing technical assistance to Puerto Rico's Department of Housing in support of the launch of its CDBG-DR funded programs. GCR's role has included drafting administrative policies and procedures, performing cost estimates for procurement activities and generally supporting procurement efforts, and assisting with program design and development. In addition, GCR personnel have developed and conducted trainings for Puerto Rican personnel on a broad spectrum of key topics, ranging from financial management to the fundamentals of CDBG-DR funding.
Project Role: Adrienne serves as a Senior Grant Manager for this assignment. Her role includes project management and coordination, providing regulatory guidance, developing and delivering trainings, and supporting program design efforts.

DIANA SEARL

SENIOR TECHNICAL ADVISOR

Diana Searl brings a comprehensive understanding of affordable and disaster assistance housing programs. During her career, Diana has seen every aspect of the affordable housing process, from contractor to developer to federal program compliance. A graduate from the prestigious Gerald R. Ford School of Public Policy and later the Massachusetts Institute of Technology, Diana combines her practical experience with a world class education and extensive training in ArcGIS, STATA, and InDesign. Diana brings a specialty in green building concepts, revitalization initiatives, and resiliency to the GCR team. Diana has demonstrated exceptional leadership as Interim Executive Director of Project Homecoming, overseeing a groundbreaking acquisition and merger between two housing non-profit organizations.

QUALIFICATIONS

- Over 8 years of experience in federally funded housing recovery programs
- In depth knowledge of every aspect and role of affordable housing, from construction to compliance
- Extensive experience closing CDBG grants, including HOME funded projects
- Managed over 40 volunteers to complete rehabilitation projects
- Fluent in Spanish

EDUCATION

Master's in City Planning, 2016, Massachusetts Institute of Technology – Cambridge, MA

B.A. in Public Policy, 2009, University of Michigan Gerald R. Ford School of Public Policy – Ann Arbor, MI

RELEVANT PROJECT EXPERIENCE

Jefferson Parish HUD Program Technical Assistance Support

Client: Jefferson Parish Government

Description: GCR is providing overall program management support to the Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. The scope includes regulatory compliance support for the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. GCR's has conducted a full assessment of program operations to identify areas for improvement, the development of policies and procedures for specific programs and overall grants administration, and training staff on best practices and regulatory requirements.

Project Role: Diana provides regulatory compliance support, program design and development, program administration and management (for Façade Improvement Program), audit compliance and income verification trainings.

East Baton Rouge Redevelopment Authority – Technical Assistance

Client: East Baton Rouge Redevelopment Authority (EBBRA)

Description: The East Baton Rouge Redevelopment Authority (EBRRA) selected GCR to assist with the development of East Baton Rouge's 2018 Action Plan. GCR is providing administrative oversight and budget preparation tasks, linking one-year action plan projects to the objectives and outcomes developed for the consolidated plan. GCR reviewed and evaluated responses to Requests for Proposals (RFPs) from prospective subrecipients, developers, and community partners. Additional program tasks include overall regulatory and statutory HUD compliance reviews; drafting a proposed budget with conceptual and detailed estimating based on prior year funding allocations; completing subsidy layering analysis for HOME project awards; and preparing

documents in compliance with federal, state and local regulations, guidelines, policies and procedures on behalf of EBRRA.

Project Role: Diana supports all aspects of the project, leading fiscal management efforts, developing documentation required for grant implementations, and providing guidance on key grant requirements.

East Baton Rouge Office of Community Development Grant Management Assistance

Clients: Parish of East Baton Rouge and City of Baton Rouge

Description: GCR serves at the primary outside advisor to the Parish of East Baton Rouge and the City of Baton Rouge for the implementation of HUD grants, including the federal HOME program. GCR's role includes providing technical knowledge and expertise in the administration of HUD grants; specifically, file review and maintenance, project implementation, and grants management support.

Project Role: While Diana is involved in many areas of project implementation, she focuses on ensuring compliance for HOME developer agreements

City of New Orleans National Disaster Resilience Implementation

Client: City of New Orleans

Description: GCR is the primary outside advisor to the City of New Orleans for the implementation of its $141 million CDBG-NDR award to develop the Gentilly Resilience District, an initiative focused on water management and economic opportunity in a low-lying area of New Orleans. GCR's role includes a variety of components ranging from detailed project coordination, stakeholder engagement, financial analytics, project design and CDBG-NDR regulatory support.

Project Role: Diana provides CDBG Basics training support and Federal Procurement training support.

RELEVANT PRIOR EXPERIENCE

Affordable Housing Developer

Client: Project Homecoming Incorporated – New Orleans

Roles and Responsibilities: Diana served in multiple capacities at Project Homecoming, a New Orleans-based affordable housing developer. As Director of Operations and Real Estate Development, Diana oversaw four real estate development lines: HOME and Federal Home Loan Bank Funded Owner-Occupied Rehabilitation projects, CDBG funded Affordable Homeownership with Energy Star v3.0 certification, Historic Tax Credit and HOME funded Scattered Site Rentals, and Private Construction where Project Homecoming acted as General Contractor. Diana was the lead on funding, financing, pipeline development, compliance and reporting, pre-development due diligence, and disposition on over twenty-five homeownership units. Diana successfully acted as liaison and mediator between funders, clients, and staff, including ensuring Section 3 compliance was maintained and that all payments and reimbursement requests were fulfilled.

ELLA (CAMBURNBECK) LANDIS

SENIOR TECHNICAL ADVISOR

Ella Camburnbeck is an experienced disaster recovery professional. Her specialties include project management, community outreach, application development, project scheduling, environmental review, and CDBG project administration.

Prior to joining GCR, Ella worked with the Louisiana Office of Community Development – Disaster Recovery Unit where she addressed continued recovery issues related to the aftermaths of Hurricanes Katrina, Rita, Gustav, Ike, and Isaac as well as long term comprehensive planning and resilience goals. She provided concentrated technical assistance to State Grantees in the execution of HUD and FEMA funded Recovery Grants. Ella also has a background in historic preservation and is a section 106 and LEED certified professional.

QUALIFICATIONS

- 9 years of experience in disaster recovery projects
- Experience in CDBG project administration
- Has provided technical assistance on the execution of HUD and FEMA funded Recovery Grants

EDUCATION

Masters, Historic Preservation, 2010
Tulane University
New Orleans, LA

Bachelors, Urban Design and Environmental Planning, 2008
University of Virginia

CERTIFICATIONS

LEED certified

RELEVANT PROJECT EXPERIENCE

State of California CDBG-DR Pre-Award Disaster Recovery Support

Client: State of California Department of Housing and Community Development

Description: The State of California was awarded $212 million in HUD CDBG-DR funds in response to wildfires, mudslides, and debris flows that occurred in October and December 2017. Immediately following the funding announcement, the State brought on GCR to provide full-scale pre-award support. Specific efforts have included the development of the Financial Certifications package and Implementation Plan, drafting administrative policies and procedures relative to key internal controls, and providing technical assistance on best practices for standing up a new disaster recovery unit within the department. In addition, GCR led the effort to draft the State's CDBG-DR Action Plan, which included a disaster-wide data collection effort to assess impacts and unmet recovery needs, multiple rounds of stakeholder engagement and public meetings, program design and development, grant expenditure projections, and close coordination with local governments throughout the process. The GCR team is also working with the State relative to the anticipated allocation of CDBG-MIT (mitigation) funding, ensuring clarity relative to applicable rules and regulations, eligible uses, and project selection criteria.

Project Role: Ella serves as a Senior Grant Manager for this assignment. Her role includes Action Plan development, program design, and regulatory compliance support.

City of New Orleans National Disaster Resilience Implementation

Client: City of New Orleans

Description: GCR serves as the primary outside advisor to the City of New Orleans for the implementation of its $141 million CBDG-NDR award to develop the Gentilly Resilience District, an initiative focused on water management and economic opportunity in a low-lying area of New Orleans. GCR's role includes a variety of components ranging from detailed project coordination, stakeholder engagement, financial analytics, program design and CDBG-NDR regulatory compliance support.
Project Role: Ella serves as grants manager.

Jefferson Parish Program Management Support

Client: Jefferson Parish Government
Description: GCR is providing overall program management support to the Jefferson Parish Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. Included in the scope is specific guidance related to regulatory compliance in support the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. GCR's work has included a full assessment of the Parish's program management operations to identify areas in need of improvement, the development of policies and procedures for specific recovery programs and overall grants administration, and training staff on best practices and regulatory requirements.
Project Role: Ella's responsibilities include the assessment of Department policies, procedures, and program files; development of an Administration Guide and individual guides tailored to each program within the Department ensuring CDBG compliance; and coordination of Department staff to determine and implement short-term and long-term goals.

Louisiana Flood Recovery Support

Client: Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU) (Baton Rouge, LA)
Description: In anticipation of an initial allocation of HUD CDBG-DR funding in response to the Great Floods of 2016, OCD-DRU engaged GCR to support its efforts in several areas critical to the development of the overall plan to initiate recovery activities and the design of the state's specific recovery programs. Specific tasks included the development of an initial CDBG-DR Action Plan that outlined Louisiana's plan to utilize an initial allocation of $438M as well as an Action Plan Amendment following a second allocation of more than $1.2B, supporting the production of the Program Manual for the state's Restore Louisiana Homeowner Program, and supporting OCD-DRU's public engagement efforts related to the initial Action Plan and Action Plan Amendment. The GCR team has continued to support OCD-DRU in the development of recovery programs and Action Plan amendments.
Project Role: Ella serves as Senior Grant Manager for this project, supporting

RELEVANT PRIOR EXPERIENCE

Consultant to the Louisiana State Office of Community Development New Orleans Office

Client: Louisiana State Office of Community Development
Role/responsibilities: Ella addressed continued recovery issues throughout the State of Louisiana, as well as long term comprehensive planning and resiliency goals through Parish and community outreach. She provided concentrated technical assistance to Grantees to execute HUD and FEMA funded Recovery Grants including application development, project scheduling, environmental review, CDBG project administration, and RFP execution and advertisement.

Megan Hruska

Grant Manager

Megan Hruska, MPA, has over 8 years of experience administering federal grant programs, 5+ years of which has been focused on a combination of CDBG, CDBG-DR, and CDBG-MIT. Her experience includes program design, implementation, oversight, cross-cutting requirements, federal regulations, community outreach and stakeholder engagement, project management, development of programmatic policies and procedures, monitoring and compliance, grant management system development, and training. She has served as the subject matter expert on environmental standards, procurement, financials, audit, monitoring, and funding solicitation requirements. Her prior work as included delivering CDBG training and technical assistance, as well as, developing and implementing processes to create efficiencies while maintaining grantee compliance. Prior to joining Civix she served as the policies and procedures expert for the development and implementation of an online grants management system.

QUALIFICATIONS

- Over 5 years of CDBG grant management experience
- Developed and led trainings on CDBG requirements for subrecipients
- Served as subject matter expert for environmental standards, Section 3, and 2 CFR 200 financial, procurement, and audit requirements

EDUCATION & TRAINING

- Master of Public Affairs, Policy Analysis, 2019, Indiana University – O'Neill School of Public and Environmental Affairs, Indianapolis, IN
- Graduate Certificate, Public Management, 2018, Indiana University – O'Neill School of Public and Environmental Affairs, Indianapolis, IN
- Bachelor of Arts, History, 2012, Indiana University, Bloomington, IN

RELEVANT PROJECT EXPERIENCE

State of California Grant Management Services

Client: State of California Department of Housing and Community Development (HCD)
Description: The State of California Department of Housing and Community Development received $250 million in CDBG-DR and CDBG-MIT funding as a result of disasters occurring in 2017. Civix, along with a team of subcontractors, is providing grant management services across the full spectrum of administrative and programmatic aspects of the grant, including project management and oversight, grant administration, and program design and management. Specific efforts include standing up HCD's single family housing, multi-family housing, and infrastructure recovery programs, developing and launch of HCD's CDBG-MIT programs, establishing financial controls, developing and implementing a compliance monitoring plan, and training and capacity building for HCD staff and its subrecipients. Civix's team of CDBG-DR subject matter experts work side-by-side with HCD personnel to establish administrative and programmatic policies and procedures, efficiently develop programs so they can be launched, and engage with subrecipients to ensure they are prepared to administer CDBG-DR funding and complete grant-funded projects in a timely and compliant manner.
Project Role: Megan serves as a Grant Manager for this assignment, leading the work on program design, launch, and implementation of the state's mitigation planning and public services competitive awards for the project.
Project Dates: October 2019 – October 2025
Reference: Susan Naramore, Senior Specialist – Disaster Recovery; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; Susan.Naramore@hcd.ca.gov; (916) 263-0371

RELEVANT PRIOR EXPERIENCE

Indiana Office of the Lieutenant Governor

Responsibilities: Megan served as *Senior CDBG Grant Manager* and maintained the following responsibilities:

- Collaborated with agency staff to design, evaluate, and update grant applications and guidelines
- Developed scoring processes, monitoring criterion, and systems for program evaluation
- Established written procedures for both federal and state grant programs in coordination with state agencies
- Developed and delivered training courses for external customers related to grant protocols and technical assistance

Megan served as *CDBG Program Manager* and maintained the following responsibilities:

- Managed compliance for Indiana's State CDBG Program by developing and executing systems to monitor projects from award through implementation and completion related to environmental standards, release of funds, Section 3, and 2 CFR 200 financial, procurement, and audit requirements
- Interpreted and advised grantees on NEPA, policy, and procedural requirements as the CDBG Environmental Specialist while assessing internal performance for compliance
- Analyzed data, policies, procedures, and grant implementation methods
- Created and implemented corrective actions and updated process for grantee audits and closeout

EMPLOYMENT HISTORY

Civix, Grant Manager
May 2020 – Present

Office of the Lieutenant Governor of Indiana, Senior CDBG Grant Manager
2019 – May 2020

Office of the Lieutenant Governor of Indiana, CDBG Program Manager
2017 – 2019

Indiana Department of Education, Grant Specialist
2015 – 2017

Indiana Department of Education, Executive Assistant
2013 – 2015

Indiana Housing and Community Development Authority, Constituent Liaison and Communications Specialist
2013 – 2013

Indiana Department of Education

Responsibilities: Megan served as *Grant Specialist* and maintained the following responsibilities:

- Managed a $20 million federal grant program according to state and federal regulations, including review and approval of applications or amendments and oversaw administration of a $10 million grant funding competition
- Organized and facilitated trainings, workshops, webinars, and conference sessions
- Implemented an organizational structure and streamlined internal processes for improved program support
- Coordinated a revision of grant documents and processes to comply with new Federal laws and regulations

Annie Stocklin

Planner

Annie Stocklin is an experienced planner dedicated to the projects and communities she serves. She is highly awarded for her research and academic work in Economics and Community & Regional Planning. Additionally, Annie brings a knowledge of various coding languages, as well as design and analytics software.

RELEVANT PRIOR EXPERIENCE

Development Coordinator / Our House

Role / Responsibilities: Annie served as a Development Coordinator and maintained the following responsibilities:

- Streamlined and automated stewardship processes through Raiser's Edge to better segment and market to donors for homeless services nonprofit

Dates: December 2019 - 2021

Planner 1 / City of Brookhaven

Role / Responsibilities: Annie served as Planner 1 and maintained the following responsibilities:

- Communicated with cities around the country (Portland, Austin, Atlanta) to research and draft first ordinance on shared dockless mobility
- Presented on future of small vehicle mobility to City Council, Mayor, and Planning Commission
- Created affordable housing resource page and researched best practices for community retention and anti-displacement programs
- Evaluated the goals of affordability, housing diversity, human-scale development, and increased walkability for first zoning rewrite in Brookhaven's history

Dates: December 2017 – February 2019

Outreach Team / Georgetown TX Bicycle Plan

Role / Responsibilities: Annie served on the outreach team and maintained the following responsibilities:

- Helped conduct in-person and online campaign to successfully collect 920 survey responses from Georgetown residents concerning aspirations for citywide bicycle infrastructure
- Built qualitative research skills in analyzing surveys using R

Dates: Fall 2016

QUALIFICATIONS

- Over four years of planning experience
- Skilled in InDesign, Illustrator, Photoshop, Excel, ArcGis, Google Analytics, HTML/CSS, and Wordpress

EDUCATION & TRAINING

- Master's in Community & Regional Planning, 2017, UT Austin
- B.A. in Anthropology, Business Administration, Economics, 2014, University of Georgia

AWARDS

- UT Graduate Student Fellowship - Full Tuition Waiver
- UGA Terry Excellence Award for Outstanding Achievement in Economics
- UGA Economics Senior Thesis Award Nomination
- UGA Charter Scholarship
- Zell Miller Scholarship Recipient
- UGA Honors Program

ANGIE TRAILL

SENIOR TECHNICAL ADVISOR

Angie Traill serves as a subject matter expert on federal regulatory compliance. Her areas of focus include financial management, labor and wage regulations, compliance monitoring, and developing administrative policies and procedures. Prior to joining GCR, she served as a Grants Project Manager for St. Tammany Parish, Louisiana. Angie led the oversight for the annual allocation of $2.5 million from HUD. She played a significant role in the development and submission of the Annual Action Plan and has led monitoring of multiple HUD funded grant programs.

QUALIFICATIONS

- 8 years of experience working with federal grants
- Experience with the design and oversight of federally funded programs
- Expert in HUD compliance and monitoring
- Labor Compliance expert (including Davis Bacon Compliance)
- Experience with Community Development Block Grant-Disaster Recovery funding

EDUCATION

Masters of Public Administration, George Washington University
Bachelor of Arts, Communication Studies, Seattle University

RELEVANT PROJECT EXPERIENCE

California CDBG-DR Action Plan and Technical Assistance

Client: State of California Department of Housing and Community Development

Description: The State of California was awarded $212 million in HUD CDBG-DR funds in response to wildfires, mudslides, and debris flows that occurred in October and December 2017. Immediately following the funding announcement, the State brought on GCR to provide full-scale pre-award support. Specific efforts have included the development of the Financial Certifications package and Implementation Plan, drafting administrative policies and procedures relative to key internal controls, and providing technical assistance on best practices for standing up a new disaster recovery unit within the department. In addition, GCR led the effort to draft the State's CDBG-DR Action Plan, which included a disaster-wide data collection effort to assess impacts and unmet recovery needs, multiple rounds of stakeholder engagement and public meetings, program design and development, grant expenditure projections, and close coordination with local governments throughout the process. The GCR team is also working with the State relative to the anticipated allocation of CDBG-MIT (mitigation) funding, ensuring clarity relative to applicable rules and regulations, eligible uses, and project selection criteria.

Project Role: Angie serves as a Senior Grant Manager for this assignment. Her role includes providing regulatory guidance, Action Plan development, and program design.

HUD Community Compass – Puerto Rico CDBG-DR Technical Assistance

Client: U.S. Department of Housing and Urban Development

Description: GCR is part of a team of firms providing technical assistance to Puerto Rico's Department of Housing in support of the launch of its CDBG-DR funded programs. GCR's role has included drafting administrative policies and procedures, performing cost estimates for procurement activities and generally supporting procurement efforts, and assisting with program design and development. In addition, GCR personnel have developed and

conducted trainings for Puerto Rican personnel on a broad spectrum of key topics, ranging from financial management to the fundamentals of CDBG-DR funding.

Project Role: Angie services as a Senior Grant Manager for this assignment. Her role includes the development of regulatory trainings, supporting procurement efforts, and supporting the development of project deliverables.

Jefferson Parish CDBG/CDBG-DR Program Management Support

Client: Jefferson Parish Government

Description: GCR is providing overall program management support to the Jefferson Parish Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. Included in the scope is specific guidance related to regulatory compliance in support the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. GCR's work has included a full assessment of the Parish's program management operations to identify areas in need of improvement, the development of policies and procedures for specific recovery programs and overall grants administration, and training staff on best practices and regulatory requirements.

Project Role: Angie supports multiple areas of GCR's assignment, including the development of policies and procedures and monitoring program implementation for compliance with regulatory requirements.

East Baton Rouge Redevelopment Authority – Technical Assistance

Client: East Baton Rouge Redevelopment Authority (EBBRA)

Description: The East Baton Rouge Redevelopment Authority (EBRRA) selected GCR to assist with the development of East Baton Rouge's 2018 Action Plan. GCR is providing administrative oversight and budget preparation tasks, linking one-year action plan projects to the objectives and outcomes developed for the consolidated plan. GCR reviewed and evaluated responses to Requests for Proposals (RFPs) from prospective subrecipients, developers, and community partners. Additional program tasks include overall regulatory and statutory HUD compliance reviews; drafting a proposed budget with conceptual and detailed estimating based on prior year funding allocations; completing subsidy layering analysis for HOME project awards; and preparing documents in compliance with federal, state and local regulations, guidelines, policies and procedures on behalf of EBRRA.

Project Role: Angie supported regulatory compliance matters across the project. She provides guidance on key grant requirements and assists in the development of the Annual Action Plan and other project deliverables.

RELEVANT PRIOR EXPERIENCE

St. Tammany Parish Government

Description: The St. Tammany Grants Department is responsible for the design and oversight of the parish's annual allocation of HUD grants, including CDBG, HOME, Community Services Block Grant, and Emergency Shelter Grants Program and its CDBG-DR allocation. The department leads program design and implementation oversight and monitoring and compliance of federal grants, including programmatic, financial, and labor compliance.
Role: Angie served as a Grants Project Manager where she was fiscally responsible for community-supportive grant programs. Angie was responsible for preparing grant applications, award budgets, contracts and Parish Council resolutions; preparing and reviewing procurement documents; reviewing and approving invoices charged to grant funds; and managing grant funding drawdowns. Angie presented monthly grant reports and financial ~~status reports and assists in the Department of Grants year-end Single Audit Report for all federal Grants.~~

JARED LEE

SR. GRANT MANAGER

Jared Lee is a proficient Disaster Recovery professional who possesses over 11 years of experience working with recovery programs. Prior to his work with GCR, Jared served as Disaster Recovery Programs Manager with State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit (OCD-DRU) where he led a group of 11 project managers in providing CDBG-DR technical assistance and grants management guidance to over 50 unique grantees. He managed 15 disaster recovery programs with budgets ranging from $10 million to over $500 million and processed monthly expenditures at a rate of roughly $6 - $8 million per month. Utilizing self-imposed deadlines, Jared and his team provided the U.S. Housing and Urban Development (HUD) with creative mechanisms to begin closing out the remaining recovery programs under Hurricanes Katrina/Rita and Gustav/Ike by the end of 2022.

QUALIFICATIONS

- Over 11 years of disaster recovery experience
- Experienced managing multiple recovery projects simultaneously
- Worked on State of Louisiana's Action Plan and amendments to HUD for Disaster Recovery Programs

EDUCATION AND TRAINING

- B.A. Anthropology, minor in Sociology, 2006
  Tulane University
  New Orleans, LA

REGISTRATIONS/CERTIFICATIONS

- National Development Council – Economic Development Finance Professional (EDFP)

EMPLOYER DATES AND NAMES

- GCR Inc, Senior Technical Advisor, July 2019
- State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit, Disaster Recovery Team Programs Manager; Team Lead – Infrastructure; Specialist – Infrastructure; Analyst – Homeowners, October 2012 – July 2019
- The Shaw Group, Community Development Compliance Specialist – Environmental & Infrastructure, June 2010 – September 2012

PRIOR WORK EXPERIENCE

Recovery Programs Manager

Client: State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit (OCD-DRU)
Role: Responsible for managing the design, implementation and supervision of all assigned economic and infrastructure recovery programs – this involves development of program guidelines and internal policies, resolution of complex, long-standing issues with grantees, oversight with ongoing status of program budget projections and expenditures, and approving requests for reimbursements and/or project/program applications or amendment.
Reference: Jeff Haley, Chief Operating Officer; 617 N. Third Street Baton Rouge, LA 70801; (225) 219-9600; jeff.haley@la.gov

Disaster Recovery Team Lead - Infrastructure

Client: State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit (OCD-DRU)
Role/Responsibilities: Responsible for monitoring the quantitative and qualitative performance of a team of four OCD-DRU project managers to ensure the continued success of assigned CDBG-DR Programs – this involves assisting the DR Manager in creating and maintaining records of allocations, obligations, budgets, projections and expenditures for all assigned programs and projects.
Reference: Jeff Haley, Chief Operating Officer; 617 N. Third Street Baton Rouge, LA 70801; (225) 219-9600; jeff.haley@la.gov

Disaster Recovery Specialist - Infrastructure

Client: State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit (OCD-DRU)
Role/Responsibilities: Tasked with managing infrastructure projects of assigned grantees, which includes reviewing and approving requests for payments on

EMPLOYER DATES AND NAMES (CONTINUED)

- Hammerman & Gainer, Inc., Analyst – Eligibility & Benefit Determination, March 2009 – June 2010
- ICF International, Team Lead/Subject Matter Expert

project invoices, reviewing project amendments for budget revisions or changes to the scope of work, and providing technical assistance to local officials in the form of verbal and written communiqué which cites applicable federal rules and regulations.
Reference: Jeff Haley, Chief Operating Officer; 617 N. Third Street Baton Rouge, LA 70801; (225) 219-9600; jeff.haley@la.gov

Disaster Recovery Analyst - Homeowners

Client: State of Louisiana, Division of Administration Office of Community Development-Disaster Recovery Unit (OCD-DRU)
Role/Responsibilities: Oversaw, monitored, and evaluated the administration of long-term housing and disaster housing programs to ensure compliance with state and federal regulations. Tasked to revise and implement housing recovery program policies and procedures regarding restrictive land covenants on grant recipients' properties – this included working with general counsel on preparing and reviewing legal documents as well as drafting policy and procedural clarification memorandums for review and execution by the OCD-DRU Director.
Reference: Jeff Haley, Chief Operating Officer; 617 N. Third Street Baton Rouge, LA 70801; (225) 219-9600; jeff.haley@la.gov

Community Development Compliance Specialist – Environmental & Infrastructure

Client: The Shaw Group
Role/Responsibilities: Provided technical assistance regarding CDBG programs for housing and land activities (homeowner rehabilitation, home purchase, new construction, and other services) – this included coordinating processes with State officials to ensure that homeowners involved in multiple housing programs adhered to each programs' rules and regulations.

Analyst – Eligibility & Benefit Determination, The Road Home Program

Client: Hammerman & Gainer, Inc.
Role/Responsibilities: Served as subject matter expert for administering and guiding policies and procedures with the Sold Home portion of the Road Home program – this task included establishing the original Standard Operating Procedures (SOP's) for the operations contractor to effectively process and fund Road Home applicants meeting these criteria.

Team Lead/Subject Matter Expert–Constituent Services, The Road Home Program

Client: ICF International
Role/Responsibilities: Advised, directed, and supervised the day-to-day operation of a group of 15 – 20 caseworkers. Served as liaison and policy expert for all state and legislative offices' inquiries on escalated or high priority Road Home applications.

Lois Colson, AICP

Senior Planner

Lois Colson, AICP is a planning professional and seasoned program manager. She has extensive experience leading urban development programs and handling grants and loans. Additionally, Lois is well-versed in the skills of contract preparation and review. Lois brings more than 14 years of experience working in the public sector, during which time she has designed and led multiple HUD-funded programs. Her experience includes program design and administration, community outreach and stakeholder engagement, development of programmatic and administrative policies and procedures, and performance assessment and tracking.

RELEVANT PRIOR EXPERIENCE

New Orleans Redevelopment Authority (NORA) / Program and Grant Manager

Role / Responsibilities: Lois served as Program Manager from 2014 to 2021 and maintained the following responsibilities:

- Act in a lead or support role as needed to craft proposals, execute implementation and close-out projects
- Responsible for policy development, evaluating performance metrics, identifying, and resolving challenges on residential and resilience programs
- Lead project manager of the agency's 29-million-dollar NSP grant from HUD which resulted in 450+ affordable housing units in 5 years through partnerships with 14 developers and a project management team of 3+ staff at the height of production
- Liaison to local, state, and federal government for specific programs as needed
- Design and maintain processes for cross departmental use and continuously evaluate their effectiveness to provide updates as needed
- Create operations manuals relative to specific funds for use by staff and private sector partners
- Prepare NORA funding notices including technical instructions and policy objectives
- Promote meaningful outreach and communication strategies
- Draft quarterly newsletters, legal documents, forms, guides, presentations
- Collaborate with colleagues to draft applications for grant funds as needed
- Host presentations to public and private sector audiences in-person and via webinars
- Foster professional relationships with peers internally and externally
- Respond to inquiries from the public including citizens, developers and contractors about programs and processes

QUALIFICATIONS

- 15 years of combined experience in planning and project management
- Over 10 years of experience in grant management
- Fluent in HUD laws and regulations

EDUCATION & TRAINING

- Master of Arts, Urban Planning, 2007, University of California
- Bachelor of Arts, Political Science, 2000, University of Washington

REGISTRATIONS/ CERTIFICATIONS

- American Institute of Certified Planners (AICP), 2016-current
- NeighborWorks Institute Certificate, 2013: Construction Management
- Certified HOME Program Specialist-Regulations, 2012
- American Planning Association Fellow (APA) in New Orleans, 2007

- Represent the agency at trainings, workshops, and professional conferences

Lois served as Grant Manager from 2010 to 2014 and maintained the following responsibilities:

- Monitor and evaluate the performance of grants and loans
- Track grant budgets and expenditures to provide feedback about expected outcomes
- Review single-family home construction budgets
- Provide technical assistance verbally and in writing to internal and external stakeholders about federal requirements including: Uniform Relocation Act, environmental review, fair housing, duplication of benefits, Section 3, Minority/Woman Owned Business Enterprises, and procurement.
- Draft and submit quarterly progress reports to local, state, and federal agencies

Lois also maintained the following contract management responsibilities:

- Prepare contracts to ensure inclusion of detailed scope of work, deliverables, required local and federal provisions and fee schedules
- Monitor and administer contracts
- Collect and track performance reports related to Section 3, Disadvantaged Business Enterprises, Minority and Woman Owned Businesses and specific milestones related to individual contracts
- Review contracts and invoices for completeness; work with contractors and staff to resolve issues and improve processes as needed

Dates: 2010-2021

City of New Orleans, Office of Recovery, Development and Administration (ORDA) / Strategic Planner

Role / Responsibilities: Lois served as Strategic Planner from 2007 to 2009 and American Planning Association (APS) Fellow in Summer 2007. She maintained the following responsibilities:

- Responsible for project descriptions and coordination of CDBG-DR investments on recovery projects following Hurricane Katrina including libraries, streetscapes and parks
- Provided technical assistance to city staff and consultants regarding the allowable uses of CDBG
- Worked collaboratively with colleagues at local and federal levels to shepherd projects to completion
- Conducted site visits in order to establish priority recovery projects based on current conditions
- Assisted in preparation of the “Recovery Plan”, later used to guide mayoral decisions

Dates: 2007-2009

Community Assets Consulting, Motor Avenue Improvement Association (MAIA) / Neighborhood Planning Advocate

Role / Responsibilities: Lois served as Neighborhood Planning Advocate and maintained the following responsibilities:

- Project Manager for the “Motor Avenue Improvement Association”
- Cultivated and maintained relationships with community stakeholders
- Represented the neighborhood association at public hearings and community meetings
- Drafted a long-term plan for the neighborhood to introduce pedestrian friendly improvements on their main commercial corridor

Dates: 2006

City of Palm Desert, Planning Department / Planning Intern

Role / Responsibilities: Lois served as Planning Intern and maintained the following responsibilities:

- Interfaced with the public to receive planning related inquiries
- Reviewed applications for compliance with planning regulations
- Compiled field and file data for staff reports and presentations

Dates: Summer 2006

Democratic Leadership Council (DLC) / Development Associate and Development Assistant

Role / Responsibilities: Lois served as Development Associate from 2002 to 2004 and Development Assistant from 2000 to 2002. She maintained the following responsibilities:

- Solicited donor contributions
- Travelled with U.S. elected officials during national fundraising events
- Managed a customized donor database using SQL programming

Dates: 2000-2004

Michele Plaugic, AICP

Grant Analyst

Michele Plaugic is an AICP professional with 5 years of experience. She has worked in planning for both the public and private sectors, with experience in the areas of catastrophe analytics, economic impact, transportation, public health, and environmental planning. Her technical proficiency includes natural hazards risk analysis, land use analysis, program evaluation, community engagement, and qualitative methods.

QUALIFICATIONS

- 5 years of experience
- AICP Certified
- Skilled in quantitative, qualitative, and spatial analysis

Master of City and Regional Planning, University of North Carolina at Chapel Hill
Master of Public Health, University of North Carolina at Chapel Hill
Bachelor of Science in Environmental Planning and Design, Rutgers University

REGISTRATIONS/ CERTIFICATIONS

- American Institute of Certified Planners (AICP)
- Member, American Planning Association

RELEVANT PROJECT EXPERIENCE

Shelby County NDRC Grant Implementation

Client: Shelby County Government
Description: Civix provides project management support, guidance on regulatory requirements, including compliance monitoring and support with audits, data management and reporting, policy and procedures development, and program design. Civix's support included tracking performance metrics, guiding the County and its NDR grant through HUD's DRGR system, and establishing a records management and filing system for official use during internal and external audits and monitoring.
Project Role: Michele serves as a Technical Advisor for this assignment.

City of Kenner Technical Assistance
Client: City of Kenner
Description: The City of Kenner selected Civix to provide technical assistance and program management support to the City of Kenner's Department of Community Development. Civix supports the department with the City's Community Development Block Grant (CDBG) program, including its Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) funding allocations, the HOME Investment Partnership (HOME) Program, and the Emergency Solutions Grant (ESG) Program. Civix's scope of work for the department includes development of administrative policies and procedures, technical assistance supporting rapid launch of new HUD-funded programming to respond to immediate community needs related to the COVID-19 pandemic and Hurricane Ida, development of CDBG and HOME program policies and procedures, and provision of ongoing technical assistance and staff training on best practices and regulatory requirements.
Project Role: Michele serves as a Planner for this assignment.

City of New Orleans Comprehensive Recovery Plan
Client: City of New Orleans
Description: Civix was selected by the City of New Orleans to lead development of the City's first Comprehensive Recovery Plan (CRP). The plan is focused on improving New Orleans' ability to recover from disaster through strategic community planning and coordination efforts. The plan will set recovery priorities and policies, and it will provide clear protocols and organizational structure in the aftermath of disaster.
Project Role: Michele serves as a Planner for this assignment.

RELEVANT PRIOR EXPERIENCE

Guy Carpenter, Philadelphia, PA

Responsibilities: Michele served as Analyst II, and Assistant Vice President North America Catastrophe Advisory and maintained the following responsibilities:

- Contributed to catastrophe modeling and mapping client exposure and responses to natural hazards
- Utilized spatial and quantitative data and methods to deliver natural peril analyses
- Acted as product marketing manager and engaged with clients to support their underwriting needs

Econsult Solutions, Inc., Philadelphia, PA

Responsibilities: Michele served as a Senior Analyst and maintained the following responsibilities:

- Executed econometric and statistical analyses of economic, financial and demographic data
- Performed spatial analyses of data and produced maps and other visuals
- Conducted technical research, developed and implemented tools for quantitative and qualitative analysis, including surveys and interview guides
- Drafted and edited client reports and prepared materials for presentations and proposals

Working Landscapes, Warrington, NC

Responsibilities: Michele served as a Spatial Analyst and maintained the following responsibilities:

- Applied spatial and quantitative analysis of farm-to-fork supply chain and created static and interactive graphics of the supply chain in ArcGIS and Tableau
- Developed and implemented an internal Excel database to maintain and update data records quickly and accurately

Urban Investment Strategies Center, Frank Hawkins Kenan Institute of Private Enterprise, Chapel Hill, NC

Responsibilities: Michele served as a Graduate Research Assistant and maintained the following responsibilities:

- Managed, tidied, and analyzed large datasets from public and private sources related to economic development, housing, business demography and inequality
- Supported ongoing projects through secondary research and translated statis tical analysis for a variety of audiences
- Developed graphical and spatial data visualizations as a tool for storytelling and communication to public officials, private firms, and local residents

RS&H, Charlotte, NC & Raleigh, NC

Responsibilities: Michele served as a Transportation Planning Intern and maintained the following responsibilities:

- Contributed to the development of planning reports, maps, and graphics to guide the development of roadway and transit projects in the Charlotte metropolitan area
- Improved and automated a crash data analysis tool for NC Department of Transportation in Python and ArcGIS
- Created interactive maps through ArcGIS Online to solicit public comments on proposed transportation projects and ensure transparency with the public
- Conducted community outreach to generate public comments on proposed transportation projects in the region

EMPLOYMENT HISTORY

Guy Carpenter – Analyst II, Assistant Vice President, North America Catastrophe Advisory
January 2021 - July 2022

Econsult Solutions, Inc. – Senior Analyst
June 2020 – December 2020
Research Analyst
May 2019 – June 2020

Working Landscapes – Spatial Analyst
May 2019 – October 2019

Urban Investment Strategies Center – Graduate Research Assistant
October 2018 – May 2019

RS&H – Transportation Planning Intern
May 2017 – December 2018

Research & Evaluation, Public Health Management Corporation – Research and Evaluation Intern
May 2018 – August 2018

Philadelphia City Planning Commission – Health and Planning Spatial Analyst
June 2018 – August 2018

Institute for the Environment, University of North Carolina – Research Assistant
August 2017 – June 2019

Institute for the Environment, University of North Carolina – Research Assistant
January 2017 – May 2017

Research & Evaluation, Public Health Management Corporation, Philadelphia, PA

Responsibilities: Michele served as a Research and Evaluation Intern and maintained the following responsibilities:

- Evaluated public health programs throughout Pennsylvania, using quantitative and qualitative methods
- Synthesized findings from surveys, built data visualizations, and prepared data-driven quarterly reports for clients
- Organized and assisted with focus groups and conducted qualitative coding and analysis

Philadelphia City Planning Commission, Philadelphia, PA

Responsibilities: Michele served as a Health and Planning Spatial Analyst and maintained the following responsibilities:

- Built and managed spatial and statistical models to understand the relationship between residential highway proximity and health risks in Philadelphia and presented findings to inform planning decisions at the city
- Developed strong visualizations and presented findings to various city departments

Institute for the Environment, University of North Carolina, Chapel Hill, NC

Responsibilities: Michele served as a Research Assistant and maintained the following responsibilities:

- Georeferenced historic aerial photos and analyzed land use data to quantify the impact of the Coastal Barrier Resources Act on coastal development in the U.S.
- Established and managed spatial inventories of coastal development using ArcGIS and Excel to determine rates of development and created maps in ArcGIS to visualize development
- Conducted community surveys to gather local input on the land use effects and agricultural implications of flooding and saltwater intrusion within the Albemarle-Pamlico peninsula in North Carolina

Chad Carson

Senior Grant Manager

Chad Carson combines a decade of experience in disaster recovery successfully guiding projects, teams, and programs with a focus on housing, buyouts, and resettlements in government and non-profit settings. Chad brings a broad exposure to multiple areas of operations, including project management and implementation, financial operations, program development, project coordination, compliance, and process improvements. He has a strong record of consistent upward mobility with success serving in challenging and problematic areas touched by natural disasters and delivering programs to vulnerable populations. Chad's areas of expertise include Program & Project Management, CDBG Compliance, Program Design, Community Resettlement, Actions Plans & Unmet Needs Analysis, Housing Policy, Data Analysis, Building Science, Grant Writing, Government Relations, Community Outreach & Engagement, Lean Operational Processes, and Case Management.

QUALIFICATIONS

- 10 years of experience in disaster recovery
- Extensive knowledge of CDBG, CDBG-DR, NDR, and FEMA regulations
- Expert in compliance and program management

EDUCATION & TRAINING

- BS in Business Management, 2016, Western Governors University
- Coursework in Sociology, 2010, Loyola University New Orleans
- Building Science Fundamentals, 2019, Building Sciences Corporation
- Grantsmanship Training Program, 2018, The Grantsmanship Center

REGISTRATIONS/ CERTIFICATIONS

- Project Management Professional, 2019, Project Management Institute
- Notary Public with Statewide

RELEVANT PROJECT EXPERIENCE

State of California Grant Management Services

Client: State of California Department of Housing and Community Development's Disaster Recovery Section (HCD)
Description: The State of California Department of Housing and Community Development received $250 million in CDBG-DR and CDBG-MIT funding as a result of disasters occurring in 2017. Civix, along with a team of subcontractors, is providing grant management services across the full spectrum of administrative and programmatic aspects of the grant, including project management and oversight, grant administration, and program design and management. Specific efforts include standing up HCD's single family housing, multi-family housing, and infrastructure recovery programs, developing and launch of HCD's CDBG-MIT programs, establishing financial controls, developing and implementing a compliance monitoring plan, and training and capacity building for HCD staff and its subrecipients. Civix's team of CDBG-DR subject matter experts work side-by-side with HCD personnel to establish administrative and programmatic policies and procedures, efficiently develop programs so they can be launched, and engage with subrecipients to ensure they are prepared to administer CDBG-DR funding and complete grant-funded projects in a timely and compliant manner.
Project Role: Chad leads the oversight over the State's owner-occupied recovery and construction program, and provides support across the disaster recovery and mitigation programs for the State.
Project Dates: October 2019 – October 2025
Reference: Susan Naramore, Senior Specialist - Disaster Recovery; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; 916.263.037; susan.naramore@hcd.ca.gov
Client: State of California Department of Housing and Community Development's Disaster Recovery Section (HCD)

State of Arkansas HUD Community Compass Technical Assistance

Client: State of Arkansas
Description: Civix is supporting the State of Arkansas Economic Development Commission (AEDC) with development and implementation of the State's CDBG-DR programs to address the impacts of

major flooding which occurred across the State in 2019. Civix has provided a variety of technical assistance to AEDC and its State partners to support development of its CDBG-DR grant, including assessment of unmet housing, infrastructure, and economic recovery needs, as well as development of the State's CDBG-DR Action Plan. Civix provides the State with CDBG-DR regulatory guidance, training, and supports program design and implementation.
Project Role: Chad served as a Senior Grant Manager for this project.
Project Dates: November 2020 – July 2022
Reference: Jean Noble, Director of Grants Management, Arkansas Economic Development Commission; (501) 682-7389; JNoble@ArkansasEDC.com.

San Marcos CDBG-MIT TA

Client: City of San Marcos
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. For San Marcos, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance program design efforts and the development of policies and procedures.
Project Role: Chad served as a Senior Grant Manager for this assignment.
Project Dates: June 2020 – December 2021
Reference: Carol Griffith, Housing and Community Development Manager, Planning and Development Services; 630 E. Hopkins Street, San Marcos, TX 78666; (512) 393-8230; CGriffith@sanmarcostx.gov

Nebraska CDBG-DR TA

Client: State of Nebraska
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. For the State of Nebraska, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provided technical assistance on Nebraska's DR Action Plan, as well as addressing grant conditions and program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Chad serves as a Senior Grant Manager for this project.
Project Dates: November 2020 – December 2022
Reference: Department of Economic Development Community Development Division; 301 Centennial Mall South, 4th Floor, Lincoln, NE 68508; (800) 426-6505

Oklahoma CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix is providing technical assistance to Oklahoma's Department of Commerce/Community Development in support of the development and launch of its 2019 CDBG-DR funded programs and activities to recover from flooding of the Arkansas River. Civix provides

EMPLOYMENT HISTORY

Civix, Senior Grant Manager
July 2021 to Present

Louisiana Office of Community Development, Disaster Recovery Project Manager
March 2017 – June 2021

Greater New Orleans Housing Alliance, Supervisor, Road Home Liaison Group
May 2015 – February 2017

St. Bernard Project dba Sea Bright Rising, Director – Sea Bright, NJ March 2014 – May 2015

St. Bernard Project dba Rebuild Joplin, Director – Joplin, MO
September 2013 – March 2014

St. Bernard Project, Director of Client Services – Chalmette, LA
August 2011 – August 2013

Louisiana Spirit, Resource Linkage Coordinator – Chalmette, LA
February 2011 – July 2011

Service Employees International Union 21, Labor Organizer – Baton Rouge & New Orleans, LA
May 2010 – December 2010

technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR programmatic and cross cutting regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix has support Oklahoma in revisions to its Action Plan, completion of its Financial Management and Grant Capacity Certifications, and recommendations on updates to programmatic policies and procedures. 1
Project Role: Chad served as a Senior Grant Manager for this project.
Project Dates: November 2020 – June 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

City of New Orleans Comprehensive Recovery Plan

Client: City of New Orleans
Description: Civix was selected by the City of New Orleans to lead development of the City's first Comprehensive Recovery Plan (CRP). The plan is focused on improving New Orleans' ability to recover from disaster through strategic community planning and coordination efforts. The plan will set recovery priorities and policies, and it will provide clear protocols and organizational structure in the aftermath of disaster.
In coordination with the City, Civix leads and manages development of the Comprehensive Recovery Plan from the initial planning stages through plan adoption. Civix provides the City's Office of Homeland Security and Emergency Preparedness with expertise on disaster response and recovery, strategic planning, policy development, and community outreach and engagement. Civix's services include development and coordination of the City's Community Advisory Committee (CAC) and guidance on strategic community engagement in the wake of Hurricane Ida and amid the ongoing COVID-19 pandemic.
Project Role: Chad provides overall support for plan development, co-leads facilitation with City department and community stakeholders, and provides overall subject matter expertise on recovery and mitigation.
Project Dates: January 2021 – December 2022
Reference: Austin Feldbaum, Hazard Mitigation Administrator; City of New Orleans, Office of Homeland Security and Emergency Preparedness; 1300 Perdido Street, 9W03, New Orleans, LA 70112; 504-658-8792; afeldbaum@nola.gov

CDBG-DR Oversight and Monitoring

Client: State of Florida Department of Economic Opportunity
Description: Civix provides quality assurance/quality control and programmatic and fiscal monitoring services to the State of Florida on the implementation of its Hurricane Irma and Hermine/Matthew CDBG-DR recovery programs, a combined funding total of $929 million. Additionally, Civix is tasked with delivering pre-monitoring technical assistance on a number of DEO's Irma and Hermine/Matthew programs, which primarily consist of its Housing Repair and Replacement Program, Infrastructure Repair Program, Voluntary Home Buyout Program, and Workforce Recovery Training Program.
Project Role: Chad served as a Senior Grant Manager for this project.
Project Dates: October 2019 – October 2022
Reference: Hannah E. Tucker, MSA, CGAP, FCCM, FCCN, Compliance & Reporting Manager; State of Florida Department of Economic Opportunity; (850) 717-8509, Hannah.Tucker@deo.myflorida.com

City of Norfolk CDBG-TA

Client: Department of Housing and Community Development
Description: Civix is engaged with the Department of Housing and Community Development to provide on-call technical assistance and program management support across its portfolio of HUD CPD grants (CDBG, HOME, ESG).Civix is supporting the relaunch of Renovate Norfolk, the City's owner-occupied housing rehabilitation program, by developing the policies and procedures, application priorities, and building tools for effective program implementation. Civix is also providing trainings for staff to build capacity and ensure compliance. Civix is also developing the updated Analysis of Impediments to Fair Housing Choice report (AI). While the AI must meet requirements

for HUD-compliance, Civix aims to not only capture Norfolk's housing challenges, but also identify opportunities for community and economic development.
Project Role: Chad serves as a Senior Grant Manager for this project.
Project Dates: October 2021 – September 2022
Reference: Megan Erwin, Assistant Director, Department of Housing and Community Development, City of Norfolk, 501-A Boush Street, Norfolk, VA 23510, (757) 664-4287; megan.erwin@norfolk.gov

Shelby County NDRC Grant Implementation

Client: Shelby County Government
Description: After assisting the Office of Sustainability and Resilience in the successful submission of their NDRC application, Shelby County reengaged Civix to support the implementation of its CDBG-NDR award. Civix provides project management support, guidance on regulatory requirements, including compliance monitoring and support with audits, data management and reporting, policy and procedures development, and program design. Civix's support included tracking performance metrics, guiding the County and its NDR grant through HUD's DRGR system, and establishing a records management and filing system for official use during internal and external audits and monitoring. In addition to this range of services, Civix created and continues to maintain the County's NDR website which is a platform for communicating with the public regarding the planned projects and the primary method used to ensure compliance with HUD's requirements for comprehensive website maintenance.
Project Role: Chad serves as a Senior Grant Manager for this project.
Project Dates: April 2017 – September 2022
Reference: Jared Darby, CFM, Administrator; Office of Sustainability and Resilience, Memphis and Shelby County Division of Planning; 125 N. Main Street, Room 468, Memphis, TN 38103; (901) 636-7166; jared.darby@memphistn.gov

Missouri CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance on DR and MIT Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures..
Project Role: Chad serves as a Senior Grant Manager for this project.
Project Dates: March 2021 – September 2021
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Missouri CDBG-MIT TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance on DR and MIT Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Chad served as a Senior Grant Manager for this project.
Project Dates: June 2020 – June 2022

Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

RELEVANT PRIOR EXPERIENCE

Louisiana Office of Community Development – New Orleans, LA

Responsibilities: Chad served as Disaster Recovery Project Manager from December 2018 to June 2021 and maintained the following responsibilities:

- Oversaw a portfolio of recovery projects including high-profile and cutting-edge relocation projects with responsibility for program design, compliance, budget, schedules, and performance
- Project portfolio included Isle de Jean Charles Resettlement ($48M), Restore LA Buyouts ($55M), MIT Statewide Buyouts ($50M), and LASAFE's Lafourche Resilient Housing Prototype ($7M)
- Ensured projects comply with CDBG-DR, NDR, and MIT regulations as well as crosscutting environmental, labor, and civil rights regulations

Chad served as Disaster Recovery Policy Specialist from March 2017 to December 2018 and maintained the following responsibilities:

- Drafted and managed policy for recovery programs including action plans and amendments, program policies, standard operating procedures
- Drafted action plan amendments following Louisiana's 2016 floods including housing unmet needs analysis using FEMA IA, NFIP, and SBA data
- Authored policies for owner-occupied rehab, rental, buyout, and economic development programs
- Delivered timely program overviews for high level stakeholders
- Managed relationships with grantees and subrecipients to ensure successful project outcomes

Greater New Orleans Housing Alliance – New Orleans, LA

Responsibilities: Chad served as Supervisor for the Road Home Liaison Group and maintained the following responsibilities:

- Provided technical and policy assistance to a collaborative of case managers performing final unmet needs outreach and case closeout for the Road Home Program
- Collaborated with Program Director to formulate and draft GNOHA's position papers on current and proposed Road Home policy
- Ensured all cases worked under the collaborative met GNOHA's high standards for accuracy and client advocacy
- Trained newly hired case managers in all aspects of Road Home policies, procedures, and case management skills
- Developed and maintained systems for tracking program outcomes including weekly dashboards for the leadership team

St. Bernard Project dba Sea Bright Rising – Sea Bright, NJ

Responsibilities: Chad served as director and maintained the following responsibilities:

- Provided leadership to the New Jersey office of St Bernard Project affiliate group, a non-profit organization dedicated to rebuilding homes in areas ravaged by natural disasters
- Oversaw construction staff and office team, with responsibility for ongoing operations related to fundraising, implementation of goals and success measures, financial management, and hiring
- Tapped to lead the initiatives focusing on residential reconstruction in multiple areas of New Jersey impacted by Hurricane Sandy, modeled after successful efforts in the New Orleans region in the wake of Hurricane Katrina
- Provided strategic planning for a new SBP affiliate from the ground up, including forecasting costs, and recruiting and training staff to ensure a seamless launch
- Administered a $2M+ program budget, ensuring all projects adhered to forecasted costs and deadlines
- Worked with New Jersey state government and Department of Consumer Affairs to establish a first-of-its-kind referral system to bridge the divide between RREM Program and Nonprofit Construction Assistance.

- Guided the successful expansion of the affiliate's footprint from one small town to two counties

St. Bernard Project dba Rebuild Joplin – Joplin, MO

Responsibilities: Chad served as director and maintained the following responsibilities:

- Served in a leadership role during SBP's first-ever expansion, accountable for guiding all aspects of the post-disaster rebuilding program related to finances, operations, marketing communications, and human resources
- Stepped in as the leading full-time Director for the organization to help drive more project development opportunities and increase the number of residents assisted by the SBP
- Generated project funds by writing and receiving the City of Joplin's first CDBG-DR owner occupied rebuilding grant.
- Provided leadership through the training transition process to introduce the branch to SBP standards and best practices

St. Bernard Project – Chalmette, LA

Responsibilities: Chad served as Director of Client Services and maintained the following responsibilities:

- Supervised a team of case managers in the delivery of services as the organization's central liaison for government housing programs
- Drafted and administered over $2.8M in grants used to fund the construction of client homes

Allison Ulrich, J.D.

Senior Grant Manager

Dedicated to issues of public interest and social justice, Allison Ulrich, J.D., has over twelve years of management and public policy expertise in the areas of housing, health, homelessness, and social services. As a member of the Civix Community Planning and Resilience Team Allison provides a broad array of management, policy, and technical assistance services. She leads projects for nonprofit and governmental organizations throughout California, Texas, Louisiana, Alabama, and Arkansas. Allison focuses on supporting change and improving programs that provide rental assistance, permanent supportive housing, transitional housing, emergency shelter, and supportive services. Special emphases include program and performance evaluation, change management, regulatory compliance, project management, proposal and technical writing, and grant/contract administration. Prior to her role at Civix, Allison was an independent consultant for nearly a decade. She specializes in training and education related to housing, fair housing, disability rights, tenants' rights, and HUD programming.

QUALIFICATIONS

- Over 12 years housing and policy experience
- Provides technical assistance on HUD programs including CoC, EHV, CDBG, CDBG-DR, and HOME
- Knowledgeable regarding housing programs serving Veterans and people experiencing homelessness

EDUCATION & TRAINING

- J.D., Public Interest & Social Justice Law, Santa Clara University School of Law, 2007
- B.A. Sociology, minor in Community and Regional Development, University of California at Davis, 2004

REGISTRATIONS/ CERTIFICATIONS

- Member, State Bar of California
- Policy Chair, American Public Health Association (APHA) Caucus on Homelessness
- Advocate, Court Appointed Special Advocates (CASA) of Jefferson Parish

RELEVANT PROJECT EXPERIENCE

Emergency Housing Voucher (EHV) Program HUD Technical Assistance

Client: Technical Assistance Collaborative (TAC)
Description: As a subcontractor to Technical Assistance Collaborative (TAC), Civix currently provides HUD technical assistance to four communities throughout Texas and New Mexico with the goal of maximizing program performance, ensuring compliance, and improving outcomes for HUD's Emergency Housing Voucher (EHV) program. Civix provides Public Housing Authorities (PHAs) and their partners with customized technical assistance on HUD rules and regulations, program design, reporting and compliance, and maximizing leasing and permanent housing outcomes.
Project Role: Allison serves as Project Manager for the project. Her role includes project management and coordination, technical assistance, and regulatory support.
Project Dates: April 2022 – September 2022
Reference: Marie Herb, Managing Director; 15 Court Square, 11th Floor, Boston, MA 02108; (617) 794-6885; mherb@tacinc.org

UNITY of Greater New Orleans Coordinated Entry System Evaluation

Client: UNITY of Greater New Orleans
Description: UNITY of Greater New Orleans, lead agency for the LA-503 New Orleans-Jefferson Parish-Kenner Continuum of Care (CoC), selected Civix to conduct an annual evaluation of the CoC's Coordinated Entry System (CES). Focusing on the quality and effectiveness of the system for those it serves, Civix provides UNITY with technical assistance on HUD coordinated entry regulations and requirements, leads the CoC's CES Work Group, collects and analyzes system data through surveys and focus group facilitation, and develops recommendations for key system improvement efforts.
Project Role: Allison serves as Project Manager for the project. Her role includes project management and coordination, technical assistance, evaluation design, and stakeholder engagement.

Project Dates: January 2022 – December 2022
Reference: Valerie Coffin, Director of CoC Programs; 2475 Canal Street, Suite 300, New Orleans, LA 70119; (504) 821-4496; vcoffin@unitygno.org

City of New Orleans Comprehensive Recovery Plan

Client: City of New Orleans
Description: Civix was selected by the City of New Orleans to lead development of the City's first Comprehensive Recovery Plan (CRP). The plan is focused on improving New Orleans' ability to recover from disaster through strategic community planning and coordination efforts. The plan will set recovery priorities and policies, and it will provide clear protocols and organizational structure in the aftermath of disaster. In coordination with the City, Civix leads and manages development of the Comprehensive Recovery Plan from the initial planning stages through plan adoption. Civix provides the City's Office of Homeland Security and Emergency Preparedness with expertise on disaster response and recovery, strategic planning, policy development, and community outreach and engagement. Civix's services include development and coordination of the City's Community Advisory Committee (CAC) and guidance on strategic community engagement in the wake of Hurricane Ida and amid the ongoing COVID-19 pandemic.
Project Role: Allison serves as Project Manager for this engagement. Her role includes project management and coordination, development and coordination of stakeholder advisory groups, and leading analysis and drafting of the plan.
Project Dates: January 2021 – December 2022
Reference: Austin Feldbaum, Hazard Mitigation Administrator; City of New Orleans, Office of Homeland Security and Emergency Preparedness; 1300 Perdido Street, 9W03, New Orleans, LA 70112; 504-658-8792; afeldbaum@nola.gov

City of Kenner – Hurricane Ida

Client: City of Kenner
Description: In the wake of Hurricane Ida, the City of Kenner selected Civix to develop and prepare a point-in-time analysis of damage and unmet recovery needs related to the impacts of the hurricane. Civix's scope of work includes collection of data on the impacts of Hurricane Ida and the development of a Hurricane Ida recovery briefing, as well as technical assistance to inform use of Community Development Block Grant-Disaster Recovery (CDBG-DR) funding. Support includes the assessment of department staffing capacity, Hurricane Ida communications and outreach, and regulatory support to respond to immediate community needs related to Hurricane Ida recovery. Civix also provides guidance on the layering of CDBG-DR funding and other HUD funding sources, including CDBG and CDBG-Coronavirus (CDBG-CV) funding allocations, HOME Investment Partnership (HOME), and HOME-American Rescue Plan (HOME-ARP) funding.
Project Role: Allison serves as Project Manager for this project. Her role includes project management and coordination, regulatory compliance, program design, and grant administration support. She also provides on-call technical assistance and delivers trainings on regulatory compliance matters.
Project Dates: October 2021 – December 2022
Reference: Tamithia Shaw, Director, Department of Community Development; 624 Williams Boulevard, Kenner, LA 70062; (504) 468-7588; tshaw@kenner.la.us

City of Kenner – HUD Program Management

Client: City of Kenner Department of Community Development
Description: In the spring of 2020, the City of Kenner Department of Community Development contracted with Civix to provide grant management technical assistance to the City's Department of Community Development across its portfolio of HUD-funded programs (CDBG, CDBG-CV, ESG, and HOME). Civix's services included a range assistance related to project management, from support for

EMPLOYMENT HISTORY

Civix
2019 – Present

Ulrich Consulting
2010 – 2019

HomeBase, The Center for Common Concerns
2017 – 2018

Department of Veterans Affairs
2016 – 2017

HomeFirst, Housing Services Partnership
2008 - 2010

project implementation to specific technical assistance needs. Civix supported the development and drafting of best practices in the operation of the Department, policy and procedural manuals, and conducted trainings and capacity building efforts for Department staff across its portfolio of programs. Civix also provided overall grant management support to the City of Kenner's Department of Community Development, including HUD regulatory support and guidance.
Project Role: Allison served as Project Manager for this project. Her role included project management and coordination, regulatory compliance, program design, and grant administration support.
Project Dates: March 2020 – December 2021
Reference: Tamithia Shaw, Director, Department of Community Development; 624 Williams Boulevard, Kenner, LA 70062; (504) 468-7588; tshaw@kenner.la.us

San Mateo County Veterans Needs Assessment and Outreach Study

Client: San Mateo County
Description: In the fall of 2020, the County of San Mateo Human Services Agency (HSA) contracted with Civix to conduct a Veteran Needs Assessment and Outreach Study. Civix worked with HSA, the County Veterans Service Office, and the County Veterans Commission to assess the needs of veterans living and working within San Mateo County. The goal of the assessment process was to engage veterans and community stakeholders, better understand key veteran service needs, recognize barriers to access, and identify gaps in service availability. Project activities included the development, distribution, and analysis of community-wide veteran and veteran service provider surveys, coordination of veteran-centered focus groups, and the coordination of in-depth stakeholder interviews. Civix used the results of project activities to assist the County of San Mateo in improving access to services through the development of effective strategies for targeted outreach and marketing to veterans and their families.
Project Role: Allison served as Project Manager for this project. Her role included project management and coordination, study design, data analysis, and stakeholder outreach.
Project Dates: September 2020 – June 2021
Reference: Selina Toy-Lee, Director of Collaborative Community Outcomes - San Mateo County Human Services Agency (HSA); 1 Davis Drive, Belmont, CA 94002; (650) 802-5120; SToy-Lee@smcgov.org

START Corporation Grant Writing and Technical Assistance

Client: Start Corporation
Description: Civix supported Start Corporation in its mission to promote opportunities which enhance the self-sufficiency of people experiencing homelessness through grant writing and program development support resulting in successful applications for program funding. Civix provided technical assistance on U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program requirements and offers expertise on best and emerging practices in the field of homelessness. Civix has provided Start Corporation with program design support and proposal development services for program serving vulnerable populations, including youth, LGBTQ+ persons, and those experiencing severe mental illness.
Project Role: Allison served as a Project Manager for this project. Her role included project management and coordination, program design, and grant writing support.
Project Dates: May 2021 – December 2021
Reference: Casey Guidry, President and CEO, Start Corporation; 106 School Street Houma, LA 70360; Phone: (985) 266-1028; Email: casey@startcorp.org

Arkansas CDBG-DR TA

Client: State of Arkansas
Description: Civix is supporting the State of Arkansas with development of the State's CDBG-DR Action Plan to address the impacts of major flooding which occurred in 2019 and has affected counties throughout Arkansas. Technical assistance to the State's administering agencies has included assessment of unmet housing, infrastructure, and economic recovery needs; regulatory guidance; and assistance with program design and alignment. In addition to Action Plan development, Civix will provide the State of Arkansas with technical assistance and training to refine CDBG-DR administrative policies and procedures, prepare for program launch, and assist with grant setup.

Project Role: Allison served as Project Manager for this project. Her role included project management and coordination, regulatory compliance, program design, and grant administration support.
Project Dates: November 2020 – July 2022
Reference: Jean Noble, Director of Grants Management, Arkansas Economic Development Commission; (501) 682-7389; JNoble@ArkansasEDC.com

City of Birmingham Housing Plan 2019

Client: City of Birmingham, Alabama
Description: The City of Birmingham, Alabama was once a major hub of industrial activity, and at one time was considered the foundry-iron capital of the world. Mirroring the decline of heavy industry in other cities, the city has begun to revitalize its downtown and neighborhoods but continues to face issues of vacancy and blight. Civix was hired to conduct the City's first ever housing plan to direct federal housing investment, leverage public-private resources and create a data portal tool to track housing investments.
Project Role: Allison served as a Senior Grant Manager. Her role included leading, coordinating, and developing a staffing and performance analysis within the Housing Plan. She also provided project support, developing and delivering trainings and presentations.
Project Dates: October 2019 – October 2021
Reference: Chris Hatcher, Interim Director, Community Development; 710 20th Street N, Birmingham, AL 35203; Phone: (205) 254- 2309; Email: Chris.Hatcher@Birminghamal.gov

State of Louisiana Emergency Rental Assistance Program

Client: State of Louisiana Office of Community Development
Description: In December 2020, the State of Louisiana received $161 million in emergency rental and utility assistance funding to address critical needs arising from the impacts of COVID-19. As part of the team providing overall program management services to the state, Civix has and continues to support program development, the development of policies and procedures, outreach and communications, and data analytics.
Project Role: Allison served as a Senior Grant Manager for this project. Her role included project coordination, regulatory compliance, program design, and grant administration support.
Project Dates: November 2020 – January 2023
Reference: Gina Campo, Deputy Executive Director, State of Louisiana Office of Community Development, 1201 N. Third St. Suite 7-210, Baton Rouge, LA 70802; (225) 219-9600; gina.campo@la.gov

State of California Grant Management Services

Client: State of California Department of Housing and Community Development's Disaster Recovery Section (HCD)
Description: The State of California Department of Housing and Community Development received $250 million in CDBG-DR and CDBG-MIT funding as a result of disasters occurring in 2017. Civix, along with a team of subcontractors, is providing grant management services across the full spectrum of administrative and programmatic aspects of the grant, including project management and oversight, grant administration, and program design and management. Specific efforts include standing up HCD's single family housing, multi-family housing, and infrastructure recovery programs, developing and launch of HCD's CDBG-MIT programs, establishing financial controls, developing and implementing a compliance monitoring plan, and training and capacity building for HCD staff and its subrecipients. Civix's team of CDBG-DR subject matter experts work side-by-side with HCD personnel to establish administrative and programmatic policies and procedures, efficiently develop programs so they can be launched, and engage with subrecipients to ensure they are prepared to administer CDBG-DR funding and complete grant-funded projects in a timely and compliant manner.
Project Role: Allison served as a Senior Grant Manager for this project. Her role included working group project management and coordination, regulatory compliance, program design, and grant administration support.
Project Dates: October 2019 – October 2025
Reference: Susan Naramore, Senior Specialist **-** Disaster Recovery; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; 916.263.037; susan.naramore@hcd.ca.gov

State of California Fair Housing Assessment

Client: State of California
Description: Civix developed a statewide Analysis of Impediments to Fair Housing for the State of California's Department of Housing and Urban Development. As the prime contractor, Civix served as the project manager and ensured that the project complies and aligns with the Affirmatively Furthering Fair Housing rule and Assessment of Fair Housing. The Civix Team provided an assessment of the State's entitlement programs, a review of state laws and regulations that impact fair housing and affordable housing opportunities, and an analysis of current affordable housing conditions.
Project Role: Allison served as a Senior Grant Manager. Her role included review and analysis of fair housing data and report drafting, as well as stakeholder outreach.
Project Dates: June 2019 – June 2021
Reference: Tyrone Buckley, Assistant Deputy Director of Fair Housing, Housing Policy Development; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; (916) 263-5081; tyrone.buckley@hcd.ca.gov

Lake Charles HUD Technical Assistance

Client: City of Lake Charles
Description: Civix provided technical assistance and program management support to the City of Lake Charles Department of Community Services and Development for the CDBG and HOME programs. Included in the scope of work is guidance on administrative policies and procedures for the Department of Community Services and Development, supporting the development of HOME rehabilitation and reconstruction programs, provisions for ongoing technical assistance, and training staff based on best practices and regulatory requirements.
Project Role: Allison served as a Senior Grant Manager for this project. Her role included coordination and analysis of data for the City's Consolidated Plan.
Project Dates: January 2020 – December 2020
Reference: Department of Community Services and Development; 326 Pujo Street, Lake Charles, LA 70601; (337) 491-1428

City of Hammond Housing Growth Study

Client: City of Hammond
Description: Motivated by exponential growth and commerce over the last 10 years, the City of Hammond created a Housing Advisory Committee (HAC) in 2020. As one of their first acts of work, the HAC recommended that the City hire a consultant to analyze and provide recommendations to address, blight, vacancy and succession rights. In 2021, the City selected Civix to conduct a strategic housing growth study. Civix immediately went to work to record the city's current conditions and in accordance with the client's request, proposed seven (7) enhancement areas based on data analysis of 8 contributing criteria. The enhancement areas are used to highlight the challenges and opportunities that are found throughout the city. Once complete, Civix will assess the property conditions in the enhancement areas to develop a ranking system and a list of recommendations that may impact the type of challenges the study uncovers.
Project Role: Project Role: Allison served as a Senior Grant Manager for this project. Her role included project coordination, regulatory compliance, program design, and grant administration support**.**
Project Dates: April 2022 – December 2022
Reference: Lacy Landrum, Director of Administration, City of Hammond, PO Box 2788, Hammond, LA 70404-2788, (985) 277-5653, Landrum_L@hammond.org

Texas Balance of State Continuum of Care (CoC) Coordinated Entry Evaluation

Client: Texas Homeless Network (THN)
Description: Texas Homeless Network (THN), lead agency for the Texas Balance of State Continuum of Care (CoC), selected Civix to conduct an annual evaluation of the CoC's Coordinated Entry System (CES) throughout its geographic coverage area which encompasses over 200 Counties. Focusing on the quality and effectiveness of the system for program participants, Civix provides THN with technical assistance on HUD coordinated entry requirements, collects and analyzes qualitative and quantitative data through surveys, focus groups, and document review, and will develop recommendations for key system improvement efforts.

Project Role: Allison served as a Project Manager for this project. Her role included project management and coordination, program design, and grant writing support.
Project Dates: July 2022 – December 2022
Reference: Kyra Henderson, Director of Systems Change; 3000 S IH-35, Suite 100, Austin, TX 78704; (512) 861-2192; kyra@thn.org

RELEVANT PRIOR EXPERIENCE

Ulrich Consulting, Management and Housing Policy Consulting

Clients: The Department of Veterans Affairs (VA), HomeBase, The Center for Common Concerns, UNITY of Greater New Orleans, MB3 Inc., DBA Civix, and START Corporation.

Responsibilities: Allison served as Principal Consultant and maintained the following responsibilities across a variety of projects:

- Provided a broad array of management and housing policy consultation, technical assistance, training, and program development services to non-profit and governmental organizations focused on affordable housing and homelessness.
- Provided policy recommendations, developed program policies and procedures, evaluated programs and services, drafted and reviewed grant proposals, and ran competitive funding Request for Proposals (RFP) processes.
- Crafted high-quality U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) funding applications and managed local CoC funding competitions.
- Supported systems change and improved programs that provide permanent supportive housing, rapid re-housing, transitional housing, emergency shelter, supportive services, and health-related services

HUD Compliance Technical Assistance / HomeBase, The Center for Common Concerns (San Francisco, CA)

Responsibilities: Allison served as Senior Staff Attorney and maintained the following responsibilities:

- Supported local governments and service providers in their efforts to eradicate homelessness through the provision of technical assistance with HUD compliance, strategic planning, and program implementation and evaluation processes.
- Assisted communities in building capacity through training development and execution; assisted Continuum of Care lead agencies with Coordinated Entry design and implementation efforts; and provided guidance on creating low barrier homeless services.
- Coordinated the Northern California Homelessness Roundtable through HomeBase's Peer Communities team.
- Acted as a Team Lead ensuring that the team of attorneys provided contract deliverables and technical assistance products meeting the needs, specifications, and timelines of the client.

Housing Development Coordination / Department of Veterans Affairs (VA) Palo Alto Health Care System's HUD - Veterans Affairs Supportive Housing (HUD-VASH) Program (Menlo Park, CA)

Responsibilities: Allison served as Housing Development Coordinator and maintained the following responsibilities:

- Coordinated housing development activities across 10 counties for VA Palo Alto Health Care System's HUD-VASH Program.
- Led the "Housing Heroes & Families" campaign aimed at increasing housing opportunities for Veterans and supporting housing development in Northern California's high cost, low vacancy rental market.
- Coordinated local collaborative efforts with Supportive Services for Veteran Families (SSVF) grantee agencies across 10 counties as the VA Medical Center (VAMC) SSVF Liaison.
- Provided ongoing training and consultation to a multidisciplinary staff.
- Led VA Palo Alto Health Care System's Domiciliary Service Total Quality Improvement Committee focused on program performance and managed special projects related to external Commission on Accreditation of Rehabilitation Facilities (CARF) compliance efforts.

Management and Housing Policy Consulting / Department of Veterans Affairs (VA) Palo Alto Health Care System's Health Care for Homeless Veterans (HCHV) and Grant & Per Diem (GPD) Programs (Menlo Park, CA)

Responsibilities: Allison served as Principal Consultant and maintained the following responsibilities:

- Provided a broad array of housing consultation, training, and program development services to VA Palo Alto Health Care System's Domiciliary Service, HCHV Program, Grant & Per Diem grantee agencies, and HCHV contract agencies.
- Conducted program analysis, Total Quality Improvement, and Commission on Accreditation of Rehabilitation Facilities (CARF) reviews; issued recommendations to leadership; acted as team lead for ongoing process improvement projects, systems re-design, and staff development efforts.
- Supported the federal acquisitions pre- and post-award planning and surveillance phases through ongoing analysis and oversight of contracted activities.
- Coordinated local collaborative efforts for Supportive Services for Veteran Families (SSVF). Served as Domiciliary Service lead for Enhanced Use Lease housing development project and the Veterans Housing and Homelessness Prevention Program.

Housing Counseling Services / HomeFirst, Housing Services Partnership (San Jose, CA)

Responsibilities: Allison served as Housing Specialist and maintained the following responsibilities:

- Developed and implemented housing counseling services, housing search assistance, and related eviction defense services for low-income clients in Santa Clara County through the Housing Services Partnership funded by the City of San Jose.
- Facilitated relationships between clients, property owners, community and governmental agencies; developed strategies for bridging the gap between landlords and potential tenants to create successful and mutually beneficial landlord-tenant relationships.

Patricia Weisner

Grant Manager

Patricia "Patty" Weisner is an audit and compliance professional with expertise in multi-tiered environments including CDBG-DR funds. Patty has a proven history of designing, maintaining, and supporting innovative, and HUD funded projects with a track record of accurately delivering multiple projects on or under deadline. Patty brings expertise in monitoring and providing quality control/quality assurance work for federal grants. She brings expertise in HUD cross cutting requirements including Davis Bacon, Section 3, Fair Housing, records management. Patty's history of learning new operating systems and procedures quickly and with minimal assistance.

QUALIFICATIONS

- Leadership/special project management – 10 years
- Provide training to individuals of all agency levels – 10 years
- Field auditing – 6.5 years
- Accurate assessment of high-risk situations based off inaccurate or incomplete data – 6 years
- Assess internal controls – 5 years
- Building Inspection - 1.5 years

EDUCATION & TRAINING

- Master's in Public Administration (MPA), 2015, Louisiana State University
- Dual Degrees: Political Science and Communication Studies, 2006
- Minor: History

REGISTRATIONS/ CERTIFICATIONS

- COSCDA CDBG Certification – 2015
- Economic Development Finance Professional Certification (EDFP)
- Institute of Internal Auditors (IIA) – 2014
- Information System Audit and Control Association (ISACA) – 2017

RELEVANT PROJECT EXPERIENCE

North Carolina Office of Recovery and Resiliency Augment Staff

Client: North Carolina Office of Resiliency and Recovery
Description: Civix provides administrative support and subject matter expertise on over $940 million of HUD CDBG-DR and CDBG-MIT funds. Civix's role includes assisting in the development of multiple Action Plans; creation of policy and standard operating procedures (SOPs); troubleshooting the single-family housing recovery program and infrastructure recovery program; and preparing to launch a state-wide buyout and acquisition program through a data-driven analysis of vulnerable properties.
Project Role: Patty served as a Quality Control/Quality Assurance Specialist for this assignment. Her role includes reviewing homeowner files, development of a monitoring plan and monitoring SOPs, and review of internal policies.

Houston CDBG-MIT TA

Client: City of Houston
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. With the City of Houston, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix provides technical assistance on with the City's program selection efforts for CDBG-MIT and the development of policies and procedures. Efforts for CDBG-MIT and the development of policies and procedures.
Project Role: Patty served as a Grant Manager.
Project Dates: June 2020 – December 2021
Reference: Mary Itz, Planning and Grants Management, Housing and Community Development Department; 2100 Travis Street, 9th Floor Houston, TX 77002; (832) 394-6200; Mary.Itz@houstontx.gov

State of California Grant Management Services

Client: State of California Department of Housing and Community Development's Disaster Recovery Section (HCD)
Description: The State of California Department of Housing and Community Development received $250 million in CDBG-DR and CDBG-MIT funding as a result of disasters occurring in 2017. Civix, along with a team of subcontractors, is providing grant management services across the full spectrum of administrative and programmatic aspects of the grant, including project management and oversight, grant administration, and program design and management. Specific efforts include standing up HCD's single family housing, multi-family housing, and infrastructure recovery programs, developing and launch of HCD's CDBG-MIT programs, establishing financial controls, developing and implementing a compliance monitoring plan, and training and capacity building for HCD staff and its subrecipients. Civix's team of CDBG-DR subject matter experts work side-by-side with HCD personnel to establish administrative and programmatic policies and procedures, efficiently develop programs so they can be launched, and engage with subrecipients to ensure they are prepared to administer CDBG-DR funding and complete grant-funded projects in a timely and compliant manner.
Project Role: Patty serves as a Grant Manager.
Project Dates: October 2019 – October 2025
Reference: Susan Naramore, Senior Specialist - Disaster Recovery; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; 916.263.037; susan.naramore@hcd.ca.gov
Client: State of California Department of Housing and Community Development's Disaster Recovery Section (HCD)

EMPLOYMENT HISTORY

Civix, Grant Manager
December 2019 – Present

Louisiana Office of Community Development - Disaster Recovery Unit, Senior Compliance Officer
August 2013 – December 2019

Magellan Health Services, Contract Administrator
March 2012 – August 2013

Department of Children and Family Service, Senior Contracts and Grant Auditor
June 2010 – March 2011

ICF International, Consultant/Lead of Pre-Closing Team
April 2007 – September 2009

San Marcos CDBG-MIT TA

Client: City of San Marcos
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. For San Marcos, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance program design efforts and the development of policies and procedures.
Project Role: Patty served as a Grant Manager.
Project Dates: June 2020 – December 2021
Reference: Carol Griffith, Housing and Community Development Manager, Planning and Development Services; 630 E. Hopkins Street, San Marcos, TX 78666; (512) 393-8230; CGriffith@sanmarcostx.gov

Nebraska CDBG-DR TA

Client: State of Nebraska
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. For the State of Nebraska, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provided technical assistance on Nebraska's DR Action Plan, as well as addressing grant conditions and program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Patty served as a Grant Manager.

Project Dates: November 2020 – December 2022
Reference: Department of Economic Development Community Development Division; 301 Centennial Mall South, 4th Floor, Lincoln, NE 68508; (800) 426-6505

HUD Community Compass - Puerto Rico CDBG-DR Technical Assistance

Client: U.S. Department of Housing and Urban Development
Description: Civix is part of a team of firms providing technical assistance to Puerto Rico's Department of Housing in support of the development and launch of its CDBG-DR funded programs and activities in response to the impacts of Hurricane Maria in 2017. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR programmatic and cross cutting regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix has support Puerto Rico across its portfolio of housing, infrastructure, planning, and economic development programs through technical assistance and best practices on program design and implementation.
Project Role: Patty serves as a Grant Manager.
Project Dates: March 2018 – December 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Puerto Rico CDBG-MIT TA

Client: U.S. Department of Housing and Urban Development
Description: Civix is providing technical assistance to Puerto Rico's Department of Housing in support of the development and launch of its CDBG-MIT funded programs and activities. Civix's role has included sharing guidance and best practices on additional requirements and waivers under this new source of funds, providing reviews and feedback on draft Financial Management and Grant Capacity Certifications, and developing and leading discussions on the management and layering of multiple sources of funding. Civix will provide technical assistance through the development of the Mitigation Action Plan and into program and project launch, including guidance and support in the development of policies and procedures, outreach and communications to stakeholders and the Citizen Advisory Committee, and grant and regulatory support as needed.
Project Role: Patty served as a Grant Manager.
Project Dates: June 2020 – May 2023
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Oklahoma CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix is providing technical assistance to Oklahoma's Department of Commerce/Community Development in support of the development and launch of its 2019 CDBG-DR funded programs and activities to recover from flooding of the Arkansas River. Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR programmatic and cross cutting regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix has support Oklahoma in revisions to its Action Plan, completion of its Financial Management and Grant Capacity Certifications, and recommendations on updates to programmatic policies and procedures.
Project Role: Patty served as a Grant Manager.
Project Dates: November 2020 – June 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

City of Kenner- HUD Program Management

Client: City of Kenner

Description: The City of Kenner selected Civix to provide technical assistance and program management support to the City of Kenner's Department of Community Development. Civix supports the department with the City's Community Development Block Grant (CDBG) program, including its Coronavirus Aid, Relief, and Economic Security Act of 2020 (CARES Act) funding allocations, the HOME Investment Partnership (HOME) Program, and the Emergency Solutions Grant (ESG) Program. Civix's scope of work for the department includes development of administrative policies and procedures, technical assistance supporting rapid launch of new HUD-funded programming to respond to immediate community needs related to the COVID-19 pandemic and Hurricane Ida, development of CDBG and HOME program policies and procedures, and provision of ongoing technical assistance and staff training on best practices and regulatory requirements.
Project Role: Patty serves as a Grant Manager.
Project Dates: March 2020- December 2021
Reference: Tamithia Shaw, Director, Department of Community Development; 624 Williams Boulevard, Kenner, LA 70062; (504) 468-7588; tshaw@kenner.la.us

City of Springfield MA On-Call CDBG-ESG Technical Assistance

Client: City of Springfield, MA
Description: Springfield, selected Civix to provide technical assistance and program management support across its portfolio of HUD CPD grants. Civix works across the City's three implementing departments to provide programmatic tools and trainings, regulatory compliance insights, and subject matter expertise on entitlement grants (including CDBG, HOME, and ESG) and disaster allocations (including CDBG-DR, CDBG-NDR, CDBG-CV, ESG-CV, and HOME-CV).
Project Role: Patty serves as a Grant Manager.
Project Dates: April 2021 – April 2023
Reference: Tina Quagliato Sullivan, Director of Disaster Recovery; 1600 E. Columbus Avenue, 2nd Floor, Springfield, MA 01103; (413)750-2114

City of Lake Charles HUD Technical Assistance

Client: City of Lake Charles, LA
Description: Civix provided technical assistance and program management support to the City of Lake Charles Department of Community Services and Development for the CDBG and HOME programs. Included in the scope of work is guidance on administrative policies and procedures for the Department of Community Services and Development, supporting the development of HOME rehabilitation and reconstruction programs, provisions for ongoing technical assistance, and training staff based on best practices and regulatory requirements.
Project Role: Patty served as a Grant Manager.
Project Dates: January 2020 – December 2020
Reference: Department of Community Services and Development; 326 Pujo Street, Lake Charles, LA 70601; (337) 491-1428

City of Kenner - Hurricane Ida

Client: City of Kenner
Description: In the wake of Hurricane Ida, the City of Kenner selected Civix to develop and prepare a point-in-time analysis of damage and unmet recovery needs related to the impacts of the hurricane. Civix's scope of work includes collection of data on the impacts of Hurricane Ida and the development of a Hurricane Ida recovery briefing, as well as technical assistance to inform use of Community Development Block Grant-Disaster Recovery (CDBG-DR) funding. Support includes the assessment of department staffing capacity, Hurricane Ida communications and outreach, and regulatory support to respond to immediate community needs related to Hurricane Ida recovery. Civix also provides guidance on the layering of CDBG-DR funding and other HUD funding sources, including CDBG and CDBG-Coronavirus (CDBG-CV) funding allocations, HOME Investment Partnership (HOME), and HOME-American Rescue Plan (HOME-ARP) funding.
Project Role: Patty serves as a Grant Manager.
Project Dates: October 2021 – December 2022
Reference: Tamithia Shaw, Director, Department of Community Development; 624 Williams Boulevard, Kenner, LA 70062; (504) 468-7588; tshaw@kenner.la.us

Shelby County NDRC Grant Implementation

Client: Shelby County Government

Description: After assisting the Office of Sustainability and Resilience in the successful submission of their NDRC application, Shelby County reengaged Civix to support the implementation of its CDBG-NDR award. Civix provides project management support, guidance on regulatory requirements, including compliance monitoring and support with audits, data management and reporting, policy and procedures development, and program design. Civix's support included tracking performance metrics, guiding the County and its NDR grant through HUD's DRGR system, and establishing a records management and filing system for official use during internal and external audits and monitoring. In addition to this range of services, Civix created and continues to maintain the County's NDR website which is a platform for communicating with the public regarding the planned projects and the primary method used to ensure compliance with HUD's requirements for comprehensive website maintenance.
Project Role: Patty serves as a Grant Manager.
Project Dates: April 2017 – September 2022
Reference: Jared Darby, CFM, Administrator; Office of Sustainability and Resilience, Memphis and Shelby County Division of Planning; 125 N. Main Street, Room 468, Memphis, TN 38103; (901) 636-7166; jared.darby@memphistn.gov

CDBG-DR Oversight and Monitoring

Client: State of Florida Department of Economic Opportunity
Description: Civix provides quality assurance/quality control and programmatic and fiscal monitoring services to the State of Florida on the implementation of its Hurricane Irma and Hermine/Matthew CDBG-DR recovery programs, a combined funding total of $929 million. Additionally, Civix is tasked with delivering pre-monitoring technical assistance on a number of DEO's Irma and Hermine/Matthew programs, which primarily consist of its Housing Repair and Replacement Program, Infrastructure Repair Program, Voluntary Home Buyout Program, and Workforce Recovery Training Program.
Project Role: Patty serves as a Grant Manager.
Project Dates: October 2019 – October 2022
Reference: Hannah E. Tucker, MSA, CGAP, FCCM, FCCN, Compliance & Reporting Manager; State of Florida Department of Economic Opportunity; (850) 717-8509, Hannah.Tucker@deo.myflorida.com

City of Birmingham Housing Plan 2019

Client: City of Birmingham, Alabama
Description: The City of Birmingham, Alabama was once a major hub of industrial activity, and at one time was considered the foundry-iron capital of the world. Mirroring the decline of heavy industry in other cities, the city has begun to revitalize its downtown and neighborhoods but continues to face issues of vacancy and blight. Civix was hired to conduct the City's first ever housing plan to direct federal housing investment, leverage public-private resources and create a data portal tool to track housing investments.
Project Role: Patty served as a Grant Manager.
Project Dates: October 2019 – October 2021
Reference: Chris Hatcher, Interim Director, Community Development; 710 20th Street N, Birmingham, AL 35203; Phone: (205) 254- 2309; Email: Chris.Hatcher@Birminghamal.gov

St Tammany Parish Rental Assistance Program

Client: St. Tammany Parish
Description: Civix assists St. Tammany Parish in development, implementation, and oversight of emergency rental assistance program; Develop, write, and train personnel on program policies. Develop SOP's and train program personnel on program processes. Assist the Parish staff in coordinating with State and Federal agencies on developing a system of record for both data sharing, and data management for the program; Review operational targets and throughput and adjust policies and processes to maximize efficiencies; Provide quality control/quality assurance of eligibility process by conducting final file reviews prior to award approval; Provide ongoing interpretation and application of federal regulations related to emergency rental assistance; Assist with state and federal reporting requirements.
Project Role: Patty serves as a Grant Manager.
Project Dates: March 2021 – March 2023
Reference: Jeanne M. Marino, Director of Grants, St. Tammany Parish Government; 21490 Koop Drive, Mandeville, LA 70471; Phone: (985) 867-5095; Email: jmmarino@stpgov.org

Jefferson Parish HUD Programs Technical Assistance Support

Client: Jefferson Parish Government
Description: Civix provided program management support to the Jefferson Parish Community Development Department for CDBG, HOME, ESG and CDBG-DR programs. Included in the scope is specific guidance related to regulatory compliance in support the Parish's recovery from Hurricanes Katrina, Rita, Gustav, Ike, and Isaac. Civix's work has included a full assessment of the Parish's program management operations to identify areas in need of improvement, the development of policies and procedures for specific recovery programs and overall grants administration, and training staff on best practices and regulatory requirements.
Project Role: Patty serves as a Grant Manager.
Project Dates: June 2019 – December 2020
Reference: Nicole Fontenot, Director of Community Development; 1221 Elmwood Pk. Blvd., Suite 605, Jefferson, LA 70123; nfontenot@jeffparish.net; (504) 736-6262

State of California CDBG National Disaster Resilience Implementation

Client: State of California Department of Housing and Community Development
Description: Civix serves as the primary outside advisor to the State of California for the implementation of its $70 million CDBG-NDR award to develop and implement its Community and Watershed Resilience Program. The program consists of three pillars: forest and watershed health, the biomass utilization loan and grant fund, and community resilience centers. Civix supported the State during phase two of the National Disaster Resilience Competition and has transferred that knowledge into the implementation phase of the initiative. Civix's scope of work includes support across a number of areas, including technical assistance to the State and its subrecipients, project design, project implementation support, compliance monitoring, and overall program management support.
Project Role: Patty serves as a Grant Manager.
Project Dates: June 2019 – June 2023
Reference: Patrick Talbott, NDR Project Manager; 2020 W. El Camino Avenue, Suite 500, Sacramento, CA 95833; Patrick.Talbott@hcd.ca.gov; (916) 263-2297

Missouri CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance on DR and MIT Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Patty served as a Grant Manager.
Project Dates: March 2021- September 2021
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Missouri CDBG-MIT TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance on DR and MIT

Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Patty served as a Grant Manager.
Project Dates: June 2020 – August 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

LHC Disaster Recovery & Grant Administration

Client: Louisiana Housing Corporation
Description: The Louisiana Housing Corporation is the State of Louisiana's administrator of CDBG and HOME funding, covering a wide-range of housing-focused programs from single-unit development to large multifamily rental projects. Civix is engaged to support the development of policies and procedures for the HOME Community Housing Development Organization (CHDO) programs, a HUD-defined subset of HOME funded activities, as well as provide a comprehensive CDBG-DR Monitoring Plan for LHC's management of disaster recovery-related housing programs. Civix has provided guidance and staff training, and is building policies for LHC that support its programs and provide best practices for organizations seeking project funds. For the DR Monitoring Plan, Civix is engaged with LHC to determine the most effective strategy for building monitoring staff capacity and ensuring compliance with grant and activity-specific requirements.
Project Role: Patty served as a Grant Manager.
Project Dates: December 2021 – April 2022
Reference:

RELEVANT PRIOR EXPERIENCE

Field Auditing / Louisiana Office of Community Development - Disaster Recovery Unit

Responsibilities: Patty served as Senior Compliance Officer and completed monitoring of units of government's implementation and management of CDBG-DR programs. Patty lead monitoring visits, drafted reports of determinations of findings and provided support to local governments to resolve findings. Patty also served as the state's subject matter expert on Davis Bacon and labor compliance. She advised both the Louisiana Office of Community Development-Disaster Recovery Unit, but also local government on all federal labor compliance inquiries.

Contract Administration / Magellan Health Services

Responsibilities: Patty served as Contract Administrator and maintained the following responsibilities:

- Contracted with Medical facilities and practitioners to provide Mental Health services to Medicaid recipients and indigent individuals in Louisiana
- Unofficially worked to credential provider and escalate high priority providers as necessary

Grant Compliance and Auditing / Department of Children and Family Service

Responsibilities: Patty serve as Senior Contracts and Grant Auditor and maintained the following responsibilities:

- Awarded non-profits federal grants in order to help the surrounding communities' combat homelessness
- Audited applicable programs
- Escalated severe violations to HUD-OIG

HUD-OIG Lawsuit Remediation / ICF International

Responsibilities: Patty served as Consultant/Lead of Pre-Closing Team and maintained the following responsibilities:

- Collaborated with legal team on the handling of HUD-OIG lawsuits against ICF for applicant files which were in violation of regulations

Simone Flores

Senior Grant Manager

Simone Flores is a skilled grant manager with 17 years of experience. She has worked extensively with all varieties of HUD grant programs, including CDBG, ESG, and HOME. In her previous roles, Simone served as the housing and community development departments of Fort Lauderdale, Florida and Passaic, New Jersey. She received her Project Management certification from Rutgers University in 2013.

RELEVANT PRIOR EXPERIENCE

Division of Housing and Development (HCD) City of Fort Lauderdale, Florida

Dates: December 2017 – August 2021

Project Role: Simone served as Housing and Community Development Coordinator and maintained the following responsibilities:

- Monitored and reviewed programs for compliance with federal laws and regulations
- Worked with various nonprofit agencies, private and public stakeholders and other government entities to ensure programs and projects meet its objectives and outcomes
- Conducted environmental review of all projects to ensure compliance with National Environmental Protection Act (NEPA) standards, and completion in HEROS
- Assisted with coordination, completion and submission of the city's 5-year Consolidated/Annual Action Plan to the Department of Housing and Urban Development (HUD)
- Prepared sub recipient agreements and provide program-related technical assistance
- Reviewed reimbursement requests for compliance
- Provided programmatic technical assistance to internal and external elected officials and decision makers
- Participated in other special Community Development Block Grant (CDBG)-related projects

City of Passaic, NJ – Department of Community Development

Dates: April 2015 – June 2017

Project Role: Simone served as Assistant Director and maintained the following responsibilities:

- Managed all functions of the grant programs funded by HUD: CDBG, Emergency Shelter Grant (ESG), HOME Investment Partnership (HOME), and Neighborhood Stabilization Program (NSP 1&3) ensuring that benefits are provided to low-moderate households and communities

QUALIFICATIONS

- 17 years of grant management experience
- Fluent in CDBG, ESG, and HOME regulations
- Certified project manager

EDUCATION & TRAINING

- BA, Liberal Studies, 2019, Thomas Edison State University
- Masters Public Service Leadership – Community Economic Development, 2020, Thomas Edison State University
- Diploma in Computer Science, 1992, Caribbean Computer College

REGISTRATIONS/ CERTIFICATIONS

- Project Management (Certification), 2013, Rutgers University
- NeighborWorks of America (NW) Project Management/Financing and Neighborhood Strategies, Certified Homeownership Counselor & Community Lending Professional (Certification), 2011
- NSP, 2008
- Disaster Recovery Grant Reporting System (DRGR) & Integrated Disbursement Information System (IDIS), 2008
- HOME, 2005
- CDBG, 2004

- Coordinated and applied for other funding in support of community development and stabilization
- Supervised and motivate program staff to meet organizational goals and objectives
- Provide updates/reports to upper management and other private and public stakeholders
- Provide programmatic technical assistance to sub recipients and local administrators
- Participated at regional and national conferences, seminars, and public forums
- Participates in other special community assignments

City of Newark, NJ – Department of Economic and Housing Development & Department of Administration

Dates: March 2004 – April 2015

Project Role: Simone served as Grant Program Manager and maintained the following responsibilities:

- Coordinated with public and private agencies, and various community groups to aid with the formulation and submission of a funding plan pursuant to HUD requirements, in order to secure the City's annual Entitlement grant of $17,884,235.00 for the ESG, CDBG, Housing Opportunities for Persons With Aids (HOPWA), American Dream Down Payment Initiative (ADDI), and HOME programs
- Conduct any subsequent Substantial Amendments to the Consolidated Plan including engaging citizen participation
- Coordinated with 4 other municipalities, 13 nonprofit CDCs, 3 for-profit developers and the County of Essex, collectively called the Newark/Essex County NSPII Consortium, to develop and submit the NSP2 application
- Negotiate affordable housing projects contract terms and manage the project through completion
- Manage and oversee the NSP1, NSP2, NSP3 and CDBG-R (Disaster Recovery) grants in the amounts of
- $3,406,849.00, $20,759,155.00, $2,310,637.00 and $2,310,137.00, respectively, including developing sub- recipient agreements, submitting voucher requests from LOCCS DRGR system, quarterly performance reports in DRGR, Federalreporting.gov system and environmental reports in Ramps System
- Procured vendor contracts through RFP/RFQ process, and prepare sub recipient agreements
- Prepared legislation for Municipal Council approval
- Approve reimbursement payment requests
- Assigned and supervised tasks to subordinates (6 project inspectors, 8 program monitors) including environmental reviews for the Release of Funds from HUD. Monitor grant-funded sub recipients, to ensure compliance with federal, state and local labor regulations
- Manage and report on program activities of sub-awardees for program compliance, pursuant to federal, state and local regulations
- Interface with local, State and HUD officials including the Office of Inspector General, and auditors, as required
- Coordinate with internal departments/divisions for recommendations of elimination of slum and blighted areas in the community, consistent with local/state and federal housing guidelines
- Prepared reports and made recommendations to upper management on special projects
- Conducted interviews and informal hearings with project managers and owners to ensure compliance with local ordinances, codes, including state and federal laws and makes recommendation to rectify violations
- Project management
- Participated in other special community engagement and stabilization assignments

Kevin Viola: Data Analyst

OVERVIEW OF QUALIFICATIONS

- Over 20 years of experience IT systems development and support
- Serves as a principal application tester for many custom products.
- Works together with GCR developers to assure that their creative solutions perform as required.
- Experience testing web-based tracking systems to verify that security, navigation and features meet system requirements.

EDUCATION AND TRAINING

BA, 1985, Visual Arts
Loyola University, New Orleans, LA

20+ years' experience designing, developing, and supporting various IT systems

SOFTWARE

Adobe Photoshop

Microsoft Office Suites

Kevin joined the staff of GCR in April 2006 and brings over twenty years of experience in commercial and consulting ventures. As an analyst for GCR he oversees and reviews all data related to property management and renovation, real estate imaging services, estate management, business forecasting, and other projects in development.

Kevin is one of GCR's primary application testers providing not only a review of system functionality but also an operational review of system requirements. He works together with GCR developers to assure that their creative solutions perform as required.

He has also been actively engaged in the firm's recovery and aviation projects. In this capacity, he supervises the collection, entry, and quality verification and validation of data.

RELEVANT PROJECT EXPERIENCE

Airport Safety Data Collection Program, 5010Web.com

Client: Federal Aviation Administration (FAA)

Office of Airport Safety & Standards - Airport Engineering Division

Description: A web-based application that allows federal and state airport inspectors to manage and transmit safety inspection data over a secured Internet application.

This project includes training seminars that provide an in-depth study of each data element on the FAA's Form 5010-1. They also include discussions and guidance on acceptable data entries for reporting these elements.

Project Role: Kevin serves as technical support for the 5010Web.com application, providing IT system help desk support to end users.

National Private-Use Airport Survey

Description: The National Private-Use Airport Survey is the FAA's program to update the national database used by aviation websites and publications. The program ensures that published information for each private-use facility is accurate in its database. GCR hosts, supports, and provides enhancements to the FAA Private-Use Airport Data website (http://www.gcr1.com/privateairports/) which allows contacted facilities with the ability to submit changes online. As part of this grant application, GCR continues the collection of airport safety data for private-use landing facilities, updating the information and transmitting the data directly to the FAA. The program is currently focused on contacting at least one third of all operational private-use facilities.

Project Role: Kevin serves as project manager, leading program development and providing direct support to end users.

Aviation Information System (AIS)

Client: Louisiana Department of Transportation (DOTD)

Description: GCR is providing the Louisiana Department of Transportation and Development (DOTD) with a statewide Aviation Information System (AIS) to consolidate and manage statewide aviation data. AIS tracks and reports the real-time status of public and private aviation facilities across Louisiana. The application helps DOTD navigate the complexities of administering the statewide airport system by managing budgets and grants, tracking aircraft registrations, conducting facilities inspections and more. By consolidating separate applications and digitizing manual processes, AIS provides a single application for total system control that decreases the repetitive and time-consuming tasks associated with management of a statewide system of airports.

Project Role: Kevin is testing and support lead.

Airport System Manager (ASM)

Client: Over 12 U.S. statewide aviation authorities

Description: ASM provides state or regional airport authorities with the advantages of web accessibility and .NET Framework technology in the management of multiple airports in their jurisdiction. Basic ASM modules provide for the management and reporting of information on general facility data, inspections and 5010 compliance, project management, aircraft activity and registration, document library data, aeronautical studies, GIS-based land parcel data. ASM is currently implemented in seven state aviation systems.

Project Role: Kevin was the testing and support lead. He developed test plans and test cases using CMMI methodology as well as partial and full regression testing of security, navigation, features and enhancements. He also provided ASM client production site support.

Jamiela Sekou

Grant Manager

Jamiela Sekou is an accomplished financial planner, analyst and grant manager with experience in state and federal grant management policies and compliance. At Civix, Jamiela serves as a Senior Grant Manager where she collects, maintains, and reports programmatic and financial data to facilitate analysis. Prior to Civix, Jamiela served as a director of finance, data, and compliance with Teach for America, where she provided compliance oversight and expense management for major federal grants totaling $1 million and effectively designed policies and procedures to drive expense and grant compliance.

QUALIFICATIONS

- Experienced with state and national grant policies
- Experienced working with multiple constituents to achieve ambitious fiduciary and programmatic results
- Knowledgeable with fiscal year planning and expense management

EDUCATION & TRAINING

- Master of Business Administration, 2021, Tulane University
- Bachelor of Arts, Political Science/History, 2011, University of Michigan

RELEVANT PROJECT EXPERIENCE

Jefferson Parish CDBG/CDBG-DR Program Management Support

Client: Jefferson Parish Government
Description: Since 2015, Civix has provided grant management technical assistance to the Jefferson Parish Department of Community Development (JPDCD) across its full portfolio of HUD-funded programs (CDBG, CDBG-DR, ESG, and HOME). Civix's services included full support of all programs currently under JPDCD's direction, including an owner–occupied rehabilitation program, residential elevation program, large-scale residential multi-family construction, first-time homebuyer programs, façade improvement program, and infrastructure projects located in throughout the Parish. The Civix team has provided program design and support around the COVID-19 response including program design and implementation support for CDBG-CV and HOME-CV programs. Our team provides trainings and expertise related to HUD's 2013 HOME Final Rule, 24 CR part 500, 2 CFR 200, CDBG-DR and CDBG-CV Federal Register Notices, waivers, and HUD guidance.
Project Role: Jamiela served as a Grant Manager
Dates: May 2015 – June 2020
Reference: Stephanie Brumfield, Director of Community Development; 1221 Elmwood Pk. Blvd., Suite 605, Jefferson, LA 70123; sbrumfield@jeffparish.net; (504) 736-6262

LA OCD-DRU Grants Management/Louisiana Flood Recovery

Client: Louisiana Office of Community Development – Disaster Recovery Unit (OCD-DRU)
Description: In anticipation of an initial allocation of HUD CDBG-DR funding in response to the Great Floods of 2016, OCD-DRU engaged Civix to support its efforts in several areas critical to the development of the overall plan to initiate recovery activities and the design of the state's specific recovery programs. Specific tasks included the development of an initial CDBG-DR Action Plan that outlined Louisiana's plan to utilize an initial allocation of $438M as well as an Action Plan Amendment following a second allocation of more than $1.2B, supporting the production of the Program Manual for the state's Restore Louisiana Homeowner Program, and supporting OCD-DRU's public engagement efforts related to the initial Action Plan and Action Plan Amendment. The Civix team has continued to support OCD-DRU in the development of recovery programs and Action Plan amendments.
Project Role: Jamiela served as a Grant Manager for this assignment. Her role focused on financial analysis and fiscal compliance.
Project Dates: November 2016 – December 2020
Reference: Jeff Haley, Chief Operations Officer; 617 N. Third Street Baton Rouge, LA 70801; (225) 341-2270; jeff.haley@LA.GOV

RELEVANT PRIOR EXPERIENCE

KIPP New Orleans Schools

Responsibilities: Jamiela served as the Director of Finance and maintained the following responsibilities:

- Served as the team lead for the Finance team, reporting to the Chief Financial Officer (CFO), for 13 college-preparatory, public charter schools educating over 6,000 pre-kindergarten, elementary, middle, and high school students
- Managed a team of accountants, purchasing, and grant administration staff
- Implemented operational sound financial controls to facilitate compliance with state, local, and federal policies (Louisiana Legislative Auditors' Agreed Upon Procedures, LDOE and NOLA-PS procurement policies, 2.CFR.200, etc.)
- Implemented systematic controls to ensure compliance with restricted funding sources (e.g., ESSA, ESSER, and other restricted funding sources)
- Prepared financial statement in response to local, state, and federal authorizer reporting deadlines
- Led the successful execution of annual financial statement, programmatic monitoring, and internal control audits
- Produced clean audits free from substantial deficiencies.
- Implemented collaborative structures and user-friendly systems to facilitate a yearly budgeting cycle
- Published Board-approved budgets in excess of $100 million in compliance with all state and local requirements
- Developed and implemented approaches to assess, maximize, and continually monitor budget to actuals across school and regional teams
- Worked in close coordination with the CFO to present key forecast adjustments, bureaucratic policy changes, and other external operational trends that impact KNOS' financial position to the Finance Committee, internal decision makers, and other key stakeholders
- Built financial models to facilitate key organizational decisions including staffing, enrollment, and surplus spending decisions
- Leveraged a variety of media to communicate complex compliance considerations, policies and procedures, and tradeoffs in the midst of competing commitments
- Led the ongoing development of procedural documents and training sessions to encourage financial stewardship among departmental leaders

Civix

Responsibilities: Jamiela served as the Business Operations Manager and maintained the following responsibilities:

- Led overall operational management across the Community Planning and Resilience division to increase team efficiency and overall divisional profitability
- Developed standard operating procedures for various divisional processes, i.e., onboarding, task management, style and general presentation standards, resource planning, hiring, etc.
- Assessed risk in key divisional processes to assess their impact on profitability
- Developed tools and processes to facilitate decision making and strategic planning
- Facilitated divisional trainings and professional development
- Managed the execution of divisional operating processes
- Cultivated meaning making activities to ensure divisional alignment to the firm's core values
- Created grant and project budget modeling templates to guide long-term grant administration that include conceptual and detailed estimating based on a variety of program and financial variables, including program allocations, regulatory spending limits, actuals to date, staffing needs, implementation phases, and metrics/milestone planning

Civix

Responsibilities: Jamiela served as a Grant Management Specialist and maintained the following responsibilities:

EMPLOYMENT HISTORY

Civix – Senior Grant Manager
July 2023 – Present

KIPP New Orleans Schools – Director of Finance
April 2021 – June 2023

Civix – Business Operations Manager
February 2019 – April 2021

Civix – Grants Management Specialist
July 2018 – February 2019

Teach for America – Manager, Finance, Data and Compliance
June 2016 – July 2018

Teach for America – Specialist-Credentialing and DSP Operations
October 2014 – June 2016

Teach for America Jacksonville and KIPP New Orleans Schools
July 2011 – May 2014

- Collected, maintained, and reported programmatic and financial data to facilitate analysis.
- Provided program management support to parishes, city, and state governments who receive CDBG, HOME, ESG and CDBG-DR federal funding from the Department of Housing and Urban Development
- Provided specific guidance regarding regulatory compliance in support or disaster recovery initiatives funding through the department of Housing and Urban Development
- Developed innovative financial management and strategic planning tools via Microsoft Excel to evaluate risk, conduct financial auditing, facilitate program design, and financial planning for various city, state, and local bureaucracies who receive CDBG-DR funds

Teach for America – Greater New Orleans

Responsibilities: Jamiela served as the Manager-Finance, Data and Compliance and maintained the following responsibilities:

- Provided compliance oversight and expense management for major Federal grants totaling ~$1m
- Implemented and interpreted grant management policies, standards, regulations, practices, and procedures to ensure compliance with restricted public funding
- Participated in statewide working groups to develop the guidance, procedures, and deadlines to ensure compliance of restricted public funding
- Effectively designed the policies and procedures to drive expense and grant compliance, and complete audits without incurring programmatic or financial penalties
- Designed and implemented tools and processes across teams for non-payroll management, monthly forecasting, federal audits, and fiscal year budgeting
- Analyzed actuals and yearly budget forecasts to ensure funds are spent-down efficiently and in-line with terms and agreements of regional Federal grants
- Served as a regional compliance specialist in order to translate and implement the policies and regulations of our national organization and restricted donor base
- Coordinated with program team leaders and senior management to accomplish compliance and expense goals

Teach for America – Greater New Orleans

Responsibilities: Jamiela served as a Specialist-Credentialing and DSP Operations and maintained the following responsibilities:

- Developed the systems and processes to ensure renewed funding through data maintenance, corps member compliance, and program implementation of grant requirements
- Executed special projects related to grants management and teacher certification
- Collected, managed, and reported data to ensure grant compliance and corps member licensing
- Identified and implemented methods to improve data collection and management
- Researched and monitored state and national grant policy developments and best practices and provided recommendations to further grant compliance

Teach for America – Jacksonville and KIPP New Orleans Schools

Responsibilities: Jamiela planned and executed rigorous and differentiated lessons for 7Th-9th grade students in Social Studies, Earth & Space Science, and English & Language Arts. She provided a safe and culturally responsive classroom environments that fostered student learning, pride, and, investment in education. Jamiela served as middle/secondary teacher.

Patrick Roberts

Senior Grant Manager

Patrick Roberts is a solution driven project manager who possesses over 30 years of proven leadership and management experience. Patrick is an expert in disaster recovery strategy, planning, implementation, compliance, monitoring and closeout reporting. He is experienced in leading organizational teams totaling 40 employees while simultaneously responding to rapidly changing conditions on multiple programs. He has demonstrated strength in process design and improvement by utilizing and integrating newly created processes with existing framework. Prior to his role at Civix, Patrick served as Senior Project/Contract Manager with Prosource Technologies where he led large-scale disaster recovery, federal procurement, and grant management projects.

RELEVANT PROJECT EXPERIENCE

State of California Grant Management Services

Client: State of California Department of Housing and Community Development (HCD)
Description: The State of California Department of Housing and Community Development received $250 million in CDBG-DR and CDBG-MIT funding as a result of disasters occurring in 2017. Civix, along with a team of subcontractors, is providing grant management services across the full spectrum of administrative and programmatic aspects of the grant, including project management and oversight, grant administration, and program design and management. Specific efforts include standing up HCD's single family housing, multi-family housing, and infrastructure recovery programs, developing and launch of HCD's CDBG-MIT programs, establishing financial controls, developing and implementing a compliance monitoring plan, and training and capacity building for HCD staff and its subrecipients. Civix's team of CDBG-DR subject matter experts work side-by-side with HCD personnel to establish administrative and programmatic policies and procedures, efficiently develop programs so they can be launched, and engage with subrecipients to ensure they are prepared to administer CDBG-DR funding and complete grant-funded projects in a timely and compliant manner.
Project Role: Patrick's role includes management and oversight of the grant administration functional areas and supporting the design and implementation of a portfolio of homeowner assistance programs.
Project Dates: October 2019 – October 2025
Reference: Susan Naramore, Senior Specialist – Disaster Recovery, California Department of Housing and Community Development, 2020 West El Camino Avenue, Sacramento, CA 95833, (916) 263-0371, Susan.Naramore@hcd.ca.gov

State of Arkansas HUD Community Company Technical Assistance

Client: State of Arkansas
Description: Civix is supporting the State of Arkansas Economic Development Commission (AEDC) with development and implementation of the State's CDBG-DR programs to address the impacts of major flooding which occurred across the State in 2019. Civix has provided a variety of technical assistance to AEDC and its State partners to support development of its CDBG-DR grant, including assessment of unmet housing, infrastructure, and economic recovery needs, as well as development of the State's CDBG-DR Action Plan. Civix provides the State with CDBG-DR regulatory guidance, training, and supports program design and implementation.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: November 2020 – July 2022
Reference: Jean Noble, Director of Grants Management, Arkansas Economic Development Commission; (501) 682-7389; JNoble@ArkansasEDC.com

San Marcos CDBG-MIT TA

Client: City of San Marcos
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. For San Marcos, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting

QUALIFICATIONS

- Over 25 years of project management and consulting experience
- Emergency Management Response & Recovery program management
- Adept in all areas of project management from initiation through closeout
- Section 3 and Labor Compliance monitoring

EDUCATION & TRAINING

- Bachelor of Arts in Public Administration, University of Northern Iowa, 1987

REGISTRATIONS/ CERTIFICATIONS

- Disaster Recovery
- Project Management
- Project Planning
- Change Management
- Strategic Planning

applicable requirements. In addition, Civix provides technical assistance program design efforts and the development of policies and procedures.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: June 2020 – December 2021
Reference: Carol Griffith, Housing and Community Development Manager, Planning and Development Services; 630 E. Hopkins Street, San Marcos, TX 78666; (512) 393-8230; CGriffith@sanmarcostx.gov

HUD Community Compass - Puerto Rico CDBG-DR Technical Assistance

Client: U.S. Department of Housing and Urban Development
Description: Civix is part of a team of firms providing technical assistance to Puerto Rico's Department of Housing in support of the development and launch of its CDBG-DR funded programs and activities in response to the impacts of Hurricane Maria in 2017. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR programmatic and cross cutting regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix has support Puerto Rico across its portfolio of housing, infrastructure, planning, and economic development programs through technical assistance and best practices on program design and implementation.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: March 2018 – December 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Oklahoma CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix is providing technical assistance to Oklahoma's Department of Commerce/Community Development in support of the development and launch of its 2019 CDBG-DR funded programs and activities to recover from flooding of the Arkansas River. Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR programmatic and cross cutting regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix has support Oklahoma in revisions to its Action Plan, completion of its Financial Management and Grant Capacity Certifications, and recommendations on updates to programmatic policies and procedures.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: November 2020 – June 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Missouri CDBG-MIT TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. In addition, Civix provides technical assistance on DR and MIT Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: June 2020 – June 2022
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

Missouri CDBG-DR TA

Client: U.S. Department of Housing and Urban Development
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments include CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marco, TX, Houston, TX, Missouri, and Puerto Rico. The scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR and CDBG-MIT regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable

EMPLOYMENT HISTORY

Civix, Senior Grant Manager
2020 – Present

Prosource Technologies, Senior Project/Contract Manager
2010 – 2020

Iowa Department of Economic Development, Housing Buyout Project Manager
2009 – 2010

requirements. In addition, Civix provides technical assistance on DR and MIT Action Plans and with program launch preparations through guiding program design efforts and the development of policies and procedures.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: March 2021 – September 2021
Reference: Tennille Smith Parker, Director, Disaster Recovery and Special Issues Division, Office of Block Grant Assistance, U.S. Department of Housing & Urban Development; 451 7th Street, SW Washington, DC 20410; Tennille.S.Parker@hud.gov; (202) 402-4649

State of Arkansas HUD Community Compass Technical Assistance

Client: State of Arkansas
Description: Civix is supporting the State of Arkansas Economic Development Commission (AEDC) with development and implementation of the State's CDBG-DR programs to address the impacts of major flooding which occurred across the State in 2019. Civix has provided a variety of technical assistance to AEDC and its State partners to support development of its CDBG-DR grant, including assessment of unmet housing, infrastructure, and economic recovery needs, as well as development of the State's CDBG-DR Action Plan. Civix provides the State with CDBG-DR regulatory guidance, training, and supports program design and implementation.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: November 2020 – September 2021
Reference: Jean Noble, Director of Grants Management, Arkansas Economic Development Commission; (501) 682-7389; JNoble@ArkansasEDC.com

New Orleans Area Habitat for Humanity (NOAHH) Technical Assistance

Client: New Orleans Area Habitat for Humanity
Description: Provided federal procurement support and on call technical assistance. Executed staff trainings. Created a suite of procurement documents including; federal procurement policies and procedures, checklists, code of conduct form, contractor verification form, cost analysis form, DBE participation form, independent cost estimate form, M/WBE plan, Section 3 plan, and affirmative fair housing marketing policies and procedures.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates: July 2022 – January 2023
Reference: Marguerite Oestreicher, Executive Director; New Orleans Area Habitat for Humanity; 2900 Elysian Fields Ave New Orleans, LA 70122; (504) 861-2077, marguerite@habitat-nola.org

U.S. Department of Housing and Urban Development – Mobile Home Planning

Client: U.S. Department of Housing and Urban Development
Description: Civix is part of a team authoring a guide commissioned by HUD that addresses barriers faced by mobile home residents following disasters and strategies communities can employ to ensure equitable recovery for these vulnerable residents. Civix provides subject matter expertise in the development of housing strategies including single family and multifamily development as well as strategies for community engagement and engagement with elected officials. Civix's scope of work includes analysis of natural hazards and mobile homeowner vulnerability to these hazards, as well as process mapping and program design to guide the use of Community Development Block Grant-Disaster Recovery (CDBG-DR) funding to support mobile home recovery in impacted jurisdictions.
Project Role: Patrick served as a Senior Grant Manager.
Project Dates:
Reference: Dionne Roberts, President and CEO, TDA Inc.; 131-B Atkinson Street, Laurinburg, NC 28352; (202) 486-4781; droberts@tdainc.com

RELEVANT PRIOR EXPERIENCE

Prosource Technologies, LLC - Coon Rapids, MN

Responsibilities: Patrick served as Senior Project/Contract Manager where he managed HUD CDBG-DR grants along with other federal disaster funding sources. Patrick maintained the following responsibilities:

- Directed and coordinated day to day operations of disaster recovery program office, including stakeholder expectations.
- Identified and addressed constraints in different processes to increase use of both personnel and financial resources.
- Managed financial functions including budgeting and cost control.
- Developed, implemented and monitored auditing measures to meet Local, State and Federal regulatory compliance.
- Regulatory guidance, tools, forms, templates & policies and procedures created for a business recovery product.
- Created accountability measures to gain commitment and acceptance of both internal and external parties involved.

Dates: November 2010 to December 2020
Reference: Erick Monroe, (former) Relocation Manager, Prosource Technologies, 704-303-2985, Erik.monroe@delckgroup.com

Iowa Department of Economic Development - Des Moines, IA

Responsibilities: Patrick served as Housing Buyout Project Manager where he provided regulatory guidance for the planning, designing, developing and initiating the roll out of the State's property acquisition program. Patrick maintained the following responsibilities:

- Managed internal relationships and resources to achieve project deliverables within a team culture.
- Developed, implemented & monitored work plans, processes and budgets to quickly disburse disaster recovery funds thru 40 different recipients with 57 different contracts totaling $240 million.
- Ensured compliance of program guidelines for the program.
- Managed complex projects with multiple stakeholders.
- Commitment to promoting collaboration and teamwork across organizational boundaries with high results standards.

Dates: January 2009 to October 2010
Reference: Tim Waddell, Division Administrator, Iowa Economic Development Authority, 515-240-3746, tim.waddell@iowaeda.com

Shannon Cronin

Housing & Homelessness Analyst

Shannon Cronin is an experienced researcher and analyst. Her federal grants management and disaster recovery experience includes statewide resource coordination, resource management response and planning. Shannon has conducted research in post-disaster reconstruction, homelessness, and housing. This work included conducting interviews, focus groups, community engagement, and trainings. Shannon has implemented disaster recovery operations in flood impacted regions in central Texas directed towards rebuilding homes for disaster impacted low-income families.

QUALIFICATIONS

- Experienced Researcher
- Community Outreach
- Training

EDUCATION & TRAINING

M.S. Applied Anthropology, University of North Texas, 2020
B.S. Anthropology, Southern Illinois University Edwardsville, 2017

RELEVANT PROJECT EXPERIENCE

City of Kenner On-Call Technical Assistance

Client: City of Kenner
Description: As the City of Kenner continues to recover from the wide-ranging impacts of Hurricane Ida, Civix has been selected to provide technical assistance to the City's Department of Community Development on State of Louisiana Community Development Block Grant-Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT) funding. Civix's scope of work includes regulatory support, guidance on the layering of funding sources, program design, development of recovery-related communications and applications, as well as recommendations for optimal recovery staffing.
Project Role: Shannon served as this project's Housing & Homelessness Analyst.
Project Dates: March 2020 – December 2021
Reference: Tamithia Shaw, Director, Department of Community Development; 624 Williams Boulevard, Kenner, LA 70062; (504) 468-7588; tshaw@kenner.la.us

Texas Balance of State Continuum of Care (CoC) Coordinated Entry Evaluation

Client: Texas Homeless Network (THN)
Description: Texas Homeless Network (THN), lead agency for the Texas Balance of State Continuum of Care (CoC), selected Civix to conduct an annual evaluation of the CoC's Coordinated Entry System (CES) throughout its geographic coverage area which encompasses over 200 Counties. Focusing on the quality and effectiveness of the system for program participants, Civix provided THN with technical assistance on HUD coordinated entry requirements, collected and analyzed qualitative and quantitative data through surveys, focus groups, and document review, and developed recommendations for key system improvement efforts.
Project Role: Shannon served as this project's Housing & Homelessness Analyst.
Project Dates: July 2022 – December 2022
Project Reference: Kyra Henderson, Director of Systems Change; 3000 S IH-35, Suite 100, Austin, TX 78704; (512) 861-2192; kyra@thn.org

UNITY of Greater New Orleans Coordinated Entry System Evaluation

Client: UNITY of Greater New Orleans
Description: UNITY of Greater New Orleans, lead agency for the LA-503 New Orleans-Jefferson Parish-Kenner Continuum of Care (CoC), selected Civix to conduct an annual evaluation of the CoC's Coordinated Entry System (CES). Focusing on the quality and effectiveness of the system for those it serves, Civix provides UNITY with technical assistance on HUD coordinated entry regulations and requirements, leads the CoC's CES Work Group, collects and analyzes system data through surveys and focus group facilitation, and develops recommendations for key system improvement efforts.
Project Role: Shannon served as this project's Housing & Homelessness Analyst.
Project Dates: January 2022 – December 2022
Reference: Valerie Coffin, Director of CoC Programs; 2475 Canal Street, Suite 300, New Orleans, LA 70119; (504) 821-4496; vcoffin@unitygno.org

Nebraska CDBG-DR TA

Client: State of Nebraska
Description: Civix provides technical assistance to state and local grantees through HUD's Community Compass Technical Assistance Program. Civix's assignments have included CDBG-DR launch preparations with the states of Arkansas, Oklahoma, Missouri, and Nebraska, and the Commonwealth of Puerto Rico, as well as CDBG-MIT support to San Marcos, TX, Houston, TX, Missouri, and Puerto Rico. For the State of Nebraska, the scope of support includes building staff knowledge and capacity to effectively administer and manage their project portfolios, conducting trainings on CDBG-DR

regulations, grant administration and compliance, and providing regulatory guidance to ensure processes are meeting applicable requirements. Civix provided technical assistance on Nebraska's DR Action Plan, addressed grant conditions, and the development of policies and procedures. Civix has supported Nebraska in partner engagements and agreements, developing internal controls, and addressing cost allocations and DRGR activity set up in order to provide the state with a strong foundation for program administration.
Project Role: Shannon served as an analyst for this project.
Project Dates: November 2020 – December 2022
Reference: Jenny Mason, Director, Disaster Recovery, Department of Economic Development Community Development Division; 301 Centennial Mall South, 4th Floor, Lincoln, NE 68508; (800) 426-6505; jmason@nebraska.gov

City of Springfield MA On-Call HUD Technical Assistance and ARPA Support

Client: City of Springfield, MA
Description: Springfield, MA selected Civix to provide technical assistance and program management support across its portfolio of HUD CPD grants. Civix works across the City's three implementing departments to provide programmatic tools and trainings, regulatory compliance insights, and subject matter expertise on entitlement grants (including CDBG, HOME, and ESG) and disaster allocations (including CDBG-DR, CDBG-NDR, CDBG-CV, ESG-CV, and HOME-CV).
The City further engaged Civix to support in the memorialized the implementation of various programs funded under the $123 million in American Rescue Plan Act (ARPA) State and Local Fiscal Recovery Funds (SLFRF). Programs included housing, assistance to businesses, non-profits, and households, awards to neighborhood councils, and multiple internal City uses.
Project Role: Shannon served as an analyst for this project.
Project Dates: April 2021 – April 2023
Reference: Tina Quagliato Sullivan, Director of Disaster Recovery; 1600 E. Columbus Avenue, 2nd Floor, Springfield, MA 01103; (413)750-2114

City of Norfolk – CDBG TA

Client: Department of Housing and Community Development
Description: Civix is engaged with the Department of Housing and Community Development to provide on-call technical assistance, trainings, and program management support across its portfolio of HUD CPD grants (CDBG, HOME, ESG) to build capacity and ensure compliance. Civix has supported Renovate Norfolk, the City's owner-occupied housing rehabilitation program, by developing the policies and procedures, application priorities, and building tools for effective program implementation. Civix prepared the 2022 Analysis of Impediments to Fair Housing Choice report (AI) to help identify Norfolk's housing challenges, and opportunities for community and economic development. Civix has also provided support and guidance in monitoring preparations and responses, updating grant administration policies, and developing greater collaboration with partner agencies.
Project Role: Shannon served as an analyst for this project.
Project Dates: October 2021 – September 2022
Reference: Megan Erwin, Assistant Director, Department of Housing and Community Development, City of Norfolk, 501-A Boush Street, Norfolk, VA 23510, (757) 664-4287; megan.erwin@norfolk.gov

TAC Emergency Housing Voucher HUD TA

Client: Technical Assistance Collaborative (TAC) and U.S. Department of Housing and Urban Development (HUD)
Description: As a subcontractor to Technical Assistance Collaborative (TAC), Civix has provided HUD technical assistance to communities throughout California, Washington, Texas, Louisiana, Indiana, North Carolina, and New Mexico with the goal of maximizing program performance, ensuring compliance, and improving outcomes for HUD's Emergency Housing Voucher (EHV) program. Civix provides Public Housing Authorities (PHAs) and their partners with customized EHV technical assistance on HUD rules and regulations, program design, reporting and compliance, and maximizing leasing and permanent housing outcomes.
Project Role: Shannon served as an analyst on this project.
Project Dates: April 2022 – September 2022
Reference: Marie Herb, Managing Director; 15 Court Square, 11th Floor, Boston, MA 02108; (617) 794-6885; mherb@tacinc.org

Sacramento Steps Forward (Allison)

Client: Sacramento Steps Forward (SSF)
Description: Sacramento Steps Forward (SSF) selected Civix to provide U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program grant management and monitoring support. Civix's scope of services includes the development of grants management and monitoring policies and procedures, CoC written standards, staff training, CoC recipient and subrecipient training, and technical assistance on CoC program regulations and requirements.
Project Role: Shannon serves as an analyst on this project.
Project Dates: XX
Reference: Rolf Davidson, Program Director; 2150 River Plaza Drive, Suite 385, Sacramento, CA 95833; Phone: (916) 233-1734; Email: rdavidson@sacstepsforward.org.

RELEVANT PRIOR EXPERIENCE

United Way for Greater Austin, Texas

Responsibilities: Shannon served as a Community Information and Disaster Manager and maintained the following responsibilities:

- Led disaster resource management response and planning efforts.
- Served as the primary South Central Emergency Services contact for 2-1-1 statewide resource coordination of disaster information.
- Supported, built and maintained relationships with disaster response organizations.
- Researched, gathered, and analyzed information about community services for input into the database to ensure local resource information provided to callers is comprehensive and accurate.

Salvation Army, St. Louis, Missouri

Responsibilities: Shannon served as a Disaster Recovery Services Coordinator and maintained the following responsibilities:

- Facilitated implementation and oversight of the disaster social services program in Missouri and Illinois.
- Provided leadership and guidance to the overall long-term recovery efforts of The Salvation Army, including proper implementation and oversight of multiple grant programs providing rent/mortgage and utility financial assistance to individuals and families impacted by COVID-19.
- Wrote local, state, and federal grants to increase income of response and recovery activities of Salvation Army Midland Division; resulting in over $3 million in awarded grants.
- Directly supervised a team of DRS staff, including six disaster case managers and consulting role for 20 case managers division-wide.

Lumanti Support Group for Shelter, Kathmandu, Nepal

Responsibilities: Shannon served as a Researcher and maintained the following responsibilities:

- Designed and conducted evaluation of post-disaster earthquake reconstruction program for a Nepalese-operated NGO to determine efficacy and make recommendations for program expansion.
- Methods included interviews, field studies, document and network analysis.
- Developed recommendations for programmatic improvements.

St. Bernard Project, San Marcos, Texas

Responsibilities: Shannon served as the Operations Manager and maintained the following responsibilities:

- Implemented successful disaster recovery operation in flood impacted-region in central Texas geared towards rebuilding homes for disaster impacted low-income families.
- Performed direct long-term case management functions for over 30 disaster impacted low-income families and coordinated the rehabilitation of 18 flood-damaged homes.
- Direct supervision, training, and management of 62 AmeriCorps members and recruitment and coordination of over 1,000 volunteers.
- Developed and maintained relationships with non-governmental organizations, municipal and federal representatives, and corporate funders.

St. Bernard Project, New Orleans, Louisiana

Responsibilities: Shannon served as the Procurement Manager and maintained the following responsibilities:

- Performed complete analysis and categorization of all construction expenditures by the organization from formation of the organization through 2015.
- Developed standardized procurement policy for all affiliates within the organization.
- Coordinated supply mobilization in disaster recovery organization, and implemented improved processes for warehouse procurement and distribution protocols.

Established improved communication processes between warehouse and field management.

EMPLOYMENT HISTORY

Civix, Housing & Homelessness Analyst
October 2022 – Present

United Way for Greater Austin, TX, Community Information and Disaster Manager
June 2021 – October 2022

Salvation Army, St. Louis, MO, Disaster Recovery Services Coordinator
May 2020 – June 2021

University of North Texas, Denton, TX, Research Assistant
September 2019 – June 2020

American Anthropological Association, Project Manager
February 2019 – January 2021

Lumanti Support Group for Shelter, Kathmandu, Nepal, Researcher
June 2019 – August 2020

St. Bernard Project, San Marcos, TX, Operations
June 2015 – June 2016

St. Bernard Project, New Orleans, LA, Procurement Manager
February 2014 – June 2015