

# City of Forest Park

Presented by:



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**landmark**  
CONSULTING

Landmark Consulting is a portfolio management firm that specializes in reporting of Federal programs. We offer comprehensive program management, **federal grants management, compliance**, and architectural services. We are a **M/W/DBE certified** firm that has been nationally recognized for our ability to manage and advise on complex programs. We have garnered an outstanding national reputation for structuring programs in the midst of a crisis for municipalities, educational institutions, and private non-profits that receive federal/state/local funds to finance infrastructure projects. We have developed **proprietary systems to deliver programs quickly and compliantly**. Our team of consultants and industry leading professionals have experience with applying for, administering and managing federally funded programs.



## FEDERAL COMPLIANCE

Landmark Consulting has combined our technical knowledge of large-scale building programs and unique disaster funding regulations to create tools that ensure each client's success in meeting federal compliance requirements.



## PROJECT CONTROLS

Our team uses proven program management methods to manage uncertainty, change, risks, stakeholders and communications, and schedules. To accomplish this, our dashboards are designed to report and manage data to optimize decision making vertically and horizontally.



## PROGRAM MANAGEMENT

Landmark works closely with our clients to create program solutions. We find the right balance between the practical and strategic goals of any program. We centralize all the operations and make it transparent to stakeholders to bring desired results and help clients meet business goals.



## ARCHITECTURE

Landmark provides comprehensive architectural services including preliminary design, development of working drawings and construction.

## Small Business Certifications

- DBE – GA, LA, SC, NJ, NY
- HUBZone
- HUDSON INITIATIVE
- LED
- MBE, WBE, NY
- SBE
- SEBD
- WBENC
- WOSB

# Federal Grants Compliance

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Landmark Consulting has combined its technical knowledge of large-scale building programs and federal funding requirements.

Our team of consultants and industry leading professionals are experienced with applying for, administering and managing multiple federally funded programs simultaneously.

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# Three Types of Funding



## Entitlement

Sometimes called block grants that are provided based on population and are generally recurring:

- **Housing**
- **Department of Transportation**

## Competitive

Grants that have limited funding where the grantee submits a proposal and “competes” against other agencies for funding. They typically have a timeline, criteria, and are reviewed by a selection committee:

- **BRIC Grants**

## Formula

Grants that are non-competitive awards based on a specific scope of work and statistical criteria that determine the amount of funds to be distributed. Most are state administered programs. These grants do not require negotiations they can be used to help in emergencies:

- **FEMA Grants**

# Infrastructure Investment and Jobs Act

IJJA is the largest long-term investment in our infrastructure and competitiveness in nearly a century. The historic Infrastructure Investment and Jobs Act will make life better for millions of Georgia residents, create a generation of good-paying union jobs and economic growth and position the United States to win the 21st century.



## Summary of what IJJA will deliver for Georgia:

- Repair and rebuild roads and bridges
  - **\$225M (formula), \$28.5B (competitive)**
- Improve healthy, sustainable transportation
  - **\$1.4B (formula)**
- Build a network of EV chargers
  - **\$135M (formula) \$2.5B (competitive)**
- Connect Americans to high-speed internet.
  - **\$100M (formula)**

Prepare infrastructure for climate change, cyber attacks, and extreme weather events.

- **\$46M (formula), \$3.5M (competitive)**
- Deliver clean drinking water and eliminate the nation's lead service lines and pipes.
  - **\$913M (formula)**
- Improve the nations airports

## Pre-Award Services: Clearinghouse for Grants Management/Opportunity Search

Landmark will consistently and proactively identify various funding sources and opportunities to support your strategic internal goals for maximizing funding opportunities. All opportunities will be captured and maintained in a central database. Landmark will review grants for eligibility criteria and requirements. Once reviewed, they are ranked and presented on a monthly basis for the Forest Park to consider. Below is an outline of our process.



### Clearinghouse process:

- Search for grant opportunities.
- Consolidate grants from various sources into our web-based system.
- Rank best fit options.
- Submit to City via online monthly report.
- City reviews for go/no-go decisions.
- Propose Level of Effort (LOE) to complete application(s).
- City approves proposal.
- Meet with City POC to compile necessary components for grant application.



## Develop Grant Application/Proposal

Landmark will evaluate selected projects and develop grant applications/proposals for projects that align with grant requirements and the City's strategic objectives. Many variables impact the selection criteria as the project progresses such as scope, schedule, and budget. We confirm that the applicant (City) is eligible in Step I (Clearinghouse). In Step II (Develop Grant Application/Proposal), we work with the departments on specific projects that are best suited for the grant proposal. This level of detail review and analysis may require preliminary engineering and conceptual design.



### Our team provides support in the following areas:

- Development of detailed analysis of projects selected by the City.
  - Scope
  - Schedule
  - Budget
- Develop a detailed Scope of Work (SOW) that includes location, purpose, objectives, approach, feasibility, expected outcomes and benefits of the project.
- Compose a cost estimate and narrative that describes all anticipated costs associated with the SOW.
- Complete a well-documented Benefit Cost Analysis (BCA).
- Gather and assess sufficient information about potential impacts on environmental resources and/or historic properties in the project area.
- Account for other project considerations, including shovel readiness and duplication of funds.
- Submit application for client review/approval.
- Track grant application.



# Grants Management & Post Award Services

Our team provides support in the following areas:



- **Monitoring and Oversight**

- Ensure grant funds are used for their intended purpose
- Verify that projects undertaken are consistent with approved plans
- Ensure that the City make adequate progress toward stated goals and objectives
- Ensure that the program complies with applicable laws, rules, regulations, program guidance, and requirements

- **Project Management**

- **Site visits**
- **Internal and external audits**
- **Record Keeping**

- **Reporting**

- Federal Financial Report
- Performance Progress Report
- Closeout Reporting Requirements
- Additional Reporting Requirements
  - Disclosing information per 2 C.F.R. § 180.335
  - Reporting of matters related to recipient integrity and performance
  - Single audit report

- **Project Controls/Financial and programmatic to ensure effective grants management, accountability, and transparency**

- **Reimbursements**

- **Closeout**



# Grants Managed

**Building Resilient Infrastructure and Communities (BRIC)**

**Federal Aviation Administration (FAA)**

**Federal Emergency Management Agency (FEMA)**

**US Treasury – CARES & American Rescue Plan Act (ARPA)**

**Hazard Mitigation Grant Program (HMGP)**

**Housing Opportunities for Persons with AIDS (HOPWA)**

**Flood Mitigation Assistance (FMA)**

**Community Development Block Grants (CDBG)**

## Portfolio Management System

Landmark Consulting has combined its technical knowledge of large-scale programs and federal grant compliance requirements with the client's need to organize and implement complex programs. Landmark utilizes our **metric platform solution** which includes a dashboard and reporting system to manage and control the use of Federal funds on a portfolio of eligible projects. The system contains the grant lifecycle, compliance requirements, key performance indicators and milestones. The results are faster and reliable reimbursements, cash flow management, and transparency to leadership and stakeholders.



### Accurate real time reporting

The system provides pro-active compliance monitoring which allows for corrective action through program administration. Typically, these issues aren't addressed until after the fact, during the audit, to learn about the performance of the program.



### Transparency and coordination

This system allows for communication across City departments. It allows us to communicate efficiently on meeting requirements, spend, issues and corrective action.



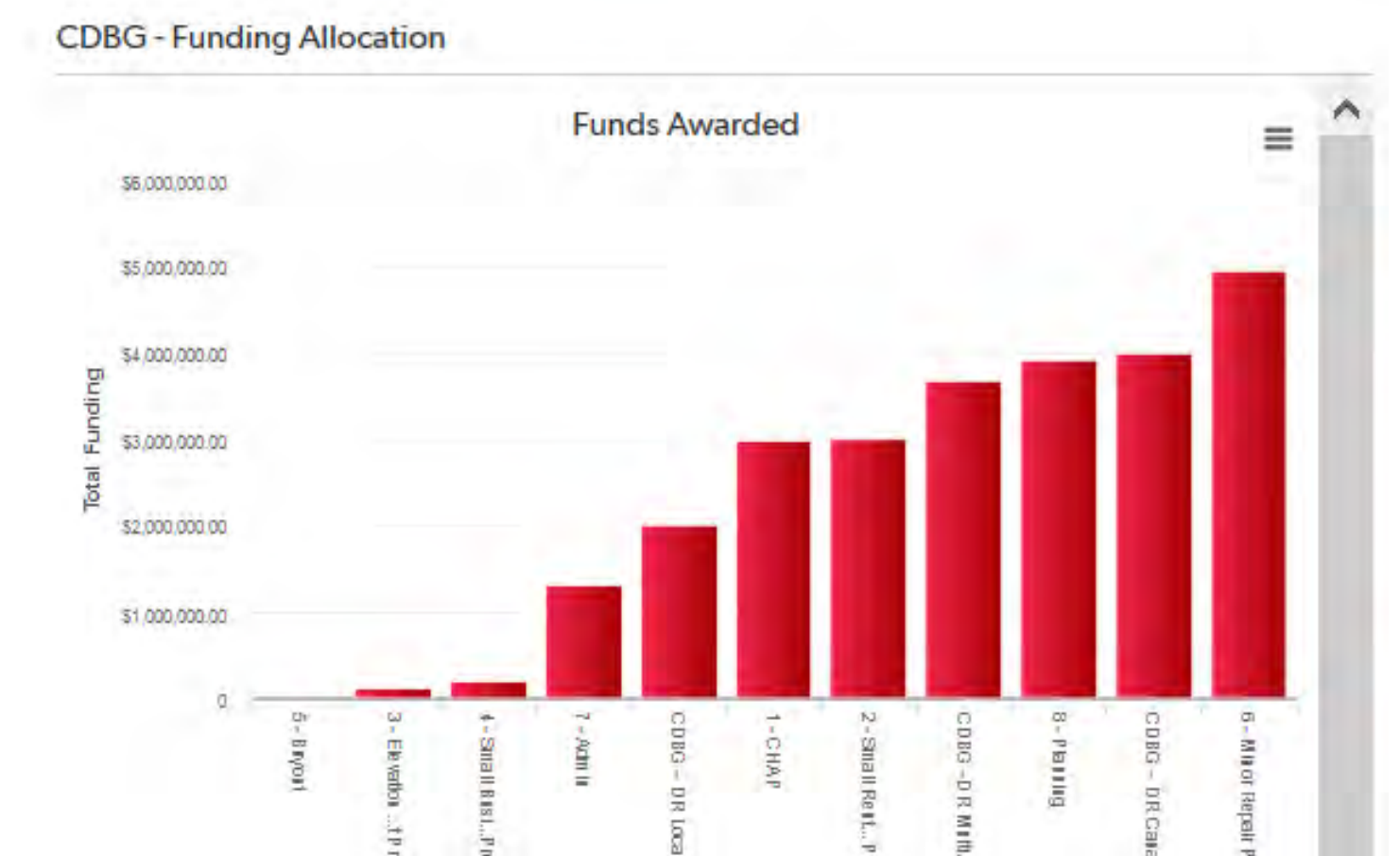
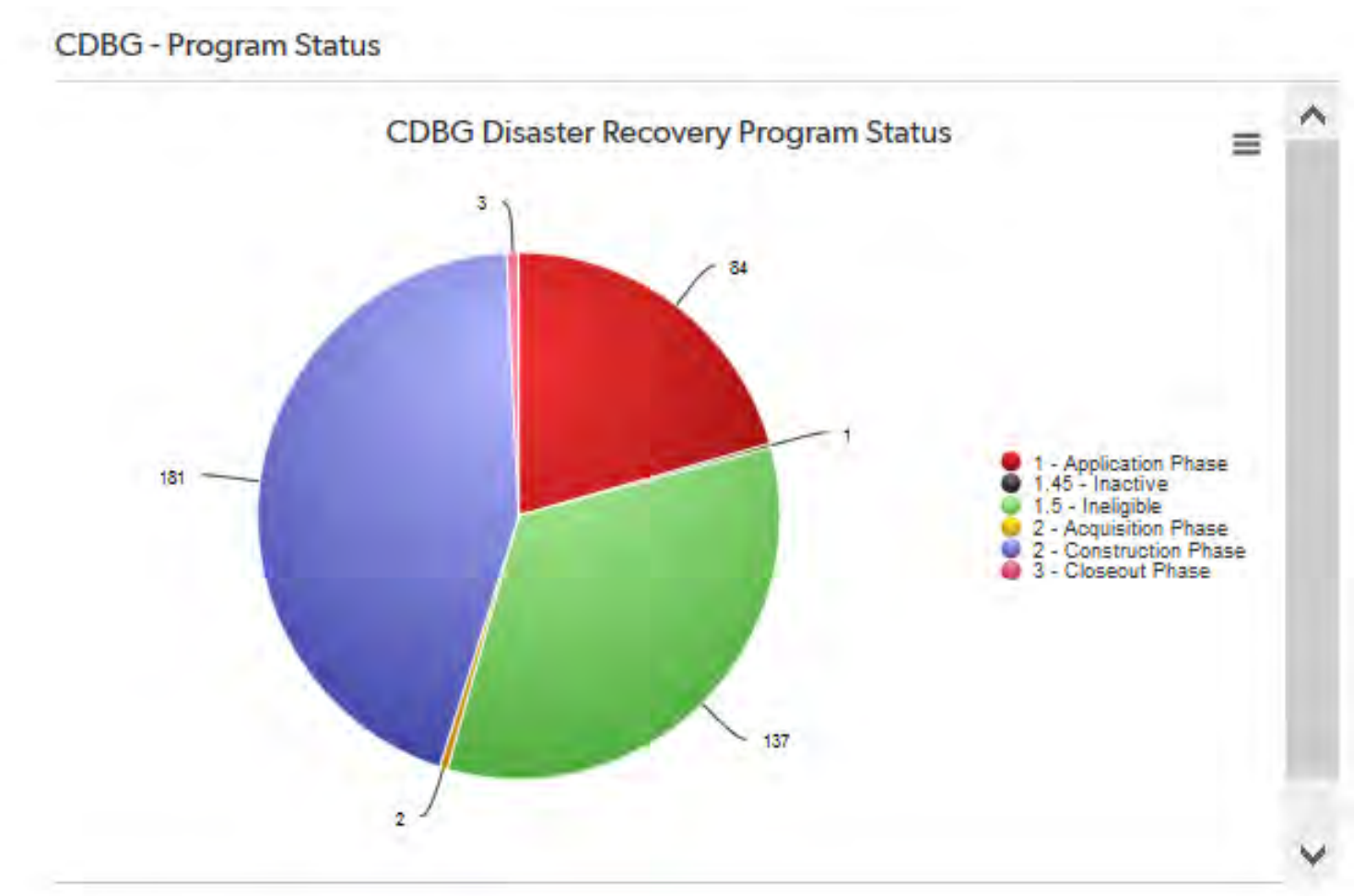
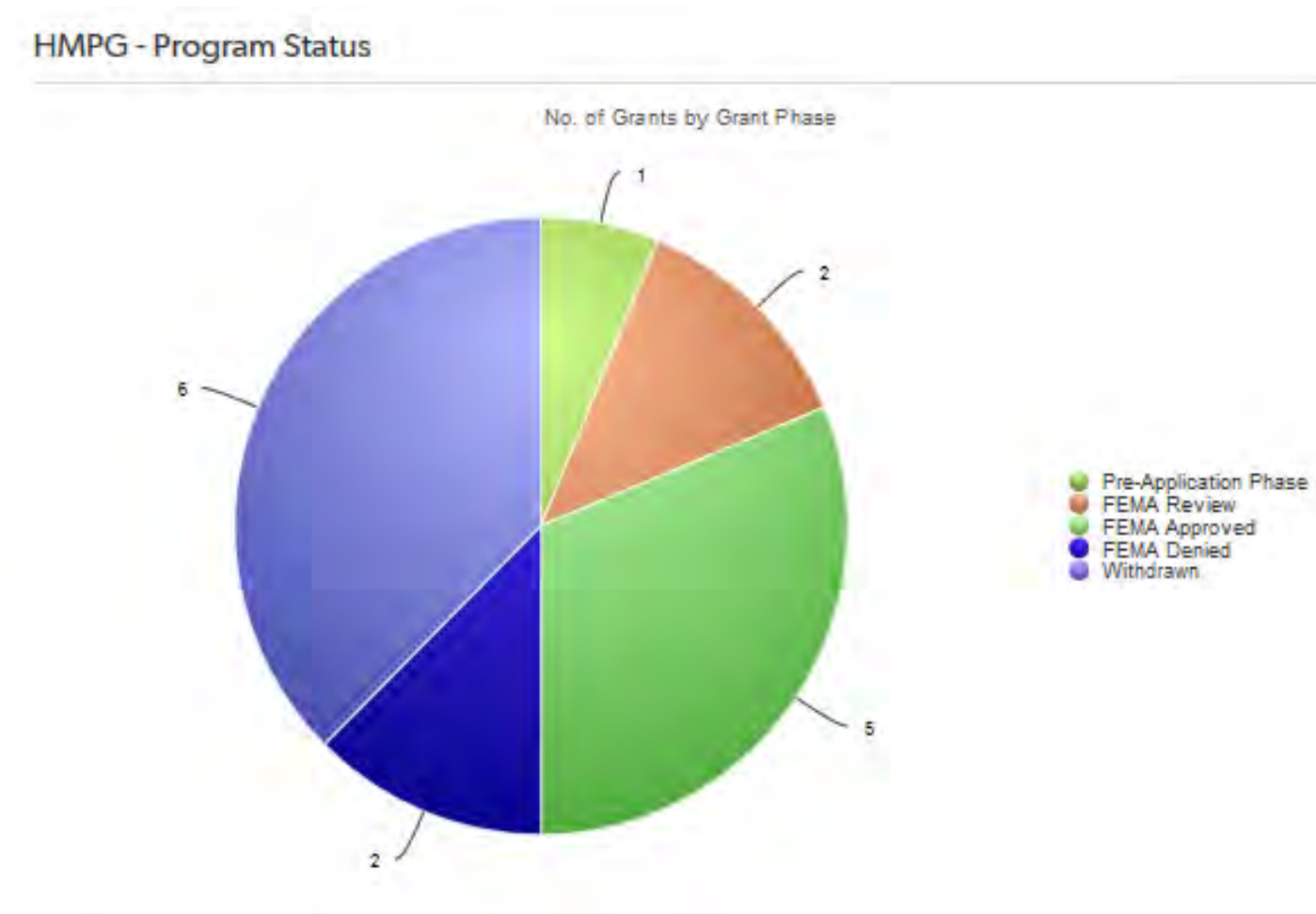
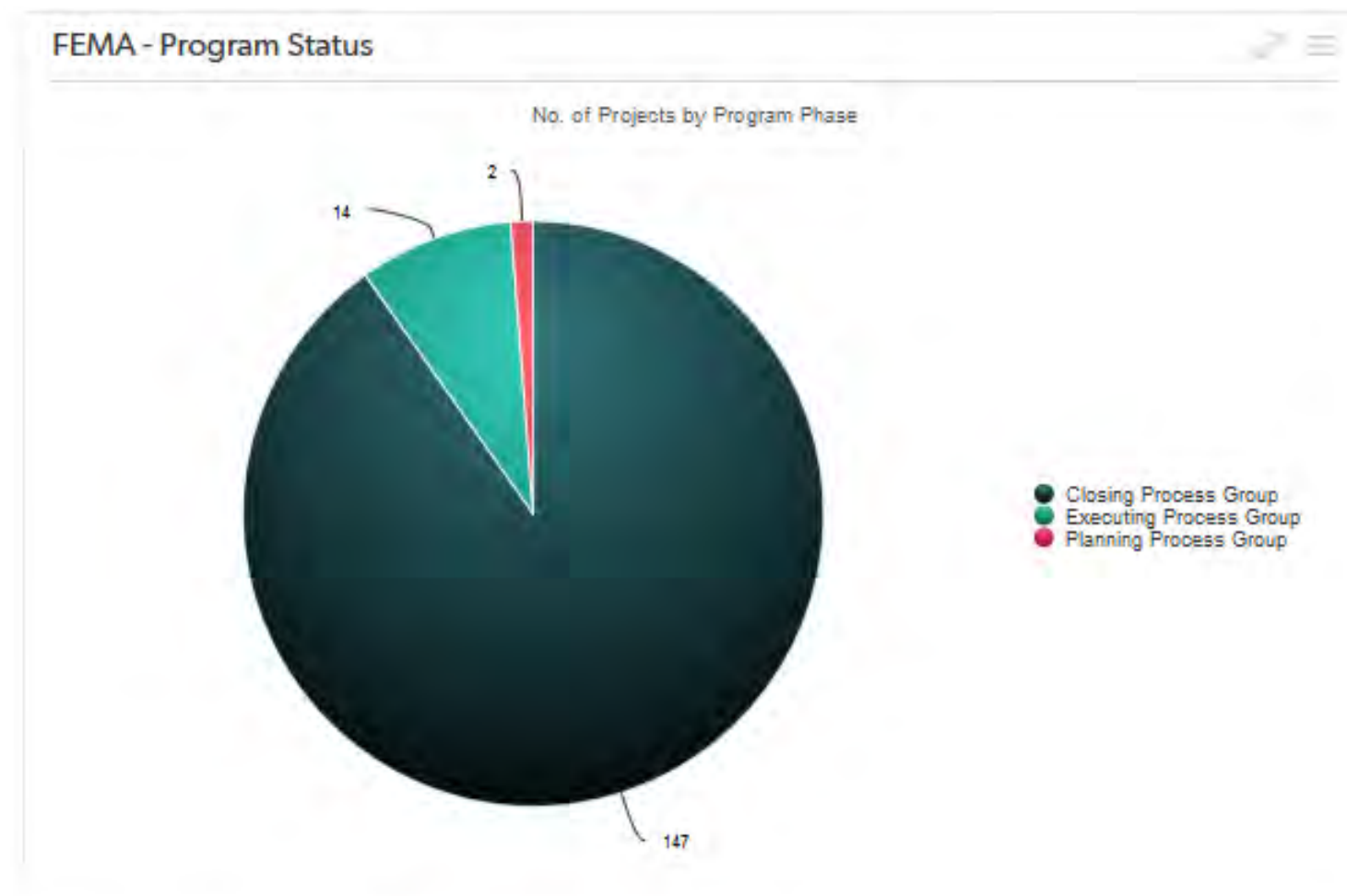
### Cost savings

This system and approach reduces time and resources to administer the program.

It has also allowed City leadership to focus the team's efforts on the **highest priorities**, filter and manage exceptions and forecast changes needed to meet program goals.

# Tracking & Reporting Opportunities

We have developed a proprietary system of managing and controlling the use of public funds within an organization so the program has the cash flow it needs to deliver projects on time while meeting the agencies compliance requirements needed to pass the final audit. Our team of consultants and industry leading professionals has experience with applying for, administering and managing federally funded programs.



# Systems & Processes – System Tour

## DASHBOARD REPORTING & TRANSPARENCY

**COVID - 19 Financial Recovery and Funding Strategy**

[Encumbered Cost by Vendor](#)
[Encumbered Cost by Account](#)
[Contract Tracker \(By Department\)](#)
[Donations](#)
[Committed Funding Report](#)
[Treasury Reporting](#)
[FEMA PW Status Report](#)
[Monthly Report\\_CFO](#)

[Treasury Spend Status - Reallocation #4](#)
[Emergency Rental Assistance ERA - Allocation](#)
[American Rescue Plan Act Spend Status](#)
[Sources and Uses](#)

**Grant Source Status**

Grant Sources	Eligible Status	Pending Amount	Funding Amount	Obligated Cost Allocation	Hazardous Cost Allocation	Salary Cost Allocation
American Rescue Plan Act (ARPA)	<span style="color: green;">●</span>		\$85,464,410.50	12,168,346.48		
Centers for Disease Control and Prevention (CDC)	<span style="color: red;">●</span>					
Community Development Block Grant (HUD)	<span style="color: green;">●</span>		\$4,209,808.00			
Coronavirus Emergency Supplemental Grant (Police)	<span style="color: green;">●</span>		\$1,380,000.00			
Coronavirus Response and Relief Supplemental Appropriations (CRRSA) - Airport Expenses	<span style="color: green;">●</span>		\$77,500,000.00			
Coronavirus Response and Relief Supplemental Appropriations (CRRSA) - Concession Relief	<span style="color: green;">●</span>		\$11,459,547.00			
Department of Health and Human Services (HHS)	<span style="color: red;">●</span>					
Department of Homeland Security (DHS)	<span style="color: green;">●</span>					
Department of Justice (DOJ)	<span style="color: red;">●</span>					
Donations	<span style="color: green;">●</span>		\$1,084,096.54			
Emergency Solutions Grants (HUD)	<span style="color: green;">●</span>		\$12,728,252.00			
Federal Aviation Administration	<span style="color: green;">●</span>		\$338,535,265.00	214,307,344.10		
FEMA Emergency Food and Shelter Program	<span style="color: green;">●</span>					
FEMA-Public Assistance	<span style="color: green;">●</span>		\$1,577,922.65	14,876,394.69		
Fire Grant	<span style="color: green;">●</span>					
Georgia Law Enforcement and First Responders Supplemental Grant	<span style="color: green;">●</span>					

## What We Do Currently - Atlanta

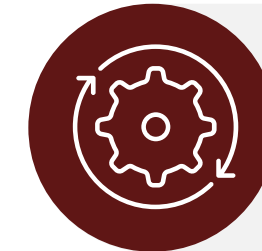


We are currently performing grants management and compliance management consulting services for the City of Atlanta in support of its COVID-19 financial recovery. We are managing multiple federal sources and uses valued at \$653 Million reporting directly to the Finance Department. We are working with 24 City departments including the Atlanta Grants Department performing program administration and federally required monitoring of CARES Act funding for the Rental Assistance Program along with preparing HOPWA reimbursements. We work closely with Grants Accounting in preparation for future compliance and financial audits throughout the program lifecycle.

### COVID FINANCIAL RECOVERY & COMPLIANCE



Administrative Framework & Organization



Internal Controls



Advisory Services



Risk Reduction – Monitoring & Compliance



Program Solutions



Disaster Fund Management

## What We Do Currently - Douglas County

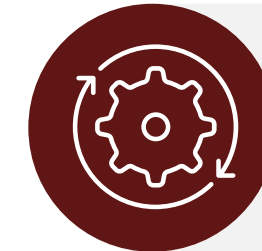


Landmark provides full grant management for the recent emergency ARPA federal funds. This includes monitoring and review for the County and all subrecipient program and fiscal activities. With this single point of data approach, we ensure compliance and reporting consistency. Landmark provides technical knowledge and experience, proven business processes, and policy strategies. We evaluate selected projects and develop grant applications/proposals for projects that align with grant requirements and the County's strategic objectives.

### GRANTS MANAGEMENT & ADMINISTRATION



Maximize eligible, allocable federal dollars



Support cash flow - Reduce the timeline for eligibility determinations



Expert programmatic & policy advice on ARPA programs



Support strategic planning & coordination of all recovery efforts



Develop program guidelines, policies, procedures, implementation plans



Program Coordination, Compliance, and Reporting

**THANK YOU**

**landmark**  
CONSULTING