

Proposal for Administrative Services: City of West Monroe MIT Design Support Program (DSP) Cypress Detention South Project

A Proposal to the City of West Monroe, LA

Hunt, Guillot and Associates

9357 Interline Ave.

Baton Rouge, LA 70809

(225) 927-6825

Federal Tax ID Number: 72-1354146

Contact Person:

Jack Hunt, Principal

Phone: (225) 927-6825

Fax: (225) 529-3778

E-mail: jhunt@hga-llc.com

October 18, 2024

Proposal #P.524598.00.0



9357 Interline Ave.

Baton Rouge, LA 70809

www.hga-llc.com

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Hunt, Guillot & Associates, LLC
9357 Interline Avenue
Baton Rouge, LA 70809
225.927.6825 Office
225.927.6850 Fax
information@hga-llc.com
www.hga-llc.com

1. INTRODUCTION

October 18, 2024

Andrea N. Pate, Deputy City Clerk
City of West Monroe
2305 N. 7th Street
West Monroe, LA 71291

Subject: Proposal for Administrative Services
MIT Design Support Program (DSP)—Cypress Detention South Project
HGA Proposal No. P.524598.00.0

Dear Ms. Pate:

This letter serves to express HGA's intent to bid on the above-referenced contract to support the City of West Monroe with administration of its MIT Design Support Program (DSP) – Cypress Detention South Project, part of the Louisiana Watershed Initiative's (LWI) Local and Regional Watershed Projects Grant Program.

HGA has the capacity to perform all work described in the Request for Proposal (RFP) Scope of Services, as we are currently assisting multiple clients with their LWI Round 2 applications and have managed HUD Community Development Block Grant (CDBG) programs since 2007. Our staff have significant experience providing federal grant administration, including CDBG–Mitigation (MIT) grants awarded through the LWI and other programs. We also have strong working relationships with the agencies that make up the LWI, such as the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Department of Transportation and Development (DOTD), and the Louisiana Office of Community Development (LOCD). HGA has worked alongside LOCD in support of its program to develop and implement its LWI Statewide Buyout Program to mitigate properties that experience repeated flooding. As Program Manager, we provided case management and other services, helping an estimated

Ruston, LA | Shreveport, LA | Baton Rouge, LA | Lake Charles, LA
Houston, TX | Midland, TX | Hattiesburg, MS | Birmingham, AL | Phoenix, AZ

Delivering on commitments. Building long-term relationships.



300 homeowners through the buyout process in several target areas of the state, including West Monroe.

HGA maintains active registration with the Louisiana Secretary of State and is in good standing to conduct business in the state. Our company has not had a record of substandard work within the past 5 years, or ever, and we have never engaged in any unethical practices.

If awarded the contract, HGA will assume full responsibility for the entire contract, including payment of any and all charges resulting from the contract.

Thank you for the opportunity to provide this proposal. If you have any questions, please contact me at (225) 927-6825.

Sincerely,

A handwritten signature in blue ink that reads 'Jack Hunt'.

Jack Hunt
HGA Principal



2. BACKGROUND AND EXPERIENCE

HGA Background

Hunt, Guillot and Associates LLC (HGA) is a Louisiana-based Limited Liability Company that was formed in 1997 in Ruston, Louisiana. In our **27 years in business**, we have grown into a top-ranked firm with nine offices across five states and operating divisions that include Government Services, Staffing, Engineering, Integrated Services, and Construction. HGA has 587 employees with 150 in the company's Government Services division, which was formed in 2007 to support disaster recovery services for state and local clients. HGA's primary owners are Trott Hunt, Jay Guillot, Trotter Hunt, and Jack Hunt. It has operated under the same name and private ownership structure since its founding, with no planned changes.

We have a proven track record of successfully **supporting over \$54 billion in disaster and pandemic recovery services**, including economic, infrastructure, and housing projects. We have a perfect record of **zero funds being recaptured** over the multiple billions of dollars under our management. Our services include comprehensive program management and grant administration services from application to program closeout.

HGA has provided program and grant management services involving multiple federal funding streams, such as HUD's **CDBG-MIT and CDBG-DR programs**; FEMA's Hazard Mitigation Assistance (HMA) and Public Assistance (PA) programs; and newer federal grant programs such as the American Rescue Plan Act (ARPA) and the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law. HGA has provided grant management services in all 64 parishes in Louisiana, including Ouachita Parish.

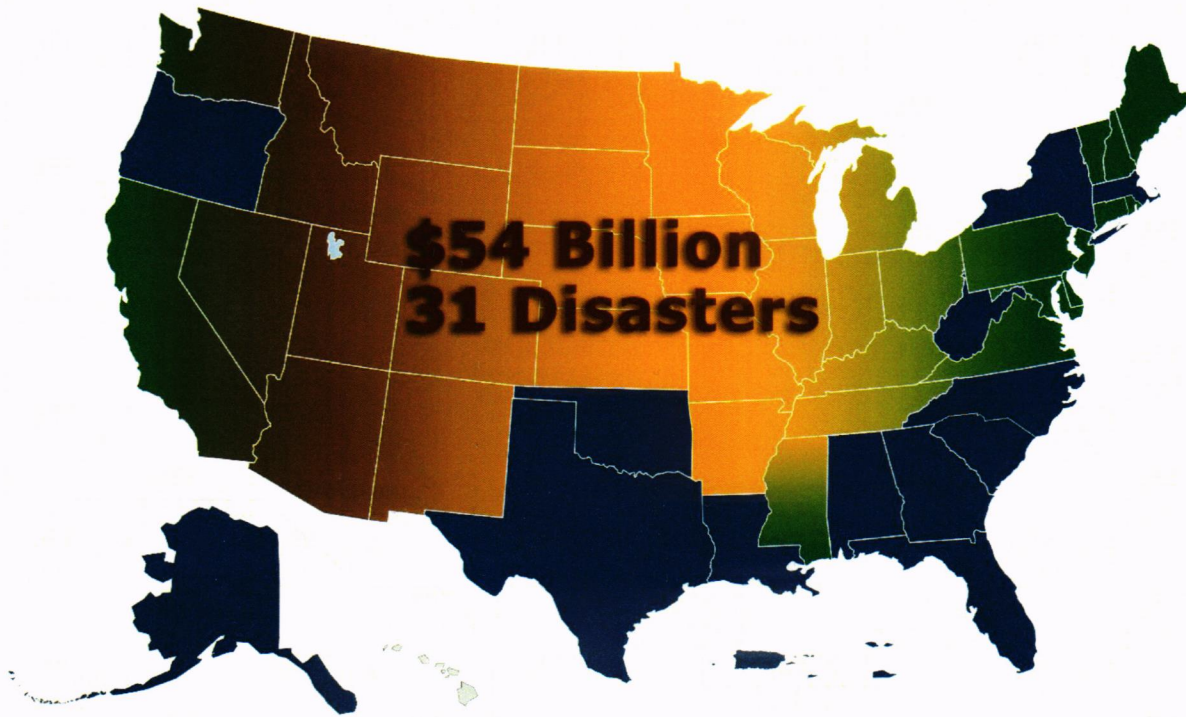


FIGURE 1: HGA EXPERIENCE WITH FEDERALLY FUNDED PROGRAMS. *These programs primarily include HUD CDBG-MIT and CDBG-DR and FEMA PA and HMA Programs, including LWI projects, with additional funding from ARPA and IIJA.*

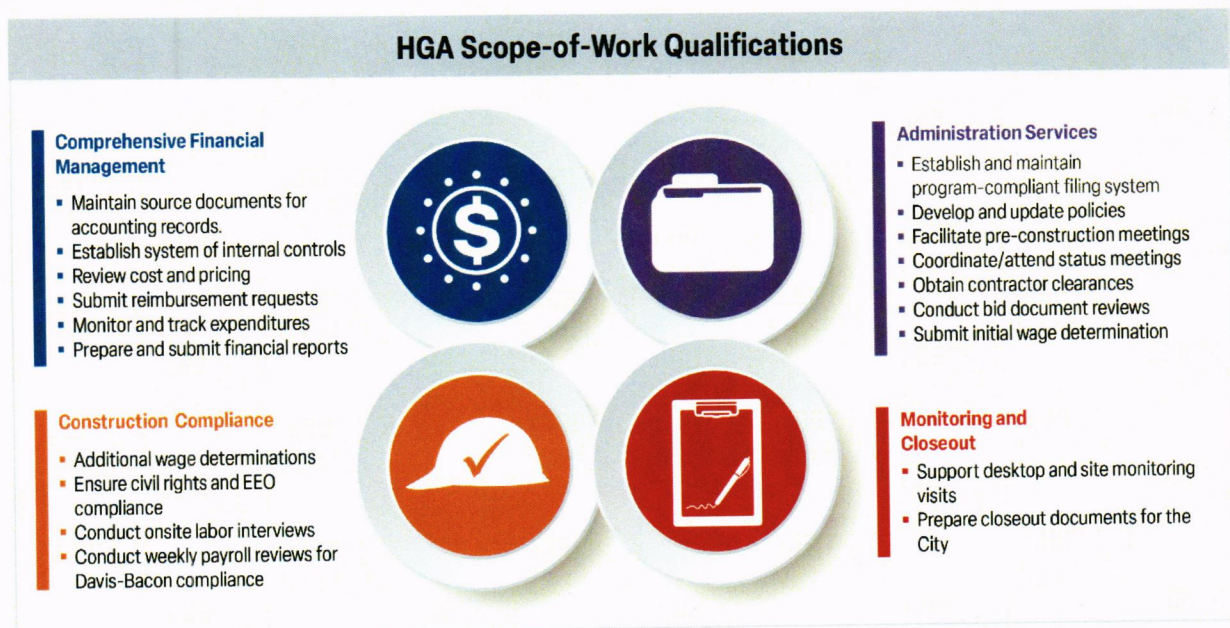
HGA has provided support for numerous infrastructure, public services, economic development, single- and multi-family housing, and public housing projects using CDBG-DR and CDBG-MIT funds, and is fully versed in the use of supporting tools such as HUD's Disaster Recovery Grant Reporting (DRGR) system, its Environmental Review Online System (HEROS), and the **IGX system used by LWI**. We ensure that all program and state requirements are met and documented in every project file. Our experience supporting both large and small CDBG-DR and CDBG-MIT programs across the United States, especially in coastal and flood-prone areas, gives us a unique perspective that allows us to **get the job done right the first time while maximizing the use of all available funding sources**.

This work includes providing grant management services for **state agencies** including the Louisiana Office of Community Development (**LOCD**), the Governor's Office of Homeland Security and Emergency Preparedness (**GOHSEP**), and the Department of Transportation and Development (**DOTD**). We have been working with OCD on disaster recovery programs for the

past 17 years. Under these state-level contracts, we have often assisted local governments with managing their shares of the State's federal grant allocations.

Experience

HGA has supported many projects under LWI, or funded directly by CDBG-MIT dollars, including drainage improvement projects, all of which have required our staff to provide the services specified in Part One of the RFP.



LWI Experience

HGA has specific experience working with the Louisiana Watershed Initiative (LWI) and are already using the IGX system through which LWI applications are submitted. Under our contract with East Baton Rouge Parish MOHSEP, we supported several projects funded by LWI grants. HGA is also managing LWI grant funds for two projects in East Feliciana Parish and supporting the City of Lake Charles with an LWI-funded drainage improvements project. We are helping Louisiana OCD to manage two buyout programs to mitigate properties that experience repeated flooding—the CDBG-DR-funded Laura/Delta/Ida/May Solution 4 for Buyout and the **HUD CDBG-MIT-funded Louisiana Watershed Initiative Statewide Buyout program**. The latter is the larger of the two programs and encompasses **approximately 200 homes** in multiple geographic areas throughout the state. As Program Manager, HGA is providing case management and other

services, helping an estimated 300 homeowners through the buyout process in several target areas of the state, including West Monroe.

TABLE 1: HGA HAS NEARLY 6 YEARS OF EXPERIENCE MANAGING LOUISIANA WATERSHED INITIATIVE PROJECTS.

Customer	Project	Type	Size	Period of Performance
Louisiana Office of Community Development – Disaster Recovery (LOCD-DR) Jeff Haley, Chief Operating Officer (225) 341-2270 Jeff.Haley@La.gov	Louisiana Watershed Initiative (LWI) CDBG-MIT Buyout Program – HGA helped LOCD-DR to develop and implement its Statewide Buyout Program to mitigate properties that experience repeated flooding. As Program Manager, we have provided case management and other services, helping an estimated 300 homeowners through the buyout process in several target areas of the state, including West Monroe.	CDBG-MIT	\$77 million	2019–present
City of Lake Charles Caitlin Smith, Engineering Construction Coordinator, City of Lake Charles (337) 491-1490 Caitlin.smith@cityoflc.us	LWI Round 2, 6th Street Drainage Improvements – HGA is providing HGA is providing CDBG-DR subject matter expertise related to CDBG disaster recovery requirements, coordinating reporting and implementation of milestones with the City and consultant partners, and reporting progress through State of Louisiana reporting software.	CDBG-DR/ MIT	\$3.15 million	August 2023–present
East Baton Rouge City-Parish Mayor’s Office of Homeland Security and Emergency Preparedness (MOHSEP) Kellie A. McGaha, LEM-P MOHSEP Assistant Director (225) 389-2100 KMcGaha@brla.gov	LWI and Hazard Mitigation Assistance – HGA is managing the local Louisiana Watershed Initiative , as well as managing the City-Parish’s Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Swift Current Initiative, and Stormwater Management Plan. Work involves 21 infrastructure and drainage projects and 319 residential projects that include elevations, reconstructions, and acquisitions.	FEMA HMGP, FEMA FMA, CDBG-DR CDBG-MIT	\$68.8 million FEMA HMGP \$69.3 million FEMA FMA \$67 million CDBG-DR \$31.8 million CDBG-MIT	December 2020–present
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org	LWI Round 2 – Project involves grant management for two dredging, snagging, and clearing projects; facilitating vendor coordination for submission of application to LOCD; and	CDBG-DR/ MIT	\$26.9 million	August 2024–present

Customer	Project	Type	Size	Period of Performance
	ensuring compliance from construction to closeout.			
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	Environmental Services for LWI – CDBG-MIT Ormond CN Railroad Culverts Project – Responsibilities involve environmental assessments for a drainage project.	CDBG-MIT	\$6 million	June 2023-present

CDBG Contracts with References

HGA has a strong Louisiana presence and commitment to the state. We have been supporting both state and local CDBG-DR grant programs in Louisiana since our support for Louisiana OCD's local Katrina/Rita recovery efforts began in 2007. HGA's Government Services Division, which would perform this work, is headquartered in Baton Rouge. We will use Louisiana employees to do the work on this contract. Should we need to add new resources in any area, we commit to hiring and training locally whenever possible.

TABLE 2: HGA CDBG COMPLETED PROJECTS. *HGA has supported many projects similar to this one, both by type of project and by funding source.*

Customer	Project	Type	Size	Period of Performance
Calcasieu Parish Jennifer H. Cobian, CPA Grants Director, Calcasieu Parish Police Jury (337) 721-3729 jcobian@calcasieu.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$15 million	2009-2020
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$3 million	2009-2016
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA	Labor Compliance Services for FEMA-Funded Projects with CDBG-DR Match	FEMA/CDBG-DR Match	\$10 million	2020-2021

Customer	Project	Type	Size	Period of Performance
70722, (225) 683-8577, parishmanager@efparish.org				
Jefferson Parish Stephanie Brumfield, Director, Department of Community Development, Jefferson Parish Government (504) 736-6262 sbrumfield@jeffparish.net	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$27 million	2010-2023
Lafourche Parish Archie Chaisson, Parish President (985) 446-8427 chaissonap@lafourchegov.org	Grant Management for CDBG-DR Infrastructure and Housing for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$3.36 million	2009-2022
Plaquemines Parish Paula Dove, Grant Administrator (504) 934-6376 pdove@ppgov.net	Support for CDBG-DR Plaquemines Housing Assistance Program (PHAP) for Hurricane Isaac	CDBG-DR	\$16.9 million	2015-2021
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$4.9 million	2009-2016
Tangipahoa Parish Melissa R. Cowart, Director of Accounting and Grants Management (985) 748-3211 mcowart@tangipahoa.org	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$10 million	2010-2023
West Baton Rouge Parish Jason Manola, Chief Administration Officer, West Baton Rouge Council (225) 383-4755 Jason.Manola@wbrcouncil.org	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$8 million	2009-2019

Customer	Project	Type	Size	Period of Performance
City of Gretna Amelia Pellegrin, Director of Planning and City Development City of Gretna 504-363-1568 apellegrin@gretnala.com	CDBG-DR Unified Development Code and Comprehensive Plan Administrative Support	CDBG-DR	\$540,000	2018-2020
City of Gretna Amelia Pellegrin, Director of Planning and City Development City of Gretna 504-363-1568 apellegrin@gretnala.com	Grant Management for CDBG-DR Downtown Drainage Project	CDBG-DR	\$1.9 million	2019-2020
Florida Department of Economic Opportunity (DEO) Ryan Butler, Director, Office of Long-Term Resiliency (850) 717-8518 ryan.butler@deo.myflorida.com	CDBG-DR Staff Augmentation Services for Hurricanes Hermine, Matthew, Irma, and Michael	CDBG-DR	\$1.9 billion	2020-2022
Louisiana Office of Community Development – Disaster Recovery (LOCD-DR) Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	Program Management for Restore Louisiana Housing Assistance Program for 2016 Floods	CDBG-DR	\$1.3 billion	2019-2022
LOCD-DR Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	Piggyback Housing CDBG-DR Labor Compliance	CDBG-DR	\$1.3 billion	2008-2019
LOCD-DR Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	CDBG-DR Infrastructure and Housing Program Management for Hurricanes Katrina & Rita	CDBG-DR	\$1.4 billion	2007-2021
New York State Office of Resilient Homes and Communities – formerly New York Governor’s Office of Storm Recovery (GOSR) Erin Waz, Managing Director (518) 248-6147 erin.waz@stormrecovery.ny.gov	Program Management for CDBG-DR Infrastructure for Hurricanes Sandy and Irene and Tropical Storm Lee – HGA managed \$1.3 billion allocated to four programs, one of which involved CDBG-DR match funds that met FEMA HMGP eligibility criteria. Program activities included	CDBG-DR	\$1.3 billion	2014-2023

Customer	Project	Type	Size	Period of Performance
	managing subrecipients, providing them with technical assistance and maintaining their records. We performed project eligibility reviews to develop 325 projects total and assisted with procurement and environmental reviews, land acquisition, Section 3 requirements, financial management, record-keeping, labor compliance, and other federal compliance regulations.			
New York State Office of Resilient Homes and Communities – formerly NY GOSR Erin Waz, Managing Director (518) 248-6147 erin.waz@stormrecovery.ny.gov	Construction Management Support Services for CDBG-DR Housing	CDBG-DR	\$2 billion	2015-2019
Puerto Rico Department of Housing (PRDOH) Mitchelle Méndez Castañeda former CDBG-DR Director for Disaster Recovery (787) 640-5904 mitchelle_mendez@hotmail.com	Grant Management for HUD CDBG-DR and CDBG-MIT Housing and Infrastructure – Work includes grant management, CDBG-DR program design, CDBG-MIT action plan development, damage assessment and inspections, non-federal share match, and technical assistance.	CDBG-DR, CDBG-MIT	\$18 billion	2019-2021
U.S. Virgin Islands (USVI) Housing Finance Authority (VHIFA) Antoinette Fleming, CDBG-DR Director (340) 777-4432 anfleming@vihfa.gov	Technical Assistance and Planning Support for CDBG-DR Housing, Infrastructure, and Economic Development for Hurricanes Irma and María	CDBG-DR	\$1.9 billion	2018-2019









Letters of Reference

The letters of reference we have included in [Appendix B](#) of this proposal demonstrate our customers' satisfaction. These individuals, and those listed in the above table, will attest to the ability of HGA to perform all of the required services.

Other Mitigation Experience

HGA has also provided significant levels of similar projects funded by FEMA HMA. We have provided information about the level of our hazard mitigation experience across FEMA and HUD programs and various types of projects in Table 3 below.

TABLE 3: HGA MITIGATION EXPERIENCE. *HGA has supported more than \$1 billion in mitigation grants funded by HUD CDBG-DR/MIT and FEMA Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA).*

	28 Pump Stations \$83.8 million		21 Safe Rooms \$98.6 million
	89 Drainage Projects \$340.6 million		9 Outreach/Studies \$21.4 million
	290 Generators \$43.9 million		12 Other Projects \$69.4 million
	49 Wind Retrofits \$15.9 million		1,816 Housing \$399.3 million

Uniquely Relevant Qualifications

As mentioned earlier, HGA has supported OCD with its administration of the initial Louisiana Watershed Initiative allocation. HGA also has worked with the **City of West Monroe and Ouachita Parish** on several disaster recovery projects. Ouachita Parish procured HGA to provide program management services in the administration of its FEMA allocations for Hazard Mitigation Assistance (HMA) and Public Assistance (PA) for recovery from Hurricanes Gustav and Ike and the Great Floods of 2016. Under this contract, HGA has been working with Ouachita Parish, the City of Monroe, and the City of West Monroe to support 24 acquisition projects and 14 infrastructure projects that include canal improvements, all of which will help make the communities more resilient to future flood events. Activities have included debris removal, monitoring, emergency protective measures, permanent repair/replacement, road/bridges, and water control facilities. Ouachita Parish also requested HGA's support with PA services following a tornado.

HGA staff includes three Certified Floodplain Managers and a subject matter expert who served as the Region 3 Coordinator for the Louisiana Watershed Initiative. Also, two of our proposed staff are currently supporting City of West Monroe on the aforementioned acquisition and infrastructure projects. Our excellent working relationship with City staff and experience with the LWI program will enable HGA to effectively implement the New Black Bayou Stormwater Pumping Station project and to provide dependable management services.

Errors and Omissions Coverage

Please see following page for information on HGA's professional errors and omissions coverage.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
12/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Hunt Guillot & Associates, LLC P.O. Box 580 (71273) 603 Reynolds Drive Ruston, LA 71270	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Valley Forge Insurance Company</td><td>20508</td></tr><tr><td>INSURER B: National Fire Insurance Company of Hartford</td><td>20478</td></tr><tr><td>INSURER C: Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER D: Transportation Insurance Company</td><td>20494</td></tr><tr><td>INSURER E: Landmark American Insurance Company</td><td>33138</td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Valley Forge Insurance Company	20508	INSURER B: National Fire Insurance Company of Hartford	20478	INSURER C: Continental Insurance Company	35289	INSURER D: Transportation Insurance Company	20494	INSURER E: Landmark American Insurance Company	33138	INSURER F:	
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INSURER E: Landmark American Insurance Company	33138														
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** W32115219**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			6075573315	01/01/2024	01/01/2025	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 100,000		
			MED EXP (Any one person)				\$ 15,000		
			PERSONAL & ADV INJURY				\$ 1,000,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000	
	OTHER:								\$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			6075573329	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person)				\$		
	<input type="checkbox"/> OWNED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	BODILY INJURY (Per accident)				\$		
	<input type="checkbox"/> HIRED AUTOS ONLY		PROPERTY DAMAGE (Per accident)				\$		
								\$	
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			6075573363	01/01/2024	01/01/2025	EACH OCCURRENCE	\$ 10,000,000	
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		AGGREGATE				\$ 10,000,000		
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$		
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			6075573332	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 1,000,000	
	If yes, describe under DESCRIPTION OF OPERATIONS below		E.L. DISEASE - EA EMPLOYEE				\$ 1,000,000		
			E.L. DISEASE - POLICY LIMIT				\$ 1,000,000		
D	Workers Compensation & Employers Liability - CA			6075573346	01/01/2024	01/01/2025	Each Accident	\$1,000,000	
	Per Statute		Disease-Policy Limit				\$1,000,000		
			Disease-Each Employee				\$1,000,000		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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SR ID: 25186945

BATCH: 3259384

AGENCY CUSTOMER ID: _____

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Hunt Guillot & Associates, LLC P.O. Box 580 (71273) 603 Reynolds Drive Ruston, LA 71270	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Landmark American Insurance Company

NAIC#: 33138

POLICY NUMBER: LHR854536 EFF DATE: 01/01/2024 EXP DATE: 01/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Environmental Combined Liab.	Per Aggregate	\$10,000,000
Includes Professional/Pollution	Per Claim	\$10,000,000
	Ded. Indemnit	\$250,000

ADDITIONAL REMARKS:

NOTE: Pollution coverage if the pollution event was caused by a professional service only. IE an error in design. CPL covers pollution conditions arising from "your work," only. No other Pollution Coverage is included.



3. SPECIALIZED KNOWLEDGE

During its 17 years of supporting CDBG programs, HGA has worked with clients at all levels of government, assisting with every area of CDBG-DR/MIT program development, implementation, management, and closeout. We have prepared applications for municipalities, states, grantees, and homeowners; provided and supported various recordkeeping systems according to client preferences; provided full-service financial management; upheld requirements related to HUD Section 504, fair housing laws, and the Equal Employment Opportunity Act; supported HUD Section 3 by hiring local residents whenever possible; ensured compliance with applicable labor laws; supported property acquisition; performed compliance monitoring; and supported project closeout.

HGA's expert personnel have significant experience supporting local governments and entities in the state of Louisiana—and beyond—with federal disaster grant programs, including HUD CDBG-DR and CDBG-MIT and LOCD's programs. We take an analytic and innovative approach to locate all sources of eligible funds to maximize client funding.

CDBG Post-Disaster Support

Hurricanes Katrina and Rita

In the early stages of Louisiana's recovery from Hurricanes Katrina and Rita, HGA assembled and led a team from across Louisiana that blended more than 200 years of experience in CDBG-funded projects to offer a solution for Louisiana's Infrastructure Program. HGA combined its experience in program and project management, engineering, quality assurance/quality control (QA/QC), and project controls with small companies across the state with extensive CDBG programmatic experience. Working with Louisiana OCD, we **helped to develop their program policies and procedures and an implementation plan** for successful program delivery. Through this contract, HGA also provided **labor compliance monitoring services for the Katrina/Rita infrastructure projects** and the Piggyback multi-family housing complexes.

Great Floods of 2016

After our state's Great Floods of 2016, the Louisiana Office of Community Development (LOCD) contracted HGA to provide interim and final housing inspections and damage assessments for the **Restore Louisiana Homeowner Assistance Program, financed by CDBG-DR and CDBG-MIT**

funds. A team led by HGA has been providing a wide range of program management and grant administration support to the Restore Louisiana Program since 2019 and recently won a new contract supporting the Program’s recovery grants for more recent disasters. HGA’s total CDBG-DR work to date in Louisiana—for LOCD, parishes, and local public entities—comprises over \$4.7 billion in housing and infrastructure projects.

Hurricane Sandy

2014 – After reviewing our success in providing support to Louisiana’s infrastructure program, the State of New York’s Governor’s Office of Storm Recovery (GOSR) entrusted our core staff to carry out their \$1.1 billion CDBG-DR Infrastructure Program, strengthened by the added capacity of locally hired, internally trained staff. We partnered with GOSR, jurisdictions throughout New York, and local firms to complete more than 350 CDBG-DR infrastructure projects to support their Hurricane Sandy recovery.

Hurricanes María and Irma

From 2019 to 2021, HGA successfully supported the Puerto Rico Department of Housing (PRDOH) Hurricane María and Irma HUD CDBG-MIT and CDBG-DR infrastructure and housing programs, providing subject matter experts (SMEs) in program design and implementation to support primarily the infrastructure programs with planning, legal, and policy development. HGA’s SMEs assisted with strategies for **optimizing financial systems** to maximize reimbursements and with development of regional, multi-jurisdictional solutions in several areas including natural resiliency and **watershed management techniques**. We also helped ensure that legal documents complied with 2 CFR 200 and other federal cross-cutting requirements, including **Section 3 and Davis Bacon provisions**.

In 2023, HGA began serving PRDOH as Oversight Manager for its **CDBG-MIT Infrastructure Program**, providing a broad variety of services including program management and design, application review, construction management, and project closeout.

CDBG Administrative Consulting History

HGA has been providing CDBG administrative consulting services **for 16 years**, since its support of Louisiana OCD’s Hurricanes Katrina/Rita CDBG-DR Infrastructure Program, for which we provided program management, application development, grant management, closeout services, implementation plan, labor compliance, system of record, and web-based document

storage. Then, in 2014, HGA was contracted by the New York Governor's Office of Storm Recovery (GOSR) to manage its post-Hurricane Sandy infrastructure recovery program. HGA embedded its staff across four offices in New York and developed trusted working relationships with GOSR and program subrecipients by working with them daily to provide technical assistance and training.

Drainage Improvement Projects

HGA's program management experience has taken us all over the country to increase resilience against flooding and to enhance the capacity of local waterways. Example projects include pump station improvements; levee management; debris removal from drainage laterals; dredging; building bulkheads, levees, retention basins, and canals; performing structural elevations; and supporting residential elevations and acquisitions. HGA works with our clients to implement mitigation measures to improve the resilience of their communities. Table 4 below presents some of our most relevant drainage-related projects.

TABLE 4: HGA'S RELEVANT DRAINAGE-RELATED PROJECTS. *HGA supported application development and/or administration of multiple HUD and FEMA recovery programs that involved various types of drainage improvement projects.*

Client Name	Project Name
Calcasieu Parish Theresa Champeaux Division of Engineering, Calcasieu Parish Police Jury (CPPJ) (337) 721-3650 tchampeaux@calcasieu.gov	FEMA PA Emergency Site Assessments and Environmental Permitting for Debris Removal from Parish Drainage Laterals
Calcasieu Parish Jennifer H. Cobian, CPA, Grants Director, CPPJ (337) 721-3729 jcobian@calcasieu.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	901 Lakeshore Hardening Project
	Flood Alert System
Lafourche Parish Archie Chaisson, Parish President (985) 446-8427 chaissonap@lafourchegov.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Dugas Canal Project
	Des Allemands/Breakwater Bulkhead
	Delta Woods Drainage Ditch
	Westside Drainage Improvement
	LA Hwy 308 Levee/Seawall Improvements
	Parr/Larose Pump Station Improvements
	Lockport/Company Canal South Bank Levee Lift

Client Name	Project Name
	District 1 of 12 and District 2 of 12 Pump Station Improvements
Plaquemines Parish Paula Dove, Grant Administrator, Plaquemines Parish Government (504) 934-6376 pdove@ppgov.net	FEMA HMA Grant Management for Main Street Drainage Improvements
	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Parish Wide Drainage Projects
Pointe Coupée Parish Major Thibaut, Parish President New Roads, LA 70760 225.638.9556 jhendrix@pcparish.org	Project 16 - Lebeau St. Drainage
	Morganza Sewer Project
	New Roads Sewer Project
	Auxiliary Generators Water/Sewer
	Master Drainage Plan
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Bonnet Carre Spillway Boat Launch
St. John the Baptist Parish Peter Montz, Chief Administrative Officer, St. John the Baptist Parish (985) 652-9569 p.montz@stjohn-la.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Foxwood Levee Construction
	Canal Clearing/ Repair and Drainage
	LaPlace Boat Facility (Peavine)
Tangipahoa Parish Melissa R. Cowart, Director of Accounting and Grants Management (985) 748-3211 mcowart@tangipahoa.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Port Manchac Improvements
Tensas Parish Police Jury Brandon Waggoner, Asst. Dir. (318) 323-7446 Brandon.Waggoner@la.gov	FEMA PA Embankment and Levee Repair for 2019 Floods
	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
West Baton Rouge Parish Jason Manola, Chief Administration Officer, West Baton Rouge Council (225) 383-4755 Jason.Manola@wbrcouncil.org	Lyndale Sewer Project
	Lobdell Sewer Ph. 1
	Sewer Lift Station Generators
	Diversion Canal
	Rosedale Road Drainage Upgrades

4. PERSONNEL/PROFESSIONAL QUALIFICATIONS

Name	Job Classification	Functions
Jack Hunt	Executive	Principal responsible for the overall contract.
Marjorie Torres	Project Manager	Provide CDBG subject matter expertise. Manage the project through pre-construction, construction, closeout, and monitoring. Facilitate the pre-construction meeting and coordinate regular status meetings with the City, its engineer, and other vendors or stakeholders. Ensure quality of services and deliverables by all HGA project staff.
Hillary Sotello	Analyst III	Provide CDBG subject matter expertise throughout the project. Responsible for creating or updating policies regarding equal opportunity, construction compliance, and financial management. Responsible for the pulling wage determination and reviewing procurement documentation.
Catherine Sumpter	Analyst III	Assist the City during all desktop and/or on-site monitoring visits. Assist the City with all necessary written responses required from the monitoring visits. Prepare all necessary Closeout documents for the City.
Ashleigh Paille	Analyst II	Responsible for establishing project files that demonstrate compliance with all applicable state, local, and federal regulations.
Amanda Harvey	Analyst II	Responsible for reviewing weekly payrolls, obtaining additional classifications, and establishing and maintaining the labor compliance files. Responsible for conducting on-site labor interviews.

HGA proposes to assign six people to this project. Below are brief profiles of our proposed project staff, highlighting their key qualifications. Please see [Appendix A](#) for detailed resumes of these individuals, listing projects and client references.



Jack Hunt, Executive, has **14 years of experience** managing disaster recovery programs and projects including FEMA Hazard Mitigation Assistance (HMA), FEMA Public Assistance (PA), and HUD Community Development Block Grant–Disaster Recovery (CDBG-DR). He has successfully **overseen grant programs totaling over \$1 billion** and led recovery efforts for major disasters such as Hurricanes Katrina, Sandy, Harvey, Ian, and Maria, as well as the BP Oil Spill. His experience includes **management of housing and infrastructure recovery for 16 disasters** with numerous subrecipients. Mr. Hunt ensures high-quality deliverables for significant programs, including HGA's program management support for the **Lee County, Florida, \$1 billion CDBG-DR Program with FEMA HMA Match** for Hurricane Ian; the \$2+ billion Restore Louisiana Housing Program; Puerto Rico's \$2.3 billion CDBG-MIT Infrastructure Program; and North Carolina's HOPE Rental and Utility Assistance Program. His ability to leverage federal funding to provide comprehensive recovery solutions for communities, coupled with his in-depth knowledge of regulatory compliance, has led to consistently successful outcomes for clients.



Marjorie Torres, PMP, Project Manager, has managed multiple disaster recovery and grant-funded governmental projects over the last 17 years for clients at the city, parish, and state levels. To date, she has managed over \$900 million in grant-funded programs in Louisiana, including a **\$26.9 million Louisiana Watershed Initiative grant** for East Feliciana Parish. Ms. Torres is also managing **\$164 million in Louisiana Office of Community Development (LOCD) CDBG-DR/MIT grant funds** for seven local governments. Her M.S. in Emergency Management from Jacksonville State University provided the educational foundation for her work in disaster recovery project management, which includes experience managing multiple projects involving Davis-Bacon labor compliance services.



Hillary Sotello, Analyst III, has a total of 12 years of experience, six of which have been focused on disaster recovery, construction management, and grant administration, particularly **for projects funded through the CDBG-DR program**. She has led large-scale projects focused on housing, infrastructure, and community resiliency initiatives, with **budgets ranging from \$2 to \$95 million**. Ms. Sotello's expertise includes overseeing road reconstruction, wastewater systems, debris removal efforts, and multifamily housing. She has managed all aspects of these projects, from financial administration to onsite construction, working closely with government agencies, engineers, and subconsultants to ensure compliance and timely completion. Her project management work has included post-disaster recovery for Hurricane Harvey and significant flood events in Texas.



Catherine Sumpter, Analyst III, has 14 years of experience in CDBG and HMA grant programs, including five years of emergency planning and implementation. Her expertise includes the areas of grant research, writing, implementation, monitoring, and compliance regulations. Ms. Sumpter currently **leads over \$700 million in federal funding for infrastructure and housing projects** in multiple communities affected by natural disasters. She is currently **supporting Ouachita Parish, the City of Monroe, and the City of West Monroe** with grant management services on a **\$32 million hazard mitigation program supported by the Louisiana Watershed Initiative**, CDBG-DR, and other funding sources. Among her accomplishments is serving as Team Lead on 300 residential elevation projects and 250 residential acquisition projects. Ms. Sumpter has experience using systems or portals such as FEMA GO, eGrants, and IGX. Her work is focused on helping local governments navigate through grant-funded hazard mitigation programs, from application development to final closeout.



Amanda Harvey, Analyst II, has 14 years of professional experience in administration and accounting. Ms. Harvey provides grant support to clients at the city, parish, and state levels, to include performing damage assessments, developing reimbursement request forms (RRFs), and managing documentation in grants portals. **Ms. Harvey's expert labor compliance**, quality assurance, and reporting services help to prevent interruptions to work processes. She is currently providing labor

compliance services to the Lincoln Parish School Board, in support of its federally funded Elementary and Secondary School Emergency Relief (ESSER) construction projects. Previously, she provided grant administrative support on the Oregon Department of Transportation FEMA PA grant program and the Lafourche Parish Hurricane Ida FEMA PA program, where she performed damage assessments, reviewed cost eligibility, and developed RRFs.



Ashleigh Paille, Analyst II, has seven years of grant management experience specializing in hazard mitigation. **Her work involves regulatory compliance reviews**; application development; project implementation including setup and maintenance of project files; budget reconciliation; and closeout for housing and infrastructure projects. She is **currently supporting Ouachita Parish, the City of Monroe, and the City of West Monroe** with monitoring and

compliance services for a \$32 million infrastructure mitigation program **supported by the Louisiana Watershed Initiative**, CDBG-DR, and other funding sources. Ms. Paille also supports projects funded by FEMA's Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) programs. She is known for her organizational skills, attention to detail, and ability to manage multiple projects simultaneously while supporting clients and government agencies.

HGA estimates assigning six persons to this project (named above).



5. APPROACH

Methodology

Addressing disasters is about more than picking up the pieces and rebuilding. It is about mitigation, with a goal of **achieving resilience**—identifying vulnerabilities, developing plans for increased self-sufficiency, and taking steps to reconstruct homes, commercial buildings, and infrastructure so they will be stronger than their pre-disaster condition. The following sections provide details on how HGA will implement and manage the City's New Black Bayou Stormwater Pumping Station project to meet grant deadlines. Our strong background in implementing CDBG-DR and CDBG-MIT infrastructure projects will inform our approach, helping to ensure the project's success.

General Program Administrative Tasks

Establish Project Files

Our dedicated staff will build and maintain **hard files for each project**, to include procurement and contract documentation, financial and budget information, project plans, property data, records of correspondence, and all other information pertaining to the project. The hard files will be turned over to the City upon completion of HGA's contract. HGA will build, maintain, and monitor all files throughout the project, and will demonstrate compliance with all applicable local, state, and federal regulations.

In addition to maintaining hard files, HGA will maintain electronic files and upload documentation into any desired reporting system or submit it to the appropriate State agency. HGA can also provide an online document repository, complete with a compliant file structure that allows for smooth project closeout and monitoring, through our collaborative SharePoint site, VistaTRAK®. Offering document storage tailored to HUD programs, **VistaTRAK® earned a Finding of Merit from HUD** for enhancing monitoring capacity and record-keeping in Louisiana's recovery from Hurricanes Katrina and Rita.

Our staff will work through closeout to ensure **completion of all project files, sound justification of project budgets, and overall compliance with federal regulations**. The City can

then use these files to ensure clean audits, if needed. HGA prides itself on the fact that its many years of CDBG-DR program management experience have not resulted in any HUD findings during monitoring visits. We owe this achievement to our **consistent use of excellent document control and project file management measures.**

Obtain Department of Labor Wage Decision

Our Analysts will ensure that all construction bid documents include the proper wage decision from SAM.gov, as well as a listing of minimum wage rates and fringe benefits for each classification of laborers or mechanics that the Department of Labor has determined as prevailing for a particular type of construction in the given area. If the contract is awarded within 90 days of the bid opening date, the wage decision must be established at least 10 days before the bid opening date in order for it to be in effect for the duration of the construction. If a revision is needed, HGA will promptly provide the updated wage decision to the City and/or Project Engineer. HGA staff will use the wage decision included in the bid documents to review payrolls, as required, to ensure compliance with federal law.

HGA staff will also help the City to ensure that it has included all other required procurement components in each advertisement and bid package. Such requirements might include regulations related to conflict of interest/access to records, Copeland Anti-Kickback Act, safety standards, architectural barriers, flood insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), OMB Circular A-102 (Attachment 0), Section 3, Section 109, Title VI, the Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.

Obtain Contractor Clearances

HGA will ensure that all contractors and subcontractors are approved or cleared by the State according to state and federal program regulations, including those for verification of contractor eligibility. This will include verifying that a contractor holds the necessary **current license**, in good standing with all applicable agencies. HGA will also verify that **contractors are insured and bonded** as required. Once a contractor has met these standards, we will submit certification and documentation to the appropriate State agency.



Civil Rights and Equal Opportunity

HGA has worked directly with municipalities on critical elements of project management such as diversity and civil rights oversight and compliance with cross-cutting requirements, including ADA, Equal Employment Opportunity (EEO), Fair Housing, M/WBE and Section 3, and URA requirements. Having assisted clients with such matters, HGA understands these federal mandates and can assure the City that, if we are awarded this contract, HGA will not discriminate in any of its employment practices and will assist the City, if requested, in enforcing EEO requirements by contractors enlisted to perform work on this project.

Financial Management

HGA will ensure that the City of West Monroe has an acceptable financial management system as it pertains to the finances of the State program. HGA staff will work hand in hand with the City's Finance Department to track reimbursements, outstanding payments, and requests for reimbursement. Our staff will work with the City to ensure accountability with program requirements and to make suggestions regarding areas that may need improvement.

If the City desires, HGA can use its VistaTRAK® system to track and monitor all funding expended on the project. It will include a breakdown of funds dedicated to the project, along with all allowable project costs. We will establish cash flows and project forecasts based on earned progress, with defined deliverable schedules. Our staff have extensive experience developing and implementing projects financed by federal funding sources. We will make every effort to ensure overall project compliance with requirements. Maintaining best practices, policies, and procedures for project implementation will show all project stakeholders that their funding is being used in the most efficient and effective manner possible. This, in turn, will promote cooperation and buy-in from all stakeholders, which are vital to project success.

Successful Reimbursement Requests

At HGA, we pride ourselves on the consistency of our reimbursement requests; **not one reimbursement request submitted by HGA has ever been found ineligible**. We know the criteria for what is eligible. We monitor and track all invoices, reimbursement requests, payments, and other financial data using our VistaTRAK® SharePoint site and declining balance spreadsheets. The combination of our expertise and the tools we have developed to apply that expertise mean that West Monroe can be confident that its projects will be reimbursed as anticipated, with no unpleasant surprises at the end.

Pre-Construction Phase

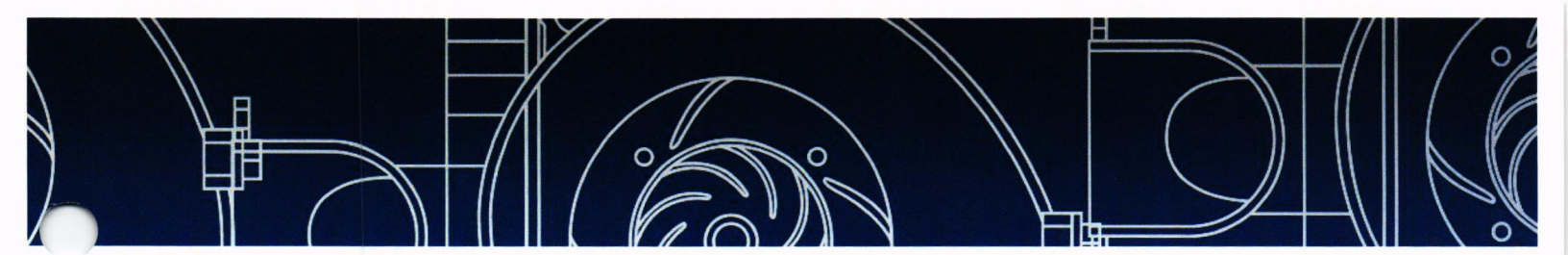
HGA will work with the project engineer to support the pre-construction phase, as well as construction management and oversight, including preparation of 2CFR 200 compliant bid documents and development of policies, processes, and procedures. Our services will extend through the full range of project execution and include conducting and attending pre-construction conferences and highlighting any unique conditions that vendors must consider when providing services, such as Section 3 and Davis-Bacon. HGA will also assist the City with the proper postings of procurement opportunities and the standards of conduct for employees engaged in the award of contracts.

Construction Phase

HGA's project team can provide a full range of contractor administrative and management services based on program requirements, to include preparing construction contracts that comply with state and federal regulations and obtaining any additional classification or wage rates as required by 29 CFR 5.5.

Labor Compliance Reviews

HGA understands how to implement 40 U.S.C. 3702, as supplemented by Department of Labor regulations (29 CFR Parts 1,3, 5, 6, and 7), because we have been providing labor compliance services to Louisiana OCD and various parishes for nearly a decade. HGA has performed **payroll review services on over \$2 billion of disaster recovery**—related building, infrastructure, and



multi-family housing projects, including more than 220,000 payrolls for 2,500 total contractors and subcontractors.

Our staff will perform weekly payroll reviews and conduct regular on-site visits during the course of the project to ensure ongoing compliance with federal, state, and local labor regulations. During these on-site visits, we will perform the required labor tasks, such as interviewing employees to verify that labor standards are being met and recording the interview on the required HUD form 11, checking for posting of Equal Employment Opportunity (EEO) signage and wage rates, taking photographs, and performing general monitoring.

HGA employs the most comprehensive method of ensuring the observance of statutory federal wage and hour requirements set forth by the U.S. Department of Labor and HUD and governed by the Davis-Bacon and Related Acts (DBRA). HGA's trained staff can process 100% of a project's certified payroll and other documentation, as well as identify and report all underpayments of regular and overtime wages to entities, project engineers, and contractors, for disposition. In such cases, we will ensure error reconciliation for payments with restitution.

Our labor compliance monitoring services will extend through the full range of project execution and include the following:

- Conducting and attending pre-construction conferences.
- Providing labor compliance guides.
- Coordinating with prime contractors.
- Conducting payroll reviews for compliance with labor standards and payment of prevailing wages.
- Archiving payroll review findings for audit preparation.
- Ensuring payment of restitutions and errors resolved.
- Preparing and submitting monthly wage compliance reports.
- Conducting on-site interviews for labor standards compliance.
- Preparing and submitting Semi-Annual Labor Standards Enforcement Report.
- Identifying Wage Determinations.

Monitoring and Closeout

HGA's staff will serve as advocates for the City of West Monroe throughout the project, from initial file setup to monitoring and closeout, ensuring that the grant management process follows appropriate state and federal guidelines and policies. Our objective is to help the City achieve its goals for the project.

Participation in State Monitoring Visits

HGA works as a vested partner with our clients and will serve as a liaison between the City of West Monroe and State agencies, including LOCD and GOHSEP. To prepare for any monitoring, HGA will ensure that City files are ready for monitoring and site visits, using our vetted and HUD-conforming checklist to ensure compliance, and we will strategize with relevant City staff to prepare for the monitoring visit. We will attend these monitoring visits to support the City and will prepare responses to any questions or concerns. To date, **HGA has been able to address and remediate any questions or concerns by the monitoring entity prior to the exit conference.**

Additionally, as needed and as directed by the City, we will provide the monitoring agency with access to our web-based System of Record to make state and federal desk and site audits go more smoothly.

Assistance Meeting State's Audit Requirements

Proper accounting starts with well-developed project budgets and is maintained by thorough tracking and quality assurance/quality control (QA/QC). We have developed tools for tracking engineer and contractor invoices, reimbursement requests, electronic fund transfers, and total project declining balances. These tracking mechanisms enable us to cross-check budgets throughout the life of the project to ensure that every dollar is accounted for.

We are also proactive in the technical assistance we provide to recipients and subrecipients. HGA has developed monitoring tools that comply with 2 CFR 200. We pride ourselves on being deeply aware of all financial and programmatic aspects of projects and programs on which we have been engaged and can seamlessly assist grantees by clarifying the questions posed and immediately implementing any suggested modifications or changes resulting from audits and monitoring compliance visits. These actions help to instill confidence among third parties, auditors, and state and federal agencies that grant-funded undertakings are being exceptionally well managed and are in compliance with regulatory requirements.



Preparation of Closeout Documents

After the project is completed, HGA will conduct a thorough closeout audit. This audit will ensure that budgets have been justified and that invoices are paid and reconciled. It will confirm the filing of all required documentation, as-built plans, mechanic's lien releases, and acquired properties and permanent easements, as well as the development of five-year operations and maintenance plans and the satisfaction of all federal and grant requirements, so the City of West Monroe may initiate a HUD closeout request. Our staff focuses heavily on complying with these requirements during project implementation to ensure that the project moves swiftly and easily through the closeout process. Our goal is to make sure that while the project is ongoing, all participants follow the regulations closely, collect the required documentation, and justify the budgets, so that closeout audits will be quick and free of issues. If federal auditors need additional information, HGA will coordinate with the City and with subrecipients, if applicable, to obtain the requested information and provide it in a timely manner.

Once the project has been closed out, HGA will guide the City through a similar process for closing out the grant. We will ensure that the project is complete, budgets have been justified, all required documentation has been compiled, and all federal cross-cutting statutes and programmatic requirements have been met. Because HGA focuses on preparing for audits and closeout from the very beginning, the grant closeout process should run smoothly. In the event some elements require further attention to bring the grant to closeout, HGA will provide the City with all needed support to address these issues promptly and completely.

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6. PROPOSED COMPENSATION

Please see following page for completed Cost Reasonableness Form.


Cost Reasonableness Determination Form

City of West Monroe
City of West Monroe – MIT Design Support Program (DSP)
Cypress Detention South Project
Administrative Consultant Services

Proposer:	Hunt, Guillot & Associate, LLC	
Date:	October 18	, 2024

Direct Labor Rate:	\$43.00
Overhead Multiplier:	2.50
Profit:	\$11.00
Total Hourly Rate (w/o Profit):	\$107.50

Description	Manhours per Task	Hourly Rate w/out Profit	Total Cost per Task
Establish and maintain program files	70	\$107.50	\$7,525.00
Civil Rights and Equal Opportunity	35	\$107.50	\$3,762.50
Financial Management	70	\$107.50	\$7,525.00
Pre-Construction Phase	70	\$107.50	\$7,525.00
Construction Phase: Obtain Additional Classification	20	\$107.50	\$2,150.00
Construction Phase: Review of weekly payrolls (Monthly Task)	70	\$107.50	\$7,525.00
Construction Phase: Conduct On-site labor interviews	65	\$107.50	\$6,987.50
Monitoring & Closeout	65	\$107.50	\$6,987.50



APPENDIX A: RÉSUMÉS

See below for résumés for the following proposed staff:

- Jack Hunt, Executive
- Marjorie Torres, Project Manager
- Hillary Sotello, Analyst III
- Catherine Sumpter, Analyst III
- Amanda Harvey, Analyst II
- Ashleigh Paille, Analyst II

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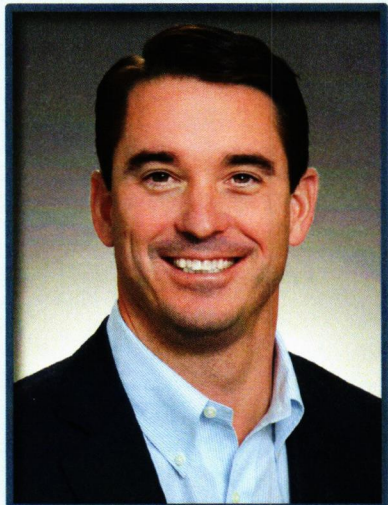
Jack Hunt

Executive

Phone: (866) 255-6825

Fax: (225) 529-3778

jhunt@ hga-llc.com



14 Years of Experience

AREAS OF EXPERTISE

- Program/Project Management
- Disaster Recovery
- FEMA Hazard Mitigation Assistance (HMA)
- FEMA Public Assistance (PA)
- HUD Community Development Block Grant-Disaster Recovery (CDBG-DR)
- U.S. Department of the Treasury COVID-19 Relief Programs
- Construction Management
- Infrastructure
- Reporting

EDUCATION

- M.B.A., Finance and Energy, Tulane University Freeman School of Business, 2010
- B.S., Chemistry, Louisiana State University, Baton Rouge, LA, 2005

HIGHLIGHTS

- ✓ Understands the regulations surrounding federal grant programs and other funding sources; has the experience needed to leverage this funding to provide a comprehensive recovery solution for communities.
- ✓ Has led response and recovery efforts following the costliest disasters in U.S. history, including Hurricanes Katrina, Sandy, Harvey, Ian, and Maria and the BP Oil Spill.
- ✓ Managed housing and infrastructure recovery programs for 16 disasters, comprising hundreds of subrecipients.

RELEVANT PROJECT EXPERIENCE

Executive Sponsor, Lee County, FL Program Management & Implementation Staff Augmentation Hurricane Ian – HGA, Baton Rouge, LA October 2023-present

Reference: Glen Sayler, Assistant County Manager, Lee County, (239) 850-1080, gsayler@leegov.com

- Serves as the Executive Sponsor for program management services provided to Lee County for affordable housing, planning, infrastructure and compliance & monitoring programs.

Executive Sponsor, Louisiana Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP), Program Management Assistance Hazard Mitigation Grant Program—HGA, Baton Rouge, LA, October 2021-present

Reference: Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov

- Serves as the Executive Sponsor for program management services provided to GOHSEP for the Hazard Mitigation Grant Program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

Executive Sponsor, Louisiana Office of Community Development – Disaster Recovery (LOCD-DR), Restore Louisiana Homeowner Assistance Program 2016 Floods and 2020-2021 Disasters—HGA, Baton Rouge, LA, November 2019–present

Reference: Jeff Haley, Chief Operating Officer, LOCD-DR, (225) 341-2270, Jeff.Haley@la.gov

- Serves as the Executive Sponsor for program management services provided to LA OCD for the Restore Louisiana Housing Program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

PROFESSIONAL AFFILIATIONS

- Louisiana Association of Business and Industry (LABI), Young Leaders Council Member

EMPLOYMENT HISTORY

- HGA, April 2013–present
- The Shaw Group, May 2010–April 2013

Executive Sponsor/Project Manager, Puerto Rico Department of Housing (PRDOH), Oversight Management Services for HUD CDBG-MIT Infrastructure Program—HGA, San Juan, PR, 2022–present

Reference: Shirley Birriel Osorio, Director of Disaster Recovery, Infrastructure Division, CDBG-DR/CDBG-MIT Program, PRDOH, (787) 274-2527 ext. 6623, sbirriel@vivienda.pr.gov

- Serves as the Executive Sponsor for a CDBG-MIT Infrastructure Mitigation Program—including Competitive, Strategic, and Healthcare Set-Aside projects—with a combined budget of over \$16.4 billion.
- Responsible for ensuring that all contractual deliverables met the highest standards of quality.

Executive Sponsor/Project Manager, North Carolina Office of Recovery and Resiliency (NCORR), HOPE Rental and Utility Assistance Program—HGA, Raleigh, NC, November 2020–2023

Reference: Ryan Flynn, Chief of Staff, NCORR, (919) 302-2279, Ryan.Flynn@ncdps.gov

- Serves as the HGA Executive Sponsor for this CDBG-CV, COVID-19 Relief Fund (CRF), and American Rescue Plan Act (ARPA)-funded rental and utility assistance program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

Executive Sponsor/Project Manager, North Carolina Office of Recovery and Resiliency (NCORR), Staff Augmentation Services—HGA, Raleigh, NC, May 2019–present

Reference: Ryan Flynn, Chief of Staff, NCORR, (919) 302-2279, Ryan.Flynn@ncdps.gov

- Serves as the HGA Executive Sponsor/Project Manager for staff augmentation services to NCORR.
- Responsible for providing staff augmentation personnel including CDGB-DR Subject Matter Experts, Environmental Specialists, Disaster Recovery Grant Reporting (DRGR) System Specialists, QA/QC Specialists, Uniform Relocation Act (URA)/Temporary Relocation Assistance (TRA) Experts, Infrastructure Experts and Buyouts/Acquisition Experts.
- Responsible for ensuring that all contractual deliverables are met with the highest standards of quality.

Engagement Partner/Program Manager, NYS Governor's Office of Storm Recovery (GOSR), CDBG-DR Recovery Programs—HGA, New York, NY, May 2014–May 2023

Reference: Natalie Wright, Former Deputy Executive Director for Community Reconstruction, Infrastructure, and Small Business, NY GOSR, (612) 868-4186, wright.2.natalie@gmail.com

- Serves as the HGA Program Manager for the NYS GOSR Community Reconstruction (CR) and Infrastructure Recovery Program and the Construction Management Support Services (CMSS) contract for the Housing Recovery Program.
- The CR and Infrastructure Recovery Program consists of \$1.2 billion in CDBG-DR funding, with more than 300 infrastructure projects across 50 local NY governments.
- The Infrastructure Recovery Program includes multiple FEMA HMGP Global Match projects, a FEMA PA Match program, and Rebuild by Design projects.
- The CMSS for the Housing Recovery Program provides housing inspections and change order/clarifications, with well over 6,000 inspections and change orders/clarifications performed to date.

Project Manager, Plaquemines, St. Bernard, and St. Tammany Parishes, Hazard Mitigation Grant Program—HGA, Baton Rouge, LA, April 2013–April 2014

Reference: Paula Dove, Grant Administrator, Plaquemines Parish Government, 333 F Edward Hebert Blvd., Bldg. 100, Room 135, Belle Chasse, LA, 70037, (504) 934-6376, pdove@ppgov.net

- Managed over \$150 million in HMGP and HMA funding for several Louisiana parishes, with total project costs of \$200 million. Projects included housing programs for more than 400 elevations/repairs and 24 infrastructure improvements.

Project Controls Manager, New York City Rapid Repairs Program—The Shaw Group, New York, NY, November 2012–April 2013

Reference: Kathryn Mallon, Deputy Commissioner/Rapid Repairs Program Director, NYC Rapid Repairs, Department of Environmental Protection, (347) 533-3778, kmallon2@bloomberg.net

- Managed all databases, reporting, and scheduling for the New York City Rapid Repairs Program—a first-of-its-kind \$600 million program to provide sheltering-in-place for homeowners affected by Hurricane Sandy.
- Managed more than 50 people from four different contractors to accomplish program reporting goals.
- Delivered all program reporting, including daily reports for New York City Mayor.
- Integrated schedules from 11 general contractors to develop the program master schedule.

Project Control Manager, LA OCD, HMGP—The Shaw Group, Baton Rouge, LA, May 2011–February 2012

Reference: Mike Tecza, Vice President, McKinsey & Company, (713) 751-4639, mrtecza@gmail.com

- Provided business management, change control, cost management, and reporting for a \$750 million mitigation grant program for individual homeowners.

Project Controls Manager, LA Coastal Protection and Restoration Authority, Barrier Berm Restoration—The Shaw Group, New Orleans, LA, May 2010–April 2011

Reference: Mike Tecza, Vice President, McKinsey & Company, (713) 751-4639, mrtecza@gmail.com

- Provided reporting, scheduling, change control, and financial analysis for this \$260 million project to protect Louisiana's coast by rebuilding barrier islands (in response to the BP Deepwater Horizon oil spill). It included the largest dredging fleet on a single project in U.S. history, which built more than 15 miles of berm in less than nine months.

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Marjorie Torres, PMP

Project Manager

Phone: (866) 255-6825

Fax: (225) 529-3778

mtorres@hga-llc.com



21 Years of Experience

AREAS OF EXPERTISE

- Project Management
- Grant Management
- HUD Community Development Block Grant – Disaster Recovery (CDBG-DR) Program
- HUD Community Development Block Grant – Mitigation (CDBG-MIT) Program
- HUD Entitlement
- Treasury Emergency Rental Assistance (ERA)
- Disaster Planning, Response, & Recovery

EDUCATION

- M.S., Emergency Management, Jacksonville State University, Jacksonville, AL, 2009
- B.A., English and French, Louisiana State University, Baton Rouge, LA, 2001

HIGHLIGHTS

- ✓ **Currently managing \$164 million in Louisiana Office of Community Development (LOCD) CDBG-DR/MIT grant funds** for seven local governments, maintaining productive relationships with LOCD staff.
- ✓ **Has managed over \$900 million in grant-funded programs.**
- ✓ **Serves as Project Manager** over a range of grant-funded infrastructure and housing programs, ensuring compliance with federal regulations such as Davis Bacon.
- ✓ **Experience using multiple grant portals** such as IGX, DRGR, and the Treasury CARES Hub.
- ✓ **Oversees training and technical assistance efforts** for grantees and subgrantees on federally funded programs.

RELEVANT PROJECT EXPERIENCE

Project Manager, East Feliciana Parish, CDBG-MIT Louisiana Watershed Initiative (LWI)—HGA, Baton Rouge, LA, August 2024–present

Reference: David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org

- Leading the grant management efforts for two dredging, snagging, and clearing projects totaling nearly \$27 million.
- Facilitating coordination between the engineering firm and the environmental consultant to complete the application to LOCD.
- Will lead grant compliance throughout construction to closeout.

Project Manager, Various Clients, CDBG-DR LOCD Resilient Communities Infrastructure Program (RCIP)—HGA, Baton Rouge, LA, April 2023–present

Example Reference: Kristi M. Lumpkin, Grants & Economic Development Director, Lafourche Parish Government, P.O. Drawer 5548, Thibodaux, LA 70302, (985) 493-6681, lumpkinkm@lafourchegov.org

- Subrecipient clients include the City of Lake Charles, Plaquemines Parish, Calcasieu Parish, Lafourche Parish, Calcasieu Parish, and Washington Parish, totaling \$137 million in CDBG-DR funding.
- Leads the public participation process; development of the recovery proposals and project applications; environmental reviews; and technical assistance.

CERTIFICATIONS

- Project Management Professional (PMP), Project Management Institute (PMI)
- Homeland Security Exercise and Evaluation Program (HSEEP) Training
- Professional Development Series Certification, FEMA Emergency Management Institute (EMI)
- Incident Command System (ICS) 300 and 400 Training Certification
- Certificate, Grant Writing, Grant Writing, USA

PROFESSIONAL AFFILIATIONS

- Baton Rouge PMI Chapter, Member, 2012–present
- Emerging Leaders Council for Louisiana Association of Business and Industry (LABI), Member, 2016–2018
- Leadership North hosted by the Zachary Chamber of Commerce, Class of 2021
- Executive Leadership Academy, Business Report, 2022

VOLUNTEER EXPERIENCE

- Capital Area Court-Appointed Special Advocate (CASA) Volunteer
- Zachary Charity League Member

EMPLOYMENT HISTORY

- HGA, 2012–present
- IEM, 2003–2012

- Provides project management from pre-construction through closeout.

Project Manager, City of Lake Charles, CDBG-DR Direct HUD Allocation Technical Assistance—HGA, Baton Rouge, LA, October 2022–present

Reference: Emily McDaniel, Director of Finance, City of Lake Charles, (337) 491-1251, emily.mcdaniel@cityoflc.us

- Led the development of the City's Action Plan for its \$17.8 million direct allocation from HUD to include multiple public outreach events to gather feedback from the community on unmet needs.
- Worked with the City to vet projects for eligibility and provides technical assistance to the developers and subrecipients.
- Currently leading the development of policies and procedures for the affordable housing program projects and the economic and community revitalization program projects.

Project Manager, Lincoln Parish School Board, ESSER Compliance Services—HGA, Baton Rouge, LA, February 2023–present

Reference: Sheila S. Nugent, Ed.D., Federal Programs Facilitator, Lincoln Parish School Board, (318) 255-1430, snugent@lincolnschools.org

- Manages a team of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and on-site employee interviews for 12 construction projects at schools across the Parish.
- Oversaw environmental and historical preservation reviews.

Project Manager, Georgia Department of Community Affairs, 2018 CDBG-DR Homeowner Rehabilitation and Reconstruction Program—HGA, Baton Rouge, LA, June 2022–present

Reference: Joshua Norris, Project Manager, Workforce Group, 225-475-3360, 9544 Fenway Ave, Baton Rouge, LA, jnorris@wfgap.org

- Manages a team of environmental review specialists providing Tier 1 and Tier 2 reviews and Section 106 coordination.

Project Manager, East Baton Rouge City-Parish OCD, Emergency Rental Assistance Program (ERAP)—HGA, Baton Rouge, LA, March 2021–present

Reference: Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov

- Responsible for operations of over \$80 million emergency rental assistance program with 22,000 applicants.

- Coordinates with Community Partners on the case management process and Southeast Legal Services on eviction prevention; oversees the Call Center and the QA/QC Team.
- Tracks and reports program metrics for the client, State, and Treasury.
- Led creation of an emergency solutions website for the City-Parish; it serves as a resource for applicant-based programs—a one-stop-shop for all programs to support the community.
- Leads constituent services and public outreach.
- Led development of policies and procedures to include a homeless focused initiative and housing stability program.

Project Manager, East Baton Rouge City-Parish Office of Community Development (OCD), HUD Program Technical Assistance—HGA, Baton Rouge, LA, 2018–present

Reference: Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov

- Manages the project staff and technical assistance process for HUD entitlement programs, to include Annual Action Plan development and public outreach.
- Led the issuing of the Notices of Funding Availability (NOFAs); application database development; development and maintenance of a website containing resources for applicants; and the application review and scoring process for the Baton Rouge Rebuilds Developer Program, which was focused on repairing damaged property and eliminating blight by creating affordable rental properties.
- Leads inspection services for the Roof and Rehabilitation Programs.
- Oversees environmental reviews for various housing and infrastructure projects.

Project Manager, Lafayette Parish School System, Davis-Bacon Services for Truman Early Learning Center—HGA, Baton Rouge, LA, September 2022–May 2024

Reference: Robert Gautreaux, M.Ed., Director of Construction, Facilities, and Maintenance, Lafayette Parish School System, (337) 521-7413 rjgautreaux@lpssonline.com

- Managed a team of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and on-site employee interviews for wage verification for a \$30 million construction project.

Project Manager, Louisiana Housing Corporation (LHC), Low Income Home Energy Assistance Program (LIHEAP)—HGA, Baton Rouge, LA, September 2020–June 2022

Reference: Lauren Holmes, Housing Deputy Administrator, Louisiana Housing Corporation (LHC), (225) 754-1452, lhartley@lhc.la.gov

- Provided fiscal and administrative assessments and training for the 40 subgrantees in the LHC LIHEAP.
- Scope included developing a subgrantee assessment tool to evaluate subgrantees' capabilities and assess risks in their operations.
- Oversaw the development of customized training modules for the subgrantees that were presented in virtual and in-person trainings across the State.
- Identified best practices among the subgrantees and made recommendations for improvements to LHC based on the outcomes of the assessments and trainings.

Project Manager, Various Clients, CARES Act Application Submissions—HGA, Baton Rouge, LA, August 2020–December 2020

Example Reference: *Mellissa Corley, City Clerk, Town of Oak Grove, (318) 428-3276, mellissa@townofoakgrove.com*

- Supported the Parishes of Richland and Grant, Sheriff's Offices of Catahoula and East Carroll Parishes, and the Towns of Abita Springs and Oak Grove with their CARES Act applications to the State for reimbursement for COVID-19 expenses.

Project Manager, Build Baton Rouge, Grant Management and Environmental Reviews—HGA, Baton Rouge, LA, 2018–2021

Reference: *Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov*

- Managed Phase I and II environmental reviews for HUD entitlement-funded housing and infrastructure projects.
- Provided stakeholder/community outreach and reporting support.

Project Manager, Corning, Inc., Project Controls—HGA, Baton Rouge, LA, 2018–August 2020

Reference: *Kate Bellor, Project Controls Manager, Corning, (607) 542-6037, bellorke@corning.com*

- Managed a \$2 million project controls effort with a team of project controls specialists at multiple manufacturing project sites in China and stateside.
- Participated in evacuation decisions for HGA staff located in Wuhan, China, at the beginning of the COVID-19 pandemic and supported the transition to providing services remotely.

Project Manager, Nine Parishes, Hurricanes Gustav/Ike CDBG-DR Recovery Program—HGA, Baton Rouge, LA, 2017–2022

Reference: *Carla Chiasson, Grants Officer, St. Charles Parish, (985) 783-5000, cchiasson@stcharlesgov.net*

- Served as Project Manager for the \$123 million parish-implemented Hurricane Gustav/Ike recovery program covering nine parishes. Program included providing technical assistance to the grantees and subgrantees on federal grant program requirements.
- The 80 projects under the program included implementing a housing affordable rental program, performing mitigation tasks, purchasing and installing generators, making building and hardening upgrades, purchasing fire trucks, building a flood alert system, supporting housing projects, making drainage upgrades, rebuilding levees, making communication upgrades, upgrading sewer systems, building a community center, renovating a boat launch, rebuilding a canal, making sewer lift station improvements, building a detention basin, making road improvements, renovating a water tower, and rebuilding rail spurs.

Project Manager, City of Gretna, Multiple Projects—HGA, Baton Rouge, LA, 2016–December 2020

Reference: *Betsy Morgan, Accountant, Finance Department, City of Gretna, (504) 363-1566, bmorgan@gretnala.com*

- Provided technical assistance on federal grant requirements.
- Oversaw a FEMA Pre-Disaster Mitigation (PDM) application; provided HUD CDBG-DR compliance services for the City's development code rewrite; and led grant management and labor compliance services for Downtown Drainage project.



Emergency Management Specialist, IEM, Baton Rouge, LA, 2003–2012

- Led the collaborative writing of the FEMA “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action.” Led multiple stakeholder reviews with FEMA’s emergency management partners, including local, state, tribal, territorial, and federal representatives; the academic sector; the private sector; non-profits; faith-based organizations; the disability community; and the public. Reviewed and adjudicated feedback.
- Wrote a county catastrophic planning template for the State of Tennessee to help local governments prepare for response to a catastrophic earthquake event that would overburden their capabilities and resources.
- Wrote a comprehensive professional development plan for the FEMA Federal Coordinating Officer (FCO) cadre; the plan included credentialing requirements, executive leadership and management guidance, and mentoring components.
- Deployed to the field for multiple declared disasters
 - Hurricanes Katrina & Rita Response/Recovery, Operations Section, Baton Rouge, LA Field Office
 - Hurricanes Katrina & Rita Response/Recovery, Planning Section, Austin, TX Field Office
 - Nor’easter Declared Disaster, Special Assistant to FCO, Albany, NY Field Office
 - Hurricanes Gustav & Ike, LA Department of Transportation and Development Emergency Operations Center (EOC)
- Disaster exercise support included the following:
 - Controller in SIMCELL at the 2008 National Level Exercise
 - Evaluator for several full-scale Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises

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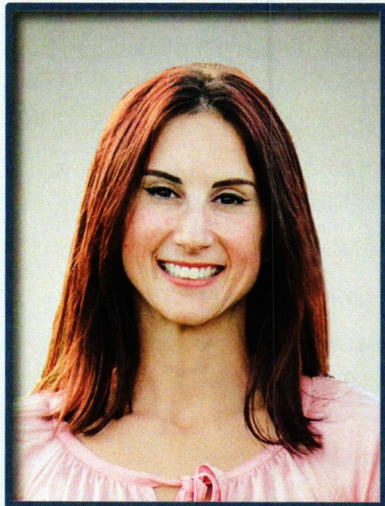
Hillary Sotello

Analyst III

Phone: (866) 255-6825

Fax: (225) 529-3778

hsotello@hga-llc.com



12 Years of Experience

AREAS OF EXPERTISE

- Disaster Recovery
- Community Development Block Grant – Disaster Recovery (CDBG-DR)
- Project Management
- Grant Administration
- Construction Management
- Application Development

EDUCATION

- B.A., Geography, University of Texas at Austin, Austin, TX, 2016

TRAINING

- CDBG Certified Administrator, State of Texas

HIGHLIGHTS

- ✓ **Over 6 years of experience managing CDBG-DR-funded projects** focused on post-disaster recovery.
- ✓ **Managed grant-funded projects ranging from \$2 to \$90 million**, including housing, infrastructure, and community resiliency projects.
- ✓ **Experience supporting drainage projects** and multiple types of infrastructure projects, such as wastewater treatment, debris removal, and road reconstruction.
- ✓ **Expertise in construction management**, including plan reviews, schedule compliance, and coordination with government agencies, engineers, and sub-consultants.
- ✓ **Proficient in drafting bidding documents** and other types of grant documents, such as contracts and preliminary site plans.
- ✓ **Skilled in financial management** of grant-funded projects.

RELEVANT PROJECT EXPERIENCE

Senior Grant Manager, East Feliciana Parish, CDBG-MIT Louisiana Watershed Initiative (LWI)—HGA, Baton Rouge, LA, September 2024–present

Reference: David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org

- Supporting the grant management efforts for two dredging, snagging, and clearing projects totaling nearly \$27 million.
- Assisting with the application process.

Senior Grant Manager, Various Clients, CDBG-DR LOCD Resilient Communities Infrastructure Program (RCIP)—HGA, Baton Rouge, LA, August 2024–present

Example Reference: Kristi M. Lumpkin, Grants & Economic Development Director, Lafourche Parish Government, P.O. Drawer 5548, Thibodaux, LA 70302, (985) 493-6681, lumpkinkm@lafourchegov.org

- Subrecipient clients include the City of Lake Charles, Plaquemines Parish, Calcasieu Parish, Lafourche Parish, Calcasieu Parish, and Washington Parish, totaling \$137 million in CDBG-DR funding.
- Supports the development of recovery proposals and project applications, as well as the environmental review process.

EMPLOYMENT HISTORY

- HGA, 2024–present
- GrantWorks, 2018–2024
- Solutions General Contractor, 2017–2018
- Rand Construction, 2015–2017
- The Burt Group, 2012–2017

- Provides grant management services through closeout.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR Hurricane Harvey Disaster Recovery—GrantWorks, Inc., Austin, TX, September 2020–July 2024

Reference: Daphne Lemelle, Director of Community Development, Brazoria County Government, 1524 E Mulberry St, Angleton, TX 77515, (979) 864-1860, DaphneL@brazoriacountytx.gov

- Ensured state and federal compliance at all stages.
- Managed environmental review process for all projects.
- Managed a team of labor compliance specialists in review of payrolls, Davis-Bacon reporting, and on-site interviews for wage verification.
- Met regularly with engineering teams and contractors to discuss project progress and problem solve.
- Performed URA acquisition activities on behalf of clients.
- Successfully led clients through multiple monitorings.
- Managed grant budget as the principal financial manager.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR 2016 Floods-Infrastructure Projects—GrantWorks, Inc., Austin, TX, September 2020–July 2024

Reference: Debbie Gosnell, City Administrator, City of Cross Plains, Texas, P. O. Box 129, 201 S. E. Main Street, Cross Plains, Texas, 76443, (254) 725-6114, deb@crossplains.org

- Managed a range of infrastructure projects, including street reconstruction, drainage projects, water line replacement, sewer line replacement, creek debris removal (de-snagging), water meter replacement, and sewer and water treatment plant rehabilitation.
- Ensured state and federal compliance at all stages.
- Managed environmental review process for all projects.
- Managed labor compliance team in review of payrolls, Davis-Bacon reporting, and onsite interviews for wage verification.
- Met regularly with engineering teams and contractors to discuss project progress and address any issues.
- Performed URA acquisition activities on behalf of clients.
- Successfully led clients through multiple monitorings.
- Drafted memorandums of agreement; drafted and managed several state contract amendment requests; and performed a county method of distribution amendment to reallocate \$17 million in funds from housing programs to infrastructure programs for a client.

- Served as principal financial manager, overseeing the grant budget.
- Procured and managed archaeologists to perform archaeological reviews required by the state.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR 2015 and 2016 Floods – Single-Family and Multi-Family Housing—GrantWorks, Inc., Austin, TX, July 2020–September 2024

Reference: Gwyneth Teves, Director of Planning & Development, City of Wharton Government, 120 East Caney Street, Wharton, Texas 77488, (979) 532-2491, gteves@cityofwharton.com

- Ensured state and federal compliance at all stages, drafted state contract amendments, and managed the labor compliance review team.
- Managed the environmental review process for all projects, including multiple Phase I and Phase II reviews and site-specific reviews.
- Developed property rental documentation on behalf of housing authorities, including rental applications, tenant policies, forms, flyers, and advertisements.
- Assisted in site planning per local zoning and residential building codes and developed land use restriction agreements on behalf of clients and housing authorities.
- Successfully led clients through multiple monitorings.
- Drafted scopes of work, bid forms, and bidding documents; and led multiple bidding processes, bid openings, and awards.
- Arranged pre-construction meetings for all projects.
- Oversaw construction of single-family and multi-family projects, including scheduling and oversight of inspections at all stages.
- Served as principal financial manager, overseeing the grant budget.
- Managed single-family housing assistance process from intake events to application review, approval, and handover of new homes to applicants.
- Supervised the case management team overseeing the applicant review process.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR Hurricanes Ike and Dolly—GrantWorks, Inc., Austin, TX, July 2020 - September 2024

Reference: Deyna Sims, Director of Real Estate and Development, Galveston Housing Authority, 4700 Broadway, Galveston, Texas 77551, (409) 765-1900, dre@ghatx.org

- Managed several teams of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and onsite employee interviews for wage verification for a \$90 million construction project.
- Managed the environmental review process, including Phase I reports and site-specific reviews.
- Drafted policies for and guided the process of tenant relocation.
- Managed a project management team overseeing day-to-day operations.
- Managed the environmental review process.
- Arranged, set, and led both recurring meetings and one-off meetings, as appropriate, between contractors, developer, housing authority, state and federal agencies, and other vendors.
- Ensured state and federal compliance at all stages.

- Successfully led clients through multiple monitorings.
- Scheduled on-site inspections during and after construction.
- Managed grant budget as the principal financial manager.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), Texas Department of Housing and Community Development (TDHCA), CARES Act Community Resiliency Projects (CRP)—GrantWorks, Inc., Austin, TX, July 2022 – September 2024

Reference: Adrienne Feild. Administrative Services/ Airport Manager, City of Burnet, Texas, afeild@cityofburnet.com, (512)715-3214

- Managed the environmental review process for all projects, including multiple Phase I and Phase II reviews.
- Ensured state and federal compliance at all stages.
- Managed a team of labor compliance specialists in review of payrolls, Davis-Bacon reporting, and onsite interviews for wage verification.
- Drafted land use restriction agreements, short-term leases, and memorandums of agreement and understanding.
- Led several state contract amendments.
- Managed grant budget as the principal financial manager.
- Held regular meetings with state agency, client, third-party subrecipients, and vendors.
- Successfully led clients through several monitorings.

Community Development Disaster Recovery (CD-DR) Housing Manager, GrantWorks, Inc., Austin, TX, September 2019–October 2020

- Performed grant administration consulting and project management of public construction projects (both housing and infrastructure) funded by federal and state grants.
- Coordinated and expedited the projects per the state contract schedule, working directly with the local government entity contacts, the State agency staff members, project engineers, architects, and other sub-consultants.
- Performed construction management, contract reviews, and plan reviews.
- Supervised application management personnel who were responsible for gathering and qualifying applicants for single-family home rehabilitation and/or reconstruction.

Community Development (CD) Project Manager, GrantWorks, Inc., Austin, TX, September 2018–September 2019

- Coordinated public infrastructure projects, such as water and wastewater systems and road drainage, funded by federal and state grants primarily from CDBG-DR funding allocated by the Texas Department of Agriculture and Texas General Land Office.
- Coordinated and expedited projects, working directly with the local government contacts, State agency staff members, project engineers, and sub-consultants.
- Provided administration and construction management services.



Project Manager, Solutions General Contractor, Austin, TX, June 2017–September 2018


- Collaborated with engineers, architects, clients and other team members to determine the specifications of the project and provide guidance in the planning phase.
- Negotiated contracts with external vendors to reach profitable agreements.
- Managed construction schedules and scheduled tasks for multiple simultaneous projects.
- Oversaw work on site in a superintendent capacity.
- Managed daily administrative paperwork, including material tracking, scheduling deliveries, contracts, lien waivers, and pay apps.
- Helped create, manage, and maintain project budgets and helped adhere to project timelines.
- Consulted with and gathered information from architects, technicians, engineers, and contractors.
- Maintained positive vendor and client relationships.
- Guided construction plans through the permitting process with various city entities.

Assistant Project Manager, Rand Construction, Austin, TX, July 2015–June 2017

- Participated in the strategic planning of upcoming projects.
- Assisted the project manager in the execution of the management plan for assigned projects.
- Helped coordinate and manage projects from inception to completion.
- Reviewed project designs and contributed ideas for cutting costs.
- Carried out daily operational tasks in an effective and timely manner.
- Facilitated communications between office, field staff, subcontractors, clients and other team members.
- Tracked and directly reported project status updates to project manager.
- Organized, filed, and maintained all current project documents.
- Entered information into and managed the digital project databases, including ProLog, ProCore, and tracking spreadsheets.
- Assisted in ensuring compliance with necessary specifications.
- Assisted in creating, managing, and maintaining project budgets and schedules.
- Consulted with and gathered information from technicians, engineers, and contractors.
- Provided weekly reports with photos, updates, and two-week forecasts.

Development Services Coordinator, The Burt Group, Austin, TX, January 2012–July 2015

- Reviewed incoming RFPs for all requirements and prepared project bid proposal packages.
- Created and provided deadlines to various departments for their bid proposal deliverables.
- Communicated project requirements with preconstruction and construction teams.
- Identified and helped mediate any community challenges regarding construction and development challenges.

- 
- Identified and managed City of Austin requirements and other municipality project requirements that included permitting, right-of-way consulting, zoning clarifications, license agreements, traffic control plans, staging plans, and site plans.
 - Prepared presentations for various meetings, held internal educational workshops for project teams relating to project site staging.
 - Supported the marketing department, as needed, for content writing, editing, and graphic design.
 - Led company's rebranding with third-party marketing and graphic design team.



Catherine Sumpter

Analyst III

Phone: (866) 255-6825

Fax: (225) 529-3778

csumpter@hga-llc.com



14 Years of Experience

AREAS OF EXPERTISE

- HUD Community Development Block Grant–Disaster Recovery (CDBG-DR) Program
- FEMA Hazard Mitigation Assistance (HMA) Program Disaster and Non-Disaster Grants
- FEMA Public Assistance (PA) Program Grants
- CDBG Entitlement Programs
- Compliance Monitoring

EDUCATION

- B.A., History, Minor in Philosophy and Professional Writing, Spring Hill College, Mobile, AL, 2009

TRAINING

- FEMA BCA Toolkit Version 6.0 Training
- FEMA Mitigation Courses (IS212.b, 276, 321, 393.b)
- FEMA E212: Developing Quality Application Elements

HIGHLIGHTS

- ✓ More than 14 years of experience managing grant programs.
- ✓ Currently supporting Ouachita Parish, City of Monroe, and City of West Monroe with grant management services on infrastructure and housing mitigation projects.
- ✓ Leads over \$700 million total in grant funding for infrastructure and housing projects in multiple communities affected by natural disasters.
- ✓ Experience managing multiple funding sources, including Louisiana Watershed Initiative, and the use of portals, such as GOHSEP Grants, FEMA Go, eGrants, IGX, and LOCD-DR's Geospatial.
- ✓ Supports project managers in oversight of all residential elevation, reconstruction, and acquisition projects, as well as infrastructure projects.
- ✓ Works directly with grant homeowners and vendors on a daily basis, providing support and ensuring compliance with federal regulations.
- ✓ Served as Team Lead on 300 residential elevation and 250 residential acquisition projects funded by FEMA HMA grants.

RELEVANT EXPERIENCE

Senior Grant Manager, Ouachita Parish/City of Monroe and City of West Monroe, HMGP Housing Acquisitions and Infrastructure—HGA, Monroe and West Monroe, LA, 2019–present

Reference: Brad Cammack, Treasurer, Ouachita Parish Police Jury, P.O. Box 3007, Monroe, LA, 71210, (318) 327-1340, bcammack@oppj.org

- Monitors all aspects of hazard mitigation assistance for a \$4.7 million housing mitigation program funded by HMA and LA DOTD Statewide Flood Control grants and for a \$32 million infrastructure mitigation program funded by a combination of HMA, CDBG-DR, Louisiana Watershed Initiative, Capital Outlay, and local funds.
- Supporting 29 home acquisitions projects to date, from inception to closeout, and 6 infrastructure projects.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services, ensure compliance with State and funding regulations, review submissions.

TRAINING (CONT.)

- FEMA IS-30.a: Mitigation eGrants for Subgrant Applicants
- Integrated Disbursement & Information Systems Training for CDBG Grantees, HUD
- Federal Labor Compliance Standard Course
- Environmental Review Course, HUD
- CDBG Basics; Training for Practitioners, HUD

EMPLOYMENT HISTORY

- HGA, November 2014–present
- St. Tammany Parish Government Department of Health & Human Services, 2009–2014
- Grant Writer and Research Assistant, Spring Hill College, Mobile, AL, 2007–2009

- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers, troubleshoot and provide oversight and guidance as needed to ensure project continues to move forward.
- Review A&E and Construction invoices, ensure invoices fall within approved scope of work and project budget, coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables, review and approval project amendments, monitor amendment or Phase II review process, track and respond to RFIs as needed.
- Monitor timelines and track project progress, provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits, ensure all funds are accounted for, approve project for closeout.

Senior Grant Manager, Louisiana Governor's Office of Emergency Preparedness (GOHSEP), Program Management Assistance for Stafford Act – HMGP for Subrecipients—HGA, Baton Rouge, LA, 2020–present

Reference: Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov

- Provides grant management for a \$462 million mitigation program funded by FEMA HMGP grants.
- Performs outreach and application development: reaching out to the parishes to inform them of the availability of services under our contract with GOSHEP; participating in meetings and/or calls to discuss funding and potential projects.
- Keeps track of the status of the development, working on data collection; also created several tools being used for data collection with the parishes and developed a paper template of the digital application for input of data as it becomes available.
- Develops scopes of work and coordinates the signing of all required forms and documents.
- After data is gathered, inputs application narrative and attachments into the State's LAHM system for submission.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services, ensure compliance with State and funding regulations, review submissions
- Conduct project kick-off meetings; ensure all parties including Parish, municipalities, and procured engineers have understanding of project scope, deliverables, reimbursements, and timelines.

- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers; troubleshoot and provide oversight and guidance, as needed, to ensure project continues to move forward.
- Review A&E and construction invoices; ensure invoices fall within approved scope of work and project budget; coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables, review and approve project amendments, monitor amendment or Phase II review process, track and respond to RFIs, as needed.
- Monitor timelines and track project progress; provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits; ensure all funds are accounted for; approve project for closeout.

Senior Grant Manager, Cameron Parish, FEMA HMGP Housing and Infrastructure for Hurricane Laura—HGA, Cameron, LA, 2020–present

Reference: Katie Armentor, Cameron Parish Administrator, Cameron Parish Police Jury, 148 Smith Circle, Cameron, LA 70631, (337) 540-8617, karmentor@cameronpj.org

- Monitors all aspects of hazard mitigation assistance for housing elevation and mitigation reconstruction projects funded by \$8.1 million in HMGP grants and for a \$1 million infrastructure mitigation program funded by a HMGP.
- Supporting 25 home elevations projects to date, from inception to closeout, as well as closeout for 5 reconstruction projects.
- Oversee the coordination of housing project activities; assist grant manager with homeowner and contractor questions or issues; review quotes and contracts for grant compliance; review budgets, reimbursement requests, amendments, etc.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services; ensure compliance with State and funding regulations; review submissions.
- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers; troubleshoot and provide oversight and guidance, as needed, to ensure project continues to move forward.
- Review A&E and construction invoices; ensure invoices fall within approved scope of work and project budget; coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables' review and approve project amendments; monitor amendment or Phase II review process; track and respond to RFIs, as needed.
- Monitor timelines and track project progress; provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits; ensure all funds are accounted for; approve project for closeout.

Senior Grant Manager, Lafayette Consolidated Government, HMA Residential Housing Acquisition, and Elevation Projects—HGA, New Orleans, LA, 2018–2022

Reference: Shane B. Rougeau, Grant Manager, Lafayette Consolidated Government, P.O. Box 4017C, Lafayette, LA 70502, (337) 291-8435, srougeau@lafayettela.gov

- Revitalized stagnant project, reinstating workflows and ending work backlog.
- Built trust with client due to increased work efficiency.

- Shepherded two new opportunities for HMGP fund reallocation and non-disaster fund allocation.
- Monitors all aspects of hazard mitigation assistance for \$12.8 million HMA-funded housing program.
- Supporting 35 home acquisitions and 27 home elevations to date by coordinating with homeowners, contractors, engineers, architects, and local, state, and federal staff to carry out individual acquisition and elevation projects from inception to closeout.

Senior Grant Manager, Plaquemines Parish, HMA Elevation and Reconstruction Projects and Infrastructure—HGA, Plaquemines Parish, LA, 2014–present

Reference: Paula Dove, Grant Administrator, Plaquemines Parish Government, 333 F Edward Hebert Blvd., Bldg. 100, Room 135, Belle Chasse, LA, 70037, (504) 934-6376, pdove@ppgov.net

- Supporting 211 home elevation projects and 12 home reconstruction projects to date, from inception to closeout, and six infrastructure projects from application development through closeout.
- Conducted reviews of historic buildings and sites, requiring significant additional review and compliance according to Section 106 of the National Historic Preservation Act of 1966.
- Monitors all aspects of hazard mitigation assistance for a \$64.9 million housing mitigation program funded by HMA grants. Maintains budgets, reviews documents, conducts inspections, and processes and tracks invoices.
- Monitors all aspects of hazard mitigation assistance for a \$22.8 million infrastructure mitigation program funded by HMA grants. Monitors project compliance, develops applications, ensures contract procurement and execution, reviews invoices and reimbursement requests.
- Prepares and submits quarterly reports to the State agency, and to client as needed.
- Attends meetings as necessary to provide project updates and resolve issues.

Senior Grant Manager, St. Bernard Parish, HMA Acquisition and Elevation Projects and Infrastructure—HGA, St. Bernard Parish, LA, 2014–present


Reference: Donald Bourgeois, Jr., Capitol Projects Supervisor, St. Bernard Parish, 1125 East St. Bernard Hwy., Chalmette, LA, 70043, (504) 962-9103, dbourgeois@sbsp.net

- Monitors all aspects of hazard mitigation assistance for a \$31.6 million housing mitigation program and for a \$61.7 million infrastructure mitigation program, both funded by HMA grants.
- Supporting 46 home elevation projects and 186 home acquisitions projects to date, from inception to closeout, and supports 11 infrastructure projects from application development through closeout

CDBG Coordinator, St. Tammany Parish Government Department of Health & Human Services, Covington, LA, 2010–2014

- Monitored all aspects of CDBG projects.
- Drafted agreements, annual plans, and amendments for CDBG programs and projects.
- Drafted the Davis-Bacon Handbook for Parish use.
- Completed Integrated Disbursement and Information System (IDIS) training.
- Researched, drafted, and implemented new program policies to ensure federal compliance.
- Obtained and reviewed monthly status reports from grant subrecipients.

Catherine Sumpter 4

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- Conducted monitoring visits at project sites for program management and compliance.
 - Tracked program data for federal reporting. Prepared and submitted reports to federal government as required.
 - Worked closely with community leaders and served as department liaison.
 - Coordinated community service information in an effort to keep public informed. Worked with Community Development Specialist on public outreach efforts. Updated community resources lists, databases, and website for public information. Published monthly newsletter and brochures featuring community events and services.
 - Collaborated on the creation and annual updating of the Department's Emergency Management and Special Needs Shelter Plans.
 - Coordinated and carried out all logistics of the Department's Emergency and Special Needs Shelter Plans during activation for Hurricane Isaac.
 - Served as essential personnel and manager at special needs shelter during activation. Oversaw all shelter activity during shift to ensure the safety and well-being of essential personal and patients sheltered at the facility.
 - Coordinated post-disaster clean-up, breakdown, and reporting to Parish government and FEMA.
 - Assisted Community Development Specialist with CDBG monitoring and reporting.

Community Action Outreach Worker, St. Tammany Parish Government, Department of Health & Human Services, Covington, LA, 2009–2010

- Received applicants, performed intake, and processed grant applications on all available programs.
- Maintained all grant documents. Prepared and filed Community Service Block Grant quarterly report.



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Amanda Harvey

Analyst II

Phone: (866) 255-6825

Fax: (225) 529-3778

aharvey@hga-llc.com



13 Years of Experience

AREAS OF EXPERTISE

- FEMA Public Assistance (PA) Program
- Labor Compliance
- Davis-Bacon & Related Acts
- Quality Assurance/Quality Control (QA/QC)
- Compliance and Monitoring
- Reporting
- Project Worksheets (PWs)

EDUCATION

- Cosmetology License, Denham Springs Beauty College, Denham Springs, LA, 2004

EMPLOYMENT HISTORY

- HGA, November 2021–present
- Material Resources, Inc., October 2013–October 2021

HIGHLIGHTS

- ✓ 13 years of professional experience in administration and accounting.
- ✓ Reviews payrolls for federally funded grant programs and provides technical assistance to contractors on Davis Bacon compliance.
- ✓ Performs cost eligibility verification and processes reimbursement requests.
- ✓ Trained in FEMA PA Program Regulations.
- ✓ Provides arbitration to resolve problems between vendors and clients, using excellent customer service skills to satisfy all stakeholders.

RELEVANT PROJECT EXPERIENCE

TRA Coordinator, ReBuild NC Homeowner Recovery Program, North Carolina Office of Recovery and Resiliency (NCORR)—HGA, Baton Rouge, LA, August 2023–present

Reference: Jeffrey G. Royal, PhD, NCORR, Director of Production and Mitigation, P.O. Box 110465, Durham NC 27709, (919) 397-9619, jeffrey.royal@ncdps.gov

- Reviews invoices for people who had to relocate to hotels or stay with friends or family, due to Hurricane Florence.
- Orders PODs for displaced applicants' personal effects.

Labor Compliance Specialist, Lincoln Parish School Board, Federally Funded Construction Projects—HGA, Baton Rouge, LA, March 2023–present

Reference: Sheila S. Nugent, Ed.D., Federal Programs Facilitator, Lincoln Parish School Board, (318) 255-1430, snugent@lincolnschools.org

- Reviews payrolls of contractors and subcontractors for compliance with Davis-Bacon Act for construction projects at Lincoln Parish schools, including Ruston High School (RHS), gym bathrooms and dressing rooms; Choudrant High School, new roof; Simsboro High School, 10 rooftop HVAC units; Ruston Junior High School (RJHS), roof; Choudrant Elementary, office space and classroom upgrades; Ruston High School, chillers; and intercom system upgrade at RJHS and RHS.

Public Assistance Specialist, Oregon Department of Transportation, FEMA PA Services—HGA, Baton Rouge, LA, October 2022–present

Reference: Lucas Pagan, Disaster Recovery Senior Advisor, AC Disaster Consulting, 2805 Lakeshore Dr., Arlington, TX 76013, (940) 367-8094, lpagan@acdisaster.com

- Reviews invoices for reimbursements and alerts supervisor to potential issues.

Public Assistance Specialist, Lafourche Parish, FEMA PA Support for Hurricane Ida—HGA, Baton Rouge, LA, November 2021–October 2024

Reference: Mitch Orgeron, Parish Administrator, Lafourche Parish Government, 402 Green Street, Thibodaux, LA 70301, (985) 446-8427, orgeronma@lafourchegov.org

- Performed damage assessments of damaged buildings and houses.
- Reviewed costs to verify eligibility for reimbursement.
- Helped to develop and submit Reimbursement Request Forms (RRFs) for category A and E projects.
- Reviewed and developed FEMA documentation for projects subject to force account documentation.
- Reviewed pay policy to verify reimbursement eligibility.

Public Assistance Specialist, City of Lake Charles, FEMA PA Program Management—HGA, Baton Rouge, LA, November 2021–June 2022


Reference: Emily K. McDaniel, Director of Finance, City of Lake Charles, 326 Pujo St., Lake Charles, LA 70601, (337) 491-1251, emily.mcdaniel@cityoflc.us

- Worked with the client on gathering and submitting documentation of force account labor and force account equipment.
- Performed damage assessments of damaged buildings and houses.
- Reviewed contracts and procurement documentation associated with client PWs.

Executive Assistant/Office Manager, Material Resources, Inc., Port Allen, LA, October 2013–October 2021

Reference: Ryan Casto, Project Manager, Material Resources, Inc., 1382 Safe Energy Rd., Port Allen, LA 70767, 225-267-6464, materialresources.org

- Directed and delegated tasks to an administrative team of five, providing direct support to three senior administrators.
- Oversaw accounts payable and accounts receivable duties and interactions with vendors and clients.
- Delegated and provided oversight for administrative tasks while ensuring a streamlined requisition process for both clients and vendors.
- Responsible for all facets of arbitration on issues involving company personnel, vendors, and clients.
- Oversaw all aspects of office management, including HR functions such as employee payroll, file management, and office inventory.
- Responsible for all primary correspondence between clients and management, acting as primary liaison.
- Incorporated a standardized process for day-to-day office duties and document management.
- Balanced daily deposits and safe counts as required and prepared bank deposits.
- Provided quality assurance reviews of daily reports, identifying and resolving any discrepancies.
- Mentored new employees, ensuring alignment with company policies and procedures.
- Managed smooth and accurate supply restocking to support efficient business operations.
- Evaluated customer issues and complaints and developed acceptable solutions.

- 
- Translated management directives into actionable policies and enforced compliance with staff at all levels.
 - Maintained compliance with company policies and procedures in processing transactions with customers.

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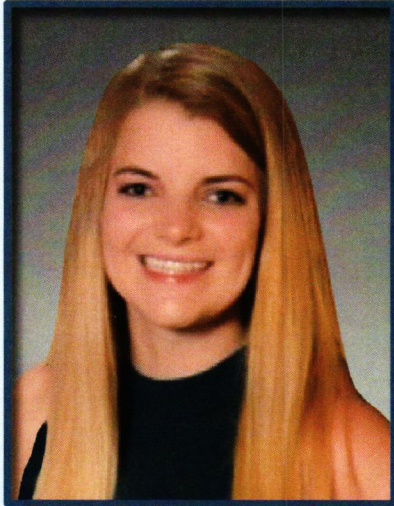
Ashleigh Paille

Analyst II

Phone: (866) 255-6825

Fax: (225) 529-3778

apaille@hga-llc.com



7 Years of Experience

AREAS OF EXPERTISE

- Disaster Recovery
- FEMA Hazard Mitigation Assistance (HMA) Programs, including Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructures and Communities (BRIC)
- Contractor Invoice Tracking
- Declining Balance Budget Tracking
- Reimbursement Requests
- Budget Reconciliation
- Task Management
- Record Keeping

EDUCATION

- B.S., Construction Engineering, Southeastern Louisiana University, Hammond, LA, 2016

TRAINING

- IS-100.c: Introduction to Incident Command System
- IS-200.c: Basic Incident Command System for Initial Response

HIGHLIGHTS

- ✓ **Seven years of professional experience** that includes hazard mitigation, engineering, and construction management, with three of those years working on FEMA HMA projects.
- ✓ **Skilled in Hazard Mitigation Assistance (HMA) grant** application development, project implementation, construction tracking, financial and project reporting, budget auditing and reconciliation, and project closeout.
- ✓ **Supports FEMA HMGP, FMA, and BRIC projects.**
- ✓ **Capable of managing multiple projects;** excels in financial management and budget tracking.

RELEVANT EXPERIENCE

Grant Manager, Ouachita Parish/City of Monroe and City of West Monroe, HMGP Housing Acquisitions and Infrastructure – HGA, Baton Rouge, LA, 2021 – Present

Reference: Brad Cammack, Treasurer, Ouachita Parish Police Jury, P.O. Box 3007, Monroe, LA 71210, (318) 327-1340, bcammack@oppi.orf

- Assists with the monitoring and compliance of hazard mitigation assistance for \$4.7 million housing mitigation program funded by FEMA HMGP and LA DOTD Statewide Flood Control and for a \$32 million infrastructure mitigation program funded by a combination of HMA, CDBG-DR, Louisiana Watershed Initiative, Capital Outlay, and local funds.
- Supports 29 home acquisition projects to date, from inception to closeout, and 6 infrastructure projects.
- Assists the Senior Grant Manager on project procurement and deliverables by drafting documents, coordinating advertisements, downloading and uploading documents, maintaining project files, and assisting with follow-up and coordination, as needed.
- Updates budget workbook with approved invoices and project expenses, prepares and submits reimbursement requests, tracks requests through State system, provides documentation as needed, monitors payments, coordinates the submission of cancelled checks.
- Prepares and drafts amendment requests, quarterly reports, and time extension requests; uploads, tracks, and monitors once approved by Senior Grant Manager and client.

TRAINING

- IS-00212.b: Introduction to Unified Hazard Mitigation Assistance (HMA)
- IS-00253.a: Overview of FEMA Environmental and Historic Preservation Review
- IS-00273: How to Read a Flood Insurance Rate Map (FIRM)
- IS-00274: How to Use a Flood Insurance Study (FIS)
- IS-00321: Hurricane Mitigation Basics for Mitigation Staff
- IS-00322: Flood Mitigation Basics for Mitigation Staff
- IS-00393.b: Introduction to Hazard Mitigation
- IS-700.b: Introduction to National Incident Management System
- IS-800.d: Introduction to National Response Framework
- IS-01100.a: Increased Cost of Compliance
- IS-01117: Severe Repetitive Loss for Agents
- Hazard Mitigation Assistance: Developing Quality Applications Elements
- Hazard Mitigation Assistance: Application Review and Evaluation
- Hazard Mitigation Assistance: Project Implementation and Programmatic Closeout

EMPLOYMENT HISTORY

- HGA, November 2021–present
- Gulf South Engineering & Testing, July 2016–October 2021

- Conducts file and budget audits for closeout; coordinates closeout review with Senior Grant Manager; drafts closeout documents.

Grant Manager, Cameron Parish Police Jury, HMGP Elevations and Reconstructions—HGA, Baton Rouge, LA, November 2023–present

Reference: *Katie Armentor, Parish Administrator, Cameron Parish Police Jury, 148 Smith Circle, Cameron, LA 70631, 337-775-2608, karmorntor@cameronpj.org*

- Assists with monitoring all aspects of hazard mitigation assistance for housing elevation and mitigation reconstruction projects funded by \$8.1 million in HMGP grants and for an infrastructure mitigation program funded by a \$1 million HMGP grant.
- Supports 25 home elevations projects to date, from inception to closeout, as well as closeout for 5 reconstruction projects.
- Responsible for daily activities related to the elevation and reconstruction of 30 residential homes, entailing coordination and correspondence with Parish, homeowners, and contractors including the review of quotes/bids, elevation certificates, design plans, the preparation and execution of grant documents, and construction inspections.
- Assists the Senior Grant Manager on project procurement and deliverables by drafting documents, coordinating advertisements, downloading and uploading documents, maintaining project files, and assisting with follow-up and coordination, as needed.
- Updates budget workbook with approved invoices and project expenses; prepares and submits reimbursement requests; tracks requests through State system; provides documentation, as needed; monitors payments; and coordinates the submission of cancelled checks.
- Prepares and drafts amendment requests, quarterly reports, and time extension requests; uploads, tracks, and monitors once approved by Senior Grant Manager and client.
- Conducts file and budget audit for closeout; coordinates closeout review with Senior Grant Manager; drafts closeout documents.

Grant Manager, Louisiana Governor's Office of Emergency Preparedness (GOHSEP), Program Management Assistance for Stafford Act – HMGP for Subrecipients—HGA, Baton Rouge, LA, November 2021–present

Reference: *Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov*

- Monitors all aspects of Hazard Mitigation Assistance (HMA) projects, to include work under the HMGP grant.
- Coordinates with contractors, engineers, architects, and local, state, and federal agencies to effectively and efficiently secure and carry out a wide range of infrastructure improvement projects from inception to closeout.
- Maintains detailed and accurate budgets for individual projects and overall grant funds to ensure the timely and accurate expenditure of grant funding.
- Reviews project bid documents to ensure cost reasonableness; completes cost analyses; prepares procurement packets and uploads them to GOHSEPGGrants (formerly LAHM), the State's web-based hazard mitigation portal.
- Logs contractor invoices into budget tracking databases; completes reimbursement packets; obtains necessary approvals and signatures; uploads reimbursements and all supporting documentation; tracks projects through the review process; uploads cancelled checks; and logs and records reimbursements.
- Tracks project change orders and prepares budget modifications or amendment requests as necessary. Once approved, uploads amendment requests and supporting documentation to GOHSEPGGrants.
- Prepares quarterly reports comprised of project status narratives and financial standings, then submits the reports in GOHSEPGGrants.
- Tracks project timelines and prepares Period of Performance extensions requests, as needed.
- Completes the full budget audit, confirming that all invoices and funding expenditures have been accounted for and that all reimbursements have been submitted and processed.
- Troubleshoots the budget audit with partners at the State to ensure that all expenditures are recorded and accounted for prior to closeout.
- Conducts digital and hard-file audits to ensure that all documentation required for closeout is included and clearly and correctly labeled for accessibility. Initiates closeout in LAHM and provides any additional information to the State, if requested.
- Assists other Grant Managers as necessary.

Project Manager, Gulf South Engineering & Testing, Gonzales, LA, July 2016–October 2021

Reference: Chad Poche, Vice-President, Gulf South Engineering & Testing, 15 Veterans Memorial Blvd, Kenner, LA 70062, 504-460-5239

- Managed the process of approximately 50 projects of various sizes and type including residential soil fill pads, multi-lot residential subdivisions, and roadway construction.
- Tracked project and contract timelines ranging from one day up to 12 months.
- Reviewed daily Construction Materials Testing (CMT) field reports on all projects from over 10 technicians across two offices, ensure all data is accurate and correct.
- Ensured all work was complete in compliance with project plans and specifications.
- Managed daily log for active projects; prepare and sent daily log and CMT field reports to clients including engineers, contractors, and Parish officials.
- Prepared and reviewed responses to Requests for Proposals.

- Fielded all client correspondence via phone and email, provided accurate information, addressed issues or concerns, maintained professional interactions and client satisfaction.
- Prepared monthly invoices and ensured timely billing to clients.
- Input and tracked laboratory data through Microsoft Excel.
- Used Excel, Word, Outlook, and Atser CMT reporting software.



APPENDIX B: LETTERS OF REFERENCE

Please see the following pages for letters of reference from three HGA clients.

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CITY OF LAKE CHARLES

NICHOLAS E. HUNTER
MAYOR

326 Pujo Street • P.O. Box 900
Lake Charles, LA 70602-0900
(337) 491-1201 • FAX (337) 491-1206

MAYOR'S ARMED
FORCES COMMISSION

May 17, 2023

HGA is supporting the City of Lake Charles with recovery from Hurricanes Laura and Delta and the May 2021 flood event. In total, HGA is managing \$261 million in FEMA Public Assistance (PA) funding; \$8.95 million through the FEMA Hazard Mitigation Grant Program (HMGP); and \$64 million in HUD Community Development Block Grant Disaster Recovery (CDBG-DR) funds.

HGA conducted preliminary damage assessments (PDAs) to document damage from the hurricanes, collected and processed high-resolution aerial imagery, and developed project worksheets for the identified repairs. The team is also administering a Private Property Debris Removal (PPDR) and Private Property Demolition Program and helping the City of Lake Charles residents with compliance requirements for substantial damage determinations and flood protection mitigation measures.

HGA recently led the public comment period and development of the City's CDBG-DR Action Plan for the HUD direct allocations to Lake Charles. HGA will also provide technical assistance to the City of Lake Charles for the CDBG-DR allocations it is receiving from the Louisiana Office of Community Development (OCD) for infrastructure and economic revitalization projects.

HGA has helped the City of Lake Charles maximize our FEMA and HUD awards. There is no way that the City of Lake Charles would be as far along and successful in our recovery process without HGA. Their team exudes professionalism, experience, and determination. They have been absolutely pivotal and I could not be happier with their performance.

Respectfully Yours,

NICHOLAS E. HUNTER
Mayor
City of Lake Charles

United for Progress and Prosperity



East Feliciana Parish Police Jury

12064 Marston Street | P. O. Box 427 | Clinton, LA 70722
(225) 683-8577 phone | (225) 683-3100 fax

Louis Kent
President
District 7

January 17, 2023

Chrissie O'Quin
Vice President
District 1-A

To Whom It May Concern:

Chris Hall
Finance Chairman
District 1-B

It is with great pleasure that I write this letter of recommendation for HGA. HGA has been providing labor compliance, grant administration, and program management services to East Feliciana Parish since 2009. Their services have covered HUD Community Development Block Grant Disaster Recovery (CDBG-DR), FEMA Public Assistance (PA), FEMA Hazard Mitigation Assistance (HMA), and American Rescue Plan Act (ARPA) funded projects following disaster events such as Hurricanes Gustav and Ike, the Great Floods of 2016, and the COVID-19 pandemic.

Ronald Johnson
District 2

Jason McCray
Public Works &
Equipment Chairman
District 3

HGA has been a valuable asset to East Feliciana Parish. They are always available to provide technical assistance on complex federal program requirements and work to find new funding opportunities for the Parish. For example, HGA assisted the Parish with its successful application for the Granting Unserved Municipalities Broadband Opportunities (GUMBO) Program, funded by the American Rescue Plan Act (ARPA), to expand high-speed internet access across unserved areas.

Keith Mills
District 4-A

Richard Oliveaux
Buildings & Properties
Chairman
District 4-B

Their team has developed excellent relationships with our staff and remain flexible and responsive. If I can provide you with additional information, please do not hesitate to contact me.

Michael Cheatham
Personnel Chairman
District 5

Sincerely,

Kyle Fleniken
District 6

Yamesha Harris
Parish Secretary/Assistant Parish Manager
East Feliciana Parish

Jody Moreau
Parish Manager

Yamesha Harris
Parish Secretary
Assistant Parish
Manager



Plaquemines Parish Government

Parish President
Kirk M. Lepine

GRANTS ADMINISTRATION

Hilda Lott
333 F Edward Hebert Blvd.
Building 100, Suite 135
Belle Chasse, Louisiana 70037
(504) 934-6376
Fax (504) 934-6379
hlott@ppgov.net

Council Members

District 1 - John L. Barthelemy Jr.
District 2 - William "Beau" Black
District 3 - Corey Arbourgh
District 4 - Dr. Stuart J Guey Jr.
District 5 - Benedict "Benny" Rousselle
District 6 - Trudy Newberry
District 7 - Carlton M LaFrance Sr.
District 8 - Richie Blink
District 9 - Mark "Hobbo" Cognevich

Reference: Hunt, Guillot & Associates, LLC (HGA)

To Whom It May Concern:

I appreciate the opportunity to write this letter of recommendation for Hunt, Guillot & Associates, LLC (HGA). HGA has been providing program management, grant management, and technical assistance services to Plaquemines Parish since 2008. Their support to the Parish for housing and infrastructure recovery programs encompasses multiple disasters and various funding sources to include FEMA HMGP and SRL, as well as HUD CDBG-DR. HGA consistently meets or exceeds contract performance measures and provides comprehensive project expertise- from inception to closeout. HGA exhibits a superior caliber of professional capabilities and experience in all aspects of its work with the Parish. They understand the needs of our community and are very adept at communicating with and providing hands-on assistance to our residents.

Through the course of administering our FEMA and HUD funded housing programs, HGA staff have created, maintained, and completed hundreds of beneficiary files that tell the complete story of each applicant's path to qualifying for and receiving financial and housing assistance. They have provided technical assistance to the Parish and all parties involved in the grant award process, whether they be homeowners, contractors, or other program partners. HGA staff have never hesitated to travel to the most remote and rural parts of the Parish to assist a homeowner or troubleshoot issues with a contractor.

Please advise if you require additional information concerning HGA's standard of performance. I can be reached at hilda.lott@gmail.com or 504-909-7473.

Sincerely,



Hilda Lott
Former Grants Administrator

