

REQUEST FOR PROPOSALS

**St. Charles Parish CDBG
Disaster Recovery Program
Management Services**

DUE DATE: JANUARY 23, 2023

ST. CHARLES PARISH



FIRM'S FULL LEGAL NAME: CSRS DISASTER RECOVERY MANAGEMENT, LLC
ADDRESS: 935 Gravier Street, Suite 1650, New Orleans, LA 70112
PHONE NUMBER: (833) 523-2526

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January 23, 2023

St. Charles Parish Grants Office
Attn: Carla Chiasson, Grants Officer
P.O. Box 302; 15045 River Road
Hahnville, LA 70057

RE: Request for Proposals for Program Administrative/Management Services for Task Orders associated with the St. Charles Parish CDBG Disaster Recovery Program

Dear Ms. Chiasson,

CSRS Disaster Recovery Management, LLC, a wholly owned subsidiary of CSRS, LLC (CSRS), along with our sub-consultant Barowka and Bonura Engineers and Consultants, L.L.C. (BBEC) is proud to submit this proposal in response to your Request for Proposals for CDBG-Disaster Recovery (CDBG-DR) Program Administrative/Management Services for St. Charles Parish (Parish). We understand that the Parish requires comprehensive professional and technical services for the oversight and management of HUD allocated funds totaling approximately \$3.9 million for disaster recovery efforts in response to the 2020 and 2021 disasters that impacted the area. The CSRS team is committed to serve as a partner with the Parish to launch the CDBG-DR programs quickly, while maintaining the focus to build back better, stronger, and more resilient. Our multi-disciplinary team uniquely provides the diverse skills needed to assist the Parish in planning, analysis and resiliency, while offering strong core program management experience.

We are invested in the overall resiliency and recovery of St. Charles Parish and your mission is critically important to us. Currently, we work with St. Charles Parish School Board in their Hurricane Ida recovery efforts and look forward to the opportunity to work directly with St. Charles Parish in a similar manner to result in a fully recovered and resilient parish.

We have the demonstrated success and expertise to deliver program and grant management experience specific to CDBG-DR. CSRS and subconsultant, BBEC, present an experienced, local, and knowledgeable team ready to handle every aspect of your CDBG-DR program. We are a mission-driven team that understands that the much-awaited recovery program funding for the Parish must be deployed effectively and quickly. We will work to restore our community and bring our families and neighbors hope for a bright and resilient future.

CSRS acknowledges Addendum #1 issued on January 11, 2023 and Addendum #2 issued on January 12, 2023.

As the Principal for this project, I am authorized to obligate our firm in the submittal of this proposal and will serve as the primary point of contact for any technical and/or contractual

clarifications throughout the evaluation period. I can be reached at taylor.gravois@csrsinc.com, by phone (225) 769-0546 (office), (985) 859-5983 (mobile) or by mail at 935 Gravier Street, Suite 1650, New Orleans, LA 70112. Also, our subcontractors have agreed to be bound by the terms of the contract.

Sincerely,



Taylor Gravois, PE, PLS, PMP
Principal

REQUEST FOR PROPOSALS

Program Administrative/Management Services for Task Orders Associated with the St. Charles Parish CDBG Disaster Recovery Program

ST. CHARLES PARISH



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SMARTER COMMUNITIES
TOGETHER.

EXECUTIVE SUMMARY

The CSRS team will provide the Parish the best recovery possible:

- Over 17 years of experience leading various disaster recovery programs across the state.
- Over \$10.8 billion in federal disaster recovery program dollars managed across 60 communities.
- Bench depth of over 200 professionals with specific subject matter expertise to staff project specifically to fit the Parish's needs.

CSRS' professional personnel bring a body of expertise that encompasses all aspects of disaster recovery including: engineering, hazard mitigation technical assistance, planning, program management, grants management, project management, disaster response and recovery assistance, to state and local governments across Louisiana and the Gulf Coast.

Our firm has frequently completed plans and projects funded through the HUD Community Development Block Grants (CDBG) and the FEMA Public Assistance (PA), FEMA Hazard Mitigation Grant Program (HMGP). CSRS has steadily expanded services in both pre- and post-disaster environments. Pre-disaster activities include risk assessments, vulnerability analysis, mitigation planning, master planning, resiliency planning, mitigation project design, benefit-cost analysis (BCAs), project management, floodplain management, public education, and training for government officials. In post-disaster environments, CSRS meets the needs of recovering communities by providing expertise in long-term recovery and redevelopment planning, infrastructure resilience planning and development, federal grant applications and grant management, project development and project management.

As a firm with a rich 40-year history, CSRS has developed and managed federal grants for some of the largest and most complex clients in the State of Louisiana, Gulf Coast Region, and U.S. Territories, as well as smaller individual federal awards for our valued clients. Each client and each federal award, regardless of size, benefits from our expertise and experience in grant administration and management because we fully understand the requirements of federal grants and the overarching importance of grant compliance measures as it relates to your federal award. Our project professionals and federal funding experts offer our clients national expertise within a Louisiana team to successfully manage and deliver your federally funded programs.

Whether administering and managing a single award project or a large portfolio of numerous federal grants, our experts fully understand the fine details of managing these federal awards through years of developing and implementing best practices across various federal award types.

Of specific interest to the Parish is our program management work with the **Louisiana Watershed Initiative Program**. This statewide initiative was the first CDBG-MIT funded program in the United States, and **CSRS is one of the first firms to manage this new federal funding opportunity**. With a project value of **\$1.2B**, and a scope of work which encompasses the entire State of Louisiana, **CSRS' experience and expertise in policy, outreach, planning, and project development directly contribute to the overall success of this ambitious, statewide initiative.**

CSRS teamed with Pan American Engineers, LLC (PAE) to provide CDBG-CR grant management services to the State of Louisiana Office of Community Development (OCD) on matters relating to planning, development, recovery, and revitalization of the State. Scope entailed assisting OCD with management and implementation of housing, infrastructure, and economic development Disaster Recovery Programs, policy development and review, staff management, and compliance and monitoring oversight.

Further, CSRS' work on dozens of federally funded programs, including CDBG-DR, CDBG-MIT, FEMA PA, FEMA MIT, BRIC, and others has resulted in a depth of understanding and expertise in the management and delivery of mitigation, resiliency, and disaster recovery projects and programs. That expertise encompasses the entire lifecycle of your federal grant awards, from project and application development to final closeout of your federal grants. All the while, CSRS ensures full compliance with associated federal grant conditions to mitigate any loss of funding due to audits or monitoring activities.

CSRS acknowledges that this proposal is valid for at least 90 calendar days from the submittal date.

Experience has shown us that grant management for federally funded projects is more than just accounting and reporting. There are unique technical challenges and complexities that come along with meeting the requirements of a broad range of federally funded projects. CSRS offers more than just grant administration and management experts.

Our background in engineering, architecture, and planning means we speak the language and can translate our clients' needs to fit and maximize the funding while providing oversight. We integrate grant administration with the appropriate technical disciplines for a comprehensive understanding of a project's multi-layered aspects to support project delivery and ensure unique compliance details are directly addressed, so funds are employed to your maximum benefit.



REQUEST FOR PROPOSALS

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ST. CHARLES PARISH



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TOGETHER.

COMPANY BACKGROUND & EXPERIENCE

Company Background
& Experience

PRIME FIRM OVERVIEW

REQUEST FOR PROPOSALS



For over four decades, CSRS has consistently delivered successful results for its clients through collaboration and the application of our innovative mindset and management skills. We believe that achieving the optimal balance between big ideas and technical competence requires creative problem-solving, effective listening, and a collaborative approach.

At CSRS, we are committed to achieving industry leadership in our core services, which include grants management, program management, project management, owner and client representation, construction management, and civil engineering and surveying. With disaster recovery program management experience exceeding \$10.8 billion, CSRS is well established as a successful disaster recovery consultant. We serve a wide range of markets, including Education, Infrastructure, Land Development, Disaster Recovery, Commercial/Retail, and Economic Development.

Our depth of staff in these market sectors allows us to provide a teaming approach from the outset of a project. In order to assist our clients in meeting their goals, we carefully select professionals with the expertise best suited to the project and task. CSRS offers client-focused solutions designed to meet the specific requirements of each project. Our reputation for excellence in grants management and program administration is the result of our commitment to collaborative, multidisciplinary problem-solving. Our staff works closely together, combining their skills, energy, and focus to create and implement design and management solutions in partnership with our clients.

FULL LEGAL NAME

CSRS Disaster Recovery Management, LLC

CORPORATE STRUCTURE

Limited Liability Company

YEARS IN BUSINESS

Established in 2012 (and is a wholly owned subsidiary of CSRS, LLC, established in 1978)

NUMBER OF EMPLOYEES

200+

OFFICE LOCATIONS

Headquarters:
8555 United Plaza Blvd,
Suite 100
Baton Rouge, LA 70809

Additional Locations:
New Orleans, LA, Lafayette, LA,
Lake Charles, LA, Dallas, TX,
Victoria, TX, Miami, FL,
Long Beach, CA

CONTACT

Office: (833) 523-2526
Fax: (225) 767-0060

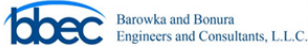
KEY SUCCESSES

Managed first large-scale CDBG-DR funded resettlement program and secured CDBG-MIT funding for a city in Texas

Management of \$13 billion in Disaster Recovery and Mitigation Programs

SUBCONSULTANT FIRM OVERVIEW

REQUEST FOR PROPOSALS



Barowka and Bonura Engineers and Consultants, L.L.C. (BBEC) is an engineering consulting firm specializing in civil engineering design, construction management, grant administration, project management, disaster program management, inspection services and computer consulting services.

BBEC is experienced in road and bridge design, water and wastewater treatment plant design, operation, and maintenance management, landfill leachate collection and treatment, water transmission, sewerage collection, and stormwater management planning. We have substantial experience working with federal agencies in maximizing grant funding and assisting our clients in complying with grant requirements and securing grant reimbursements. Our computer consulting services include the design, implementation, and maintenance of geographic information systems (GIS) and related databases, personal computer (PC) network design construction, and maintenance, and PC software application development.

BBEC is fully versed in the Federal Emergency Management Agency (FEMA) Public Assistance Grant Program. In addition, we are experienced in other federal grant programs, such as the HUD Community Development Block Grant Program (CDBG), the FEMA Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance Program (FMA). BBEC has considerable experience in the execution of federal grant-funded projects and adhering to the requirements and standards of the grant administering agency. BBEC provided various stages of grant assistance for FEMA and HUD funded projects for over \$750 million in grants.

FULL LEGAL NAME

Barowka & Bonura Engineers & Consultants, LLC

CORPORATE STRUCTURE

Limited Liability Company

YEARS IN BUSINESS

Barowka & Bonura Engineers & Consultants, L.L.C., established in 1997

Barowka & Bonura Integrators (BBI), established in 1993

NUMBER OF EMPLOYEES

20

OFFICE LOCATIONS

Headquarters:
209 Canal Street,
Metairie, LA 70005

CONTACT

Office: (504) 828-0030
Fax: (504) 828-8006

KEY SUCCESSSES

BBEC Offers Extensive Knowledge of FEMA's PA and HMGP Programs and CDBG-DR

Engineering Firm Specializing in Civil Engineering Design, Construction Management & Disaster Program Management

Barowka and Bonura Engineers and Consultants, L.L.C. (BBEC), the single subcontractor on this pursuit response, will provide support towards the grant and construction management lines of effort, accounting for an estimated 25% of the anticipated project.

Since 2008, BBEC has actively supported St. Charles Parish with its FEMA PA and HM programs, including the formulation of its HM Plan update, approved by FEMA at a value of \$63 million. In more recent years, BBEC has performed engineering services directly related to the Parish's annual maintenance program and facility improvements.



The CSRS team has managed disasters out of each of our Louisiana offices with locally-based disaster experts, including Hurricane Katrina (out of the New Orleans office), the Great Flood of 2016 (out of the Baton Rouge office), Hurricane Laura (out of the Lake Charles office), and Hurricane Ida (out of both the Lafayette and New Orleans offices). This dense network provides our Louisiana clients with readily available resources for specialized disaster management expertise.



Additionally, in parallel to our extensive credentials in the disaster recovery space, CSRS has been a leader in the planning and design of projects and policies that incorporate resilience and sustainability best management practices in Louisiana and across the United States.



Well thought out planning of resiliency projects and undertakings, and associated funding will prime the Parish for the best possible resiliency funding opportunities and outcomes. Our federal funding professionals will work with and for you to **ensure the greatest flexibility in the use of federally funded disaster recovery**, mitigation and resiliency funding while ensuring full compliance with the requirements of the CDBG-DR funded programs. These efforts will combine to result in the Parish's long-term recovery acting as a standard bearer for a more resilient South Louisiana.

CSRS Disaster Recovery Management, LLC has leveraged its innovation and leadership expertise to improve and revitalize our communities and agencies. We have a culture of creative thinking in planning recovery projects. We provide professional management and delivery of federally funded recovery projects, and disaster grants management for infrastructure, housing and community revitalization. We also strike a balance between big ideas and the technical ability to deliver a successful project every time, no matter how large, complex or challenging.

Our professional services include project and construction management as well as grants management, compliance oversight, program management, engineering, architecture, planning, environmental permitting, and GIS services for disaster recovery and resilience programs to a wide range of clients.

CSRS has **extensive experience in managing federally funded disaster recovery programs**, and has successfully performed comprehensive grants management services, including, but not limited to, project formulation, scope development, eligibility and cost justification, policy application, reimbursement requests, and grants closeout. Additionally, CSRS is currently assisting the Orleans Parish School Board, the East Baton Rouge Parish School Board, the Baton Rouge General Hospital, the City of Los Angeles, the City of Shreveport, the City of Central, Victoria County, and the Louisiana Housing Corporation in the management of COVID-19 disaster and associated funding sources.

With **disaster recovery program management experience exceeding \$10.8B**, CSRS is well-established as a successful disaster recovery consultant. Our qualifications, policy knowledge, personnel resources, and technology resources help public entities plan and implement comprehensive disaster recovery programs. We help them rebuild financial and physical resilience against future events and guide sub-grantees through the various federally funded programs for eligibility, compliance, and closeout, including the FEMA Public Assistance (PA), Hazard Mitigation (HMGP) and Community Development Block Grant (CDBG) Disaster Recovery (DR) and Mitigation (MIT) Programs.

CSRS' disaster recovery consultancy is focused on developing strategies to maximize eligibility, evaluate and develop mitigation and resiliency projects to help communities adapt and thrive amidst ever-changing environments, to reduce de-obligation risk, and integrate grants management with successful project delivery. **We understand every facet of successful grant management program execution to assist the Parish in bringing about the successful conclusion and closeout of those programs.**

COMPANY BACKGROUND & EXPERIENCE

The following pages provide greater detail for a representative sample of some of the public entities we have assisted in the management and administration of federally funded disaster recovery programs across the country.

| | FUNDING TYPE(S) | DATES | AWARD | CLIENT REFERENCE | PRIME/JV | STATUS |
|--|--|--------------|----------|---|----------|--------|
| LOUISIANA OCD CDBG-DR Program & Grants Management | CDBG-DR | 2018-Present | \$26.1M | Michelle Smith <i>Federal Program Mngr.</i> (318) 473-2100 | YES | ACTIVE |
| ISLE DE JEAN CHARLES Community Resettlement Program | CDBG-MIT | 2019-2022 | \$1.2B | Pat Forbes <i>Executive Director</i> (225) 342-1626 | YES | CLOSED |
| LOUISIANA LAND TRUST Demolition & Program Management | CDBG-DR | 2009-2016 | \$165.8M | Michael Taylor <i>Executive Director</i> (225) 395-0777 | YES | CLOSED |
| CITY OF CLUTE Flood Recovery, Project Management, & Funding Management Program | CDBG-DR | 2020-Present | \$10M | CJ Snipes <i>City Manager</i> (979) 265-2541 | YES | ACTIVE |
| RECOVERY SCHOOL DISTRICT Hurricane Recovery, Facilities Improvements, & Funding Management Program | FEMA PA CDBG-DR | 2007-Present | \$1.8B | Annie Clark <i>Chief Operating Officer</i> (504) 920-6881 | YES | ACTIVE |
| EAST BATON ROUGE PARISH GOVERNMENT Grant Management for Federal & State Programs | FEMA PA CDBG-DR, FEMA HMGP | 2016-Present | \$70M | Linda Hunt <i>Asst. Director of Finance</i> (225) 389-3272 | YES | ACTIVE |
| ASCENSION PARISH SCHOOL BOARD Grants Management & Program Management | FEMA PA CDBG-DR | 2016-Present | \$90M | Mr. Chad Lynch <i>Chief Operations Director</i> (225) 791-7304 | YES | ACTIVE |
| CITY OF CENTRAL Flood Recovery, Project Management, & Funding Management Program | FEMA PA & HM, CDBG-DR, CARES, ARPA | 2016-Present | \$50M | Terri Parnell <i>Executive Assistant</i> (225) 261-5988 | YES | ACTIVE |
| ST. CHARLES PARISH SCHOOL BOARD Hurricane Ida Disaster Recovery Grants & Project Management | FEMA PA | 2021-Present | \$50M | Dr. Ken Oertling <i>Ed., Superintendent</i> (985) 785-6289 | YES | ACTIVE |

COMPANY BACKGROUND & EXPERIENCE

CSRS offers the Parish extensive experience and capabilities in the administration and management of federally funded disaster recovery and mitigation programs. Our team will begin by identifying and quantifying the scope of the eligible damages and design a comprehensive recovery program around the specific needs of the Parish. We will work hand in hand with stakeholders to identify and assist in the development and incorporation of mitigation and resiliency measures, and closely monitor all compliance measures and closeout procedures to align with all federal requirements, regulation and policy. Through the appropriate leveraging and application of our expertise and resources, the Parish will benefit from reduced audit risk, maximized funding, and a resilient, mitigated recovery. The following pages demonstrate our depth of experience in the management of federal disaster recovery funds and federal CDBG-DR funded programs, some of the public clients we have assisted, and the alignment of our experience with your criteria.

| FEDERAL GRANT RECIPIENT | STATE | PRIMARY FEDERAL RESOURCE | TOTAL VALUE | PRIME (OR JV) | ACTIVE |
|-----------------------------------|-------|-------------------------------------|-------------|---------------|--------|
| Ascension Parish School Board | LA | FEMA PA | \$85M | ✓ | ✓ |
| Baton Rouge Area Foundation | LA | CDBG-MIT | \$35M | ✓ | ✓ |
| Baton Rouge General Health System | LA | FEMA PA, CARES | \$30M | ✓ | ✓ |
| Bayou Cane Fire District | LA | FEMA PA | \$5M | ✓ | ✓ |
| Bayou Lafourche Levee District | LA | FEMA PA, HMGP | \$10M | ✓ | ✓ |
| Brunswick County | NC | FEMA PA | \$200M | ✓ | |
| Calcasieu Parish Police Jury | LA | FEMA PA | \$20M | ✓ | ✓ |
| Calcasieu Parish School Board | LA | FEMA PA | \$220M | ✓ | ✓ |
| Calcasieu Parish Sheriff's Office | LA | FEMA PA, HMGP | \$250K | ✓ | ✓ |
| City of Central | LA | FEMA PA, CDBG-DR, HMGP, CARES, ARPA | \$50M | ✓ | ✓ |
| City of Dequincy | LA | FEMA PA | \$30M | | ✓ |
| City of Los Angeles | CA | ARPA | \$1.2B | | ✓ |
| City of New Orleans | LA | FEMA PA, CDBG-DR, HMGP | \$2.3B | ✓ | |
| City of Clute | TX | CDBG-MIT | \$10M | ✓ | ✓ |
| City of Shreveport | LA | FEMA PA, ARPA | \$52M | ✓ | ✓ |

COMPANY BACKGROUND & EXPERIENCE

REQUEST FOR PROPOSALS

| FEDERAL GRANT RECIPIENT | STATE | PRIMARY FEDERAL RESOURCE | TOTAL VALUE | PRIME (OR JV) | ACTIVE |
|---|-------|--------------------------|-------------|---------------|--------|
| City of Vinton | LA | FEMA PA | \$30M | | ✓ |
| Claiborne Parish School System | LA | FEMA PA | \$10M | ✓ | ✓ |
| Colorado Technical Assistance | CO | FEMA PA | \$7M | | |
| East Baton Rouge School System | LA | FEMA PA, CDBG-DR, CARES | \$65M | ✓ | ✓ |
| East Baton Rouge City-Parish | LA | FEMA PA, CDBG-DR, ARPA | \$60M | ✓ | |
| Florida Department of Economic Opportunity | FL | CDBG-DR | \$773M | | ✓ |
| Louisiana Coastal Protection and Restoration Authority | LA | RESTORE Act | \$100M | ✓ | ✓ |
| Louisiana Watershed Initiative | LA | CDBG-MIT | \$1.2B | | ✓ |
| LA Office of Community Development | LA | CDBG-DR, CDBG-MIT | \$2.25B | ✓ | ✓ |
| Louisiana State University Lakes | LA | CDBG-MIT | \$35M | ✓ | |
| City of Midland | MI | FEMA PA, CDBG-DDR, HMGP | \$10M | ✓ | ✓ |
| Orleans Parish School Board | LA | FEMA PA, CARES | \$383M | ✓ | ✓ |
| Port of Lake Charles | LA | FEMA PA, HMGP | \$105M | ✓ | ✓ |
| Port of Victoria | TX | CARES EDA | \$6M | ✓ | ✓ |
| Recovery School District (New Orleans) | LA | FEMA PA, CDBG-DR | \$1.8B | ✓ | ✓ |
| The Recreation and Parks Commission for the Parish of East Baton Rouge (BREC) | LA | FEMA PA, CDBG-DR | \$6.2M | ✓ | |
| St. John the Baptist Parish | LA | FEMA PA, CDBG-DR | \$7M | ✓ | ✓ |





CLIENT REFERENCE

Michelle Smith
Federal Programming Mngr.
Pan American Engineers
1717 Jackson Street
Alexandria, LA 71301
(318) 473-2100
michelle@paealex.com

Louisiana OCD CDBG-DR Program & Grants Management

STATEWIDE, LA

OCD contracted with a team led by Pan American Engineers, LLC (PAE), including CSRS to perform grants management services for recovery efforts related to each of these disasters and possible future disasters. CSRS provides grant management services to OCD on matters that arise relating to planning, development, recovery, and revitalization of Louisiana. The role encompasses consulting services, including, but not limited to, providing programmatic guidance and organizational recommendations and analyzing areas for improvement within the disaster recovery processes. CSRS also advised on coordinating OCD’s efforts to implement FEMA disaster match requirements for local grantees using CDBG-DR funds.



CLIENT REFERENCE

CJ Snipes
City Manager
108 East Main Street
Clute, TX 77531
cjsnipes@clutetexas.gov
(979) 265-2541

City of Clute Resilience Planning and CDBG-MIT Administration

BRAZORIA COUNTY, TX

CSRS assisted Clute in applying for the 2016 Floods CDBG-MIT competition. With CSRS’ assistance in meeting all of the resilience, environmental and mitigation requirements for the GLO competitive statewide 2016 floods program, the proposed City of Clute, CDBG-MIT Grant Application was awarded a budget of \$ 9,881,420.00 to fund the two projects to mitigate drainage and flood management in the watershed area. CSRS will also administer the grant to effectively manage the success of the program and provide the environmental clearance necessary for CDBG to start construction.



CLIENT REFERENCE

Pat Forbes
Executive Director
LA Office of Community Dev.
617 N. Third St.
Baton Rouge, LA 70802
(225) 342-1626
pat.forbes@la.gov

Louisiana Land Trust Demolition and Program Management

STATEWIDE, LA

The Road Home Corporation dba Louisiana Land Trust (LLT) is a non-profit organization chartered under the authority of Louisiana Revised Statute 40:600.63. LLT was charged with the acquisition, disposition, purchase, demolition, renovation, improvement, leasing, or expansion of housing stock, funded by the U.S. Department of Housing and Urban Development’s Community Development Block Grant (CDBG) Program. BBEC was the primary sub-consultant to the Louisiana Land Trust for providing program management and oversight of LLT’s demolition program and related activities undertaken in support of recovery, blight removal, property disposition, and redevelopment.



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ST. CHARLES PARISH



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PROPOSED PROJECT STAFF

Proposed Project Staff



Taylor Gravois, PE, PLS, PMP

PROJECT ROLE: PRINCIPAL/SENIOR ADVISOR

PROJECT RESPONSIBILITY: Contractual Administration

PHONE. (833) 523-2526 | **EMAIL.** taylor.gravois@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 1 of 10
- Current Employee of Firm: Yes
- Level of Effort: As Needed
- Duration of Involvement: As Needed
- On-site Availability: Yes (as needed – remote role)

EDUCATION

- Louisiana State University, B.S., Civil Engineering, 2002

TRAINING & CERTIFICATIONS

- Professional Civil Engineer, Louisiana License #33928, 2008
- Professional Land Surveyor, Louisiana License #04961, 2006

TECHNICAL EXPERIENCE

- Civil Engineering
- Project/Program Management
- Construction Management
- Real Estate Development
- Land Surveying
- Site Selection

FUNCTIONAL EXPERIENCE

- Owner’s Representation
- Business Development
- Engineering Consulting
- Land Development
- Site Certification
- Cost Estimating

YEARS OF EXPERIENCE

With Firm: 21 Total: 24

Mr. Gravois is a licensed Civil Engineer and Land Surveyor with 20 years of experience in performing site selection, site due diligence, and land development project delivery for both large and small facilities, economic development, and infrastructure projects. He works with local governments, private developers, large corporations, and economic development organizations in support of developing site infrastructure and development projects. Mr. Gravois possesses an in-depth understanding of the engineering processes associated with land development and applies this knowledge to every project endeavor for maximum results.

Mr. Gravois has a broad array of experience from overseeing surveys of raw land, detailed design, construction administration, and contract closeout, to every phase of planning and design in between. With significant development, engineering, land surveying, and project management experience and expertise, he is uniquely qualified to understand and meet each client’s needs.

RELEVANT AND RELATED EXPERIENCE

BREC Resilience Strategy. Baton Rouge, LA. Principal.

Mr. Gravois led the creation of BREC’s first Resilience Strategy report. Working directly with BREC staff, CSRS helped craft both system-wide and park specific resilient action items in response to the 2016 flood event. The report highlights high risk watershed zones and BREC’s opportunity to support the Parish of East Baton Rouge in future resilient planning. (2018–2019) **Client Reference:** Reed Richard, Assistant Superintendent, System Planning Recreation & Park Commission for the Parish of East Baton Rouge (BREC), 6201 Florida Blvd, Baton Rouge, LA 70806, (225) 273-6405, RRichard@brec.org

Green Light Plan, Transportation Improvements Program. East Baton Rouge Parish, LA. Principal.

CSRS, Inc. was selected to provide program management services for the start-up and implementation of East Baton Rouge Parish’s \$750 million Green Light Plan (GLP). (2006–Present) **Client Reference:** Tom Stephens, PE, East Baton Rouge City-Parish, PO Box 1471, Baton Rouge, LA, (225) 389-3186, tstephens@brgov.com



Taylor Gravois, PE, PLS, PMP

PROJECT ROLE: PRINCIPAL/SENIOR ADVISOR

PROJECT RESPONSIBILITY: Contractual Administration

PHONE. (833) 523-2526 | **EMAIL.** taylor.gravois@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

RELEVANT AND RELATED EXPERIENCE CONTINUED

Ascension Economic Development Corporation (AEDC) Sites Program. Ascension Parish, LA. Program Manager. Mr. Gravois was responsible for formulating and executing a comprehensive program that focuses on increasing the number of quality sites positioned for economic development in Ascension Parish. The program included new site searches for both large and small industrial users and medium- and light-intensity retail and commercial users. Sites identified through the GIS search process were further qualified and then selected for options pursuit and certification. The Louisiana Department of Economic Development (LED) Certified Sites Program then certified those suitable site options. To date, 86 large industrial sites have been identified, with 30 sites having preliminary due diligence completed, and 5 sites with detailed due diligence underway and advancing towards full certification. **Client Reference:** Ms. Cassandra Coleman, Purchasing Secretary, 1100 Webster Street, Donaldsonville, LA 70346, (225) 391-7134, cassandra.coleman@apssb.org

LED Site Certification Program Industrial Sites Program. Statewide, LA. Program Manager. The State of Louisiana, through Louisiana Economic Development (LED), designed a Strategic Sites Inventory (SSI) program to substantially increase the number of development-ready sites and accelerate the availability of those sites that are positioned to compete for and win economic development driver projects. CSRS is the prime consultant and program team lead for identifying and qualifying sites for entry into the program and managing the complete site certification process. Team member LEO, LLC applies the GIS site-suitability and identification models to identify sites statewide. The sites team then further screens the sites using desktop analysis, which provides critical high-level information such as base flood elevation analysis, land use and zoning analysis, and wetlands and environmental analysis to determine if the site includes sufficient positive attributes to justify moving through the detailed due diligence and full certification process. Mr. Gravois was responsible for over 400 sites that have been identified statewide, with more than 200 sites having due diligence completed or in progress. (2013–Present) **Client Reference:** Larry Henson, Director of Business Intelligence Louisiana Economic Development, 1051 N. Third Street, Baton Rouge, LA, (225) 342-1135, larry.henson@la.gov

East Baton Rouge Sanitary Sewer Overflow (SSO) Rehabilitation Program. East Baton Rouge Parish, LA. Survey Manager. Mr. Gravois was responsible for the topographic survey and construction plan production for the rehabilitation of approximately 1.2 million linear feet of gravity sewer mains. Additionally, 4,800 manholes were rehabilitated in conjunction with the \$263 million comprehensive sewer rehabilitation portion of the SSO Program. Surveying services included the establishment of a GPS control network and RTK GPS surveying of 43 pump station collection areas to identify sewer lines in disrepair and to produce a comprehensive survey base map used in construction plan production. (2014–16) **Client Reference:** Holly Morgan, PE, Department of Public Works Engineering Division, City-Parish of East Baton Rouge, 1100 Laurel Street, 1st Floor, Baton Rouge, LA 70802, (225) 389-3154



Stacy Bonnaffons

PROJECT ROLE: PROGRAM MANAGER

PROJECT RESPONSIBILITY: Program Oversight

PHONE. (833) 523-2526 | **EMAIL.** stacy.bonnaffons@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 2 of 10
- Current Employee of Firm: Yes
- Level of Effort: 15%
- Duration of Involvement: MS 1-7
- On-site Availability: yes

EDUCATION

- M.A., International Economics, George Washington University, 1995
- B.A., Political Science and French, Louisiana State University, 1992

TRAINING & CERTIFICATIONS

- Basically CDBG, New Orleans, LA, 2009
- Economic Development CDBG Training, Los Angeles, CA, 2010
- Advanced Training for CDBG-DR Grantees, New Orleans, LA, 2014

TECHNICAL EXPERIENCE

- CDBG-DR Subject Matter Expert
- FEMA Public Assistance
- FEMA Individual Assistance

FUNCTIONAL EXPERIENCE

- Program Development and Implementation Management
- Federal Requirements and Compliance Management
- Grants Management

YEARS OF EXPERIENCE

With Firm: 6 Total: 30

Since joining CSRS in 2016 as a Senior Project Manager, Ms. Bonnaffons has applied her 30 years of subject matter expert experience with government and private sector entities through designing and managing environmental, economic development, and disaster recovery programs in the U.S. and abroad. In coordination with multiple stakeholders, she has provided technical expertise to determine funding strategies for the recovery and resiliency of housing, infrastructure, and business.

Ms. Bonnaffons served as the coordinator of critical aspects of post-disaster recovery, including needs assessment, outreach, program design, project management and results reporting in seven catastrophic-level disasters.

She was appointed as the Deputy Director of LA Office of Community Development and was Director of Sandy Recovery for the State of New Jersey for their CDBG-DR allocation.

RELEVANT AND RELATED EXPERIENCE

FL Department of Economic Opportunity (DEO) CDBG-DR Oversight and Monitoring. Tallahassee, FL. Deputy Director.

CSRS was engaged as subcontractor to provide monitoring review and QA/QC of CDBG-DR funded disaster recovery programs managed by FL DEO. As Deputy Director of the program, Ms. Bonnaffons assisted in the initially assignment to complete a risk assessment and monitoring plan for the \$773.5M HUD CDBG-DR allocation for long-term recovery efforts following Hurricane Irma. She continues to assist in monitoring of all CDBGDR related activities for FL DEO related to Irma. (2019-Present) **Client Reference:** Diana Hardin, Senior Manager, Horne, Inc., 661 Sunnybrook Road, Suite 100, Ridgeland, MS 39157, (601) 326-1000, Diana.Hardin@hornellp.com.



Stacy Bonnaffons

PROJECT ROLE: PROGRAM MANAGER

PROJECT RESPONSIBILITY: Program Oversight

PHONE. (833) 523-2526 | **EMAIL.** stacy.bonnaffons@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

RELEVANT AND RELATED EXPERIENCE CONTINUED

Louisiana's U.S Treasury Emergency Rental Assistance Program. Statewide, LA. Project Director. As a result of the U.S. Treasury's allocation of over \$300 million in COVID-19 Emergency Rental Assistance funds to the state, Ms. Bonnaffons responded at the state's direction to launch all aspects of a rental and utilities financial assistance program to help renters struggling with rent and other housing stability costs due to COVID-19. The program aims to distribute over \$140 million to an estimated 25,000 applicants, and involves standing up a Call Center, Application Portal and Management System, case management for application eligibility review and processing, anti-fraud waste and abuse measures, funds disbursement on behalf of tenant applicants and overall compliance, and financial/results reporting. The program launched on March 5th in a rapid stand-up and has disbursed over \$10 million to over 1,000 landlords in just over 90 days. (2021–Present) **Client Reference:** Joshua G. Hollins, Executive Director, Louisiana Housing Corporation, 2145 Quail Dr., Baton Rouge, LA 70808. (225) 763-8773. lhollins@lhc.la.gov

Disaster Recovery Management, Professional Services in Response to COVID-19, Louisiana Housing Corporation (LHC). Statewide, LA. Non-Congregate Sheltering Program/Project Director. In response to the effects of the COVID-19 pandemic, LHC led a \$50 million statewide effort to temporarily house the vulnerable homeless population under the guidance of the FEMA-funded Non-Congregate Sheltering Program. Under the direction of LHC, Ms. Bonnaffons manages and coordinates key aspects of the program, including arrangements with hotels, wrap-around service provisions, intake, and case management services to eligible households and linkage to re-housing and rental assistance resources. The program management tasks involve timely stand up and delivery of services, which ensures maximum FEMA reimbursement for all eligible activities. It also involves the management of compliance with federal rules and requirements, and coordination with other HUD and state resources such as ESG-CV, CDBG-CV, and CARES Act Relief Fund. The program served over 3,000 individuals. (2020–Present) **Client Reference:** Brad Sweazy, Chief Operating Officer, Louisiana Housing Corporation, 2415 Quail Drive, Baton Rouge, LA 70808. 225-763-8700. bsweazy@lhc.la.gov



Kayla Mulford

PROJECT ROLE: SENIOR GRANTS MANAGER

PROJECT RESPONSIBILITY: Comprehensive Grant Management

PHONE. (833) 523-2526 | **EMAIL.** kayla.mulford@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 3 of 10
- Current Employee of Firm: Yes
- Level of Effort: 10%
- Duration of Involvement: MS 1-7
- On-site Availability: No

EDUCATION

- B.A. Political Science, Louisiana State University, 2009

TRAINING & CERTIFICATIONS

- FEMA IS-100.C
- FEMA IS-200.C
- Project Management: Preventing Scope Creep, LinkedIn Learning, Feb. 2022
- Program Management, AECOM, Issued June 2021

TECHNICAL EXPERIENCE

- HUD Community Development Block Grants (CDBG)
- American Rescue Plan Act (ARPA)
- Program/Project Management
- Disaster Recovery
- Grant Administration

FUNCTIONAL EXPERIENCE

- Data Analytics / Management
- Case Management
- Operational Compliance
- System Development & Implementation

YEARS OF EXPERIENCE

With Firm: <1 Total: 17

Ms. Mulford offers 17 years of experience across a diverse spectrum of skills and industries, including disaster response. Most recently, in response to Hurricanes Matthew and Florence, Ms. Mulford has been the sole manager overseeing Contractor and Vendor payments in North Carolina’s CDBG-DR program with approximately \$50 million in draw and retainage invoices processed while also tracking federal and state compliance regulations. Additionally, Ms. Mulford has led logistics and inventory management under challenging conditions, as demonstrated by her role overseeing \$32 million of logistics management in the U.S. Virgin Islands following Hurricanes Irma and Maria where she was responsible for ensuring adequate inventory of critical supplies, identifying vendors and supply sources, coordinating shipping and overseeing warehousing of supplies.

RELEVANT AND RELATED EXPERIENCE

Victoria County American Rescue Plan Grants Management. Victoria, TX. Program Director. Ms. Mulford currently serves as the program director for Victoria County’s American Rescue Plan Grants Management contract. In that role, she serves as the day-to-day administrator and point of contact for all Victoria County’s American Rescue Plan Grants Management. This includes overseeing program stand-up, long-term compliance, and program policy decisional support. Victoria County is currently administering approximately \$17M in US Treasury State and Local Fiscal Recovery Funds. (July 2022 - Present)
Client Reference: Robin Knipling, Grant Administrator, County of Victoria, 311 East Constitution Street, Suite 200 Victoria, TX 77901, (361)580-6050, rknipling@vctx.org

East Baton Rouge Parish Housing Authority (EBRPHA) Grants Management. East Baton Rouge, LA. Program Director. CSRS is currently providing technical and professional services to assist the EBRPHA in identifying and obtaining infrastructure, housing, construction, and / or other related funding in connection with the agency’s Master Plan. In her capacity as Program Director, Ms. Mulford fosters positive and transparent client relationships. Mulford manages client expectations throughout project life cycle by recording overall goals of the relationship, project-specific objectives, a detailed timeline and an outline of deliverables She identifies, documents and prioritizes scope changes and facilitates approval process with the client and subcontractors as needed, via contract



Kayla Mulford

PROJECT ROLE: SENIOR GRANTS MANAGER

PROJECT RESPONSIBILITY: Comprehensive Grant Management

PHONE. (833) 523-2526 | **EMAIL.** kayla.mulford@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

RELEVANT AND RELATED EXPERIENCE CONTINUED

amendments, as well as tracks program revenue and profitability. Responsible for identifying project scope and development of documents outlining key program objectives, goals, plans, requirements, estimates, schedules, and budgets. Specific to this program, Mulford interprets FEMA, HUD, and other federal agencies' policies and procedures as applicable and provides recommendations to the project and grants management staff. She directly interfaces with FEMA, GOHSEP, HUD, OCD, and any other appropriate funding agency officials to provide accurate status updates on projects, discuss eligibility issues, and coordinate the evaluation of grant/project scope as needed. Coordinates all program communications with internal and external stakeholders. Ms. Mulford manages program team members and sub-consultants by facilitating commitment and productivity, removing obstacles, and motivating team members. (June 2022-Present) **Client Reference:** Janelle Brown, SVP & CNI Director, East Baton Rouge Parish Housing Authority, 4731 North Boulevard, Baton Rouge, LA, (225) 262-9146, jbrown3@ebrpha.org

Louisiana Housing Corporation CDBG Grants Monitoring. Baton Rouge, LA. Program Manager. Ms. Mulford serves as the program manager for a CDBG Disaster Management contract with Louisiana Housing Corporation. In her role, she provides guidance and support in the development and implementation of the CDBG-DR Monitoring Plan, to include policies and procedures, schedules, role and responsibilities, templates, and checklists. Ms. Mulford also engages with client program staff to deliver compliance and advisory guidance. (May 2022 - Present) **Client Reference:** Joshua Hollins, Executive Director, Louisiana Housing Corporation, 2415 Quail Drive, BR, LA 70808, 225-763-8773, jhollins@lhc.la.gov

Florida Department of Economic Opportunity Compliance Monitoring. Tallahassee, FL. Assistant Program Manager. CSRS was contracted to provide oversight and monitoring services to the Florida Department of Economic Opportunity. In her role, Ms. Mulford assesses program compliance with Federal, State, and local regulations, as well as compliance with the terms and conditions identified in program agreements. Mulford, whether remotely or onsite, analyzes program documentation and conducts interviews with key program personnel to identify any areas of non-compliance and provide technical assistance, as necessary. (July 2022 - Present) **Client Reference:** Joshua Hollins, Executive Director, Louisiana Housing Corporation, 2415 Quail Drive, BR, LA 70808, 225-763-8773, jhollins@lhc.la.gov

City of Central American Rescue Plan Grants Management. Central, LA. Grant Manager. Ms. Mulford advises the City of Central in the administration of their American Rescue Plan Act award funds. She provides guidance for project eligibility determinations, regulatory compliance, tiered reporting requirements, grant management, and program policy support. (October 2022 - Present) **Client Reference:** Allison Bryant, Compliance and Reporting Manager, Florida Department of Economic Development, 107 E Madison St, Tallahassee, FL 32399, 850-921-3276, allison.bryant@deo.myflorida.com



Bianca Joseph

PROJECT ROLE: GRANT MANAGER

PROJECT RESPONSIBILITY: Comprehensive Grants Management

PHONE. (504) 828-0030 | **EMAIL.** bjoseph@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

FIRM: BBEC

STAFF INFORMATION

- Staff Presented: 4 of 10
- Current Employee of Firm: Yes
- Level of Effort: 15%
- Duration of Involvement: MS 1-7
- On-site Availability: yes

EDUCATION

- B.S. Accounting, University of New Orleans, 2004

TECHNICAL EXPERIENCE

- Financial Accounting
- Community Development Block Grants
- FEMA Public Assistance
- Disaster Recovery Accounting
- Project Controls
- Budget / Audit Support
- Financial Analysis and Reporting

FUNCTIONAL EXPERIENCE

- Cost Analyses
- Grants Management
- Cost Reconciliation
- Grants Compliance
- Financial Audits

YEARS OF EXPERIENCE

With Firm: <1 Total: 17

Ms. Joseph has been working as an Accounting and Financial Management Professional for nearly 20 years with Human Resource Management, Business Management, and Contracts Management experience. Her experience includes corporate financial analysis & reporting, GAAP, budgeting, forecasting and cost control, contracts and Community Development Block Grants (CDBG) grants review, expertise in state, federal and OMB grant regulations, financial audits, findings, and corrective actions and technical assistance.

Ms. Joseph’s extensive experience has afforded her the knowledge to demonstrate exemplary performance in review and interpretation of supplier’s CDBG grants and contracts and given her the ability to proactively develop and maintain financial analysis and reporting activities. She ensures financial and accounting reports are prepared in accordance to company/federal rules and regulations and has proven experience in problem resolution, customer relations and client satisfaction. Ms. Joseph’s vast experience also includes employee payroll preparation, processing, tax calculations, deductions, and fringe benefits. She has proficiency in project accounting, project controls, grant management, budgeting and auditing and the ability to perform Duplication of Benefits, and Financial and Fiscal audits.

RELEVANT AND RELATED EXPERIENCE

FEMA Public Assistance Grant and Program Management.

Jefferson Parish, LA. Subject Matter Expert - BBEC. Ms. Joseph works on cost analysis for sewage, debris removal, and water department projects to demonstrate costs that the Parish is paying, and in turn that FEMA is reimbursing. Ms. Joseph assesses the amounts that are incurred for reimbursement to justify that the costs are reasonable. She also works on verifying temporary and permanent repair amounts for waterline projects to justify the costs to submit to FEMA. (2022 – Present) **Client Reference:** Nichole Gaubert, Director, Public Safety Grants & Administration, 200 Derbigny Street, Suite 4200, Gretna, LA 70053, 504-227-1374, ngaubert@jeffparish.net



Bianca Joseph

PROJECT ROLE: GRANT MANAGER

PROJECT RESPONSIBILITY: Comprehensive Grants Management

PHONE. (504) 828-0030 | **EMAIL.** bjoseph@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

RELEVANT AND RELATED EXPERIENCE CONTINUED

Project Management Services for the Implementation of FEMA – FMA-PJ-06-LA-2016-003 Award. Lafourche Parish, LA. Grants Specialist. Ms. Joseph assisted Lafourche Parish with updates to its policies for Elevation of Structures using Community Development Block Grant funds. Ms. Joseph's edits to the Lafourche Parish Government Residential Structure Elevation Program Policy and Procedures Guidelines for the HMGP and CDBG Funded Elevation Assistance Program were reviewed by Louisiana Office of Community Development personnel and approved. (2022) **Client Reference:** Lionel Lagarde, Jr., Grant Writer, Grants & Economic Development, 402 Green Street, Thibodaux, LA 70301, 985-493-6673, lagardelj@lafourchegov.org

Hazard Mitigation Assistance, Elevation of Four (4) Residential Structures (HMGP # 1786-057-0007. Lafourche Parish, LA. Grant Specialist. Ms. Joseph assisted Lafourche Parish with updates to its policies for Elevation of Structures using Community Development Block Grant funds. Ms. Joseph's edits to the Lafourche Parish Government Residential Structure Elevation Program Policy and Procedures Guidelines for the HMGP and CDBG Funded Elevation Assistance Program were reviewed by Louisiana Office of Community Development personnel and approved. (2022) **Client Reference:** Lionel Lagarde, Jr., Grant Writer, Grants & Economic Development, 402 Green Street, Thibodaux, LA 70301, 985-493-6673, lagardelj@lafourchegov.org

Office of Community Development, City of New Orleans. New Orleans, LA. Fiscal Compliance Analyst. Ms. Joseph ensured accuracy of cost-control statements, general ledgers, trial balances, bank statements, cost allocations, invoices, and contracts for each project to prepare full and comprehensive reports, conducted all Duplication of Benefits audits totaling approximately \$1 billion dollars annually, ensured all terms and conditions of the contract are in compliance with all documentation and deliverables provided by the contractor, analyzed, processed and monitored federal Community Development Block (CDBG) grants according to the terms of the contract, conducted complex on-site reviews for financial audits of sub-recipients to verify all financial transactions are in compliance with GAAP, federal, state and local laws and ordinances, managed the QuickBase financial software system to access and manipulate supplier financial data, completed comprehensive written audits and other reports for each assigned project, scheduled and hosted entrance/exit evaluations with each CDBG grantee to disclose findings and provide recommendations, analyzed and compiled financial planning for various City programs, reviewed capital projects as they relate to debt limitations statutes, ordinances and regulations, conducted findings for charge-back expenses to the City for each project, executed technical assistance for the CDBG grantee's accounting systems as needed; initiated financial policies and procedures based on the type of project, and finalized close-outs for each project. Joseph identified a project's audit finding, which secured savings for the City of New Orleans in the amount of \$4 Million. (2012 – 2022) **Client Reference:** Ronald Fornerette, Deputy Director of Compliance, 1340 Poydras Street, New Orleans, LA 70112, 504-258-1635, rfornerette@nola.gov



Tessa Hartley

PROJECT ROLE: PLANNING & RESILIENCE SPECIALIST

PROJECT RESPONSIBILITY: Planning Support

PHONE. (833) 523-2526 | **EMAIL.** tessa.hartley@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 5 of 10
- Current Employee of Firm: Yes
- Level of Effort: 5%
- Duration of Involvement: MS 1-2 and as needed
- On-site Availability: yes

EDUCATION

- M.S., Human Geography, University of Amsterdam, Amsterdam, NL, 2020
- B.A., Cultural Geography, New York University, New York, NY, 2013

TECHNICAL EXPERIENCE

- Community Planning
- Disaster Recovery
- Grant Writing
- Grants Management
- Federal Requirements and Compliance Management
- Business Development

FUNCTIONAL EXPERIENCE

- ArcGIS
- Stata
- SPSS
- Data Analysis and Regression Modeling
- Archival Research
- Document Analysis
- Community Outreach & Engagement
- Needs Assessments

YEARS OF EXPERIENCE

With Firm: <1 Total: 9

Ms. Hartley brings nearly 10 years of experience in CDBG-DR Action Plan data collection and analysis, project management, grant writing, housing policy, urban and community planning, research, and community outreach. In addition to her technical skills, she is goal-driven and passionate about helping communities deliver meaningful and efficient post- and pre-disaster services. Ms. Hartley is a great communicator with meticulous attention to detail, known as a strategic problem-solver with a track record for leveraging big data to deliver thoughtful, actionable solutions.

RELEVANT AND RELATED EXPERIENCE

Terrebonne Parish Consolidated Government. Houma, LA. Planner. Ms. Hartley supports Terrebonne Parish in the development of its Main Street Revitalization Plan. Presently, she is making recommendations for streetscape and policy interventions to stimulate the economy of downtown Houma. Ms. Hartley assists in development of the Long-Term Recovery Plan, establishing project prioritization criteria and advising on federal grant opportunities. She is responsible for the development of procurement documents, including the Notices of Funding Opportunities for the Parish’s Department of Housing & Human Services. (Nov. 2022-Present) **Client Reference:** Christopher M. Pulaski, PLA, Terrebonne Parish Planning & Zoning, 8026 W Main St #101, Houma, LA 70360, (985) 873-6569, cpulaski@tpcg.org

Baton Rouge General Hospital. Baton Rouge, LA. Grants Specialist. Ms. Hartley has coordinated the submittal of a proposal for a new business opportunity on behalf of clients Baton Rouge General Hospital. In this role, she is developing materials and acting as a liaison between client and subject matter experts. (Nov. 2022-Present) **Client Reference:** Kendall A. Johnson, Executive Vice President and Chief Financial Officer, General Health System / Baton Rouge General Medical Center, 8585 Picardy Avenue, Baton Rouge, Louisiana 70809, (225) 237-1645



Brandon Kanatani

PROJECT ROLE: GRANTS MANAGER

PROJECT RESPONSIBILITY: Project Oversight

PHONE. (833) 523-2526 | **EMAIL.** brandon.kanatani@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 6 of 10
- Current Employee of Firm: Yes
- Level of Effort: 15%
- Duration of Involvement: MS 4-7 and as needed
- On-site Availability: yes (as needed - remote role)

EDUCATION

- Construction Management, Louisiana State University, Baton Rouge, LA, 1996 - 2001

TRAINING & CERTIFICATIONS

- FEMA ICS-100, ICS-200, ICS-400, Incident Command System, 2020
- Certificate, Infrastructure Disaster Management, TEEX, 2021

TECHNICAL EXPERIENCE

- Construction Management
- CDBG-DR
- Hazard Mitigation
- Project Management
- American Rescue Plan Act

FUNCTIONAL EXPERIENCE

- Grant Administration
- Quality Assurance / Quality Control
- Grants Compliance
- Training and Development

YEARS OF EXPERIENCE

With Firm: <1 Total: 20

Mr. Kanatani is a seasoned service-oriented manager with over 20 years of experience and knowledge in industrial, residential, and commercial construction practices. Having focused primarily on the private sector, Kanatani offers multiple skills and resources to support residential, commercial, mixed-use, and public facility projects.

RELEVANT AND RELATED EXPERIENCE

City of Oakdale, LA FEMA Hurricane Assessment. Oakdale, LA. Project Manager. The City of Oakdale contracted with CSRS to review all damage from Hurricanes Laura and Delta. Mr. Kanatani is tasked with reviewing all FEMA Site Inspection Reports for the City Hall, City Hall Annex and Wellness Center and perform an independent damage assessment confirming FEMA appropriately captured all damages and correctly calculated what the City should have been reimbursed. (December 2022 – Present) **Client Reference:** Paul Abrusley, City of Oakdale, City Clerk, 333 E 6th Ave, Oakdale, LA 71463. 318-335-3611. oakdalebookkeeper@gmail.com

Calcasieu Parish Police Jury (CPPJ) FEMA and Non-FEMA Hurricane Repairs. Lake Charles, LA. Project Manager. CSRS was tasked by the Parish to perform Project Management duties for the 130+ properties owned by the agency that were damaged during Hurricanes Laura and Delta. Mr. Kanatani’s role is to manage 39 of the projects from start to finish, which involves reviewing Change Orders, Pay Applications and working with the contracted architects to identify FEMA eligible damages, review insurance claims, and determine general owner requested upgrades. Kanatani is presently verifying all infrastructure disaster-related documentation and developing justifications in order to get the Police Jury reimbursed properly and ensure correct use of taxpayer funds. (November 2022 – Present) **Client Reference:** Dean Kelly, Calcasieu Parish Police Jury, P.O. Box 1583, Lake Charles, LA 70602, 337-721-3540, dkelly@calcasieuparish.gov



Brandon Kanatani

PROJECT ROLE: GRANTS MANAGER

PROJECT RESPONSIBILITY: Project Oversight

PHONE. (833) 523-2526 | **EMAIL.** brandon.kanatani@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

RELEVANT AND RELATED EXPERIENCE CONTINUED

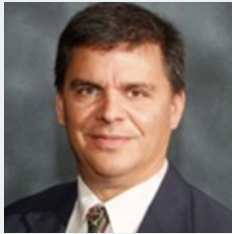
East Baton Rouge Parish American Rescue Plan Grant Administration. Baton Rouge, LA.

Grant Manager. CSRS was engaged to manage \$165 million in ARPA SLFRF disbursement allocated to EBR Parish. Mr. Kanatani is currently tasked to assist in developing a subrecipient monitoring program, verifying the funds are spent according to the US Treasury Final Rule. (October 2022 – Present) **Client Reference:** Ms. Angie Savoy, Assistant Finance Director, City-Parish General Government Building, 222 St. Louis St., Baton Rouge, LA 70802, (225) 389-3061. asavoy@ebrla.gov

City of Central American Rescue Plan Grant Administration. Central, LA. Grant Manager. The City of Central contracted with CSRS to manage nearly \$8 million in ARPA SLFRF disbursement to the city. Mr. Kanatani is engaged in the project to assist verifying the funds are spent according to the US Treasury Final Rule. (October 2022 – Present) **Client Reference:** Terri Parnell, Executive Assistant, City of Central, 13421 Hooper Road, Ste. 9, Central, LA 70818. 225-261-5988. Terri.Parnell@central-la.gov

City of Clute, TX CDBG Mitigation Procurement of Design Engineering and Project Management. Clute, TX. Project Manager. The City of Clute contracted CSRS to develop and publish a Request for Proposal for Engineering and Design of Drainage Canals using CDBG Mitigation funds. In addition to the RFP formulation and bidding process, CSRS will also manage the project during construction. Mr. Kanatani is tasked assisting with the language and structure of the RFP along with the PM and GM when the construction commences in early 2023. (September 2022 – Present) **Client Reference:** CJ Snipes, City Manager, 108 East Main Street, Clute, TX 77531, (979) 265-2541, cjsnipes@clutetexas.gov

Florida Department of Economic Opportunity QA/QC of CDBG Programs. Statewide, FL. QA/QC Monitor. CSRS is tasked with providing QA/QC Monitoring and Auditing services for CDBG programs throughout the state of Florida. Mr. Kanatani is tasked with assisting with a HUD audit of files from the Homeowner Rebuild and Repair Program to verify all program policies and procedures were followed. Cataloging and compiling folders with the necessary documentation. (August 2022 – Present) **Client Reference:** Allison Bryant, Compliance and Reporting Manager, Florida Department of Economic Development, 107 E Madison St, Tallahassee, FL 32399, 850-921-3276, allison.bryant@deo.myflorida.com



Jeffrey Bonura, PE

PROJECT ROLE: CONSTRUCTION OVERSIGHT

PROJECT RESPONSIBILITY: Construction Supervision

HONE. (504) 828-0030 | **EMAIL.** jbonura@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

FIRM: BBEC

STAFF INFORMATION

- Staff Presented: 7 of 10
- Current Employee of Firm: Yes
- Level of Effort: 10%
- Duration of Involvement: MS 4-7
- On-site Availability: yes

EDUCATION

- B.S., Civil Engineering, Tulane University, 1991

TECHNICAL EXPERIENCE

- Civil Engineering
- Community Development Block Grants
- FEMA Public Assistance
- Program / Project Management
- Cost Estimating

FUNCTIONAL EXPERIENCE

- Disaster Recovery
- Grants Management
- Damage Assessments
- Contract Management and Procurement
- Appeals and Audit Support
- Project Versioning
- Closeout

YEARS OF EXPERIENCE

With Firm: 25 Total: 35

Mr. Bonura is a seasoned professional with more than 35 years of engineering experience. Throughout his career, Bonura has provided grant management support to a wide range of FEMA Public Assistance and HUD Community Development Block Grant funded projects for clients across the State of Louisiana and has been integral in the administration of those grants from cradle to grave. The scope of his work includes requesting federal assistance, conducting damage and needs assessments, project development, support of eligibility for grant assistance, justification of cost-effectiveness and reasonableness, modifications, appeals, contract conformance to grant requirements, data collection and storage, and more. Further, Mr. Bonura coordinates with state and federal agencies when it comes to audits and reimbursements.

RELEVANT AND RELATED EXPERIENCE

FEMA Public Assistance Grant and Program Administration. Jefferson Parish, LA. Supervising Engineer - BBEC. Mr. Bonura is serving as Supervising Engineer for This project which includes the processing of FEMA reimbursements, based on federal and state requirements and development of closeout documentation. BBEC works with Parish officials to collect disaster-related documentation and to prepare applications as required. BBEC also assists with providing broad based support services designated to help maximize federal funding, expedite the process and retain funds during the closeout process. In addition to services performed for Hurricane Ida, BBEC also assists the Parish with performing the same services for Hurricane Beta. This project also includes program management services which assists the Parish with the review and implementation of procurement policies, ensuring that all potential emergency contracts comply with federal requirements and guidelines set forth in the Public Assistance Program. (2021-Present). **Client Reference:** Nichole Gaubert, Director, Public Safety Grants & Administration, 200 Derbigny Street, Suite 4200, Gretna, LA 70053, 504-227-1374, ngaubert@jeffparish.net



Jeffrey Bonura, PE

PROJECT ROLE: CONSTRUCTION OVERSIGHT

PROJECT RESPONSIBILITY: Construction Supervision

HONE. (504) 828-0030 | **EMAIL.** jbonura@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

RELEVANT AND RELATED EXPERIENCE CONTINUED

Project Management Services for the Implementation of FEMA – FMA-PJ-06-LA-2016-003, Elevation of eight (8) structures under SRL/RL Elevation Project.

Lafourche Parish, LA. Supervising Engineer. Mr. Bonura is serving as Supervising Engineer for this project, for which BBEC is responsible for grant administration for the elevation of eight structures in Lafourche Parish. BBEC's work includes meeting with the homeowners to explain grant program requirements and required documentation, the bidding and contractor selection process, the construction process, and the process for grant closeout. While the application consisted of eight structures previously determined as eligible for the elevation grant program, BBEC worked with the Parish to identify one structure where flood insurance had not been maintained and was voluntarily removed from the project. BBEC continues to work with homeowners to ensure they are meeting requirements for the homeowner cost share, work elements, and flood insurance deed restrictions and compliance. The construction cost of the 8 properties is \$1,399,280.00. This project was funded in part by HMGP and Community Development Block Grant funds for Low and Moderate-Income eligible recipients. (2018-Present) **Client Reference:** Lionel Lagarde, Jr., Grant Writer, Grants & Economic Development, 402 Green Street, Thibodaux, LA 70301, 985-493-6673, lagardelj@lafourchegov.org

FEMA Public Assistance Program Services. St. Charles Parish, LA. Supervising Engineer. Mr. Bonura is currently servicing as Supervising Engineer for this project which includes providing consulting and representation services in support of the FEMA PA Program Services related to declared disaster events including Hurricane Ida, Hurricane Barry, and COVID-19. In this role, BBEC acts as a liaison with the Governor's Office of Homeland Security and Emergency Preparedness and FEMA officials by serving as the Parish's representative. BBEC is currently performing program administrative/management services for the FEMA PA program due to Hurricane Ida. BBEC has also assisted St. Charles Parish with preparing hazard mitigation grant applications, benefit cost analyses, and other services related to the Hazard Mitigation Grant Program and Pre-Disaster Mitigation grant program. (2017-Present) **Client Reference:** Carla Chiasson, St. Charles Parish Grants Officer, 15045 River Road, Hahnville, LA 70057, 985-783-5165, cchiasson@stcharlesgov.net



Craig Comeaux, CFM

PROJECT ROLE: CONSTRUCTION OVERSIGHT

PROJECT RESPONSIBILITY: Construction Supervision

PHONE. (504) 828-0030 | **EMAIL.** ccomeaux@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

FIRM: BBEC

STAFF INFORMATION

- Staff Presented: 8 of 10
- Current Employee of Firm: Yes
- Level of Effort: 10%
- Duration of Involvement: MS 4-7
- On-site Availability: yes

EDUCATION

- M.A., Public Policy and Administration, Northwestern University, Evanston, IL (IP)
- B.S., Math, Nicholls State University, Thibodaux, LA, 1996

TRAINING & CERTIFICATIONS

- 2015, ASFPM Certified Floodplain Manager
- 2006-2016, Independent Study Program, FEMA Emergency Management Institute

TECHNICAL EXPERIENCE

- Community Development Block Grants
- FEMA Public Assistance
- Program/Project Management
- Floodplain Management
- FEMA Hazard Mitigation

FUNCTIONAL EXPERIENCE

- Grant Administration
- Program Management
- Public Policy Analysis & Implementation
- Data Analysis

YEARS OF EXPERIENCE

With Firm: 20 Total: 20

Mr. Comeaux joined Barowka and Bonura Engineers and Consultants, L.L.C., in 2000. Since that time, Mr. Comeaux has successfully managed or been significantly involved in nearly 100 federal recovery projects in a program management capacity throughout South Louisiana. These projects involve FEMA Public Assistance Grants, FEMA Hazard Mitigation Grants, and U.S. Department of Housing and Urban Development Community Development Block Grants. Mr. Comeaux worked extensively in coordination with FEMA, GOHSEP, Office of Community Development, and local Parish groups to manage over \$750 million in project funds, including oversight of project inspection. In addition to program management, Mr. Comeaux has experience in grant management which includes project formulation, cost estimation, fund accounting, and closeout of a broad range of public assistance and hazard mitigation grants.

RELEVANT AND RELATED EXPERIENCE

Louisiana Land Trust Demolition Program (CDBG). Statewide, LA. Project Manager. Mr. Comeaux managed demolition projects for the LLT and in that role designed and managed the development of several databases utilized for the validation, tracking, accounting, and auditing of U.S. Department of Housing and Urban Development Community Development Block Grants (CDBG). As part of the auditing process, he worked with the State Legislative Auditors for validating work completed against contractor invoices resulting in the processing of approximately \$80 million of CDBG funds and the demolition and restoration of approximately 8600 sites. Comeaux coordinated and managed demolition related contracts for sites purchased by the Road Home Corporation following Hurricanes Katrina and Rita throughout south Louisiana. Mr. Comeaux assisted with the coordination of LDEQ for compliance for the abatement of structures and slabs (2009-June 2013) **Client Reference:** Michael Taylor, Executive Director, 11100 Mead Road, Suite 200, Baton Rouge, LA 70816, 225-395-0777, mtaylor@lalandtrust.us



Craig Comeaux, CFM

PROJECT ROLE: CONSTRUCTION OVERSIGHT

PROJECT RESPONSIBILITY: Construction Supervision

PHONE. (504) 828-0030 | **EMAIL.** ccomeaux@bbecllc.com

ADDRESS. 209 Canal Street, Metairie, LA 70005

RELEVANT AND RELATED EXPERIENCE CONTINUED

Demolition of Road Home Owned Properties (CDBG). St. Bernard, LA. Project Manager.

As Project Manager for recovery projects throughout St. Bernard Parish, Louisiana following Hurricanes Katrina and Rita, Mr. Comeaux managed the grant for the demolition of homes owned by the Road Home Corporation throughout St. Bernard Parish. Approximately \$18 million of grant eligible work was completed and St. Bernard Parish received in federal grant funding to the parishes applying to reimburse money spent on recovery projects. Mr. Comeaux worked directly with the Louisiana Office of Community Development – Disaster Recovery Unit, to process environmental review records for each of the properties included in the program. (2008-2009) **Client Reference:** Michael Taylor, Executive Director, 11601 Southfork Avenue, Suite D, Baton Rouge, LA 70816, 225-395-0777, mtaylor@lalandtrust.us

Project Management Services for the Implementation of FEMA – FMA-PJ-06-LA-2016-003 Award. Lafourche Parish, LA. Project Manager. Mr. Comeaux manages the grant for the elevation of eight projects in Lafourche Parish. Mr. Comeaux works with local officials to plan and prepare grant kickoff meetings, prepare grant required paperwork, and to process reimbursement requests and payment requests through GOHSEP. Mr. Comeaux also works with homeowners to assist with contractor selections and meeting all FMA grant requirements. One of the projects in this grant contained a CDBG-LMI component that Mr. Comeaux assisted the Parish with collecting and preparing the required documents. Mr. Comeaux also participated in and responded to requests for information in the program audit upon project completion. (2018-Present) **Client Reference:** Lionel Lagarde, Jr., Grant Writer, Grants & Economic Development, 402 Green Street, Thibodaux, LA 70301, 985-493-6673, lagardelj@lafourchegov.org

Hazard Mitigation Assistance, Elevation of Four (4) Residential Structures (HMGP # 1786-057-0007). Lafourche Parish, LA. Project Manager. Mr. Comeaux manages the grant for the elevation of four projects in Lafourche Parish. Mr. Comeaux works with local officials to plan and prepare grant kickoff meetings, prepare grant required paperwork, and to process reimbursement requests and payment requests through GOHSEP. Three of the projects in this grant contained a CDBG-LMI component that Mr. Comeaux assisted the Parish with collecting and preparing the required documents. Mr. Comeaux also participated in and responded to requests for information in the program audit upon project completion. (2016-Present) **Client Reference:** Lionel Lagarde, Jr., Grant Writer, Grants & Economic Development, 402 Green Street, Thibodaux, LA 70301, 985-493-6673, lagardelj@lafourchegov.org



Kelly Faerber

ROLE ON PROJECT: ENVIRONMENTAL SPECIALIST

PROJECT RESPONSIBILITY: Environmental Compliance

PHONE. (833) 523-2526 | **EMAIL.** kelly.faerber@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 9 of 10
- Current Employee of Firm: Yes
- Level of Effort: 5%
- Duration of Involvement: MS 3 and as needed
- On-site Availability: yes (as needed - remote role)

EDUCATION

- M.S., Earth and Environmental Sciences, Tulane University, New Orleans, LA, 2012
- B.S., Biological Sciences, Louisiana State University, Baton Rouge, LA, 2004

TRAINING & CERTIFICATIONS

- OSHA 40-Hours Hazardous Waste Operations and Emergency Response Training & OSHA 8-Hour Refresher, 2022

TECHNICAL EXPERIENCE

- Environmental Geology
- Phase I ESAs/Due Diligence
- Clean Water Act Permitting
- NEPA/NHPA Compliance
- RCRA Compliance

FUNCTIONAL EXPERIENCE

- Alternative Analysis
- Feasibility Studies
- Wetland Mitigation & Creation

YEARS OF EXPERIENCE

With Firm: 1 Total: 19

Ms. Faerber is an Environmental Geologist with over ten years of consulting experience. She has assisted clients from the initial stages of environmental site assessments (ESAs) through obtaining state and local permits for several capital projects to operational compliance support for water and solid waste permits within the Louisiana Gulf Coast and along the Mississippi River. Ms. Faerber has obtained Section 10/404 Permits, 408 Permits, Coastal Use Permits, Levee Board approvals, LPDES permits and Solid Waste Permit Major Modifications. She has experience preparing SWPP and SPCC Plans, NEPA Reports, FERC Reports, Phase I & II Reports, and Site Investigation Reports. Additionally, Ms. Faerber has conducted and provided oversight for soil and groundwater subsurface investigations. Ms. Faerber regularly interfaces with regulatory agencies such as LDEQ, LDNR, levee boards, USACE, and local governments such as the City of New Orleans and Calcasieu Parish Police Jury on behalf of her clients.

RELEVANT AND RELATED EXPERIENCE

Louisiana Housing Corporation. Louisiana. Environmental Permitting Specialist. CSRS provides environmental review services to complete Environmental Review Records (ERR) and Administrative Records in accordance with HUD’s 24 CFR Part 58. The quality assurance/quality control services are required for CDBG programs, as well as HOME Investment Partnership Programs for our Community Housing Development Organizations across the state. Services include: Phase I ESAs per ASTM E1527-13, full EAs and Tier II EAs with Statutory Checklists. EAs may include: 8-Step Floodplain Analysis, Section 106 Consultations with the Tribal and State Historic Preservation Office (SHPO), Section 404 permitting, Noise Assessments, lead-based paint assessments, asbestos surveys, and termite clearances. (2022 – Present) **Client Reference:** Agaha Brass, Environmental Manager, Louisiana Housing Corporation, 11637 Industriplex Blvd. Baton Rouge, LA 70809. 225.754.1450 x650. abrass@lhc.la.gov



Kelly Faerber

ROLE ON PROJECT: ENVIRONMENTAL SPECIALIST

PROJECT RESPONSIBILITY: Environmental Compliance

PHONE. (833) 523-2526 | **EMAIL.** kelly.ferber@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

RELEVANT AND RELATED EXPERIENCE CONTINUED

Gron Fuels Renewable Diesel Manufacturing Facility. West Baton Rouge Parish, LA.

Environmental Permitting Specialist. Currently, CSRS provides owner's representative environmental services for Gron Fuels, a \$9.2 billion biorefinery (low carbon renewable fuels) project that includes Phase I ESA, wetland delineation and Section 10/404 permitting, Section 7 per Endangered Species Act, Cultural Resources Survey, LDNR water well, and LPDES wastewater discharge permits. Ms. Faerber has reviewed existing LPDES permits and evaluated the impact of proposed plant operations on the LPDES permits. She has also assisted with evaluating the installation of groundwater wells, the Mississippi River Alluvial Aquifer for use in reverse osmosis water treatment and the impact of the discharge of RO reject water into either the Mississippi River or the Intracoastal Canal and the impact of site subsidence from the groundwater withdrawal system. (2021 – Present) **Client Reference:** Jack Calhoun, Vice President, Fidelis New Energy, 109 North Post Oak Lane, Suite 140, Houston, TX 70053, 832-551-3300, jack.calhoun@fidelisinfracom



Ingrid Berger

ROLE ON PROJECT: REPORTING & COMPLIANCE SPECIALIST

PROJECT RESPONSIBILITY: Document Control / Compliance

PHONE. (833) 523-2526 | **EMAIL.** ingrid.berger@csrsinc.com

ADDRESS. 935 Gravier Street, Suite 1650, New Orleans, LA 70112

FIRM: CSRS

STAFF INFORMATION

- Staff Presented: 10 of 10
- Current Employee of Firm: Yes
- Level of Effort: 15%
- Duration of Involvement: MS 1-7
- On-site Availability: yes

EDUCATION

- High School Degree, 1985.

TRAINING & CERTIFICATIONS

- Emergency Protective Measures, FEMA, 2020
- Real Estate Course, Donaldson Real Estate School, 2020
- Veteran of Louisiana Army National Guard
- 2020, Emergency Protective Measures, FEMA
- 2005, Real Estate Agent Course, Donaldson Real Estate School
- Top Secret Security Clearance from the U.S. Army

FUNCTIONAL EXPERIENCE

- Project Document Controls
- Database/Document Management
- Project Filing
- Quality Control

YEARS OF EXPERIENCE

With Firm: <1 Total: 34

Ms. Berger has over 30 years of experience in data management support to the public sector, including disaster-affected entities in the Greater New Orleans, South Carolina, and Atlanta areas. She has a proven track record in streamlining internal processes, addressing client requests, and performing quality control checks over client document files and systems to ensure system level organization and compliance with relevant program regulations. As a SharePoint administrator, she is highly proficient in designing and maintaining SharePoint sites. She is also proficient in organizing, scanning, and documenting the life cycle of compliance documentation with Davis Bacon. Ms. Berger has over eight years of direct experience with disaster recovery document control and audits, including those for FEMA Public Assistance, CDBG, HMGP and GOHSEP closeout requirements.

RELEVANT AND RELATED EXPERIENCE

Fletcher Technical Community College EDA Grant Management. Terrebonne Parish, LA. *Compliance Specialist.* The Economic Development Administration (EDA) awarded Fletcher Technical Community College in Schriever, Louisiana with \$2.6M in grant funding to construct a new nursing facility on campus. Ms. Berger supports the project by providing Davis-Bacon compliance and thoroughly reviewing all payroll-related documentation. As part of her role, she will interface with the construction contractors to resolve or address any payroll-related matters that must be presented to the EDA and DOL. (Dec. 2022- Present) **Client Reference:** Dr. W. Chandler LeBoeuf, Executive Director, Fletcher Foundation / Fletcher Technical Community College, 1407 Highway 311, Schriever, LA, 70395, (985) 448-7920, chandler.leboeuf@fletcher.edu.

GOTECH, Inc. Consulting Engineers. Baton Rouge, LA. *Data Manager.* As related to its various projects as a subconsultant to CSRS, Mrs. Berger supports GOTECH by providing Monthly Labor Reports for its employees working on CSRS projects. These labor reports include hours worked and corresponding billing codes to which time is charged. Berger ensures that the billing time is correct and matches the invoices submitted by GOTECH. (Dec. 2021-present) **Client Reference:** Cherie Prejean, Director of Administration/Executive Assistant, 225-766-367-5358.

REQUEST FOR PROPOSALS

**Program Administrative/Management
Services for Task Orders Associated
with the St. Charles Parish CDBG
Disaster Recovery Program**

ST. CHARLES PARISH



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APPROACH & METHODOLOGY

CSRS provides a strong and diverse team of uniquely qualified experts able to provide skilled, efficient, and compliant disaster recovery grant and project management services to best assist St. Charles Parish in the administration of CDBG-DR funds.

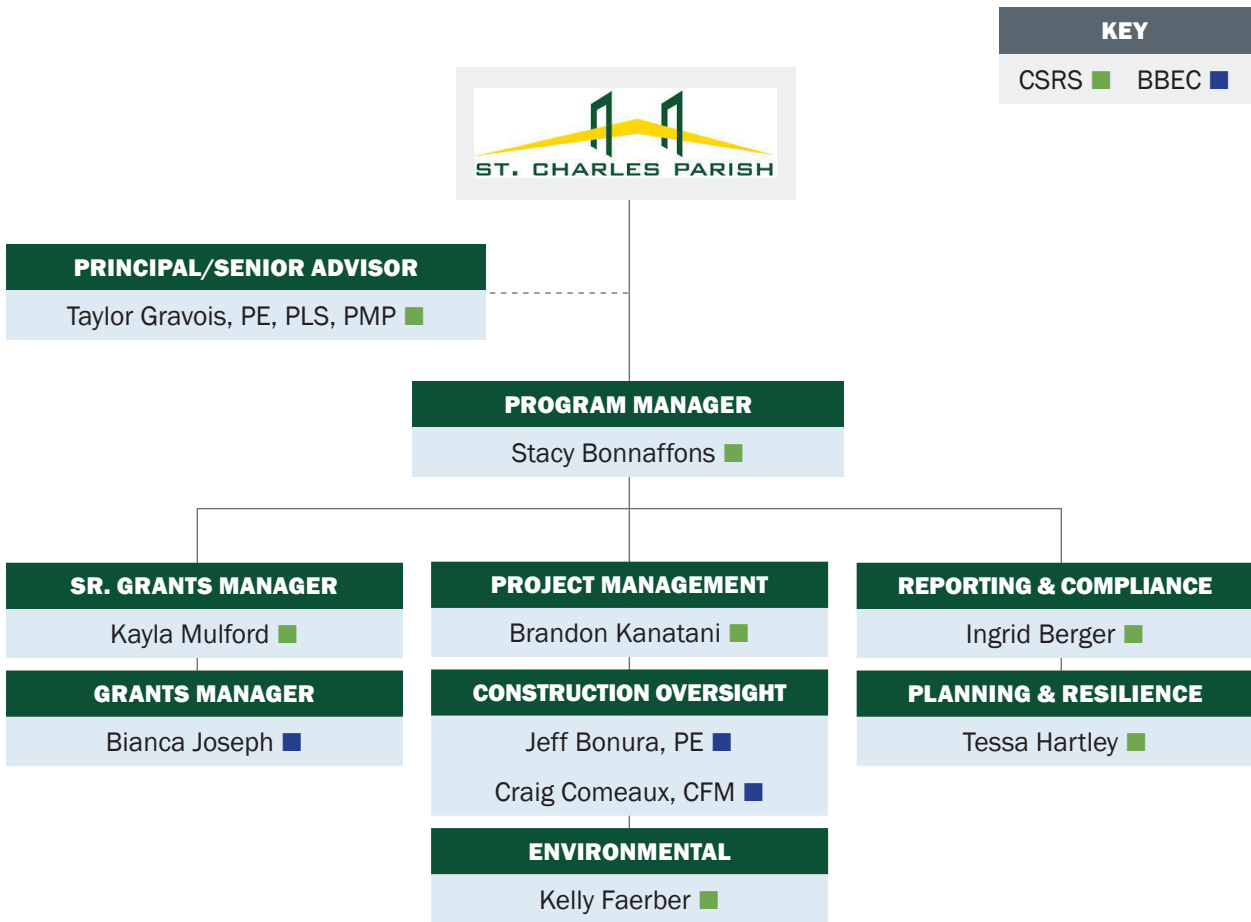
The team is poised to provide the Parish with the expertise required to successfully develop and submit a Recovery Proposal and project applications that most appropriately align with the needs and priorities of the Parish; effectively administer CDBG-DR funds that meet federal regulations and grant program requirements; and provide oversight which results in the successful completion of the determined disaster recovery projects.



- CSRS utilizes **its grant and project management expertise** to ensure compliance in project design and execution.
- The CSRS team brings **extensive knowledge of Federal 2 CFR 200 cost principles** and the associated regulations, principles, and eligible activities as defined by HUD and those required compliance activities. CSRS will deploy a **Project Management and Tracking System** that maintains real-time status of project(s) and milestones and keeps the Parish informed of progress. (See Figure 1.A)
- CSRS is committed to bringing **state and local level relevant experience** in assisting the Parish as a subrecipient with its responsibilities in administering CDBG-DR funds, in pursuing recovery work efforts to bring about economic development, and in bringing the most experienced team in developing mitigation and resiliency planning that will reduce future damages.
- Further, our **team is scalable**. As the Parish pursues mitigation opportunities or additional recovery funding, we will draw from CSRS' bench of experienced staff to meet your evolving needs.

The CSRS team’s proposed organization structure details our proposed core team, though additional available resources are available to provide any further professional expertise applicable to St. Charles Parish’s evolving needs.

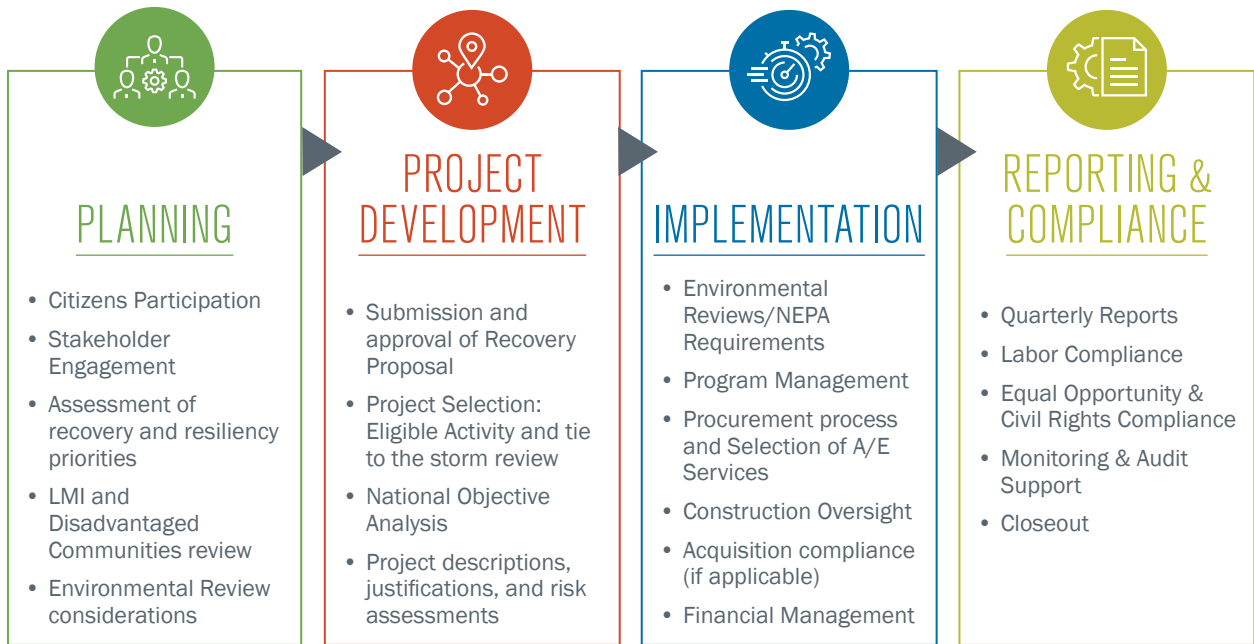
FIGURE 1.A: ORGANIZATIONAL CHART



METHODOLOGY

The CSRS team boasts a proactive approach to providing St. Charles, as a CDBG-DR subrecipient with support, guidance, and technical assistance through a program’s life cycle from Recovery Proposal through project closeout. The objective is to work closely with the Parish to ensure awareness of rules and regulations associated with CDBG-DR funding upfront and provide tools needed to meet all requirements through the life of a project.

In alignment with federal and state objectives, subrecipients of HUD disaster recovery funding are encouraged to rebuild and recover in a resilient manner to reduce damages from a similar, future disaster declaration, impacts of climate change, and other risk factors. CSRS offers expertise in the application design and project administration of federal funding sources to facilitate your resilient recovery.



PLANNING

PROJECT NEEDS & PRIORITIES ASSESSMENT

The CSRS team understands the importance of effective communications and outreach to meet HUD and the State OCD requirements for citizen participation. We boast vast experience with overcoming the challenges associated with undertaking citizen participation in the post COVID-19 environment and in circumstances of natural disasters and subsequent citizen displacement. The CSRS team is experienced in implementing approaches that aim to engage the hard-to-reach populations to be served by the recovery programs and will engage in efforts and methods to promote and solicit participation by persons of low- and moderate-income (LMI) and residents of a Disadvantaged Community as defined by the U.S. Department of Transportation in the public participation process.

The CSRS team will use the conventional means, along with unconventional means, of citizen participation and gathering public comments from a broad base of community stakeholders to inform the parish Recovery Plan. CSRS understands the need to assess the marginal benefit of outreach efforts to minimize administrative expenses and maximize program results.



PROJECT DEVELOPMENT

DEVELOPMENT, SUBMITTAL, & APPROVAL OF RECOVERY PROPOSAL

The CSRS team brings experience in undertaking the development of a data-informed Recovery Proposal, having worked across all aspects in program design and implementation. Our team has been a leader in providing subject matter expertise in obtaining federal funds through its support for our clients' unmet recovery needs in developing program or project proposals to submit to the State via OCD's online IGX System. In the case of HUD CDBG-DR funds, we support public entities in remaining compliant with federal funding requirements and related Action Plans.

We have assisted with the development and implementation of large scale subrecipient proposals for recovery and mitigation projects within Louisiana and in neighboring Texas – providing full life cycle support, from program design and application to performing tasks such as duplication of benefits reviews, income verification, environmental reviews and clearances, reimbursement reviews, and serving as liaisons with engaged contractors through to construction completion and closeout.

The **diverse skill sets** contained in the CSRS team poised to deploy to St. Charles means that we can cover whatever specific expertise is needed in selecting and designing recovery projects, whether in the areas of infrastructure, or economic and business revitalization that best meets the funding source requirements.

- The CSRS team combines **policy experts**, such as former State OCD, GOHSEP, and FEMA leadership, to ensure the development of a successful Recovery Proposal and project Applications that are in alignment with the program priorities and requirements.
- Determine **viable project selection** and in design and scope to ensure it is cost effective; program compliant; and implementable.
- Begin with **closeout in mind**. The CSRS team's mantra is to design projects with closeout in mind from day one, which establishes the framework to ensure the project is implementable.

NATIONAL OBJECTIVE/LMI VALIDATION

Of critical importance is the review of national objective and validation of the low-to-moderate income beneficiaries. The CSRS team has the full knowledge of HUD tools in determining beneficiaries and evaluating the best way to ensure meeting a national objective. That can include census tract reviews to determine an LMI area benefit, which is most often used in infrastructure and public facilities or acquisition program. The CSRS team will perform the data analysis for an LMI Area Benefit program/project to determine the service area of activity, based on reasonable assumptions as to who would access the facility, service, etc., and ensure that 51% of the service area residents meet the LMI threshold measured by census tract data.

If the project(s) will meet an LMI direct benefit, CSRS will perform the beneficiary income analysis to confirm that the recipient's household income does not exceed 80% of the median income for the county or area where they reside. In special activities, the CSRS team may also use the LMI "limited clientele" option if a program or project serves an income-challenged population such as: elderly, severely disabled adults, homeless persons, illiterate adults, migrant farm workers, etc.



IMPLEMENTATION

IMPLEMENTATION OF PROGRAMS & PROJECTS

The CSRS team understands all services related to recovery project administration, especially related to instituting validated and successful procedures designed to support the Parish in achieving resilient communities.

We take a 360-degree approach to program administration through our deployment of tools and compliance expertise critical in meeting the requirements of a project's lifespan. We emphasize the importance of ensuring that core administrative principles, such as procurement, record-keeping and financial management, are in place prior to moving forward with project implementation. Our team builds performance measures and systematic reviews into the process of project delivery to make timely adjustments or amendments to program design, as needed.

- **PROGRAM PERFORMANCE**

CSRS will initiate frequent project performance evaluations and efficiency audits that evaluate if the program is on target for milestone achievements, on budget and keeping pace with best practices identified in similar recovery programs. The CSRS team will provide recommendations for process improvements to achieve project optimization, efficiency and effectiveness that balance the need for Anti-Waste, Fraud and Abuse controls while functioning within the latitude of established federal guidance.

The CSRS team believes that it is important to build on best practices, which the team's experience brings to meet the recovery needs of St. Charles Parish. This allows input throughout project administration that allows a consistent focus to improve operations and better serve the intended beneficiaries.

Our approach and methodology ensure leadership is tactically aligned on the daily/weekly execution of the project(s). Meetings are structured to set specific objectives and gain a common operating picture. Our approach for the planning meetings is provided below:

- Review upcoming program milestones
- Discuss upcoming deliverables
- Provide financial information on the contract
- Discuss any concerns or potential impediments to program success

- **ENVIRONMENTAL REVIEW**

The CSRS team brings together experienced floodplain managers, NEPA specialists, environmental scientists, GIS specialists, right-of-way experts and permitting experts to navigate the state and federal environmental clearance requirements to ensure compliance, reduce risk, and clear the way for construction. CSRS has implemented NEPA Compliance, managing the documentation and public involvement and outreach for agencies such as LA DOTD, Federal Highway Administration, FEMA, and Louisiana Housing Corporation (CDBG-DR).

The CSRS team sets a priority to deploy a streamlined environmental review process for CDBG-DR projects to ensure “stop work” delays are avoided during the Parish’s recovery. Our approach is a well-refined, cost-effective process that renders a timely product for the Parish and its community beneficiaries and ensure it meets all HUD Environmental Review Record (ERR) requirements.

- **PROJECT MANAGEMENT & TRACKING SYSTEM**

CSRS has developed and is ready to deploy for St. Charles a specialized database software called **CSRS Project Management Controls System (PMCS)** to support the Parish’s financial management and project status tracking. Our software tool allows for real time tracking and reporting.

A key element of our successful approach for St. Charles Parish includes designing and developing effective internal financial management controls to process payments, as well as to prevent and detect fraud, waste and abuse, and enable compliance with state and federal guidelines.

CSRS maintains a cloud-based file repository system, providing a central location of data accessible to the Parish. Further, CSRS will create, customize, and standardize reports that are automatically updated and available to access at any time. The tracking system enables real-time tracking of projects along with administrative and delivery costs specific to CDBG-DR funding. CSRS enhanced its tracking tool with user-friendly and custom-defined workflows to allow for proper controls and more efficient payment processing.

PROJECT MANAGEMENT PLANNING AND TRACKING SYSTEM - SAMPLE



- **CONSTRUCTION OVERSIGHT**

Providing the capabilities of a leading full-service project management and engineering firm, the CSRS team will serve as an extension of the Parish’s staff to help manage the design, build and strengthen infrastructure. These core services have been deployed post-disasters in context of rebuilding communities, restoring infrastructure and implementing resiliency measures for public entities across the Gulf Coast. CSRS has also successfully managed construction projects, ensuring compliance with all federal requirements, including labor requirements of Davis-Bacon and Section 3, as well as fair housing and Section 504 under HUD CDBG-DR funding requirements.

For St. Charles proposed projects, as requested as part of project delivery, the team can deploy its proven construction management approach for St. Charles Parish to meet its recovery and resiliency needs. The team will set and manage performance milestones, provide architecture/engineering procurement, supply construction oversight and management, monitor project schedules, forecast and report progress, ensure proper procurement (to federal standards), provide quality control, and ensure project compliance. We incorporate an effective change order review and approval process to allow transparency of any changes in costs throughout project construction. Upon completion of construction, the team will work with the contractor to closeout the project by collecting required documentation and for compliance reviews.

REPORTING & GRANT COMPLIANCE

The CSRS team establishes reporting standards, as determined by St. Charles, but at a minimum will recommend providing precise and accurate monthly progress reports that summarize our team’s activities, including a summary of the program status and any relevant issues that require Parish approval or decision-making involvement. The team also prepares quarterly reports required by OCD in their reporting for HUD Quarterly Performance Reporting (QPR) into the HUD DRGR. CSRS will provide all required support to St. Charles Parish to meet the state and federal reporting requirements.

Ensuring compliance with the HUD and related labor regulations will be laid out in a clear Plan at project outset and will be managed through a dedicated team lead, in line with the Davis-Bacon and Section 3 Plan used in other CDBG-DR funded projects. The team will assist the Parish in submitting the required labor reports. The processes and record-keeping put in place through the project life cycle will facilitate the timely and comprehensive close out of Parish project(s) at the time of construction completion.





REQUEST FOR PROPOSALS

**Program Administrative/Management
Services for Task Orders Associated
with the St. Charles Parish CDBG
Disaster Recovery Program**

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ATTACHMENTS

ATTACHMENT II CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP).

OFFICIAL CONTACT: The Parish requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. The Proposer should identify the Contact name and fill in the information below: (Print Clearly)

A. Official Contact Name: Taylor Gravois
 B. E-mail Address: taylor.gravois@csrsinc.com
 C. Phone Number with area code: (833) 523-2526
 D. US Mailing Address: 935 Gravier Street, Suite 1650
New Orleans, LA 70112

Proposer certifies that the above information is true and grants permission to the Parish to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate.
2. Proposer shall comply with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote shall be valid for at least 90 calendar days from the date of proposal's signature below.
5. Proposer understands that if selected as the successful Proposer, he/she will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer shall certify, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)

Authorized Signature  Date January 17, 2023

Typed or Printed Name: Taylor Gravois

Title Principal Company Name CSRS Disaster Recovery Management, LLC

Address: 935 Gravier Street, Suite 1650

City New Orleans State LA Zip: 70112+
 +



LIMITED LIABILITY COMPANY AUTHORIZATION RESOLUTION

I, Tim Barfield, certify that I am the manager of, or a member designated to act on behalf of CSRS Disaster Recovery Management, LLC, a limited liability company and wholly owned subsidiary of CSRS, LLC, organized and existing under the laws of the State of Louisiana and domiciled in the City of Baton Rouge, Louisiana, and that Taylor Gravois Principal of CSRS, LLC, be, and is hereby authorized and empowered to execute any and all proposals, contracts, documents and agreements of whatever kind on behalf of the Limited Liability Company for professional services related to the Request for Proposals (RFP) for Program Administrative/Management Services for Task Orders Associated with the St. Charles parish CDBG Disaster Recovery Program, St. Charles Parish, State of Louisiana.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 13th day of January 2023.

Tim Barfield, Manager

Last updated by Suzanne Roberts on May 03, 2022 at 09:31 AM CSRS DISASTER RECOVERY MANAGEMENT, L.L.C.

SAM.GOV
CSRS DISASTER RECOVERY MANAGEMENT, L.L.C.

| | | |
|--|---|---------------------------------------|
| Unique Entity ID PSMYL9RHCGD8 | CAGE / NCAGE 9NAJ9 | Purpose of Registration All Awards |
| Registration Status Active Registration | Expiration Date May 3, 2023 | |
| Physical Address 8555 United Plaza BLVD STE 100 Baton Rouge, Louisiana 70809-2258 United States | Mailing Address 8555 United Plaza BLVD STE 100 Baton Rouge, Louisiana 70809-2258 United States | |

Business Information

| | | |
|--|---|----------------------------|
| Doing Business as (blank) | Division Name CSRS Disaster Recovery Management, LLC | Division Number (blank) |
| Congressional District Louisiana 06 | State / Country of Incorporation Louisiana / United States | URL www.csrsinc.com |

MPIN
*****1

Registration Dates

| | | |
|--------------------------------|--------------------------------|---|
| Activation Date May 9, 2022 | Submission Date May 3, 2022 | Initial Registration Date Jun 27, 2020 |
|--------------------------------|--------------------------------|---|

Entity Dates

| | |
|----------------------------------|--------------------------------------|
| Entity Start Date Nov 2, 2012 | Fiscal Year End Close Date Dec 31 |
|----------------------------------|--------------------------------------|

Immediate Owner

| | |
|---------------|----------------------------------|
| CAGE 1MD42 | Legal Business Name CSRS, LLC |
|---------------|----------------------------------|

Highest Level Owner

| | |
|-----------------|--------------------------------|
| CAGE (blank) | Legal Business Name (blank) |
|-----------------|--------------------------------|

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?
No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78(n)(4), 78(o)(d)) or section 6104 of the Internal Revenue Code of 1986?
Not Selected

Proceedings Questions

In your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?
No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?
Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?
Not Selected

<https://sam.gov/entity/PSMYL9RHCGD8/core/Data?status=Active> Page 1 of 3

Last updated by Suzanne Roberts on May 03, 2022 at 09:31 AM CSRS DISASTER RECOVERY MANAGEMENT, L.L.C.

Not Selected

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

| Business Types | Entity Type | Organization Factors |
|---|---------------------------------|----------------------|
| Entity Structure Other | Business or Organization | (blank) |
| Profit Structure For Profit Organization | | |

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

| | |
|---|-------------------------------------|
| Accepts Credit Card Payments No | Debt Subject To Offset No |
| EFT Indicator 0000 | CAGE Code 9NAJ9 |

Electronic Funds Transfer

| | | |
|---|----------------------------|----------------------------|
| Account Type Checking | Routing Number *****153 | Lock Box Number (blank) |
| Financial Institution HANCOCK WHITNEY BANK | Account Number *****756 | |

Automated Clearing House

| | | |
|----------------------------|------------------|-----------------------------|
| Phone (U.S.) 2288716012 | Email (blank) | Phone (non-U.S.) (blank) |
| Fax 2288684630 | | |

Remittance Address

CSRS Disaster Recovery Management, LLC
8555 United Plaza BLVD, Suite 100
Baton Rouge, Louisiana 70809
United States

Taxpayer Information

| | | |
|---|---|--|
| EIN *****7527 | Type of Tax Applicable Federal Tax | Taxpayer Name CSRS DISASTER RECOVERY MANAGEMENT LLC |
| Tax Year (Most Recent Tax Year) 2019 | Name/Title of Individual Executing Consent Manager | TIN Consent Date May 3, 2022 |
| Address 8555 United Plaza BLVD STE 100 Baton Rouge, Louisiana 70809 | Signature THOMAS A BARFIELD JR | |

Points of Contact

Accounts Receivable POC

📧

<https://sam.gov/entity/PSMYL9RHCGD8/core/Data?status=Active> Page 2 of 3

Last updated by Suzanne Roberts on May 03, 2022 at 09:31 AM CSRS DISASTER RECOVERY MANAGEMENT, L.L.C.

Not Selected

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:
Yes

Entity Types

| Business Types | Entity Type | Organization Factors |
|---|---------------------------------|----------------------|
| Entity Structure Other | Business or Organization | (blank) |
| Profit Structure For Profit Organization | | |

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

| | |
|---|-------------------------------------|
| Accepts Credit Card Payments No | Debt Subject To Offset No |
| EFT Indicator 0000 | CAGE Code 9NAJ9 |

Electronic Funds Transfer

| | | |
|---|----------------------------|----------------------------|
| Account Type Checking | Routing Number *****153 | Lock Box Number (blank) |
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Automated Clearing House

| | | |
|----------------------------|------------------|-----------------------------|
| Phone (U.S.) 2288716012 | Email (blank) | Phone (non-U.S.) (blank) |
| Fax 2288684630 | | |

Remittance Address

CSRS Disaster Recovery Management, LLC
8555 United Plaza BLVD, Suite 100
Baton Rouge, Louisiana 70809
United States

Taxpayer Information

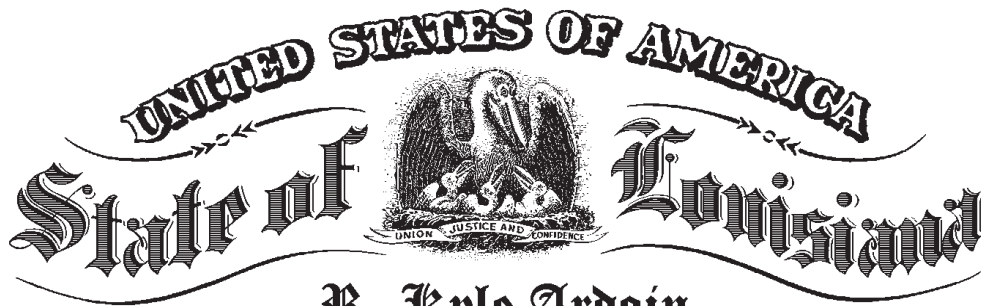
| | | |
|---|---|--|
| EIN *****7527 | Type of Tax Applicable Federal Tax | Taxpayer Name CSRS DISASTER RECOVERY MANAGEMENT LLC |
| Tax Year (Most Recent Tax Year) 2019 | Name/Title of Individual Executing Consent Manager | TIN Consent Date May 3, 2022 |
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Points of Contact

Accounts Receivable POC

📧

<https://sam.gov/entity/PSMYL9RHCGD8/core/Data?status=Active> Page 2 of 3



R. Kyle Ardoin
SECRETARY OF STATE

As Secretary of State of the State of Louisiana, I do hereby Certify that

CSRS DISASTER RECOVERY MANAGEMENT, L.L.C.

A limited liability company domiciled in BATON ROUGE, LOUISIANA,

Filed charter and qualified to do business in this State on November 02, 2012,

I further certify that the records of this Office indicate the company has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned, is in good standing and is authorized to do business in this State.

I further certify that this certificate is not intended to reflect the financial condition of this company since this information is not available from the records of this Office.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

June 27, 2022

Secretary of State

Web 40984768K



Certificate ID: 11591258#BRK73

To validate this certificate, visit the following web site, go to **Business Services, Search for Louisiana Business Filings, Validate a Certificate**, then follow the instructions displayed.
www.sos.la.gov

BBEC Barowka and Bonura
Engineers and Consultants, L.L.C.

**Barowka and Bonura Engineers
and Consultants, LLC**
209 Canal Street
Metairie, LA 70005

January 23, 2023

Mr. Taylor Gravois, PE, PLS, PMP
Principal
CSRS Disaster Recovery Management, LLC.
935 Gravier Street, Suite 1650,
New Orleans, LA 70112

Re: RFP for St. Charles Parish CDBG-Disaster Recovery Program Management Services

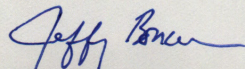
Dear Mr. Gravois:

Pursuant to our discussions, **Barowka and Bonura Engineers and Consultants, L.L.C. (BBEC)** acknowledges that CSRS Disaster Recovery Management, LLC., a wholly owned subsidiary of CSRS, LLC (CSRS), intends to submit a proposal in response to the captioned RFP as advertised by the St. Charles Parish Grants Office. Furthermore, it is our understanding that CSRS requests **BBEC** join the project team as an exclusive team member and intends to include our qualifications in the proposal.

BBEC is pleased to be considered, and hereby agrees to join the team as an exclusive team member for this project. **BBEC** agrees to perform the designated assignments of support on the grant management and construction management support services for the project, subject to reaching an acceptable sub-contracting agreement with CSRS Disaster Recovery Management, LLC. **BBEC** further agrees to provide our services at the rates we have submitted in writing under separate letter and in the event CSRS is awarded the project, will negotiate in good faith the terms of the subcontract.

Should CSRS need any further information regarding our services, resume's, project experience, or other material to support this proposal, please contact **Jeffrey Bonura, P.E.** On behalf of **BBEC** we look forward to working with CSRS Disaster Recovery Management, LLC, on this exciting opportunity.

Sincerely,



Jeffrey Bonura, P.E.
Member
Barowka and Bonura Engineers and Consultants, LLC

209 Canal Street • Metairie, Louisiana 70005 • phone 504.828.0030 • fax 504.828.8006



REQUEST FOR PROPOSALS

**Program Administrative/Management
Services for Task Orders Associated
with the St. Charles Parish CDBG
Disaster Recovery Program**

ST. CHARLES PARISH



CSRS | BUILDING STRONGER,
SMARTER COMMUNITIES
TOGETHER.

COST PROPOSAL (SEPARATE)

Submit under separate cover; no pricing information should be submitted with the Technical Proposal.

