

MISC. ORDER NO. 2022-42

FILED

MAY 26 2022

LESLI PENNY
COUNTY & PROBATE COURT CLERK

In the County Court of Craighead County, Arkansas

In the matter of evaluating and selecting the most qualified consulting firm to assist Craighead County in overall management of its activities drawing on federal funding, including but not limited to funding and grants under the American Rescue Plan (ARP).

ORDER

It comes before the County Court of Craighead County, Arkansas, the matter of evaluating and awarding a contract to the best qualified consulting firm to provide services to Craighead County in assisting Craighead County in the overall management of its activities drawing on federal funding, including but not limited to funding and grants under the American Rescue Plan (ARP).

Requests for Proposals for competent service providers were advertised in the local newspaper and on the County website for two consecutive weeks, with only one (1) time being required. Craighead County received RFP proposals from three consulting firms. A committee was appointed by Judge Day to review all RFP's and the committee ultimately scheduled meetings with the best qualified firm, according to Arkansas codes 19-11-802; 19-11-803; and 19-11-804. After full in-depth discussions and evaluations were completed, the committee selected the best qualified consulting firm for the specified projects.

It is therefore, considered, ordered, and adjudged that the contract for the best qualified consulting firm to evaluate and meet the needs of Craighead County be awarded to AG Witt LLC, 10809 Executive Center Drive, Searcy Building, Plaza 1, Little Rock, AR 72211.

Dated this 25th day of May 2022

Approved: _____

Marvin Day
Craighead County Judge

AA13
158

Competent Service Providers to assist the County in the overall management of its activities drawing on Federal Funding, American Rescue Plan.

Competent Service Providers to assist the County in the overall management of its activities drawing on Federal Funding, American Rescue Plan.

Craighead County

1511 Union St, Suite 119

Jonesboro, AR 72401

BIDDER NAME

AG Witt, LLC

10809 Executive Center Dr.

Searcy Building, Plaza

Little Rock, AR 72411

Rod Sweetman

844-424-9488

rod-sweetma

Year	0-14	15-24	25-34	35-44	45-54	55-64	65-74	75+
1980	18	15	12	10	8	6	4	2
1985	16	14	11	9	7	5	3	1
1990	14	12	10	8	6	4	2	1
1995	12	10	8	6	4	3	1	1
2000	10	8	6	4	3	2	1	1

1. *Chlorophyll a* (Chl a) and *Chlorophyll b* (Chl b) are the two main photosynthetic pigments in green plants. They are responsible for capturing light energy and converting it into chemical energy through the process of photosynthesis. Chl a is the primary pigment, while Chl b acts as an accessory pigment, transferring energy to Chl a.

Fluoride

המחיר הנמוך ביותר

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SECRET

Figure 1. Schematic diagram of the experimental setup. The subject is seated in a chair, viewing the screen. The screen displays the target (a red dot) and the starting position (a black dot). The subject's hand is positioned at the starting position. The screen is divided into two regions: the starting region (left) and the target region (right). The distance between the starting position and the target is labeled as d . The screen is also divided into two regions: the starting region (left) and the target region (right). The distance between the starting position and the target is labeled as d .

1

100

1

100

FROM:

Craighead County Purchasing Department
c/o County Judge's Office
511 Union, Room 119
Jonesboro, AR 72401
Phone 870-933-4500
Fax 870-933-4504

VENDOR'S COPY

PURCHASE ORDER

CRAIGHEAD COUNTY
ARKANSAS

SHOW THIS NO. ON ALL INVOICES,
DELIVERY SLIPS, CASES, BOXES, ETC

PURCHASE ORDER 55054

TO: A G WITT, LLC
10809 EXECUTIVE CENTER DR.
SERVO BUILDING, P2A 1
LITTLE ROCK, AR 72411

DATE

5-25-22

Req. by:

Judge Marvin S. At

Req. No.:

Bid No.:

2022-12

Please furnish the following to Craighead County
and be governed by the instructions hereon.

Charge to

Account No.:

ITEM	QUANTITY	BRAND, CATALOG NO. AND DESCRIPTION	UNIT PRICE	TOTAL
		Awarding request for Qualifications for best qualified consulting firm to evaluate and assist Craighead County in overall management of its activities drawing on federal funding, including but not limited to funding and grants under the American Rescue Plan (ARP) according to RFP submitted.		

TOTAL ►

SHIP TO:

Craighead County Judge
511 Union St. Ste 119
Jonesboro, AR 72401

DEL. PROMISED:

DEL. REQUIRED:

TERMS:

F.O.B.:

PRICING:

I certify that all the above articles or services have been received
in good order except as noted.

Dated _____ 20 _____

Signed _____

CRAIGHEAD COUNTY

By _____

Purchasing Agent

TO: Jonesboro Sun

Please publish the following notice two (2) times, on March 26, 2022 and April 9, 2022

NOTICE: REQUEST FOR PROPOSALS

Craighead County, Arkansas is interested in acquiring nonexclusive professional and consultant services from a firm or entity with at least five (5) years' experience and necessary qualifications to provide the County with services in connection with federal funding from or directly originating with the federal government, including but not limited to funding from the American Rescue Plan (ARP). The scope of the work sought is generally as follows:

To provide non-exclusive guidance, administration, record keeping, and performance of the necessary work to Craighead County, Arkansas in the eligibility, expenditure, administration, and reporting of federal funding from or directly originating with the federal government, and anticipated contracts which may include the host of contracts and programs available under the ARP and other federal spending initiatives, in particular projects for:

Water improvements, sewer improvements, broadband, and industrial parts; Facilitating small purchase agreements, competitive negotiations, public participation; Conducting public hearings; Organizing community participation plans; Financial management and accounting systems for projects; Categorizing eligible costs; Environmental review; Ensuring compliance with federal laws and authorities, such as: historic preservation, flood plain management, wetlands protection, endangered species, air quality, farm lands protection, environmental justice, EPA environmental standards, Corps of Engineers Permits; Facilitating acquisitions of right of way and easements; Construction management; Facilitating bidding and contract award processes, Labor standards; Compliance with the Davis-Bacon Act; Reporting and auditing related activities including: maintaining physical records at offices, conducting necessary reports, providing necessary documentation for audits; Conducting the close out of projects; and the administration and management of federal funds.

This submission in response to the request must include experience, expertise, qualifications, and financial and technical capacity in those matters and as well information regarding administration, recordkeeping, consultation, reporting, performance, and record keeping in connection to federal contracts, funds, programs, grants, or disaster relief. As described in 2 CFR § 200.320, contracts will be awarded to the responsible offeror whose proposal is most advantageous to the County, with price and other factors considered. Additional considerations include contractor integrity, compliance with public policy, record of past performance, and financial and technical resources as described in 2 CFR § 200.318. In procurement under a federal award, the County (and additional Counties and Cities, if applicable) follow the procurement standards referred to in 2 CFR § 200.317.

Any County that engages these services will be provided access to the service providers full range of knowledge, experience, and tools in the use of federal funding from or directly originating with the federal government and in federal, state, and county government processes, budgeting, expenditures, reporting, recordkeeping, and internal controls. With cost as a consideration in the award of contracts, as described per 2 CFR § 200.318, the submittal must include the proposed costs for performing the work sought by Craighead County, Arkansas. The submittal must also include a description detailing the five (5) or more years of experience the firm or entity has in the project area. The submission in response to the RFP must affirmatively disclose any area in which the service provider does not have the requisite five (5) years of experience and/or necessary qualifications in a particular project area.

All interested parties must submit their sealed RFP package response to:

Hon. Marvin Day, Craighead County Judge
511 Union, Room 119
Jonesboro, AR 72401

All responses must be received no later than 2:00 PM local time on April 26, 2022

All responding firms will be notified of the award.

The outside of the sealed envelope must be marked "RFP – 2022-12".

Invitations to bid may be obtained from the County Judge's Office.

The bid opening will occur at the Craighead County Judge's office, 511 Union, Room 119, Jonesboro, AR on Tuesday, April 26, 2022 at 2 PM, local time.

The solicitation conference will occur at the County Judge's office, 511 Union, Room 119, Jonesboro, AR on Tuesday, April 5, 2022 at 2 pm, Central time.

Any other questions regarding this request may be directed to the County Judge's office in writing through email or traditional mail. The email for the County Judge's office is as follows: mday@craigheadcounty.org Craighead County reserves the right to reject any or all responses received.

Bid specifications are currently available on the Craighead County website at <https://craigheadcountyar.gov/businesses/bids-and-auctions>

Jonesboro Sun 1-00000320
Times Dispatch, Daily Press, Evening Times
PO Box 1200
Paducah, KY 42002-1200

ADVERTISING INVOICE / STATEMENT

17



*****AUTO**ALL FOR AADC 380
CRAIGHEAD COUNTY JUDGES OFFICE
511 Union St Ste 119
Jonesboro, AR 72401-2863

BILLING DATE	TERMS OF PAYMENT
03/27/2022	Standard Terms

BILLED ACCOUNT NO.	AGENCY/CLIENT
00013658	00013658
NAME OF AGENCY/CLIENT	
CRAIGHEAD COUNTY JUDGES OFFICE	

DATE	ADLT	TRANS	DESCRIPTION	INS	UNITS	AMOUNT	TOTAL
03/14/2022		400778472	Balance Forward			76.05	76.05
03/22/2022	70321920	300802587	Payment Check 089272 Lockbox Import			-76.05	0.00
03/26/2022	70325850	300815818	NOTICE TO BIDDERS Craighead C - 124JSD1 Jonesboro Sun - NOTICE TO NOTICE: REQUEST FOR PROPOSALS - 124JSD1 Jonesboro Sun - NOTICE:	1	3.99ln	78.00	78.00
				1	20.55ln	456.95	534.95

RECEIVED

APR 4 2022

FROM
CRAIGHEAD COUNTY
JUDGE'S OFFICE

MARCH 2022	February 2022	January 2022	December 2021	November 2021
\$ 534.95	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

TOTAL NET AMOUNT DUE

\$ 534.95

PLEASE RETURN THIS PORTION
WITH YOUR REMITTANCE

If you desire to charge this amount to your credit card, please complete the following information
and return to the address below: [] Visa [] Mastercard [] Discover [] American Express
Acct# _____ Exp Date: _____
Signature _____

BILLED ACCOUNT NO.
124 00013658

BILLED ACCOUNT NAME
CRAIGHEAD COUNTY JUDGES OFFICE

AMOUNT DUE
\$ 534.95



REMITTO
Jonesboro Sun c/o Paxton Media Group PO Box 1200 Paducah, KY 42002-1200 Phone: 270-575-8731 Fax: 270-575-8726

Payment in full is due upon receipt of the statement. A service charge on all
balances over 30 days will be computed by a 'Periodic Rate' of 1-1/2% per
month, which is an ANNUAL PERCENTAGE RATE OF 18%, this applies to the
previous balance after deducting current payments and credits appearing on
your statement. Refunds less than \$10.00 will be refunded electronically,
donated to NIE, or collected in cash at the newspaper.

Remittance Advice

00013658000000000053495

Billing Date
03/28/2022

AFFP

NOTICE TO BIDDERS Craighead C

Affidavit of Publication

STATE OF AR)
COUNTY OF CRAIGHEAD) SS

Matthew Smith, being duly sworn, says:

That he is Classified Director of the Jonesboro Sun, a daily newspaper of general circulation; printed and published in Jonesboro, Craighead County, AR; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

March 22, 2022

Publisher's Fee: \$ 78.00

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Subscribed to and sworn to me this 22nd day of March 2022.

Janet Melton, Notary Public 9/6/2022

00013656 70321920

CRAIGHEAD COUNTY JUDGES OFFICE
511 UNION STE 119
JONESBORO, AR 72401

RECEIVED

MAR 25 2022

FROM
CRAIGHEAD COUNTY
JUDGE'S OFFICE

NOTICE TO BIDDERS

Craighead County is now accepting bids until 2:00 PM, April 5, 2022, local time, at the Craighead County Judge's office for the following:

Asphalt sealing and striping of various roads in Craighead County, Arkansas.

Bid specifications may be picked up at the County Judge's Office, Craighead County Courthouse Annex, 511 Union St, Suite 119, Jonesboro, Arkansas, Monday through Friday, from 8:00 A.M. until 5:00 P.M.

Bids will be opened at 2:00 PM, April 5, 2022, local time, in the County Judge's office.

The County reserves the right to reject any or all bids or any part of any specific bid.

Bid specifications are available on the County Web Site at www.craigheadcounty.org

Al Haines
Purchasing Agent
Craighead County

Road Fund

2000.0200.3040



NOTICE: REQUEST FOR PROPOSALS

STATE OF AR } SS
COUNTY OF CRAIGHEAD }

That he is Classified Director of the Jonesboro Sun, a daily newspaper of general circulation, printed and published in Jonesboro, Craighead County, AR; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

21914-04-01

That said newspaper was regularly issued and circulated on those dates.

Subscribed to and sworn to me this 2nd day of April 2022.

OFFICIAL SEAL
JANET MELTON
COMMISSION # 12389619
NOTARY PUBLIC-ARKANSAS
CRAIGHEAD COUNTY
MY COMMISSION EXPIRES: 09-06-22

CRAIGHEAD COUNTY JUDGES OFFICE
511 UNION STE 119
JONESBORO, AR 72401

Craighead County, Arkansas is interested in acquiring nonexclusive professional and consultant services from a firm or entity with at least five (5) years' experience and necessary qualifications to provide the County with services in connection with federal funding from or directly originating with the federal government, including but not limited to funding from the American Rescue Plan (ARP). The scope of the work sought is generally as follows:

To provide non-exclusive guidance, administration, record keeping, and performance of the necessary work to Craighead County, Arkansas in the eligibility, expenditure, administration, and reporting of federal funding from or directly originating with the federal government, and anticipated contracts which may include the host of contracts and programs available under the ARP and other federal spending initiatives, in particular projects for:

Water Improvements, sewer improvements, broadband, and industrial parts;
Facilitating small purchase agreements, competitive negotiations; public
participation; Conducting public hearings; Organizing community participation plans;
Financial management and accounting systems for projects; Categorizing eligible
costs; Environmental review; Ensuring compliance with federal laws and authorities,
such as: historic preservation, flood plain management, wetlands protection,
endangered species, air quality, farm lands protection, environmental justice, EPA
environmental impact statements, etc.;
right of way acquisition; contract administration; contract Act;
contract reporting; contract offices, etc.;
Conduct federal financial audits; report of

County Judge

1006-0100, 3040

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county government processes; budgeting, expenditures, reporting, recordkeeping, and internal controls. With cost as a consideration in the award of contracts, as described per 2 CFR § 200.318, the submittal must include the proposed costs for performing the work sought by Craighead County, Arkansas. The submittal must also include a description detailing the five (5) or more years of experience the firm or entity has in the project area. The submission in response to the RFP must affirmatively disclose any area in which the service provider does not have the requisite five (5) years of experience and/or necessary qualifications in a particular project area.

All interested parties must submit their sealed RFP package response to:

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Jonesboro, AR 72401

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The solicitation conference will occur at the County Judge's office, 511 Union, Room 119, Jonesboro, AR on Tuesday, April 5, 2022 at 2 pm, Central time.

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Bid specifications are currently available on the Craighead County website at <https://craigheadcountyar.gov/businesses/bids-and-auctions>

PROPOSAL FOR SERVICES IN CONNECTION WITH FEDERAL FUNDING FROM OR DIRECTLY ORIGINATING WITH THE FEDERAL GOVERNMENT

RFP 2022-012

CRAIGHEAD COUNTY, ARKANSAS

APRIL 26, 2022



WITT

7



AG WITT, LLC
10809 EXECUTIVE CENTER DRIVE, SEARCY BUILDING, PLAZA 1
LITTLE ROCK, AR 72211
1+844-424-9488



Cover Letter

April 26, 2022

The Honorable Marvin Day, County Judge
Craighead County
511 Union, Room 119
Jonesboro, AR 72401

**RE: RFP 2022-12 Services in Connection with Federal Funding from or Directly
Originating with the Federal Government**

Dear Judge Day:

AG Witt is pleased to submit our proposal in response to Craighead County's RFP for Services in Connection with Federal Funding from or Directly Originating with the Federal Government to include assistance in the eligibility, use, expenditure, administration and reporting of American Rescue Plan Act (ARPA) funds.

We are actively supporting cities and counties in Arkansas and around the country with navigating the complex challenges of the COVID-19 pandemic, including how to use FEMA Public Assistance (PA), the ARPA State and Local Fiscal Recovery Funds (SLFRF), the Infrastructure Investment and Jobs Act (IIJA), or the Coronavirus Aid, Relief and Economic Security Act (CARES) Coronavirus Relief Funds (CRF) to ensure the most holistic recovery possible.

The Witt way: Led by Arkansas resident, former Federal Emergency Management Agency (FEMA) and Arkansas Division of Emergency Management (ADEM) Director **James Lee Witt**, the County will benefit from our firm's nearly three decades of knowledge and experience with disasters and federally funded recovery programs. AG Witt is a leader in providing national disaster recovery services and addressing the challenges of nearly every US disaster since 1993.

We know Arkansas: With headquarters in Little Rock, AG Witt understands many of the challenges faced by locals in Arkansas. Most recently, we have provided FEMA PA services managing nearly \$8.6 million with the City of North Little Rock. Also, we have assisted the City of Fort Smith with FEMA PA services following the 2019 flooding and have provided COVID-19 recovery services for the past 18 months.

We know how to manage new federal programs: Since the onset of COVID-19, AG Witt Policy Advisors have been on the cutting edge of sifting through legislation to analyze and understand new federal funding programs, and our team is supporting clients with management of these federally funded programs.

LEGAL NAME:

AG Witt, LLC

ADDRESS:

10809 Executive Center Drive
Searcy Building, Plaza 1
Little Rock, AR 72211

TELEPHONE:

844-424-9488

CONTACT:

Rod Sweetman
Chief Operating Officer
rod.sweetman@wittpartners.com



Founded by former FEMA director and Arkansas resident James Lee Witt, AG Witt is a leader in providing national disaster recovery services, with decades of experience managing federally funded recovery programs around the country and addressing the challenges of nearly every US disaster since 1993. We understand the grants management requirements associated with these federally appropriated dollars, and welcome working with Craighead County to assist you in establishing sound processes to protect your investments.

For this engagement, we will be joined by our partners, iParameters and Metric Consulting to augment the expertise offered by AG Witt. iParameters is a recognized leader in emergency management, homeland security, program management, and cost engineering. iParameters works on the most complex, cutting-edge problems, offering client focused solutions aimed at improving resilience. Metric is minority-owned and a preeminent provider of comprehensive Emergency Management Services, with decades of experience managing federally funded recovery programs around the country. AG Witt has worked together with iParameters and Metric to aid clients around the country with their most complex federal grant, recovery, and resilience challenges.

In the following pages, we demonstrate how we would apply the expertise of our dynamic team to implement Craighead County's American Rescue Plan Funding Program. We believe that the team, key staff, and approach outlined in these pages shows that our team is qualified to provide the services requested. We are committed to delivering only the highest level of service to our clients. If awarded, Craighead County can count on us to deliver a compliant, expedient, and efficient American Rescue Plan Program, coupled with our expertise in federal grants management and the FEMA PA Program to ensure maximum recovery support.

Sincerely,

A handwritten signature in black ink, reading 'James Lee Witt'.

James Lee Witt
Founder/President
AG Witt, LLC

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Section 1: Firm Profile

Per the requirements of the RFP, AG Witt, LLC; is providing the following information regarding our firm:

The firm's name, email address, business address, phone number and fax number

AG Witt, LLC; bids@wittpartners.com; 10809 Executive Center Drive, Searcy Building-Plaza 1, Little Rock, AR 72211; 844-424-9488.

Types of services and products offered

AG Witt provides comprehensive emergency management and disaster advisory services from the initial response to an event, through grant closeout and audit. We provide technical advice and staff augmentation for the administration of federal grant programs including the FEMA Public Assistance (PA) and Individual Assistance (IA) grant programs, US Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) and CDBG-DR, the US Department of Transportation (DOT), the Federal Highway Administration (FHWA), Natural Resource Conservation Service (NRCS), Department of Education RESTART recovery advisory services, US Department of Agriculture (USDA), and FEMA Hazard Mitigation Assistance advisory services.

Number of years in business

Nearly three (3) years as AG Witt; 21 years in emergency management and disaster recovery services.

Information on pending or past litigation in which the firm has been involved

AG Witt states it has no legal or administrative proceedings that are pending or have been concluded adversely against us within the past five years that are related to procurement and performance of public or private construction contracts.

Number of employees

AG Witt has a staff of 15 full-time employees and a cadre of more than 250 trained emergency management specialists that have the demonstrated capacity to fulfill client needs across multiple concurrent disasters and client engagements.

The location of the offices that would provide the project services

AG Witt's headquarters office in Little Rock, AR; will provide the services for this project.

A brief statement of the firms' background, demonstrating longevity and financial stability

AG Witt's stability is based on its current and historical background in providing consulting experiences and has never failed to complete a contract and/or dealt with unforeseen circumstances leading to project failure.

A brief statement of the firm's understanding of the project

AG Witt understands the purpose of this project is to assist Craighead County in the overall management of its activities drawing on federal funding, including but not limited to funding and grants under the American Rescue Plan Act (ARPA). We understand awarded respondent(s) will work with the County staff and the Attorney for the County (if applicable) to provide non-exclusive



guidance, general administration, record keeping, and management of the federal funding for the County (and Additional Counties and Cities, if applicable).

The name, title, phone number, email address, who will serve as the contact person

Margaret Larson, Senior Vice President-Client Services, 844-424-9488 (office), 202-255-3081 (cell); margaret.larson@wittpartners.com

Highlights of the firm's qualifications and ability to perform the project services

AG Witt has helped design, staff, and implement emergency and disaster recovery, planning and coordination efforts for multiple states, institutions of higher education, many local jurisdictions and non-governmental entities significantly impacted by disasters. AG Witt's experts have worked with FEMA to develop and implement new policy and other programmatic exceptions that have been granted to meet specific and unique needs that inevitably arise during disaster recovery. Our experience and expertise allow us to learn from the past, perform in the present and prepare for the future.

In addition to the FEMA PA programs, the AG Witt team has been at the forefront of COVID-19 recovery services assisting clients with various programs provided for in the most recently enacted \$1.9 trillion American Rescue Plan Act (P.L. 117-2). We are currently supporting clients in steering their ARPA dollars to provide critical fiscal relief for state, local, tribal, and territorial governments, families, communities, and small businesses fighting the COVID-19 pandemic. We also stand ready to provide services related to state and federal disaster preparedness, response, recovery and mitigation programs for this or any future disasters.

Our team is committed to working with our clients to address specific needs for the duration of every contract activation. We have the depth of resources that allows scalability to meet project demands. Our project managers and key project personnel are available on-site daily, and by phone on a 24-hours basis to meet the needs of our clients.

The table below lists some of the notable recovery projects led by members of the AG Witt Team. (*COVID-19 Recovery projects in bold.*)

YEAR	CLIENT	PROJECT	LOCATION
2022	City of Jacksonville, NC	Standby Disaster Recovery Services	Jacksonville, NC
2022	Town of Dauphin Island, AL	Standby Disaster Recovery Services	Dauphin Island, AL
2021	City of Santa Maria	COVID-19 Recovery	Santa Maria, CA
2021	New Jersey Hospital Association	COVID-19 After Action Report	Princeton, NJ
2021	St. Olaf College	COVID-19 Recovery	Northfield, MN
2021	State of Iowa	Standby Disaster Recovery Services	Des Moines, IA
2021	Port of Galveston	Hurricane Ike Recovery	Galveston, TX
2021	City of Newport Beach	COVID-19 Recovery	Newport Beach, CA
2021	Pulaski County	COVID-19 Recovery	Little Rock, AR
2021	City of Milpitas	COVID-19 Recovery	Milpitas, CA
2020	State of North Dakota	Grant Management Services	Bismarck, ND
2020	State of North Carolina	Standby Recovery Services	Raleigh, NC
2020	Jackson Parish Police Jury	Hurricane Laura	Jonesboro, LA
2020	Village of Elizabeth	Hurricane Laura	Elizabeth, LA
2020	Santa Clara County	COVID-19 Recovery	San José, CA
2020	City of Berkeley	COVID-19 Recovery	Berkeley, CA
2020	UC Berkeley	COVID-19 Recovery	Berkeley, CA

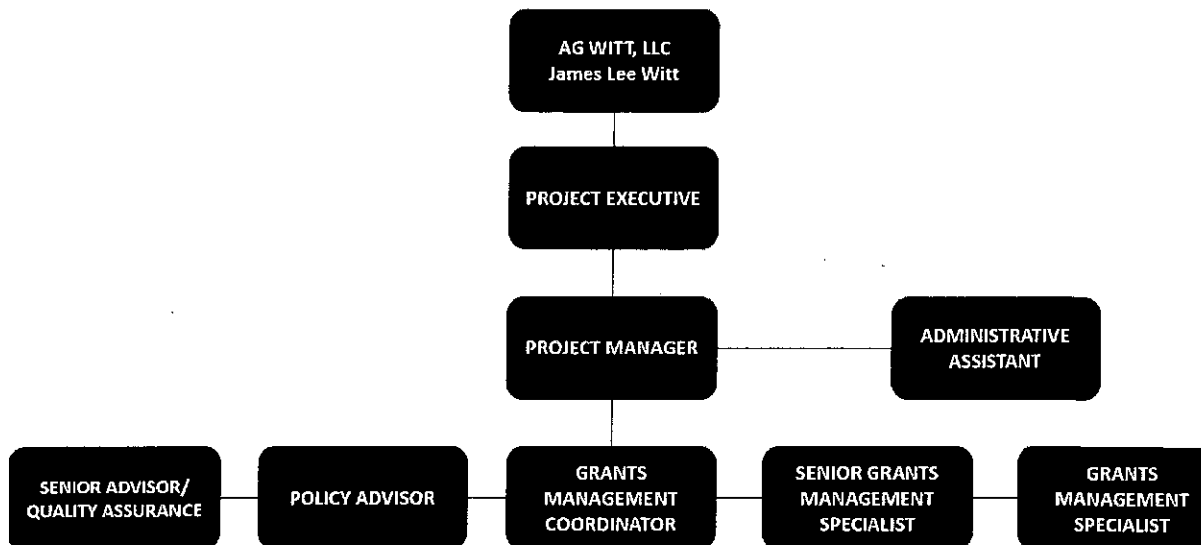
2020	UC Santa Barbara	COVID-19 Recovery	Santa Barbara, CA
2020	City of Santa Barbara	COVID-19 Recovery	Santa Barbara, CA
2020	Marin County	COVID-19 Recovery	San Rafael, CA
2020	Hinds County	2020 Flooding	Jackson, MS
2019	City of Fort Smith	2019 Midwest Floods	Fort Smith, AR
2019	City of North Little Rock	2019 Midwest Floods	N. Little Rock, AR
2018	State of South Carolina	Hurricane Florence	West Columbia, SC
2018	Morehead City, NC	Hurricane Florence	Morehead City, NC
2018	Havelock, NC	Hurricane Florence	Havelock, NC
2016	Richland County Schools	Hurricane Matthew	Columbia, SC
2012	State of Louisiana	Hurricane Isaac	Baton Rouge, LA
2012	State of New Jersey	Superstorm Sandy	Trenton, NJ
2012	Suffolk County	Superstorm Sandy	Hauppauge, NY
2012	Nassau County	Superstorm Sandy	Mineola, NY
2012	City of Long Beach	Superstorm Sandy	Long Beach, NY
2011	State of Vermont	Tropical Storm Irene	Montpelier, VT
2011	Cathedral High School	Tornado	Springfield, MA
2010	Government of Haiti	Earthquake	Port-au-Prince
2008	State of Iowa	Midwest Flood of 2008	Des Moines, IA
2008	State of Indiana	Severe storms and flooding	Indianapolis, IN
2008	University of Texas Medical Branch	Hurricane Ike	Galveston, TX
2008	City of Houston	Hurricane Ike	Houston, TX
2008	City of Galveston	Hurricane Ike	Galveston, TX
2005	State of Louisiana	Hurricanes Katrina, Rita, Gustav, Ike	Baton Rouge, LA
2004	Indonesian Tsunami	Tsunami relief	Indonesia
2003	Territory of Guam	Typhoon Pongsona	Hagåtña
2001	Texas A&M System	Tropical Storm Allison	Houston, TX

Section 2: Executive Summary

The AG Witt team recognizes that every disaster is different and that staffing requirements may vary from one disaster to the next as well as over the course of a disaster. We are proficient in local, state, and federal regulations that apply to disaster events and disaster recovery programs. Our team members are highly trained professionals, recognized leaders in the industry and are up to date on the latest FEMA policies and procedures.

For this opportunity, AG Witt is pleased to include the firms iParameters, LLC; and Metric Consulting, LLC (MCL) as part of our team to augment the expertise offered by AG Witt. iParameters is a recognized leader in emergency management, homeland security, program management, and cost engineering. iParameters works on the most complex, cutting-edge problems, offering client-focused solutions aimed at improving resilience. MCL is minority-owned and a preeminent provider of comprehensive Emergency Management Services, with decades of experience managing federally funded recovery programs around the country.

Organizational Chart



Key Personnel

We are pleased to introduce you to the key leadership team offered for this engagement. It is the people introduced in this section whose experience and expertise will guide decisive action throughout Craighead County's American Rescue Plan Funding Program. The practical experience of the team outlined in these pages has prepared them with the insights needed to analyze, research, and deliver results.

The key staff presented in these pages have worked with grantees around the nation to deliver the most creative, innovative, and comprehensive disaster recovery programs in sectors including single-family, multi-family and rental housing; economic development; infrastructure; planning; and capacity building using leveraged funding from multiple federal sources. All key staff proposed in these pages have prior recent experience implementing federal grant relief programs, funded through the US Treasury.

Our team has been carefully selected to deliver a mix of wide-ranging subject matter expertise, trusted insights, operational knowledge, and technical skills. **Our team is trained to deliver understanding, empathy, and solutions; tailor made for Craighead County.** We are passionate about the clients we serve and the communities we support. Staff introductions below are followed by full resumes for each team member in **Appendix A: Resumes.**

James Lee Witt



James Lee is a former FEMA Director and a member of President Bill Clinton's White House Cabinet, and currently serves as a senior advisor to Fortune 500 companies and government leaders around the world. He has been leading disaster recovery efforts since 1993. James Lee coordinated federal disaster response and recovery on behalf of the White House and oversaw more than 350 disasters, some of which were the most devastating disasters of all time. In 2001, James Lee founded Witt Associates and began providing emergency management consulting services to state, county, and municipal government clients. In 2015, he founded Witt Global Partners, and in 2019, started AG Witt.

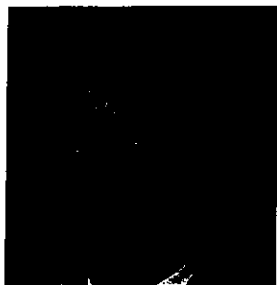
James Lee is recognized for his leadership and expertise in business continuity as well as crisis and emergency management. He is held in high esteem by members of Congress on both sides of the aisle, who have often sought his guidance and counsel on major policy issues. He is known for his ability to bring people together to develop common sense solutions to the most complex issues.

Project Executive | Margaret Larson



Margaret is a Senior Vice President with AG Witt. She has nearly 30 years of emergency management, policy, and programmatic experience from working in the emergency management and governmental affairs at the federal, state, and local levels. Prior work includes serving as staff in the U.S. Senate, various leadership roles at FEMA, directing the Washington, D.C. office for the State of Illinois, delivering disaster services with Feeding America, and leading preparedness, training, response and recovery efforts for clients during her tenure with national consulting firms. Her most recent work has been in the state of California, leading project teams in their COVID-19 disaster recovery and compliance with CARES Act requirements to receive the maximum recovery of costs. Margaret served in a variety of senior positions at FEMA including Executive Officer of the Response Division, Special Assistant to the Deputy Director, and in the Office of Congressional and Legislative Affairs. She began her career in Washington, D.C. as a legislative assistant to (retired) Senator Sam Nunn from her home State of Georgia.

Program Manager | Clifton Hebert



Clifton Hebert serves as a Senior Project Manager with AG Witt and has more than 15 years of direct experience in emergency management. Previously, he served as Cameron Parish (Louisiana) Police Jury's first fulltime Director of the Cameron Parish Office of Homeland Security and Emergency Preparedness in Louisiana for more than five years. He procured equipment and resources through grants and other sources to ensure continuity of operations during human-caused and natural disasters.

There, he was responsible for the hurricane preparedness training of parish employees. He led the parish in the massive recovery efforts following Hurricane Rita and Hurricane Ike (in 2005 and 2008 respectively), managing all aspects of emergency management, ICS and FEMA recovery aspects as well as participating in regional training exercises covering such issues as interoperability, hurricane evacuation, mass casualty incidents, pandemic flu (in conjunction with the State Department of Health and Hospitals), the National Guard Hurricane Preparedness annual exercise, and annual Department of Energy Training/Terrorism Training at the Strategic Reserve Site located in Cameron Parish.

Grants Specialist | Patrick Schellert — *Project Mgr*



Patrick Schellert is an experienced FEMA PDMG, PA Coordinator, Project Manager, State Applicant Liaison, Debris Lead, Grants Manager and Closeout Team member with AG Witt. He has more than 15 years of PA experience representing FEMA, states, counties, and higher educational institutions with their public assistance recovery efforts and another 12 years of experience working in Emergency Operations Centers and Tactical Operations Centers representing the U.S. Military and as a consultant to the United States Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS). Patrick has

worked 24 disasters in five different FEMA regions coordinating the recovery efforts of complex debris issues, preliminary damage assessments, project formulation and management of hundreds of small and multi-million-dollar projects, project reconciliation, mitigation, planning, and closeout since 2005. He has successfully closed more than \$100 million in over 100 large projects.

Policy Advisor | James Kirby



James is a policy expert specializing in state, local, and federal policy development, analysis and compliance. James has a decade of experience working with mayors and local governments from across the country on key policy areas including economic development, public-private partnerships, economic mobility, and community engagement. Since the onset of the COVID-19 Pandemic, James has worked with mayors and local governments as they respond to and recover from COVID-19. In this capacity, he has supported local elected officials through their engagement with Congress, the White House, the U.S.

Department of the Treasury, the Federal Emergency Management Agency (FEMA), the Small

Business Administration, and the U.S. Department of Housing and Urban Development during the legislative action and executive implementation of the Families First Coronavirus Response Act, the CARES Act, the Consolidated Appropriations and Emergency Relief Act of 2021, as well as the American Rescue Plan Act (ARPA). James continues to advise local elected officials on the implementation of federal assistance programs including the Coronavirus Relief Fund, the Coronavirus State and Local Fiscal Recovery Funds, and additional federal assistance programs.

Senior Advisor | Jeff Stevens, CEM, MEP



Jeff serves as iParametrics' Vice President of Emergency Management. In this role, he works closely with our clients to improve their resilience and enhance their recovery efforts. Jeff is hands-on leader known for his dogged advocacy on behalf of the communities we serve. In the wake of the COVID-19 pandemic, Jeff has served clients in Kansas, North Carolina, Massachusetts, and Rhode Island to leverage federal funding from multiple sources to deliver multiple initiatives, including federal grant programs. As part of these engagements, Jeff led Finney County, Kansas in efforts to apply for \$1.8 million in federal assistance, representing a nearly 20% increase in funding available for the County's COVID-19 recovery portfolio of programs. He constantly identifies opportunities to ensure that our clients are leveraging all possible avenues to enhance their preparedness or build back better after a disaster. Jeff has experience in higher education from his time at New York University and in healthcare leadership from his time serving on the H1N1 pandemic team in Rhode Island. Jeff is a Certified Emergency Manager and FEMA Master Exercise Practitioner. He holds numerous Incident Management Team certifications and is also a volunteer firefighter.

Program Coordinator | Ben Redifer



Ben serves as an Associate Project Manager for iParametrics. He offers various response, planning, and recovery skills and knowledge in the field of emergency management. Ben started his Emergency Management career interning with the Florida SERT Mass Care Coordinator, where he created guidance and training for new grey sky staff. He went on to lead the Irma Sheltering Task Force where he oversaw a team coordinating sheltering statewide during the largest shelter mobilization in state history. He has served on the Salvation Army's regional recovery program for Irma for nine counties where he led coordination with case management partners. Ben served as a member of the Human Services Branch during the COVID-19 pandemic and most recently worked as the Planning Section Chief for Maryland COVID-19 Recovery Operation.

Senior Grants Management Specialist | Kennedy Shannon, JD



Kennedy Shannon is a grants expert with iParametrics. She has more than 10 years of disaster grant management, nonprofit management, federal grant compliance, and diversity & inclusion experience across public and private sectors. She has a proven track record of using her excellent communications and organizational skills, together with her vast knowledge of federal grant regulations and federal funding requirements to guide clients through the legal and federal guidelines for a variety of grants. Kennedy is a subject matter expert in numerous federal programs including CDBG, CDBGMIT, CDBG-DR, ESG, HOME,

and ARPA.

Grants Management and Program Coordinator | Juliann Bertone



Juliann brings extensive experience in development and execution of housing programs, supportive services, and emergency rental assistance programs. Juliann began her career in state government, where she served the Colorado Department of Public Health as part of their communications team. Most recently, Juliann spearheaded efforts in Finney and Neosho Counties, both in Kansas, to deliver six recovery programs simultaneously, including a program which provided rent, utilities, and mortgage assistance to residents of both counties through the US Treasury's Coronavirus Relief Fund (CRF). Under Juliann's

leadership, all programs launched in September 2020 and were closed by December 2020, having expended the counties' CRF allocation and serving approximately 300 distinct applicants. Before that, Juliann served as the portfolio manager for the Puerto Rico Department of Housing's CDBG-DR funded housing programs directed at the island's most vulnerable citizens. In this engagement, Juliann coordinated efforts with six subrecipient HUD-certified counseling agencies and social interest housing providers around the island to deliver wrap-around housing counseling services and solutions to house vulnerable populations like those facing homelessness or living with substance abuse issues or AIDS. She is well-versed in training and technical assistance, subrecipient management, program design and federal grants compliance requirements. Her vast experience in program management, communications and public engagement, housing advocacy, and collaboration with community-driven organizations makes Juliann well-rounded and uniquely suited to assist with this program.

Senior Advisor | Martin Altman, PMP



Martin has more than 35 years of leadership experience managing and implementing disaster planning and recovery program management for public and private sector clients. He currently serves as MCL's Vice President Emergency Management and Long-term Recovery. Mr. Altman holds a Program management Professional (PMP) certification and has in-depth expertise in all phases of disaster management: planning, preparedness, hazard mitigation, response and recovery programs, post disaster redevelopment planning, audit compliance, process improvement, quality assurance, business development,

resiliency planning, HUD CDBG-DR, NY Rising Community Reconstruction Zones Program, NFIP, EPA, 40 CFR, DOT 49 CFR, and OSHA 29 CFR. Mr. Altman has served as a FEMA Region VII Project Officer and Closeout Specialists for Kansas City Missouri, until he was appointed the FEMA Public Assistance Infrastructure Branch Director for the Florida Long Term Recovery Office where he managed the FEMA Public Assistance Program. There, he oversaw more than 200 staff members working on project worksheet development, the closeout of nine federally declared disaster and over 4,000 applicants resulting in the recovery program of more than \$14 billion. Mr. Altman received many accolades from his peers and management, for his strong leadership and management skills to get results and closure of projects and mission tasks. He has worked over 50 presidentially federal declared disasters in many different roles in leadership and technical support.

Program Coordinator | Tessa Hartley



Tessa brings vast experience in project management, GIS analytics, research, and data analysis to the Metric team. She specializes in geographic and demographic analysis of urban areas. Her work history highlights roles of increasing responsibility where she gained experience in designing and implementing long-term resilience efforts. Most recently, she supported the City of Lowell, Massachusetts in policy development to support their COVID-19 response and recovery efforts. Prior to this engagement, Tessa served as Public Policy and Rental Program Coordinator for the Greater New Orleans Housing Alliance. In

this role, she facilitated all activities regarding Outreach and Advocacy, Rental Housing and Emergency Preparedness Committees for an affordable housing coalition; working at the intersection of the nonprofit, public, and private sectors. Her experience in housing advocacy makes Tessa uniquely suited to aid households facing risk of homelessness by connecting households in need with supportive services to help see them through the COVID-19 pandemic with a roof over their heads. Tessa is a skilled communicator and stakeholder manager who is well versed in project management, research, data analysis and presenting her findings. Tessa is a results-oriented professional with several years' experience in CDBG-DR Action Plan and unmet needs assessment development, emergency preparedness, and housing advocacy programs.

Section 4: Cost Proposal

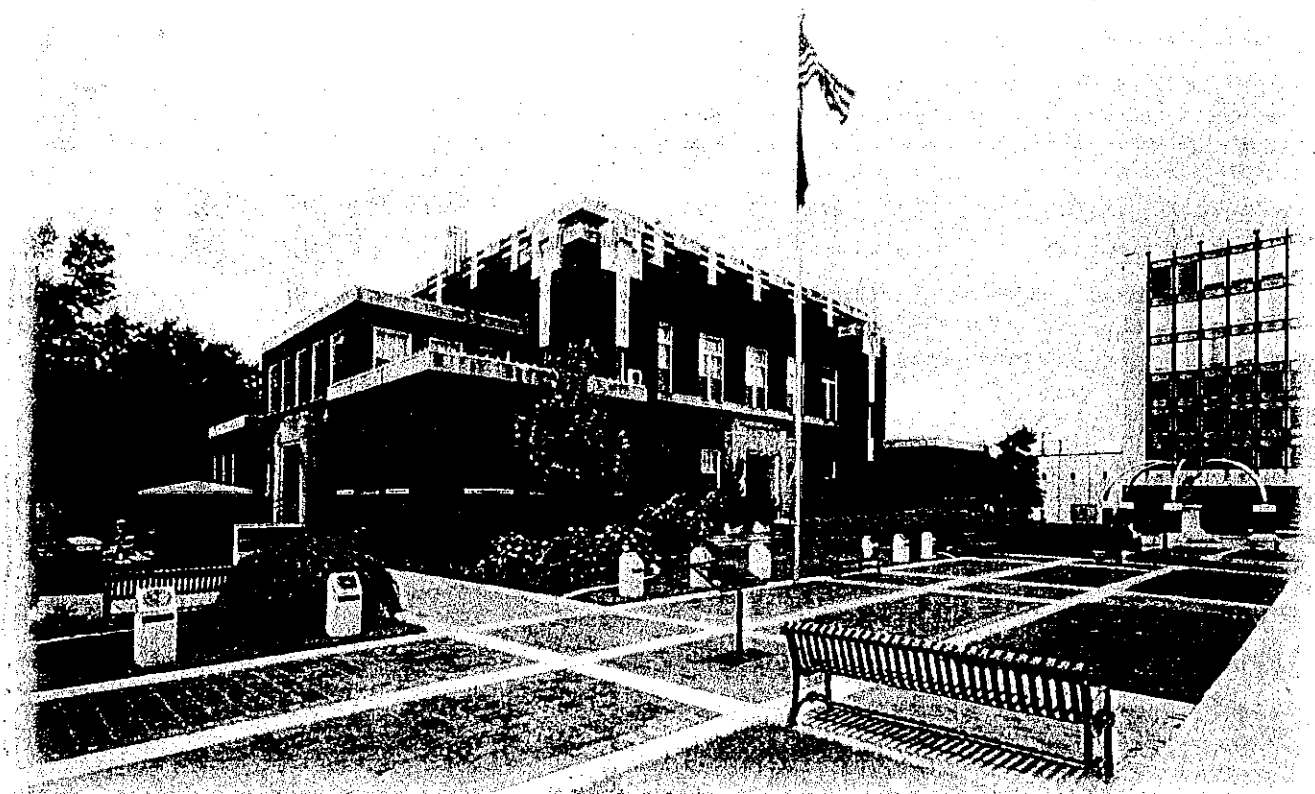
For this project, AG Witt proposes a total cost **Not to Exceed \$425,000.**

PROFESSIONAL	RATE
Project Executive	\$250.00
Project Manager	\$200.00
Senior Advisor/Quality Assurance	\$185.00
Policy Advisor	\$185.00
Senior Grants Management Specialist	\$145.00
Grants Management Specialist	\$135.00
Grants Management & Program Coordinator	\$125.00
Program Coordinator	\$110.00
Administrative Assistant	\$75.00

AG Witt will track its time on a project-by-project basis, and our invoices will reflect this project-by-project breakdown along with sufficient backup documentation to ensure reimbursement eligibility. AG Witt submits the following all-inclusive hourly rates for its FEMA and ARPA projects. The hourly labor rates include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, and per diem) will be billed to Craighead County at cost without mark-up. Lodging and Per-Diem is charged in accordance with Federal Travel Regulations.

Not all positions may be required to execute the work for this project. It is AG Witt's practice to identify staffing requirements in consultation with clients during contract negotiations or the project kickoff meeting.

#2



Consulting Services in Connection with Federal Funding

**Response to RFP – 2022 – 12: RFP for
Services in Connection with Federal Funding
from or Directly Originating with the Federal
Government**

Craighead County, Arkansas

PROPOSAL COPY

BKD
CPAs & Advisors

April 25, 2022

Hon. Marvin Day
Craighead County Judge
Craighead County
511 Union | Room 119
Jonesboro, AR 72401

Dear Hon. Day:

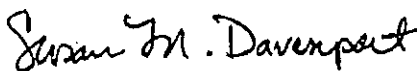
The numerous requirements found in the administration and management of local, state, and federal funds call for a degree of experience, time, and energy that is essential. Being responsible for administering \$21.4 million in American Rescue Plan funding, Craighead County (the County) has a difficult and overwhelming job to do. BKD CPAs & Advisors (BKD) can help make this process less strenuous and more streamlined while helping you administer these funds in accordance with federal regulations and giving the County confidence to avoid future deobligation.

BKD brings a seasoned leadership team with a combined century of grants management administration, oversight, compliance, auditing, and monitoring experience. We have helped government entities across the country successfully manage federal relief funds while continuing to serve their communities and fulfill their day-to-day responsibilities. We want to put this experience to work for you. Here's what the County can expect from BKD:

- ▶ Insight and guidance that comes from managing, monitoring, and auditing billions of dollars in federal funds
- ▶ Time-tested policies and procedures developed from years of grants management and compliance experience
- ▶ Access to technology and data analytics-focused professionals who can help you sort through the volumes of data you generate daily
- ▶ Strategies to help you improve operational efficiency and better identify and mitigate risk
- ▶ Guidance from a company whose work has been audited by various firms without material exception or questioned costs

The County can expect us to provide you with our **Unmatched Client Service®**. We believe our proposal will help you select our firm for efficient and objective services delivered by experienced professionals. As the County reviews and scores the proposals received in response to your RFP, we are open to negotiating our fee structure.

Sincerely,



Susan Davenport, CPA, FHFMA
Managing Partner
501.372.1040
sdavenport@bkd.com



Scott Soles, CPA, CFF
Director
713.499.4600
ssoles@bkd.com

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Information contained in BKD's RFP response, which it asserts as confidential, is either business and/or proprietary trade secret information not subject to disclosure as set forth in the State of Arkansas Freedom of Information Act. Such confidential information has independent economic value to BKD, is not reasonably ascertainable by third parties and is the subject of reasonable efforts by BKD to maintain its secrecy and/or confidentiality. Such information in this proposal shall be designated with the word "CONFIDENTIAL".

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1. Firm Profile

For nearly two years, government entities like the County, have worked tirelessly to assist citizens through the COVID-19 health crisis. You have done this while continuing to provide the important everyday services on which the citizens of Craighead County have come to rely. While federal relief funds have helped, they come with added pressure. The management processes, accountability provisions, and regulatory requirements placed on these funds require the County to walk a tightrope between administration and compliance. Being responsible for the distribution of more than \$21.4 million in American Rescue Plan Act (ARPA) funds means the County may need some help maintaining balance and making lasting improvements to local buildings and services. We have extensive knowledge in ever-changing federal regulations, which will provide the County with confidence in handling ARPA funding, 2 CFR 200, Stafford Act, and all other applicable laws and regulations.

BKD's grants management professionals have decades of grants management administration, oversight, compliance, and monitoring expertise. We have helped state and local government agencies in Missouri, Kansas, Texas, and across the country successfully manage federal relief funds which allows continued focus to their communities and fulfilling day-to-day responsibilities. We want to put this experience to work for you.

You Reap the Benefits of Our Experience

Here are some of the benefits you get from working with BKD:

Benefits	BKD's Solutions
 A simplified, more manageable end-to-end process	Technology—dashboarding, data analytics, and project management platforms developed and refined through our work with similar grants
 Refined existing framework and streamlined processes	Process assessment to help leverage your current systems and procedures to identify areas where you can increase efficiency
 Confidence that funds are spent and recorded correctly	Refined processes and procedures that will help you stay compliant with federal and state regulations
 Not wasting valuable time and energy sorting through best practices and developing tools and templates to use	Tools and templates that have been refined over time are ready for use on Day 1
 Reduced administrative burden on already stressed resources	An efficient and effective approach to grants management
 Transparency, milestone, and oversight plans to help avoid the appearance of mismanagement	Easy-to-use communication, tracking, and reporting tools and techniques that will help keep the process accountable to the Treasury and the public

About BKD

BKD, LLP is a registered limited liability partnership under Missouri law. For nearly a century, BKD has proudly delivered a variety of financial, operational, and other management consulting solutions to clients across all 50 states and internationally. Today, we are one of the largest professional services firms in the country. As of March 2022, we have 42 offices located in 19 states, including four offices in Arkansas. Our approximately 3,030 CPAs, advisors, and dedicated staff, including approximately 310 partners and principals, assist more than 39,000 total clients across a wide variety of sectors, including governmental agencies.

Quick Facts



FOUNDED IN 1923



3,030+
PERSONNEL,
INCLUDING 310
PARTNERS



42 OFFICES ACROSS
19 STATES



INCLUDED IN **INSIDE**
PUBLIC ACCOUNTING'S
BEST OF THE BEST
FIRMS FOR LAST 10
YEARS



2,500+
GOVERNMENT &
PUBLIC SERVICE
CLIENTS

Company Headquarters

While BKD has offices in Fort Smith, Little Rock, Pine Bluff, and Rogers, Arkansas, our company headquarters is located in Springfield, Missouri.

BKD, LLP
910 E. St. Louis Street, Suite 400
P.O. Box 1190
Springfield, MO 65801-1190 (65806)
417.865.8701
FAX: 417.865.0682

BKD Services

In addition to grants management, BKD offers a variety of accounting, audit and assurance, tax, consulting, corporate finance, risk management, technology and forensics and valuation services—as well as a specialized suite of services that includes planning and investments, tax consulting, and construction accounting. Our professionals combine the insight and ideas of multiple disciplines to provide solutions for clients in a wide range of industries, such as nonprofit, government, higher education, financial services, commercial services, health care, construction and real estate, to name a few.

Brand New Firm, Similar Service Focus

Changes are inevitable—the County understands that as much as anyone—but they don't have to be a challenge. That's why we're excited to announce BKD has agreed to a merger of equals with DHG, effective June 1, 2022. This exciting new chapter in our history will result in a new Top 10 professional services firm with a significantly larger national presence and an international footprint. More importantly, however, is how this may affect the County.



With complementary operations, a mixture of various office locations and nearly two centuries of legacy service between them, the combination of BKD and DHG can provide deeper industry focus and expanded advisory services. That means clients can receive a wider range of service options and personalized attention from our experienced professionals, regardless of location.

Because the County may still have questions, we're committed to transparency and accessibility throughout this transition. No matter where the future takes us, you can have confidence our dedication to providing an exceptional client service experience remains unchanged.

Please see our full press release in the Appendix or visit bkd.com for more information.

Location of Your Team

The work done for the County will be performed by our dedicated Grants Management team members located in offices across the country. See the table below for the locations of your proposed engagement team members. As part of our staffing model for this engagement, we will use additional BKD consultants and support staff to fulfill a portion of the County's services. Our team is dedicated to a flexible work environment, and we routinely provide service to our clients by working together remotely. However, your team is also available to come on site as the County deems necessary.

Office Locations of Key Personnel

Lindsey C. Jackson	Jackson, MS
Penny Russell, Kim Swain	Springfield, MO
Scott Soles	Houston, TX
Julie Murdock	Dallas, TX

Contact Person

Your point of contact will be your Engagement Executive, Lindsey Jackson.

Lindsey C. Jackson
Managing Consultant
601.948.6700
lcjackson@bkd.com

Past Litigation

BKD's emphasis on quality has rewarded the firm with an excellent track record regarding claims related to professional services. Underwriters of professional liability insurance for accounting firms have informed us that we have one of the best litigation histories in the accounting profession. To avoid litigation, BKD maintains an extensive risk management program addressing a multitude of issues ranging from client acceptance to final working paper and financial statement review. However, as with any firm our size, the firm does experience litigation from time to time. Details of litigation cannot be disclosed pursuant to confidentiality agreements; however, the results of litigation have never been material to the firm. Currently, there is no substantial litigation outstanding.

Longevity & Financial Stability

Our firm is built on a culture of Integrity First. BKD's chief financial officer takes personal responsibility for the thoroughness and accuracy of the following financial information:

- ▶ BKD's capital structure is 100 percent partner financed. Our partnership agreement requires partners to maintain capital accounts, which are reviewed annually to verify the firm has sufficient capital to finance operations, capital expenditures, expansion, etc. BKD has no outstanding bank debt.
- ▶ Our BKD Employees' Savings Trust Retirement Plan is a defined contribution plan with 401(k) contributions funded after each payroll, as well as profit sharing contributions funded annually at the end of the fiscal year. Payments to retired or withdrawn partners are limited under our partnership agreement to a low percentage of the firm's net income.
- ▶ Our system of financial and budgetary controls provides for monthly financial statements. Each month, management compares actual financial data to the current year's budget and to the previous year's figures. Management can monitor the firm's financial performance daily and adopt appropriate strategies to meet changing conditions.

We are confident our financial house is in order, and our partners are committed to keeping it that way.

Delivering Value

Monitoring expenditures and receiving exceptional value for your investments is important, but informed consumers understand value is about more than just price. Value from BKD CPAs & Advisors is about the quality of the work and the merit of the advice. Expect BKD's work to be accurate and insightful. We stand behind it.

BKD has been included in the **INSIDE Public Accounting Best of the Best Firms** list for the last 11 years and was recently included in the **2022 Forbes List of America's Best Tax and Accounting Firms**. BKD is large enough to help the County address a variety of financial issues. At the same time, we pride ourselves on hard work and low overhead, which keep our fees competitive. With our reputation, size, service, and experience, you can consider us a good value.



Our Understanding of the Project

It is our understanding that the County is seeking professional services to assist the County in the management of federal funds, including but not limited to funding under the American Rescue Plan Act (ARPA) in the amount of \$21.4 million. We understand that if awarded this contract, we would work with County leadership and staff to provide guidance, general administration, record keeping, and management of federal funds received by the County.

Our Qualification Highlights

BKD's Grants Management Experience

BKD has experience with assisting multiple state and local government agencies/departments with full grant lifecycle services for billions of dollars in federal funding. Our clients receive federal funds from a variety of agencies and pass-through agencies, including billions of dollars in ARPA, CARES Act, Provider Relief Funds, U.S. Department of Health and Human Services, FEMA Department of Housing and Urban Development (HUD) and CDBG-DR and HUD-related housing funds, U.S. Department of Veterans Affairs, and others. We have helped state and local governments recover from natural disasters such as the COVID-19 outbreak, Hurricanes Harvey and Katrina, Superstorm Sandy, and the Deepwater Horizon oil spill.

In addition to grant compliance, subrecipient monitoring, and assistance with required reporting, we also offer training and technical assistance to our clients to help them better understand the ins and outs of securing and effectively managing their federal award dollars.

We are currently supporting various government entities, health care entities, and nonprofit organizations across the country with comprehensive grants management, administration, and compliance services. This experience has allowed us to help establish numerous applications, compliance, and reporting programs. We have also audited numerous entities receiving federal funding.

Significant Single Audit Experience

We believe we are well positioned to assist the County in preparing for state audits or potential OIG audits.

BKD has provided audit services under Single Audit requirements for more than 35 years, having gained our first Single Audit client shortly after the Single Audit Act of 1984 came into effect. BKD is one of the largest providers of Single Audits among CPA firms, performing approximately 480 annually (according to data compiled by the OMB via the Federal Audit Clearinghouse). With approximately one-third of our not-for-profit and public sector clients receiving federal funding, we have a strong understanding of the requirements for allowability of costs. Additionally, we are well-versed in the requirements of Uniform Guidance (2 CFR 200).

Representative Clients

Here is a sample of some of our Grants Management/Compliance clients.

Andrew County, MO
Cass County, MO
City of Springdale, AR
City of Waco, TX
Cole County, MO
Dallas Parks Foundation
Hunt County, TX

Jasper County, MO
McLennan County, TX
Missouri Department of Education
and Workforce Development
North Central Texas Council of Governments
Osage Nation
State of Kansas

BKD Grant Experience Highlights

**Assists with more than \$5 billion in
Grant Funds**

**More than 150 clients receive Grant-
Related Services**

**Work with more than a dozen federal
funding sources**

**A leading provider of Single Audits,
performing 480 annually**

2. Executive Summary

Team Experience

The most critical factor in providing high-quality service is choosing your engagement team. We take team selection seriously and have the appropriate team to meet your needs over the term of the engagement. Below is an At-a-Glance summary of your engagement team members and their experience. Detailed biographies of the personnel we believe to be key to the successful completion of the project are provided in the next section.

Your Team At-a-Glance

Name / Title	Area of Responsibility	Relevant Experience
Lindsey C. Jackson, PMP Managing Consultant	Engagement Executive	<ul style="list-style-type: none"> ▪ B.B.A. in Accounting ▪ 9+ years of financial and grant administration experience ▪ City of Waco, TX, CRF & ARPA funds ▪ Franciscan Missionaries of Our Lady Health System federal funds management ▪ Hunt County, TX, ARPA funds ▪ McLennan County, TX, ARPA Funds ▪ Grant management/compliance engagements for telecommunications projects ▪ Grant management, construction management, administration, and compliance engagements for CDBG-DR housing programs
Penny Russell Senior Consultant II	Project Manager	<ul style="list-style-type: none"> ▪ Contracting Officer – Level II/Grants Officer by Department of Interior ▪ 20+ years federal grants administration experience ▪ Served as contracting/grants officer for the Department of Interior for 4 years ▪ Served as regional budget and grants manager for USDA for 2 years ▪ Missouri DESE – ESSER and EANS funds through the CARES Act, CRRSA Act, & ARPA
Kim Swain Managing Consultant	Grant Writer	<ul style="list-style-type: none"> ▪ B.S. degree in Organizational Management ▪ 20+ years of grant writing and management experience ▪ 10 years as grant director for Quapaw Nation ▪ Awarded more than 150 grants totaling \$40 million ▪ Served as grant consultant to Iowa Tribe of Oklahoma

Name / Title	Area of Responsibility	Relevant Experience
Julie Murdock, CPA, CTP Director	Licensed Staff & Subject Matter Advisor – Federal Funding	<ul style="list-style-type: none"> ▪ M.B.A. degree ▪ 20+ years' federal grant oversight, compliance & Single Audit experience ▪ Missouri DESE – ESSER and EANS funds through the CARES Act, CRRSA Act, & ARPA ▪ State of Missouri – CRF ▪ City of Waco, TX – CRF, FEMA & ARPA funds ▪ Sedgwick County, KS – CRF ▪ McLennan County, TX – CRF & ARPA funds ▪ Cole County, MO – CRF & ARPA funds ▪ Numerous grant management/compliance engagements for non-profit entities
Scott Soles, CPA, CFF Director & National Grants Management Practice Leader	Subject Matter Advisor – Federal Funding	<ul style="list-style-type: none"> ▪ B.B.A. degree ▪ 30+ years' experience ▪ Former USDA CFO under Secretary Sonny Perdue ▪ Missouri DESE – ESSER and EANS funds through the CARES Act, CRRSA Act, & ARPA ▪ Certified the federally audited USDA Agency Financial Report, with approximately \$200 billion operating budget (~\$350 billion in available funding FY 2020). Worked with all departments on critical financial issues, including information technology departments, Office of Inspector General, & security on a regular basis to resolve agency-wide IT system, process, & control matters ▪ Oversaw ezFedGrants refresh to accommodate grant term complexities, policies, & procedures

Engagement Team Biographies



Lindsey C. Jackson, PMP
Managing Consultant | Engagement Executive – Point of Contact

A member of BKD's National Grants Management Practice, Lindsey has more than nine years of financial and grants administration experience for governmental and private industries.

Lindsey's grants management experience includes working on projects involving CARES Act, ARPA, HUD CDBG-DR, USDA, and FEMA funding.

Lindsey has experience providing clients with a wide range of grant administration services, including project/program management, design and development of policies and procedures, HUD CDBG-DR and FEMA program implementation, training, procurement, construction management, compliance and oversight, and program closeout. In addition to handling grant administration and program management for her clients, she advises them on operational efficiencies, internal controls, and governance issues. She also routinely shares best practice recommendations gained from working with a variety of organizations.

Lindsey is a certified Project Management Professional and is a member of the National Grants Management Association. Lindsey is a graduate of Mississippi College with a B.B.A. in accounting.



Penny L. Russell
Senior Consultant II | Project Manager

A member of BKD's National Grants Management Practice, Penny has more than 20 years of grant management experience, including more than six years of federal grant awarding experience serving as a Grant/Contract Officer. She has also provided grant writing, research grant compliance services, and served as a Principal Investigator on several federally awarded grants. Her consulting and advisory services include performing operational and financial assessments related to client's grant management compliance. She also executed a variety of financial, accounting, and compliance projects related to grant funding sources.

Before joining BKD, Penny's grants management experience included reviewing applicant responses to requests for proposals, awarding, and administering federal funds to state and local governments, educational, nonprofit, and for-profit organizations as well as to individuals. In her previous roles, she conducted on-site and virtual monitoring for program and financial compliance, as well as prepared, advised, and responded to Office of Management and Budget (OMB) single audits.

In addition to creating and presenting grant policy and procedure curriculum for public recipients and federal personnel, she served on a national financial and business management system implementation team and was strategic in providing SharePoint processes to internal federal grant management systems.

Penny holds a Secondary Social Science Teacher Certification and Federal Contract Level II/Grants Officer Certification and is a member of the National Grants Management Association. Penny is a graduate of Missouri State University with a Bachelor of Arts degree.



Kim Swain
Managing Consultant | Grant Writer

Kim is a Grants Management Consultant with BKD. She has more than 20 years of grant writing and management experience, including ten years as a Grants Director for the Quapaw Nation. Kim has been awarded over 150 grants totaling \$40 million. She has provided grant writing, research, and grant compliance services which have repeatedly resulted in innovative revenue growth and increased margins. Her consulting and advisory services include strategy

creation, relationship management, concept implementation, project and program creation, budget preparation, grant writing, grant management, and grant compliance.

Before joining BKD, Kim's grants experience included directing, developing, and managing the grant process from pre- to post- award for 30+ grants annually (from more than 15 federal agencies) including planning, budgeting, strategy, program/project development, and project management. Additionally, she oversaw the multiple aspects of financial management and procurement for compliance, establishing procedures for internal controls to monitor compliance with federal grants rules and regulations, specifically 2 CFR Part 200. Kim also ensured adequate documentation of files for each grant-funded project for tracking and reporting purposes.

Kim is a graduate of John Brown University with a Bachelor of Science degree in Organizational Management.



Julie Murdock, CPA, CTP
Director | Subject Matter Advisor

A member of BKD's National Grants Management Practice, Julie has more than 20 years of financial and administrative experience in both public sector, not-for-profit and for-profit industries. Her experience includes financial reporting, grants management and compliance, audit preparation, including Single Audits, construction accounting and board governance.

4. Cost Proposal

Proposed Fees

BKD knows our clients do not like fee surprises. Neither do we. Our goal is to be candid and answer any questions about fees upfront. BKD determines our fees by evaluating a number of variables: the complexity of the work, the project's scope, the time that will be required to complete the scope, and the level of professional staff needed to perform the work. We have quoted our fee based on an initial one-year term. We expect the costs to be 3.5% of the applicable award.

For the Term May 2022 - April 2023 (12 months)

Phase & Staff Level	Hours	Hourly Rate	Total
Planning			
Subject Matter Advisor	5	\$395	\$1,975
Engagement Executive	80	\$288	\$23,040
Project Manager	253	\$177	\$44,781
Grant Writer	0	\$288	\$0
Consultant	126	\$155	\$19,530
Subtotal	464		\$89,326
Risk Assessment			
Subject Matter Advisor	14	\$395	\$5,530
Engagement Executive	29	\$288	\$8,352
Project Manager	59	\$177	\$10,443
Grant Writer	29	\$288	\$8,352
Consultant	92	\$155	\$14,260
Subtotal	223		\$46,937
Fieldwork, Testing & Further Audit Procedures			
Subject Matter Advisor	20	\$395	\$7,900
Engagement Executive	40	\$288	\$11,520
Project Manager	80	\$177	\$14,160
Grant Writer	0	\$288	\$0
Consultant	158	\$155	\$24,490
Subtotal	298		\$58,070

For the Term May 2022 - April 2023 (12 months)

Phase & Staff Level	Hours	Hourly Rate	Total
Communications, Report Delivery & Presentation			
Subject Matter Advisor	7	\$395	\$2,765
Engagement Executive	43	\$288	\$12,384
Project Manager	86	\$177	\$15,222
Grant Writer	0	\$288	\$0
Consultant	159	\$155	\$24,645
Subtotal	295		\$55,016
Total	1,280		\$249,349

In addition, you will be billed travel costs and on-line portal charges, if any, and an administrative fee of 5 percent to cover items such as copies, postage and other delivery charges, supplies, technology-related costs, such as computer processing, software licensing, research and library databases, and similar expense items. Our fees may increase if our duties or responsibilities change because of new rules, regulations and accounting or auditing standards. We will consult with you should this happen.

As previously mentioned, BKD and DHG have agreed to a merger of equals, effective June 1, 2022. Any work provided after the effective date will be performed by the combination of our two firms. For more information, please see the Appendix or bkd.com.

Hourly Rates

Any work outside the scope of this engagement will be priced according to our hourly rates through April 2023.

Staff Levels	Hourly Rates
Partner, Managing Director, Director	\$395-\$475
Senior Managing Consultant, Managing Consultant, Grant Writer	\$275-\$330
Senior Consultant II, Senior Consultant	\$175-\$210
Consultant	\$125-\$150

#3



- Commercial and Government Entity (CAGE) Code: 7WUM2
- Data Universal Numbering System (DUNS): 08-065-5617
- Taxpayer Identification Number (TIN): 82-1297793
- SAM: YNLRRIAETX7

STATEMENT OF QUALIFICATIONS FOR RFP # 2022-121

RFP for Services in Connection with Federal
Funding from or
Directly Originating with the Federal Government

Provided to

Hon. Marvin Day, Craighead County Judge
511 Union, Room 119
Jonesboro, AR 72401

Provided by:

Viriya Consulting, LLC
407 S Pennsylvania Ave.
Suite #110
Joplin, MO 64801

Point of Contact:

Travis Green, Partner
Phone: (417) 529-5916
Email: t.green@viriyaconsulting.com

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I. Firm Profile

April 26, 2022

Craighead County, AR
Attn: Hon. Marvin Day, Craighead County Judge
511 Union, Room 119
Jonesboro, AR 72401

RE: Response to RFP-2022-12 RFP for Services in Connection with Federal Funding from or Directly Originating with the Federal Government

To Whom It May Concern,

Viriya Consulting, LLC (Viriya) is pleased to present our response to Craighead County, AR (the "County") request for proposal (RFP) for services in connection with federal funding from or directly originating with the federal government. Since the COVID-19 pandemic struck our country, resulting in the Coronavirus Aid, Relief, and Economic Security (CARES) Act being signed into law on March 27, 2020, Viriya has been at the forefront of COVID-19 response and recovery for various state and local governments as well as healthcare systems. We know firsthand the public health and economic disruption this pandemic has brought upon smaller communities. Through our experience in capital planning, budget management, stakeholder communication, risk assessments, procurement, coordination, and activity delivery, Viriya has obtained a deep knowledge of the regulatory requirements associated with funds awarded through CARES and ARP, including compliance when used in effort with other funding sources. Our competencies have been honed through the successful administration of grant programs for diverse recipients utilizing various federal funding sources including our most recent CARES-funded small business and healthcare provider projects and ARP-funded rental, mortgage, and utility assistance projects. This knowledge and experience enables Viriya to be the ideal partner to support the County through their COVID-19 response and recovery efforts. The planning and implementation of projects through ARP can be a daunting endeavor. The interpretation of policies and regulations through the U.S. Department of Treasury ("Treasury") is vital in the ongoing compliance of the County's program. With our unique beginning-to-end approach, Viriya has the expertise and experience to not only guide the County through the process but to establish and maintain an excellent rapport with County staff through this important journey. We are more than excited about the opportunity to work with the County and the members of your team. If you have any questions regarding our proposal, please feel free to contact me at any time.

Sincerely,

Travis Green

Travis Green, Partner, Viriya Consulting LLC
t.green@viriyiconsulting.com | T: (417) 529-5916 | F: (417) 781-4829

Firm Information

Name: Viriya Consulting, LLC
Email Address: admin@viriyaconsulting.com
Business Address: 407 S Pennsylvania Avenue Suite 110, Joplin, MO 64801
Phone Number: 417-712-6425
Fax Number: 417-781-4829
Services offered: Disaster recovery and grant management consulting, staffing solutions, and low/no code software development.
Number of years in business: 5
Pending or past litigation: None
Number of employees: 52
Location of offices that would provide services: All Viriya resources perform work remotely and/or at client sites, as necessary.
Firm's background statement: Viriya was founded in 2017 in response to an E5 tornado that devastated the City of Joplin, MO for the purpose of providing local, low cost staff for the City's CDBG-DR program. Since then, Viriya has expanded its presence and partnered with state and local governments across 10 states and 1 US territory. Viriya has helped to administer over \$3B across a myriad of legacy and COVID-specific federal grant programs. Viriya worked with the City of Joplin on completion and closeout of its CDBG-DR projects for over 4 years and is closing in on 4 years working with Harris County, TX on its FEMA Public Assistance Program recovery from Hurricane Harvey, in addition to numerous shorter term engagements. Viriya has grown incrementally over the past 5 years, from 2 employees to 52 employees and 41 contractors, while boasting a healthy, unlevered balance sheet since inception. Viriya is well-capitalized while also having no external creditors and several, untapped lines of credit available.

II. Executive Summary

Travis Green | Engagement Principal, Viriya Consulting, LLC

Education | BA, Northwest Missouri State University

Technical Experience | CDBG-DR, CDBG-CV, CARES, CRF, ARPA, FEMA-PA

Travis is a Partner and Co-Founder of Viriya Consulting with over 7 years of program administration experience in HUD Community Development Block Grant - Disaster Recovery (CDBG-DR) and FEMA Public Assistance grant projects as well as a multitude of projects funded by Dept. of Treasury grant funding such as the Coronavirus Relief Fund, via the CARES Act, and the Coronavirus State and Local Fiscal Recovery Funds, via ARPA.

Travis's technical expertise extends through a multitude of core competencies including quality assurance, compliance, procurement, program delivery, data analysis, and direct project management. Travis is currently overseeing recovery teams nationwide to assist states, emergency management agencies, cities, and counties recovery from natural disasters as well as the recent COVID-19 pandemic. Most recently, Travis and the Viriya team have developed a funding database to track the COVID-19 funding made available through the federal government to help communities have access to the available funding opportunities, critical funding timelines and compliance requirements. Travis and the Viriya team are assisting state and local governments, and hospital systems through their COVID-19 recovery efforts in Missouri, Texas, Michigan, South Carolina, and Massachusetts. Travis's role on this engagement will entail stakeholder communication, assisting in formal presentations and/or correspondence, and issue resolution. A non-exhaustive list of projects that Travis has worked on includes:



- Jersey City, New Jersey COVID-19 Microenterprise Grant Program (Sep 2021-Nov 2021)
- State of South Carolina COVID-19 Emergency Rental Assistance Programs (2021-Present)
- City of New York, New York COVID-19 Emergency Rental Assistance Program (2021-Present)
- State of South Dakota COVID-19 Recovery (2020-2021)
- State of South Carolina COVID-19 Recovery (2020-2021)
- City of Joplin, Missouri COVID-19 Recovery (2020-2021)

- Harris County, Texas Hurricane Harvey Recovery (2018-Present)
- City of Joplin, Missouri EF-5 Tornado Recovery (2017-2021)
- Deloitte Advisory, LLP - Recovery Consultant (2015-2017)

Sean Osborne | Program Manager, Viriya Consulting, LLC

Education | BA, University of Louisiana at Lafayette

Technical Experience | FEMA-PA, CDBG-DR, CARES, CRF, ARPA

Sean is an Associate Partner at Viriya Consulting with extensive project administration/delivery experience across multiple industries through FEMA's COVID-19 Public Assistance program, the Department of the Treasury's CRF program, Health and Human Services Provider Relief Fund and many other federal funding sources. Sean's expertise covers program administration, project management, stakeholder engagement, compliance monitoring, financial reconciliations, duplication of benefits, federal procurement requirements, and project closeout. Sean is currently leading engagements across the country, helping small and medium enterprises recover from the COVID-19 pandemic as well as other natural disasters. Sean also continues to support Harris County as an advisor and FEMA PA subject matter expert in its recovery efforts from Hurricane Harvey. Sean's role on this engagement will entail managing staffing needs, overseeing day-to-day operations, and policy guidance. A non-exhaustive list of projects that Sean has worked on includes:



- Department of Emergency and Military Affairs, State of Arizona, Cost Recovery Services (2018-Present)
- Massachusetts Emergency Management Agency, State of Massachusetts - COVID-19 Response Professional Services Support (2018-Present)
- Harris County, Texas, Hurricane Harvey Cost Recovery (2018-Present)

Loni Smith | Project Manager, Viriya Consulting, LLC

Education | High School Diploma

Technical Experience | CDBG-DR, FEMA-PA, ARPA

Loni is a Project Manager for Viriya Consulting. She has 10 years of experience with CDBG-DR grant compliance through a variety of projects across the country. CDBG-DR projects include the Cedar Rapids Rehab and Buyout following the 2008 Flood, Hurricane Sandy Buyout and Acquisition project under GOSR for Long Island and Staten Island, and the City of Joplin tornado recovery. More recently she managed the Travis County Emergency Rental Assistance Program, an 18 million dollar rental assistance program that prevented nearly 4000 households from housing instability. Loni has managed projects with both CDBG-DR, ERAP and MOBEC funding to assist states, municipalities, and workforce development and educational entities. She has been involved in the design, implementation, and closeout phases of these projects. Upon the completion of the Travis County Emergency Rental Assistance Program, Loni began her work with the State of South Carolina. Loni is currently a Manager on the SC ERAP project, managing 5 teams of housing specialists. Loni oversees the Boots on the Ground program associated with the SC ERAP project. This team of over 20 staff visits strategic locations across the state to encourage participation in the rental program and assists applicants in navigating the application process. Loni's role on this engagement will entail project management, quality assurance, and staff management. A non-exhaustive list of projects that Loni has worked on includes:



- State of South Carolina COVID-19 Emergency Rental Assistance Programs (2021-Present)
- Travis County, Texas Emergency Rental Assistance Program (ERAP) (2020-2022)
- City of Joplin, Missouri CDBG-DR (2020-Present)
- Joplin Area Chamber of Commerce, Director of Small Business Incubation (2018-2020)
- City of Joplin, Missouri, Project Manager (2016-2018)
- Panorama Government Solutions, Senior Project Manager (2014-2018)
- ProSource Technologies, Project Manager (2012-2014)

GRANTEE	RELEVANT FUNDING	PROJECT EXAMPLES
City of Joplin, Missouri	CARES ARP	COVID-19 impact assessment, strategic planning, broadband assessment
El Paso County Hospital District	ARP CARES	
El Paso Children's Hospital	ARP CARES	
Harris County, TX	CARES	
Harris County Hospital District	CARES ARP	
State of South Carolina	ARP CARES	Rental, mortgage, and utility insurance
State of Massachusetts	CARES	
State of North Dakota	CARES	Small business grants
State of South Dakota	CARES	Small business, start-up business, and healthcare provider grants
NY State OTDA	ARP	Rental, mortgage, and arrears assistance

III. Project Services and Related Experience

Viriya Consulting, LLC (Viriya) is focused on assisting communities in need of recovery from unprecedented disasters nationwide and has been doing so since 2017. Most recently, Viriya leveraged its experience in navigating the intricacies of federal funding agencies to assist state and local governments, institutes of higher education, and health systems prepare, prevent, and respond to the COVID-19 Pandemic. Furthermore, Viriya has developed a series of recovery tools to assist clients so they may identify, track, and pursue COVID-19 related funding opportunities as well as track eligible uses across multiple funding streams to identify potential overlap and avoid duplication of benefits. This experience has also been a segway into the development of software tools that allow comprehensive, top-down tracking of projects and the

program as a whole while also providing flexibility and depth in reporting capabilities such as budget management tools and workflow optimization tools.

Viriya brings experience in the planning and administration of funding from a variety of federal agencies and grant programs, including but not limited to; the United States Treasury Coronavirus Relief Fund (CRF) and the American Rescue Plan Act (ARPA), the Federal Emergency Management Agency (FEMA) suite of grants, the United States Department of Housing and Urban Development (HUD) CDBG-DR, CV, and MIT, the Department of Health and Human Services (HHS), the Federal Highway Administration (FHWA), and the Economic Development Administration (EDA). Viriya is on the frontline of administering federally funded COVID-19 response and recovery projects nationwide and has been integral to the development and implementation of effective practices utilized by various recipients and subrecipients across the US. We understand that the County is seeking a partner that will see its ARPA programs through to completion, from planning to closeout. A partner that has experience in navigating the complexities of the federal grant process is vital. The foundation of our services is based on compliance and we also understand the need to implement systems and structures that not only assist in the execution of these programs, but help to create a more efficient model for the future. Most crucially, the County needs a partner who is invested in the County's future, and who seeks to become integrated members of the County's team. As your trusted partner, Viriya will prove pivotal to the understanding and success of the County's ARPA program.

Our Team brings substantial experience with federally funded projects. More importantly, this Team has invaluable experience related to beginning-to-end project management of construction and non-construction activities. Some of these projects involved assisting states, cities, and counties with the development and implementation of best practices, policies and procedures utilized to verify eligible use of grant funds, avoiding duplication of benefits, procurement compliance, compliance monitoring, grant reporting, and recordkeeping. It will be critical that Viriya, together with the County, assess procurement policies and procedures to ensure alignment with 2 CFR § 200.318-320 to make sure the principles for non-federal entities are incorporated. Our Team can also assist in the procurement process to ensure both RFPs and contracts include all of the necessary federal clauses and the procurement itself espouses the principles of full and open competition.

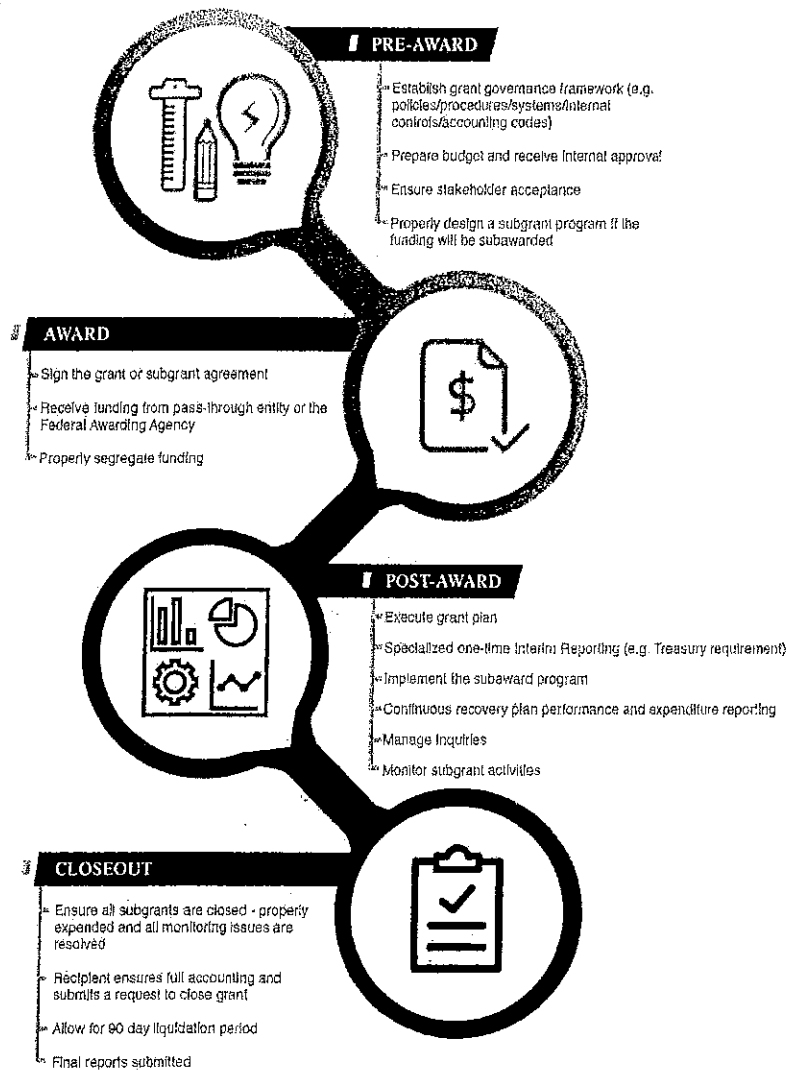
Viriya Consulting, LLC boasts an unleveraged balance sheet with ample, available credit. The breadth of our experience, both in terms of federal grant programs and localities of clients across the country, has allowed us to establish a deep roster of subject matter experts in a variety of different fields as well as developing relationships with numerous teaming partners and results in Viriya having access to whatever labor resources necessary for delivery of the County's recovery efforts.

Below is a table illustrating Viriya's experience as it relates to various federal funding programs and other service areas that may be utilized to better serve the County on this engagement:

QU

CASEWORK
 CUBOL/OCVP
 FEMA-PPA
 MEETING FACILITATION
 FINANCIAL DUTIES
 BENEFICIARY PROGRAMS
 PROGRAM DOCUMENTATION
 PROCUREMENT
 PREMIUM PAY PROGRAMS
 ECONOMIC RECOVERY
 INFRASTRUCTURE
 CONSTRUCTION

Statement of Qualifications for RFP-2022-125



Key Project Summaries

SC Department of Housing | SC Stay & SC Plus ARPA Emergency Rental Assistance Program (ERAP)

Viriya has also served as a teaming partner to the South Carolina Department of Housing in the development and administration of 2 Emergency Rental Assistance Programs funded by ARPA and CDBG-CV. Viriya ensures compliance for the disbursement process as well as maximized investments via in-house innovative tech solutions which modernizes aspects of reviewal procedures such as quickly verifying no duplication of benefits. Additionally, Viriya has developed a boots-on-the-ground initiative which deploys program advocates throughout the State to assist potential applicants in rural communities through the application submission process. With a small team of advocates, in only 6 months this innovative approach has resulted in the submission of approximately 10,000 applications which otherwise may have gone unsubmitted.



Joplin, Missouri | 2011 Tornado CDBG-DR Recovery

Following the devastation caused by an EF-5 tornado in 2011 the City of Joplin sought support to recover and rebuild from the disaster. Viriya served an essential role in identifying critical resources, administering relief funds, and managing assistance initiatives. Viriya has assisted the City on the design, implementation, administration, and closeout of a variety of projects

including housing, economic development, public services, public facilities, and infrastructure. These infrastructure projects included sanitary sewer, curb & gutter, streetscapes, and alternative transportation. Viriya also assisted the City in a COVID-19 impact assessment and needs analysis of a multitude of projects including Smart Cities and broadband. As a part of the City of Joplin's long-term recovery efforts, we assisted the City in the development of a Smart City Roadmap, which identified important goals and projects to ensure the City is more resilient in the face of future disasters while also having a positive impact on the local economy. One of the goals set forth in the Roadmap was to connect the community with strong, reliable internet access. In order to help the City take concrete steps to achieve this goal, we helped the City develop a project scope, identify potential funding sources, and complete the application process. The first step to increasing broadband coverage in the area begins with identifying which areas of the community already have the proper infrastructure and which key areas needed broadband infrastructure improvements. Furthermore, Viriya coordinated with potential project stakeholders to identify these areas and assisted the City in identifying potential teaming partners in order to apply for assistance from the Economic Development Administration.

South Carolina Department of Administration | accelerateSC

As a result of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), signed into law on March 27, 2020, the State of South Carolina received roughly \$2 billion to create one-time grants and reimbursement programs. Through this legislative vehicle, emergency funds were distributed to each state and allocated at the discretion of the recipient. As a teaming partner to the State of South Carolina, Viriya assisted in the development and administration of programs providing critical relief funds to Cities, Counties, State Agencies, Hospital Systems, Higher Education Organizations, Small Businesses and Non-profit Organizations.

State of South Dakota | COVID-19 Grant Management Services

Following the allocation of over \$500M in CARES/CRF, the State of South Dakota implemented 5 programs designed to provide direct grants to small business, nonprofits, and healthcare providers across the state to facilitate economic recovery from impacts experienced as a result of the COVID-19 Pandemic. Our Team supported the intake, review, processing, and award of thousands of grant applications. In addition to our augmentation and management support, Viriya developed a proprietary web application that operated in conjunction with the State's procured application software, Salesforce, to promote a streamlined review process for applications to their small business and non-profit grant programs. This system enabled the engagement team to host application reviews on a highly versatile platform that could be easily modulated to the unique and constantly evolving Treasury requirements tied to the programs' grant funding allocations. Applications hosted in this system were subject to initial review, all the way through award determination. The Volant tool assisted in the automation of necessary pre-payment adjustments, based on an automated duplication of benefit analysis, and payment file creation to improve the accuracy and efficiency of the program and ensure the vital resources were quickly dispersed to those most in need.

State of North Dakota | ERG, HERG, and PHERG programs

Viriya assisted the North Dakota Department of Commerce in the administration of their Economic Resiliency Grant (ERG), Hospitality Economic Resiliency Grant (HERG), and Hospitality Economic Resiliency Grant PLUS (PHERG) developed in an effort to assist private businesses with a physical marketplace within the State to respond and recover from impacts experienced as a result of COVID-19. ERG was designed to assist ND businesses in acquiring cleaning products, PPE, touchless equipment, and other retrofit improvements that were necessary to help reduce the spread of COVID-19, as well as to instill consumer confidence in returning to the physical marketplace. HERG was designed specifically for businesses in the bar, restaurant, and large scale entertainment industries. This grant money could be used for similar items that the ERG also allowed, but eligibility was expanded to reimburse businesses for standard expenses such as payroll, utility bills, rent/mortgage, and other equipment. PHERG was designed specifically for businesses in the lodging sector. Eligible expenses for this grant included those that were eligible for the ERG, as well as standard business expenses that were also allowed in the HERG.

Harris County, TX | Hurricane Harvey Recovery

In 2017, Hurricane Harvey devastated South Texas and the surrounding areas with gale force winds and unprecedented flooding. Viriya assisted the County in the development and submission of over 150 FEMA Public Assistance (PA) projects that encompass FEMA PA project categories A-C, E, F, and Z. Viriya has developed FEMA PA projects in all 4 Harris County precincts and in the performance of the projects, worked with stakeholders from numerous Harris County departments including but not limited to Budget Management, Engineering, and the County Attorney's Office. In total, Viriya has assisted in the submission and obligation of over \$175 million through the FEMA PA program spanning projects such as debris removal, utilities repair and replacement, and building stabilization and repair. Viriya has represented the County in a variety of capacities and areas of issue resolution, including appeals and working with congressional representatives, during the performance of this work and routinely engages with the County's local, state, and federal partners.

Viriya References

Shain Carrizal | Harris County, TX
Sr. Director, HRRM
shain.carrizal@harriscountytexas.gov
713-274-5525

Troy Bolander | City of Joplin, MO
Director of Planning, Development and Neighborhood Services
tbolande@joplinmo.org
417-624-0820 ext. 1510

Brian Gaines | South Carolina Department of Administration
Division Director
brian.gaines@admin.sc.gov
803-734-2280

IV. Cost Proposal

Viriya Rate Sheet			
Position	Hours	Rate	Fee
Engagement Principal	500	\$ 125	\$ 62,500
Program Manager	2,250	\$ 100	\$ 225,000
Project Manager	2,250	\$ 90	\$ 202,500
Grant Specialists	4,000	\$ 70	\$ 280,000
Subject Matter Expert(s)**	500	\$ 175	\$ 87,500
			\$ 857,500

*Note: This pricing form is based on perceived personnel contributions based on our understanding of the County's needs. Should a need for a reduction or increase in the engagement team be identified, our team will be happy to provide additional personnel with corresponding rates and hours to accommodate these needs ad hoc.

**Note; Estimated blended rate

V. Required Forms

- Respondent References
- Certification of Eligibility
- RFP Signature Form
- Certification of Lobbying
- Position and Hourly Rates Classification Form

VENDOR REFERENCES

List three (3) references of current customers who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid. ***THIS FORM MUST BE RETURNED WITH YOUR BID.***

REFERENCE ONE:

GOVERNMENT NAME: Harris County, Texas
ADDRESS/CITY/STATE/ZIP: 1001 Preston St #938, Houston, TX 77002
CONTACT NAME/TITLE: Shain Carrizal
BUSINESS PHONE/FAX: 713-274-5525
SCOPE OF WORK: FEMA Public Assistance Program Administration

REFERENCE TWO:

GOVERNMENT NAME: City of Joplin, Missouri
ADDRESS/CITY/STATE/ZIP: 602 S Main St, Joplin, MO 64801
CONTACT NAME/TITLE: Troy Bolander
BUSINESS PHONE/FAX: 417-624-0820 ext. 1510
SCOPE OF WORK: CDBG-DR Program Administration

REFERENCE THREE:

GOVERNMENT NAME: South Carolina Department of Administration

ADDRESS/CITY/STATE/ZIP: 1205 Pendleton St. #529, Columbia, SC 29201

CONTACT NAME/TITLE: Brian Gaines

BUSINESS PHONE/FAX: 803-734-2280

SCOPE OF WORK: Rental and Homeowner Assistance Program Administration

CERTIFICATION OF ELIGIBILITY

By submitting an RFP in response to this solicitation, the Respondent certifies that at the time of submission, it has a DUNS number and is not on the federal government's list of suspended, ineligible, or debarred entities. In the event of placement on list between the time of RFP submission and time of award, the Respondent will notify the County in writing. Failure to do so may result in termination of contract for default.

Signature: Travis Green

Date: 4/25/22

Travis Green, Partner / Co-founder

Print Name and Title

RFP SIGNATURE FORM

The undersigned, on behalf of and as the authorized representative of Respondent, agrees:

1. This Statement of Submission becomes the property of the County after the official opening.
2. It has familiarized itself with the local conditions under which the work is to be performed; satisfied itself of the conditions of delivery, handling and storage of equipment and all other matters that may be incidental to the work, before submitting a proposal.
3. If this Statement of Submission is accepted, to furnish all materials and services upon which price(s) are offered, at the price(s) and upon the terms and conditions contained in the Scope of Work. The period for acceptance of this Statement of Submission will be (90) calendar days.

The undersigned Respondents are duly authorized to execute a contract with the County and Additional Counties and Cities (if applicable) and that this RFP has not been prepared in collusion with any other Respondent, nor any employee of County and Additional Counties and Cities (if applicable), and that the contents of this RFP has not been communicated to any other potential Respondent or to any employee of the County and Additional Counties and Cities (if applicable) prior to the official opening of this Proposal.

On behalf of the Respondent, the undersigned has read and does understand the scope of work and any attachments contained in this solicitation.

Failure to sign and return this form could result in the rejection of the entire submission.

Signature: Travis Green Date: 4/25/22

LEGAL NAME AND ADDRESS OF RESPONDENT:

Name: Virya Consulting, LLC

President's or equivalent's name: Travis Green

Main Office Phone Number: 417-529-5916 Email: t.green@viryaconsulting.com

Address: 407 S Pennsylvania Ave, Joplin, MO 64801

Corporation organized and existing under the laws of the State of Missouri

Partnership consisting of Limited Liability Company

Individual trading as Not Applicable

Principal offices are in the city of Joplin, Missouri

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Viriya Consulting, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq. apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Travis Green

Printed Name and Title of Contractor's Authorized Official

Travis Green, Partner / Co-founder

Date Signed

4/25/22

POSITION AND HOURLY RATES CLASSIFICATION FORM

General Positions

POSITION	JOB DESCRIPTION	HOURLY RATE
Project Executive		\$125
Program Manager		\$100
Project Manager		\$90
Grants Specialist		\$70
Senior Engineer/Planner/Analyst		\$175
Engineer/Planner/Analyst		\$175
Administrative Assistant		N/A
Other – (Please Specify)		
Other – (Please Specify)		

Other – (Please Specify)		
Other – (Please Specify)		
Other – (Please Specify)		

Other Required Positions

POSITION	JOB DESCRIPTION	HOURLY RATE
Long-Term Community Recovery Subject Matter Expert	Provides expert planning, project development and grant program management services for community and economic development, infrastructure, housing, disaster recovery.	\$175
Policy Advisor	Provides policy development, analysis and compliance advisory consulting services for current and recently enacted legislation to inform decisions and recommendations for local program implementation.	\$175
Other – (Please Specify)		
Other – (Please Specify)		
Other – (Please Specify)		

Signature of Contractor's Authorized Official

Travis Green

Printed Name and Title of Contractor's Authorized Official

Travis Green, Partner / Co-founder

Date Signed

4/25/22