



TOWN OF MELBOURNE BEACH

SPECIAL TOWN COMMISSION MEETING

June 24, 2026

5:30 PM

AGENDA PACKET

Town of Melbourne Beach

SPECIAL TOWN COMMISSION MEETING

Wednesday, June 24, 2026 at 5:30 p.m.

COMMUNITY CENTER – 509 OCEAN AVENUE

PUBLIC NOTICE AGENDA

Commission Members:

Mayor Alison Dennington
Vice Mayor Terry Cronin
Commissioner Anna Butler
Commissioner Tim Reed
Commissioner Sherri Quarrie

Staff Members:

Town Manager A. Marie Smith
Town Attorney Ryan Knight
Interim Town Clerk Cyd Jones

1. Call to Order

2. Roll Call

3. Pledge of Allegiance, Moment of Silence, and Civility Pledge

The Commission and Staff of The Town of Melbourne Beach pledge to conduct all public discourse in a civil manner. The Mayor and all members of the Commission will treat one another with courtesy and respect, and ask the public to do the same toward the Commission, each other, and toward staff. We will be respectful of one another even when we disagree. We will direct all comments toward the issues. We will avoid personal attacks.

4. Public Comment

After being acknowledged by the Mayor, members of the public should state their name and address for the record. The Commission encourages citizens to prepare their comments in advance. Each individual will have three (3) minutes to address the Commission on any topic(s) related to Town business, not on the Agenda. Please remember to sign the sign-in sheet provided if you will be speaking at the meeting.

5. New Business

- A. Review proposals received in response to the RFP for Grant Writing Services – Town Manager A. Marie Smith

6. Adjournment

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, THE TOWN HEREBY ADVISES THE PUBLIC THAT: In order to appeal any decision made at this meeting, you will need a verbatim transcript of the proceedings. It will be your responsibility to ensure such a record is made. Such person must provide a method for recording the proceedings verbatim as the Town does not do so. In accordance with the Americans with Disability Act and Section 286.26, Florida Statutes, persons needing special accommodations for this meeting shall, at least 5 days prior to the meeting, contact the Office of the Town Clerk at (321) 724-5860 or Florida Relay System at 711.

Town Commission Meeting

Section: New Business

Meeting Date: June 24, 2026

From: Town Manager

RE: Request for Proposals for Grant Writing Services

Background Information:

At the direction of the Town of Melbourne Beach Commission, the Town issued a Request for Proposals (RFP) for Grant Writing Services on May 4, 2026, with responses due by June 5, 2026.

The Town received three responses to the RFP:

- GrantWorks
- DRMP
- Calvin, Giordano & Associates, Inc.

All three companies have priced their grant services based on the type of expert that the town will need, whether engineering, planning, environmental science, etc. GrantWorks also included flat fees for grant application preparation and grant administration (post award).

DRMP appears to be the only respondent with experience in Brevard County (Titusville); however, GrantWorks and Calvin, Giordano & Associates, Inc. show extensive work in Florida. Calvin, Giordano & Associates, Inc. also responded to the RFQ for planning services.

Recommendation:

The Commission has a number of options:

- Ask the Town Manager to check reference and bring the item back at the next meeting,
- Proceed in hiring a consultant and fund the work through reserves,
- Hire a consultant for initial consulting and then include funding for future work in the FY27 budget,
- Go back out to bid.

Attachments:

Exhibit A – GrantWorks Grant Writing Services

Exhibit B – DRMP Grant Writing Services

Exhibit C – Calvin, Giordano & Associates, Inc. Grant Writing Services



Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Bid Opening for RFP: Grant Writing Services

June 5, 2026 – 2:00 pm

BID TABULATION

Bidder Name & Address	Cost	References?	Insurance?	Deposit?																																					
GrantWorks 108 S. Monroe St. Tallahassee, FL 32301	<table border="1"> <thead> <tr> <th>Title / Role</th> <th>Hourly Rate</th> </tr> </thead> <tbody> <tr> <td>Program Executive</td> <td>\$0.00</td> </tr> <tr> <td>FloridaCommerce Liaison</td> <td>\$0.00</td> </tr> <tr> <td>Project Manager</td> <td>\$165.00</td> </tr> <tr> <td>Task Lead</td> <td>\$155.00</td> </tr> <tr> <td>Subject Matter Expert</td> <td>\$225.00</td> </tr> </tbody> </table>	Title / Role	Hourly Rate	Program Executive	\$0.00	FloridaCommerce Liaison	\$0.00	Project Manager	\$165.00	Task Lead	\$155.00	Subject Matter Expert	\$225.00	Yes	Not provided	Not provided																									
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Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

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DRMP 100 Parnell Street, Suite A Merritt Island, FL 32953	<table border="1"> <thead> <tr> <th data-bbox="648 407 1050 448">Position</th> <th data-bbox="1050 407 1236 448">Hourly Rate</th> </tr> </thead> <tbody> <tr><td data-bbox="648 448 1050 483">Technical Writer I</td><td data-bbox="1050 448 1236 483">\$110.00</td></tr> <tr><td data-bbox="648 483 1050 519">Technical Writer II</td><td data-bbox="1050 483 1236 519">\$135.00</td></tr> <tr><td data-bbox="648 519 1050 555">Technical Writer III</td><td data-bbox="1050 519 1236 555">\$185.00</td></tr> <tr><td data-bbox="648 555 1050 591">Planner I</td><td data-bbox="1050 555 1236 591">\$95.00</td></tr> <tr><td data-bbox="648 591 1050 626">Planner II</td><td data-bbox="1050 591 1236 626">\$135.00</td></tr> <tr><td data-bbox="648 626 1050 662">Planner III</td><td data-bbox="1050 626 1236 662">\$200.00</td></tr> <tr><td data-bbox="648 662 1050 698">Planner IV</td><td data-bbox="1050 662 1236 698">\$250.00</td></tr> <tr><td data-bbox="648 698 1050 734">Planner V</td><td data-bbox="1050 698 1236 734">\$275.00</td></tr> <tr><td data-bbox="648 734 1050 769">Graphic Designer I</td><td data-bbox="1050 734 1236 769">\$110.00</td></tr> <tr><td data-bbox="648 769 1050 805">Graphic Designer II</td><td data-bbox="1050 769 1236 805">\$145.00</td></tr> <tr><td data-bbox="648 805 1050 841">Graphic Designer III</td><td data-bbox="1050 805 1236 841">\$185.00</td></tr> <tr><td data-bbox="648 841 1050 876">Administrative I</td><td data-bbox="1050 841 1236 876">\$110.00</td></tr> <tr><td data-bbox="648 876 1050 912">Administrative II</td><td data-bbox="1050 876 1236 912">\$130.00</td></tr> <tr><td data-bbox="648 912 1050 948">Administrative III</td><td data-bbox="1050 912 1236 948">\$140.00</td></tr> <tr><td data-bbox="648 948 1050 984">Administrative IV</td><td data-bbox="1050 948 1236 984">\$165.00</td></tr> <tr><td data-bbox="648 984 1050 1019">Technical Professional (A/E) I</td><td data-bbox="1050 984 1236 1019">\$150.00</td></tr> <tr><td data-bbox="648 1019 1050 1055">Technical Professional (A/E) II</td><td data-bbox="1050 1019 1236 1055">\$215.00</td></tr> <tr><td data-bbox="648 1055 1050 1091">Technical Professional (A/E) III</td><td data-bbox="1050 1055 1236 1091">\$260.00</td></tr> <tr><td data-bbox="648 1091 1050 1127">Technical Professional (A/E) IV</td><td data-bbox="1050 1091 1236 1127">\$305.00</td></tr> <tr><td data-bbox="648 1127 1050 1162">Technical Professional (A/E) V</td><td data-bbox="1050 1127 1236 1162">\$350.00</td></tr> <tr><td data-bbox="648 1162 1050 1198">Discipline Manager I</td><td data-bbox="1050 1162 1236 1198">\$320.00</td></tr> <tr><td data-bbox="648 1198 1050 1234">Discipline Manager II</td><td data-bbox="1050 1198 1236 1234">\$380.00</td></tr> <tr><td data-bbox="648 1234 1050 1269">Principal I</td><td data-bbox="1050 1234 1236 1269">\$420.00</td></tr> <tr><td data-bbox="648 1269 1050 1305">Principal II</td><td data-bbox="1050 1269 1236 1305">\$470.00</td></tr> </tbody> </table>	Position	Hourly Rate	Technical Writer I	\$110.00	Technical Writer II	\$135.00	Technical Writer III	\$185.00	Planner I	\$95.00	Planner II	\$135.00	Planner III	\$200.00	Planner IV	\$250.00	Planner V	\$275.00	Graphic Designer I	\$110.00	Graphic Designer II	\$145.00	Graphic Designer III	\$185.00	Administrative I	\$110.00	Administrative II	\$130.00	Administrative III	\$140.00	Administrative IV	\$165.00	Technical Professional (A/E) I	\$150.00	Technical Professional (A/E) II	\$215.00	Technical Professional (A/E) III	\$260.00	Technical Professional (A/E) IV	\$305.00	Technical Professional (A/E) V	\$350.00	Discipline Manager I	\$320.00	Discipline Manager II	\$380.00	Principal I	\$420.00	Principal II	\$470.00	Yes	Not provided	Not provided
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Calvin, Giordano & Associates, Inc. 2400 SE Veterans Memorial Parkway, Suite 207 Port St. Lucie, FL 34952	Principal	\$277.00	CONSTRUCTION				
	Contract Administrator	\$257.00	Director, Construction	\$248.00			
	Project Coordinator	\$129.00	Sr. Project Engineer (CEI)	\$223.00			
	Executive Assistant / Clerical	\$95.00	Project Administrator (CEI)	\$167.00			
	ENGINEERING		Construction Management Director	\$185.00			
	Director, Engineering	\$248.00	Construction Manager	\$167.00			
	Sr. Project Manager	\$216.00	Senior Inspector	\$137.00			
	Project Manager	\$197.00	ITS Inspector	\$137.00			
	Sr. Engineer	\$199.00	Inspector	\$125.00			
	Project Engineer	\$173.00	Inspector Aide	\$120.00			
	Engineer	\$148.00	Construction Coordinator	\$129.00			
	Jr. Engineer	\$129.00	Resident Compliance Specialist	\$125.00			
	Senior CADD Tech	\$150.00	GOVERNMENT SERVICES				
	CADD Technician	\$127.00	Director, Governmental Services	\$248.00			
	Permit Administrator	\$121.00	Director, Code Enforcement	\$194.00			
	Engineering Plan Review	\$197.00	Director, Building Code	\$194.00			



Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Calvin, Giordano & Associates, Inc. (continued)	Certified Floodplain Manager	\$173.00	Project Manager	\$197.00			
	LANDSCAPE ARCHITECT		Code Enforcement Field Supervisor	\$148.00			
	Director, Landscape Architect	\$248.00	Code Enforcement Field Inspector	\$125.00			
	Senior LA/Urbanist	\$199.00	Special Magistrate Clerk	\$95.00			
	Environmental Administrator	\$165.00	Building Official	\$153.00			
	Environmental Specialist	\$137.00	Building Plans Reviewer	\$131.00			
	Environmental Assistant	\$127.00	Building Inspector	\$125.00			
	Landscape Architect/Urbanist	\$183.00	Permit Processor	\$95.00			
	Senior CADD Tech	\$150.00	Engineering Plan Review	\$197.00			
	CADD Technician	\$127.00	Certified Floodplain Manager	\$173.00			
	Landscape Inspector/Arborist	\$137.00	PLANNING				
	Landscape Plan Reviewer	\$188.00	Director, Planning	\$248.00			
	Jr. Landscape Architect/Urbanist	\$165.00	Planning Administrator	\$202.00			
	Landscape Designer	\$137.00	Principal Planner	\$196.00			
	Jr. Landscape Designer	\$122.00	Planning Manager	\$196.00			
	Landscape Analyst	\$89.00	Senior Planner	\$167.00			
	SURVEYING		Planner	\$141.00			



Town of Melbourne Beach

507 Ocean Ave, Melbourne Beach, FL 32951

Calvin, Giordano & Associates, Inc. (continued)	Director, Surveying	\$248.00	Assistant Planner	\$123.00			
	Senior Registered Surveyor	\$196.00	Planning Technician	\$95.00			
	Survey Crew	\$182.00	Grants Administrator	\$202.00			
	Registered Surveyor	\$175.00	Grants Coordinator	\$141.00			
	Survey Coordinator	\$141.00	DATA TECH DEVELOPMENT				
	CADD Technician	\$127.00	Director, Data Tech Dev.	\$248.00			
	3D Laser Scanner	\$497.00	GIS Coordinator	\$196.00			
	G.P.S. Survey Crew	\$219.00	GIS Specialist	\$167.00			
	EXPERT WITNESS		Multi-Media 3D Developer	\$150.00			
	Principal	\$438.00	GIS Technician	\$129.00			
	Registered Engineer/Surveyor	\$371.00	Sr. Applications Developer	\$248.00			
	Project Engineer	\$304.00	Applications Developer	\$185.00			
	INDOOR AIR QUALITY SERVICES		Network Administrator	\$206.00			
	Sr. Environmental Scientist	\$165.00	System Support Specialist	\$150.00			
	Environmental Scientist	\$137.00	IT Support Specialist	\$113.00			

TOWN OF MELBOURNE BEACH, FLORIDA

RFP GRANT WRITING SERVICES

June 5, 2026

Copy

**TARGETED FUNDING.
TRUSTED EXECUTION**

Delivering Results Across
Melbourne Beach's
Grant-Funded Projects

P R O P O S A L S U B M I S S I O N F O R

GRANT WRITING SERVICES

GrantWorks®



**TRUSTED
GRANT PARTNER**


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TAB A

Town of Melbourne Beach, FL |
Grant Writing Services

Statement of Interest

June 5, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

Subject: RFP – Grant Writing Services

Dear Selection Committee Members:

GrantWorks, Inc. is pleased to submit our qualifications in response to the Town of Melbourne Beach’s RFP Grant Writing Services. With more than 45 years of experience and a strong Florida presence—including a regional office in Tallahassee and Florida-based staff—GrantWorks offers the Town a responsive, results-driven partner with the local insight and technical expertise to secure and administer grant-funded projects.

GrantWorks combines strategic grant development with hands-on program delivery to strengthen compliance, reduce administrative burden, and support organized implementation. Our team operates as a responsive extension of Town staff, assisting with funding opportunities, reporting requirements, reimbursement coordination, and ongoing grant administration.

Integrated Grant Writing and Administration — GrantWorks combines strategic grant development with hands-on program delivery to improve efficiency, strengthen compliance, and reduce administrative burden on Town staff. Our team operates as a responsive extension of municipal staff, helping communities navigate funding opportunities, reporting requirements, reimbursement coordination, and ongoing grant administration with organized, implementation-focused support.

Practical, Results-Driven Municipal Support — GrantWorks applies a practical, municipal-focused approach that helps keep projects moving while maintaining organized compliance and documentation practices. We work closely with Town staff to provide responsive communication, proactive coordination, and clear project support throughout the grant lifecycle. We also understand the importance of aligning grant activities with the Town’s recently adopted Grants Application & Management Policy, supporting clear oversight, accountability, and coordinated project delivery throughout the grant lifecycle.

Depth, Capacity, and Specialized Expertise — GrantWorks’ multidisciplinary team of more than 250 professionals provides expertise in grant administration, financial management, environmental compliance, procurement, labor standards, infrastructure implementation, and data management—allowing us to support multiple funding opportunities and evolving Town priorities.

Florida Experience and Commitment to Resilience — GrantWorks is committed to supporting Florida municipalities in strengthening infrastructure, resiliency, recreation, environmental sustainability, and long-term community investment through effective grant development and administration. Our experience supporting Florida communities through FEMA, CDBG-DR, mitigation, and other state and federal funding programs strengthens our ability to help the Town navigate evolving funding opportunities while supporting long-term resilience and recovery objectives. Our Florida-based team provides responsive support, strong state agency coordination, and practical solutions aligned with the Town’s priorities.

Transparency Through Technology — Our proprietary GW20/20® platform supports real-time project tracking, financial oversight, reporting, and compliance monitoring. Since 2019, GrantWorks has prepared more than 710 grant applications resulting in over 613 funding awards across a wide range of federal and state programs.

As Chief Government Services Officer, I am committed to providing the leadership, resources, and accountability necessary for successful performance. As a Florida native and resident, I understand the importance of responsive, practical support for Florida municipalities and the unique funding and implementation challenges they face. Our Program Manager, Ashley Dowdy, along with other Florida-based and Florida-experienced team members, brings extensive experience supporting Florida local governments and state and federal grant programs. Together, the GrantWorks Team is prepared to deliver responsive, compliant, and results-oriented services in support of the Town of Melbourne Beach’s funding priorities and long-term community initiatives.

Sincerely,



Rick Faircloth
GrantWorks, Inc. | Chief Government Services Officer
949-705-8542 | rick.faircloth@grantworks.net

TAB B

Town of Melbourne Beach, FL |
Grant Writing Services



Vendor Profile



**TRUSTED
GRANT PARTNER**

2.0 Vendor Profile

2.1 Proven Grant Partner for Local Governments

GrantWorks brings more than 45 years of experience helping local governments secure and manage state and federal funding for infrastructure, resiliency, recreation, environmental, and community development initiatives. Since 1979, we have partnered with more than 720 local governments nationwide to support over \$12 billion in federally and state-funded programs.

Melbourne Beach requires a partner that can both identify competitive funding opportunities and successfully implement them. GrantWorks delivers both. Our team provides integrated grant development and administration services that align funding strategy, application development, compliance management, and implementation support within a single coordinated framework. This approach provides continuity from project concept through closeout while reducing administrative burden on Town staff and supporting organized, efficient project delivery.

Since 2019, GrantWorks has prepared more than 710 grant applications resulting in over 613 funding awards across a wide range of federal and state programs. These efforts have supported projects aligned with Melbourne Beach’s priorities, including resiliency initiatives, water and wastewater improvements, drainage and roadway projects, public facilities, recreation enhancements, environmental initiatives, coastal improvements, and community development activities

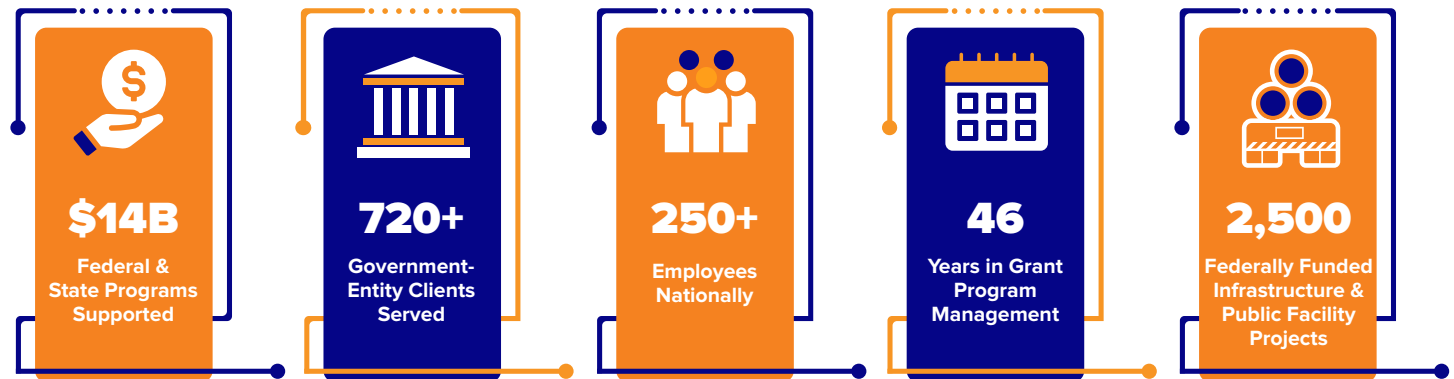


Figure 1: GrantWorks provides the depth, experience, and technical expertise to support Melbourne Beach across diverse funding programs and project types.

2.2 Regional Presence & Office Locations

GrantWorks maintains offices strategically positioned to support local governments throughout Florida and across the United States. Our Florida regional office in downtown Tallahassee provides direct access to FloridaCommerce, the Florida Division of Emergency Management (FDEM), Florida Department of Environmental Protection (FDEP), and other state agencies, supporting responsive coordination and insight into evolving funding opportunities and program requirements.

GrantWorks’ Florida presence is further strengthened by Florida-based leadership and project personnel with direct experience supporting municipalities, counties, utilities, and special districts throughout the state.

2.3 Comprehensive Grant Services — End-to-End Grant Support from Strategy to Closeout

GrantWorks provides integrated, end-to-end grant services supporting every phase of project delivery—from funding strategy and application development through implementation, compliance, and closeout. Our team combines strategic planning with hands-on program delivery, allowing Melbourne Beach to rely on a single, coordinated partner to both secure funding and successfully implement projects.

Office Locations:

Southeastern U.S. Regional Office & Corporate Headquarters

Southeastern U.S. Regional Office & Proposal Contact

Rick Faircloth

108 S. Monroe Street | Tallahassee, FL 32301
(C) 949-705-8542 | rick.faircloth@grantworks.net

Corporate HQ – Gulf South Regional Office

2201 Northland Drive | Austin, TX 78756
512-420-0303 | grantworks.net



Rather than treating grant development and administration as separate efforts, GrantWorks integrates funding strategy, regulatory compliance, financial management, procurement support, and project delivery within a unified framework. This structure strengthens coordination, supports accountability, and promotes efficient project execution across multiple funding sources.

For Melbourne Beach, this means access to a multidisciplinary team capable of identifying funding opportunities, developing competitive applications, managing compliance requirements, and supporting projects through closeout. Our integrated approach reduces administrative burden on Town staff while supporting organized, efficient, and well-managed project delivery.

GrantWorks also recognizes that Melbourne Beach recently adopted a formal Grants Application & Management Policy to strengthen oversight and accountability throughout the grant lifecycle. Our approach is designed to support and operate within that framework by aligning funding recommendations, reporting practices, and project coordination with the Town’s established oversight and approval processes.

As illustrated in Figure 2, GrantWorks’ service model reflects how grant-funded projects are successfully delivered—integrating development, compliance, financial management, procurement, and implementation into a seamless, end-to-end approach.

GrantWorks' Comprehensive Grant Services

GrantWorks provides end-to-end grant support across the full project lifecycle—helping Melbourne Beach secure funding, maintain compliance, and deliver successful outcomes.



One Team. Every Phase. Successful Outcomes for Melbourne Beach.

Figure 2: GrantWorks integrates strategic planning, grant development, compliance management, financial oversight, and implementation support into a coordinated delivery model that helps Melbourne Beach successfully secure and manage grant-funded initiatives.



2.4 Why GrantWorks Is the Right Partner for Melbourne Beach's Success

GrantWorks provides the staffing depth, operational structure, and specialized expertise necessary to support both routine grant activities and evolving funding opportunities. Our integrated delivery model combines grant writing, compliance management, financial oversight, procurement support, environmental coordination, infrastructure implementation, and program management within a single coordinated team.

For Melbourne Beach, this means access to responsive municipal support backed by experienced professionals capable of managing multiple concurrent funding initiatives while maintaining organized, compliant, and efficient project delivery. Our team works collaboratively with Town staff to support funding strategy, application development, compliance coordination, reporting, reimbursement management, and project implementation activities.

This practical, municipal-focused approach allows GrantWorks to operate as a responsive extension of Town staff while helping reduce administrative burden and maintain consistent project oversight. Figure 3 highlights the key advantages and benefits of partnering with GrantWorks.

Key Strengths & Benefits Why Should Melbourne Beach Select GrantWorks?

Features of the GrantWorks Team's Solution	Benefits to Melbourne Beach
Integrated Grant Writing and Administration	Provides one coordinated team from funding strategy through closeout, improving continuity, reducing administrative burden on Town staff, and supporting efficient project delivery.
Dedicated Project Manager and Responsive Municipal Support	Establishes a clear point of accountability while providing responsive coordination, ongoing communication, and practical implementation support tailored to Town priorities and staff capacity.
Strategic Funding Alignment and Proven Grant Success	Helps Melbourne Beach pursue the most competitive funding opportunities while developing high-quality applications aligned with Town priorities, resiliency goals, infrastructure needs, and long-term community initiatives.
Florida Municipal Experience and Agency Coordination	Brings direct experience coordinating with FloridaCommerce, FDEM, FDEP, FEMA Region IV, and other agencies, supporting smoother communication, efficient coordination, and better alignment with Florida program requirements.
Infrastructure, Resiliency, Environmental, and Coastal Expertise	Supports competitive project development and implementation across infrastructure, resiliency, recreation, drainage, environmental, coastal, and community-focused initiatives relevant to Melbourne Beach.
Scalable Multidisciplinary Team	Expands Town capacity immediately with experienced specialists in procurement, environmental compliance, financial management, infrastructure implementation, labor standards, and grant administration.
Structured Compliance and Risk Management	Applies disciplined processes aligned with federal and state requirements to maintain organized documentation, strengthen compliance, reduce risk exposure, and support audit readiness throughout project delivery.
Grant Management Technology and Real-Time Visibility	Provides centralized tracking, reporting, documentation management, and real-time project visibility through GW20/20®, improving transparency, coordination, and decision-making.
Policies, Procedures, and Program Management Expertise	Supports implementation within the Town's Grants Application & Management Policy framework while strengthening long-term grant management processes and organizational consistency.
Implementation-Focused Delivery Model	Combines strategic planning with hands-on implementation support, helping Melbourne Beach move projects from concept to completion while maintaining momentum, accountability, and compliance.

Figure 3: GrantWorks' integrated delivery model combines strategic funding support, Florida municipal experience, specialized implementation expertise, and responsive project coordination to help Melbourne Beach successfully secure and manage grant-funded initiatives.

2.5 Florida Experience and Local Insight

GrantWorks brings direct, hands-on experience supporting Florida communities in the development and implementation of federally and state-funded programs. Our team has extensive experience supporting municipalities, counties, utilities, and special districts across Florida through grant development, infrastructure implementation, resiliency initiatives, environmental coordination, compliance management, and long-term recovery efforts.

GrantWorks' Florida experience includes active support for FEMA, CDBG-DR, CDBG-MIT, infrastructure, environmental, mitigation, and community development programs administered through FloridaCommerce, the Florida Division of Emergency Management (FDEM), FEMA Region IV, the Florida Department of Environmental Protection (FDEP), and other state and federal agencies. This breadth of experience provides practical understanding of Florida funding priorities, agency coordination expectations, and the implementation challenges local governments face throughout the grant lifecycle.



Our Florida experience includes grant writing, program administration, infrastructure implementation, environmental coordination, procurement compliance, financial management, reimbursement administration, and reporting across a wide range of federally and state-funded projects. This experience reflects our ability to support both the development of competitive applications and the successful delivery of funded projects through implementation and closeout.

GrantWorks maintains a regional office in downtown Tallahassee, located two blocks from the Florida State Capitol. This strategic location supports responsive coordination with state agencies and provides direct insight into evolving funding opportunities, program requirements, and implementation expectations affecting Florida local governments.

Our Florida-based leadership and project personnel understand the operational, regulatory, and coordination challenges municipalities face and provide responsive, implementation-focused support tailored to local government needs. For Melbourne Beach, this means access to a team that not only understands grant requirements, but also understands the practical realities of delivering projects within Florida’s municipal environment—including procurement coordination, compliance obligations, reporting requirements, reimbursement management, and project implementation challenges.

As illustrated in Figure 4, GrantWorks’ experience spans communities across Florida, demonstrating our ability to support local governments in navigating complex funding programs while delivering timely, compliant, and well-managed outcomes.

Proven Florida Experience Supporting Local Governments Statewide

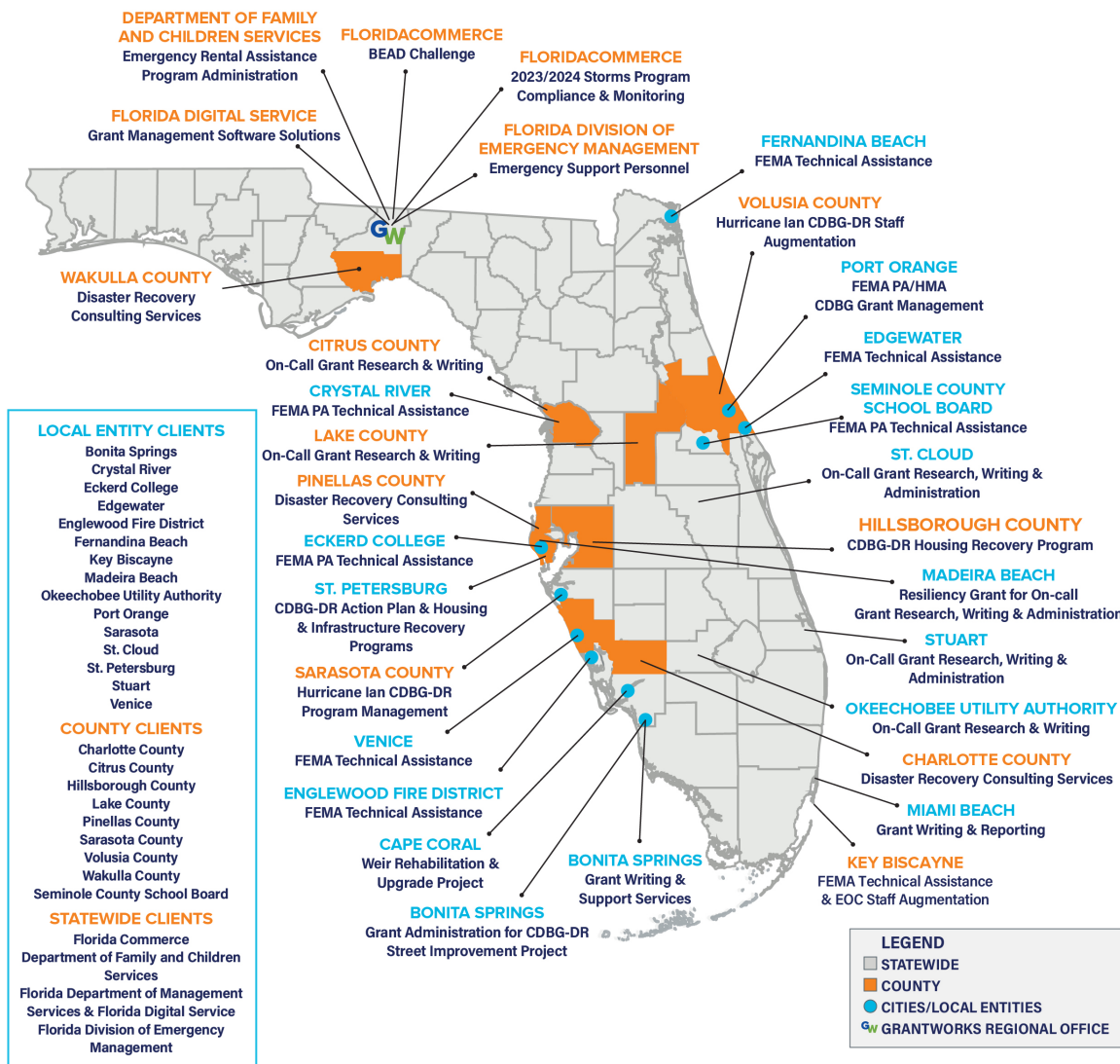


Figure 4: GrantWorks’ integrated delivery model combines strategic funding support, Florida municipal experience, specialized implementation expertise, and responsive project coordination to help Melbourne Beach successfully secure and manage grant-funded initiatives.



2.6 Scalable Capacity to Support Evolving Funding Needs

Melbourne Beach's funding needs may evolve as new opportunities emerge. GrantWorks provides the staffing depth and operational structure to scale services based on demand—whether supporting a single application or managing multiple concurrent grants and projects.

Our team of more than 250 professionals includes specialists in grant writing, compliance, financial management, procurement, environmental services, infrastructure implementation, and program management. This depth allows GrantWorks to mobilize quickly, maintain performance during peak workloads, and provide specialized expertise as needed while delivering consistent, high-quality support.

This depth allows GrantWorks to:

- Mobilize quickly for new opportunities
- Provide specialized expertise as needed
- Maintain performance during peak workloads
- Deliver consistent, high-quality support across all assignments

2.7 Proven Tools, Templates, and Technology for Strategic Grant Development

GrantWorks leverages its proprietary GW20/20® platform to support transparent, organized, and efficient grant program delivery. Designed specifically for public sector funding programs, GW20/20® provides Melbourne Beach with a centralized system for tracking projects, managing documentation, monitoring compliance activities, and maintaining real-time visibility into grant-funded initiatives.

The platform supports improved coordination across project teams while strengthening accountability, reporting accuracy, and oversight throughout the grant lifecycle. By centralizing project information, financial tracking, compliance documentation, reimbursement activities, and reporting requirements within a single system, GW20/20® helps reduce administrative burden and supports organized, well-managed project delivery.

For Melbourne Beach, this means Town staff maintain clear visibility into project status, funding utilization, compliance activities, reimbursement progress, and key deliverables while supporting informed decision-making and efficient coordination across multiple funding sources and initiatives.

THE GRANTWORKS DIFFERENCE

GW 20/20 Grant Management Platform

GrantWorks' proprietary GW20/20® platform leverages the Quick Base® system to provide Melbourne Beach with a secure, centralized, and customizable grant management solution designed specifically for public sector programs. Through real-time reporting dashboards, centralized documentation management, compliance tracking, and project oversight tools, Town staff maintain clear visibility into project status, funding utilization, reimbursement activities, and key deliverables throughout the grant lifecycle. This integrated approach strengthens transparency, accountability, coordination, and informed decision-making while supporting organized and efficient grant program delivery.

Features Include:

- **Centralized Grant Portfolio Management** — Maintains a single system of record for tracking grant activities, project milestones, financial management, compliance requirements, and supporting documentation across the Town's grant portfolio.
- **Real-Time Reporting Dashboards** — Provides Town staff with immediate visibility into project status, funding utilization, reimbursement progress, compliance activities, and key deliverables to support informed decision-making and oversight.
- **Data Governance & Quality Management** — Supports organized data management, reporting accuracy, compliance monitoring, audit readiness, and streamlined records access through structured documentation controls and centralized information management.
- **Workflow Automation & Task Coordination** — Improves accountability, coordination, and timely completion of grant-related activities through automated workflows, task tracking, and deliverable management tools.
- **Flexible Reporting & Oversight Tools** — Supports agency reporting requirements, management oversight, searchable project information, and customizable reporting capabilities tailored to project and program needs.
- **Secure Role-Based Collaboration** — Allows Town staff, consultants, and stakeholders to collaborate efficiently while maintaining secure, controlled access to project information and documentation.

Figure 5: GW20/20® provides Melbourne Beach with centralized project visibility, organized documentation management, compliance tracking, and real-time reporting tools that strengthen transparency, accountability, and efficient grant program delivery.



2.8 Representative Agency Programs Supported by GrantWorks

GrantWorks provides comprehensive grant writing and administration services supporting local governments across a broad range of federal and state funding programs. Our team supports clients through funding strategy, grant development, program administration, compliance coordination, reimbursement management, reporting, and implementation support—helping communities successfully secure and manage funding from project concept through closeout.

Our experience includes infrastructure, resiliency, environmental, recreation, transportation, mitigation, coastal, and community development initiatives aligned with Melbourne Beach's priorities. Figure 6 highlights representative agency programs supported by the GrantWorks Team.

Agency	Programs Supported
Federal Emergency Management Agency (FEMA)	Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA)
U.S. Department of Housing & Urban Development (HUD)	Community Development Block Grant (CDBG); CDBG-DR; CDBG-MIT; HOME; HOPWA
FloridaCommerce	CDBG-DR Grant Writing and Administration; CDBG-MIT Grant Writing and Implementation Support; Disaster Recovery and Mitigation Program Coordination
Florida Division of Emergency Management (FDEM)	Hazard Mitigation and Disaster Recovery Program Coordination; FEMA Public Assistance Support; State Recovery and Mitigation Coordination
Florida Recreation & Environmental Programs	Florida Recreational Development Assistance Program (FRDAP); Recreational Trails Program (RTP); Land and Water Conservation Fund (LWCF); Florida Boating Improvement Program (FBIP)
Florida Department of Environmental Protection (FDEP)	State Revolving Fund (SRF); Water Quality & Environmental Programs
U.S. Environmental Protection Agency (EPA)	Clean Water State Revolving Fund; Drinking Water State Revolving Fund; Brownfields Grant Program
U.S. Department of Transportation (DOT)	Safe Streets and Roads for All (SS4A); Transportation Alternatives Program (TAP); Surface Transportation Block Grant Program (STBG); RAISE
U.S. Department of Commerce – Economic Development Administration (EDA)	Public Works and Economic Adjustment Assistance; Disaster Relief Supplemental Funding
U.S. Department of Agriculture (USDA)	Rural Development Grant Assistance; Community Facilities Grant Program
NOAA & Coastal Programs	Coastal Management Program; Resiliency and Coastal Resource Initiatives

Figure 6: GrantWorks supports Florida local governments across a diverse range of federal and state funding programs, combining strategic grant development, compliance management, and implementation support to help communities successfully secure and manage grant-funded initiatives.

TAB C

Town of Melbourne Beach, FL |
Grant Writing Services



Team Composition & Resumes

3.0 Team Composition & Resumes

3.1 Certified Experts Delivering Municipal Grant Results

GrantWorks has assembled a highly qualified team with the experience, technical expertise, and dedicated support structure needed to successfully deliver Melbourne Beach’s Grant Writing and Administration Services. Our organizational approach aligns experienced leadership, specialized grant expertise, and scalable support resources to provide responsive, organized, and implementation-focused service throughout the full grant lifecycle.

The GrantWorks Team includes more than 250 experienced full-time professionals supporting federal, state, and local government programs nationwide, including extensive experience assisting Florida local governments with grant writing, grant administration, disaster recovery, mitigation, infrastructure, environmental, resiliency, and community development initiatives. Approximately half of our personnel operate from regional and field locations, including our Tallahassee regional office and Florida-based staff supporting municipal clients throughout the state, allowing GrantWorks to provide responsive, accessible, and implementation-focused support aligned with client and project needs.

More than 30% of our staff hold advanced degrees in disciplines including public administration, city planning, business administration, environmental science, engineering, finance, and construction management. Our team also includes former HUD, FEMA, state agency, and local government professionals who bring practical implementation experience and public-sector insight to each assignment. Additionally, more than 40% of GrantWorks personnel maintain professional accreditations and certifications, as illustrated in Figure 7.



Figure 7: GrantWorks Staff Professional Accreditations and Certifications

3.2 Staffing Levels and Capacity

Scalable Expertise. Proven Delivery. Dedicated Leadership for Melbourne Beach.

GrantWorks provides Melbourne Beach with the staffing depth, specialized expertise, and structured management approach required to successfully support ongoing grant writing and grant administration activities across multiple funding programs and fiscal years. Our team combines strategic funding expertise with hands-on implementation experience, allowing us to support both individual grant pursuits and active grant administration responsibilities with consistency, accountability, and responsiveness.

Unlike firms focused primarily on application development, GrantWorks provides continuity from funding strategy and grant writing through reimbursement coordination, compliance management, reporting, and closeout support. This integrated approach helps reduce administrative burden on Town staff while supporting organized, compliant, and efficient grant program delivery.



3.2.1 Staffing Levels, Roles, and Areas of Expertise

GrantWorks maintains a multidisciplinary team organized to provide the right expertise at the right time, including:

- **Project Management (Senior Project Manager, Program Leadership):** Overall coordination, performance oversight, schedule management, and direct engagement with Town staff and funding agencies
- **Grant Writing & Funding Strategy Specialists:** Identification of funding opportunities, funding strategy development, and preparation of competitive, compliant grant applications
- **Grant Administration & Compliance Specialists:** Grant administration, reimbursement coordination, compliance documentation, reporting support, and regulatory compliance across federal and state programs, including FEMA, CDBG-DR, CDBG-MIT, and 2 CFR Part 200 requirements
- **Financial Management & Reporting Analysts:** Budget tracking, reimbursement support, financial monitoring, drawdown coordination, and audit-ready reporting practices
- **Procurement & Labor Standards Specialists:** Procurement compliance, Davis-Bacon coordination, labor standards documentation, and contract compliance support
- **Monitoring & Closeout Specialists:** Ongoing performance monitoring, risk mitigation, reporting coordination, documentation management, and grant closeout support

This structure allows GrantWorks to efficiently support multiple concurrent funding opportunities and active grants while maintaining responsiveness, continuity, and organized compliance management (Figure 8).

Key Strengths & Benefits

Why This Team Structure Benefits Melbourne Beach

Features of the GrantWorks Team's Solution	Benefits to Melbourne Beach
Dedicated Municipal Leadership	Melbourne Beach benefits from a single point of accountability through a dedicated Project Manager who coordinates grant writing, administration, compliance activities, and ongoing communication with Town staff and funding agencies.
Full Grant Lifecycle Continuity	Unlike firms focused only on application development, GrantWorks supports the Town from funding strategy and grant writing through reimbursement coordination, reporting, compliance management, and closeout activities.
Florida-Focused Municipal Experience	Florida-based staff and our Tallahassee regional office provide Melbourne Beach with responsive support backed by direct experience navigating Florida municipal funding programs, agency coordination, and implementation requirements.
Scalable Resources Without Additional Town Staffing	GrantWorks provides access to specialized grant, compliance, financial management, procurement, environmental, and implementation expertise that can scale based on funding opportunities and workload demands without increasing Town administrative staffing needs.
Organized Compliance & Documentation Management	Structured workflows, centralized coordination, and experienced compliance support help Melbourne Beach maintain organized reporting, reimbursement tracking, public records management, and grant documentation practices across multiple programs.
Responsive & Implementation-Focused Support	Our team functions as a practical extension of Town staff by providing responsive communication, proactive coordination, and hands-on implementation support that helps keep projects moving efficiently from application through closeout.

Figure 8: Why GrantWorks' Team Structure Works for Melbourne Beach. A scalable, Florida-focused team structure designed to provide responsive support, organized grant management, and continuity from funding pursuit through grant closeout.

3.2.3 Project Management Capabilities

Ashley Dowdy will serve as Melbourne Beach's Project Manager and primary point of contact, leading grant writing and grant administration activities across multiple funding programs and assignments. As a Florida resident with experience supporting Florida state agencies and public-sector initiatives, Ashley brings practical expertise in contract and grant management, compliance coordination, procurement administration, stakeholder engagement, and implementation support across federally and state-funded programs. Her experience includes oversight and coordination activities supporting the Florida Department of Children and Families, Florida Department of Education, broadband funding initiatives, grant monitoring programs, and statewide contract and grants management operations.



Her background managing complex funding activities, compliance requirements, monitoring processes, stakeholder coordination, and operational oversight provides Melbourne Beach with a Project Manager experienced in supporting organized, responsive, and implementation-focused grant delivery across evolving municipal funding and administration needs.

Leadership & Coordination Advantages	Project Manager Responsibilities
Centralized Project Accountability	Serves as Melbourne Beach’s primary point of accountability for all grant writing and grant administration activities, maintaining consistent communication, coordination, and responsiveness throughout the grant lifecycle.
Strategic Grant Coordination	Coordinates funding strategy, grant development, reimbursement support, reporting activities, compliance management, and implementation support across multiple funding programs and assignments.
Proactive Schedule & Deliverable Management	Establishes and manages schedules, milestones, deliverables, and funding deadlines aligned with Town priorities and agency requirements to support organized and timely project delivery.
Responsive Agency & Stakeholder Coordination	Serves as liaison between Town staff, funding agencies, stakeholders, consultants, and specialized support personnel to maintain clear communication and efficient coordination.
Scalable Resource Management	Assigns and coordinates specialized GrantWorks personnel based on project needs, funding requirements, workload demands, and implementation activities.
Risk Identification & Problem Resolution	Monitors progress, identifies potential risks or administrative issues early, and implements practical solutions to maintain project momentum, compliance, and reimbursement progress.
Organized Oversight & Accountability	Utilizes GrantWorks’ structured project management framework, internal quality control processes, and workflow management systems to support transparency, accountability, and organized grant administration.

Figure 9: Ashley provides Melbourne Beach with dedicated leadership, responsive coordination, and organized grant support throughout the full grant lifecycle.

Ashley is supported by GrantWorks’ structured project management framework, internal quality control processes, and organized workflow and document management systems—**providing Melbourne Beach with transparency, accountability, and continuity throughout project delivery.**



What Clients Value About Working with Ashley

“ I just want to take a moment to brag about one of your employees, Ashley Dowdy. Ashley was assigned to work with me on a City of Stuart Police Youth Crime Prevention/Intervention Program grant. Ashley was awesome. Her attention to detail and wording of the grant sections was spot on for the service delivery we are trying to convey in the grant. Ashley exceeded all expectations. Not only did Ashley do a phenomenal job with writing the grant she set up weekly teams meetings to update me on the status and she gave me ample time to get the supporting documents to her for data entry. Ashley is a rock star and I hope I have the opportunity to collaborate with Ashley on any new grant opportunities. Your agency has a super star.

Thank you Ashley for your professionalism and expertise on this grant. ”

Kathleen Lannon, MSW
Youth Crime Prevention/Intervention Specialist - Stuart, FL Police Department

3.2.4 Capacity and Scalability

GrantWorks has the staffing depth and organizational structure to support Melbourne Beach across varying workload demands. Our scalable support model allows resources to be adjusted based on project needs, active grant workload, reporting cycles, and implementation requirements while maintaining continuity, responsiveness, and quality of service.

This flexible structure allows GrantWorks to support both short-term grant pursuits and ongoing grant administration responsibilities across multiple funding programs and fiscal years.

3.2.5 Proven Ability to Meet Deadlines and Performance Expectations

GrantWorks has a demonstrated track record of delivering organized, responsive, and compliant grant services across complex, multi-project environments similar to Melbourne Beach’s anticipated needs. Our team routinely manages concurrent grant writing, reimbursement coordination, compliance management, reporting, and implementation activities while maintaining accountability, responsiveness, and adherence to funding requirements and deadlines.



Our ability to consistently meet performance expectations is supported by structured project management practices, experienced program-specific personnel, scalable staffing resources, and established internal quality control procedures designed to support organized and timely project delivery across multiple assignments and funding programs.

GrantWorks' implementation-focused approach emphasizes proactive coordination, organized communication, schedule management, compliance oversight, and responsive support throughout the grant lifecycle. This disciplined delivery structure allows our team to efficiently support evolving municipal funding priorities while maintaining continuity, accountability, and organized grant administration services.

Our ability to consistently meet deadlines and performance expectations is supported by:

Performance Management Approach	How Melbourne Beach Benefits
Defined Schedules & Milestone Tracking	Each assignment is managed through structured work plans aligned with application deadlines, reporting requirements, and implementation schedules to support organized and timely project delivery.
Dedicated Project Management Oversight	A designated Project Manager maintains accountability, coordination, communication, and schedule oversight across all assignments and funding activities.
Internal Quality Control Reviews	Deliverables undergo structured multi-level review processes to support accuracy, completeness, and compliance prior to submission.
Experienced Program-Specific Staff	Personnel with direct federal and state program experience help reduce ramp-up time while supporting efficient and compliant project delivery.
Scalable Staffing Resources	Staffing levels are adjusted based on workload demands and funding activity to maintain responsiveness, continuity, and performance across concurrent assignments.

Figure 10: GrantWorks' Structured Delivery Approach — supports organized coordination, responsive communication, quality control, and timely performance across evolving grant writing and grant administration assignments.

This disciplined approach allows GrantWorks to consistently deliver applications, reports, and program deliverables on time while maintaining compliance and supporting efficient reimbursement and project implementation.

3.3 Project Team

Proven Leadership. Florida Municipal Experience. Responsive Grant Support.

GrantWorks' proposed team includes highly qualified professionals with extensive experience supporting Florida local governments through grant writing, grant administration, reimbursement coordination, compliance management, and implementation support across federal, state, and regional funding programs.

Our team combines practical municipal support with specialized expertise across FEMA, CDBG-DR, CDBG-MIT, infrastructure, resiliency, environmental, coastal, recreation, and community development initiatives. This integrated approach allows GrantWorks to support Melbourne Beach throughout the full grant lifecycle—from funding strategy and application development through implementation, reporting, reimbursement coordination, and closeout support.

As illustrated in Figure 9, GrantWorks utilizes a structured organizational approach that aligns leadership, technical expertise, and scalable support resources to provide Melbourne Beach with responsive service, organized coordination, and access to specialized expertise as funding opportunities and project needs evolve.

3.3.1 Team Qualifications

GrantWorks will tailor staffing and technical resources to meet the specific needs of each assignment, providing Melbourne Beach with the appropriate mix of experienced personnel and specialized expertise based on funding source, project complexity, schedule, and implementation requirements.

Our core team is supported by specialists in procurement, environmental review, labor standards, financial management, reimbursement coordination, construction coordination, GIS/mapping, mitigation, resiliency, and compliance management. This scalable structure allows GrantWorks to efficiently support multiple grant activities while maintaining continuity, quality, responsiveness, and organized project delivery.

The organizational structure illustrated in Figure 9 represents only a portion of the experienced professionals available to support Melbourne Beach. Additional resources and subject matter experts can be mobilized as needed to support evolving grant opportunities, implementation activities, and Town priorities.



3.3.2 Melbourne Beach’s Dedicated Grant Support Team

GrantWorks will tailor staffing and technical resources to meet the specific needs of each assignment, providing Melbourne Beach with the appropriate mix of experienced personnel and specialized expertise based on funding source, project complexity, schedule, and implementation requirements. The organizational structure below illustrates how GrantWorks aligns leadership, technical expertise, and specialized support roles to provide coordinated, efficient, and accountable grant writing and grant administration services for Melbourne Beach.

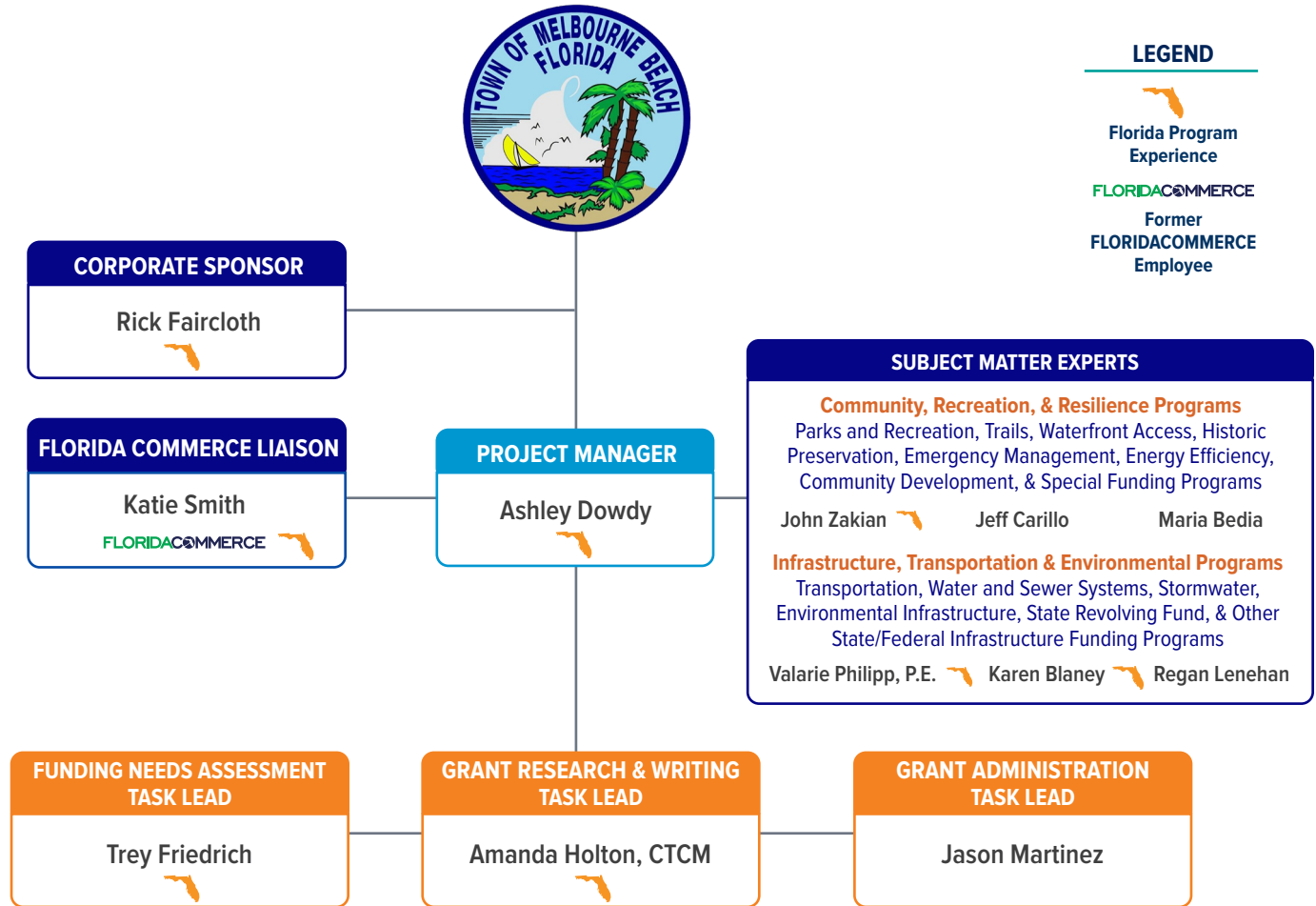


Figure 11: Melbourne Beach’s Project Team. Melbourne Beach’s Project Team. A streamlined, scalable team structure providing responsive grant writing, grant administration, compliance coordination, and implementation support across multiple funding programs and municipal initiatives.

3.3.3 Experienced Professionals Supporting Melbourne Beach’s Grant Priorities

The following resumes highlight the experienced professionals proposed to support Melbourne Beach’s grant writing and grant administration needs. GrantWorks’ team combines Florida municipal experience, grant management expertise, compliance coordination, funding strategy, and implementation support across federal, state, and regional funding programs aligned with the Town’s evolving priorities.

Our proposed personnel provide Melbourne Beach with responsive leadership, organized coordination, and access to specialized expertise supporting resiliency, infrastructure, environmental, recreation, coastal, and community development initiatives throughout the full grant lifecycle.



Rick Faircloth

Program Executive

25+ Years

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.A., Environmental Studies, Eckerd College, St. Petersburg, FL

AREAS OF EXPERTISE

- Disaster Recovery & Resilience Programs
- Critical Infrastructure & Capital Project Management
- Housing Recovery & Redevelopment
- Environmental Compliance
- Florida-Focused Recovery Leadership
- Federal Grant Management & Compliance
- Critical Infrastructure & Capital Project Management

TRAINING

- Rice University Jones Graduate School of Business – Strategic Sales Leadership Program

PROFESSIONAL AFFILIATIONS

- Member, Construction Management Association of America (CMAA)

Rick is a disaster recovery and resilience expert with over 25 years of experience leading federally funded recovery programs that restore and strengthen communities impacted by natural disasters. As Chief Government Services Officer at GrantWorks, Rick specializes in managing FEMA, ARPA-funded, HUD CDBG-DR initiatives focused on housing, infrastructure, and critical public services. A native Floridian, Rick is deeply committed to the long-term recovery and resilience of Florida communities, bringing both local insight and national expertise to every project. His leadership has guided successful recovery efforts across the state and in major disaster-impacted cities nationwide, helping clients receive the strategic support, technical excellence, and resources needed to rebuild stronger and smarter.

Experience

Chief Government Services Officer, Grantworks, Inc., Jacksonville, FL, February 2022 – Present

Rick leads GrantWorks' state and local government services initiatives focused on helping communities address complex infrastructure, resiliency, environmental, and public-service challenges. He supports development of strategic partnerships and public-sector initiatives involving infrastructure improvements, disaster recovery, resiliency, and community development programs throughout Florida and across the United States. Rick also provides executive leadership, organizational oversight, and strategic guidance supporting successful delivery of federally and state-funded initiatives.

Vice President, Program & Construction Management (PMCM) And Disaster Recovery And Resiliency (R&R), Aptim Environmental & Infrastructure, LLC, Jacksonville, FL, October 2013 – December 2021

Rick led the Program and Construction Management and Disaster Recovery and Resiliency service lines for a large North American engineering and construction firm with more than 6,000 employees and annual revenues exceeding \$1.4 billion. He managed organizational operations, project portfolios, staffing, and overall service line performance while supporting high-profile disaster recovery, infrastructure, and resiliency programs throughout the United States and Caribbean territories.

Rick also established and led the company's flagship operations in the U.S. Virgin Islands, overseeing operations, client engagement, community coordination, and sustained growth initiatives throughout the U.S. Virgin Islands and Puerto Rico.

Business Development Manager, California District, Shaw Environmental & Infrastructure, Inc., Los Angeles, CA, August 2008 – March 2012

As Business Development Manager for the California and Southwest District, Rick led strategic growth initiatives for the Commercial, State, and Local Division, managing client development and operational support across a diverse regional portfolio. He served as the Key Account Manager for the Federal Deposit Insurance Corporation (FDIC), overseeing more than 1,000 projects across 40 states. In addition to driving business development, Rick provided leadership in operations, technical guidance, and client engagement—maintaining consistent delivery, quality, and client satisfaction across the district.



Director Of Operations, GLE Associates, Inc., Tampa, FL, August 2002 – July 2008

Rick managed Atlanta operations for a regional environmental and facilities consulting firm while also serving as a Senior Technical Consultant supporting environmental, construction, and redevelopment projects for public and private-sector clients. His responsibilities included operational management, client account leadership, project coordination, technical consulting, and strategic oversight for complex environmental and infrastructure-related initiatives.

Senior Environmental Consultant, SES Environmental, Inc., Roswell (Atlanta), GA, August 1999 – July 2002 – Present

Rick provided environmental due diligence consulting and project management services supporting complex real estate transactions and redevelopment initiatives for national lending institutions, developers, investment groups, and law firms. His experience included work associated with several high-profile commercial properties and large-scale redevelopment projects throughout major U.S. markets.

Senior Environmental Specialist/Team Leader, United Consulting Group, Norcross (Atlanta), GA, February 1995 – August 1999

Rick managed environmental assessment and facilities consulting activities involving Phase I and II environmental site assessments, contamination investigations, and related technical services while supervising engineers, environmental specialists, and field personnel supporting environmental and redevelopment projects.



Katie Smith

FloridaCommerce Liaison

15+ Years

FLORIDA PROGRAM & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Merchandising, Florida State University, Tallahassee, FL
- B.S., Merchandising, Florida State University, Tallahassee, FL

AREAS OF EXPERTISE

- FloridaCommerce Programs & State Coordination
- Grant Administration & Program Oversight (State & Federal)
- Broadband & Infrastructure Funding Programs (BEAD, CPF, DE)
- Economic & Community Development Programs
- Funding Strategy & Opportunity Alignment
- Policy Development & Regulatory Navigation
- Public-Private Partnerships & Stakeholder Engagement
- Rural & Community-Focused Program Delivery
- Strategic Planning & Program Design
- Legislative & Intergovernmental Coordination
- Performance Monitoring & Reporting

REGISTRATIONS/CERTIFICATIONS

- Six Sigma Yellow Belt Certified
- Six Sigma Green Belt Certified, 2013
- Certified Public Manager, 2014
- State of Florida Certified Contract

Katie is a Florida-based leader and Florida resident with over 14 years of experience advancing state and local grant programs, economic development initiatives, and community-focused funding strategies. She brings direct, hands-on experience working within FloridaCommerce and state agencies, where she has led the development, administration, and oversight of large-scale, federally and state-funded programs. Most notably, she served as Director of the Florida Office of Broadband within the Florida Department of Commerce (FloridaCommerce), where she administered nearly \$2 billion in broadband funding programs and helped expand access to over 270,000 Floridians. Her experience includes program design, grant administration, policy development, and coordination with local governments, regional partners, and federal agencies.

In her role with GrantWorks, Katie provides strategic guidance to communities on funding opportunities, infrastructure planning, and program implementation. As FloridaCommerce Liaison, she brings deep knowledge of FloridaCommerce programs, policies, and processes, along with established relationships across state and regional partners. Her ability to align local priorities with state and federal funding programs, combined with her experience navigating complex regulatory environments, positions her to support Melbourne Beach in successfully securing and administering grant funding.

Experience

Vice President of Broadband and Community Partnerships, GrantWorks, Inc., Tallahassee, FL, November 2023 – Present

Katie provides strategic and technical guidance to local governments and communities to identify and pursue federal and state funding opportunities that support broadband expansion, economic development, and community resilience. She works closely with stakeholders to assess community needs and align projects with available funding programs, supporting both grant development and implementation efforts. Katie facilitates coordination between public and private partners, helping communities navigate funding requirements, strengthen applications, and advance projects from planning through execution. Her work supports effective program delivery while ensuring alignment with regulatory requirements and long-term community goals.

Director, Florida Office of Broadband, Florida Department of Commerce, Tallahassee, FL, October 2019 – September 2023

Katie established and led the Florida Office of Broadband, building the program from inception to a statewide initiative managing nearly \$2 billion in funding. She oversaw the administration of multiple federal and state grant programs, including BEAD, Capital Projects Fund programs, Digital Equity initiatives, and the Broadband Opportunity Program. Her leadership supported the expansion of broadband access to over 270,000 Floridians. Katie directed the development of key statewide planning efforts, including the Florida Strategic Plan for Broadband, the BEAD Five-Year Action Plan, and the Digital Adoption and Use Plan. She worked closely with local governments, regional partners, and federal agencies to align funding with community needs, while also supporting policy development, legislative coordination, and statewide program implementation..

Director, Office of Community Partnerships, Florida Department of Economic Opportunity, Tallahassee, FL, March 2019 – March 2022

Katie led the creation and operation of the Office of Community Partnerships, supporting Florida communities in accessing funding programs and advancing economic development initiatives.



She served as a liaison between state agencies, regional planning councils, and local governments, supporting coordinated responses to community needs. Katie oversaw programs including the Competitive Florida Partnership Program, Rural Economic Development Initiative, and Regional Rural Development Grant, aligning funding opportunities with local priorities. Her work strengthened relationships with small and rural communities, improved access to state resources, and supported job creation and economic growth.

Director, Office of Partnership Engagement, Florida Department of Economic Opportunity, Tallahassee, FL, August 2017 – March 2019

Katie established the Office of Partnership Engagement as a central hub for coordination between the state and public-private partners. She led efforts to build and strengthen partnerships with organizations such as Enterprise Florida, VISIT FLORIDA, and regional economic development entities. Her role included overseeing grant programs such as the Florida Job Growth Grant Fund and defense-related grant programs, while also coordinating responses to economic impacts from disasters. Katie aligned state initiatives with partner efforts, supporting effective program delivery and statewide economic development strategies.

Interim Bureau Chief/Contracts and Grants Manager, Florida Department of Economic Opportunity, Tallahassee, FL, May 2015 – August 2017

Katie managed the administration of contracts and grant-funded programs, providing technical assistance to stakeholders on compliance, reporting, and performance requirements. She supervised staff responsible for contract administration and monitoring, supporting adherence to program guidelines and legislative mandates. Her responsibilities included overseeing incentive agreements, monitoring project performance, and supporting audits and reporting activities. Katie also developed and delivered training to local governments and partners, strengthening program understanding and improving compliance across funded initiatives.

Government Program Analyst, Florida Department of Health, Tallahassee, FL, October 2011 – May 2015

Katie served as a project and contract manager for statewide programs, supporting policy development, program implementation, and performance monitoring. She developed operational procedures, provided technical assistance to stakeholders, and evaluated program effectiveness to identify improvements. Her work included coordinating reporting, supporting budget development, and contributing to legislative and strategic planning efforts, aligning programs with state priorities and regulatory requirements.

Administrative Assistant I and II, Florida Department of Health, Tallahassee, FL, January 2010 – October 2011

Katie supported administrative and program operations, assisting with budget tracking, procurement, and financial reporting activities. She coordinated special projects, supported onboarding and personnel functions, and worked with internal teams to resolve operational and programmatic issues. Her role contributed to efficient program support and provided a strong foundation in state government operations and administrative processes.



Ashley Dowdy

Project Manager

7+ Years

DISASTER RECOVERY, GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.S., Psychology, Florida State University Tallahassee, FL

AREAS OF EXPERTISE

- Grant Administration & Program Management
- Disaster Recovery & Federal Funding Programs (ARPA, IIJA)
- Florida State Procurement & Contract Management
- Contract/Grant Monitoring & Compliance (FCCM Certified) Budget Oversight & Financial Management
- Stakeholder Coordination & Partnership Development
- Program Implementation & Performance Tracking
- Policy Interpretation & Regulatory Alignment
- Process Improvement & Operational Efficiency
- Training, Technical Assistance & Team Leadership

REGISTRATIONS/CERTIFICATIONS

- Professional Teaching Certificate (K-6), State of Florida, 2012
- Florida Certified Contract Manager (FCCM), State of Florida, 2021
- Best Practices for Contract and Grant Management – State of Florida
- Contract/Grant Monitoring – State

Ashley is a Florida resident with over seven years of experience supporting disaster recovery, grant administration, and large-scale public sector program management. Her background includes extensive work with Florida state agencies, where she has led procurement, contract management, and grant oversight for complex, multi-million- and billion-dollar programs. Ashley has managed statewide contracts totaling over \$1.4 billion, overseen grant teams administering state and federal funding, and developed processes that strengthen accountability, improve efficiency, and support compliant program delivery.

Ashley provides strategic and technical guidance to local governments and partners on federal and state funding opportunities, including ARPA, IIJA, and broadband-related programs. As Project Manager, she leads stakeholder coordination, funding alignment, procurement strategy, and program implementation efforts, helping clients move projects from concept through execution. Her deep understanding of Florida's regulatory environment, combined with her experience in contract monitoring and grant oversight, positions her to successfully manage Melbourne Beach's grant programs with a structured, results-driven approach..

Experience

Director of Broadband and Community Partnerships, GrantWorks, Inc., Tallahassee, FL, 2024 – Present

Ashley advises local governments and industry partners on broadband and infrastructure funding opportunities, supporting projects funded through federal and state programs such as ARPA and IIJA. She works closely with stakeholders to identify funding and procurement strategies, develop project parameters, and align community needs with available resources. Ashley leads stakeholder engagement and partnership development efforts, facilitating coordination between public entities and private providers to advance community-focused projects. Her work supports effective program planning, funding alignment, and successful implementation of infrastructure initiatives.

Director of Business Operations, Florida Department of Children and Families, Tallahassee, FL, February 2022 – October 2024

Ashley led procurement, contract management, and grant oversight for the Office of Child and Family Well-Being, managing statewide operations tied to contracts totaling approximately \$1.4 billion annually. She directed procurement strategies, negotiated contracts, and provided guidance on budgetary considerations to support efficient use of public funds. Ashley oversaw a team of 37 staff and the grants team responsible for administering state and federal funding, strengthening accountability and improving operational performance. Her leadership supported timely implementation of legislative initiatives, enhanced contract monitoring practices, and improved alignment between program goals and funding requirements..

Contract Manager Supervisor, Florida Department of Children and Families, Tallahassee, FL, March 2021 – February 2022

Ashley supervised a multidisciplinary team responsible for contract and grant management, procurement, and compliance oversight. She led contract negotiations, conducted file reviews, and developed systems to improve contract accountability and monitoring processes. Her work included streamlining contract amendments, developing onboarding procedures, and providing written guidance on procurement practices.



Ashley also monitored performance metrics and corrective action plans, strengthening program oversight and supporting consistent, compliant contract administration across the department.

Senior Program Specialist, Florida Department of Education, Tallahassee, Florida, September 2020 – March 2021

Ashley supported the administration of federal and state education programs by providing technical assistance, developing guidance materials, and supporting compliance efforts for local educational agencies. She created risk assessments, developed application and monitoring processes, and produced training modules for internal and external stakeholders. Her work strengthened program structure, improved monitoring consistency, and supported alignment with federal and state requirements.

Classroom Teacher, Liberty County School Board, Hosford, FL, August 2012 – January 2018

Ashley developed and implemented instructional programs aligned with state standards, using data-driven approaches to support student success. She created curriculum plans, monitored performance outcomes, and engaged with families and the community to support educational goals. Her work contributed to strong student achievement outcomes and provided a foundation in performance tracking, data analysis, and stakeholder engagement.



John Zakian

Community & Economic Development Subject Matter Expert

36+ Years

ECONOMIC DEVELOPMENT, GRANT & PUBLIC SECTOR LEADERSHIP EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- Executive Program Certificate, Leadership in the 21st Century, Harvard University, Cambridge, MA
- Executive Program Certificate, Strategic Public Sector Negotiation, Harvard University, Cambridge, MA
- Executive Program Certificate, Senior Executive State and Local Government Management Practices and Theories, Harvard University, Cambridge, MA
- Master of Public Administration, Public Administration, Pace University, New York, NY
- Bachelor of Arts, Government, Bates College, Lewiston, ME

AREAS OF EXPERTISE

- Community & Economic Development Strategy
- Federal Grant Programs (HUD CDBG-DR, EDA, HOME, HOPWA)
- Grant Procurement, Administration & Program Design
- Disaster Recovery & Resilience Planning
- Public Sector Financing & Capital Project Development
- Revolving Loan Funds & Economic Incentive Programs
- Nonprofit Development & Capacity Building (501(c)(3))
- Infrastructure, Housing & Redevelopment Programs

John is a nationally recognized Community and Economic Development leader with over 36 years of experience advancing complex public sector initiatives, grant programs, and economic development strategies. His background includes senior executive roles in city and county government, nonprofit leadership, and federal disaster recovery, with extensive experience in grant procurement, administration, and program implementation. He has worked across a wide range of federal funding programs, including HUD CDBG-DR, Economic Development Administration (EDA), and other federal and state initiatives, supporting communities in developing and executing large-scale infrastructure, housing, and economic development projects.

John brings direct Florida experience from his role as Assistant City Administrator and Community Redevelopment Agency Executive Director for the City of West Palm Beach, where he oversaw economic and community development programs, including CDBG, HOME, and other federally funded initiatives. In that role, he led efforts to secure and manage grant funding, establish revolving loan programs, and implement redevelopment strategies that strengthened local economic growth. As Community & Economic Development Subject Matter Expert, John provides strategic guidance on funding alignment, program design, and implementation, helping Melbourne Beach advance projects that support long-term economic resilience and community development.

Experience

Senior Vice President of Economic Development, GrantWorks, Inc., New Bedford, MA, 2020-Present

John leads economic development initiatives and provides technical assistance to communities pursuing federal and state funding opportunities, with a focus on Economic Development Administration (EDA) and disaster recovery programs. He supports program design, funding strategy, and implementation for large-scale recovery and revitalization efforts, including work tied to economic recovery and resilience initiatives. John works with local governments and partners to align projects with funding opportunities, strengthen applications, and support effective program delivery across multiple jurisdictions.

Member, Research and Grant Advisory Committee, Southern Economic Development Council, April 2024 – Present

John serves on the inaugural Research and Grant Advisory Committee for the Southern Economic Development Council, contributing expertise on grant programs, funding strategies, and economic development initiatives across a multi-state region. In this role, he collaborates with economic development professionals to provide guidance on emerging funding opportunities, best practices in grant development, and strategies to support regional economic growth. His participation supports knowledge-sharing and strengthens the application of federal and state funding programs across member communities.

Federal Grant Application Reviewer, Multiple Federal Agencies throughout the US, 2010 – Present

John serves as an approved external reviewer for multiple federal agencies, evaluating grant applications across more than ten funding programs, including those administered by the U.S. Department of Health and Human Services, Department of Labor, USDA, U.S. Department of the Treasury (CDFI Fund and New Market Tax Credits), and the Small Business Administration. In this role, he assesses application quality, eligibility, and alignment with program criteria, providing detailed evaluations that support funding decisions.



This experience provides him with unique insight into federal review processes, scoring methodologies, and what differentiates competitive applications.

Disaster Recovery Grant Program Administrator and Chief Resilience Officer, City of Minot, Minot, ND, June 2017 – October 2021

John administered a \$174 million HUD CDBG-DR/NDR grant program supporting post-disaster recovery and resilience initiatives. He led the development and implementation of housing, infrastructure, and economic development projects, while serving as the City's subject matter expert on federal grant requirements. His responsibilities included negotiating subrecipient agreements, managing property acquisitions and development contracts, and designing financial assistance programs. His leadership supported long-term recovery efforts and strengthened the City's resilience through strategic investment and compliant program delivery.

Consultant, Economic & Housing Development Grant/Financing, Municipal Services, and Disaster Recovery Consulting, Zakian Consulting, Inc., New Bedford, MA, 2006 – October 2021

As an independent consultant, John provided expert guidance on economic development, disaster recovery, and grant-funded program implementation across multiple federal and state initiatives. His work included supporting HUD CDBG-DR program design and implementation for New York City's \$4.2 billion disaster recovery program, leading needs assessments, and assisting in the selection and management of subrecipients. He also supported FEMA long-term community recovery efforts, developed strategic recovery plans, and authored economic development action plans for disaster-impacted communities, including assignments in the Florida Panhandle following the BP oil spill. His work consistently focused on aligning funding with community needs, strengthening program design, and supporting effective implementation.

Executive Vice President, Montgomery Village Foundation, Montgomery Village, Maryland, 2003 – 2006

John served as Chief Operating Officer for a large planned community organization, leading efforts to restructure operations to align with municipal governance models. He guided organizational transformation, supported financial and operational planning, and strengthened administrative systems to support long-term sustainability and effective community service delivery.

Assistant City Administrator, City of West Palm Beach, West Palm Beach, Florida, June 2001 – May 2003

John served as Assistant City Administrator and Community Redevelopment Agency Executive Director, overseeing economic and community development programs, including federally funded initiatives such as CDBG and HOME. He supervised departmental operations, led redevelopment initiatives, and advanced grant procurement and administration efforts. His accomplishments included establishing a \$1 million revolving loan fund for small businesses, restructuring housing programs to retain critical funding, securing an EDA grant for strategic planning, and supporting financing initiatives for affordable housing. His leadership strengthened the City's ability to secure and effectively deploy federal funding for economic development and community revitalization.

Executive Director, New Bedford Economic Development Council, Inc., New Bedford, MA, 1998 – 2001

John served as the founding CEO of a 501(c)(3) economic development organization, leading efforts to support business growth and community investment. He secured federal designations, including SBA and CDFI status, and managed loan programs funded through HUD CDBG and EDA. His work included overseeing loan portfolios, managing brownfield redevelopment grants, negotiating large-scale development agreements, and implementing strategic marketing and business retention initiatives.

Director of Management and Operations, County of Westchester, NY, February 1996 – January 1998

John managed day-to-day operations for a large county government, overseeing departments, supporting budget development, and improving operational efficiency. His work included upgrading the grants management system, coordinating multi-agency initiatives, and supporting delivery of large-scale public programs and services.

Assistant to County Executive, County of Westchester, NY, March 1994 – January 1996

John coordinated programs across multiple human service agencies, managing federal grant funding and supporting program expansion efforts. He implemented systems to improve cost recovery, secured funding for workforce initiatives, and coordinated capital projects across departments, strengthening program delivery and funding alignment.

Executive Director, Yonkers Industrial Development Agency, Yonkers, NY, January 1984 – December 1993

John led economic development financing initiatives, structuring and delivering more than \$200 million in projects through public and private financing mechanisms. He supported business development, job creation, and capital investment through incentive programs and financing strategies that contributed to long-term economic growth.



Jeff Carrillo

Community & Economic Development Subject Matter Expert

12+ Years

GRANT ADMINISTRATION & COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Community & Regional Planning, University of Texas, Austin, TX
- B.A., University of Missouri, Columbia, MO

AREAS OF EXPERTISE

- Grant Administration & Project Implementation
- CDBG & Disaster Recovery Programs
- Infrastructure & Public Facility Projects
- Grant Compliance (Davis-Bacon, Section 3, State Monitoring)
- Reimbursement Processing & Financial Tracking
- Contract Administration & Closeout Stakeholder Coordination (Local, State, Engineers, Contractors)
- Program Monitoring & Reporting Transportation Infrastructure Fund (TxDOT TIF)
- Community Development & Revitalization Projects

REGISTRATIONS / CERTIFICATIONS

- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Jeff is a Community & Economic Development professional with over six years of direct grant administration experience supporting local governments through the full lifecycle of federally funded programs. He has successfully managed and closed more than 50 grants, including Community Development Block Grant (CDBG), Disaster Recovery, Transportation Infrastructure Fund (TIF), and infrastructure-focused projects. His experience spans public infrastructure, housing rehabilitation, and disaster recovery initiatives, where he has guided projects from contract execution through monitoring and closeout while maintaining alignment with state and federal requirements.

Jeff provides hands-on support to communities and project managers, delivering day-to-day grant administration, compliance oversight, and technical assistance. He works closely with local governments, engineers, contractors, and state agencies to support project implementation, resolve issues, and maintain project progress. As Community & Economic Development Subject Matter Expert, Jeff brings practical, implementation-focused experience in managing infrastructure and recovery projects, helping Melbourne Beach advance grant-funded initiatives efficiently and successfully.

Experience

Director of Community Development, GrantWorks, Inc., Austin, TX, 2020-Present

Jeff leads community development efforts and supports local governments in implementing grant-funded projects across multiple program types. He provides day-to-day oversight and guidance to project managers, helping coordinate project activities, resolve implementation challenges, and maintain alignment with funding requirements. Jeff supports compliance monitoring, financial tracking, and reporting while working closely with stakeholders to keep projects progressing on schedule. His leadership strengthens project delivery and supports successful execution of community development and infrastructure initiatives.

Associate Director/Assistant Director of Community Development, GrantWorks, Inc., Austin, TX, September 2018 – October 2021

Jeff supported community development projects by providing direct grant administration and technical assistance to local governments. He worked closely with project managers to oversee implementation, coordinate with stakeholders, and support compliance with program requirements. His responsibilities included assisting with financial tracking, reimbursement processing, and monitoring activities, helping maintain project momentum and supporting timely completion of grant-funded initiatives.

Grant Administrator, Texas CDBG-DR 2015-DR Flood, Drainage and Pump Station Improvements, Willacy County, TX, April 2019 – Present, Grant Amount: \$995,500

Jeff provides grant administration services for drainage and pump station improvements funded through CDBG-DR following flood events. He supports reimbursement processing, compliance with Davis-Bacon and Section 3 requirements, and provides ongoing technical guidance to stakeholders. Jeff coordinates closely with engineers, contractors, and local officials to support project implementation and maintain progress toward completion.



Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Water and Sewer System Upgrades, City of Clute, TX, August 2012 – December 2018, Grant Amount: \$1,664,451

Jeff supported the administration of a disaster recovery project focused on water and sewer system upgrades. He provided project management and grant administration services, coordinating activities across stakeholders and supporting compliance and reporting requirements. The project was completed on time and within budget, demonstrating effective coordination and oversight.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Flood and Drainage Facilities Upgrades, Kleberg County, TX, January 2013 – December 2018, Grant Amount: \$1,000,000

Jeff administered a flood and drainage infrastructure project funded through CDBG-DR, supporting coordination among local officials, engineers, and contractors. His responsibilities included monitoring progress, supporting compliance efforts, and facilitating communication across stakeholders. The project progressed successfully and was completed within established timelines and funding parameters.

Grant Administrator, Texas Hurricane Ike/Dolly CDBG-DR Round 1, Water Well, Emergency Generator, and Fire Protection Facilities Construction, Village of Tiki Island, TX, January 2010 – August 2015, Grant Amount: \$1,732,394

Jeff supported the administration of a multi-component infrastructure project, including water supply improvements, emergency power systems, and fire protection facilities. He managed reimbursement processing, provided compliance guidance, and coordinated across project stakeholders to support successful implementation. His work supported improved community resilience and infrastructure reliability.

Grant Administrator, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, TX, April 2014 – August 2019, Grant Amount: \$7,049,063

Jeff administered a Transportation Infrastructure Fund project focused on mitigating roadway impacts from industrial activity. He coordinated procurement activities, managed documentation, and supported financial tracking and compliance requirements. His coordination with TxDOT, engineers, and local officials supported successful project completion on time and within budget.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, TX, April 2014 – August 2019, Grant Amount: \$740,433

Jeff supported grant administration for roadway improvement projects funded through TxDOT's Transportation Infrastructure Fund. He coordinated with stakeholders, supported procurement processes, and monitored project progress to maintain alignment with funding requirements. The project was completed successfully within established timelines and budget constraints.

Austin History Center, Austin, TX, October 2011 – August 2014

Jeff supported archival and research functions, contributing to historical documentation and public access initiatives. His work included organizing records, supporting research activities, and assisting with public-facing services. This role provided foundational experience in research, documentation, and stakeholder support.



Maria Bedia

Community & Economic Development Subject Matter Expert

17 Years

GRANTS MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- MBA, Business Administration, University of the Incarnate Word, San Antonio, TX
- Bachelor of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, TX

AREAS OF EXPERTISE

- FEMA Hazard Mitigation Assistance application development
- FEMA Public Assistance project management
- Disaster recovery grant compliance and reporting
- Grants Portal and TDEM GMS administration
- Contract and financial review
- Project implementation and closeout
- Performance and financial reporting
- Local government grant administration
- Strategic planning and asset management

Maria brings over 15 years of grant management experience supporting local governments across the full lifecycle of federal and state funding programs. She has deep expertise in FEMA programs, including Hazard Mitigation Grant Program (HMGP) and Public Assistance (PA), with a strong track record of developing successful applications and managing projects from award through closeout. Her experience includes county-level grant administration, overseeing contracts, compliance, financial and performance reporting, and project delivery while maintaining alignment with federal and state requirements. As a Community and Economic Development Subject Matter Expert, she brings valuable insight into aligning funding strategies with local priorities and long-term community outcomes.

In her role with GrantWorks, Maria supports the development and administration of Hazard Mitigation Assistance (HMA) projects, providing technical oversight and guidance on program requirements. Her background in strategic planning and asset management strengthens her ability to align funding opportunities with infrastructure and resilience priorities, positioning her to effectively support Melbourne Beach's grant writing, administration, and compliance needs..

Experience

Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, TX, April 2024 – Present

Maria develops and administers FEMA Hazard Mitigation Assistance funds awarded to local applicants, coordinating multiple mitigation projects at various stages of implementation. She provides financial and technical project management, including review of contracts, contractor pay estimates, progress reports, change orders, and contract amendments. She also delivers technical assistance on program rules, policies, and procedures to support compliance, cost-effectiveness, and successful project completion.

Strategic Planning Manager, Port of Corpus Christi Authority, Corpus Christi, TX, February 2022 – March 2024

Maria led strategic project planning initiatives, coordinating project development and implementation efforts. She researched and analyzed studies related to port development trends and programs and initiated phase one of the Port's enterprise asset management system. She also supported grant development and compliance efforts while supervising two employees and advancing long-term capital planning objectives.

Grant Administrator, Nueces County, Corpus Christi, TX, October 2018 – January 2022

Maria was appointed by the County Commissioners Court to oversee all federal and state grant contracts. She managed application development, performance and financial reporting, compliance reviews, and project closeout activities. She supervised one employee and maintained accountability for grant-funded projects, strengthening internal controls and reporting processes to support audit readiness and funding compliance.

Grant Writer/Coordinator, Nueces County, Corpus Christi, TX, 2009 – 2018

Maria prepared grant proposals and supported the implementation of awarded projects, managing scope, schedule, and budget requirements. She coordinated with county departments to maintain compliance with grant terms and reporting requirements and contributed to successful funding outcomes across multiple federal and state programs.



Karen Blaney

Community & Economic Development Subject Matter Expert

20+ Years

**COMMUNITY DEVELOPMENT
& GRANT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

- M.A., English, Pennsylvania State University, State College, PA
- B.A., English, Austin College, Sherman, TX

AREAS OF EXPERTISE

- Community & Economic Development Programs
- CDBG, CDBG-DR & CDBG-MIT Grant Administration
- FEMA Public Assistance & Hazard Mitigation Programs
- Infrastructure & Environmental Projects (Water, Wastewater, Drainage)
- RESTORE Act & Coastal Resilience Programs
- Grant Compliance (2 CFR 200, Environmental Review, Acquisition)
- Construction & Infrastructure Project Oversight
- Budget Management & Scope Amendments
- Procurement & Competitive Bidding Processes
- Stakeholder Coordination & Multi- Project Management

REGISTRATIONS/ CERTIFICATIONS

- Senior Fellow, Environmental Leadership Program
- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022

Karen brings over 20 years of experience in community development, disaster recovery, and grant program management, supporting complex infrastructure, mitigation, and sustainability initiatives. Her background includes extensive work administering federal and state funding programs such as FEMA Public Assistance, Hazard Mitigation Grant Program, CDBG, CDBG-DR, and RESTORE Act grants. She has managed large-scale infrastructure and environmental projects, guiding clients through compliance requirements, financial management, and project implementation from planning through closeout.

Karen’s experience includes supporting projects that address stormwater, wastewater, coastal restoration, and community resilience—providing practical, implementation-focused expertise that aligns funding with community needs. In her role with GrantWorks, she provides oversight and technical guidance across multiple projects and teams, supporting compliance, procurement, environmental review, and program delivery. As Community & Economic Development Subject Matter Expert, Karen brings deep experience in infrastructure and resilience-focused grant programs, helping communities advance projects that strengthen long-term sustainability and economic stability.

Experience

Regional Manager – South Texas Region GrantWorks, Inc., Austin, TX, January 2022 – Present

Karen provides administrative and compliance oversight for a regional portfolio of competitive CDBG-MIT grants totaling over \$208 million. She leads a team of project managers supporting infrastructure projects that include wastewater treatment upgrades, drainage improvements, and stormwater system enhancements. Her responsibilities include guiding environmental review, acquisition processes, design review, and procurement activities, while advising on budget and scope modifications. Karen supports project teams and clients through complex compliance requirements, helping maintain alignment with federal regulations and advancing successful project implementation across multiple jurisdictions.

Regional Manager/Senior Project Manager, Recreational Tourism and Ecotourism Restoration, Coastal Bend Region and Padre Balli and I.B. Magee Beach Parks, RESTORE Act Program, U.S. Department of Treasury and Texas Commission on Environmental Quality, Nueces County, TX, May 2022 – Present

Karen provides oversight and coordination for RESTORE Act-funded projects focused on recreational tourism and environmental restoration. She supports program administration and compliance for initiatives that enhance coastal resilience and public access, working with stakeholders to align project objectives with environmental and funding requirements. Her work contributes to the successful advancement of conservation and tourism-based infrastructure projects that support long-term community and economic benefits.

Senior Project Manager, GrantWorks, Inc., Austin, Texas, December 2018 – January 2022

Karen managed a diverse portfolio of federal and state grant-funded projects, overseeing compliance, financial management, and project delivery. She supported programs including CDBG-DR, CDBG-MIT, FEMA Public Assistance, and Hazard Mitigation, guiding projects through all phases from initiation through closeout.



Her responsibilities included managing labor standards compliance, acquisition processes, financial tracking, and coordination with federal and state agencies, supporting consistent and compliant program execution.

Senior Project Manager, Lower San Bernard River Ecosystem Restoration Project, RESTORE Act Program, Brazoria County, TX, November 2019 – Present

Karen supports a large-scale environmental restoration project funded through the RESTORE Act, focused on dredging and ecosystem recovery efforts following the Deepwater Horizon disaster. She developed project work plans and coordinates engineering and construction activities, supporting budget management and program implementation. Her work supports environmental restoration objectives while maintaining alignment with funding requirements and project goals.

Senior Project Manager, Texas CDBG-DR Hurricane Harvey, Multiple Clients, Multiple Locations, TX, January 2020 – Present

Karen manages multiple disaster recovery projects funded through CDBG-DR, supporting infrastructure improvements across several communities. Projects include road and drainage improvements, public facility upgrades, fire safety enhancements, and water and wastewater infrastructure. She coordinates with local governments, engineers, and contractors to support implementation, manage budgets, and guide projects through compliance requirements, supporting timely and effective recovery efforts.

Senior Project Manager, Texas CDBG-DR Ike/Dolly Round 2.2 Infrastructure Improvement Program, City of Galveston, Galveston, TX, March 2019 – Present

Karen supports the administration of a large-scale infrastructure improvement program focused on water, wastewater, roadway, and environmental remediation projects. She assists with construction management, budget tracking, scope amendments, labor standards, and payment reviews, guiding the project through implementation and closeout. Her work supports reliable infrastructure and long-term service delivery for the community.

Senior Project Manager, FEMA Public Assistance and Hazard Mitigation, Multiple Clients, Multiple Locations, TX, March 2019 – December 2020

Karen supported multiple FEMA-funded projects addressing disaster-related damages to roads, bridges, facilities, and public infrastructure. She assisted clients with eligibility, documentation, reporting, and coordination with FEMA and state agencies, supporting funding requests and project progression. Her work helped communities recover from disaster impacts while navigating complex federal requirements.

Senior Project Manager, Generators and Lift Station Quick Connections, City of Seadrift, Seadrift, TX, January 2020 – Present

Karen supported a hazard mitigation project focused on improving emergency power capabilities for critical infrastructure. She coordinated project implementation, supported compliance activities, and worked with stakeholders to advance installation of generators and lift station connections, improving system resilience and emergency preparedness.

Program Coordinator, City of Austin Watershed Planning Department, Austin, TX, June – November 2018

Karen supported watershed planning initiatives, contributing to environmental and infrastructure planning efforts. She assisted with program coordination, data analysis, and stakeholder engagement to support sustainable water resource management and planning activities.

Austin 2030 District Director, SPEER South-Central Partnership for Energy Efficiency as a Resource, Austin, TX, July 2016 – May 2018

Karen led regional sustainability initiatives focused on energy efficiency and resource conservation. She coordinated stakeholders, supported program development, and advanced initiatives aimed at improving building performance and reducing environmental impact across the region.

Assistant Manager for Grant Programs, Office of Sustainability, University of Texas at Austin, TX, July 2011 – July 2016

Karen supported grant-funded sustainability programs, assisting with program administration, coordination, and reporting. She worked with stakeholders to implement projects focused on environmental performance and sustainability, supporting effective use of grant funding and program outcomes.

Staff Advisor/Program Coordinator, Campus Environmental Center at University of Texas at Austin, TX, August 2007 – July 2011

Karen supported environmental programs and initiatives, coordinating activities and engaging stakeholders to advance sustainability goals. Her work included program development, outreach, and operational support.



Valarie Philipp, P.E.

Infrastructure & Environmental Services Subject Matter Expert

25+ Years

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.E., Structural Engineering, University of Florida, Gainesville, FL
- B.S., Civil Engineering, University of Florida, Gainesville, FL

AREAS OF EXPERTISE

- FEMA PA program management
- Multi-disaster recovery leadership (25+ declarations)
- Project Worksheet development, versioning, and closeout
- Cost eligibility and regulatory compliance (FEMA & 2 CFR 200)
- Appeals and time extension strategy
- Disaster debris monitoring oversight
- Insurance coordination and audit support
- FEMA Grants Portal and EMGrants systems
- Public sector client advisory
- Team leadership and recovery operations management
- Revenue Management, Contract Strategy & Practice Leadership
- Structural Engineering & Disaster Damage Assessment

Valarie is a registered Professional Engineer with more than 20 years of experience leading FEMA Public Assistance (PA) disaster recovery programs nationwide. She has managed over \$1 billion in FEMA PA funding across 25+ declared disasters, providing strategic oversight, technical guidance, and full lifecycle grant management support to state, county, municipal, education, healthcare, and nonprofit clients.

Her expertise spans Project Worksheet development and versioning, cost eligibility strategy, procurement compliance, debris operations oversight, insurance coordination, appeals, reimbursement, and closeout. Valarie has directed complex, multi-year recovery portfolios involving hundreds of projects and brings executive-level experience in FEMA program operations, staffing, and client advisory services.

Experience

Vice President of Disaster Recovery Programs, Grantworks, Inc., Tallahassee, FL, September 2023 – Present

Valarie provides executive leadership and strategic oversight for FEMA Public Assistance (PA) and Hazard Mitigation Assistance (HMA) services nationwide. She directs daily operations, technical delivery, and client advisory services to ensure compliant, defensible, and efficient disaster recovery implementation. She guides multidisciplinary teams supporting state and local governments through complex recovery portfolios from project formulation through closeout.

Associate Managing Director, Infrastructure, Witt O'Brien's LLC, February 2018 – July 2023

Valarie served as the management and operations lead for FEMA Public Assistance (PA) recovery efforts across 14 states within FEMA Regions II, III, IV, VI, VII, IX, and X. She directed more than 50 disaster recovery engagements, overseeing a 14-member team supporting funding recovery for Hurricanes Matthew, Irma, Dorian, Isaias, Ian, Nicole, the 2023 South Florida Flood Event, and the COVID-19 Pandemic. In addition to operational leadership, she managed proposal development, accounts receivable, revenue tracking, and client contract renewals to maintain practice performance and continuity of services.

Project Manager, FEMA Preparedness and Grants Management, Broward County Public Schools, Broward County, FL, 2008 – 2023

As Program Manager, Valarie led disaster preparedness, response, and FEMA PA recovery for one of the nation's largest school districts. She managed Project Worksheet development and revisions, documentation compilation, financial reconciliation, reimbursement, insurance coordination, appeals, and OIG audit support. She supported recovery from multiple hurricanes and COVID-19, managing over \$86 million in FEMA PA funding across 584 projects in Categories A, B, E, and G while coordinating closely with district leadership and operational departments.

Acting Practice Lead, FEMA Public Assistance Division, Witt O'Brien's LLC, April 2019 - October 2021

Valarie provided executive oversight of FEMA PA service delivery, staffing strategy, budgeting, and financial management. She managed personnel performance, maintained strong financial controls, supported contract negotiations and renewals, and developed competitive proposals to expand services. During her tenure, she secured more than \$10 million in future task bookings while maintaining high-quality technical delivery across active disaster portfolios.



Project Manager, FEMA Public Assistance, Witt O'Brien's LLC, April 2009 – October 2018

Valarie managed long-term FEMA Public Assistance recovery operations for South Florida jurisdictions impacted by the 2004–2005 hurricane seasons and subsequent disaster events. She directed the preparation and revision of Project Worksheets, time extensions, reimbursement requests, appeals, quarterly reporting, and closeout documentation. She provided strategic cost eligibility guidance and coordinated directly with FEMA and state representatives to resolve complex project issues.

In addition, Valarie managed ten Hurricane Irma debris monitoring projects, overseeing field staff, daily operational reporting, invoicing, compliance monitoring, and issue resolution to support large-scale debris recovery operations.

Public Assistance Coordinator, FEMA Public Assistance, Witt O'Brien's LLC, South Florida, May 2006 – March 2009

Valarie served as lead Public Assistance Coordinator supporting Miami-Dade County's recovery from Hurricanes Katrina and Wilma. She oversaw FEMA PA program implementation for 218 municipal and private nonprofit applicants pursuing more than \$560 million in federal funding. She coordinated applicant briefings, eligibility determinations, and compliance oversight across multiple state-declared disasters.

Technical Assistance Contractor (TAC), ATCS, PLC (FEMA Sub to Fluor), South Florida, 2004 – 2006

As a FEMA Technical Assistance Contractor, Valarie supported disaster recovery following Hurricanes Frances, Jeanne, Katrina, and Wilma. She conducted building damage assessments, developed cost estimates, and prepared Project Worksheets. She also served as Deputy Public Assistance Coordinator for debris operations, supervising debris specialists, determining eligibility, and performing QA/QC reviews to ensure accurate and defensible funding determinations.

Structural Engineer, Wiss, Janney, Elstner Associates, Atlanta, Georgia, 1997 – 2004

Valarie performed forensic structural investigations, structural analysis, repair design, and construction oversight for facilities impacted by natural disasters and structural failures. She evaluated complex damage causation issues and supported FEMA-related litigation by analyzing Disaster Survey Reports and determining whether damages resulted from disaster events, construction defects, or deferred maintenance.



Regan Lenehan

Infrastructure & Environmental Services Subject Matter Expert

20+ Years

**INFRASTRUCTURE & COMMUNITY
DEVELOPMENT EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

- M.S., Community and Regional Planning, University of Texas, Austin, TX
- B.A., Latin American Studies, Vassar College, Poughkeepsie, NY

AREAS OF EXPERTISE

- Wastewater & Public Infrastructure Projects
- CDBG-Funded Project Implementation
- Infrastructure Project Management
- Procurement & Contract Compliance
- Financial Management & Reporting
- Construction Coordination
- Stakeholder & Agency Coordination
- Disaster Recovery & Mitigation Programs
- Grant Compliance & Monitoring
- Project Closeout & State Agency Coordination

CERTIFICATIONS

- TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Regan Lenehan is a senior infrastructure and community development professional with 20 years of experience delivering federally funded projects, including water, wastewater, and public infrastructure improvements. As a Wastewater Treatment Plant Infrastructure Subject Matter Expert, she provides technical guidance and project oversight to support the successful implementation of complex utility and infrastructure projects funded through CDBG programs.

Regan has managed and overseen more than 75 federally funded projects from contract execution through closeout, with experience spanning procurement, financial management, compliance, and construction coordination. She brings a strong understanding of infrastructure delivery and regulatory requirements, supporting project teams, local governments, and stakeholders to advance projects efficiently while maintaining alignment with funding requirements.

Experience

Director of Community Development, GrantWorks, Inc., Austin, TX, October 2021– Present

Regan leads and oversees a team of Community Development Project Managers responsible for managing over \$100 million in CDBG-funded projects. She provides technical guidance on infrastructure and community development projects, supports program implementation, and works with project teams to address compliance, funding, and delivery requirements across multiple projects.

Project Manager, Community Development, GrantWorks, Inc., Austin, TX, April 2018 – October 2021

Regan provided internal quality control for procurement and labor standards activities and delivered technical support and training to project managers and staff. Her work strengthened compliance processes and supported consistent implementation of federally funded infrastructure and community development projects.

Senior Project Manager, GrantWorks, Inc., Austin, TX, January 2004 – January 2015

Regan managed CDBG-funded infrastructure and community development projects, coordinating directly with local governments, engineers, and contractors to support project delivery from initiation through closeout.

Her responsibilities included procurement reviews, financial management, reporting, labor standards compliance, and coordination with state agencies. She supported projects across public infrastructure, economic development, and disaster recovery programs, strengthening compliance and advancing project completion.

Junior Financial Analyst, Symmetry Partners, LLC, New York, NY, January 1998 – January 2002

Regan supported financial analysis and reporting functions, developing foundational experience in financial management, data analysis, and reporting that informs her current work in grant-funded program administration and infrastructure project oversight.



Trey Friedrich

Funding Needs Assessment Task Lead

5+ Years

PUBLIC SECTOR PROJECT MANAGEMENT & GRANT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- B.A., Interdisciplinary Humanities, Florida State University, Tallahassee, Florida, 2017

AREAS OF EXPERTISE

- Federal, State, and Local Funding Strategy
- Community & Economic Development Grants
- Broadband & Infrastructure Funding Programs
- Grant Compliance & Program Management
- Procurement & Contract Administration
- Financial Management & Reporting
- Stakeholder Coordination & Partnerships
- Public Sector Policy & Regulatory Navigation
- Project Management & Program Delivery
- Vendor Management & Negotiation

CERTIFICATIONS

- Graduate Certificate, Emergency Management and Homeland Security, Florida State University, Tallahassee, FL, 2023

Trey is a Senior Project Manager with GrantWorks, bringing over five years of experience supporting public sector clients with funding strategy, grant program delivery, and compliance. He specializes in identifying and securing federal, state, and local funding for community and infrastructure initiatives, with direct experience advising local governments on program implementation, stakeholder coordination, and regulatory requirements. His work focuses on aligning funding opportunities with community priorities while maintaining strong financial oversight and compliance.

Based in Florida, Trey brings direct experience working within state and local government environments, with a strong understanding of Florida policies, procurement processes, and funding mechanisms. His background includes broadband and community development initiatives, contract and vendor management, and multi-stakeholder coordination—positioning him to support Melbourne Beach in advancing competitive grant applications and managing awarded funds effectively..

Experience

Senior Project Manager, Broadband & Community Partnerships, Grantworks, Inc., Tallahassee, FL, October 2024 – Present

Trey advises local governments on strategic approaches to maximize federal, state, and local funding for broadband and community development initiatives. He leads stakeholder coordination and needs assessment efforts to evaluate community priorities, identify and secure funding opportunities, and align projects with available programs. Trey collaborates with grant writing teams, community organizations, and partners to develop competitive applications and advance funding strategies. He manages project and program delivery from strategy through implementation, including compliance oversight, financial tracking, and performance reporting, helping clients advance infrastructure investments while maintaining alignment with regulatory requirements and funding objectives.

Project Manager, UBA University Libraries, Florida State University, Tallahassee, FL, April 2024 – September 2024

Trey managed financial and administrative operations for a \$22M+ public sector budget, working closely with leadership to assess operational needs and align resources with institutional priorities. He provided financial oversight, ensured compliance with state regulations and internal controls, and delivered accurate reporting to support informed decision-making. Trey also coordinated with internal departments and external vendors, strengthening operational efficiency, accountability, and alignment of resources with program and funding requirements.

Client Partner, Public Sector, Nagarro, Tallahassee, FL, March 2023 – April 2024

Trey supported public sector clients across Florida by analyzing agency priorities, funding needs, and procurement pathways to align solutions with available resources. He worked with procurement offices, vendors, and stakeholders to identify funding mechanisms, support access to contracting vehicles, and align services with program goals. His role included coordinating across multiple entities to navigate regulatory requirements, support strategic planning efforts, and position clients to effectively pursue and implement funded initiatives.



Accounting Specialist, UBA – College of Law, Florida State University, Tallahassee, FL, September 2021 – February 2023

Trey served as the primary contract manager, overseeing procurement compliance, vendor onboarding, and financial transactions in accordance with Florida statutes and university policies. He managed invoices, reconciliations, and financial reporting processes to maintain accuracy and transparency. His work supported strong fiscal controls, ensured expenditures aligned with operational needs and funding requirements, and contributed to consistent compliance with regulatory and institutional standards..

Student Program Coordinator, Student Union, Florida State University, Tallahassee, FL, February 2020 – September 2021

Trey supported program operations by coordinating budgets, procurement, staffing, and logistics for campus services in a high-volume environment. He assisted leadership in forecasting needs, allocating resources, and maintaining efficient service delivery. His coordination efforts supported consistent program execution, effective use of resources, and alignment with institutional priorities and operational requirements.

Operations Manager, Spectra Venue Management, Tallahassee, Florida, January 2019 – February 2020

Trey supported capital project planning and operational management for a large public-use facility, including budgeting, procurement, and vendor coordination. He assisted in forecasting funding needs, monitoring expenditures, and managing contracts to support timely and cost-effective project delivery. His role included coordination with public agencies and service providers, helping align operations with regulatory requirements and ensuring reliable service delivery for community events and facility use.



Amanda Holton, CTCM

Grant Research & Writing Task Lead

10+ Years

GRANT PROGRAM & COMPLIANCE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

- M.B.A., Business Administration, Texas A&M University, Corpus Christi, TX
- B.S, Social Justice (Non-profit Organizational Leadership), Trevecca Nazarene University, Nashville, TN

AREAS OF EXPERTISE

- Grant Research & Funding Identification
- Grant Writing & Application Development Support
- Federal Grant Compliance (ARPA, HUD, Treasury) Program Monitoring & Performance Reporting Procurement & Contract Compliance
- Subrecipient Monitoring & Oversight
- Financial Tracking, Budgeting & Cost Eligibility
- Regulatory Interpretation & Policy Analysis
- Audit & Quality Assurance (GAGAS-aligned)
- Infrastructure & Community Development Programs Stakeholder Coordination & Technical Assistance

CERTIFICATIONS

- Certified Texas Contract Manager, 2021

Amanda brings 10 years of experience in grant compliance, program oversight, and audit-driven program management, supporting state and local governments and nonprofit organizations in the effective use of public funding. She has direct experience managing complex, federally funded programs, including the American Rescue Plan Act (ARPA), where she has overseen nearly \$60 million in infrastructure, subrecipient, and community-based projects. Her work includes grant research, application support, financial and performance monitoring, procurement compliance, and reporting—ensuring projects align with federal and state requirements while advancing community priorities.

Amanda brings experience supporting local governments through all phases of grant implementation, combined with a strong foundation in auditing, regulatory interpretation, and quality assurance. As Grant Research and Writing Task Lead, she supports the identification of funding opportunities, development of competitive applications, and alignment of projects with program requirements. Her ability to interpret complex regulations, monitor performance, and support compliant program delivery positions her to help Melbourne Beach successfully secure and manage grant funding.

Experience

Project Manager, GrantWorks, Inc., Austin, TX, Austin, TX, and Winter Haven, FL, February 2023 – Present

Amanda leads the administration and oversight of federally funded programs, including the American Rescue Plan Act (ARPA), managing approximately \$60 million in infrastructure and community-based projects. She supports local governments in aligning projects with federal and state funding requirements, while also contributing to grant research, funding strategy, and application support efforts. Her responsibilities include reviewing project documentation, managing financial activities such as contractor pay estimates and invoices, overseeing procurement and subrecipient compliance, and tracking budgets and performance milestones. Amanda works closely with local officials, nonprofits, and state and federal agencies to support program implementation, ensure regulatory compliance, and maintain accurate reporting and documentation throughout the grant lifecycle.

Associate Auditor, Texas Office of The Inspector General, Austin, TX, November 2021 – February 2023

Amanda conducted program and operational audits in accordance with Generally Accepted Government Auditing Standards (GAGAS), evaluating internal controls, compliance, and program effectiveness across state-funded initiatives. She performed risk assessments, developed audit scopes and testing procedures, and conducted fieldwork including on-site reviews and stakeholder interviews. Amanda identified compliance gaps and operational risks, providing actionable recommendations to improve program performance and accountability. She also presented audit findings to senior leadership, supporting data-driven decision-making and strengthening program oversight.

Quality Assurance Specialist, State of Texas Department Of Human and Health Services, Austin, TX, July 2020 – November 2021

In this role, Amanda ensured program compliance with state regulations by reviewing case files, analyzing program performance, and identifying trends in errors and operational gaps. She developed monitoring plans and corrective action strategies to address compliance issues, working closely with program leadership and legal teams to interpret regulatory requirements, including confidentiality and HIPAA standards.



Amanda also supported procurement processes and policy updates, integrating regulatory changes into program operations and strengthening internal controls through data analysis and reporting.

Quality Control Specialist, TENNCARE, Nashville, TN, December 2018 – July 2020

Amanda conducted detailed quality control reviews of Medicaid eligibility determinations, maintaining a 100% accuracy rate while identifying and addressing caseworker or system errors. She served as a team leader, training staff and supporting audit activities, including the Centers for Medicare and Medicaid Services (CMS) Payment Error Rate Measurement (PERM) audit. Amanda coordinated with internal and external stakeholders to provide documentation, interpret policy requirements, and address audit findings. Her work contributed to improved program compliance, enhanced training processes, and strengthened eligibility determination procedures.

Managed Care Specialist 3 (Eligibility Specialist, TENNCARE, Nashville, TN, April 2017 – December 2018

Amanda administered Medicaid eligibility determinations for diverse populations, including families, individuals with disabilities, and elderly residents, ensuring compliance with program policies and regulatory requirements. She played a key role in implementing a new eligibility system, supporting system rollout and process improvements. Her consistent 100% audit rating reflected her strong attention to detail, policy knowledge, and commitment to accurate and compliant program delivery.

Director of The Service Coordinator Department (Promotion)/Service Coordinator, Trevecca Retirement Community, Nashville, TN, November 2014 – April 2017 And April 2014 – November 2014

Amanda managed and administered a HUD-funded service coordinator program, overseeing a \$200,000+ grant that fully supported program operations. She was responsible for budget management, compliance with HUD requirements, and allocation of funds for salaries, benefits, and program services. Amanda developed and implemented programs to support resident needs, while building partnerships with community organizations to expand available services. She also supervised staff and ensured the program operated efficiently, delivering measurable benefits to residents while maintaining compliance with federal funding requirements..



Jason Martinez

Grant Administration Task Lead

14+ Years

PROGRAM & FINANCIAL MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

→ M.BxN

AREAS OF EXPERTISE

- Grant Administration & Program Implementation
- ARPA Program Management (U.S. Treasury)
- Federal & State Compliance (FEMA, EDA, Treasury)
- Financial Management, Budget Tracking & Reporting
- Procurement & Document Review
- Subrecipient & Beneficiary Program Oversight
- Small Business & Nonprofit Grant Programs
- Performance Monitoring & Milestone Tracking
- Stakeholder Coordination & Technical Assistance
- Economic Development Program Support
- Process Improvement & Workflow Development

Jason brings over 14 years of experience managing programs, financial operations, and public sector initiatives, including more than three years of direct grant administration experience. He has supported local governments and organizations in implementing federally funded programs, coordinating project delivery, and maintaining compliance with state and federal requirements. His experience includes working with federal agencies and funding programs such as FEMA and the U.S. Economic Development Administration, providing him with a strong foundation in grant administration, regulatory alignment, and program oversight.

Jason manages multiple grant-funded projects, overseeing financial tracking, document review, procurement support, and performance monitoring to support successful program implementation. He also contributes to the development and execution of grant programs for small businesses and nonprofit organizations, helping streamline application processes and strengthen compliant program delivery. As Grant Administration Task Lead, he brings a structured, compliance-driven approach that supports timely execution, strong financial management, and alignment with funding requirements.

Experience

Project Manager, GrantWorks, Inc., Austin, TX, 2022 – Present

Jason manages multiple grant-funded projects for local government clients, coordinating implementation across various stages while ensuring alignment with federal and state requirements. He works closely with senior officials and client staff to support program delivery, overseeing financial tracking, document review, procurement activities, and performance monitoring to maintain compliance and meet project milestones and deadlines. Jason also contributes to the development and implementation of grant programs for small businesses and nonprofit organizations, including supporting application processes, conducting eligibility reviews, and improving workflows such as online submission systems. His work strengthens program efficiency, supports compliant execution, and advances successful delivery of publicly funded initiatives.

Business Development Manager, City of Alton Economic Development Corporation, Alton, TX, June 2020 – December 2021


Jason supported the operations of the City of Alton Economic Development Corporation, contributing to economic development programs, grant writing efforts, and identification of funding opportunities for the local business community. He assisted in preparing financial and programmatic reports for the Board of Directors, Chamber of Commerce, and City leadership, ensuring accurate and timely communication of program performance. His role included supporting marketing initiatives, coordinating special projects, and providing guidance on available funding sources, helping align economic development activities with community priorities and available resources.

Supervisor of Human Resources, Office Operations, U.S. Census Bureau, McAllen, TX, August 2019 – June 2020

Jason oversaw administrative operations and supervised a team responsible for supporting Census activities, ensuring compliance with federal guidelines and operational requirements. He coordinated schedules, conducted training, performed quality assurance checks, and monitored progress to maintain efficiency and meet strict deadlines. His responsibilities included preparing reports, managing documentation, and supporting decision-making processes, contributing to the successful execution of a large-scale federal program.

TAB D

Town of Melbourne Beach, FL |
Grant Writing Services



TOWN OF
MELBOURNE BEACH
TOWN COMPLEX
EST. 1883

The image shows a large, white, oval-shaped sign supported by two blue posts. The sign is set in a landscaped area with green grass and some plants. In the background, there is a light blue building with a grey roof, an American flag on a pole, and a street lamp. The building has a sign that says 'FIRE DEPT.' and a blue sign with the number '5'.

Cost of Proposed Services



4.0 Cost of Proposed Services

4.1 Professional Service Rate Schedule for Grant Writing & Administration

The following hourly rates represent GrantWorks personnel available to support Melbourne Beach's grant writing and administration needs, from funding strategy and application development through implementation, compliance, reimbursement coordination, reporting, and closeout. These rates reflect the experience, technical expertise, and program knowledge required to deliver responsive, compliant, and high-quality grant services throughout the full grant lifecycle.

Title / Role	Hourly Rate
Program Executive	\$0.00
FloridaCommerce Liaison	\$0.00
Project Manager	\$165.00
Task Lead	\$155.00
Subject Matter Expert	\$225.00

4.2 Grant Application Preparation - Flat Fee

The following hourly rates represent GrantWorks personnel available to support Melbourne Beach's grant writing and administration needs, from funding strategy and application development through implementation, compliance, reimbursement coordination, reporting, and closeout. These rates reflect the experience, technical expertise, and program knowledge required to deliver responsive, compliant, and high-quality grant services throughout the full grant lifecycle.

Grant Minimum	Grant Maximum	Flat Fee Per Application
Tier 1 – Small Grant Application (Planning/Small Project)		
\$0.00	\$100,000.00	\$5,000.00
\$100,001.00	\$200,000.00	\$8,000.00
\$200,001.00	\$250,000.00	\$10,000.00
Tier 2 – Medium Grant Application (Medium Infrastructure Project/Equipment Grant)		
\$250,001.00	\$750,000.00	\$12,500.00
\$750,001.00	\$1,000,000.00	\$16,000.00
\$1,000,001.00	\$2,000,000.00	\$21,000.00
\$2,000,001.00	\$3,000,000.00	\$24,000.00
Tier 3 – Large or Complex Grant Application (Large/Multi-Phase Project)		
\$3,000,001.00	\$4,000,000.00	\$27,500.00
\$4,000,001.00	\$5,000,000.00	\$29,900.00
>\$5,000,001.00 Negotiable		

Note: Flat fees for grant application preparation exclude any third-party services, including engineering.



For Tier 1, GrantWorks provides support for straightforward grant opportunities that have minimal complexity. This includes preparing the grant narrative, a basic budget, and standard supporting documentation, while coordinating with Town staff and project engineers to gather all necessary project information. Tier 1 services are designed for smaller grants or programs with limited requirements.

For Tier 2, GrantWorks addresses moderate-complexity grants that require more detailed technical, financial, or demographic information. Services include developing comprehensive narratives, detailed budgets, and multiple supporting attachments. Tier 2 may also involve consultation with subject matter experts and coordination with multiple City departments and project engineers, making it ideal for mid-sized grants or projects with moderate administrative and compliance requirements.

For Tier 3, GrantWorks provides full support for highly complex or large-scale grants with extensive regulatory, technical, or compliance requirements. This tier includes development of complete narratives, detailed multi-year budgets, sophisticated supporting documentation, and full compliance assurance. Tier 3 often requires extensive coordination with subject matter experts, engineers, and multiple Town departments, and is appropriate for high-dollar or multi-jurisdictional grants that demand a turnkey application solution.

4.3 Grant Administration – Percentage and/or Hourly

GrantWorks offers grant administration services on a percentage-of-award basis where permitted by the funding agency or program requirements. This approach provides Melbourne Beach with a transparent and scalable fee structure that aligns administrative services with the size, complexity, and implementation requirements of each awarded project.

GrantWorks brings extensive experience administering federal, state, regional, and other public funding programs, including grant compliance, reimbursement coordination, financial management, reporting, procurement oversight, environmental coordination, monitoring support, and closeout activities. By utilizing a percentage-of-award structure where allowable, Melbourne Beach benefits from predictable costs while maintaining access to experienced grant professionals capable of supporting projects from award through successful implementation and closeout.

Grant Minimum	Grant Maximum	Federal Grant Programs	State Grant Programs	Force Account & Percent
\$250,000.00	\$750,000.00	8.75%	7.75%	0.5%
\$750,001.00	\$1,000,000.00	8.15%	7.15%	0.5%
\$1,000,001.00	\$2,000,000.00	6.80%	5.80%	0.5%
\$2,000,001.00	\$3,000,000.00	6.50%	5.50%	0.5%
\$3,000,001.00	\$4,000,000.00	6.20%	5.20%	0.5%
\$4,000,001.00	\$5,000,000.00	6.00%	5.00%	0.5%
\$5,000,001.00	\$7,500,000.00	5.50%	4.50%	0.5%
\$7,500,001.00	\$10,000,000.00	5.20%	4.20%	0.5%
\$10,000,001.00	\$15,000,000.00	5.00%	4.00%	0.5%
\$15,000,001.00	\$20,000,000.00	4.45%	3.45%	0.5%

> \$20,000,001.00 Negotiable

Notes:

1. Flat fees for grant administration exclude any third-party services, including engineering.
2. For Force Account, add 0.5% to the federal and state percentages.

TAB E

Town of Melbourne Beach, FL |
Grant Writing Services



Illustrative Work





**TRUSTED
GRANT PARTNER**

5.0 Illustrative Work

5.1 Proven Grant Success for Coastal & Community Initiatives

Melbourne Beach requires a grant partner capable of more than identifying funding opportunities. The Town needs a team that can align community priorities with available funding sources, develop competitive applications, coordinate with funding agencies, and successfully manage grant-funded projects through implementation, compliance, reporting, reimbursement, and closeout.

For more than 45 years, GrantWorks has helped local governments secure and administer funding for coastal resiliency, disaster recovery, infrastructure, environmental, recreation, transportation, waterfront, and community development initiatives. Our experience extends beyond grant application development to include grant administration, environmental coordination, procurement compliance, reimbursement management, regulatory reporting, implementation support, and long-term project delivery.

As a Florida coastal community, Melbourne Beach faces unique opportunities and challenges associated with shoreline protection, stormwater management, infrastructure resiliency, environmental stewardship, waterfront enhancements, hazard mitigation, and long-term community sustainability. Successfully advancing these priorities often requires navigating complex funding requirements, regulatory considerations, implementation obligations, and coordination among multiple state and federal agencies.

The representative projects presented in this section were selected because they reflect the funding programs, project types, implementation requirements, and community priorities most relevant to Melbourne Beach. Collectively, these examples demonstrate GrantWorks' experience supporting coastal resiliency initiatives, disaster recovery and mitigation programs, infrastructure and utility improvements, environmental coordination efforts, recreation and waterfront enhancements, and long-term community development investments.

Beyond successful grant awards, these projects illustrate GrantWorks' ability to support communities through the full grant lifecycle, from funding strategy and application development through implementation, compliance management, reimbursement coordination, reporting, and project closeout. This integrated approach provides Melbourne Beach with a partner capable of supporting both funding acquisition and successful project delivery while helping reduce administrative burden on Town staff.

5.1.2 Proven Success Supporting Coastal Resiliency, Infrastructure & Community Priorities

Representative Project	Key Experience Demonstrated	Why It Matters to Melbourne Beach
Sarasota County, FL Resilient SRQ Program	CDBG-DR program management, infrastructure implementation, compliance, environmental coordination, reporting, and long-term resiliency investments.	Demonstrates large-scale grant administration and implementation experience supporting recovery, resiliency, infrastructure, and community development initiatives.
Charlotte County, FL FEMA PA & HMA Recovery Support	FEMA Public Assistance, Hazard Mitigation, infrastructure restoration, reimbursement coordination, and resiliency-focused recovery implementation.	Demonstrates experience supporting coastal communities through complex disaster recovery and mitigation efforts.
Florida Division of Emergency Management (FDEM) Hurricanes Helene & Milton	State-level FEMA grant management, eligibility review, procurement compliance, reimbursement validation, QA/QC, and program oversight.	Demonstrates direct experience supporting Florida disaster recovery programs and funding requirements.
Cape Coral, FL Weir Rehabilitation Upgrade & Replacement	CDBG-DR infrastructure improvements, stormwater management, flood mitigation, construction implementation, and compliance management.	Demonstrates experience managing infrastructure and resiliency projects relevant to coastal community needs.
City of Palacios, TX Living Shoreline & Flood and Drainage Improvements	Grant writing, grant administration, living shoreline implementation, flood mitigation, shoreline stabilization, environmental restoration, and stakeholder coordination.	Demonstrates experience securing and implementing coastal resiliency projects focused on shoreline protection, environmental enhancement, and long-term risk reduction.



HURRICANE IAN RESILIENT SRQ CDBG-DR PROGRAM MANAGEMENT SERVICES

SARASOTA COUNTY, FL

THE CHALLENGE

On September 28, 2022, Hurricane Ian struck Florida’s Gulf Coast as one of the most catastrophic storms in state history. Sarasota County faced sustained winds exceeding 85 mph and more than 21 inches of rainfall, resulting in widespread flooding, extensive infrastructure damage, and prolonged disruption to critical facilities, homes, and businesses.

The scale of impact required a long-term recovery strategy beyond FEMA assistance, prompting HUD to allocate \$201.5 million in CDBG-DR funding to support the County’s recovery and resilience efforts.

THE SOLUTION

Sarasota County selected GrantWorks to lead program management for its CDBG-DR recovery portfolio—delivering a coordinated, compliant, and results-driven approach across housing, infrastructure, economic recovery, and mitigation programs.

GrantWorks provides full lifecycle program delivery, including policy development, damage assessments, construction oversight, environmental reviews, and rigorous compliance with federal requirements such as Davis-Bacon and Section 3—positioning the County to move projects forward efficiently while maintaining audit-ready documentation.

THE RESULT

GrantWorks plays a central role in advancing Sarasota County’s recovery, supporting infrastructure, multi-family housing, economic recovery, and buyout initiatives. For the Single-Family Housing Program, GrantWorks leads policy development and manages critical operations including duplication of benefits, inspections, and environmental compliance—driving progress from intake through construction.

This performance has earned continued trust—GrantWorks has been selected to support Sarasota County’s CDBG-DR program for the 2024 storms (Debbie, Helene, and Milton), reinforcing its role as a long-term recovery partner.

21+ NEPA
Environmental
Reviews

240+
Damage Assessments
Completed

212+ Tier II
Environmental
Reviews

CLIENT

Sarasota County, FL

FIRM

GrantWorks

PROGRAM VALUE

\$201.5M

GRANT PROGRAM

HUD CDBG-DR

PROJECT DATES

April 2024 – March 2027

SERVICES PROVIDED

- Grant Administration
- Project Management
- Technical Assistance
- Program Development
- Policies & Procedures Development
- Financial Management
- Environmental Reviews
- Stakeholder Coordination
- Monitoring & Compliance
- Construction Management & Inspections
- Labor Standards Monitoring
- Recordkeeping
- Data Reporting & Management
- Project Closeout



Sarasota County

Resilient SRQ

Community Development Block Grant-Disaster Recovery

Pasco County Selection Committee:

It is with great pleasure that I provide this reference for GrantWorks, a firm that has proven to be a trusted advisor and with whom Sarasota County has had an exceptionally productive and beneficial partnership in the delivery of our Resilient SRQ CDBG-DR Program. GrantWorks has consistently demonstrated itself to be a true partner in every sense of the word, going above and beyond to support our recovery efforts and achieve our shared objectives.

GrantWorks excels in program design and establishing efficient workflows, consistently delivering tangible results that contributed significantly to the program's success. For instance, their pre-application survey for our Housing Program effectively managed application flow, preventing an overwhelming influx and ensuring a manageable workload for our teams. This foresight significantly increased efficiency and reduced administrative burden.

Another key contribution was their instrumental role in developing and implementing the Resilient SRQ System of Record. GrantWorks meticulously translated complex CDBG-DR requirements into a compliant, robust, and user-friendly solution for record-keeping and workflow management. Their expertise ensured that our system met all federal guidelines, providing an indispensable tool for efficient and transparent program administration.

GrantWorks has also demonstrated a profound level of experience as an expeditor and a facilitator. Their proactive approach and problem-solving capabilities have accelerated recovery program timelines, directly benefiting Sarasota County and, most importantly, our impacted residents by enabling faster delivery of much-needed program benefits. Their commitment to the speed of implementing services has been a cornerstone of our successful collaboration, and their deep understanding of disaster recovery programs has been invaluable.

In conclusion, I unequivocally recommend GrantWorks. Their professionalism, expertise, innovative spirit, and unwavering commitment to partnership have been instrumental in the success of our Resilient SRQ CDBG-DR Program. We are confident that GrantWorks would be an invaluable asset to any organization seeking excellence in grant management and disaster recovery.

Sincerely,

Steve Hyatt

Steve Hyatt, MBA, CPM
Division Manager, Program Management Division
Office of Financial Management (OFM)
301 N. Cattlemen Road, Suite 200, Sarasota, FL 34232



Follow us
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ResilientSRQ@scgov.net





HURRICANES IAN, IDALIA, DEBBY, HELENE, & MILTON, FEMA PUBLIC ASSISTANCE & HAZARD MITIGATION SUPPORT

CHARLOTTE COUNTY, FL

THE CHALLENGE

Hurricanes Ian and Idalia caused extensive damage across Charlotte County, impacting approximately 400 public assets, including buildings, roads, bridges, utilities, parks, and other critical infrastructure. The scale of destruction required a coordinated, large-scale recovery effort. The Charlotte County Board of County Commissioners sought an experienced contractor to provide comprehensive damage assessments, full design services, permitting, and construction oversight to restore essential infrastructure safely and efficiently.

THE SOLUTION

A comprehensive evaluation of pre- and post-storm conditions was conducted using as-built documentation, County site inventories, and historical aerial imagery. This data-driven approach established accurate baseline conditions and informed cost-effective repair and reconstruction strategies.

Services included master planning, site work, testing, surveying, design, permitting, and construction administration for 400 impacted assets. All designs were developed to meet applicable building codes, including accessibility and mitigation requirements, while accounting for FEMA regulations, insurance considerations, and complex reconstruction logistics. Close coordination with County departments and FEMA Program Delivery staff supported accurate scoping, costing, and project worksheet development.

THE RESULT

Through multi-phase support—ranging from damage assessment and eligibility review to design, construction administration, insurance coordination, and closeout—the team provided Charlotte County with clear documentation and defensible cost estimates.

Detailed site inspections, aerial analysis, and data review resulted in comprehensive reports that positioned the County to maximize reimbursement under the FEMA Public Assistance Program and efficiently advance recovery efforts.

CLIENT

Charlotte County, FL

FIRM

GrantWorks (Sub-consultant)

PROGRAM VALUE

\$225.2 million

GRANT PROGRAM

FEMA PA

PROJECT DATES

May 1, 2023 – April 30, 2028

SERVICES PROVIDED

- Grant Administration
- Project Management
- Technical Assistance
- Damage Assessments
- Master Planning
- Sitework
- Testing
- Surveying
- Design
- Construction Administration
- Cost Estimating
- Repair Recommendations
- Permitting



HURRICANES HELENE & MILTON PUBLIC ASSISTANCE GRANT MANAGEMENT SUPPORT

FDEM - TALLAHASSEE, FL

THE CHALLENGE

The State of Florida has sustained multiple significant Federally declared disasters in the recent past. The Florida Division of Emergency Management is the agency responsible for administering Federal Emergency Management Agency (FEMA) grant programs as the Recipient. GrantWorks is part of a team providing support personnel as part of Public Assistance Grant Management Legacy Disasters Hurricane Helene (DR-4828) and Milton (DR-4834) recovery.

THE SOLUTION

A GrantWorks mobilized personnel to assist with the review and processing of State of Florida projects and reimbursements related to both Hurricane Helene and Hurricane Milton. GrantWorks roles and responsibilities have included:

- Request for Reimbursement (RFR) Validator
- Research of Expenditures
- Eligibility Review
- Procurement Review
- Team Member Mentoring
- Project Management Support

THE RESULT

The personnel have supported the review of expenditures related to over 100 projects for validation, multi-point analysis of completeness, eligibility, procurement compliance, cost reasonableness, and accuracy of damages submitted for reimbursement.

This initiative has resulted in successful validation of over \$72 million in submitted damages for these two events. Additional project and expenditures are currently being reviewed to support comprehensive FEMA Cost Eligibility, to identify courses of action to resolve invalidated costs, as well as conducting peer review and team mentoring to ensure consistency of program application and maximize reimbursements to the State

CLIENT

xxx Florida Division of Emergency Management (FDEM)

FIRM

GrantWorks

PROGRAM VALUE

\$72 million

GRANT PROGRAM

FEMA Public Assistance

PROJECT DATES

January 2025 - Present

SERVICES PROVIDED

- Grant Administration
- Technical Assistance
- Application Assistance
- Procurement Review
- QA and Validation
- Cost Tracking
- Project Management
- Expenditures Review



CDBG-DR WEIR REHABILITATION UPGRADE / REPLACEMENT PROJECT

CAPE CORAL, FL

THE CHALLENGE

The City of Cape Coral initiated the Weir Rehabilitation Upgrade or Replacement Project following Hurricane Ian (2022) to address aging stormwater control infrastructure and improve system-wide flood management. The City needed to modernize critical weir structures while managing a \$10.8 million CDBG-DR-funded project under strict federal compliance and reporting requirements.

THE SOLUTION

A GrantWorks serves as the City’s grant administration partner, delivering end-to-end CDBG-DR management to maintain compliance, reimbursement eligibility, and audit readiness.

The project includes design, permitting, construction, and commissioning of three automated weir structures (Weirs 2, 8, and 13) featuring motorized gates, adjustable controls, and real-time telemetry systems. GrantWorks manages financial tracking, reimbursement requests, procurement compliance under 2 CFR Part 200, and construction-phase oversight, including labor standards monitoring and documentation management.

Through proactive coordination with City staff, engineers, contractors, and Lee County, GrantWorks strengthens compliance controls, reduces administrative burden, and supports timely funding recovery.

THE RESULT

The project enhances Cape Coral’s stormwater management system by delivering modernized, automated weir infrastructure that improves flood control, operational safety, and real-time water level management.

Key Outcomes:

- \$10.8M CDBG-DR investment supporting critical infrastructure upgrades
- Automated systems enabling remote monitoring and control
- Improved system reliability and storm response capability

GrantWorks’ structured approach supports compliant project delivery from design through closeout—protecting funding, reducing risk, and advancing long-term resilience for the City’s canal system..

CLIENT

Cape Coral, FL

FIRM

GrantWorks

PROGRAM VALUE

\$10,824, 119

GRANT PROGRAM

HUD CDBG-DR

PROJECT DATES

March 2026 – April 2030

SERVICES PROVIDED

- Grant Administration
- Project Management
- Technical Assistance
- Financial Management
- Compliance Monitoring
- Documentation Management
- Stakeholder Engagement
- Program Planning
- Environmental Review
- Procurement
- Construction Management
- Davis-Bacon Compliance
- Section 3 Compliance
- DRGR Reporting
- Stakeholder Coordination
- Auditing & Monitoring Support
- Grant Closeout



LIVING SHORELINE & FLOOD & DRAINAGE IMPROVEMENTS

CITY OF PALACIOS, TX

THE CHALLENGE

Located along Tres Palacios Bay, the City of Palacios faces ongoing risks from shoreline erosion, storm surge, flooding, and coastal hazards that threaten public infrastructure, environmental resources, and long-term community resilience. The City's seawall serves as the primary line of defense against erosion and storm impacts, creating a need for long-term solutions that strengthen shoreline protection, improve drainage performance, and reduce future storm-related risks while preserving valuable coastal habitats.

THE SOLUTION

GrantWorks provided grant writing, application development, and grant administration services to help the City secure a \$6.8 million CDBG-MIT Resilient Communities Program award for construction of a living shoreline and associated flood and drainage improvements.

GrantWorks developed the funding strategy, prepared the application, coordinated technical documentation, and positioned the project to align with mitigation, resiliency, environmental, and infrastructure protection priorities. The project includes offshore breakwaters, marsh habitat creation, oyster reef and fish habitat cultivation, and shoreline improvements designed to reduce erosion, improve water quality, support wetland development, and strengthen resilience to future storm events.

Following award, GrantWorks continued serving as grant administrator, providing implementation oversight, compliance management, reporting, stakeholder coordination, environmental compliance support, financial management, and construction-phase assistance.

THE RESULT

GrantWorks successfully secured a \$6.8 million award that enabled the City to advance a transformative coastal resiliency project focused on shoreline stabilization, flood mitigation, environmental restoration, and infrastructure protection.

The project provides long-term protection against storm surge, wave action, and erosion while improving drainage performance, enhancing marsh and oyster reef habitats, supporting water quality improvements, and preserving valuable coastal resources. Through successful grant writing, funding acquisition, and ongoing grant administration, GrantWorks helped transform a complex resiliency concept into a funded and implementable project delivering lasting environmental, infrastructure, and community benefits.

CLIENT

City of Palacios, TX

FIRM

GrantWorks (*Sub-consultant*)

PROGRAM VALUE

\$6.8 million

GRANT PROGRAM

HUD CDBG-MIT Resilient Community Program

PROJECT DATES

February 2023 – January 2025

SERVICES PROVIDED

- Grant Writing
- Application Development
- Grant Administration
- Project Management
- Stakeholder Engagement
- Financial Management
- Environmental Compliance
- Construction Oversight
- Labor Standards Compliance
- Compliance Monitoring
- Data Management & Reporting
- Closeout

TABF

Town of Melbourne Beach, FL |
Grant Writing Services



References



6.0 References

6.1 Relevant Client References

GrantWorks has a strong track record of supporting local governments in the development, administration, and implementation of federally and state-funded programs that align with Melbourne Beach’s priorities, including infrastructure, community development, resilience, and housing initiatives.

The references provided in Figure X represent clients for whom GrantWorks delivered grant writing, administration, and compliance services for projects similar in scope and complexity to those anticipated by the County. These engagements include infrastructure improvements such as water and wastewater systems, roadway and drainage projects, public facilities, and disaster recovery and mitigation programs.

Across these assignments, GrantWorks worked closely with local government staff, engineers, contractors, and state and federal agencies to coordinate project delivery, maintain compliance with program requirements, and support timely and accurate reporting. Our role often extended beyond application development to include full lifecycle support, including procurement, financial management, environmental review, construction compliance, and closeout.

These references reflect our ability to:

- Deliver responsive, client-focused service
- Maintain organized, audit-ready documentation
- Navigate complex regulatory requirements
- Support projects from initial funding through successful completion

We encourage Melbourne Beach to contact our references directly, as they provide valuable insight into our performance, responsiveness, and ability to deliver successful, compliant outcomes across a range of grant-funded projects.

Figure 12: GrantWorks' Client References

Project & Client Name	Program Type & Services Provided	Reference Contact
Sarasota County Hurricane Ian Resilient SRQ-2022 Program Management Services for CDBG-DR Program	HUD CDBG-DR → Grant Administration → Program Management → Compliance Management → Environmental Coordination	Steve Hyatt, MBA, CPM Division Manager Program Management Division Sarasota County Office of Financial Management 301 North Cattleman Road, Ste. 200 Sarasota, FL 34232 (941) 315-5187 shyatt@scgov.net
City of Venice, FL Hurricanes Helene & Milton FEMA Public Assistance Services	FEMA PA/HMGP → Grant Administration → Project Management → Financial Management → Compliance Monitoring	Linda Senne, CPA, CGFM Finance Director City of Venice 401 W. Venice Avenue Venice, FL 34285 (P) 941-882-7421 (C) 941-451-0403 lsenne@venicefl.gov
City of Edgewater, FL Hurricane Recovery Support	FEMA PA → Grant Administration → Disaster Recovery Implementation → Compliance Monitoring → Reimbursement Coordination	Bridgette Vaissiere, Finance Director 104 North Riverside Drive Edgewater, FL 32132 (P) (386) 424-2400 x4000 bvaissiere@cityofedgewater.org
City of Stuart , FL Police Department Grant Writing for the Children's Services Council of Martin County	Safe, Stable Communities grant <i>(pending award - application in evaluation period)</i> → Grant Research → Grant Writing → Grant Administration	Captain Derek Ortado City of Stuart Police Department 830 SE Martin Luther King Blvd. Stuart, FL 34994 (P) (772)220-3917 Dortado@stuartfl.gov
Lakefront Estates & Villas (FL project) Rural Infrastructure Fund (RIF) Administered by FloridaCommerce on behalf of Lakefront Estates (partnership with Okeechobee Utility Authority)	RIF → Grant Research → Grant Writing	Adam Duitz 32 Cross Street, Suite 301 Lakewood, NJ 08701 (P) (914) 610-8680 aduitz@thefwdgroup.com

TAB G

Town of Melbourne Beach, FL |
Grant Writing Services



Additional Information



**TRUSTED
GRANT PARTNER**

7.0 Additional Information - Introduction & Approach

The following information is provided to further demonstrate GrantWorks' approach to delivering grant writing and grant administration services, as well as our experience supporting the diverse funding programs and project types that may be pursued by the Town of Melbourne Beach.

This section includes:

- GrantWorks' approach to project management, funding research, grant readiness, grant writing, and grant administration services
- Additional experience supporting coastal resiliency, shoreline protection, disaster recovery, environmental, recreation, transportation, infrastructure, waterfront, and community development initiatives
- Representative experience with federal, state, regional, and other public funding programs identified within the RFQ
- Additional examples demonstrating GrantWorks' breadth and depth of grant writing, grant administration, and project implementation experience

Together, this information illustrates GrantWorks' ability to support Melbourne Beach from funding strategy and application development through implementation, compliance, and project closeout.

7.1 Understanding Melbourne Beach's Funding Needs and Priorities

Melbourne Beach's future funding opportunities are likely to span a diverse range of federal, state, regional, and other public funding programs supporting coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, and other community priorities. Successfully securing and implementing these opportunities requires more than identifying available funding. It requires a strategic approach that aligns project needs with funding opportunities, develops competitive applications, and supports successful implementation following award.

GrantWorks understands that each funding program carries unique eligibility requirements, evaluation criteria, timelines, match considerations, administrative obligations, and long-term compliance responsibilities. Whether pursuing funding through FRDAP, RTP, LWCF, FBIP, FEMA, FDEP, FDOT, SRF, Water Management District programs, special appropriations, or other state and federal funding sources identified in the RFQ, Melbourne Beach benefits from a partner capable of supporting projects from funding strategy and application development through implementation, grant administration, and closeout.

GrantWorks also recognizes Melbourne Beach's recently adopted Grants Application & Management Policy and the importance of aligning grant activities with the Town's established approval processes, procurement requirements, reporting expectations, and grant management standards. By operating within that framework, we help provide Town leadership with clear visibility, accountability, and decision-making support while reducing administrative burden on staff.

We also recognize the operational realities facing local governments, where staff balance ongoing responsibilities while advancing capital improvements, resiliency initiatives, and community priorities. GrantWorks serves as an extension of Town staff, providing the technical expertise, structure, and responsive support necessary to pursue funding opportunities efficiently while maintaining compliance with Town procedures and funding requirements. This allows Melbourne Beach to expand its grant capacity without increasing administrative workload while maintaining clear visibility and accountability throughout the grant lifecycle.

How This Approach Benefits Melbourne Beach

- **Strategic Funding Positioning** — Aligns project needs with the most appropriate federal, state, regional, and other funding opportunities to support long-term community goals.
- **More Competitive Grant Applications** — Develops well-supported, responsive applications that clearly demonstrate project need, community benefit, implementation readiness, and alignment with funding objectives.
- **Expanded Staff Capacity** — Provides experienced grant writing and administration support that extends Town resources without increasing administrative workload.
- **Effective Grant Administration** — Supports organized implementation, reporting, reimbursement coordination, documentation management, and ongoing compliance with funding requirements.
- **Reduced Administrative Risk** — Maintains structured records, reporting processes, and compliance oversight that support monitor audit readiness, and successful project delivery.
- **Continuity from Application Closeout** — Provides a single partner capable of supporting projects from funding strategy and application development through implementation, grant administration, and closeout.



7.2 Grant Funding Strategy and Project Delivery Approach

GrantWorks applies a structured Task Order Management Process that supports efficient execution while maintaining consistency, accountability, and clear communication across multiple assignments. This approach provides a framework for managing grant-related activities from project initiation through completion while aligning resources, schedules, deliverables, and stakeholder expectations.

7.2.1 Project Approach and Management

GrantWorks applies a structured Task Order Management Process that supports efficient execution while maintaining consistency, accountability, and clear communication across multiple assignments. This approach provides a framework for managing grant-related activities from project initiation through completion while aligning resources, schedules, deliverables, and stakeholder expectations.

Core Principles Guiding Delivery

GrantWorks' approach is guided by four core principles that support consistent, high-quality delivery across all assignments:

- **Clear Communication** — Direct, consistent coordination with Town staff, stakeholders, consultants, and funding agencies.
- **Right-Sized Expertise** — Assigns the appropriate technical resources based on project needs, funding requirements, and assignment complexity.
- **Responsiveness** — Provides timely support and proactive coordination throughout grant development, administration, and implementation activities.
- **Disciplined Project Controls** — Maintains accountability for scope, schedule, budget, deliverables, and overall assignment performance.

Task Order Scoping and Work Planning

For each assignment, GrantWorks works with Town staff to define project requirements, expectations, constraints, and potential risks. Task scoping meetings establish scope, schedule, and budget parameters while identifying the technical resources required to support successful delivery.

A Project Work Plan is then developed outlining roles, deliverables, timelines, and communication protocols. This document serves as the foundation for execution and is updated as needed throughout the assignment.

Project Initiation and Coordination

Once authorized, we initiate work through structured coordination with all stakeholders. Kickoff meetings align expectations, confirm roles and responsibilities, and establish communication procedures. Key decisions and action items are documented early to support efficient execution.

This coordinated approach promotes accountability, supports informed decision-making, and establishes a clear path forward before work activities begin..

Execution and Performance Management

GrantWorks actively manages each assignment to maintain alignment with Town priorities, project objectives, and funding requirements. The Program Manager assigns the appropriate team members, manages performance, and applies quality control procedures to all deliverables.

Work activities are supported by:

- Defined scope, schedule, and communication protocols
- Ongoing coordination with Town staff and technical partners
- Regular progress tracking and status updates
- Early identification and resolution of issues
- Quality control review of deliverable



Figure 13: Task Order Management Process



Ongoing Communication and Reporting

GrantWorks maintains consistent communication with Town staff and project stakeholders through regular coordination, progress updates, and reporting. Coordination with consultants, partners, and funding agencies supports timely decision-making, issue resolution, and continued progress toward project objectives.

Communication protocols are tailored to the needs of each assignment and may include status meetings, progress reports, funding updates, and milestone reviews. This approach promotes transparency, supports collaboration, and keeps stakeholders informed throughout project delivery.

7.2.2 Approach to Grant Funding Research and Readiness

Successful grant funding begins with aligning project needs, funding opportunities, and implementation readiness. GrantWorks utilizes a structured funding research and readiness process to help Melbourne Beach identify, evaluate, and pursue funding opportunities aligned with the Town's priorities and long-term objectives. This approach helps the Town focus limited resources on the most viable opportunities while strengthening project readiness, prioritizing funding pursuits, and improving long-term funding competitiveness.

Funding Needs Assessment

We begin with a collaborative assessment to identify priority projects, funding needs, and implementation considerations. This includes coordination with Town leadership and stakeholders to confirm priorities, review available plans and studies, evaluate project needs, and assess potential funding gaps.

This assessment includes:

- Coordination with Town leadership and departments
- Review of existing plans, studies, and project priorities
- Evaluation of project costs, funding needs, and implementation considerations
- Analysis of available documentation and project readiness

This process establishes a clear foundation for funding strategy, helping Melbourne Beach prioritize projects, evaluate readiness, and pursue funding opportunities aligned with community objectives and implementation capacity.

Grant Research and Funding Identification

GrantWorks actively monitors federal, state, regional, and other public funding sources to identify opportunities aligned with Melbourne Beach's coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, and community priorities. This includes programs identified in the RFQ, including FRDAP, RTP, LWCF, FBIP, FEMA, FDEP, FDOT, SRF, Water Management District funding programs, special appropriations, and other applicable grant and low-interest loan opportunities.

Our team tracks program announcements, eligibility requirements, funding priorities, and application schedules to identify opportunities that are realistic, competitive, and well-matched to the Town's needs. Rather than pursuing every available funding opportunity, we focus on opportunities that align with project objectives, funding priorities, implementation capacity, and long-term community benefit, allowing Melbourne Beach to concentrate resources where funding potential is strongest.

Grant Funding Report

Findings are compiled into a Grant Funding Report that provides Melbourne Beach with a practical roadmap for pursuing funding opportunities and advancing priority projects. The report:

Findings are compiled into a Grant Funding Report, which:

- Summarizes relevant funding opportunities
- Identifies eligibility and key requirements
- Provides clear next steps

The report is maintained as a living resource and updated as new opportunities emerge, that Melbourne Beach will be informed and positioned to act as funding becomes available.

Grant Readiness Evaluation

GrantWorks conducts a structured readiness evaluation to assess eligibility, competitiveness, and overall feasibility prior to pursuing funding opportunities. This process helps Melbourne Beach focus resources on the most viable opportunities while strengthening project readiness and application competitiveness.



Our readiness evaluation includes:

- **Program Review and Eligibility Confirmation**
Detailed review of grant guidelines, eligibility requirements, and evaluation criteria to confirm alignment and avoid pursuing non-viable opportunities.
- **Preliminary Scoring and Competitiveness Assessment**
Evaluation of how a project aligns with funding priorities, including identification of strengths, gaps, and opportunities to improve competitiveness.
- **Project, Cost, and Compliance Readiness**
Assessment of project development, cost considerations, schedule, supporting documentation, and implementation readiness to determine overall funding readiness.
- **Strategic Recommendation and Go/No-Go Decision**
Clear guidance to proceed, strengthen, or defer pursuit based on competitiveness, timing, funding requirements, and implementation considerations.

This structured approach supports informed decision-making, strengthens funding competitiveness, and helps Melbourne Beach pursue funding opportunities strategically, efficiently, and with greater confidence in successful implementation.

7.3 Approach to Grant Writing and Application Development

GrantWorks provides comprehensive grant writing services supported by a structured, collaborative approach to developing competitive and compliant applications. Our team works closely with Melbourne Beach to transform project concepts into well-defined funding requests that align with program requirements, funding priorities, and evaluation criteria.

Successful applications require more than strong writing. They require a clear understanding of project need, community benefit, funding objectives, implementation readiness, and the factors that drive competitive scoring. GrantWorks works collaboratively with Town staff, engineers, planners, and other stakeholders to refine project concepts, strengthen supporting documentation, and position applications to clearly demonstrate need, impact, feasibility, and long-term value.

Whether pursuing funding for coastal resiliency, shoreline protection, waterfront improvements, recreation, environmental initiatives, transportation, infrastructure, or disaster recovery projects, GrantWorks follows a disciplined application development process designed to strengthen competitiveness, improve alignment with funding priorities, and maximize funding potential.

Phase	GrantWorks Approach
Application Initiation & Project Alignment	Coordinate with Town staff, engineers, and stakeholders to confirm project scope, objectives, schedule, and desired outcomes. Review funding requirements, eligibility criteria, and application guidance to establish a clear development strategy. Identify required documentation, technical studies, cost information, and key milestones needed to support a competitive funding application.
Project Optimization & Development	Work with the Town and technical partners to strengthen projects prior to application development. Refine project scope, confirm community and project benefits, and identify gaps in documentation, cost development, or readiness that may affect competitiveness. Support development of project descriptions, cost estimates, schedules, and technical information aligned with funding priorities and evaluation criteria.
Budget Preparation and Supporting Documentation	Prepare and refine project budgets with Town staff and technical partners so costs are accurate, defensible, and aligned with program requirements. Coordinate and organize supporting materials, including data, maps, exhibits, technical studies, engineering documentation, and other information needed to demonstrate project need, eligibility, community benefit, resiliency outcomes, and implementation readiness.
Application Development and Narrative Strategy	Develop complete application packages, including narratives, forms, budgets, and supporting documentation. Prepare clear, persuasive content aligned with program requirements and evaluation criteria, emphasizing project need, community impact, funding priority alignment, implementation readiness, and measurable outcomes. Review and refine materials for consistency, responsiveness, and overall competitiveness.
Review, Editing, & Quality Control	Conduct a structured internal review to confirm accuracy, completeness, consistency, and compliance with program requirements. Refine narratives, verify supporting documentation, and perform quality control reviews to strengthen clarity, responsiveness, and overall application quality.
Submission & Follow-Up	Submit complete application packages through the appropriate platform, confirming all required materials and supporting documentation are included. Remain engaged throughout the review period by assisting with requests for clarification, coordinating supplemental documentation, and supporting communication with the funding agency as needed.



GrantWorks remains actively engaged throughout the review process, assisting with agency questions, requests for clarification, and supplemental documentation as needed. By combining strategic project development, disciplined quality control, and experienced grant writing professionals, we help Melbourne Beach pursue funding opportunities with applications that are organized, competitive, and positioned for successful implementation.

7.4 Approach to Grant Administration Services for Awarded Grant

GrantWorks delivers full lifecycle grant administration services, supporting Melbourne Beach from award through closeout. Our approach integrates program management, financial oversight, procurement, compliance, document control, reporting, and closeout activities into a coordinated framework that supports efficient implementation while maintaining alignment with funding requirements.

We function as an extension of Town staff, coordinating closely with departments, consultants, contractors, and funding agencies to manage implementation, maintain organized documentation, support compliance, and provide clear visibility into project status, expenditures, and performance. Whether supporting coastal resiliency, shoreline protection, waterfront improvements, environmental restoration, recreation, transportation, infrastructure, or disaster recovery initiatives, our approach is designed to reduce administrative burden while supporting successful project delivery.

7.4.1 Program Management and Coordination

GrantWorks leads the day-to-day management and coordination of grant-funded activities through a unified approach that integrates project administration, financial tracking, procurement, compliance, environmental coordination, implementation oversight, reporting, and closeout activities.

- **Project Coordination and Performance Tracking** — Our team maintains regular engagement with Town staff, consultants, contractors, and stakeholders, tracking project activities, expenditures, schedules, performance, and funding requirements throughout implementation. This coordinated approach supports informed decision-making and keeps projects moving efficiently from award through closeout.
- **Project Coordination, Tracking, and Performance Management** — We prepare required forms, notices, agendas, reports, reimbursement documentation, and supporting records; coordinate responses to Requests for Information; and maintain ongoing communication with funding agencies to support timely implementation and issue resolution.
- **Schedule, Performance, and Compliance Management** — Project activities are tracked against established schedules, scopes, milestones, funding requirements, and reporting obligations, providing Melbourne Beach with clear visibility into project status, upcoming activities, potential challenges, and key decision points.

This coordinated management structure provides Melbourne Beach with clear visibility and accountability across all grant-funded activities, supporting organized implementation, proactive issue resolution, and ongoing compliance throughout the grant lifecycle.

7.4.2 Financial Management

GrantWorks manages financial activities to maintain alignment with funding requirements, support timely reimbursement, and provide Melbourne Beach with clear visibility into project expenditures, budget status, and funding utilization throughout implementation.

- **Invoice Review and Funding Eligibility Verification** — Our team reviews invoices, pay applications, and supporting documentation against contract requirements, approved budgets, and funding requirements to confirm eligibility, accuracy, and consistency prior to reimbursement or payment processing.
- **Budget Tracking and Financial Oversight** — Project costs are tracked against approved budgets, funding limits, and project milestones to support accurate financial reporting, maintain budget alignment, and identify potential issues before they affect project implementation.
- **Financial Coordination and Issue Resolution** — We work closely with Town staff, consultants, contractors, and funding agencies to resolve discrepancies, address budget or reimbursement questions, and maintain accurate, well-supported financial records throughout the grant lifecycle.

This financial management process supports timely reimbursement, strengthens accountability, reduces administrative burden, and maintains organized records that support monitoring, audit readiness, and successful project delivery.

7.4.3 Recordkeeping and Document Management

GrantWorks establishes and maintains comprehensive project files within the GW20/20® system, providing Melbourne Beach with centralized access to grant documentation, reporting, compliance records, and project information throughout the grant lifecycle.

- **Centralized File Organization and Tracking** — Project files are organized by activity, funding requirement, project phase, and reporting category, allowing for efficient tracking, retrieval, and management of grant-related documentation.
- **Documentation Management and Reporting Support** — We maintain contracts, correspondence, reimbursement records, compliance documentation, reports, and supporting materials while preparing required reports and documentation for Melbourne Beach and funding agencies.



- **Audit Readiness and Documentation Control** — Project records are maintained in an organized and accessible manner that supports monitoring activities, reporting requirements, audit readiness, and long-term record retention obligations.

This centralized records management system provides Melbourne Beach with complete, organized, and readily accessible documentation that simplifies reporting, supports compliance, and strengthens long-term program accountability.

7.4.4 Procurement and Contract Administration (2 CFR Part 200)

GrantWorks manages procurement and contract administration activities in accordance with 2 CFR Part 200 and applicable federal, state, and local requirements. Our team works closely with Melbourne Beach to support compliant procurement practices while maintaining project schedules and implementation momentum.

- **Procurement Planning, Solicitation, and Evaluation Support**— Assist with procurement planning, solicitation development, advertising requirements, bid coordination, and evaluation activities to support compliance with funding requirements and applicable procurement standards.
- **Contract Administration and Compliance Review** — Review procurement and contract documentation to confirm alignment with applicable regulations, funding requirements, and contract provisions while supporting effective contract administration throughout implementation.
- **Procurement Coordination and Issue Resolution** — Coordinate with Town staff, consultants, contractors, and funding agencies to address procurement questions, resolve issues, and maintain documentation supporting compliance and project delivery.

This procurement management process helps Melbourne Beach reduce compliance risk, maintain eligibility for reimbursement, and advance projects efficiently while meeting applicable procurement requirements.

7.4.5 Environmental Review and Regulatory Coordination

GrantWorks manages environmental review and regulatory coordination activities by working closely with Town staff, consultants, regulatory agencies, and project stakeholders to support timely completion of environmental requirements while maintaining project eligibility and implementation schedules.

- **Environmental Review Determination and Documentation** — Determine the appropriate level of environmental review and prepare required documentation in accordance with applicable federal, state, and funding program requirements.
- **Agency Coordination and Regulatory Support** — Coordinate with regulatory agencies, consultants, and Town staff to support completion of environmental review requirements, address permitting and regulatory considerations, and resolve issues that may affect project eligibility, funding, or schedule.
- **Public Notice and Compliance Support** — Manage public notice requirements, comment periods, supporting documentation, and any required re-evaluations to maintain compliance throughout project implementation.

Proactive environmental coordination helps Melbourne Beach navigate regulatory requirements efficiently, minimize implementation delays, and maintain project eligibility throughout the grant lifecycle.

7.4.6 Implementation Oversight and Construction Coordination

GrantWorks coordinates with Town staff, engineers, contractors, and project stakeholders to support implementation activities, monitor progress, track milestones, and address project issues as they arise. Our team helps maintain alignment between project execution, funding requirements, documentation obligations, and reporting requirements throughout implementation.

- **Project Implementation, Progress Tracking, and Performance Monitoring** — Monitor project activities, schedules, milestones, and deliverables to support timely implementation and maintain visibility into project status and performance.
- **Construction Coordination and Documentation Support** — For construction-related projects, support contract execution, change order review, milestone tracking, and coordination of pre-construction and implementation activities while maintaining required documentation and project records.
- **Issue Identification and Resolution Support** — Coordinate with Town staff, engineers, contractors, and funding agencies to address implementation challenges, documentation needs, and project issues that may affect schedule, funding, or project delivery.

This approach keeps projects aligned with funding requirements while maintaining forward progress.

7.4.7 Labor Standards and Compliance Monitoring

GrantWorks manages labor standards compliance activities for applicable grant-funded projects by coordinating with contractors, monitoring compliance requirements, and maintaining complete documentation to support federal and state labor standards requirements.

- **Labor Standards Setup and Compliance Coordination** — Establish applicable labor standards requirements, wage determinations, and compliance procedures based on project scope, funding source, and program requirements.



- **Payroll Review and Compliance Monitoring** — Review certified payrolls and supporting documentation for accuracy and compliance, identify discrepancies, and coordinate resolution with contractors and project stakeholders.
- **Site Verification and Documentation Support** — Conduct site visits, employee interviews, and related compliance activities, as required, while maintaining documentation to support monitoring, audit, and closeout requirements.
- **Reporting and Records Management** — Prepare and maintain required labor compliance reports, correspondence, and supporting documentation to support ongoing compliance and agency review activities.

This proactive compliance oversight helps Melbourne Beach reduce risk, maintain complete documentation, and support adherence to applicable labor standards requirements throughout project implementation.

7.4.8 Compliance and Monitoring Support

GrantWorks maintains ongoing oversight of project documentation, financial records, procurement activities, and implementation requirements to support compliance with applicable federal, state, and funding program requirements. By maintaining organized records and addressing compliance considerations throughout implementation, we help Melbourne Beach remain prepared for monitoring activities and agency reviews.

- **Monitoring Preparation and File Readiness** — Prepare project files, supporting documentation, and compliance records in advance of monitoring reviews, confirming completeness, organization, and alignment with applicable program requirements.
- **Agency Coordination and Review Support** — Coordinate with funding agencies during monitoring activities, support review processes, respond to information requests, and provide documentation needed to facilitate efficient and successful reviews.
- **Issue Resolution and Corrective Action Support** — Assist Melbourne Beach in responding to monitoring inquiries, observations, or findings, including development and implementation of corrective actions when required.

This proactive compliance oversight helps Melbourne Beach maintain organized records, navigate monitoring activities with confidence, address issues efficiently, and support long-term program accountability.

7.4.9 Project Closeout and Audit Support

GrantWorks manages closeout and audit support activities by reconciling financial records, conducting internal file reviews, and preparing final documentation and reports required to support successful project completion and funding agency acceptance.

- **Financial Reconciliation and File Review** — Reconcile project costs, review project files for completeness, and confirm supporting documentation aligns with funding requirements prior to closeout.
- **Closeout Documentation and Submission Support** — Prepare final reports, supporting documentation, and required deliverables while coordinating submission of a complete and well-supported closeout package to the funding agency.
- **Audit Coordination and Response Support** — Assist Melbourne Beach during audit, monitoring, or post-closeout review activities by coordinating documentation, responding to information requests, and supporting resolution of inquiries or findings.
- **Record Finalization and Retention Support** — Finalize and organize project records to support long-term compliance, record retention requirements, audit readiness, and future reference needs.

This closeout-focused approach helps Melbourne Beach complete grant-funded projects efficiently, maintain well-documented records, support audit readiness, and position projects for successful agency acceptance and long-term compliance.

7.5 Program Management Framework

GrantWorks supports Melbourne Beach through an integrated program management framework that reinforces consistency, accountability, and transparency across funding strategy, grant development, grant administration, and project implementation activities.

7.5.1 Systems and Tools

GrantWorks utilizes the GW20/20® grant management platform to track project activities, manage documentation, and support reporting across all phases of grant development and administration. The system is configured to reflect project scope, schedule, funding requirements, reporting obligations, and key project milestones, allowing for real-time tracking of expenditures, milestones, deliverables, and program performance.

Our team uses this platform to compile data, generate reports, and provide Melbourne Beach with real-time visibility into project status, funding utilization, compliance activities, and overall program performance.

7.5.2 Quality Assurance and Control

GrantWorks applies internal quality control procedures throughout grant development and administration activities. Deliverables, reports, applications, reimbursement requests, and supporting documentation are reviewed for accuracy, completeness, consistency, and alignment



with program requirements prior to submission or implementation.

This process includes verification of supporting documentation, review of financial information, and confirmation of consistency across reports, applications, and project records, strengthening reliability, improving consistency, and reducing the potential for errors, omissions, or delays.

7.5.2 Compliance Management

GrantWorks maintains active oversight of regulatory requirements, funding guidance, and program requirements throughout implementation. Our team monitors project activities, documentation, procurement actions, and financial records to support ongoing compliance with applicable federal, state, and funding agency requirements.

By remaining current with evolving program guidance and requirements, we help Melbourne Beach identify potential compliance concerns early, address issues proactively, and maintain project eligibility throughout the grant lifecycle.

7.5.3 Communication and Coordination

GrantWorks establishes clear communication protocols with Town staff, project partners, consultants, contractors, and funding agencies to support alignment across all stakeholders.

We provide regular updates on project status, milestones, funding activities, implementation progress, and key action items, supporting transparency, informed decision-making, and timely issue resolution. This coordination helps maintain momentum, strengthen accountability, and reinforce confidence throughout project execution.

7.6 Approach Summary and Value to Melbourne Beach

GrantWorks delivers a comprehensive, full lifecycle approach that supports Melbourne Beach from funding strategy and project development through grant administration, implementation, and closeout. By aligning funding opportunities with Town priorities, strengthening project readiness, and maintaining disciplined program management, Melbourne Beach is positioned to advance projects efficiently and with confidence.

Backed by proven experience, purpose-built systems, and established processes, our team supports the successful delivery of grant-funded projects while maintaining compliance, financial accountability, and program visibility. This reduces administrative burden on Town staff while strengthening Melbourne Beach's ability to secure funding, manage projects effectively, and deliver meaningful results for the community.

7.0 Additional Information — Additional Grant Writing & Administration Experience



Additional Project Experience Beyond Illustrative Work

While the Illustrative Work section highlights five representative projects most relevant to Melbourne Beach's needs, GrantWorks' broader portfolio extends across grant-funded initiatives involving coastal resiliency, shoreline protection, waterfront improvements, environmental stewardship, recreation, transportation, infrastructure, disaster recovery, mitigation, and community development.

The following examples demonstrate additional grant writing, grant administration, and implementation experience across a range of project types and funding programs. Collectively, they show GrantWorks' ability to identify funding opportunities, develop competitive applications, manage complex grant requirements, and support successful project delivery from award through closeout.

Figure 14: Representative List of Successful Grant Application

Client	Funding Agency	Award Amount	Timeline
Community Development			
City of Kerrville CDBG Program for Intersection & Traffic Signal Rebuild - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture	\$350,000	March 2022 – August 2024
City of Rio Grande Britton Avenue Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture	\$500,000	April 2024
City of Trinity Downtown Area Sidewalk Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant–Downtown Revitalization Grant Program administered by the Texas Department of Agriculture.	\$500,000	July 2021 – February 2023
Matagorda County Hurricane Harvey Community Development Block Grant-Disaster Recovery Infrastructure Program - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant–Disaster Recovery Grant Program administered by the Texas General Land Office	\$6,900,000	June 2020 –
Economic Development			
Aransas County Del Mar College Workforce Development & Entrepreneurial Center - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program Administered by the Economic Development Administration	\$1,700,000	February 2021 – February 2025
City of San Angelo Development Corporation City of San Angelo Business & Industrial Park Infrastructure - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program Administered by the Economic Development Administration	\$1,250,000	April 2019 –
Sabine County Economic Development Study - Grant Writing, Application Development, Planning Grant Administration & Project Management Services	Rural Economic Development Grant Program administered by the Texas Department of Agriculture	\$45,000	June 2023 –
Environmental			
City of Balmorhea Aged Wastewater Treatment Plant Pond Rehabilitation - Grant Writing, Application Development, Planning Grant Administration & Project Management Services	Texas Community Development Block Grant administered by the Texas Department of Agriculture.	\$350,000	March 2022 – February 2024

**Figure 14: Representative List of Successful Grant Application**

Client	Funding Agency	Award Amount	Timeline
City of Palacios Living Shoreline & Flood & Drainage Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development, Community Development Block Grant–Mitigation, Community Resiliency Program administered by the Texas General Land Office.	\$6,800,000	February 2022 – January 2025
Infrastructure			
City of Galveston Hurricane Ike CDBG-DR Infrastructure Recovery Program - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant-Disaster Recovery administered by the Texas General Land Office	\$212,000,000	October 2014 – October 2021
City of Rockport Design & Construction of the Rockport Center for the Arts, Rockport, TX - Grant Writing, Application Development, Grant Administration & Project Management Services	Economic Adjustment Assistance Grant Program administered by the Economic Development Administration	\$5,000,000	March 2019 – March 2024
Texas City Flood & Drainage Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of Housing & Urban Development Community Development Block Grant-Mitigation, Hazard Mitigation Grant Program: Supplemental administered by the Texas General Land Office	\$17,874,592	April 2022 – June 2025
Jim Wells County Water System Improvements in Rancho Alegre Colonia - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	\$500,000	February 2025 – January 2027
City of Rio Hondo Street Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	\$500,000	February 2024 – January 2026
Parks & Recreation			
City of Bellaire Evergreen Park Accessible & Inclusive Playground - Grant Writing, Application Development, Grant Administration & Project Management Services	Community Project Fund Projects administered by the U.S. Department of Housing & Urban Development	\$600,000	November 2023 – May 2025
City of Seadrift A.D. Powers Bayfront Park West End Improvements: Kayak Dock Project - Grant Writing, Application Development, Grant Administration & Project Management Services	U.S. Department of the Treasury, Resources & Ecosystems Sustainability, Tourist Opportunities, & Revived Economies of the Gulf Coast States Act (RESTORE Act) Grant Program administered by the Texas Commission on Environmental Quality	\$300,000	April 2022 – July 2025
Willacy County Fred Stone Park ADA Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Coastal Management Grant Program Project administered by the Texas General Land Office	\$410,707	December 2021 – June 2024
Neighborhood Revitalization			
City of Josephine Horizon Way Street Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	\$367,500	November 2020– February 2024
City of Madisonville Sewer Line Replacement - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	\$312,212	February 2021 – November 2023
City of Rosebud Waterline Replacement - Grant Writing, Application Development, Grant Administration & Project Management Services	Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.	\$500,000	February 2025 – January 2027

**Figure 14: Representative List of Successful Grant Application**

Client	Funding Agency	Award Amount	Timeline
Housing Rehabilitation			
City of Honey Grove Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	\$502,350	March 2020 – March 2023
City of Pasadena Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	\$2,200,000	April 2018 – January 2021
City of Pineland Single-Family Owner-Occupied Home Rehabilitation - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	HOME Investment Partnership Grant Program administered by the Texas Department of Housing & Community Development	\$151,803	December 2023 December 2026
Water Supply, Wastewater Treatment, and Stormwater Management			
Kerr County East Kerr County Wastewater Collection System - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Clean Water State Revolving Fund and Economically Distressed Area Fund administered by the Texas Water Development Board and the Texas Community Development Block Grant-Colonia Grant Program administered by the Texas Department of Agriculture	\$59,404,391	December 2024 –January 2027
Willacy County Railroad Spur Detention Pond - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	\$1,690,300	August 2021 – January 2023
Willacy County Sebastian Drainage Improvements –East & West - Grant Writing, Application Development, Planning, Grant Administration & Project Management Services	Flood Infrastructure Grant Program administered by the Texas Water Development Board	\$4,911,456	August 2021 – January 2023
Transportation			
Andrew County Road Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	County Transportation Infrastructure Fund Grant Program administered by the Texas Department of Transportation	\$7,434,974	November 2020– November 2022
City of Elgin Safe Routes to School Sidewalk and Crosswalk Improvements - Grant Writing, Application Development, Grant Administration & Project Management Services	Transportation Alternatives Set-Aside (TA) and Safe Routes to School (SRTS) Grant Program administered by the Texas Department of Transportation	\$428,071	August 2020 – January 2027



Demonstrated Knowledge of Funding Sources

Melbourne Beach's future funding opportunities may involve multiple federal, state, regional, and special funding programs supporting resiliency, environmental stewardship, recreation, transportation, infrastructure, waterfront improvements, disaster recovery, and community development initiatives. GrantWorks has extensive experience helping communities identify, secure, and administer funding across these diverse programs while maintaining compliance throughout implementation.

The funding programs below demonstrate the breadth of federal and state funding sources GrantWorks has successfully supported..

Figure 15: Funding Sources Relevant to Melbourne Beach Priorities

Project Type	Representative Experience
U.S. Department of Housing & Urban Development	<ul style="list-style-type: none"> → Community Development Block Grants (Infrastructure, Disaster Recovery, Mitigation) → Coronavirus Aid, Relief, and Economic Security (CARES) Act → CDBG Community Resiliency → Emergency Rental Assistance → HOME Investment Partnerships Program → Community Project Funding/Congressionally Directed Spending
Federal Emergency Management Agency	<ul style="list-style-type: none"> → Public Assistance → Hazard Mitigation Assistance: Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure & Communities (BRIC); Flood Mitigation Assistance (FMA)
U.S. Economic Development Administration	<ul style="list-style-type: none"> → Public Works & Economic Adjustment Assistance → Disaster Relief Supplemental
U.S. Department of Transportation	<ul style="list-style-type: none"> → Safe Streets and Roads for All (SS4A) → Transportation Alternatives Program (TAP) → Surface Transportation Block Grant Program (STBG) → Rural Surface Transportation Grant Program → Natural Gas Distribution Infrastructure Safety & Modernization Grant Program (NGDISM) → Rebuilding American Infrastructure with Sustainability & Equity (RAISE) → Community Project Funding/Congressionally Directed Spending
U.S. Department of Treasury	<ul style="list-style-type: none"> → American Rescue Plan Act of 2021 → Resources & Ecosystems Sustainability, Tourist Opportunities, & Revived Economies of the Gulf Coast States (RESTORE) Act
U.S. Department of Agriculture	<ul style="list-style-type: none"> → Rural Development Grant Assistance → Natural Resources Conservation Services Fund (NRCS) → Community Facilities Grant Program → Community Project Funding/Congressionally Directed Spending
Environmental Protection Agency	<ul style="list-style-type: none"> → Clean Water State Revolving Fund → Drinking Water State Revolving Fund
U.S. Department of Commerce, National Oceanic & Atmospheric Administration	<ul style="list-style-type: none"> → Coastal Management Program



Additional Experience Supporting Melbourne Beach Priorities

The following matrix further demonstrates GrantWorks' broader experience supporting project types relevant to Melbourne Beach. It complements the five projects presented in the Illustrative Work section by showing the range of project categories, funding programs, and implementation environments GrantWorks can support.

Our experience spans the full grant lifecycle, including funding strategy, application development, grant administration, implementation support, reimbursement coordination, compliance management, environmental review, procurement oversight, monitoring, and closeout.

Figure 16: Representative Grant Writing, Grant Administration & Implementation Experience Relevant to Melbourne Beach Priorities

Project Type	Representative Experience
Coastal Resiliency, Shoreline Protection & Waterfront Improvements	Resilient Florida Planning & Vulnerability Assessment (Madeira Beach); Nassau County Shore Protection Project (Fernandina Beach); South Amelia Island Shore Stabilization (Nassau County); Storm-Damaged Dunes & Berms Restoration (Ponte Vedra Beach); Beach Restoration & Stabilization (Longboat Key)
Disaster Recovery, Mitigation & Community Resiliency	FEMA Public Assistance and Hazard Mitigation support for Charlotte County, Venice, Edgewater, and FDEM statewide recovery operations; CDBG-DR and CDBG-MIT implementation programs supporting long-term recovery, resiliency, and mitigation initiatives
Water, Wastewater, Stormwater & Drainage Infrastructure	Glades County Water Line Expansion (Okeechobee Utility Authority); Regional Wastewater Collection System (Kerr County); Weir Rehabilitation Project (Cape Coral); Pennsylvania Avenue Corridor Improvements (Bonita Springs); Drainage & Sewer Improvements (Aransas Pass)
Parks, Recreation & Community Facilities	Outdoor and Indoor Recreation Programs; Small Community Parks Programs; Community Facilities Improvements; Waterfront Access and Public Amenities Improvements; Community Resiliency Facilities
Transportation & Mobility Improvements	Roy Rivers Road Extension (City of Elgin); County Transportation Infrastructure Fund Projects; Safe Routes to School Projects; Downtown Revitalization and Corridor Improvement Projects; Roadway, Sidewalk, and Multimodal Transportation Improvements
Environmental, Economic Development & Community Development	EPA Brownfields Cleanup Program (City of Hamilton); EDA Economic Adjustment Assistance Projects; Downtown Revitalization Programs; Community Development Block Grant (CDBG) Projects; Economic Development and Infrastructure Initiatives
Federal, State & Regional Grant Administration Programs	FEMA Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA); CDBG; CDBG-DR; CDBG-MIT; EDA; EPA; ARPA; RESTORE; Transportation; Recreation; Environmental and Infrastructure Funding Programs

HUD/State Administered CDBG, CDBG-DR, CDBG-MIT & CDBG-CV Experience

GrantWorks brings extensive experience supporting CDBG, CDBG-DR, CDBG-MIT, and CDBG-CV programs for infrastructure, disaster recovery, mitigation, housing, public facilities, and community development initiatives. This experience is relevant to Melbourne Beach because future resiliency, infrastructure, environmental, drainage, public facility, and recovery-related projects may require both funding expertise and implementation support.

CDBG Infrastructure and Non-Rental Housing Program

More than 2,500 local government projects funded and managed:

- **Community Development Fund:** 1,683+ projects funded, \$520+ million.
- **Main Street/Downtown Revitalization Program:** 100+ projects totaling over \$31 million.
- **Colonia Planning Fund:** 50+ projects completed, \$3+ million.
- **Disaster Relief Fund:** 125+ projects funded, \$35.6+ million.
- **Colonia Construction Fund:** 137+ projects, \$77.8+ million.
- **Fire, Ambulance, and Services Truck (FAST) Program:** 20+ projects, \$11.4+ million.
- **Planning Grants:** 240+ projects funded, completed, or underway, \$10+ million

CDBG DR DR and CDBG-MIT Program Experience:

- **CDBG-DR 2024 Hurricanes Debby, Helene, and Milton, Sarasota County, FL** — \$210 million (housing, infrastructure, public services)
- **CDBG-DR 2022 Hurricane Ian, Sarasota County, FL** — \$201.5 million (housing, infrastructure, public services)
- **CDBG-DR 2022 Hurricane Ian, Volusia County, FL** — \$329 million (recovery, infrastructure, housing, mitigation)
- **CDBG-DR 2018 South Texas and 2019 Lower Rio Grande Valley Floods** — \$79.9+ million (state-level housing assistance and reimbursement)



- CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 — 50+ infrastructure projects, \$440+ million
- CDBG-DR Hurricane Harvey Round 1 — 65+ projects, \$183+ million (housing, infrastructure, buyouts, reconstruction)

Additional Program Implementation Experience:

- Buyouts and Acquisitions — 16 projects, \$59+ million (no match required)
- State-level oversight of subrecipients implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Programs — \$3.2+ billion
- State-level Housing Assistance Programs across multiple regions — \$565+ million

Historic Disaster Recovery Programs:

- CDBG-DR 2016 Floods — 12+ projects, \$43 million (multifamily and single-family housing)
- CDBG-DR 2015 Floods — 24+ projects, \$180 million (multifamily and single-family housing)
- CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 — 90+ projects, \$436 million including
 - \$212 million — City of Galveston infrastructure
 - \$155 million — Galveston Housing Authority multifamily rebuild
 - \$26 million — City of Houston infrastructure
 - \$34 million — Galveston rental housing replacement

CDBG-CV Program Experience:

- CDBG-CV Community Resiliency Program — 5 projects, \$17.7+ million

HOME Grant Program Experience

GrantWorks has supported HOME-funded housing initiatives involving homeowner rehabilitation, housing assistance, program administration, compliance monitoring, reporting, and closeout activities. Our experience demonstrates the ability to successfully administer federally funded programs requiring detailed eligibility verification, documentation management, and long-term compliance oversight.

HOME Investment Partnerships Program: Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance:

- 700+ contracts awarded to cities, counties, and nonprofits for \$228+ million.

Economic Development Administration (EDA) Experience

GrantWorks has supported EDA-funded infrastructure, economic development, resiliency, workforce development, and community revitalization initiatives throughout the grant lifecycle. Our experience includes funding strategy, application development, implementation support, compliance management, reporting, and closeout services for complex federally funded projects.

The projects below highlight representative EDA-funded experience.

Figure 17: Recent EDA Economic Adjustment Assistance Grant Experience

CLIENT	PROJECT VALUE/DESCRIPTION
Aransas County, TX	\$2,138,731 Workforce Development & Entrepreneurship Center
City of Bay City, TX	\$1,400,000 Tenaris Manufacturing Facility Infrastructure Project
City of Clarksville, TX	\$1,500,000 Publicly Owned Building & Land Project
City of Copperas Cove, TX	\$4,175,000 Water, Sewage, & Roadway Infrastructure Improvements to Support Semiconductor Business Growth
City of Corsicana, TX	\$500,000 Water & Sewer System Improvements Project
City of Elgin, TX	\$6,157,874 Roy Rivers Road Extension to Elgin Business Parks
City of Granbury	\$1,845,000 Airport Perimeter Road
City of Ingleside	\$5,000,000 Construction of State Highway 200 (SH200) & the Emory Bellard Drainage Improvements Project
City of Rockport	\$8,700,000 Rockport Center of the Arts
Kilgore Economic Development Corporation	\$2,500,000 Application for Synergy Park Phase 5
City of Roma	\$1,700,000 Las Americas Logistics & Industrial Park Infrastructure
Legacy Institute for Financial Empowerment, Lufkin	\$1,000,000 Technical Assistance for Facility Renovation & Expansion for Workforce Development Center

**Figure 17: Recent EDA Economic Adjustment Assistance Grant Experience**

CLIENT	PROJECT VALUE/DESCRIPTION
St. Tammany Parish Corporation	\$400,000 Northshore Regional Resiliency Collaborative
St. Tammany Parish Corporation	\$110,000 Regional Entrepreneurship and Equity Initiative
City of San Angelo Development Corporation (COSADC)	\$125,000 Infrastructure Improvements to Expand City-Owned Business & Industrial Park
City of San Angelo	\$1,250,000 Concho Valley Regional Fire Training Center
City of Vernon	\$3,671,000 Water Supply Line Expansion

FEMA Public Assistance and Hazard Mitigation Grant Program Experience

GrantWorks has extensive experience supporting FEMA Public Assistance and Hazard Mitigation programs, including disaster recovery, infrastructure restoration, mitigation planning, resiliency improvements, critical facility protection, warning siren systems, safe rooms, generators, drainage improvements, BRIC initiatives, and other risk-reduction projects. This experience provides valuable insight into both post-disaster recovery and long-term resiliency funding strategies relevant to coastal communities such as Melbourne Beach.

The following examples highlight representative FEMA recovery and mitigation experience..

- **FEMA Public Assistance:** 25 contracts, including Hurricane Harvey, Laura, Ian, Idalia, Beryl, Debby, Helene, and Milton, \$372+ million.
- **Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions:** 4 projects, \$116.7+ million.
- **Hazard Mitigation Plans:** 36+ projects, \$3.2+ million.
- **Critical Facility Generators:** 51+ projects, \$32+ million.
- **Warning Sirens:** 8 contracts, \$428,489.
- **Community Safe Rooms:** 3 projects, \$6.8+ million.
- **Drainage/Infrastructure Improvements:** 2 projects, \$3.3+ million.

Figure 18: Similar FEMA Public Assistance Government Contracts

Owner Name	Project Name	Project Description
Florida Division of Emergency Management	Hurricanes Helene and Milton FEMA Public Assistance Support	GrantWorks, serving as a subcontractor, for FEMA Grants Management
Charlotte County, FL	Hurricanes, Ian, Idalia, Debby, Helene, and Milton FEMA Grant Management	GrantWorks, serving as a subcontractor, provides FEMA Public Assistance and Hazard Mitigation Grant Program support
City of Venice, FL	Hurricanes Helene and Milton Financial Grant Administration Consulting – FEMA Hazard Mitigation, Public Assistance, and State & Federal Programs	FEMA Public Assistance and Hazard Mitigation Grant Program support
Englewood Area Fire Control District, Englewood, FL	Hurricanes Helene and Milton Disaster Recovery and Mitigation Consulting Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Eckard College, FL	Hurricanes Helene and Milton Disaster Recovery and Mitigation Consulting Services	FEMA Public Assistance support
Edgewater, FL	Hurricane Milton FEMA Technical Assistance Consultant Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Fernandina Beach, FL	FEMA Technical Support Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Pompano Beach, FL	Comprehensive Disaster Recovery Consulting Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Key Biscayne, FL	Disaster Debris Monitoring Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Pinellas County, FL	Comprehensive Disaster Recovery and Emergency Management Consulting	FEMA Public Assistance and Hazard Mitigation Grant Program, HUD CDBG-DR, and FHWA ER support, EOC Staff Augmentation and Pre-Event Preparedness

**Figure 18: Similar FEMA Public Assistance Government Contracts**

Owner Name	Project Name	Project Description
Port Orange, FL	Disaster Recovery Consulting Services	GrantWorks (subcontractor) supports the FEMA Public Assistance and Hazard Mitigation Grant Program, and CBDG-DR support
Seminole County Schoolboard, FL	Disaster Recovery	GrantWorks (subcontractor) supports the FEMA Public Assistance and Hazard Mitigation Grant Program
Town of Davie, FL	Disaster Debris Monitoring Services and Financial Recovery Assistance	GrantWorks (subcontractor), FEMA Public Assistance and Hazard Mitigation Grant Program support
St. Petersburg, FL	Comprehensive Disaster Recovery & Emergency Management Consulting Services	GrantWorks (subcontracto), Grant Management Support
Seadrift, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Milam County, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Refugio, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Woodsboro, TX	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Flamingo Isles MUD	Hurricane Harvey FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance support
Patton Village	Hurricanes Harvey and Spring Flooding FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support
Bay City	Hurricanes Harvey and Beryl FEMA Public Assistance Disaster Recovery Management Services	FEMA Public Assistance and Hazard Mitigation Grant Program support

Figure 19: FEMA Hazard Mitigation Experience by Project Type

Client	Mitigation Measures
Homeowner Elevations & Reconstructions 4 Projects \$116.7 Million	
Brazoria County	HMGP Homeowner Elevations & HMGP Homeowner Reconstructions
Galveston County	HMGP Homeowner Elevations & FMA Homeowner Elevations
Critical Facility Generators 31 Projects \$12+ Million	
City of Zavalla	Generators to Support Water Wells
Bee County	Generators to Support the Courthouse, Communications Hub, and Municipal Offices
Jim Wells County	Fixed and Portable Generators to Support the Courthouse and Emergency Communication Towers
Matagorda County	Fixed and Portable Generators to Support the Water System
Refugio County	Generator to Support the Courthouse
City of Hughes Springs	Generator to Support Wastewater Treatment Plant
City of Josephine	Generator to Support the Water System
City of Mineral Wells	Generators to Support the Water System
City of Palacios	Generators to Support the Water System
City of Point Comfort	Generators to Support the Police Department, Hurricane Staging/Distribution Center, Community Center, and Water and Wastewater Facilities
City of Port Lavaca	Generators to Support the Water System
City of Seadrift	Fixed and Portable Generators to Support the Fire Station, Justice Center, and Water System
City of Victoria	Generators to Support the Police Department and Community Center

**Figure 19: FEMA Hazard Mitigation Experience by Project Type**

Client	Mitigation Measures		
City of Wharton	Generators to Support the Water System		
City of Woodsboro	Generators to Support the Water and Wastewater Systems		
Community Safe Rooms 3 Projects \$6.8 Million			
Calhoun County ISD	Community Safe Room		
Refugio County	Community Safe Room		
Victoria County	Community Safe Room		
Infrastructure & Drainage 3 Projects \$6.2 Million			
City of Bay City	Cottonwood Creek Diversion Channel		
City of Rockport	Enterprise & Maple Community Stormwater Alleviation Project		
Hopkins County	Infrastructure Improvements		
Warning Siren Systems 8 Projects \$428,489			
City of Avenger	City of Kemp	City of Nash	Cities of Atlanta and Queen City
City of Hughes Springs	City of Linden	City of Rosser	Anderson County and City of Elkhart
Successful Building Resilient Infrastructure & Communities (Bric) Sub-Applications			
Kenedy County	Sarita Drainage Master Plan	Funded	
Kenedy County	Multi-Hazard Mitigation Plan	Funded	
City of Santa Fe, NM	Cerillos Road Stormwater Project	Further Review/Award Pending	
City of Santa Fe, NM	Critical Infrastructure Microgrids	Further Review/Award Pending	
City of Santa Fe, NM	Nixon Road Drainage Project	Selected for National Competition	

Transportation Grant Program Experience

GrantWorks has supported transportation and mobility projects involving roadway improvements, pedestrian enhancements, safety improvements, corridor redevelopment, and transportation infrastructure investments.

- **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, \$83 million.
- **2014 County Transportation Infrastructure Fund:** 36 projects funded, \$70.5 million.
- **Safe Routes to School Program:** 25+ projects funded, \$14.5+ million.
- **Surface Transportation Environment and Planning:** \$1 million.
- **Transportation Enhancement Act for the 21st Century:** \$2.4 million.
- **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grants:** 10 projects, \$22 million

Parks & Recreation Grant Program Experience

GrantWorks has supported parks, recreation, public facility, and community amenity projects that enhance quality of life, expand recreational opportunities, improve public access, and strengthen community assets.

- **Outdoor/Indoor Recreation and Small Community Parks Program:** 70+ projects funded, \$42+ million

ARPA and RESTORE Act Grant Program Experience

GrantWorks has supported communities administering large-scale federal funding programs designed to strengthen infrastructure, improve resiliency, support economic recovery, and enhance public services.

- **American Rescue Plan Act (ARPA) Program:** 1,300 projects funded, \$1 billion
- **RESTORE Act Program:** 4 projects funded, \$20.8 million



Direct Contracts with State Agencies

GrantWorks has supported state agencies and statewide implementation programs involving disaster recovery, resiliency, community development, infrastructure, and public-sector funding initiatives. This experience provides insight into state agency expectations, program administration requirements, funding priorities, and implementation processes that benefit local governments pursuing and administering grant-funded projects for State agencies such as:

- State of Florida Department of Children & Families
- State of Florida Department of Commerce
- State of Florida Digital Service
- State of Florida Division of Emergency Management
- State of Montana Disaster & Emergency Services
- State of New Jersey Department of Community Affairs
- State of Texas General Land Office

Multiple Federal Agency Experience

GrantWorks has supported projects funded through numerous federal agencies and Community Project Funding/Congressionally Directed Spending programs. This experience allows our team to evaluate projects from multiple funding perspectives, identify advantageous funding pathways, and support implementation under diverse federal program requirements.

- **The Polish & Slavic Center of New York, Brooklyn, NY:** \$750K Roof Repairs under the HUD Community Project Fund
- **City of Bellaire, TX:** \$600K Evergreen Park Accessible & Inclusive Playground under the HUD Community Project Fund
- **City of Jacinto City, TX:** \$1.95 million Northeast Water Main & Fire Hydrant Improvements under the EPA State and Tribal Assistance Grants (STAG), Drinking Water State Revolving Fund
- **City of Jacinto City, TX:** \$997,365 South Side Water Main & Fire Hydrant Improvements under the HUD Community Project Fund
- **Churches United for Fair Housing, Inc., New York, NY:** \$1.2 million Payroll Support for a Community-
- **Based Nonprofit Offering Housing Support Services to Low-Income Residents of New York City** under the HUD Community Project Fund
- **SUNY Maritime College, Bronx, NY:** \$800,000 Offshore Wind Energy Training Program, including Equipment under the DOL Community Project Fund
- **City of Galveston, TX:** \$20 million Causeway Waterline and 59th Street Water Storage Tank under FEMA Pre-Disaster Mitigation combined with \$15 million in CDBG-MIT funding

Featured Grant Writing Examples

In addition to the representative projects presented throughout this section, the following examples highlight GrantWorks' ability to develop competitive grant applications across a diverse range of funding programs, project types, and community priorities.

These four featured engagements demonstrate our ability to align project needs with funding objectives, coordinate technical documentation, position projects for funding consideration, and support implementation following award.

Figure 20: Featured Grant Writing Examples

Client / Project / Funding Source	Amount / Timeline	Representative Experience & Relevance
City of Crystal River, FL Commercial Revitalization Improvements Florida Small Cities CDBG – Commercial Revitalization	\$3M Requested 2025–2026	<ul style="list-style-type: none"> → Led grant writing and application development for a Florida Small Cities CDBG Commercial Revitalization application supporting waterfront and downtown revitalization improvements → Coordinated development of a complete and compliant application package, including supporting documentation related to project readiness, leveraged funding, and public infrastructure improvements → Coordinated development of a complete and compliant application package, including supporting documentation related to project readiness, leveraged funding, and public infrastructure improvements <p>Outcome: Submitted a \$3,000,000 Florida Small Cities CDBG Commercial Revitalization application on behalf of the City.</p>



Figure 20: Featured Grant Writing Examples

Client / Project / Funding Source	Amount / Timeline	Representative Experience & Relevance
<p>City of Madeira Beach, FL Resilient Florida Planning & Vulnerability Assessment FDEP Resilient Florida</p>	<p>\$235K 2025–2026</p>	<ul style="list-style-type: none"> → Led grant writing and application development for a resilience planning and vulnerability assessment → Developed narratives outlining risks related to sea level rise, coastal flooding, and storm events → Prepared a complete, compliant application aligned with Resilient Florida priorities <p>Outcome: Awarded \$235K to support a comprehensive resilience planning initiative.</p>
<p>Okeechobee Utility Authority Glades County Water Line Expansion FloridaCommerce Rural Infrastructure Fund</p>	<p>\$1M 2025–2026</p>	<ul style="list-style-type: none"> → Led application development for rural water infrastructure expansion → Defined scope and supporting documentation for a 6,580 LF water line extension → Aligned project with program requirements and economic benefit criteria <p>Outcome: Successfully awarded \$1M in state funding to support critical water infrastructure improvements enabling future growth and development.</p>
<p>Aransas County Hurricane Harvey Infrastructure Improvements HUD CDBG-DR</p>	<p>\$60M 2023–2025</p>	<ul style="list-style-type: none"> → Led grant research, writing, and multi-project application development → Developed scope including roadway, drainage, public facilities, and emergency communications → Coordinated engineering input and eligibility documentation <p>Outcome: Secured over \$40M+ in funding supporting 12 infrastructure and resilience projects across the County</p>
<p>Brazoria County Residential Mitigation Program FEMA HMGP</p>	<p>\$60M 2022–2024</p>	<ul style="list-style-type: none"> → Developed a large-scale FEMA Hazard Mitigation Grant Program application supporting residential elevation and reconstruction → Prepared benefit-cost analyses (BCA), cost estimates, and supporting documentation aligned with FEMA requirements → Coordinated environmental, eligibility, and technical components to support funding approval <p>Outcome: Successfully awarded funding supporting mitigation of hundreds of flood-prone properties</p>
<p>Kerr County Regional Wastewater Collection System Multi-Funded</p>	<p>\$59.4M 2019–2024</p>	<ul style="list-style-type: none"> → Supported development of multi-source grant applications for a regional wastewater collection system addressing capacity, environmental compliance, and public health needs → Coordinated project scoping, cost development, and funding alignment across multiple funding programs to strengthen competitiveness → Worked with County leadership, engineers, and stakeholders to position the project based on infrastructure need, readiness, and funding priorities <p>Outcome: Successfully awarded funding enabling construction of critical wastewater infrastructure serving the community</p> <p>Recognition: Sterling Achievement Award for excellence in regional infrastructure delivery and community impact</p>
<p>City of Kerrville Downtown Revitalization Improvements TxCDBG</p>	<p>\$350K 2022-2024</p>	<ul style="list-style-type: none"> → Developed competitive application addressing pedestrian safety, ADA compliance, and traffic operations in a high-traffic downtown corridor → Defined project scope including intersection reconstruction, accessible curb ramps, pedestrian crossings, and traffic control systems → Coordinated with City leadership and engineers to align improvements with economic development and revitalization priorities <p>Outcome: Successfully awarded funding and delivered improvements enhancing safety, accessibility, and downtown mobility</p>
<p>City of Hamilton EPA Brownfields Cleanup Program TxCDBG</p>	<p>\$500K 2024-2028</p>	<ul style="list-style-type: none"> → Developed grant application addressing environmental remediation of a hazardous site located in an economically distressed community, directly impacting nearby residents, schools, and public housing → Prepared technical narrative aligned with EPA Brownfields priorities, emphasizing environmental risk reduction, public health protection, and equitable community revitalization → Coordinated supporting documentation to demonstrate eligibility, site conditions, and readiness for cleanup funding <p>Outcome: Successfully awarded \$500,000 to support environmental cleanup and redevelopment, improving safety and quality of life in an economically distressed area</p>



Figure 20: Featured Grant Writing Examples

Client / Project / Funding Source	Amount / Timeline	Representative Experience & Relevance
<p>City of Caldwell Resilient Communities Program CDBG-MIT</p>	<p>\$93K 2023-2024</p>	<ul style="list-style-type: none"> → Developed application for a comprehensive resilience and infrastructure planning effort addressing water, wastewater, and stormwater systems → Positioned the project to support long-term risk reduction, infrastructure resiliency, and mitigation planning requirements → Coordinated project scope and supporting documentation aligned with program requirements <p>Outcome: Secured funding to support strategic infrastructure planning and long-term mitigation investment readiness</p>
<p>Willacy County Drainage Improvements TWDB Flood Infrastructure Fund</p>	<p>\$9.88M 2023-2025</p>	<ul style="list-style-type: none"> → Supported development of a competitive application addressing chronic flooding and inadequate stormwater conveyance systems → Prepared funding justification aligned with flood risk reduction, public safety, and infrastructure resilience priorities → Coordinated with County leadership and engineers to define scalable, construction-ready project improvements <p>Outcome: Secured funding for large-scale drainage improvements reducing flood risk and improving stormwater management capacity</p>
<p>City of Farmersville Street Improvements CDBG</p>	<p>\$350K 2022-2023</p>	<ul style="list-style-type: none"> → Developed full application addressing roadway deterioration and localized drainage issues impacting accessibility and safety → Prepared narrative, cost estimates, and supporting documentation aligned with program scoring criteria <p>Outcome: Secured funding supporting roadway and drainage improvements</p>
<p>City of Aransas Pass Drainage & Sewer Improvements CDBG-DR</p>	<p>\$12M 2022-2024</p>	<ul style="list-style-type: none"> → Supported development of a disaster recovery application addressing stormwater and wastewater system deficiencies following major storm impacts → Coordinated documentation and project justification aligned with CDBG-DR requirements <p>Outcome: Secured funding supporting infrastructure resilience and system reliability</p>
<p>City of Henrietta Infrastructure Improvements CDBG</p>	<p>\$150K Grant + \$150K Local Match \$300K 2023-2025</p>	<ul style="list-style-type: none"> → Developed application addressing community infrastructure deficiencies impacting service delivery and accessibility → Aligned project scope with program requirements and funding priorities <p>Outcome: Secured funding supporting infrastructure improvements</p>
<p>City of Granbury Economic Development Infrastructure I Funding Source EDA</p>	<p>\$1.54M Grant + \$405K Local Match 2021-2022</p>	<ul style="list-style-type: none"> → Assisted with application development supporting infrastructure improvements tied to economic growth and job creation → Coordinated project documentation and funding alignment <p>Outcome: Supported successful funding positioning</p>
<p>City of Elgin Roy Rivers Road Extension U.S. EDA Economic Adjustment Assistance</p>	<p>\$4.1M 2021-2024</p>	<ul style="list-style-type: none"> → Led grant research and application development for a roadway infrastructure project supporting business park expansion in an Opportunity Zone and economically distressed area → Developed a competitive application aligned with EDA Investment Policy Guidelines, demonstrating economic impact, job creation, and improved transportation access → Coordinated project scoping and documentation to position the roadway extension as critical infrastructure supporting over 150 acres of commercial development <p>Outcome: Secured \$4.1M in federal funding supporting long-term economic growth</p>

Florida Coastal Recovery, Resiliency & Implementation Experience

GrantWorks brings direct experience supporting Florida coastal communities with disaster recovery, shoreline stabilization, resiliency planning, environmental coordination, infrastructure restoration, and federally and state-funded implementation programs. Our team understands the coordination required among FEMA, FloridaCommerce, FDEM, FDEP, environmental agencies, and other funding partners involved in coastal infrastructure, environmental restoration, resiliency, and recovery initiatives.



Melbourne Beach's coastal environment presents interconnected resiliency, shoreline protection, stormwater, infrastructure, environmental, and waterfront improvement priorities that often require coordination across multiple funding sources and regulatory agencies. GrantWorks' experience supporting Florida communities through FEMA recovery, CDBG-DR implementation, coastal resiliency initiatives, shoreline protection projects, and long-term infrastructure planning positions the Town to pursue funding strategically while maintaining organized, compliant, and responsive project delivery from award through closeout.

Client / Project	Funding / Program	Value	Why It Matters to Melbourne Beach
FDEM — Hurricanes Helene & Milton Public Assistance Grant Management Support	FEMA PA	\$72M+ Validated	State-level Florida FEMA credibility including reimbursement validation and QA review for 100+ projects.
Charlotte County, FL — Hurricanes Ian, Idalia, Debby, Helene & Milton FEMA Recovery Revitalization Improvements	FEMA PA / HMA	\$225.2M	Florida coastal recovery, infrastructure restoration, and resiliency-focused implementation support.
City of Venice, FL —Hurricanes Helene & Milton	FEMA PA / HMA	\$18.5M	Coastal disaster recovery and reimbursement coordination.
Longboat Key, FL — Beach Restoration & Stabilization	FEMA / FDEP	Multi-Phase	Beach nourishment, shoreline stabilization, and coastal resiliency.
Fernandina Beach, FL —Beach Restoration & Stabilization	FEMA PA	\$1.4M	Shore protection and coastal infrastructure coordination.
Sarasota County, FL — Resilient SRQ	HUD CDBG-DR	\$201.5M	Florida disaster recovery, mitigation, and infrastructure implementation.
Volusia County, FL — Hurricane Ian Recovery	HUD CDBG-DR	\$329M	Florida recovery, infrastructure restoration, mitigation, housing recovery, and grant administration support.

Figure 21: GrantWorks brings direct experience supporting Florida coastal communities

Implementation, Not Just Applications

GrantWorks supports communities beyond application submission. Our team provides reimbursement coordination, procurement compliance, environmental coordination, implementation support, reporting, documentation management, monitoring preparation, and closeout services necessary to maintain organized and compliant project delivery throughout the full grant lifecycle.

For Melbourne Beach, this means access to a partner capable of supporting both funding strategy and implementation continuity, helping the Town manage evolving grant requirements, coordinate reimbursements, address compliance obligations, and reduce administrative burden throughout project delivery.

Additional Representative Grant Writing & Administration Experience

GrantWorks has successfully secured and administered funding for a diverse range of coastal resiliency, infrastructure, environmental, recreation, transportation, waterfront, mitigation, disaster recovery, and community development initiatives. Our experience extends beyond grant application development to include funding strategy, grant administration, implementation support, compliance management, reimbursement coordination, environmental review, procurement oversight, construction-phase support, and project closeout activities..

Melbourne Beach seeks a partner capable of identifying funding opportunities, developing competitive applications, and successfully managing grant-funded projects through implementation. GrantWorks brings experience supporting projects similar to those identified in the RFQ, including coastal resiliency initiatives, shoreline stabilization and protection, waterfront and public access improvements, parks and recreation enhancements, transportation and mobility projects, environmental and conservation initiatives, stormwater and drainage improvements, utility infrastructure upgrades, disaster recovery programs, and community development projects.

The following table highlights representative project types and examples of GrantWorks' grant writing, grant administration, and implementation experience supporting projects similar to those envisioned by the Town of Melbourne Beach.

Project Type	Representative Experience
Coastal Resiliency, Shoreline Protection & Waterfront Improvements	Resilient Florida Planning & Vulnerability Assessment (Madeira Beach); Nassau County Shore Protection Project (Fernandina Beach); South Amelia Island Shore Stabilization (Nassau County); Storm-Damaged Dunes & Berms Restoration (Ponte Vedra Beach); Beach Restoration & Stabilization (Longboat Key)
Disaster Recovery, Mitigation & Community Resiliency	FEMA Public Assistance and Hazard Mitigation support for Charlotte County, Venice, Edgewater, and FDEM statewide recovery operations; CDBG-DR and CDBG-MIT implementation programs supporting long-term recovery, resiliency, and mitigation initiatives



Project Type	Representative Experience
Water, Wastewater, Stormwater & Drainage Infrastructure	Glades County Water Line Expansion (Okeechobee Utility Authority); Regional Wastewater Collection System (Kerr County); Weir Rehabilitation Project (Cape Coral); Pennsylvania Avenue Corridor Improvements (Bonita Springs); Drainage & Sewer Improvements (Aransas Pass)
Parks, Recreation & Community Facilities	Outdoor and Indoor Recreation Programs; Small Community Parks Programs; Community Facilities Improvements; Waterfront Access and Public Amenities Improvements; Community Resiliency Facilities
Transportation & Mobility Improvements	Roy Rivers Road Extension (City of Elgin); County Transportation Infrastructure Fund Projects; Safe Routes to School Projects; Downtown Revitalization and Corridor Improvement Projects; Roadway, Sidewalk, and Multimodal Transportation Improvements
Environmental, Economic Development & Community Development	EPA Brownfields Cleanup Program (City of Hamilton); EDA Economic Adjustment Assistance Projects; Downtown Revitalization Programs; Community Development Block Grant (CDBG) Projects; Economic Development and Infrastructure Initiatives
Federal, State & Regional Grant Administration Programs	FEMA Public Assistance (PA); Hazard Mitigation Grant Program (HMGP); Building Resilient Infrastructure and Communities (BRIC); Flood Mitigation Assistance (FMA); CDBG; CDBG-DR; CDBG-MIT; EDA; EPA; ARPA; RESTORE; Transportation; Recreation; Environmental and Infrastructure Funding Programs

Figure 22: Demonstrated Funding Agency & Program Knowledge. GrantWorks’ experience spans multiple federal, state, and resiliency-focused funding programs relevant to Melbourne Beach’s infrastructure, coastal, mitigation, environmental, recreation, and community development priorities.

FEMA/State Administered Public Assistance and Hazard Mitigation Grant Program Experience

- **FEMA Public Assistance:** 25 contracts, including Hurricane Harvey, Laura, Ian, Idalia, Beryl, Debby, Helene, and Milton contracts, \$372+ million.
- **Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions:** 4 projects, \$116.7+ million.
- **Hazard Mitigation Plans:** 36+ projects, \$3.2+ million.
- **Critical Facility Generators:** 51+ projects, \$32+ million.
- **Warning Sirens:** 8 contracts, \$428,489.
- **Community Safe Rooms:** 3 projects, \$6.8+ million.
- **Drainage/Infrastructure Improvements:** 2 projects, \$3.3+ million.

Transportation Grant Programs

- **2020 County Transportation Infrastructure Fund:** 400 individual projects for 36 clients, \$83 million.
- **2014 County Transportation Infrastructure Fund:** 36 projects funded, \$70.5 million.
- **Safe Routes to School Program:** 25+ projects funded, \$14.5+ million.
- **Surface Transportation Environment and Planning:** \$1 million.
- **Transportation Enhancement Act for the 21st Century:** \$2.4 million.
- **Pipeline & Hazardous Materials Safety Administration (PHMSA), Natural Gas Distribution Infrastructure Safety & Modernization (NGDISM) Grants:** 10 projects, \$22 million

Parks & Recreation Grant Programs

- **Outdoor/Indoor Recreation and Small Community Parks Program:** 70+ projects funded, \$42+ million

ARPA and RESTORE Act Grant Program Experience

- **American Rescue Plan Act (ARPA) Program:** 1,300 projects funded, \$1 billion
- **RESTORE Act Program:** 4 projects funded, \$20.8 million

Florida Experience That Sets Us Apart

GrantWorks brings direct, hands-on experience supporting the implementation of federally funded programs across Florida, working with counties, municipalities, and state agencies to deliver infrastructure, disaster recovery, and resilience initiatives. Our team understands FloridaCommerce requirements, FDEM coordination, and the complexities of managing CDBG-DR and other federally funded programs within the State’s regulatory environment.

Sarasota County | Resilient SRQ Program | HUD CDBG-DR | \$201.5M | 2022-Present

- Supported administration of a multi-program disaster recovery initiative (housing, infrastructure, economic recovery, mitigation)
- Coordinated environmental reviews, procurement, compliance monitoring, and federal reporting
- Assisted in managing a complex, multi-project portfolio

Impact: Enabled delivery of one of Florida’s largest CDBG-DR programs supporting long-term recovery and resilience



City of Cape Coral | Weir Rehabilitation Project | HUD CDBG-DR | \$10.8M | 2023-Present

- Supported roadway and drainage improvements addressing flooding, access, and resiliency challenges
- Managed procurement, construction compliance, and federal reporting requirements
- Maintained audit-ready documentation throughout implementations

Impact: Delivered resilient infrastructure improvements improving mobility and stormwater management

Bonita Springs | Pennsylvania Avenue Corridor Improvements | HUD CDBG-DR | \$21M | 2023-Present

- Supported roadway and drainage infrastructure improvements addressing flooding, access, and resiliency challenges
- Managed procurement, construction compliance, and federal reporting requirements
- Maintained audit-ready documentation throughout project implementation

Impact: Delivered resilient infrastructure improvements in a flood-prone corridor, improving mobility and stormwater management

Florida Digital Services

Cybersecurity Grant Program (RIF) | Local Government Cybersecurity Grant | \$40M | 2023-Present

- Supported implementation of a statewide grant program, including the Rural Infrastructure Fund (RIF) component, serving 300+ local governments
- Coordinated application intake, evaluation, and funding distribution across diverse jurisdictions
- Developed and deployed a centralized grant management system supporting scoring, tracking, and reporting

Impact: Enabled efficient and transparent distribution of funding to rural and underserved communities across Florida

Successful Grant Submissions

GrantWorks' recent grant writing experience reflects a consistent ability to secure funding for infrastructure, mitigation, environmental, and community development projects similar in scale and complexity to Melbourne Beach's needs. Our team develops applications that are not only compliant, but clearly aligned with program priorities, well-supported by technical documentation, and positioned to compete successfully in highly competitive funding environments.

The projects below represent recent funding awards where GrantWorks played a direct role in application development. These examples demonstrate our ability to secure funding across multiple federal and state programs while supporting a range of project types, including wastewater, drainage, roadway, environmental remediation, and economic development infrastructure.

Figure 23: Representative List of Successful Grant Applications

Client & Dates	Grant Type	Agency	Amount	Role	Result
Brazoria County 2022-2024	Hazard Mitigation Grant Program (HMGP)	FEMA	\$60M	Lead Grant Writing, Application Development & Program Support	Funded
Kerr County 2019-2024	Multi-Funded Infrastructure	State & Federal	\$59.4M	Grant Writing, Application Development & Full Grant Administration	Funded
Aransas County 2023-2025	CDBG-DR	HUD	\$53.9M	Lead Grant Writing, Application Development & Full Grant Administration	Funded
City of Elgin 2021-2024	EDA Economic Adjustment Assistance	EDA	\$4.1M	Lead Grant Writing, Application Development & Grant Administration	Funded
Willacy County 2023-2025	Flood Infrastructure Fund	TWDB	\$9.88M	Grant Writing, Application Development & Grant Administration	Funded
City of Hamilton 2024-2028	EPA Brownfields Cleanup	EPA	\$500K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Kerrville 2024-2024	TxCDBG Downtown Revitalization	TDA	\$350K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Caldwell 2023-2024	CDBG-MIT	HUD	\$93K	Lead Grant Writing, Application Development & Grant Administration	Funded
City of Mission 2023-2026	CDBG-DR	HUD	\$997K	Lead Grant Writing, Application Development & Grant Administration	Funded



GrantWorks | What Our Clients Are Saying

Results Melbourne Beach County Can Expect

“**Less than two years** since construction began, we have made meaningful progress for Panhandle residents affected by Hurricane Michael. More than **977** residents are home after experiencing devastation from Hurricane Michael, demonstrating Florida’s **commitment to recovering efficiently, compassionately, and strategically following a disaster.**”

– Steve Hyatt, MBA, CPM
Division Manager, Sarasota, FL
Program Management Division

“The training documents and methods [GrantWorks] used seemed to **truly resonate with staff.** The **flexibility** each of you displayed with your **training techniques** in the one-on-ones was **exceptionally helpful.**”

– Lisa Peterson, DCM Coordinator
Volusia County | April 22, 2024

“As Mayor of the City of Galveston I am pleased to provide this letter of reference for GrantWorks, an **invaluable partner** in managing our Community Development Block Grant - Disaster Recovery grants following the devastation of Hurricane Ike....GrantWorks’ **expertise in HUD compliance, 2 CFR 200 procurement, labor standards, acquisition, and environmental review** ensured adherence to all regulations, **helping the city avoid costly delays and compliance issues.**”

– Craig Brown, Mayor
Galveston, Texas | February 10, 2025

“Every staff person at GrantWorks is professional and has the experience to lead your project. They are knowledgeable and efficient.”

– Deyna Sims, Attorney & Real Estate Director,
Galveston Housing Authority Hurricane Ike | July 2023

“Harris County Flood Control District is pleased to provide this letter of reference for GrantWorks, an **invaluable partner** in managing our Community Development Block Grant – Disaster Recovery and Mitigation grants. ...Over the past year, GrantWorks has provided useful **guidance, developed procedures, and planned for compliance** that supports timely project execution, becoming a key element in achieving the District’s long-term mission of transforming the County’s resiliency infrastructure and preparing us for the future. **I highly recommend GrantWorks to any entity seeking a dedicated, knowledgeable, and results-driven grant management partner.**”

– Bruce Haupt, Chief Finance & Administration Officer
Harris County Flood Control District | February 17, 2025

“I have expressed to many people my **overwhelming pleasure and gratitude in working with GrantWorks.** It is exceptionally important to work with a professional, established organization that **cares about my county's success** as deeply as they do the business.”

– Kitley Wasicek, Treasurer
County of Live Oak, Texas | June 10, 2025



TAB H

Town of Melbourne Beach, FL |
Grant Writing Services

**Additional Required
Documents**



EXHIBIT "A"

CONTACT SHEET

Name: GrantWorks, Inc.

Federal Taxpayer ID: 76-0446220

Mailing Address: 2201 Northland Drive

City, State, & Zip Code: Austin, TX 78756

Telephone: (949) 705-8542 **Fax:** (512) 420-0302

Email: rick.faircloth@grantworks.net

Submitted By: Rick Faircloth

Title: Chief Government Services Officer

Accounting Contact:

Name: Rick Faircloth **Title:** Chief Government Services Officer

Email Address: rick.faircloth@grantworks.net **Phone:** (949) 705-8542



GRANTWORKS, INC.

CERTIFICATE OF THE CORPORATE SECRETARY OF GRANTWORKS, INC.

REGARDING CONTRACTING AUTHORITY

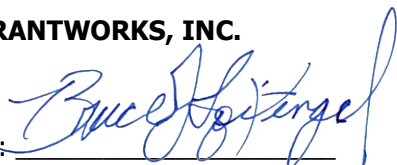
CORPORATE RESOLUTION

I, **Bruce J. Spitzengel**, do hereby declare and certify that I am a duly elected, qualified, and acting President/Secretary of GrantWorks, Inc. (the "Company"), a corporation duly organized and validly existing under the laws of the State of Texas, and that in such capacity, I do hereby declare certifying the following:

In accordance with the authority granted by the Company's Board of Directors and governing documents (and associated approved delegations thereof), **Holly Miller, JD, Vice President of Florida Services**, has the authority to and is empowered to act for and on behalf of the Company in executing in the name of the Company, any and all types of proposals, bids, contracts, agreements, documents, and instruments of whatever nature or kind necessary relating to the **Town of Melbourne Beach, Florida | RFP Grant Writing Services**.

IN WITNESS WHEREOF, I have herewith signed my name and affixed the seal of GrantWorks, Inc. on this 26th day of May 2026.

GRANTWORKS, INC.

By: 

Bruce J. Spitzengel
President

Corporate Seal:





GrantWorks

GRANTWORKS, INC.

CERTIFICATE OF THE CORPORATE SECRETARY OF GRANTWORKS, INC.

REGARDING CONTRACTING AUTHORITY

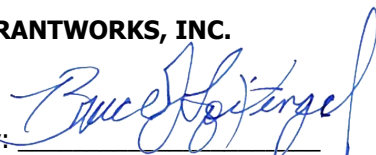
CORPORATE RESOLUTION

I, **Bruce J. Spitzengel**, do hereby declare and certify that I am a duly elected, qualified, and acting President/Secretary of GrantWorks, Inc. (the "Company"), a corporation duly organized and validly existing under the laws of the State of Texas, and that in such capacity, I do hereby declare certifying the following:

In accordance with the authority granted by the Company's Board of Directors and governing documents (and associated approved delegations thereof), **Holly Miller, JD, Vice President of Florida Services**, has the authority to and is empowered to act for and on behalf of the Company in executing in the name of the Company, any and all types of proposals, bids, contracts, agreements, documents, and instruments of whatever nature or kind necessary relating to the **Town of Melbourne Beach, Florida | RFP Grant Writing Services**.

IN WITNESS WHEREOF, I have herewith signed my name and affixed the seal of GrantWorks, Inc. on this 26th day of May 2026.

GRANTWORKS, INC.

By: 

Bruce J. Spitzengel
President

Corporate Seal:





EXHIBIT "B"

**SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Town of Melbourne Beach, Florida RFP Grant Writing Services
2. This sworn statement is submitted by (entity) GrantWorks, Inc. whose business address is 2201 Northland Drive, Austin, TX 78756 and (if applicable) Federal Employer Identification Number (FEIN) is 76-0446220 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)
3. My name is Holly Miller, JD and my relationship to the entity named above is Vice President of Florida Services
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair



marketvalue under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
 - The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)
 - The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature

Date:

6/01/2026



STATE OF FLORIDA
COUNTY OF

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of, 20 , and is personally known to me, or has provided as identification.

Notary Public

My Commission expires:

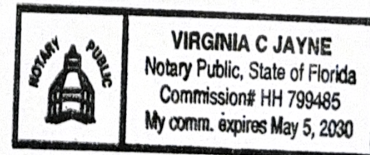




EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

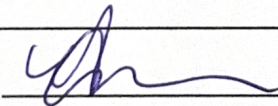
The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepared, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: GrantWorks, Inc.

CITY: Austin STATE: TX ZIP CODE: 78756

SIGNATURE:  PHONE: (850) 567-0018

NAME (TYPED OR PRINTED): Holly Miller, JD TITLE: Vice President of Florida Services



EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: Town of Melbourne Beach, Florida - RFP Grant Writing Services

Project Description: Grant Writing Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Holly Miller, JD / GrantWorks, Inc.

Authorized Signature: _____

Title: Vice President of Florida Services

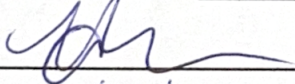
Date: 
6/01/2026



EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

**Town of Melbourne Beach, Florida
RFP Grant Writing Services**

This sworn statement is submitted with Bid, Proposal or Contract for RFP Grant Writing Services.

This sworn statement is submitted by (entity) GrantWorks, Inc. whose business address is 2201 Northland Drive, Austin, TX 78756 and (if applicable) Federal Employer Identification Number (FEIN) is 76-0446220 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

My name is Holly Miller, JD and my relationship to the entity named above is Vice President of Florida Services

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.



- 8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
- 9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

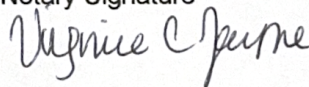

Signature

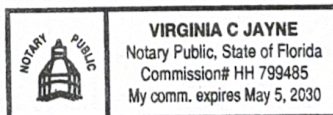
6/01/2026
Date:

STATE OF FLORIDA
COUNTY OF

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this day of June 1, 2026, and is personally known to me, or has provided Florida DL as identification.

My Commission expires:
Notary Signature







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Town of Melbourne Beach, Florida
Grant Writing Services

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TOWN OF MELBOURNE BEACH, FLORIDA

RFP Grant Writing Services

June 5, 2026



PROJECT MANAGER

Josh Norman

850.208.6608

Josh.Norman@drmp.com



OFFICE LOCATION

100 Parnell Street, Suite A
Merritt Island, FL 32953

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TAB A

Statement of Interest



June 5, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue | Melbourne Beach, FL 32951

Subject: Request for Proposals (RFP) Grant Writing Services

Dear Evaluation Committee,

DRMP, Inc. (DRMP) is pleased to submit our qualifications in response to the Town of Melbourne Beach's Request for Proposal (RFP) for Grant Writing Services. With more than 49 years of experience supporting Florida communities, DRMP provides comprehensive grant support backed by planning, engineering, environmental, resiliency, and infrastructure expertise to help municipalities secure funding and advance critical community improvement projects.

DRMP understands the Town is seeking a qualified consultant to provide comprehensive grant writing and administration services for local, state, and federal funding opportunities. Our approach includes identifying funding opportunities, evaluating project eligibility, developing competitive applications, coordinating with funding agencies, and supporting compliance, reporting, and closeout activities for awarded funds.

DRMP has proven experience assisting Florida municipalities with securing and managing funding through programs such as FEMA, FDEP, FDOT, SRF, Water Management District funding, resiliency programs, and other federal and state sources. By combining grant expertise with in-house engineering, environmental, transportation, stormwater, and resilience professionals, DRMP provides the technical knowledge needed to successfully pursue funding and advance projects.

Josh Norman, Project Manager, will serve as the Town's primary point of contact and oversee all grant writing and administration services. Josh will be supported by Client Manager Scott Nickle whose leadership, local presence, and familiarity with Brevard County communities will provide the Town with responsive, accessible support.

Thank you for considering DRMP's proposal. We appreciate the opportunity to partner with the Town of Melbourne Beach to secure critical funding and support projects that enhance the community and improve quality of life for residents.

Sincerely,
DRMP, Inc.

Josh Norman
Project Manager

Ben Faust, PE
Senior Vice President



Josh Norman
Project Manager
20 Years of Experience



Scott Nickle
Client Manager
43 Years of Experience



- Founded in **1977**
- Offices **23**
- Engineering News Record's Top 500 Design Firms List **#183**
- Engineers, Surveyors, Planners, Scientists and Construction Inspectors **750+ STAFF**

Local Staff
AVAILABLE



TAB B

Vendor Profile

VENDOR PROFILE

EXPERTISE | QUALITY | LEADERSHIP | TRUST | RESPECT

DRMP was founded in 1977 by a group of engineers and surveyors who recognized a new trend formulating in the marketplace. By providing a collaborative approach of their firm's professional services, their clients were beginning to appreciate and expect the consistency and continuity their projects received. To continue providing these quality services, it was only natural to join forces permanently into one full-service company with a strategic path for expanding services, geographic reach and employee base. Please read the timeline below to get an understanding of the history of DRMP, Inc. (DRMP)'s service offerings and overall firm milestones.

OUR SERVICES

- Alternative Delivery
- Bridge Inspection (NBIS)
- Construction Services
- Ecological Services
- Federal Services
- Geographic Information Systems (GIS)
- Land Development
- PD&E/NEPA
- Structural Engineering
- Subsurface Utility Engineering (SUE)
- Surveying & Mapping/ Geospatial
- Transportation
- Utilities Engineering
- Water Resources/ Stormwater Management

Today, DRMP, Inc. (DRMP) has expanded to 23 offices throughout Florida, Georgia, North Carolina, South Carolina and Virginia. The firm continues to be ranked annually in Engineering News-Record's "Southeast Top Design Firms" and "Top 500 Design Firms" in the United States and remains focused on the same core principles it was founded upon – *expertise, quality, leadership, trust and respect.*

EXPERTISE
QUALITY
LEADERSHIP
TRUST
RESPECT

FOUNDED IN
1977

23
LOCATIONS

STAFF
750+

FLORIDA OFFICE
LOCATIONS

AWARDS & RECOGNITION

APWA
2025 "Consultant of the Year" award in the Roads and Highways category from APWA Florida West Coast Branch

APWA
2025 "Project of the Year" award in the Structures category from APWA Florida West Coast Branch

APWA
2025 "Project of the Year" award in the Disaster Emergency Construction/Repair category from APWA Florida West Coast Branch

ENR TOP 500
DESIGN FIRMS
#181 on Engineering News Record's Top 500 Design Firms List for 2025

ENR Southeast
#9 among Florida firms and #45 overall out of 152 on Engineering News-Record's (ENR) 2025 list of Top Southeast Design Firms

OBJ
#4 Ranking on Orlando Business Journal's 2025 "Largest Engineering Firms" List

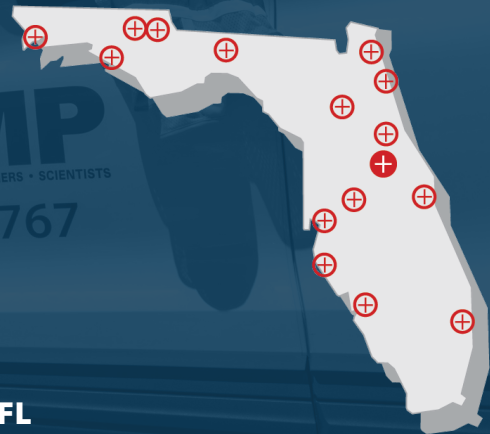
JB
#11 Ranking on Jacksonville Business Journal's 2025 "Largest Engineering Firms" List

DRMP
#33 Ranking on South Florida Business Journal's 2025 "Largest Engineering Firms" List

TBJ
#8 Ranking on Tampa Bay Business Journal's 2025 "Largest Engineering Firms" List

HEADQUARTERED IN

- Orlando, FL
- Boca Raton, FL
- Chipley, FL
- DeLand, FL
- Fort Myers, FL
- Gainesville, FL
- Jacksonville, FL
- Lakeland, FL
- Marianna, FL
- Merritt Island, FL
- Panama City Beach, FL
- Pensacola, FL
- Sarasota, FL
- St. Augustine, FL
- Tallahassee, FL
- Tampa, FL



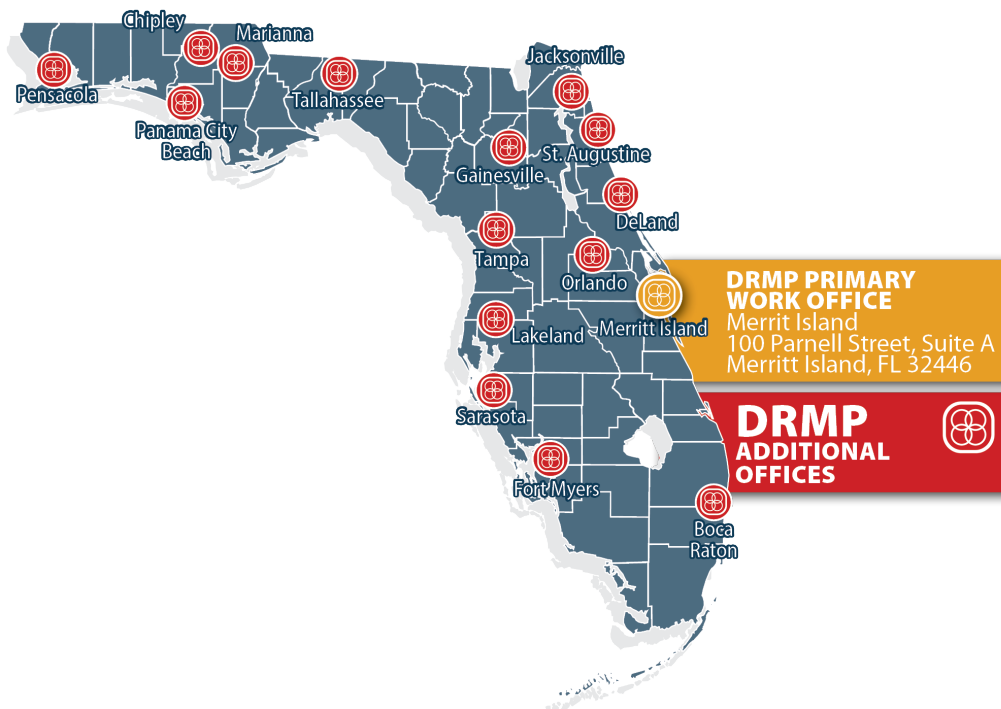
Local Presence – Merritt Island Office

DRMP will support the Town of Melbourne Beach through our Merritt Island office, located at **100 Parnell Street, Suite A, Merritt Island, FL 32953**, providing direct access to local professionals who understand the needs of Brevard County communities. Our Merritt Island team, led by Client Manager Scott Nickle, brings local leadership, established relationships, and familiarity with the area’s infrastructure priorities and coastal community needs.

Scott will serve as the Town’s local connection to DRMP’s multidisciplinary resources, ensuring responsive communication and coordination throughout each grant assignment. Backed by DRMP’s statewide grant specialists and technical experts, our local team provides expertise in transportation, stormwater, resiliency, environmental services, planning, and infrastructure improvements to help the Town identify funding opportunities and successfully advance priority projects.

With decades of experience serving communities throughout Central Florida, DRMP combines the accessibility and responsiveness of a local Brevard County office with the resources of a full-service consulting firm.

LOCAL
TECHNICAL
STAFF



Resources and Availability

DRMP’s local support includes engineering, planning, environmental, resiliency, stormwater, and grant support services to assist the Town from funding identification through project implementation.

DRMP’s team provides the Town of Melbourne Beach with immediate access to local technical professionals and experienced grant specialists who can support projects from initial funding strategy through successful implementation. Our team combines grant writing and administration expertise with in-house engineering, environmental, stormwater, resiliency, and planning professionals who understand the technical requirements needed to develop competitive applications. From identifying funding opportunities and preparing grant applications to coordinating with agencies, supporting compliance requirements, and advancing funded projects, DRMP provides the resources and experience needed to help the Town secure and manage funding for critical community improvements.

DRMP is supported by strategic teaming partners, including **Alta Planning + Design**, who provide specialized expertise in multimodal planning, data analytics, benefit-cost analysis (BCA), grant strategy, and federal discretionary grant support.

TAB C

**Team Composition and
Resumes**

Organizational Chart



Subconsultants



Alta Planning + Design specializes in planning, design, data analytics, grant support, and community-focused solutions. As part of the DRMP Team, Alta provides expertise in grant strategy, benefit-cost analysis (BCA), multimodal planning, and data-driven solutions to help communities develop competitive funding applications and implement projects that improve safety, connectivity, resiliency, and quality of life.



JOSH NORMAN

Project Manager, Coastal Resilience

20 Years of Experience | 2 Years at DRMP

E: Josh.Norman@drmp.com | 850.208.6608

Experience Summary

Josh Norman serves as the Disaster Resilience and Sustainability Practice Leader for DRMP. His responsibilities include overseeing DRMP's resilience and sustainability and grant administration projects as well as promoting our growth in these service areas throughout the Southeast. Mr. Norman's experience is primarily within the field of emergency planning, response, mitigation, resilience, and disaster recovery. Mr. Norman has developed and administered more than \$1 billion in grants for transportation and utility infrastructure and government facilities. A resident of the Florida Panhandle, Mr. Norman has supported local governments with grants for post-disaster programs, CDBG, Economic Development Agency, Resilient Florida, FEMA Hazard Mitigation Grant Program, and Florida's Rural Economic Development grant program.

Education

Bachelor of Science in Emergency Administration and Planning, University of North Texas, 2015
Associate of Science in Fire Science, Collin County Community College - Fire Academy, Texas, 2015

Publications

"Influential Intermediaries," Public Works Magazine, December, 2009
"Navigating the Road to Recovery," Disaster Recovery Journal, 2009

Relevant Project Experience

Pinellas County Grant Alignment and Strategy, Pinellas County, Florida: Collaborated with Pinellas County to create a grant matrix for the Capital Improvement Program, aligning projects with annual grant programs. This included ranking grants by win probability, funding schedules, and potential post-disaster opportunities.

City of New Orleans Sewerage and Water Board Hazard Mitigation, New Orleans, Louisiana: Served as Hazard Mitigation Specialist for the \$100MM Water Hammer Mitigation Project, improving power reliability and reducing system-wide breaks. Developed a vulnerability assessment and Benefit-Cost Analysis that secured the largest Hazard Mitigation award of its time.

Sarasota County Coastal Parks Grant Development, Sarasota County, Florida: Supported grant development standards for 10 coastal parks and led technical specialists in the development of eligible scopes to enhance and improve parks through updates to infrastructure and facilities, relocation of amenities, and hardening and mitigation against natural hazards.

Economic Development Agency (EDA) 2019 Disaster Supplemental Grant, Jackson County, FL: Led development team for EDA grant for \$10MM to build-out "middle mile" infrastructure for high speed internet to rural Jackson County Florida. Project improved digital inclusion for underserved rural residents and businesses along critical corridors making emergency response more reliable and improved utility access at key business locations along the middle mile. Coordinated between service providers, engineers, County and City officials, and Utility companies to identify potential paths and co-use of existing infrastructure for most cost effective solution.



BEN FAUST, PE

Vice President, Multimodal Transportation

34 Years of Experience | 24 Years at DRMP | E: BFaust@drmp.com | 850.387.1261

Experience Summary

Ben Faust, PE, serves as a Vice President for DRMP's Civil Services Market Sector. He oversees DRMP's engineering operations in the Florida Panhandle. He serves as the project manager for a range of major and minor projects for state, municipal and private clients. His experience includes all phases of project development from planning and programming, through design and land acquisition to final construction.

Relevant Project Experience

SR 30A (US 98) Panama City Beach Parkway Widening, FDOT District Three, Bay County, Florida: Vice President-in-Charge for the widening of SR 30A (US 98) from 4-lanes to 6-lanes from Mandy Lane to East of Nautilus Street with three 11-foot travel lanes in each direction with a 22-foot median including 10-foot outside shoulders (7-foot paved buffered bike lanes) and 5-foot sidewalks on both sides. The design included signalization, ADA upgrades, drainage design, access management, traffic control plans, environmental permitting, miscellaneous highway structures, signing and pavement markings, surveying and mapping, lighting, intelligent transportation systems and public involvement. Project length is 2.46 miles.

SR 87 Widening, FDOT District Three, Santa Rosa County, Florida: Vice President-in-Charge for the widening of SR 87 from 2-lanes to 4-lanes from the end of the 4-lane section to south of Coldwater Creek. The new roadway typical section will have 4-lanes with shoulders and is a designated Hurricane Evacuation Route. Two new bridges are being designed and the signalized intersection at Langley Street was upgraded to accommodate the new typical section. The design includes drainage improvements, surveying and mapping, maintenance of traffic, signing and pavement marking, utility coordination and public involvement.

SR 390 Widening, FDOT District Three, Bay County, Florida: Vice President-in-Charge for this 2-lane to 6-lane widening job. This project included the design for 6-lane widening of SR 390 from CR 2313 (Baldwin Road) to Jenks Avenue in Bay County. SR 390 is a 2-lane rural roadway with paved shoulders. Design included a 6-lane typical section with buffered bike lanes, sidewalks, raised median as well as major intersection improvements throughout the corridor. The signalized intersection at Jenks Avenue was upgraded along with an emergency flashing beacon at Jackson Way. Signals included fiber optic communications and actuated pedestrian features. Closed system drainage improvements were included in the design along with the associated stormwater ponds to control and treat runoff from the roadway.

Professional Registration

Professional Engineer
No. 52624, Florida, 1998

Education

Bachelor of Science in Engineering,
University of Central Florida, 1991

Certifications

Advanced Highway Safety Manual
Training
Work Zone Traffic Control

Professional Affiliations

American Council of Engineering
Companies (ACEC), Transportation
Committee, D3 ACEC/FDOT Liaison
Committee Chair, 2014 - 2019
Florida Engineering Society (FES),
State Director for Gulf Coast Chapter,
2008 - 2011; President, Gulf Coast Chapter,
2006 - 2008
Institute of Transportation Engineers
(ITE), Emerald Coast Chapter
Society of American Military Engineers
(SAME), Panama City Post



SCOTT NICKLE

Client Manager

43 Years of Experience | 41 Years at DRMP | E: snickle@drmp.com | 321.335.6474

Experience Summary

Scott Nickle, Vice President, will serve as DRMP's Client Manager for the Town of Melbourne Beach. Based out of DRMP's Merritt Island office, Scott provides local leadership and serves as a trusted resource for public sector clients throughout Florida's East Coast. He is responsible for strengthening DRMP's regional presence, maintaining client relationships, and connecting communities with the firm's multidisciplinary resources. Scott brings extensive experience managing public infrastructure projects and continuing services contracts, with a focus on responsive communication, client coordination, and successful project delivery. His familiarity with Brevard County communities, local infrastructure needs, and agency coordination allows him to provide valuable insight and support as the Town identifies funding opportunities and advances priority projects. With experience in project management, client coordination, permitting processes, utilities, stormwater, and construction administration, Scott understands the technical components behind grant-funded projects and will work alongside DRMP's grant specialists to provide the Town with practical, locally focused solutions.

Education

Bachelor of Science in Communications,
University of Central Florida, 1985
Bachelor of Science in Legal Studies,
University of Central Florida, 1989
Master Certificate, Public Administration,
University of Central Florida, 2013

Relevant Project Experience

Griffis Landing, Brevard County, Florida: The project was part of a multi-phase project to improve the existing waterfront commercial facilities at Griffis Landing. The overall project has been partially funded through the State of Florida's Florida Communities Trust Stan Mayfield Working Waterfront Grant for restoring Florida's Working Waterfront. The project's first phase included reconstructing existing boardwalks, finger piers, boat ramp and rip-rap shoreline revetment, construction of a new pedestrian bridge, installation of a pump-out station for in-water vessels, maintenance dredging the existing access channel, and modification of an existing Sovereign Submerged Lands Lease. BMEG designed an onsite plan to offset unavoidable surface water impacts. The project has been designed to meet public safety requirements and provide handicap access where possible while meeting the overall intent of the commercial use facilities and avoiding unnecessary environmental impacts. The project's second phase provided a sewer extension to the site to eliminate the on-site septic systems. The project's third phase was recently constructed and consisted of site parking improvements, boat and trailer parking, stormwater improvements, and site infrastructure for a new park style restroom.

Fortenberry Regional Stormwater Management System, Brevard County, Florida: Assisted with staff coordination and detailed design efforts. BMEG performed professional ecological, engineering and surveying services to design and permit the Fortenberry Regional Stormwater Management System project. This was a cooperative project between MIRA, the Brevard County Natural Resources Department, and the Brevard County Public Works Department. Services included master stormwater basin design for a 110 acre drainage basin, adjustment of the adjacent Alum pond basin, retrofit design for the existing basin to allow redevelopment incentives and extensive stormwater modeling and storm pipe design.



GEORGE MCLATCHEY, PWS, CEP

QA/QC

30 Years of Experience | 28 Years at DRMP

E: GMclatchey@drmp.com | 407.362.1377

Experience Summary

George McLatchey, PWS, CEP, serves as a Vice President and the Environmental Division Manager for DRMP's Transportation Market Sector. He has been involved with all phases of design, from principal field investigator and staff supervisor to project manager on several hundred projects. His responsibilities as Division Manager include business development, contract administration, project coordination, budgeting and scheduling.

He has extensive experience in all environmental aspects of planning, design, and permitting for various public and private projects. His areas of specialization include federal, state, and local environmental permitting; National Environmental Policy Act (NEPA) compliance; environmental impact statements (EIS), mitigation design; wetland jurisdictional delineations and evaluations; listed species studies/relocation; wildlife surveys; ecological monitoring and site assessments; water quality studies; alternative corridors/alignment analysis; and public involvement.

Relevant Project Experience

Heritage Estates and Lake Griffin Stormwater Park Grant Funding Assistance, City of Leesburg, Lake County, Florida: Environmental Manager responsible for environmental permitting services to the St. Johns River Water Management District. DRMP provided design, permitting, grant writing and administration and construction management support for this stormwater retrofit to help reduce the pollutants that were being discharged from the City's downtown drainage systems into Lake Harris and ultimately to the Ocklawaha River. The project produced an upgraded system that reduced pollutants, with the additional benefit of establishing a recreational park for residents and visitors. Strategically secured grants with the Florida Department of Environmental Protection, the St. Johns River Water Management District and the Lake County Water Authority to fund 80 percent of construction costs. This project was awarded the Environmental Project of the Year award from the American Public Works Association Central Florida Branch.

Education

Master of Science in Soil and Water Science/Environmental Engineering Sciences, University of Florida, 1995
Bachelor of Science in Microbiology, University of Florida, 1991

Certifications

Authorized Gopher Tortoise Agent, No. GTA-09-00220, Florida Fish and Wildlife Conservation Commission
Certified Environmental Professional, No. 10050430, Academy of Board Certified Environmental Professionals, 2010
Certified Professional in Erosion and Sediment Control, No. 2151, Florida, 2000
Professional Wetland Scientist, No. 1259, Florida, 2000

Professional Affiliation

Academy of Board Certified Environmental Professionals (ABCEP)
Society of Professional Wetland Scientists (SWS)
Florida Association of Environmental Professionals (FAEP)

Publications/Presentations

Introduction to State and Federal Wetland Permitting Policies and Procedures, American Public Works Association, 2007
Regulation of Organic Matter Decomposition and Nutrient Release in a Wetland Soil; Journal of Environmental Quality, September 1998



ALIA
AWWAD, PE
Grant Writing

23 Years of Experience | 1 Year at DRMP

Experience Summary

Alia Awwad, PE, serves as a Planning Group Leader for DRMP's Transportation Market Sector. Her experience in both the public and private sectors allows her to understand the policy and planning nuances that local jurisdictions encounter and manage. Additionally, her background in roadway design, traffic analysis, and context-sensitive transportation planning projects enables her to lead, communicate, and implement innovative and practical solutions to transportation issues.

Professional Registrations

Professional Engineer
No. 2954, Alabama, 2008
No. 035234, Georgia, 2010
No. 76279, Florida, 2013
No. PE923247, Washington, DC, 2021

Education

Master in City and Regional Planning,
Georgia Institute of Technology, 2010
Bachelor of Science in Civil Engineering,
University of Minnesota, 2003

Relevant Project Experience

WORK PRIOR TO DRMP

West Palm Beach RAISE Grant, West Palm Beach, FL:

Alia served as Alta's Project Manager for the RAISE discretionary grant for the City of West Palm Beach. Alta provided assistance to the City of West Palm Beach to seek funding for the FY 2022 cycle to support critical infrastructure in areas of persistent poverty and create a robust multimodal network, providing predominantly Black and disenfranchised communities with critical connectivity, mobility, and access to schools, community centers, parks, trails, and Downtown West Palm Beach job centers. Specifically, Alia led and worked on overall work planning, site visits, construction cost estimates, BCA, draft grant application, and final grant application. The City was awarded the grant the following year.

West Terry Multi-Use Path Design and BUILD Grant Application, Bonita Springs, FL:

Alta is leading the design of the City of Bonita Springs' first signature trail. The goal for the West Terry multi-use path is to serve as the first segment of a larger network that will safely connect people to parks, schools, Downtown, natural areas, and other local and regional destinations. Alta is leading the design for the path, taking it from concept to construction. Alia led the development of the \$20 million BUILD grant application that focuses on implementing this Complete Streets project.

Immokalee Area Improvements TIGER Grant, Collier County, FL:

Alta assisted the Collier County MPO in preparing a winning \$13 million TIGER (now BUILD) grant for the Immokalee, FL Complete Streets project. As a subconsultant to Jacobs and utilizing USDOT grant guidelines, Alta led production of the grant narrative, cost-benefit analysis, and grant graphics and layout. The grant development included a safety analysis to determine the safety impacts of new sidewalks and streetlights. Alta also developed a custom document layout and custom maps and graphics to showcase the grant project details and benefits. Alia is currently serving as Principal-in-Charge for the full design of the five-mile bike boulevard portion of this grant award.

Tamarind Avenue Corridor Design, West Palm Beach, FL:

Alia served as Project Manager and Engineer of Record for the Tamarind Avenue Corridor Design, a transit corridor in downtown West Palm Beach. Intended to transform the corridor into a more multimodal street, the design included adding channelization islands and controlled midblock crossings and required a traffic warrant analysis and justification for a signalized intersection.



JOHN ALAGHEMAND, PE

Grant Writing

39 Years of Experience | 15 Years at DRMP | E: JAlaghemand@drmp.com | 850.387.1262

Experience Summary

John Alaghemand, PE, serves as the Northwest Florida Office Leader for DRMP's Civil Services Market Sector. His responsibilities include working with cities, counties and other government agencies for the development and implementation of their transportation, stormwater/ environmental, utilities, surveying, planning and land development programs.

Relevant Project Experience

Wekiva Trail Extension - 2022 RAISE Grant Application, City of Tavares, Mount Dora and Lake County, Florida: Project Manager responsible for preparing the FY 2022 RAISE grant application in the amount of \$25 million for a 11-mile multi-use trail to connect existing Wekiva Trails in Lake County Florida. The project included extensive project background research, preparing the application narrative, benefit to cost analysis, economic impact analysis, environmental evaluation, cost estimate, maps, figures and supporting exhibits. The project also included coordination with the FDOT, Lake County, the City of Tavares, the City of Mount Dora, neighboring local agencies, MPO and interested parties for collect collection and letters of support for the RAISE grant application.

SR 30 (US 98) Multi-Use Path PD&E Study, FDOT District Three, Bay County, Florida: Deputy Project Manager for this project where DRMP is conducting a PD&E Study in accordance with the National Environmental Policy Act (NEPA) to evaluate a multi-use path along SR 30 (US 98) in Bay County. The project will begin west of Mexico Beach city limits at Crooked Sound Drive and run about 4.2 miles east to CR 386. The study also includes a segment beginning at the intersection of US 98 and 15th Street and extending on 15th Street to the CR 386 intersection. The purpose of the project is to enhance the multimodal infrastructure by providing a multi-use path that improves regional connectivity and community connectivity. The need of the project is to continue connection with the SUN Trail network and provide the community with more opportunity for alternative modes of transportation.

SR 30 (Front Beach Road) Phase III Redevelopment Project, City of Panama City Beach, Bay County, Florida: Project Manager responsible for preparing a Transportation Regional Incentive Program Funding Application in the amount of \$1.5 million for the design phase of the Front Beach Road Redevelopment Project.

Professional Registrations

Professional Engineer
No. 48166, Florida, 1994

Education

Master of Science in Engineering,
University of Louisiana at Lafayette, 1983
Bachelor of Science in Civil Engineering,
University of Louisiana at Lafayette, 1981

Professional Affiliation

Institute of Transportation Engineers
(ITE), Emerald Coast Chapter, President,
2016 – Present
American Public Works Association
(APWA)
Bay County Transportation
Planning Organization Technical
Coordinating Committee Chairman, 1990
– 2006
Florida Engineering Society (FES), Gulf
Coast Chapter Vice President, 2009;
President, 2010
International Municipal Signal
Association (IMSA)
Transportation Regional Impact Program,
Liaison Committee Member, 2010



STEPHANIE GARCIA

Grant Writing, Community Engagement

11 Years of Experience | 1 Year at DRMP

E: Stephanie.Garcia@drmp.com | 561.757.2300

Experience Summary

Stephanie Garcia serves as a Senior Planner and Project Manager for DRMP's Transportation Market Sector. She brings over 11 years of experience working on mobility projects including Complete Streets, Vision Zero, community engagement and outreach efforts, design and policy guidelines, grant applications, mobility plans, tactical urbanism, and walking audits. In her previous roles, she established the Tactical Urbanism and Walking Audits program for the Metropolitan Planning Organization in Broward. The Walking Audits program received a recognition from the Federal Highway Administration Safety Office as a Vision Zero noteworthy practice.

Education

Master of Science in Urban Planning and Policy Design, Politecnico di Milano, Italy, 2014

Bachelor of Science in Civil Engineering, National University of Colombia, 2011

Relevant Project Experience

WORK PRIOR TO DRMP

Tamarac Multimodal Transportation Connectivity Master Plan, Dunbar RCN Grant Application, Fort Myers, Florida: Alta was tasked by the Lee County MPO to produce a high-quality, visually appealing Reconnecting Communities Pilot Program Planning grant application. The grant will provide funding to complete the feasibility study of the roadway redesign and street revitalization plan of The Edison Ave/ Dunbar Choice Neighborhood. Alta reviewed previous studies and plans and wrote grant content telling the project story with a focus on equity and economically disadvantaged communities. Stephanie served as Project Manager.

Big River PROTECT Grant, Memphis, Tennessee: The development of the 2023 PROTECT Mississippi River Bridges PROTECT Grant Application successfully led to \$16.2 million in federal funding. Alta coordinated among stakeholders, developed the grant narrative, and completed a benefit-cost-analysis. Stephanie served as Project Manager and led a multidisciplinary group of professionals in the development of the grant narrative, following the NOFO criteria and requirements.

Huntersville RAISE Grant Application 2023, North Carolina: Stephanie managed a multidisciplinary team of professionals and coordinated data collection, narrative content and progress meetings with client to produce a high quality, visually appealing grant application to the USDOT RAISE program 2023 funding round.

Strengthening Mobility and Revolutionizing Transportation (SMART) Grants Program, Portland, Oregon: Stephanie assisted the team with developing narrative content for the USDOT SMART Grants Program Application for a Downtown Zero Emission Zone pilot project and curb management. The project is the result of a collaboration between the City of Portland, Multnomah County, the Portland Bureau of Transportation (PBOT), and other local stakeholders. PBOT received nearly \$2 million to put toward its first-of-its-kind Technology Enabled Zero Emission Zone.



JOSH MILLER

BCA

19 Years of Experience | 19 Years at DRMP | E: JWMiller@drmp.com | 407.362.1422

Experience Summary

Joshua Miller serves as Water Resources Engineer for DRMP's Civil Services Market Sector. His duties include drainage design, modeling drainage systems, cost estimates, quantities, watershed studies and plans preparation.

Relevant Project Experience

Stormwater Master Plan, City of Panama City, Bay County, Florida: Water Resources Engineer responsible for data collection and development of "existing conditions" ICPR 4 model. Mr. Miller used ArcHydro tools in GIS to create basins and determine outfall locations for the downtown portion of Panama City, covering approximately 1,842 acres under a continuing services contract with Panama City. The surface water model was developed in ICPR (version 4) based on LiDAR terrain, stormwater structures GIS inventory covering 649 structures and infrastructure plans from various sources. Data collection included compiling plans from the City of Panama City, Bay County, FDOT and the Northwest Florida Water Control District. Floodplains were delineated from model peak stages and used to evaluate flood risks from depressional level pool flooding and overtopping at roadway culverts. A series of conceptual projects were developed to alleviate flooding problems throughout the study area. Several of the conceptual flood control improvements will also be incorporated into a parks master planning effort by others for the City. The study methodology and results were documented in a final report, accompanied by the ICPR model and a full GIS database for future use by the City.

Continuing Engineering Contract, St. Johns County, Florida: Drainage Design Engineer responsible for providing drainage design services in support of engineering projects on an as-needed basis for the County. Representative projects include:

- ⊕ **Bishop Estates Road Stormwater Improvements, Phases I and II, St. Johns County, Florida:** Drainage Design Engineer for this project that involved retrofitting a series of four storm outfalls in two phases for the Bishop Estates Road with the following components: replace deep ditches with shallow swales and piped systems, replace cross-drains and size to alleviate flooding, remedy scour and erosion problems and install stormwater treatment units. The treatment units are equipped with upflow filters holding special media for targeting removal of nutrients. A grant was secured with FDEP through the TMDL program for over 50% funding of the project. Water quality monitoring was conducted to measure nutrient removal performance of the project.

Education

Bachelor of Science in Civil Engineering,
University of Central Florida, 2005

Software Aptitude

ASAD
AutoCAD Civil 3D
Autodesk Civil 3D
EPA SWMM
GEOPAK
HEC-RAS
HY-8
MicroStation
OpenRoads Designer (ORD) CE
StormWise (formerly ICPR)
XPSWMM

Professional Affiliation

American Society of Civil Engineers
(ASCE)



RYAN
MITCHELL, PE

Coastal Resilience

17 Years of Experience | 11 Years at DRMP

E: RMitchell@drmp.com | 919.230.7859

Experience Summary

Ryan Mitchell, PE, serves as a Drainage Project Manager. He is responsible for the management and development of hydraulic design projects such as transportation drainage, erosion and sediment control, floodplain basin studies, water quality analysis and large-scale stream and wetland restoration.

Mr. Mitchell is also a lead design engineer for DRMP's Disaster Resilience and Sustainability Practice. His design experience includes shoreline renourishment, erosion repair, wave protection, resiliency master planning, permitting, and construction management. He has been responsible for obtaining multi-million dollar grant funding for resiliency projects and assisting clients with grant management and reporting.

Relevant Project Experience

Titusville Causeway Shoreline Restoration, Brevard County, Florida: Mr. Mitchell was the Project Manager and Engineer of Record for the project design that provides a sustainable plan for restoration through the implementation of a living shoreline consisting of Wave Attenuation Devices (WADs) coupled with seagrass restoration to attenuate erosion along the southeastern shoreline of the causeway. The project will also include over 4,000-CY of shoreline fill to replace the existing escarpment. DRMP assisted with obtaining over \$4 million dollars of funding through several local and state grant programs to fund the engineering design and project construction.

Levy County Shoreline Resilience - Preserving Historic Cedar Key Plan, Levy County: Mr. Mitchell was the Project Manager leading the planning and design effort to protect Cedar Key's shoreline, residences, businesses, and infrastructure from future storms. DRMP's resilience planners and engineers conducted stakeholder workshops and public meetings to develop a collection of strategies that would make the Cedar Key shoreline resilient to future severe weather events and chronic stressors of the coastal environment. The backbone of the resilience plan is a DRMP designed living breakwater, or artificial reef, that is designed near the shore to reduce erosion and wave energy that impacts the City's infrastructure and businesses.

Professional Registrations

Professional Engineer

No. 0402065045, Virginia, 2022

No. 045685, Georgia, 2020

No. 44113, North Carolina, 2016

No. 34776, South Carolina, 2017

No. 75613, Florida, 2013

Additional Registration

NCDOT Level III: Designer for Erosion and Sediment Control Plans, No. 3955

Education

Bachelor of Science in Civil Engineering, University of South Florida, 2008

Software Aptitude

ArcGIS

ArcHydro

AutoCAD

EPA-SWMM/XP-SWMM

GEOPAK Drainage

HEC-RAS

HY-8

HydroCAD

ICPR

MicroStation

Professional Affiliation

American Council of Engineering Companies (ACEC) - North Carolina

American Public Works Association (APWA - NC)

North Carolina Water Resources Association (NCWRA)

Society of American Military Engineers (SAME)



RACHEL SCHMIDT, PWS

Environment and Natural Resources

11 Years of Experience | 7 Years at DRMP | E: RSchmidt@drmp.com | 813.462.2671

Experience Summary

Rachel Schmidt, PWS, serves as the Florida Environmental Services Lead for DRMP's Transportation Market Sector. She has extensive experience in Florida conducting wetland delineations, protected species surveys and relocations, state and local permitting and preparing documentation to assist various clients in the project planning, design, and permitting process. Mrs. Schmidt's combined knowledge of the regional ecosystems and the federal, state and local agency permitting brings a solution-oriented approach throughout the duration of a project. Her responsibilities also include wetland assessments, Geographic Information Systems (GIS) mapping and analyses, habitat evaluation, vegetation monitoring, and mitigation planning.

Relevant Project Experience

SR 8 over SR 10 at Nine Mile Road Interchange Improvements, FDOT District Three, Escambia County, Florida:

Environmental Scientist for permitting services for interchange improvements and to replace the existing structurally deficient 2-lane westbound bridge on SR 8 (I-10) over SR 10 (Nine Mile Road) in Escambia County. Mrs. Schmidt is responsible for the environmental resource permitting, report preparation, coordination with state and federal agencies, GIS analysis, wetland delineation and threatened and endangered species surveys. Project includes drainage, intelligent transportation systems, right-of-way, maintenance of traffic, utility coordination, environmental permitting, signing and pavement marking, and subsurface utility engineering.

SR 373 (Orange Avenue) PD&E Study, FDOT District Three, Leon County, Florida: Environmental Scientist responsible for assisting with the GIS analysis, wetland delineation and general wildlife surveys and this information was utilized in the development of the Natural Resources Evaluation report. This feasibility study and PD&E study to consider the widening of SR 373 (Orange Avenue) from a 2-lane to a 4-lane typical section with bike lanes and sidewalks. The limits of the project are from SR 263 (Capital Circle) to SR 61 (South Monroe Street), approximately 4.35-miles.

Safety Harbor Marina Basin – Dock Replacement, City of Safety Harbor, Pinellas County, Florida: Environmental Project Manager responsible for wetland delineation and assessment, mangrove survey, general wildlife survey, preparation of state, federal, and local permits to support professional civil engineering services for the replacement of the existing marina located within Veterans Memorial Marina Park in the City of Safety Harbor. The existing marina, constructed around 2006, comprises timber walkways and docks with 44 slips.

Education

Bachelor of Science in Environmental Science, University of Central Florida, 2014

Certification

Professional Wetland Scientist, No. 3530, Florida, 2022
 Authorized Gopher Tortoise Agent No. GTA-17-00059D, Florida Fish and Wildlife Conservation Commission
 ACF Freshwater Mussel Training Certification, 2017
 Wetland Delineation Training Program, US Army Corps of Engineers
 Bat Acoustics and Exclusion Training, FDOT

Software Aptitude

ArcGIS Pro

Professional Affiliation

Central Florida Association of Environmental Professionals (CFAEP), Treasurer 2022-2024
 Tampa Bay Association of Environmental Professionals (TBAEP), Member



Matt Hayes

Grant Development & Writing

YEARS AT ALTA

12 years

YEARS OF EXPERIENCE

23 years

EDUCATION AND TRAINING

MA, Geography, University of North Carolina, Chapel Hill, 2002

BS, Biology (Specialization in Environmental Science/GIS), Samford University, 1999

AREAS OF EXPERTISE

Grant writing and management
Greenway master plans
Multimodal transportation
Community outreach

REGISTRATIONS

American Institute of Certified Planners (#021773)

Matt is a Vice President of Alta and brings 23 years of experience leading multimodal transportation and greenway planning efforts across North Carolina and the Southeast. As a recognized leader in the bicycle and pedestrian planning field, he has laid the groundwork for communities, both large and small, to accommodate sustainable modes of transportation. His expertise and passion lie in his ability to take clients from a vision to an implementable plan or project. He has managed over 100 bicycle, pedestrian, and greenway planning projects at the state, regional, community, and corridor levels.

Relevant Experience

High Point RAISE Grant Application Assistance, NC

Matt served as Project Manager, leading the development of a successful federal RAISE grant application for High Point. **The \$19.8M grant was awarded to High Point in 2021** and will fund bicycle and pedestrian projects including a greenway, Complete Streets improvements, and bicycle boulevards.

Birmingham RAISE Grant Application, AL

For the City of Birmingham, Alta led the development of a high-quality, visually appealing RAISE grant application for funding to complete final design and construction of Complete Street Project and Urban Trail. The application includes the BCA results, previous planning and design materials, and background/supporting information provided by the City and its partners. Alta graphic designers integrated the final grant application narrative with BCA results and supporting photos, maps, and newly-created graphics to create an appealing final product. The final document was provided in PDF format to the Client, who will officially submit it to the USDOT through the required online portal. Matt served as Principal-in-Charge on the project. **The City was awarded \$21,681,306 in 2023.**

Ecusta Rail Trail RAISE Grant Application, NC

Matt served as Principal-in-Charge overseeing this grant application for NCDOT and the City of Brevard. Alta developed all portions of the application, including the benefit-cost analysis. Alta led weekly meetings to advance the grant application and engaged a full committee of local and state agencies. Alta also assisted in the final submittal on www.grants.gov.

West Palm Beach Mobility Plan, West Palm Beach, FL

The City of West Palm Beach made a commitment to create a community that is economically vibrant and competitive, environmentally sustainable, and socially just and accessible. This has led to expanded transportation options such as the City Circuit, City trolley, and SkyBike (bikeshare) services. Alta worked with the City of West Palm Beach to develop a collaborative and innovative approach to transportation planning, design, and implementation, leveraging current and new mobility technology and strategies. Matt served as Principal Advisor on the Plan.



Spencer Finch, PE, LEED AP

Transportation Grants

YEARS AT ALTA

1 year

YEARS OF EXPERIENCE

24 years

EDUCATION AND TRAINING

MSc, Environmental Engineering, Pennsylvania State University, 2002

BSc, Mechanical Engineering, focus on Transportation Engineering, University of Pennsylvania, 2001

BA, Political Science, Albright College, 1995

AREAS OF EXPERTISE

Grant writing and management
Environmental permitting
Green infrastructure design
Transportation engineering
Bicycle/pedestrian facility planning and design
Complete Streets design

REGISTRATIONS

Professional Engineer:
NJ (#24GE04624300)

LEED Accredited Professional

Spencer is an engineering leader with 24 years of experience. His distinctive set of skills and expertise includes transportation engineering (Complete Streets and bicycle and pedestrian facility planning and design); environmental engineering and due diligence; green stormwater infrastructure planning and design; environmental, transportation and natural resources permitting; and sustainable infrastructure. Spencer's experience covers not only planning and engineering, but also strategic guidance, program management, business development, and team-building and management. He has expertise in grant writing/grant management, helping projects secure funding at early stages of development and advance through subsequent stages.

Relevant Experience

High Point West Green Drive Green Stormwater Infrastructure Conceptual Design, NC

West Green Drive is a major arterial on the west side of downtown High Point, which is a focus for City and SWRF redevelopment efforts. Improving the West Green Drive corridor is necessary for creating a modern, inner-city manufacturing/business park in southwest High Point where people live and work. Alta conducted an analysis with the goal of performing a preliminary engineering review to evaluate the feasibility of installing Green Stormwater Infrastructure (GSI) stormwater control measures (SCMs) on the street, to identify potential locations and types of SCM to be used, and thus collect sufficient data to perform a preliminary cost estimate for the project. As Project Manager and Principal-in-Charge, Spencer developed and managed the scope for the feasibility assessment and alternatives analysis, and then supervised the team as they developed the conceptual design and cost estimate.

Batchelor Creek Greenway Feasibility Study, Cary, NC

Alta developed a preliminary site master plan to provide key greenway connections across Thomas Brooks Park in Cary and a new destination cross country course that could potentially host major events for colleges and high schools in the region. Alta developed a context sensitive route design for both the greenway and cross country course that considers the multiple floodplain crossings, existing stream channels, and resilience. Spencer was Principal-in-Charge for this effort.

Spencer has contributed grant management and program management for the following projects:

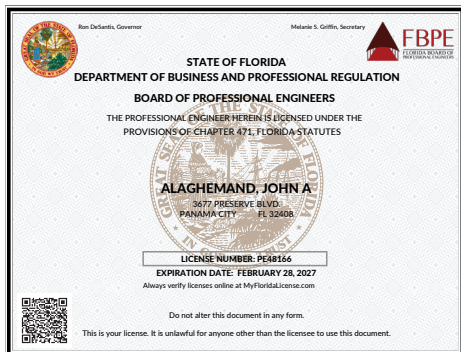
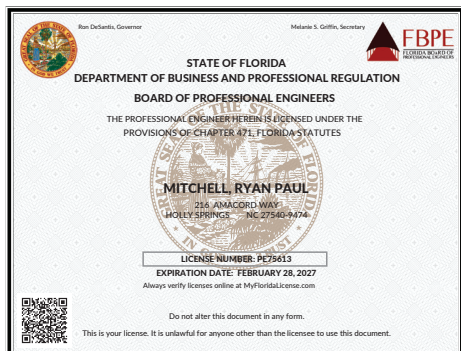
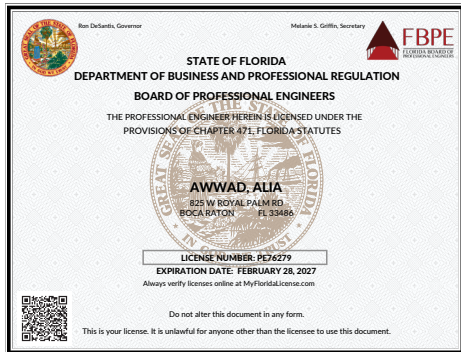
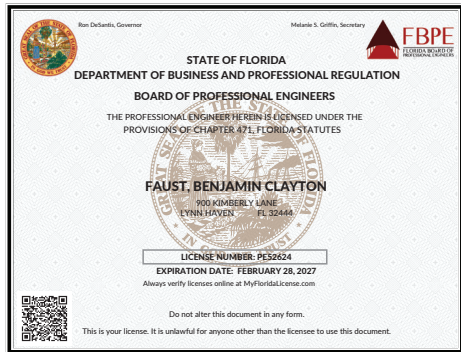
- City of Philadelphia Office of Sustainability On-Call Consulting Services Citywide and EPA Grant Management, Philadelphia, PA*
- St. Joseph's University City Avenue Sidewalk and Furman Walk Extension, Philadelphia, PA*
- Riverside Drive Multi-Year Grant Support, USDOT BUILD Grants, Allentown, PA*
- Schuylkill River Multi-Year Grant Support, USDOT TIGER and BUILD Grants, Philadelphia, PA*
- East Coast Greenway Planning, Design, Program Management, and Policy Development in Bucks, Philadelphia and Delaware Counties, PA*

*Completed prior to joining Alta

ALTA PLANNING + DESIGN, INC.

Team Composition and Resumes | 21

Current Professional Licensure Documentation



*The CEP and PWS certifications for George McLatchey are both current and up to date. We are currently waiting for the updated certificate copies to become available for download and can provide them once received.

TAB D

Cost of Proposed Services

COST OF PROPOSED SERVICES

DRMP proposes to provide grant writing and grant administration services on an hourly, task-order basis using the hourly rates provided below. DRMP does not charge fees based on a percentage of grant awards received. Each assignment will include a defined scope, estimated level of effort, and not-to-exceed budget established prior to authorization.

Grant writing services may include funding opportunity research, grant strategy development, project eligibility evaluation, application preparation, agency coordination, and submittal support. Grant administration services may include compliance assistance, documentation coordination, reporting support, funding agency coordination, and grant closeout assistance.

The proposed job classifications in this Price Schedule represent standard staffing requirements for the requested services. Any additional positions required due to project complexity or specialized needs will follow DRMP's standard rates and be discussed with the Town prior to authorization.

To ensure a cost-effective solution, DRMP will carefully evaluate the staffing approach for each task assignment. Each Task Work Order (TWO) will include a detailed scope of work, anticipated deliverables, schedule, level of effort, and not-to-exceed budget based on the agreed-upon scope. Work tasks will be organized to provide transparency and allow costs to be properly tracked in accordance with applicable federal, state, and local grant program requirements.

Expenses associated with each TWO will be evaluated for reasonableness and eligibility. Approved expenses supported by sufficient documentation will be billed at cost in accordance with applicable funding requirements.

Progress reports and status updates will be provided monthly or at intervals determined by the Town to effectively manage performance, budgets, and project progress.

Position	Hourly Rate
Technical Writer I	\$110.00
Technical Writer II	\$135.00
Technical Writer III	\$185.00
Planner I	\$95.00
Planner II	\$135.00
Planner III	\$200.00
Planner IV	\$250.00
Planner V	\$275.00
Graphic Designer I	\$110.00
Graphic Designer II	\$145.00
Graphic Designer III	\$185.00
Administrative I	\$110.00
Administrative II	\$130.00
Administrative III	\$140.00
Administrative IV	\$165.00
Technical Professional (A/E) I	\$150.00
Technical Professional (A/E) II	\$215.00
Technical Professional (A/E) III	\$260.00
Technical Professional (A/E) IV	\$305.00
Technical Professional (A/E) V	\$350.00
Discipline Manager I	\$320.00
Discipline Manager II	\$380.00
Principal I	\$420.00
Principal II	\$470.00

TAB E

Illustrative Work

ILLUSTRATIVE WORK

DRMP has selected the following projects that best illustrate our team’s experience with grant writing, administration, and technical support services relevant to the Town of Melbourne Beach. These examples demonstrate our ability to secure funding, manage grant requirements, and support successful delivery of infrastructure, resiliency, environmental, and community improvement projects.

FEMA BRIC Grant Town of Benson, NC

SERVICES PROVIDED:

The Town of Benson’s Public Utilities Office and maintenance yard were only accessible via North Market Street, where undersized pipes and a box culvert under Driving Branch caused frequent flooding and access issues following Hurricane Matthew in 2016. Although the public works facility was relocated to higher ground, access continued to be impacted during storm events. Downstream, Johnson Street’s Driving Branch crossing experienced erosion and damage to nearby utilities.

To address these challenges, the Town pursued BRIC funding for stream restoration and roadway improvements. DRMP was contracted in April 2022 to develop and submit the grant application, which was awarded in November 2023 for \$2.8 million. Work began in January 2024 and is anticipated to be completed by December 2026.

CONTRACT DATES:

December 2022-December 2026 (proposed end date)

DOLLAR VALUE OF CONTRACT:

\$2.8 million FEMA BRIC Grant

Contact: Kimberly Pickett, MPA

P: 919.894.3553 ext 221

E: KPickett@townofbenson.com

Address: 303 E Church Street
Benson, NC 27504

2020 BUILD Grant Application – Wekiva Trail Extension City of Tavares, FL

SERVICES PROVIDED:

The project included developing a BUILD 2020 Grant application in the amount of \$25 million for a 6-mile multi-use trail connecting the existing Wekiva Trail to Wooton Park in Downtown Tavares, Lake County, Florida. DRMP’s services included extensive project background research, preparation of the application narrative, benefit-cost analysis, economic impact analysis, environmental evaluation, cost estimates, maps, figures, and supporting exhibits. The project also included coordination with FDOT, Lake County, the City of Tavares, the City of Mount Dora, neighboring local agencies, the MPO, and other interested parties to collect project information and obtain letters of support for the BUILD grant application.

CONTRACT DATES:

March 2020-May 2020

DOLLAR VALUE OF CONTRACT:

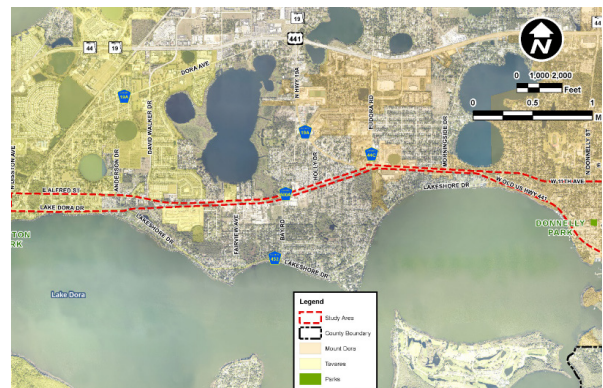
\$25 million

Contact: James Dillon

P: 352.742.6456

E: JDillon@tavares.org

Address: 100 N Diston Avenue,
Tavares, FL 32778



Titusville Causeway Shoreline Protection

Brevard County, FL

Contact: Carolina Alvarez

P: 321.633.2014

E: Carolina.Alvarez@brevardfl.gov

Address: 2725 Judge Fran
Jamieson Way, Building A, Room
201
Viera, FL 32940

SERVICES PROVIDED:

DRMP assisted Brevard County in acquiring \$4 million in project funding, which covered 100% of the design and construction costs for the Titusville Causeway Shoreline Protection and Restoration project. DRMP prepared project narratives, supporting documentation, design plans, and construction cost estimates. Our team also assisted the County Project Manager with presentations, field visits, and progress reports to contributing agencies.

This project was completed through a Professional Engineering Services Contract that DRMP has held with Brevard County for more than 20 years. The shoreline along the eastern approach of the Titusville Causeway (also known as the A. Max Brewer Memorial Parkway Bridge) has experienced erosion for decades, resulting in significant destabilization and loss of sandy beach frontage following Hurricane Irma.

The shoreline erosion has negatively impacted the ecology of the Indian River Lagoon (IRL) and the community that uses this public access area for recreation. The feasibility study focused on the southeast shoreline of the causeway and developed a plan for sustainable restoration through the implementation of a living shoreline consisting of Wave Attenuation Devices (WADs) coupled with seagrass restoration to reduce erosion.

CONTRACT DATES:

April 2021-September 2022

DOLLAR VALUE OF CONTRACT (Grant Funding Included):

- FDEP, Office of Resilience and Coastal Protection = \$2.27M
- St. John River Water Management District = \$800K
- Brevard Tourist and Development Council = \$500K
- Fish and Wildlife Foundation = \$500,000
- Florida Inland Navigation District = \$70K in-kind material donation
- Florida Power and Light = \$25K

Total: \$4.16 million



Restore Act Grant - US 331 from I-10 Construction of Water & Sewer Services Walton County, FL

Contact: Dave Sell**P:** 850.892.4859**E:** SelDave@co.walton.fl.us**Address:** 117 Montgomery Circle
DeFuniak Springs, FL 32435**SERVICES PROVIDED:**

DRMP was responsible for approximately four miles of 16-inch water main, force mains, and sanitary sewer lift stations. The project included sanitary sewer future demand modeling, water main hydraulic modeling, and coordination with multiple utility owners within FDOT right-of-way on a fast-track schedule to support future Walton County development. Project responsibilities also included grant documentation tracking for RESTORE Act and Triumph grant funding.

DRMP developed a screening process that evaluated an initial list of 32 potential Best Management Practice (BMP) projects located along major drainage systems discharging to Lakes Griffin and Harris. Potential projects included dry retention ponds, swales, wet detention ponds (with existing wetland littoral zones for enhanced treatment), exfiltration trenches, and Type 2 baffle boxes. Systems were sized to provide effective stormwater treatment within limited available properties. Pollutant load reductions were estimated using BMPTRAINS, developed by the UCF Stormwater Academy.

The initial list was narrowed to 12 preferred BMP projects through evaluations based on criteria including high pollutant loading areas without existing stormwater treatment systems, size of the contributing area, connectivity to outfalls, feasible stormwater treatment alternatives, wetland involvement, property needs, partnering opportunities, and ancillary benefits (including parks, trails, and other stormwater improvements). As a final step, the 12 preferred BMP projects were ranked based on the economic efficiency of the stormwater treatment, including total project cost per pound of total phosphorus removed per year.

CONTRACT DATES:

October 2021-January 2022

DOLLAR VALUE OF CONTRACT:

Funded through awarded grants to Walton County from the United States Treasury in the amount of \$3 Million and Triumph in the amount of \$1.74 million for a total of \$4.7 million.

“High Point on the Rise” RAISE Grant Application

HIGH POINT, NC | 2021



Alta led the development of a successful 2021 RAISE grant application (“High Point on the Rise”) for the City of High Point, the City’s first application towards this project. Funded through NCDOT, Alta led the full team of City staff, City management, and NCDOT through the process, designed the application, developed the content, assisted the City with cost estimates, and performed a benefit-cost analysis. The urban multimodal greenway and streetscape project will connect lower-income communities of color in southwest High Point to the City’s mass transit facilities and other essential services.

Leading up to this grant application, Alta conducted multimodal transportation planning efforts including the High Point Pedestrian Plan, High Point Greenway Plan, and High Point Regional Bicycle Plan. This corridor was a

priority of all these efforts to extend the regional greenway spine, which is part of the Great Trails State Plan, also authored by Alta.

“Alta provides amazing results in a timely manner. Their team pulled many long hours on nights and weekends when we were faced with a tight deadline of submitting an application. It is my personal opinion that they are a large reason as to why we were successful in winning an award.” -Andrew Edmonds, HPMPO

Contact: Andrew Edmonds, AICP | Transportation Planning Administrator | High Point Metropolitan Planning Organization (HPMPO) | P: 336.883.3235 | Address: 11 S. Hamilton Street, High Point, NC 27260

The DRMP Team has successfully helped clients identify, pursue, and secure funding through a variety of federal, state, regional, and private grant programs. The following table highlights our experience supporting communities in obtaining funding for infrastructure, resiliency, transportation, environmental, and community improvement projects.

Grant Name	Funding Agency (Federal, State, Regional, Private)	Amount Secured
2020 BUILD Grant	Federal	\$25 Million
Transportation Alternative Program (TAP)	State	\$4.5 Million
RESTORE Act Grant	Federal	\$3 Million
Local Agency Program	State	\$2.9 Million*
FEMA BRIC Grant	Federal	\$2.8 Million
FDEP - Office of Resilience and Coastal Protection	State	\$2.27 Million
Public Assistance (PA)	Federal	\$2.2 Million
Keep Moving Forward Grant	Private Foundation	\$1.7 Million
FEMA	Federal	\$1 Million
St. Johns River Water Management District Fund	Private	\$800,000
Brevard Tourist and Development Council	Private	\$500,000
Fish and Wildlife Foundation	Private	\$500,000
FDEP Resiliency	State	\$250,000
Transportation Regional Incentive Program (TRAP)	State	\$25,400
Florida Power and Light	Private	\$25,000
2020 BUILD Grant	Federal	\$25 Million

Note: The asterisk (*) indicates multiple projects for the same client rather than listing them separately.

TAB F

References

REFERENCES

DRMP has provided references from current and recent projects that demonstrate our team's experience supporting municipalities with grant writing, funding strategies, infrastructure improvements, resiliency efforts, and project implementation. These references highlight our commitment to responsive service, effective coordination, and long-term partnerships with local government clients.

ED COOK | CITY MANAGER

CITY OF CALLAWAY



6601 Easy Highway, 22
Callaway, FL 32404



850.215.6694
CityManager@cityofcallaway.com

KEITH BRYANT | CHIEF INFRASTRUCTURE OFFICER

BAY COUNTY



840 West 11th Street
Panama City, FL 32401



850.248.8301
KBryant@baycountyfl.gov

SCOTT BITTERMAN, PE | PUBLIC WORKS DIRECTOR

OKALOOSA COUNTY



1759 S. Ferdon Boulevard
Crestview, FL 32536



850.689.5772
SBitterman@myokaloosa.com

JAMES DILLON | PUBLIC WORKS DIRECTOR

CITY OF TAVARES



100 N Disston Avenue
Tavares, FL 32778



352.742.6456
JDillon@tavares.org

CAROLINA ALVAREZ | ENGINEER II

BREVARD COUNTY NATURAL RESOURCES MANAGEMENT
DEPARTMENT



2725 Judge Fran Jamieson Way
Viera, FL 32940



321.633.2016 Ext. 58405
Carolina.Alvarez@brevardfl.gov

TAB G

**Additional
Information**

PROJECT APPROACH

Project Understanding

The Town of Melbourne Beach is focused on maintaining and upgrading its current infrastructure in a resilient and sustainable manner. This is being accomplished through concurrent efforts aimed at enhancing infrastructure, protecting community assets, and supporting long-term resiliency goals.

The Town is steadfast in advancing its resiliency and sustainability goals, and identifying and securing funding from federal, state, local, and private sources is essential. The scope of the Town's needs aligns with many grant opportunities; therefore, it is important to build an intentional funding strategy that highlights critical needs and applies creative methods to connect those needs with the different types of available funding.

Additionally, with the evolving federal and state grant funding landscape, it is critical that the Town is advised by a team that is well-versed in discretionary funding cycles, competitive grant funding approaches, and benefit-cost formulas. That is where our team comes in. Our proven track record in customizing grant writing to tell the story of each specific community has been effective in securing grants that have a lasting impact on communities. We demonstrate this in the following Project Approach.

Grant Writing

Our approach to providing Grant Writing and Grant Management Services for the Town of Melbourne Beach, Florida, is grounded in a strategic, collaborative, and results-driven methodology. With more than four decades of experience, our team is prepared to assist the Town in securing and managing grant funding that aligns with its infrastructure, resiliency, public facility, and community improvement goals.

FEDERAL, STATE, FOUNDATION, AND PRIVATE GRANT OPPORTUNITIES

DRMP has developed a proven Grant Writing approach that is adaptable across a wide range of federal, state, foundation, and private grant programs. This process is designed to support both competitive and non-competitive grants, including post-disaster funding such as FEMA's Public Assistance program. Our structured methodology ensures consistent delivery of high-quality, compliant, and compelling grant applications while allowing us to rapidly scale for large funding efforts.

Our grant writing process begins with the identification of funding opportunities that align with the Town of Melbourne Beach's priorities, such as road reconstruction, water/sewer upgrades, stormwater improvements, and other capital improvement projects. DRMP maintains a proprietary, routinely updated database of federal, state, and private foundation funding sources, including anticipated Notices of Funding Opportunities (NOFOs). This enables our team to conduct targeted research and provide timely recommendations that match the Town's infrastructure needs with appropriate funding programs.

For competitive grants, DRMP helps shape projects to meet funder expectations and maximize scoring potential. Our team understands the characteristics that make proposals stand out and the red flags evaluators may use to disqualify applications. For post-disaster programs, we apply our deep programmatic knowledge to ensure compliance with federal and state recovery funding guidelines.

EACH GRANT APPLICATION IS DEVELOPED BY A MULTIDISCIPLINARY TEAM THAT INCLUDES:

Local professionals familiar with the community and its infrastructure

Technical experts knowledgeable in the subject matter

Experienced grant writers who understand the preferences and decision-making processes of awarding agencies

By combining strategic planning, thorough research, technical writing, effective storytelling, and detailed QA/QC, DRMP ensures that the Town of Melbourne Beach submits competitive, complete, and timely proposals that meet all applicable rules, policies, and regulations.



PROJECT ELIGIBILITY AND FUNDING ALIGNMENT

We understand that early engagement with our clients enhances their success in securing grant funding. By working closely with the Town during the planning stages, we ensure that projects align with available programs and that eligibility criteria and rating requirements are met. This collaboration also allows us to prioritize needs effectively and create a comprehensive list of projects that are synchronized with regional and local plans.

Additionally, we perform impact analyses to assess how these projects might interact with those of adjacent jurisdictions, ensuring greater project efficacy and community benefit.

The team will begin the pre-application process by reviewing past grant applications submitted by the Town. Through an after-action report, we evaluate previous strategies, approaches, content, and participation to identify gaps and areas for improvement. This analysis helps streamline future grant development efforts.

Additionally, we will conduct thorough research to identify suitable funding opportunities. We monitor and track grant programs, keeping the Town informed of updates and new funding possibilities. This research includes analyzing grant eligibility, program requirements, and unique decision-making procedures, which helps avoid missed opportunities and ensures the development of competitive proposals.

Our grant research includes tracking funding opportunities across multiple domains, such as ecosystems, infrastructure, community development, and disaster management. Once we identify suitable funding programs, we provide the Town with program fact sheets. These high-level summaries outline critical aspects of each grant, including deadlines, funding levels, eligibility criteria, scoring, and application content requirements. This tool ensures the Town is well-informed and can make prudent decisions on which programs to pursue.

PREPARING AND SUBMITTING COMPELLING GRANT APPLICATIONS AND PROPOSALS

Once the Town decides to pursue a specific grant, we begin by confirming eligibility and ensuring that all required authorizations, registrations, and certifications are in place. We will then work with Town staff to prepare an application checklist, ensuring completeness and compliance with the funding program's requirements.

A preliminary work schedule is developed outlining key milestones and deadlines to ensure timely submission of drafts and final applications. Our grant writing process follows a proven methodology that has successfully delivered millions of dollars in project funding.

First, we work with clients to clearly define the project, focusing on essential elements such as project scope, environmental documentation, cost estimates, and timelines. A detailed data request is issued to gather necessary information, which may include project goals, benefits, cost estimates, and other relevant data.

Once the project is clearly defined and data is collected, we draft a compelling grant narrative that emphasizes how the project aligns with the funder's criteria. This narrative is supported by data and visuals to effectively communicate project benefits.

Additionally, we assist in obtaining letters of support from stakeholders and elected officials, ensuring necessary documentation is in place before the grant submission deadline.

Throughout the process, we maintain rigorous internal quality control measures to ensure each application meets the highest standards of excellence. This includes multiple rounds of review internally and with Town stakeholders to ensure completeness and competitiveness.

Once finalized, the application package is submitted in its entirety, ensuring all materials are organized and compliant with the funding agency's requirements.

DRMP's grant writers have the skill and experience to tell a compelling story. They understand how to shape a project narrative and make it stand out among competing submissions. Our Strategic Funding team understands where reviewers need additional information and where "less is more." We know how to highlight project characteristics required to establish eligibility, clarify scope, and stand out to evaluators while avoiding information that may dilute or confuse compliance officers and reviewers.

DEVELOPING VISUALLY COMPELLING APPLICATIONS

Developing visually compelling grant applications with a professional look can earn extra points with reviewers. Post-disaster programs like FEMA's Public Assistance program require less visual enhancement but benefit from complete and accurate documentation of eligible scope.

Most competitive federal and state grant programs place parameters on the format of funding submittal documents but allow applicants to present their projects in a way that best tells their story. Our team understands the importance of producing high-quality deliverables and has talented graphic/document designers in-house who specialize in visualization and presentation.

DEVELOPING TIMELINES AND ENSURING SUBMISSION DEADLINES

DRMP understands that timely submission is critical to the success of any grant application. Our team develops detailed grant timelines that incorporate all key milestones, from initial opportunity identification through final submission.

These timelines are customized for each funding program and project, ensuring alignment with the specific requirements outlined in the Notice of Funding Opportunity (NOFO) or program guidance.

GRANT PROJECT BUDGETS AND PERFORMANCE METRICS

Our grant development process incorporates stakeholder engagement, collaborative narrative building, and detailed budget formulation. We work directly with Town departments to define objectives, clarify performance metrics, and prepare full application packages, ensuring each submission is compelling, data-driven, and fully compliant with funding agency guidelines.

Our quality assurance/quality control (QA/QC) process ensures applications are well-written, technically sound, and strategically positioned for success.

Many federal and state grant programs require a benefit-cost analysis (BCA). BCAs are complex and important analyses for many grant applications and can often impact a project's chances of being funded.

The DRMP Team, including our specialized grant and data analytics partner Alta Planning + Design, has experience conducting BCAs on various infrastructure projects. Our team understands what data is needed for these analyses and how to develop BCAs that support competitive grant applications.

The model, which is tailored to each project, will develop estimates of primary benefits such as:

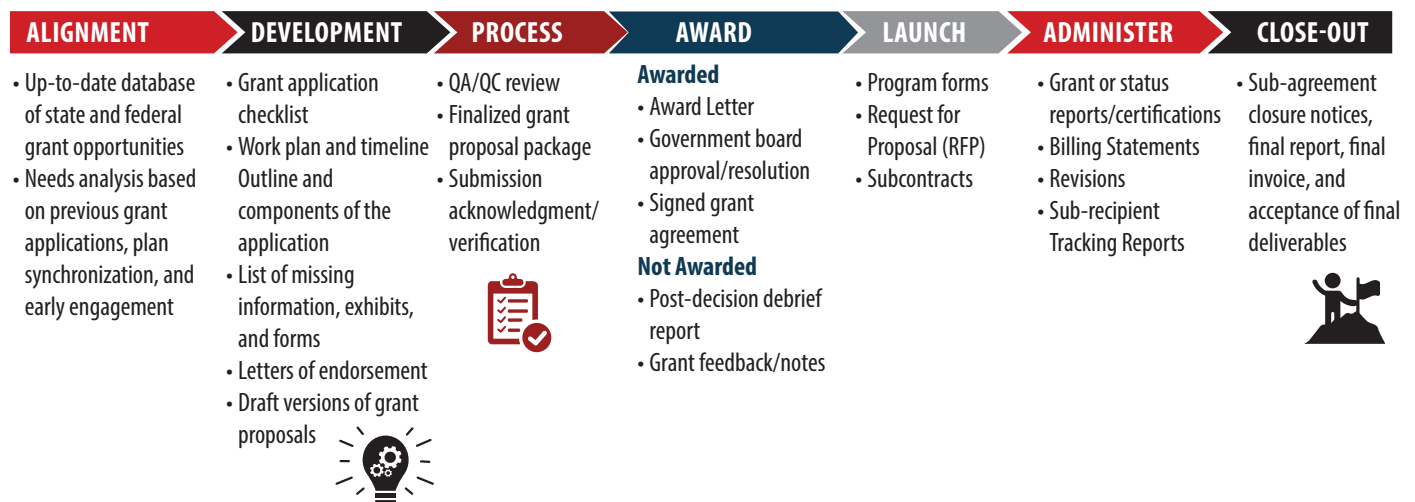
- Flood mitigation strategies preventing property impacts from varying return-period events
- Loss of service/revenue
- Impacts to key systems (power/water)
- Critical facility impacts
- Social/community impacts

Grant Management

The DRMP Team approaches competitive grants through a well-rounded process that combines thorough planning, proficient research, efficient technical writing, effective storytelling, and a focus on detailed quality assurance (QA) and quality control (QC). We leverage the expertise of local professionals familiar with community infrastructure, technical specialists with in-depth subject matter knowledge, and seasoned grant writers who understand the preferences of awarding agencies. This comprehensive approach ensures that we can successfully support the Town in securing grants and funding.

Our grant management strategy is adaptable and can be applied across a variety of grant types, including competitive and non-competitive grants, as well as post-disaster grants like the FEMA Public Assistance program. We have developed a systematic process that ensures the successful and timely submission of grant applications, whether for small-scale or large post-disaster funding programs. This process includes the identification of appropriate funding sources, the development of grant proposals, and the eventual closeout of awarded grants. Our proven methods and expertise have consistently led to successful funding strategies and substantial grant awards for numerous clients.

By applying our seven-step approach, the team ensures the Town develops competitive, compliant, and high-quality grant applications that meet the specific requirements of each funding program. Our process helps navigate the complexities of grant regulations, ensuring full compliance with applicable rules, policies, and laws. This methodical, results-driven process has earned DRMP a reputation for successfully securing significant funding, as evidenced by several notable grant awards across various sectors.



TRACKING GRANTS

We monitor and track grant programs, keeping the Town informed of updates and new funding possibilities. This research includes analyzing grant eligibility, program requirements, and unique decision-making procedures, which helps avoid missed opportunities and ensures the development of competitive proposals.

Our grant research includes tracking funding opportunities across multiple domains, such as ecosystems, infrastructure, community development, and disaster management.

Once we identify suitable funding programs, we provide the Town with program fact sheets. These high-level summaries outline critical aspects of each grant, including deadlines, funding levels, eligibility criteria, scoring, and application content requirements.

This tool ensures the Town is well-informed and can make prudent decisions on which programs to pursue.

Our team ensures projects are well-funded, compliant with program requirements, and effectively managed to deliver long-term resilience outcomes.

DRMP's dedicated Disaster Resilience and Sustainability Service Line is led by Josh Norman, who has 20 years of experience in emergency planning, response, mitigation, and resilience.

One of Josh's notable achievements is his management of more than \$1 billion in grants, supporting infrastructure and government facility improvements, including new construction, repairs, and retrofits. His leadership has been instrumental in driving DRMP's growth in resilience and sustainability across the Southeast region.

DRMP provides a distinct advantage in managing multiple projects funded by various federal programs through our Resilience Project Manager (RPM) application. This centralized, web-based platform allows users to track milestones, manage requirements, and monitor funding sources across multiple federal programs using customized dashboards.

RPM ensures proper compliance and reporting, making grant management more efficient and streamlined. RPM is capable of managing data across multiple funding sources, including:

- FEMA Public Assistance (PA)
- FEMA Hazard Mitigation Grant Program (HMGP)
- HUD Community Development Block Grant – Disaster Recovery (CDBG-DR)
- Federal Highway Administration Emergency Relief (FHWA-ER)
- Natural Resources Conservation Service (NRCS)

MAINTAINING COMPLIANCE RECORDS

Our team is experienced in helping clients remain compliant with complex grant conditions across multiple agencies, including FEMA, USDA, FDEP, and others.

We can also assist the Town in developing internal grant compliance procedures to streamline oversight and improve audit readiness.

SUPPORTING TOWN STAFF

Once awarded, DRMP supports the Town by tracking awarded grants, managing documentation, monitoring deadlines, preparing required reports, and assisting with audit preparation.

We maintain organized records to demonstrate compliance with grant conditions and provide regular updates to Town staff to ensure transparency and accountability throughout the grant lifecycle.

GRANT STATUS UPDATES AND DEADLINES

Once grants are awarded, our team will continue to support the Town through the reporting and compliance monitoring phases.

We utilize a customized software system to track grants from development through closeout to help the Town stay informed on project status, funding trends, and documentation required for ongoing compliance.

This system provides real-time updates and detailed reports, offering a clear view of each grant’s progress.

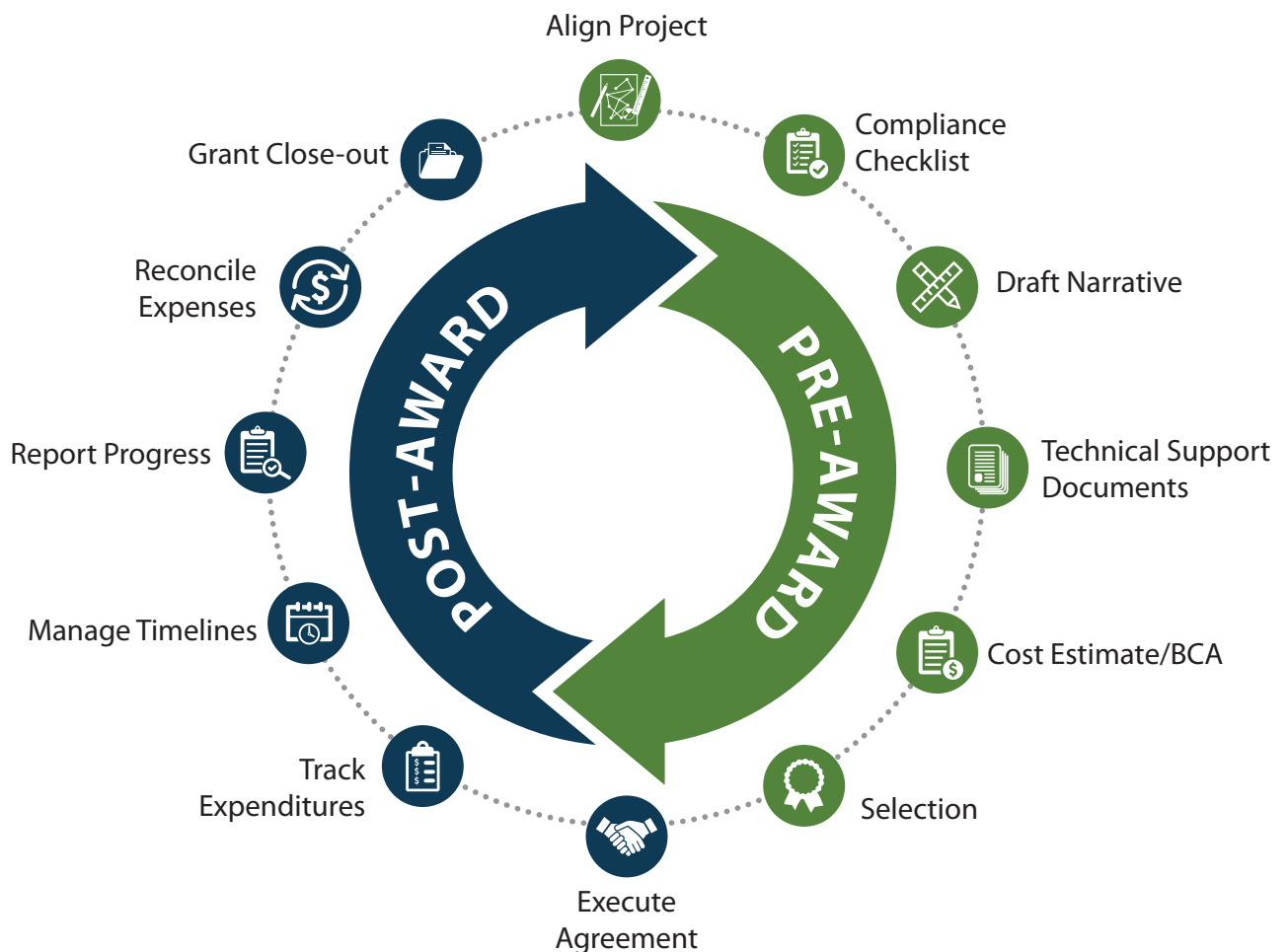
During implementation, we will ensure all required reports are submitted on time. We will help the Town prepare quarterly and monthly reports summarizing grant activities, expenses, and progress.

Additionally, we will support the Town in preparing and submitting expense reports for reimbursement, ensuring costs align with the grant’s budget and compliance requirements.

Should changes arise during the project, such as scope adjustments or cost modifications, our team will assist with grant amendments and budget revisions.

Our expertise in grant administration ensures the Town can navigate these changes effectively while maintaining compliance and avoiding potential issues with funding agencies.

Throughout the lifecycle of the grant, the DRMP Team remains actively involved, providing ongoing technical and administrative support to ensure every aspect of the grant process, from application to closeout, proceeds smoothly and in full compliance with program requirements.



INTERNAL POLICIES AND PROCEDURES

The DRMP Team can address these challenges by developing frameworks, policies, and permitting structures that take into account safety, speed, infrastructure compatibility, environmental health, and public-private partnerships. Our services will extend to the design and implementation of mobility hubs that integrate land use, transportation, economic development, and smart city technology to enhance connectivity and promote sustainable travel choices.



Josh Norman enhances our team’s depth of knowledge by overseeing DRMP’s resilience, sustainability, and grant administration projects, ensuring a strategic and effective approach to securing funding opportunities.

DRMP anticipates researching grant opportunities across the domains listed below. Should there be additional needs, DRMP will expand the grant identification search:

ECOSYSTEMS:	COMMUNITY:
<ul style="list-style-type: none"> • Water and Wastewater Utilities • Environmental Remediation • Water Management, Water Quality, Flood Control • Habitat Restoration • Coastal Resilience 	<ul style="list-style-type: none"> • Economic Development • Cultural Resources • Education • Housing • Municipal Solid Waste and Recycling
INFRASTRUCTURE:	DISASTER RESILIENCE:
<ul style="list-style-type: none"> • Buildings • Roads & Bridges • Mobility/Transportation • Marine Infrastructure 	<ul style="list-style-type: none"> • Hazard Mitigation (FEMA/HUD) • FEMA Public Assistance • CDBG-DR • Emergency Management

TAB H

**Additional Required
Documents**

EXHIBIT "A"

CONTACT SHEET

Name: DRMP, Inc.

Federal Taxpayer ID: 59-1791174

Mailing Address: 941 Lake Baldwin Lane

City, State, & Zip Code: Orlando, FL 32814

Telephone: 850.208.6608 **Fax:** 407.896.4836

Email: Josh.Norman@drmp.com

Submitted By: Josh Norman

Title: Disaster Resilience and Sustainability Practice Lead

Accounting Contact:

Name: Danielle Todd **Title:** Director Of Finance & Accounting

Email Address: DTodd@drmp.com **Phone:** 407.362.1292

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),
ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for Town of Melbourne Beach, Florida RFP Grant Writing Services
2. This sworn statement is submitted by (entity) DRMP, Inc. whose business address is 941 Lake Baldwin Lane, Orlando, FL 32814 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1791174 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Ben Faust, PE and my relationship to the entity named above is Senior Vice President.
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)



Signature

5/28/2026

Date:

STATE OF FLORIDA
COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 2⁸ day of May, 2026, and is personally known to me, or has provided _____ as identification.



Hannah Burdett
Notary Public
My Commission expires: 4/14/2029

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepared, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: DRMP, Inc.

CITY: Orlando STATE: FL ZIP CODE: 32814

SIGNATURE: *Ben C Faust* PHONE: 850.387.1261

NAME (TYPED OR PRINTED): Ben Faust, PE TITLE: Senior Vice President

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: NA

Project Description: Grant Writing Services

I/FIRM acknowledges and agrees to the following:

I/FIRM shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and
2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: DRMP, Inc.

Authorized Signature: Ben C TA

Title: Senior Vice President

Date: 6/2/2026

EXHIBIT "E"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Town of Melbourne Beach, Florida
RFP Grant Writing Services.

This sworn statement is submitted by (entity) DRMP, Inc. whose business address is 941 Lake Baldwin Lane, Orlando, FL 32814 and (if applicable) Federal Employer Identification Number (FEIN) is 59-1791174 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Ben Faust, PE and my relationship to the entity named above is Senior Vice President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

- 8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
- 9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

Ben C N 5/28/2026
 Signature Date:

STATE OF FLORIDA
 COUNTY OF Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28 day of May, 2026, and is personally known to me or has provided _____ as identification.

4/14/2029 My Commission expires:
Hannah Burdett Notary Signature





ELECTRONIC

TOWN OF MELBOURNE BEACH

507 Ocean Avenue
Melbourne Beach, FL 32951



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

GRANT WRITING SERVICES

Prime Firm

Calvin, Giordano & Associates, Inc.

Due Date and Time

06.05.2026 at 2:00 PM

Primary Contact

Vicki Placide-Pickard

Project Manager

VPickard@cgasolutions.com

Address

2400 SE Veterans Memorial Parkway

Suite 207

Port St. Lucie, FL 34952

Telephone No.

954.766-2786



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TAB A



Statement of Interest



TAB A | STATEMENT OF INTEREST

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Enforcement
- Construction Engineering & Inspection (CEI)
- Construction Services
- Data Technologies & Development
- Electrical Engineering
- Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Government Services
- Indoor Air Quality (IAQ)
- Landscape Architecture
- Planning
- Project Management
- Redevelopment & Urban Design
- Roadway & Highway Design
- Surveying & Mapping
- Transportation & Mobility
- Transportation Planning
- Water / Utilities Engineering
- Website Development

2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

Account Manager
Maria Pineda
mpineda@safebuilt.com
561.696.3496

Project Manager
Vicki Placide-Pickard
vpickard@cgasolutions.com
954.266.6495

www.cgasolutions.com

June 2, 2026

Town of Melbourne Beach
c/o Marie Smith, Town Manager
507 Ocean Avenue
Melbourne Beach, FL 32951

RE: Request For Proposals Grant Writing Services

Dear Evaluation Committee:

Calvin, Giordano and Associates (CGA), a subsidiary of SAFEbuilt, is pleased to present this proposal in response to the Town of Melbourne Beach's Request for Proposals for Grant Writing Services. We understand the Town is seeking comprehensive support in securing vital funding from local, state, and federal sources, as well as expert assistance in grant administration and program management. **Our team fully understands the Town needs, not just in the specific context of the Melbourne Beach community and its priorities, but also with regard the best alignment of those priorities with the technical requirements of various grants. We are eager to partner with the Town to achieve your funding objectives and ensure successful project implementation and outcomes.**

CGA brings nearly 90 years of experience in delivering meaningful and successful public projects for communities of all sizes. Our multi-disciplinary firm is exceptionally well-equipped to provide the full spectrum of services outlined in your RFP. This includes reviewing project information, developing compelling grant applications, advising on strategic funding opportunities, and providing crucial technical assistance throughout the application process. Beyond securing grants, we are prepared to offer comprehensive grant administration and program management, encompassing compliance reviews, coordinating with funding agencies, developing contracts, managing funds, ensuring adherence to requirements like Davis-Bacon, and facilitating public input processes.

Our proven track record in Florida demonstrates our capability to secure millions of dollars in grant funds for municipal clients. We possess deep familiarity with a wide array of grant programs, including FRDAP, RTP, LWCF, FEMA, FDOT, Resilient Florida, and Community Development Block Grants (CDBG). Our experience with coastal communities, such as the cities of Vero Beach and Dania Beach, further positions us to identify and submit for grants focused on critical community and environmental resiliency needs, which are essential for the Town of Melbourne Beach. **Furthermore, our sister firm, M.T. Causley, LLC, has provided building department services to the Town since 2017, offering nearly a decade of local familiarity with your community and municipal operations.**

We are committed to serving as a dedicated and responsive partner, integrating our experienced expertise and resources directly into the Town's operations. Our proactive and collaborative approach, qualified and experienced staff, and robust project management systems, we are confident that our comprehensive services will enhance the Town's capacity to secure and manage the funding necessary for your community's continued growth and prosperity.

We appreciate this opportunity to submit our proposal and look forward to discussing how CGA can best serve the Town of Melbourne Beach.

Sincerely,

Chris Giordano, President
Calvin, Giordano & Associates, Inc.

TAB B



Vendor Profile



TAB B | VENDOR PROFILE

FIRM OVERVIEW AND YEARS IN BUSINESS

Calvin, Giordano & Associates, Inc. (CGA) is a well-established multi-disciplinary firm with offices in Fort Lauderdale, Miami-Dade County, West Palm Beach, Port St. Lucie, Estero, and Pinellas County. For **89 years**, our firm has been providing consulting services to public and private sector clients.

Our reputation is built on repeat business with clients from the public and private sectors. Our success is reflected in the quality of work we consistently provide and in the personal approach we take with each client. This winning combination is affirmed by our large number of repeat/long term municipal clients. Because of our diversity, CGA can control the entire process, offering a host of professional services as a one-source partner, or efficiently tackle time-sensitive individual projects, providing customized solutions with handpicked teams of highly experienced professionals. Custom building exceptional solutions is the core of our business.

CGA strategically provides a broad range of services to meet our clients' needs. Our professional services include:

- Building Code Services
- Civil Engineering
- Coastal Engineering
- Code Compliance
- Construction Engineering and Inspection (CEI)
- Construction Services
- Data Technologies and Development
- Electrical Engineering
- Environmental Services
- Facilities Management
- Grant Management & Writing
- Geographic Information Systems (GIS)
- Governmental Services
- Landscape Architecture
- Planning
- Project Management
- Redevelopment and Urban Design
- Roadway and Highway Design
- Surveying and Mapping
- Transportation & Mobility
- Transportation Planning
- Water/Wastewater Utilities Engineering
- Website Development

Capitalizing on the **diverse knowledge and experience of our staff** positions CGA as a premier professional consulting firm and enables us to **consistently deliver projects** on time, within budget, and beyond our clients' expectations.

FOUNDED IN HOLLYWOOD

1937

89 YEARS
IN BUSINESS

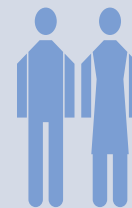
CGA's
Florida
DBPR
Business
Licenses

Engineering
Landscape
Architecture
Construction

Serving

100⁺

MUNICIPALITIES THROUGHOUT FLORIDA



370⁺
EMPLOYEES

140⁺ Number of
Licenses and
Certifications Held
by CGA Staff



OUR HISTORY

We began as a small, two-person surveying firm called M.E. Berry & Associates in Hollywood, Florida in 1937. As Calvin, Giordano & Associates, Inc. (CGA), we have grown dramatically, adding new services, offices, and an incredibly talented group of professionals who have expanded our capabilities into an entirely new and dynamic business segment.

In 2018, CGA joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. We leverage our extensive local knowledge alongside the broader capabilities of SAFEbuilt to deliver each client the highest levels of service, expertise, and resources.

Since 2018, supported by our parent company, SAFEbuilt, CGA has steadily grown our capabilities to deliver exceptional community development services, expertise, and resources to municipal and private clients, while continuously expanding both the disciplines and geographic areas we serve. Over the decades, the capacity of SAFEbuilt has grown to 1,700+ employees who provide flexibility and economy of scale to over 2,000 clients nationwide.



Original M.E. Berry & Associates Survey Party, February 1942

CGA fully embraces SAFEbuilt's core values, which embody our working relationships and our philosophy for providing services. Our core values are:



Service

We always provide unequalled service levels to our customers, both external and internal.



Teamwork

We foster an environment where everyone can contribute ideas. We encourage and reward creativity and initiative.



Integrity

We choose to do the right thing every time.



Respect

We are respectful in the way we interact with everyone.



Improvement

We strive to continuously improve and understand how we can do better tomorrow.

CGA's stands apart from similar firms by integrating experienced expertise and dedicated resources directly into the Town's operations, ensuring continuity, strategic alignment, and efficient execution; resulting in an approach that drives informed decision-making, accelerates implementation, and delivers measurable outcomes that advance the Town's long-term vision.

The SAFEbuilt Family of Brands





CGA understands the Town is seeking qualified firms to provide comprehensive support in securing funding from various government and non-government sources. CGA can fully meet these needs, including:

Grant Writing Services

CGA's experienced staff will provide comprehensive grant writing services to support the Town's funding efforts, including, but not limited to, the following:

- Reviewing existing project information, background data, and all relevant materials to inform application development
- Developing a complete and competitive grant application on behalf of the Town
- Providing strategic recommendations regarding application content, positioning, and overall approach
- Advising the Town on potential funding strategies, including the mixing and leveraging of available funding sources, as applicable
- Identifying gaps in the application and recommending enhancements, including any additional supporting documentation required
- Drafting and delivering a full grant application package for Town review, comment, and final submission
- Providing technical assistance to Town staff following submission, including responding to inquiries and supporting any follow-up actions required by the funding agency

Grant and Loan Program Management Services

CGA will provide comprehensive grant and loan program management services to ensure full compliance with applicable regulations and successful program administration. Services will include, but not be limited to, the following:

- Conducting program and compliance reviews as required
- Coordinating with funding agencies and serving as the primary liaison on behalf of the Town
- Developing, executing, and administering all required agency contracts
- Requesting, tracking, and managing program funds in accordance with applicable guidelines and requirements
- Establishing and maintaining all required public records systems, including compliance with Davis-Bacon and related record-keeping requirements
- Advising on and managing technical services and program criteria to ensure compliance and effectiveness
- Preparing and submitting all required agency reports, schedules, certifications, and supporting documentation
- Coordinating and facilitating required public input processes, including meetings or hearings as necessary
- Providing ongoing reporting, technical assistance, and support to Town staff
- Preparing and submitting all required annual reports and program closeout documentation

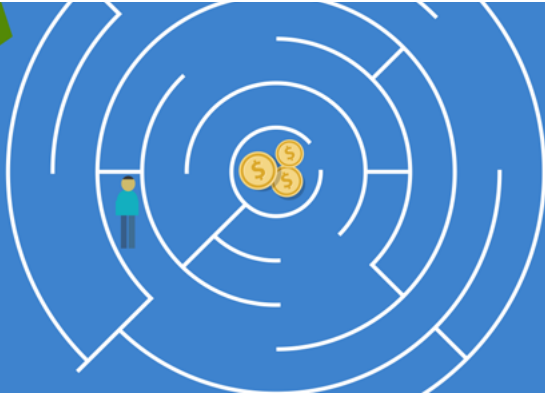
All services will be performed in close coordination with Town staff to ensure alignment with project goals, compliance requirements, and funding priorities.



Years of Experience with the Town

CGA's sister firm through the SAFEbuilt family of companies, M.T. Causley, LLC, has been providing Building Department services to the Town **since 2017, representing almost a decade of familiarity with your community and municipal operations.**

In addition, CGA has provided Grant and Planning services to surrounding communities, including the City of Vero Beach and the City of Fellsmere, as well as Building Department Services for the cities of Palm Bay, Fellsmere, and Sebastian, through sister firm M.T. Causeley.



We not only write and secure grants; we have **successfully delivered** projects with multi-funding sources including Federal, State, and regionally funded projects.

The CGA team has experience understanding Notices of Funding Opportunities (NOFO), interpreting federal and state regulations, and the development of standard policies and procedures to ensure grant compliance. We are deeply familiar with the following grants and grant types:

- Florida Recreational Development Assistance Program
- Florida Recreational Trails Program
- Land and Water Conservation Fund
- Resilient Florida
- Florida Boating Improvement Program
- Historic Preservation Grants
- Florida Community Trust and Florida Forever Program
- Federal Emergency Management Agency
- Florida Department of Environmental Protection
- Environmental Protection Agency
- Water Management District Cooperative Funding
- U.S. Army Corps of Engineers
- Nonpoint Pollution / TMDL Grants
- Florida Department of Transportation
- Federal Department of Transportation
- Florida Loss Mitigation Program
- Florida Hazard Mitigation Grant Program
- Building Resilient Infrastructure and Community
- Florida Flood Mitigation Assistance
- Florida Inland Navigation District
- Community Development Block Grant
- Florida State Revolving Fund
- State and Federal Special Appropriations

Additionally, with CGA's experience with coastal clients—including the cities of Vero Beach and Dania Beach—and support from our subconsultant Erin L. Deady P.A., we are better positioned to identify and submit for grants focused on community and environmental resiliency. This is essential for the Town of Melbourne Beach.

Across these sources, CGA's work has secured millions of dollars in grant funds for municipal clients in Florida and beyond.

CGA has provided a range of grant services for various projects to municipalities in Florida and New Jersey. These municipalities include:

- City of Dania Beach, FL
- Town of Davie, FL
- City of Fellsmere, FL
- City of Fort Lauderdale, FL
- City of Homestead, FL
- Town of Jupiter, FL
- City of Marathon, FL
- City of Miramar, FL
- City of Parkland, FL
- City of Vero Beach, FL
- City of Oakland Park, FL
- City of Oak Hill, FL
- Palm Beach County, FL
- Town of Surfside, FL
- City of Weston, FL
- Borough of Bound Brook, NJ

More information on our work with some of these clients is provided starting on page 29.

TAB C



Team Composition and Resumes



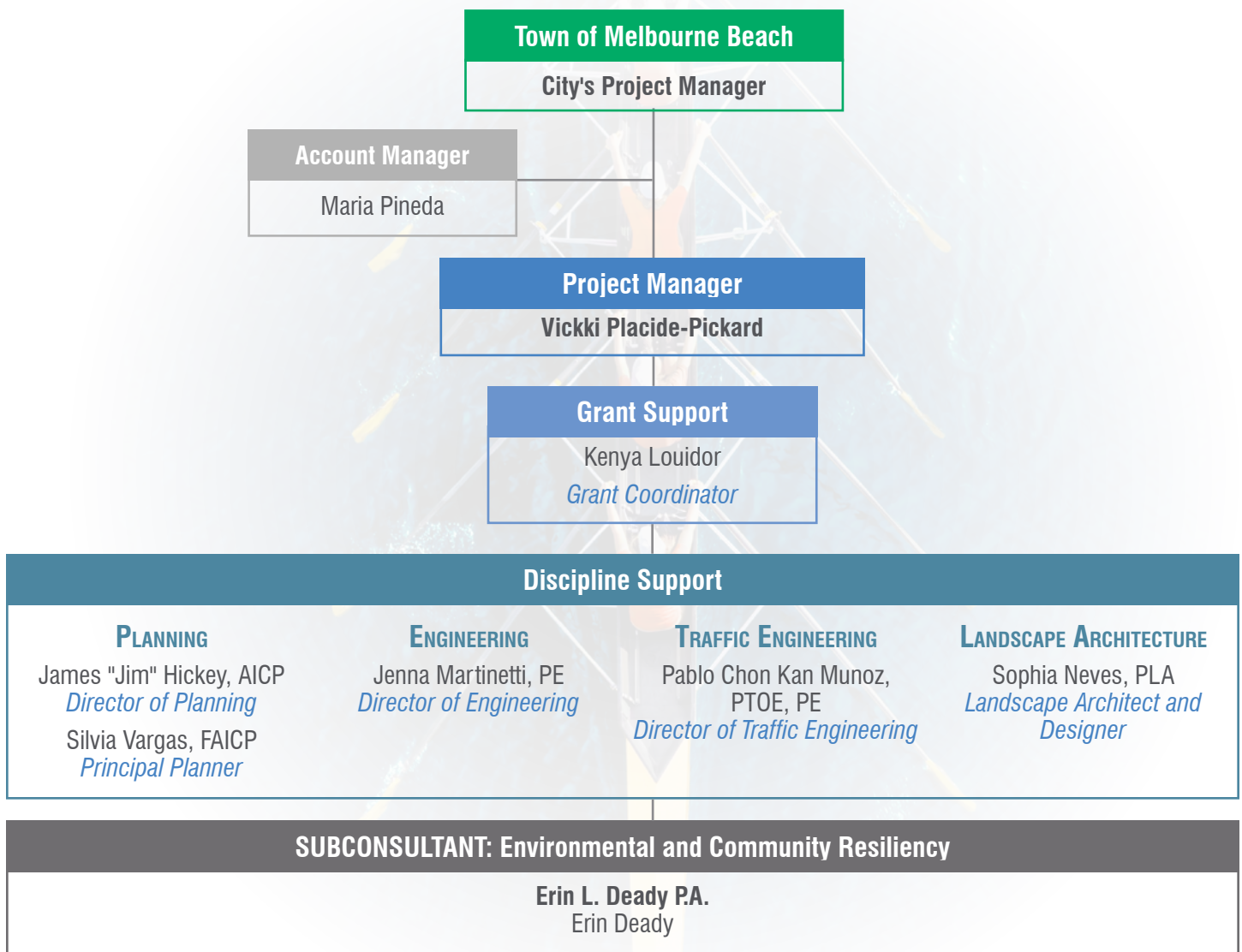
TAB C | TEAM COMPOSITION AND RESUMES

PROFESSIONAL STAFF

Our team excels in grant writing and management, ensuring the successful coordination of multiple funding opportunities and priorities. We maintain a robust pool of resources to meet the Town’s staffing needs—whether through strategic management, workload adjustments, supplemental hiring, or schedule modifications. This flexibility allows us to adapt quickly to the Town of Melbourne Beach’s evolving grant needs while delivering exceptional service. Our staff brings extensive experience working with public agencies on grant development, administration, and compliance. In addition to two dedicated grant specialists, **Project Manager Vickki Placide-Pickard** and **Grant Coordinator Kenya Louidor**, CGA’s proposed team includes resources needed the field of grant services, such as two planners, a traffic engineer, a civil engineer, and two landscape architects/urban designers. These ancillary team members all have expertise in their respective fields and experience with grant processes, providing a combination of talents that enhance our capabilities and successes.

Team members assigned to this engagement will remain committed and available throughout the contract term. The accompanying organizational chart below details the roles, expertise, and structure of the team to ensure transparency and accountability.

Overviews of our assigned team members for this engagement are provided beginning on the page that follows, with full staff résumés provided on starting on page 15.





PROJECT MANAGER

Ms. Placide-Pickard is a Community Development professional with a demonstrated history of working in the government administration industry, as well as skilled in federal grant administration, neighborhood planning, strategic planning, economic development, policy analysis, intergovernmental affairs, community outreach, grant management and non-profit management. Ms. Placide-Pickard has more than 20 years of such experience and has been with CGA for over five years, assisting with planning administration and leading our grant administration, grant writing, and grant management efforts.

Relevant projects that Ms. Placide-Pickard has led include grants secured for the cities of Vero Beach, FL and Bound Brook, NJ. Prior to joining CGA, she secured over \$10 million in competitive grants.

She holds a Masters of Public Administration from Florida Atlantic University and is a Certified Housing Development Professional (#0812-013). She brings to the CGA team a true and tested insight of what communities and cities across the US need and envision to their population. She is also a member of the National Grant Management Administration.



Vickki Placide-Pickard

VPickard@cgasolutions.com
954.266.6495



James Hickey, AICP
Director of Planning

- ✓ 29 years of experience
- ✓ AICP-certified
- ✓ Masters in Urban and Regional Planning

Mr. Hickey leads our main planning office and has over 29 years of planning experience in municipal as well as county government. He has experience in comprehensive planning, site development reviews, architectural reviews, zoning code amendments, comprehensive plan amendments, form-based codes, data and analysis, Geographic Information Systems (GIS), and preparation, creation and implementation of CRA and DRIs regulations.

Mr. Hickey acts as the Director of Development Services for the City of Weston and the Planning Director for the City of Lighthouse Point. Mr. Hickey works with several communities on large-scale projects to provide technical planning expertise on how to allow for development while balancing the needs of the existing community.



Silvia Vargas, FAICP
Principal Planner

- ✓ 33 years of experience
- ✓ AICP-certified
- ✓ Masters in Urban and Regional Planning

Ms. Vargas, FAICP, LEED AP, is a Principal Planner with more than 30 years of experience. At CGA, she has led and supported a broad portfolio of municipal planning projects, serving as in Planning departments for communities such as Miami Springs and North Bay Village, where she provides day-to-day planning services and oversees complex special initiatives. Her work includes leading comprehensive plan updates, Future Land Use Element and Map revisions, annexation studies, and EAR-based planning processes for local governments across Florida. Ms. Vargas has served as Principal Planner on major long-range and visioning efforts, transit-oriented development zoning updates, and land development and zoning code modernization projects. She is highly regarded for her leadership in public engagement, having implemented outreach strategies for community visioning and comprehensive planning initiatives.



Kenya Loudior
Grant Coordinator

- ✓ 5 years of experience
- ✓ Bachelors in Social Sciences

Ms. Loudior is an experienced grant writer and administrator with over five years of expertise in securing and managing funding for educational and municipal initiatives. She has assisted on projects for multiple Florida municipalities, including Fellsmere, Homestead, Jupiter, North Bay Village, and Parkland. Her work spans grant writing, administration, and compliance, ensuring successful outcomes for community development and educational programs. Her previous roles have all involved grant work, including overseeing program implementation and grant management.



Jenna Martinetti, PE
Director of Engineering

- ✓ 22 years of experience
- ✓ Florida Professional Engineer

Ms. Martinetti has 22 years of engineering experience and has managed a large variety of projects related to roadway, site plan improvements, water, wastewater, and stormwater infrastructure projects in the South Florida area. Her project management experience also includes design and retrofit of parks, roadways, water mains, sewage force mains, lift stations, fuel station, site design and stormwater projects as well as site planning, modifications, permitting, bidding documents, engineering during construction and project close-out. Ms. Martinetti also assists multiple municipalities in site plan reviews, right-of-way permit reviews, drainage and grading permit reviews, and traffic engineering reviews.

In addition to being a Florida Licensed Professional Engineer, Ms. Martinetti also possesses a Local Agency Program & Florida Highway Administration Certification and FDOT Specifications Package Preparation Certification, as well as being licensed as an FDEP Stormwater, Erosion Control & Sedimentation Qualified Stormwater Management Inspector.



Pablo Chon Kan-Munoz, PE, PTOE
Director of Traffic Engineering

- ✓ 9 years of experience
- ✓ Florida Professional Engineer
- ✓ Professional Traffic Operations Engineer

Mr. Chon Kan-Munoz has eight years of engineering experience. He earned a Master's degree in Civil Engineering with emphasis in Transportation from Florida Atlantic University. He has experience in traffic operations, traffic signal design, and automated vehicles. He has worked with state and local agencies developing capacity studies, designing intersections, developing micro mobility studies, and evaluating projects from the traffic point of view. Mr. Chon Kan Munoz assists municipalities with reviewing engineering permits, traffic reviews of site plans, traffic study reviews, and submission of traffic/roadway-related grant applications.



Sophia Neves, PLA
Landscape Architect and Designer

- ✓ 8 years of experience
- ✓ Florida Professional Landscape Architect
- ✓ Masters in Landscape Architecture & Environmental Urban Design

Ms. Neves, PLA, ASLA, is a Landscape Designer with CGA, where she has contributed to planning and design projects since 2022. Her CGA experience includes supporting the design and documentation of parks, civic spaces, and trail systems across Florida and California, including projects such as Coral Estates Park, Downtown Dog Park, Antelope Creek Park, and Guy Davis Park. Ms. Neves has played a key role in preparing site plans, construction documents, planting designs, and technical details, as well as developing 3D models and renderings to support design decision-making. She has also supported master planning and visioning efforts, including the Destin Town Center Master Plan and the Lake Hamilton Trails and Park Visioning project. In addition to technical design work, Ms. Neves also contributes to community engagement efforts, and works to integrate landscape architecture, visualization, and public engagement in a way that creates functional, engaging, and visually compelling public spaces.

CGA has **significant experience working with coastal communities** on a variety of projects that have included grant funding components. From seawall projects for Miami Lakes to drainage improvements in Bal Harbour Village, **our multi-discipline team knows what coastal communities need** for community improvement projects, and utilize this knowledge to **help inform clients' grant needs.**





Subconsultants

Erin L. Deady, P.A.

Environmental and Resiliency
Grants Support

ERIN L. DEADY, P.A. 

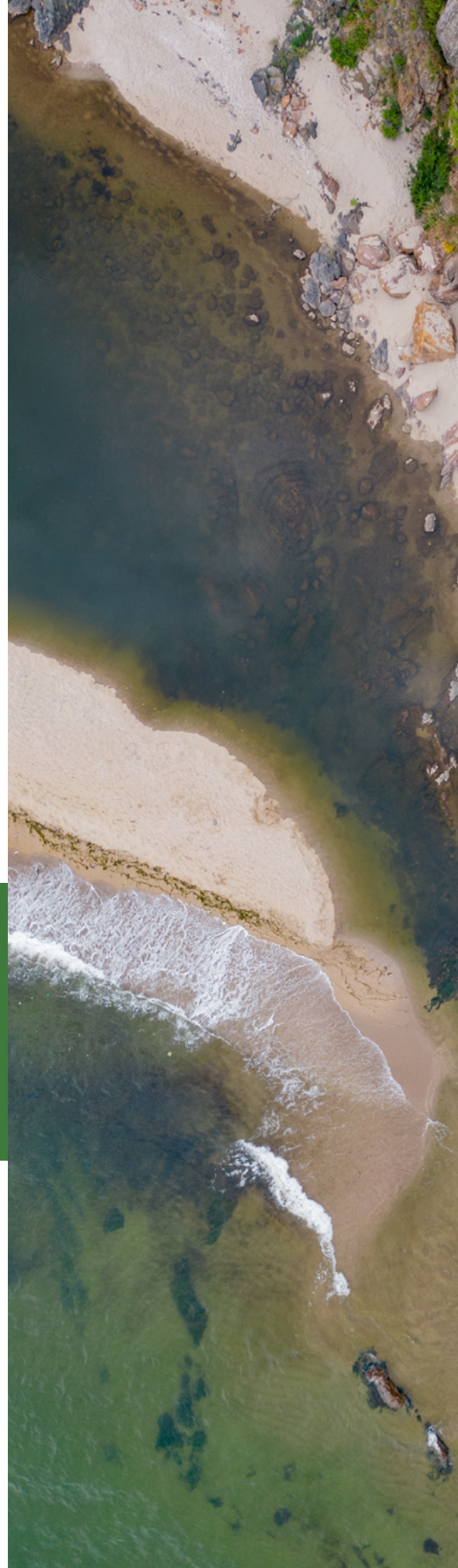
Erin L. Deady P.A. is a full service Legal, Urban Planning and Grant-related Services firm located in Delray Beach, FL. The firm prides itself on working at intersection of resiliency, policy implementation and project success for community development planning. Erin L. Deady, P.A. has a successful track record in researching and securing grants for various clients, having secured \$8 million of state and federal funds to date. We have coordinated and drafted grant applications for the U.S. Department of Commerce's Economic Development Administration, U.S. Environmental Protection Agency, U.S. Housing and Urban Development, Florida Department of Environmental Protection, and numerous private foundation grants.

Erin L. Deady P.A. is led by **Erin Deady, ESQ, AICP**. Ms. Deady has 26 years of experience in resiliency planning and planning support, a law degree from Nova Southeastern University, and Masters of Public Administration from Florida Atlantic University, and is a AICP-certified planner. She, has extensive knowledge of requirements and evaluation criteria for planning and capital project grant applications, and has helped secure over hundreds of millions of dollars in grant funding for such projects.



Erin L. Deady, P.A. has secured 69 grants totaling \$214,938,218 in the Resilient Florida program for planning and project implementation grants since the programs inception in 2021. Project and planning grants are statewide from Pensacola to Key West including both coastal and inland communities. Ms. Deady is a known expert in positioning communities for this funding program which opens each year from July 1 – September 1.

Erin L. Deady P.A. is a State of Florida Certified Woman Owned Business and a Small Business Administration Certified Economically Disadvantaged Woman Owned Business.





VICKI PLACIDE-PICKARD

Project Manager and Planning and Grant Administrator



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

20 YEARS OF EXPERIENCE

5 YEARS WITH THE FIRM

EDUCATION

MS, Public Administration

Florida Atlantic University

BS, Health Administration

Florida Atlantic University

LICENSES & CERTIFICATIONS

Certified Housing Development Professional

#0812-03

WORK HISTORY

- **Planning and Grant Administrator**
Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2020 – Present
- **Director of Legislative and Community Affairs**
City of Deerfield Beach
2015 – 2020
- **Community Development and Housing Administrator**
City of Coral Springs
2013 – 2015
- **Community Development Coordinator**
City of Coral Springs
2005 – 2013
- **Special Projects Coordinator**
Community Redevelopment Associates of Florida, Inc.
2004 – 2005

PROJECT EXPERIENCE

- **Grant Writer**
Cities of Vero Beach, FL and Oak Hill, FL, and the Borough of Bound Brook, NJ
Successfully wrote and received grants.
- **Planning Consultant**
City of Lauderhill, FL
Provided ongoing planning assistance to the City including Land Development Code amendments, review zoning and land use applications and site plan review.
- **Planning Consultant**
City of Margate, FL
Developed zoning regulations and modifications, provided recommendations, best practices, procedural streamlining, and code reorganization.

- **Planning Consultant**
St. Lucie County, FL
Completed the County's Emergency Management Local Mitigation Strategy which identifies the natural hazards that may affect the county and assesses risks and vulnerabilities of the natural hazards.
- **Grant Management and Compliance Consultant**
Cities of Homestead, Oak Hill, Fellsmere, Miramar (as a subconsultant), and Town of Jupiter, FL
Manage various facets of federal, state and local government grant programs including strategic planning, budgeting, financial analysis, compliance and performance assessments.
- **Planning Consultant**
City of Hialeah, FL
Completed the City's Workforce Housing study to meet Miami-Dade County workforce housing requirements.
- **Planning Consultant**
City of Lighthouse Point, FL
Updated the City's Water Supply pursuant to state statutes in order to strengthen the links between regional water supply plans and comprehensive plans prepared by local governments.
- **Legislative and Community Affairs Director**
City of Deerfield Beach, FL
Developed and implemented the City's intergovernmental relations efforts and oversaw the City's Grant Program, community outreach and Affordable Housing Programs.
- **Community Development and Housing Administrator**
City of Coral Springs, FL
Developed and managed community development and affordable housing programs; co-authored the City's Affordable Housing Ordinance prepared the housing, intergovernmental and capital improvement elements of the Comprehensive Plan and Evaluation Appraisal Report.

MEMBERSHIPS & AFFILIATIONS

- **Member**
American Planning Association (APA), Broward Chapter
- **Member**
Florida Atlantic University School of Public Administration Advisory Board
- **Member**
National Forum for Black Public Administrators - South Florida Chapter
- **Member**
National Grant Management Association



JAMES "JIM" HICKEY, AICP

Professional-in-Charge / Director of Planning



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

29 YEARS OF EXPERIENCE

8 YEARS WITH THE FIRM

EDUCATION

MA, Urban Planning

Virginia Commonwealth University

BS, Geography and History

University of Massachusetts

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

Certified Planner #015985

WORK HISTORY

Director of Planning

Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2020 – Present

Planning Administrator

Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2018 – 2020

Assistant Director of Development Services

City of Coral Springs, FL
2007 – 2018

Principal Planner

Broward County, FL
2001 – 2007

Senior Project Manager

City of Somerville, MA
1996 – 2001

PROJECT EXPERIENCE

Development Services Director

City of Weston, FL

Provides ongoing planning assistance for the City, including site plan review and preparation of reports and analysis for the City Commission. Serve as the City's appointee on the School Board of Broward County's Staff Working Group.

Planning Director

City of Lighthouse Point, FL

Collaborated with the City and a developer to redevelop Lighthouse Point Yacht Club into a mixed-use site. This project involved amending the comprehensive plan map and text, rezoning the property, creating a new zoning district, reviewing the site plan, and finalizing a developer's agreement.

Project Manager

City of Pompano Beach, FL

Collaborates with the City to review large-scale Planned Development applications, offering technical analysis and site plan reviews. Also, prepares staff reports and presents these applications to the Planning and Zoning Board and City Commission.

Planning Consultant

City of Wilton Manors, FL

Completed the City's Urban Form and Density Report, which established where and how future redevelopments should occur. Other activities/services provided include drafting regulations for the implementation of the Form and Density Report rezoning of a diverse mixed-use area and two land use plan amendments to establish density requirements, increase density, and expand the City's mixed-use land use districts.

City Planner

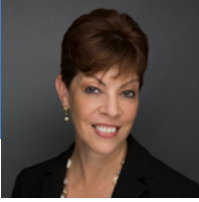
City of West Park, FL

Completed an adoption of regulations to rezone the City's expanded Transit-Oriented Corridor (TOC), including public involvement, preparation of code language, and presentations to the Planning and Zoning Advisory Committee as well as the City Commission. This project included public engagement and dealt with many issues facing the City, including disinvestment, redevelopment opportunities as well as concerns with gentrification.

City Consultant

City of Margate, FL

Completed an update to substantial portions of the City's Code. The City had not completed a thorough review of the Code in over 30 years, and the proposed changes provide a modern, unified land development code that is clear, concise, and easily understood by City residents.



SILVIA VARGAS, FAICP, LEED AP

Principal Planner



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

33 YEARS OF EXPERIENCE

8 YEARS WITH THE FIRM

EDUCATION

MS, Urban Planning

University of Kansas

BA, Architectural Studies

University of Kansas

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (FAICP)

Certified Planner #087875

U.S. Green Building Council

LEED Accredited Professional (Legacy)

WORK HISTORY

- **Planning Administrator**
Calvin, Giordano & Associates, Inc. (CGA), a SAFEbuilt Company
2018 – Present
- **President/Owner**
Silvia E. Vargas Community Planning, LLC
2016 – 2018
- **Senior Associate/Planner**
Wallace, Roberts & Todd
1996 – 2016
- **Senior Planner**
Monroe County
Marathon, FL
1993 – 1996

PROJECT EXPERIENCE

- **City Planner**
City of Miami Springs
Miami Springs, FL
Provides day-to-day planning support, development review, and management of special projects on emerging issues.
- **Principal Planner**
Future City: NoMi Beyond the Centennial North Miami, FL
The Future City planning process honors North Miami's first 100 years and prepares for the next century. The updated plan emphasizes community health, climate resilience, housing affordability, and technology access. It is dynamic, user-friendly, and visually appealing.

- **Principal Planner**
Future Land Use Element (FLUE) and Future Land Use Map (FLUM) Update
Miami Shores, FL
Led a public-driven process to address inconsistencies in the Village's FLUE and FLUM, and updated the FLUE for the Comprehensive Plan Evaluation and Appraisal Review (EAR).
- **City Planning & Zoning Official**
North Bay Village Planning Services
North Bay Village, FL
Serves as the City's Planning and Zoning Official, handling daily planning and zoning services, and leading special projects like annexation studies and EAR-based Comprehensive Plan processes.
- **Principal Planner/Public Engagement**
Town Center North Overlay Re-Visioning
Sunny Isles Beach, FL
Led the execution of a values-driven public engagement re-visioning project for the City.
- **Principal Planner/Public Engagement**
Indiantown Land Development Code
Indiantown, FL
Developed and implemented the public outreach and information program for CGA-led Land Development Code preparation process—the Village's first.
- **Principal Planner/Public Engagement**
Urban Form & Density Study
Wilton Manors, FL
Created public engagement activities for a study on increasing density in Wilton Manors, ensuring compatibility and protecting single-family neighborhoods.
- **Principal Planner/Public Engagement**
PlanIT Pompano!
Pompano Beach, FL
Developed & implemented the public engagement strategy the City's Comprehensive Plan Update.
- **Principal Planner/Public Engagement**
Zoning Code Update
Pembroke Pines, FL
Created the public outreach and engagement plan for a CGA project to update the City's 50-year-old Zoning Code.

- **Principal Planner**
Transit-Oriented Development District (TODD)
South Miami, FL
Led the preparation and testing of an amendment to modernize South Miami's TODD zoning district using massing studies.
- **Principal Planner/Public Engagement**
Land Use Plan, Major Street Plan and Ordinances Update
Mobile, AL
Assisted the City of Mobile in updating the City's Future Land Use Plan and Major Street Plan.

MEMBERSHIPS & AFFILIATIONS

- **President-Elect of the AICP Commission**
- **Former Director at Large of the APA Board**
- **Former AICP Commissioner**



KENYA LOUIDOR

Grant Coordinator



Calvin, Giordano & Associates, Inc.
A SAFEbuilt COMPANY

5 YEARS OF EXPERIENCE

<1 YEAR WITH THE FIRM

EDUCATION

BS, Social Sciences

Florida State University

WORK HISTORY

- **Grant Coordinator**
Calvin, Giordano & Associates, Inc.
2025 - Present
- **Project Director & Grant Administrator**
21st Century Learning Centers
2021 - 2025
- **Program Coordinator**
Somerset Pines Academy
2021 - 2023
- **Grant Writer**
Freelance
2020 - 2021

PROJECT EXPERIENCE

- **Grant Compliance**
City of Fellsmere, FL
Provide support in managing grant programs funded through the FDEP and the Florida Commerce. Responsibilities include coordinating multi-phase resiliency projects, facilitating communication with contractors and city engineers, monitoring project progress, prepare reimbursement requests and support documentation, and draft progress and final reports to ensure compliance with state and federal grant guidelines.
- **Grant Coordinator**
City of Homestead and Town of Jupiter, FL
Assist with management various facets of federal,, state and local government grant programs including compliance and performance assessments.



JENNA MARTINETTI, PE

Director of Engineering

22 YEARS OF EXPERIENCE

22 YEARS WITH THE FIRM



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

EDUCATION

BS, Civil Engineering

Florida State University

LICENSES & CERTIFICATIONS

Floria Board of Professional Engineers

Professional Civil Engineer #69036

Federal Highway Administration

Advanced Temporary Traffic Control Certificate

Florida Department of Transportation

Local Agency Program & Florida Highway Administration Certification and Recertification

Florida Department of Transportation

Specifications Package Preparation Certification

Florida Department of Environmental Protection

Stormwater, Erosion Control and Sedimentation Qualified Stormwater Management Inspector

Occupational Safety and Health Administration (OSHA)

10-Hr OSHA Training in Construction Safety and Health

WORK HISTORY

- **Director of Engineering & Civil Engineer**
Calvin, Giordano, and Associates, Inc. (CGA), a SAFEbuilt Company
2004 - Present

PROJECT EXPERIENCE

- **Project Manager**
Dania Cove Park Improvements
Dania Beach, FL
Design & installation of park improvements, including seawalls, pavilions, and walking paths.
- **Project Manager & Engineer of Record**
Water Main and Force Main Subaqueous Crossing of the Dania Cut-off Canal
Dania Beach, FL
Replacement of the existing water and sewage force mains under the Dania Cut-off Canal via horizontal directional drill to accommodate the proposed canal dredging.

- **Project Manager**
Water Main Replacement on NE 2nd St
Dania Beach, FL
Replacement of 1300 LF of exiting water main in a residential neighborhood.
- **Senior Project Manager**
Rolling Oaks Park
Miami Gardens, FL
Design and construction of an ADA-complaint pedestrian trail and associated retention areas in the park.
- **CGA Project Manager**
Rickenbacker Causeway Project
Miami Dade County, FL
In-house Project Manager responsible for drainage and S&PM on the design build team with Kiewit Construction for the rehabilitation of the Rickenbacker Causeway's West Bridge and the Rehabilitation and expansion of the Bear Cut Bridge.
- **Senior Project Manager**
Windmill Park
Coconut Creek, FL
Design of a 14-acre site redevelopment for site improvements to an existing park.
- **Senior Project Manager**
Davie Road Complete Streets
Phases I & II
Davie, FL
Two phases of complete streets design for Davie Road two phases of complete streets design for Davie Road.
- **Senior Project Manager and Engineer of Record**
Davie Road Complete Streets
Phase III
Davie, FL
Davie Road from Orange Drive to SW 39th Street improvements that added two mid block crossings, landscaped medians, expanded sidewalks and new school signal.

- **Sr. Project Manager & Engineer of Record**
Nova Drive Complete Streets & Roadway Improvement Project
Davie, FL
Project to widen a portion of the corridor from 2 to 4 lanes, add bike lanes, safer sidewalks, a new roundabout, lighting, landscaping, and upgraded signalized intersections.
- **Engineer of Record**
Water Main Replacement on NE 2nd Ave
Dania Beach, FL
2020 - 2022
Replacement of 8000 LF of existing water main in a residential neighborhood.
- **Senior Project Manager**
Broad Causeway LAP Project
Bay Harbor Islands, FL
Design and construction document preparation for adding a paved shoulder to the Causeway and replacing the pedestrian handrail along the waterways bridge.
- **Senior Project Manager**
Rolling Oaks Park
Miami Gardens, FL
Design and construction of an ADA complaint pedestrian trail and associated retention areas within the park.
- **Senior Project Manager**
Oak Grove Park
North Miami, FL
Design permitting and engineering during construction for improvements to the existing park, including tennis courts and walking paths.
- **Senior Project Manager**
Pine Island Park
Plantation, FL
Complete reconstruction and re-design of the City's signature 24 acre park, with 8 new soccer fields, including one artificial turf field, new storage and restroom building, and a new expanded parking lot. Project was funded by the City's GO Bond.



PABLO CHON KAN-MUNOZ, PE, PTOE

Director of Traffic Engineering



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

9 YEARS OF EXPERIENCE

4 YEARS WITH THE FIRM

ENGLISH-SPANISH BILINGUAL

EDUCATION

MS, Civil Engineering

Florida Atlantic University

BS, Civil Engineering

Universidad de Costa Rica

LICENSES & CERTIFICATIONS

State of Florida

Professional Engineer #97697

Costa Rica

Professional Engineer

Transportation Professional Certification Board (TPCB)

Professional Traffic Operations Engineer (PTOE)

WORK HISTORY

Traffic Engineer

Calvin, Giordano & Associates, Inc.
2022 – Present

Graduate Research Assistant

Florida Atlantic University
2020 – 2022

Design Engineer

RQ Ingeniería-INTRA Consultores
2017 – 2022

PROJECT EXPERIENCE

Ocean Drive and Lummus Park Improvements

Miami Beach, FL

The project comprises a Mobility and Impact Study to assess the proposed changes to Ocean Drive and nearby streets

Lyons Rd. and Winston Park Blvd.

Broward County/Coconut Creek, FL

The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system

Polk St. and N. 24th Ave.

Broward County/Coconut Creek, FL

The project replaced the existing span wire traffic signal system with a new mast arm traffic signal system

Las Olas Blvd and SE 3rd Avenue

Broward County/Fort Lauderdale, FL

The project will replace the existing span wire traffic signal system with a new mast arm traffic signal system

- **NW 31st Avenue and NW 19th Street Intersection Improvements**
Broward County/Fort Lauderdale, FL

The project will replace the existing span wire traffic signal system with a new mast arms traffic signal system

- **City of Weston Traffic Engineering Services**

Weston, FL

Traffic review services in the form of site plan reviews and engineering permit reviews

- **Multimodal Mobility Study**

Medley, FL

Multimodal Mobility Study and Impact Assessment to improve the transportation conditions within the Town including bicycling, walking, and public transit options for South River Drive from NW 116th Way to NW 87th Avenue. The study length is approximately 7,500 linear feet

- **Miami Beach Pedestrian Priority Zone**

Miami Beach, FL

Comprises the design of ADA ramps and high-emphasis crosswalks at several locations, as well as the installation of a new crosswalk. In addition, this project comprises the preparation of a study for the implementation of Leading Pedestrian Intervals (LPIs) at two locations.

- **Miami Beach Sunset Harbour Traffic Study**

Miami Beach, FL

This project involves reviewing vehicular, pedestrian, and bicycle data to determine safety improvements at different locations throughout the neighborhood.

- **Miscellaneous Traffic Engineering Reviews**

Weston, FL; Dania Beach, FL; Homestead, FL; Vero Beach, FL; Davie, FL; North Bay Village, FL

Review trip generation statements, traffic impact studies, and site plans on behalf of the municipalities listed above.

- **Graduate Research Assistant**

Florida Atlantic University

As a graduate research assistant, worked under the supervision of advisor developing solutions for different customers requiring technical advice from the Transportation Lab, such as FDOT and MPOs Boca Raton, FL.

MEMBERSHIPS & AFFILIATIONS

Young Member

Civil Engineers Committee - Colegio Federado de Ingenieros y de Arquitectos (CFIA), Costa Rica



SOPHIA NEVES, PLA, ASLA

Landscape Designer



Calvin, Giordano & Associates, Inc.

A SAFEbuilt COMPANY

8 YEARS OF EXPERIENCE

3 YEARS WITH THE FIRM

ENGLISH-PORTUGUESE BILINGUAL

EDUCATION

MS, Landscape Architecture & Environmental Urban Design

Florida International University
Miami, FL

MS, Architecture

Florida International University
Miami, FL

LICENSES & CERTIFICATIONS

State of Florida

Registered Professional Landscape Architect
#LA0002019

WORK HISTORY

- **Landscape Designer**
Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
2023 - Ongoing
- **Landscape Architecture Intern**
Calvin, Giordano & Associates, Inc., a SAFEbuilt Company
2022 - 2023
- **Junior Architect**
Laura M. Perez & Associates
Miami, FL
2021 - 2022
- **TOM Fellow**
TOM Tikkun Olam Makers, Florida International University
Miami, FL
2020 - 2022
- **Course Assistant for Structures**
Florida International University
2020
- **Architectural Intern**
Plusurbia Design
2020
- **Drafter & Renderer**
Debris Maze Challenge by Gabriela Barrocas
2018 - 2019
- **Lab Technician/Student Assistant**
Florida International University
2018 - 2019

PROJECT EXPERIENCE

- **Landscape Designer**
Coral Estates Park; Miami, FL
Contributed to the preparation of planting design for construction documents.
- **Landscape Designer**
Downtown Dog Park; Miami, FL
Contributed to technical tasks, including 3D modeling and rendering, site plan drawings, and construction document detailing.
- **Landscape Designer**
Hanford Civic Park; Hanford, CA
Developed a preliminary site plan for a civic park, enhancing pedestrian experiences with a multi-functional promenade, furnishings, and a water feature.
- **Landscape Designer**
North Palm Desert Park; Palm Desert, CA
Contributed to community engagement events by preparing visual graphics and assisting in the in-person open house.
- **Landscape Designer**
Antelope Creek Park; Woodlake, CA
Prepared site plan drawings, construction document detailing, and selected materials, palettes, lighting, and branding elements.
- **Landscape Designer**
Guy Davis Park; Stuart, CA
Prepared site plan drawings and construction document detailing.
- **Landscape Designer**
Lake Hamilton Trails & Master Plan Visioning; Lake Hamilton, CA
Developed preliminary conceptual site plan design for a civic park focused on a multi-generational park experience.
- **Landscape Designer**
Lake Dalwigk Park Improvements; Vallejo, CA
Prepared site plan drawings and construction document detailing.
- **Community Engagement Specialist**
Gator Run Park Improvements; Weston, FL
Assisted with boards for Public Engagement and technical drawings for construction documents.
- **Landscape Designer**
Destin Town Center Master Plan
Destin, FL
Co-created graphics for a city-wide vision of improving city-owned properties, including coordination with architects to generate 3D model renderings to explore three potential site improvements.
- **Planning Support**
North Miami Beach Urban Forestry Master Plan; North Miami Beach, FL
Assisted in developing a full report addressing the opportunities and constraints of the existing tree canopy in North Miami Beach, complete with technical documentation and infographics.
- **Community Engagement Specialist**
Windmill Ranch Park Improvements; Weston, FL
Assisted with boards for Public Engagement and technical drawings for construction documents.

MEMBERSHIPS & AFFILIATIONS

Member

American Society of Landscape Architects (ASLA)

AWARDS & RECOGNITION

2024 Design Award of Merit - Unbuilt Category (for Antelope Creek Park)

American Society of Landscape Architects - Florida Chapter



Erin L. Deady, Esquire, AICP

Attorney and Certified Land Planner



EXPERIENCE

Deady: 2011

Industry: 1995

AREAS OF EXPERTISE

Sustainability and Planning

Energy Conservation

Land Use

Grant Funding

Environmental Restoration

PROFESSIONAL ASSOCIATIONS

American Institute of Certified Planners

Florida Chapter of the American Planning Association

PROFESSIONAL SUMMARY

Ms. Deady has significant management experience on numerous complex projects involving climate legal, policy and planning elements including vulnerability analyses and integration of adaptation responses into Comprehensive Plans. Ms. Deady has worked on numerous sustainability, climate and energy planning efforts around the state for large and small local governments. Ms. Deady has published numerous articles and resources related to the planning and legal issues surrounding resiliency and adaptation planning strategies. A cornerstone of this experience includes the development and implementation of public engagement and outreach strategies to support local government policy and decision-making processes.

QUALIFICATIONS

Education

- Juris Doctorate, Nova Southeastern University, Shepard Broad Law Center 2000
- Master Public Administration, Environmental Growth Management, Florida Atlantic University 1996
- Master of Public Admin, University of the Virgin Islands, 1995
- Bachelor of Arts, Marine Science Affairs, University of Miami, 1993

Registrations / Certifications / Licenses

- Florida Bar No. 367310
- AICP, American Institute of Certified Planners

Training / Professional Development

- Admitted to Florida Bar (2000), member of Executive Council for the Environmental and Land Use Law Section, 2002-Present. Chair 2012-Present

WORK EXPERIENCE

Erin L. Deady, P.A. | 2011 - Present
President

Lewis, Longman & Walker, PA. | 2008 - 2011
Shareholder

Audubon of Florida | 1997 - 2003
Environmental Counsel

Florida Atlantic University | 1995 - 1997
Fellowship-Urban and Environmental Solutions



TEAM LICENSES AND CERTIFICATIONS

**THE AMERICAN INSTITUTE OF
CERTIFIED PLANNERS**

JAMES P HICKEY

Has qualified as a

Member

with all benefits of a Certified Planner and responsibility to the
AICP Code of Ethics and Professional Conduct.

Membership Certificate Number 015985

July 1, 2000



AICP


SILVIA ELENA VARGAS

HAS QUALIFIED AS A
MEMBER
AMERICAN INSTITUTE OF CERTIFIED PLANNERS

JULY 1997
DATE OF MEMBERSHIP

Robert Olshansky
PRESIDENT

June S. So
EXECUTIVE DIRECTOR



**American Institute
of Certified Planners**
Creating Great Communities for All

March 11, 2020

Silvia E. Vargas, AICP
6110 SW 62nd Pl
South Miami, FL 33143

Dear Silvia E. Vargas, AICP:

On behalf of the American Institute of Certified Planners, the professional institute of the American Planning Association, we are honored to announce your election to the College of Fellows of AICP. Please accept our congratulations on this well-deserved recognition of your accomplishments and contributions to the planning profession. You will become a Fellow upon your induction during the 2020 Induction Ceremony in Houston on April 26, 2020. After your induction on April 26, you are encouraged to use FAICP after your name. As you know, use of the FAICP designation is permitted as long as you are a member in good standing of APA/AICP.

As you might imagine, the FAICP Selection Committee was charged with a challenging assignment, as reviewing the nominations of so many accomplished planning professionals is a humbling task. In completing our selection, we believe that your planning career represents the qualities that define Fellowship within AICP. We hope that, in accepting this honor as a member of the College of Fellows, you will continue to be actively engaged in advancing the future of the planning profession by serving as a role model and mentor to other planners.

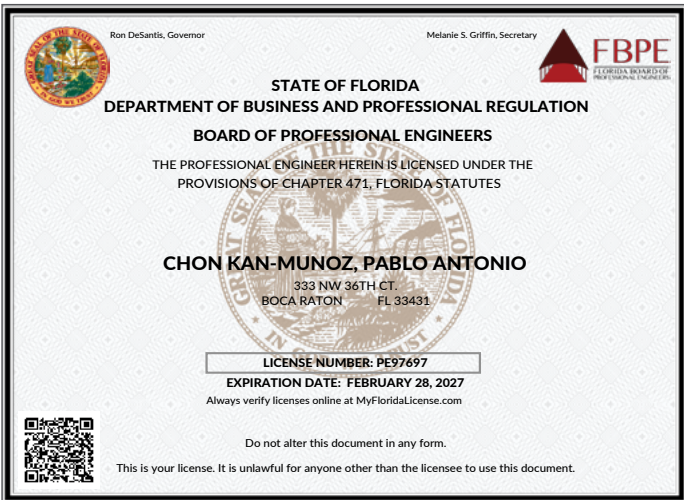
As a member of the 2020 FAICP class, you are invited to be our guest at the Fellows of AICP Induction Ceremony at the 2020 APA National Planning Conference. See attachments for more details.

Again, congratulations on your selection as a Fellow of AICP. We look forward to seeing you in Houston this April.

Warm regards,

Robert Olshansky, FAICP
Chair, 2020 FAICP Selection Committee

Chicago Office 207 N. Michigan Avenue Suite 1200 Chicago, IL 60601-5927 p. 312.431.9100	Washington D.C. Office 1300 19th Street, NW Suite 750 West Washington, DC 20005-1503 p. 202.872.0611	AICP President Deborah A. Lawlor, FAICP, PE
		Chief Executive Officer Joel Albino, FAICP, CAE



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

CHON KAN-MUNOZ, PABLO ANTONIO
333 NW 36TH CT.
BOCA RATON FL 33431

LICENSE NUMBER: PE97697
EXPIRATION DATE: FEBRUARY 28, 2027
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The Transportation Professional Certification Board

Certifies that

Pablo Chon Kan-Munoz, P.E., PTOE
successfully holds the Professional Traffic Operations Engineer® certification

Original Certification Date: 7/9/2024 Certification Valid Through: 7/9/2027

Steve Kuciemba
Steve Kuciemba,
Executive Director and CEO

Joseph C. Balskus
Joseph C. Balskus, P.E., PTOE, RSP1
TPCB Chair

Certification Number: 5720



Ron DeSantis, Governor Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES



MARTINETTI, JENNA REE
1313 TAYLOR ST.
HOLLYWOOD FL 33019

LICENSE NUMBER: PE69035

EXPIRATION DATE: FEBRUARY 28, 2027


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Ron DeSantis, Governor Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES



NEVES, SOPHIA ANDRADE
4960 FISHERMANS DR
APT 1
COCONUT CREEK FL 33063

LICENSE NUMBER: LA2019


EXPIRATION DATE: NOVEMBER 30, 2027

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ISSUED: 11/04/2025

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TAB D



Cost of Proposed Services



TAB D | COST OF PROPOSED SERVICES

Provided below are CGA's hourly rates for staff needed for the main services, as well as specialized services. In addition to the hourly rates listed below, charges will include direct out-of-pocket expenses such as reproduction, overnight mail, and other reimbursables billed at a multiplier of 1.25. Erin Deady, P.A. will be billed at the Principal Planner rate.

PROFESSIONAL FEE SCHEDULE - 2026 RATES

Principal	\$277
Contract Administrator	\$257
Project Coordinator	\$129
Executive Assistant / Clerical	\$95

ENGINEERING

Director, Engineering	\$248
Sr. Project Manager	\$216
Project Manager	\$197
Sr. Engineer	\$199
Project Engineer	\$173
Engineer	\$148
Jr. Engineer	\$129
Senior CADD Tech	\$150
CADD Technician	\$127
Permit Administrator	\$121
Engineering Plan Review	\$197
Certified Floodplain Manager	\$173

LANDSCAPE ARCHITECT

Director, Landscape Architect	\$248
Senior LA/Urbanist	\$199
Environmental Administrator	\$165
Environmental Specialist	\$137
Environmental Assistant	\$127
Landscape Architect/Urbanist	\$183
Senior CADD Tech	\$150
CADD Technician	\$127
Landscape Inspector/Arborist	\$137
Landscape Plan Reviewer	\$188
Jr. Landscape Architect/Urbanist	\$165
Landscape Designer	\$137
Jr. Landscape Designer	\$122
Landscape Analyst	\$89

SURVEYING

Director, Surveying	\$248
Senior Registered Surveyor	\$196
Survey Crew	\$182
Registered Surveyor	\$175
Survey Coordinator	\$141
CADD Technician	\$127
3D Laser Scanner	\$497
G.P.S. Survey Crew	\$219

EXPERT WITNESS

Principal	\$438
Registered Engineer/Surveyor	\$371
Project Engineer	\$304

INDOOR AIR QUALITY SERVICES

Sr. Environmental Scientist	\$165
Environmental Scientist	\$137

CONSTRUCTION

Director, Construction	\$248
Sr. Project Engineer (CEI)	\$223
Project Administrator (CEI)	\$167
Construction Management Director	\$185
Construction Manager	\$167
Senior Inspector	\$137
ITS Inspector	\$137
Inspector	\$125
Inspector Aide	\$120
Construction Coordinator	\$129
Resident Compliance Specialist	\$125

GOVERNMENT SERVICES

Director, Governmental Services	\$248
Director, Code Enforcement	\$194
Director, Building Code	\$194
Project Manager	\$197
Code Enforcement Field Supervisor	\$148
Code Enforcement Field Inspector	\$125
Special Magistrate Clerk	\$95
Building Official	\$153
Building Plans Reviewer	\$131
Building Inspector	\$125
Permit Processor	\$95
Engineering Plan Review	\$197
Certified Floodplain Manager	\$173

PLANNING

Director, Planning	\$248
Planning Administrator	\$202
Principal Planner	\$196
Planning Manager	\$196
Senior Planner	\$167
Planner	\$141
Assistant Planner	\$123
Planning Technician	\$95
Grants Administrator	\$202
Grants Coordinator	\$141

DATA TECH DEVELOPMENT

Director, Data Tech Dev.	\$248
GIS Coordinator	\$196
GIS Specialist	\$167
Multi-Media 3D Developer	\$150
GIS Technician	\$129
Sr. Applications Developer	\$248
Applications Developer	\$185
Network Administrator	\$206
System Support Specialist	\$150
IT Support Specialist	\$113

TAB E



Illustrative Work



TAB E | ILLUSTRATIVE WORK

SIMILAR PROJECTS

CGA brings decades of expertise in grant writing, administration, and compliance for municipalities and public agencies. The firm has successfully secured and managed millions of dollars in competitive grants from federal, state, and regional sources, enabling communities to fund critical infrastructure, transportation, resiliency, and recreational projects. CGA's grant services go beyond writing compelling proposals—they include strategic planning, budgeting, financial analysis, and full compliance oversight to ensure projects meet all regulatory requirements and performance measures.

CGA's team has delivered measurable results for clients across Florida and beyond, including securing funding for projects such as ADA sidewalk improvements, bicycle facilities, drainage upgrades, and park enhancements. Their experience spans programs like Community Development Block Grants (CDBG), Florida Department of Transportation (FDOT) grants, FEMA Hazard Mitigation Assistance, and Florida Inland Navigation District (FIND) grants. For the Florida Department of Environmental Protection, our team has worked on Resilient Florida, Florida Recreational Development Assistance Program, Florida Division of Emergency Management-Florida Hazard Mitigation Grant, Florida Flood Mitigation Assistance, and Florida Loss Mitigation Program. CGA also provides post-award administration, monitoring expenditures, and ensuring timely reimbursements, which protects clients from compliance risks and maximizes grant benefits throughout the project lifecycle.

With over 20 years of specialized grant experience on staff and a proven track record of success, CGA offers municipalities a comprehensive approach to funding strategy and project delivery. Their proactive methods—such as conducting upfront research, refining project scopes, and maintaining open communication with funding agencies—position clients for competitive advantage. By combining technical expertise with diligent oversight, CGA ensures that every grant-funded project is completed on time, within budget, and in full compliance, helping communities achieve their goals and leverage resources effectively.

Provided in the table below are clients that CGA currently or recently provided grant services for, including where we provided each major part of the Town's scope of services for this work. In-depth project sheets that include details about our grant service for five of these clients (highlighted in blue) are provided on the pages that immediately follow. A list of successful grant applications for many of these clients is provided thereafter.

PROJECT	GRANT SCOPE			
	Grants Strategy	Grants Research	Grant Writing and Application Development	Technical Assistance and Program Administration
City of Vero Beach, FL	✓	✓	✓	
City of Fellsmere, FL	✓			✓
Town of Jupiter, FL				✓
City of Homestead, FL				✓
City of Miramar, FL				✓
City of Oak Hill, FL	✓	✓	✓	✓
City of Dania Beach, FL	✓	✓	✓	
City of Weston, FL	✓	✓	✓	
Borough of Bound Brook, NJ	✓	✓	✓	
Pinellas County, FL	✓	✓		✓
Palm Beach County, FL			✓	

CGA consistently delivers solutions which demonstrate technical expertise and strong problem solving skills. CGA understands the goals of each project and communicates complex ideas and issues in a clear and concise manner.

– Roberta Moore, Community Development Services Director
City of Wilton Manors



Client
City of Vero Beach
1053 20th Place
Vero Beach, FL 32960

Contact Information at Time of Project
Patty Howard
Assistant Recreation Director
772.567.2144
PHoward@covb.org

Sean Collins, Marina Director
772.978.4960
SCollins@covb.org

Project Date
2022 – 2025

Services Provided
Grant Writing
Grant Administration

Firm's Fees
\$ Hourly Fee

GRANT WRITING AND ADMINISTRATION SERVICES

Vero Beach, FL



CGA provided grant writing and administrative services to the City of Vero Beach, focusing on securing funding for recreation, public works, and the redevelopment and expansion of the City Marina. By understanding the City's priorities and aligning them with available funding opportunities, CGA supported Vero Beach in moving forward with several important community enhancement projects.

CGA assisted the City in applying for two rounds of Florida Inland Navigation District (FIND) Grant, which provided funding for the redevelopment of the City Marina. Throughout the project, CGA assisted with required deliverables, reimbursement requests, and reporting efforts to maintain compliance and support successful project progress. The marina improvements addressed several key needs, including stormwater upgrades, dredging, and new boating facilities, which support both local recreation and economic activity along the waterfront.

For parks and recreation, CGA assisted the City in applying for grants such as the Florida Recreation Development Assistance Program (FRDAP), State of Florida small cities Community Development Block Grant (CDBG), and Indian River Tourist Tax funds funding to improve community parks and ensure residents have access to well-maintained and safe recreational spaces. These projects included upgrades at Charles Park Playground, Lifeguard Tower at Humiston Park, which allow families to continue enjoying events, activities, and safe areas.

CGA also supported the City in submitting a Small Matching Grant application to assist the Planning and Development Department in its Neighborhood Historic Development efforts. The grant helped address gaps in historic documentation and bring greater awareness to the community's unique identity, with the goal of increasing historic designations locally and preparing for a potential National Register District designation in the future.



Client
City of Fellsmere
22 S. Orange St
Fellsmere, FL 32948

Contact Information at Time of Project:
Carolina Rodriguez
Grant Administrator
772.646.6315
GrantAdmin@cityoffellsmere.org

Project Date
April 2025 – December 2025

Services Provided
Grant Administration
Grant Compliance

Firm's Fees
\$ 44,796.00

GRANT ADMINISTRATION SERVICES Fellsmere, FL



CGA provides comprehensive grant administration services for the City of Fellsmere. These services support the management of multiple federal and state grants, including projects funded through the Florida Department of Environmental Protection (FDEP), Florida Commerce, and the Florida Division of Emergency Management (FDEM). These funds enhance the City's resiliency, infrastructure, and transportation systems to improve the overall quality of life for residents.

CGA provided support for two alleyway grading and drainage improvement projects, which enhanced stormwater flow across multiple neighborhoods by clearing accumulated debris, reducing roadway flooding, and improving access. Despite staffing transitions at the city, CGA ensured compliance with grant guidelines, maintained project momentum, and supported successful project completion.

The City also rehabilitated the historic New York Ditch to strengthen its wastewater and drainage infrastructure. Through CGA's assistance, Fellsmere successfully secured reimbursement from Florida Commerce for the necessary improvements made to this critical system.

Additionally, the Fellsmere completed a Vulnerability Assessment and Stormwater Master Plan to further strengthen infrastructure against future storm impacts. These efforts will guide long-term planning and help the city secure additional funding opportunities for resilience-focused improvements.

These projects represent key investments in the community's safety, infrastructure, and future growth, altogether supporting a stronger and more resilient Fellsmere.



Client

Town of Jupiter
196 Military Trail
Jupiter, FL 33458

Contact Information at Time of Project:

Satu Oksanen
Neighborhood Services Manager
561.751.2524
SatuO@jupiter.fl.us

Project Date

March 2023 – Ongoing

Services Provided

Grant Administration

Firm's Fees

\$ 62,568.00 (FY 2025-2026)

GRANT ADMINISTRATION SERVICES

Jupiter, FL



CGA has worked alongside the Town of Jupiter providing grant administrative services, focusing on helping the town administer its Community Development Block Grant (CDBG) funds for multiple infrastructure and community support projects. CGA has been involved in the town's development through programs like the Housing Rehabilitation Program for seniors and participation in committee meetings to determine where funding is most needed. This involvement has allowed CGA to better support the Town of Jupiter in moving forward with several important community enhancement projects.

CGA has supported the town in its infrastructure and recreation efforts, including the Eastview Manor Park improvements, where the town installed new playground equipment for the Eastview Manor neighborhood. The town has also made several infrastructure upgrades through projects such as the Pines Gardens North Drainage Improvements, South Loxahatchee Drive Street Safety Improvements, and the JMC and My Clinic Post Acute Services project.



Client
City of Homestead
100 Civic Court
Homestead, FL

Contact Information at Time of Project:
Carlos M. Perez
Finance Director
305.224.4543
CPerez@cityofhomestead.com

Project Date
May 2022 – Ongoing

Services Provided
Grant Management
Grant Compliance
Reporting
Technical Assistance

Firm's Fees
\$ 126,789 (FY 2025-2026)

CDBG GRANT ADMINISTRATION Homestead, FL



CGA provides grant administration services to the City of Homestead for its Community Development Block Grant (CDBG) entitlement funds. The services include:

- Program oversight
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments; Assist in financial reporting;
- Environmental review, records, and compliance,
- Citizen participation and national objective compliance,
- Compliance with federal regulations
- Davis-Bacon Labor Standards, Fair Housing and EEO compliance,
- Section 3 reporting, public service and public facility project monitoring and financial
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses.
- Monitor and administer all program activities to ensure that all required expenditure and timeliness standards are met.
- Provide assistance in solicitations for needed services



Client
City of Miramar
2300 Civic Center Place
Miramar, FL 33025

Contact Information at Time of Project:
Katherine Randall
Chief Housing Administrator
954.602.3246
KRandall@miramarfl.gov

Project Date
2021 – Ongoing

Services Provided
Grant Management
Grant Compliance
Reporting
Technical Assistance

Firm's Fees
\$ 60,000.00/annually

CDBG GRANT ADMINISTRATION Miramar, FL



CGA provides grant administration services to the City of Miramar for its Community Development Block Grant (CDBG) entitlement funds. The services include:

- Program oversight
- Assist City Staff with the financial procedures for receiving funds and disbursement of payments;
- Assist in financial reporting
- Environmental review, records, and compliance
- Citizen participation and national objective compliance
- Compliance with federal regulations
- Davis-Bacon Labor Standards
- Fair Housing and EEO compliance
- Section 3 reporting, public service, and public facility project monitoring and financial monitoring
- Prepare spreadsheets of budget and expenditures and monitor budget and expenses



LIST OF SUCCESSFUL GRANTS OVER THE LAST TWO YEARS

CGA presents a list of all grants applications we have worked on recently, as well as examples of grant writing outcomes, including examples of successfully funded opportunities.

Grant Name	Award Amount	Outcome
City of Vero Beach, FL FIND Grant 2024	\$400,000	Awarded
City of Vero Beach, FL Historic Preservation Grant	\$50,000	Awarded
City of Vero Beach, FL FDEP	\$150,000	Awarded
City of Vero Beach, FL FRDAP	\$175,000	Awarded
City of Vero Beach, FL Tourist Tax Grant	\$450,000	Not Awarded
Borough of Bound Brook, NJ Fire House Grant	\$35,805	Awarded
Borough of Bound Brook, NJ Leary Firefighters Foundation	\$25,000	<i>Contract with Borough expired before awarded</i>
Borough of Bound Brook, NJ Our Town Grant	\$35,000	Not awarded
Borough of Bound Brook, NJ SAFER grant	\$80,000	Awarded
Borough of Bound Brook, NJ Bulletproof Vest Partnership	\$12,892	<i>Contract with Borough expired before awarded</i>
Borough of Bound Brook, NJ State Appropriations Request	Pool Reconstruction: \$1,000,000 Library Asbestos Abatement: \$1,550,000 Baseball Field: \$500,000	<i>Contract with Borough expired before awarded</i>
Borough of Bound Brook, NJ Fire House	\$500,000	<i>Contract with Borough expired before awarded</i>
Borough of Bound Brook, NJ LRI	\$100,000	Not awarded
Borough of Bound Brook, NJ Age Friendly Grant	\$7,500	Awarded
City of Oak Hill, FL ECHO Grant	\$140,892	Awarded
City of Oak Hill, FL State Appropriations	Nancy Cumming Center: \$2,500,000	Awarded
City of Weston, FL FDOT LAP	\$446,500	Awarded
City of Weston, FL FDOT LAP	\$100,000	Awarded
City of Weston, FL FDOT LAP	\$133,000	Awarded
City of Weston, FL CSLIP	\$3,000,000	Awarded

TAB F



References



TAB F | REFERENCES

REFERENCES

CGA is proud of the various successful facets of grant services we provide our clients—from the quality of our work deliverables and the outcomes they produce through to our ability to create strong working relationships and navigate multiple local, state, and federal agencies, we are confident in ability to assist the Town of Melbourne Beach with all of its grant needs. The five references below serve as a testament to our abilities and we encourage the Town to contact them.

1

CITY OF VERO BEACH

Patty Howard, Assistant Recreation Director

772.567.2144

PHoward@covb.org

Services included Grant Administration and Grant Writing. Please see page 29 for the full project details.



2

CITY OF FELLSMERE

Carolina Rodriguez, Grant Administrator

772.646.6315

GrantAdmin@cityoffellsmere.org

Services included Grant Administration and Grant Compliance. Please see page 30 for the full project details.



3

TOWN OF JUPITER

Satu Oksanen, Neighborhood Services Manager

561.751.2524

SatuO@jupiter.fl.us

Services included Grant Administration and Grant Writing. Please see page 31 for the full project details.



4

CITY OF HOMESTEAD

Carlos M. Perez, Finance Director

305.224.4543

CPerez@cityofhomestead.com

Services included Grant Management, Grant Compliance, Reporting, and Technical Assistance. Please see page 32 for the full project details.



5

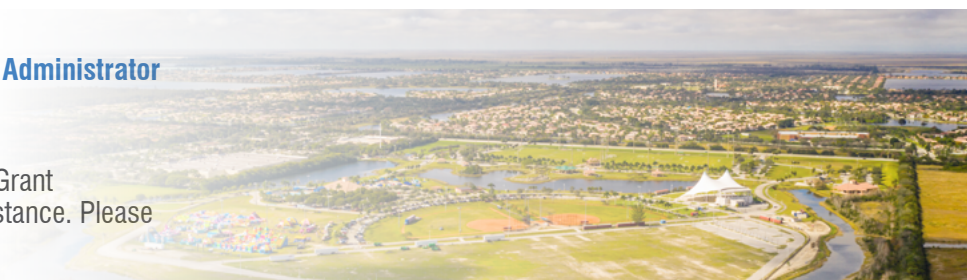
CITY OF MIRAMAR

Carolyn Francis-Royer, Chief Housing Administrator

954.602.3246

CEFrancis-royer@miramarfl.gov

Services included Grant Management, Grant Compliance, Reporting, Technical Assistance. Please see page 33 for the full project details.



TAB G



Additional Information



TAB G | ADDITIONAL INFORMATION

CGA understands the Town of Melbourne Beach is seeking qualified firms to provide grant writing and administering services. The Grant Writing Services we will provide the Town include, but not be limited to the following:

- Funding Needs Analysis/Strategic Approach
- Grant Funding Research
- Grant Proposal Developments and Review
- Reporting: Grant Award Administration and Compliance

Our approach to successfully secure grants is by understanding the client's needs, objectives and overall outcome. Our role is to gauge and identify the important elements within a grant and work with the local agency craft, to customize, and ultimately to compete with great success.

CGA understands grant funding is a critical factor in the development of projects and/or programs. The key to our grant writing success is our understanding and implementation of the cradle-to-grave philosophy. We not only write and secure grants; we have successfully delivered projects with multi-funding sources including Federal, State and regionally funded projects.

The complex network of federal rules and regulations requires diligence, aggressive follow-up and troubleshooting to meet grant program guidelines and policies. CGA invests time and resources to follow policy changes that affect funding and programming throughout Florida, as well as regional impacts.

We intend to work hands-on with Town staff to determine the best approach to presenting the information for the proposed project to meet grant deadlines, but most importantly, to deliver a competitive grant application.



Funding Needs Analysis/Strategic Approach

CGA understands the challenges local agency endures when it comes to serving the public. There are immediate needs and concerns, but also progressive projects and programs that are all waiting to be implemented to better serve the community. However, the biggest stumbling block is funding. CGA knows grant funding is a critical factor in the development of any capital infrastructure projects or programs.

Our approach to successfully secure grants is by listening to and understanding the Town's needs, objectives and overall outcome. CGA will work with the Town assigned department staff to fully understand the existing budgets/grants and resources, CIP (Capital Improvement Plan), the Town's goals, and community needs. This will allow the team to establish a baseline knowledge of the current funding and identify specific needs. This is an ongoing process and will be accomplished as projects and programs evolve over time.



Grant Funding Search

With an understanding of what Town Departments need, CGA can properly seek funding opportunities to match the current need. We emphasize upfront research (prior to the grant writing) and review historical data, trends and policy changes in the grant program. CGA will review past/current grants the Town has received to properly identify potential grants that are most viable and competitive for the Town. This analysis includes types of project improvement (plans, construction, study etc.), geographical location, historical events, how project was developed, project sensitivity and demand.

The analysis will allow the team to move forward to the next stage in project scoping should grant sources be identified. This analysis will also allow the Town to develop and/or implement other strategies that helps prepare projects and/plans to be competitive in grant application.

CGA continuously monitors for grant guidelines or application changes, attend grant webinars, seminars and informational forums to stay up to date on current policies and programs. Prior to undertaking a grant application, CGA analyzes the deliverables due, the information needed from the Town, and provides milestone dates for the process.



Grant Proposal Development and Review

CGA will coordinate and hold a kick-off meeting and subsequent quarterly meetings with Town staff (or more often as needed) to gain an understanding of the project(s) to be submitted. Discussions include:

- Review of project description and goals.
- Grant goals, outcomes, scoring, requirements of submittals and deadlines.
- Project local/other funding, schedule, sensitivity of project.
- Identification of stakeholders and their involvement.
- Available data on the project (public outreach efforts, safety statistics, public input, Commission or other management directives or concerns, public documents, and past project analysis/plans/cost estimates, GIS maps or other).
- Identify project teams from the Town and CGA, contact information, identify roles, and communication protocol, documents the Town can provide.

CGA will work with Town staff on grant application development as outlined in a Work Plan. The project team will:

- Conduct field assessment and visit project location with Town staff and other stakeholders as needed at the beginning of the project.
- Determine and implement the resources and expertise needed to support the grant.
- Review historical data on the project (provided by the Town or other means).
- Review components of the grant application and assign as needed to ensure grant completion.
- Monitor the grant application guidelines for any changes in schedule, forms, addenda.
- Organize, and prepare data, facts, maps and narrative based on the outreach efforts, Town provided information, historical data and other resources for the grant write up.
- Communicate to and coordinate updates on Work Plan, status, documents and other relevant items with the Town regularly to ensure the Town goals are met.
- Provide a Draft Grant Application (70% completion) for the Town initial review. This will include supporting documents provided by the Town such as plans, estimates, funding needs, and schedules. A meeting will be conducted to go over the Draft Application to allow for dialogue, changes, and comments with the project team.
- Provide a Final Draft of the grant application to the Town for review. The Final Application will include all comments and changes as requested by the Town. Signatory or other requirements from the Town can be obtained at this time.



Grant Award Administration and Compliance

CGA provides comprehensive grant and loan program management services designed to ensure full compliance, efficient administration, and successful project delivery from award through closeout. Our approach begins with thorough review of program requirements and continues with active coordination with funding agencies, development and administration of agency contracts, and meticulous management of program funds in strict accordance with applicable guidelines.

Throughout the project lifecycle, CGA monitors grant compliance to protect reimbursement eligibility, overseeing invoicing, financial tracking, and adherence to procedural requirements, including Davis-Bacon recordkeeping where applicable. Our team establishes and maintains robust public record systems, develops required reports, schedules, and certifications, and advises on and manages any necessary technical services or program criteria. We take a proactive, hands-on approach—conducting ongoing coordination, facilitating required public input processes, and providing continuous technical assistance—to identify and resolve issues before they impact funding or schedule. This diligence ensures accurate tracking of expenditures, clear accountability, and a real-time understanding of project status.

As projects near completion, CGA prepares and submits all required financial and programmatic documentation, including annual reports and final closeout packages, ensuring a smooth, compliant, and timely grant closeout process.



Resources and Equipment

CGA is dedicated to ensuring that our clients have access to adequate resources to meet their short- and long-term operational needs and goals. We understand that having the right tools and personnel in place is essential for success. With our extensive network and well-established systems, we are able to mobilize the necessary resources quickly and efficiently, and work with the Town to ensure needs are met with a minimal strain on the Town. This commitment allows us to respond to your unique challenges and support your goals effectively, ensuring that you have everything you need to thrive. Key resources include:

Staff

CGA is committed to providing the Town of Melbourne Beach with reliable, responsive, and experienced staff to support grant writing and grant management services. **All proposed staff have at least 40% availability for work on this contract.** Leveraging our ongoing work with the Town and extensive experience in similar coastal communities, our team offers the continuity, local knowledge, and technical expertise needed to successfully secure and administer funding opportunities. We maintain sufficient staffing capacity to meet anticipated workloads and can readily augment our team with additional qualified personnel if project demands increase. Our staff will be accessible via phone and email during regular business hours (8:00 a.m. to 5:00 p.m., Monday through Friday) and will remain available for in-person and virtual meetings, including Town Commission and advisory board meetings, workshops, and public outreach efforts, as needed. Core team members will remain assigned to each project through completion to ensure consistency and quality, and any personnel changes will be promptly communicated, with seamless support from our broader team. CGA takes pride in delivering high-quality, timely service and maintaining strong partnerships that ensure successful project outcomes and full compliance with grant requirements.

Equipment

We provide our staff with the appropriate office space, designated work phones, computers, multiple monitors, software, and a variety of other supports to assist them in completion of their work. CGA equips our personnel with all necessary materials, tools, and equipment to perform their duties effectively and in full compliance with the Town's requirements. We provide the following:

- ✓ Late-model vehicles with CGA signage, with Town branding being arranged if using magnetic signage is preferred
- ✓ Laptops with mobile hot spots, tablets, and mobile phones, which are preloaded with electronic versions of the relevant codebooks
- ✓ Standard business software and specialized software required by CGA
- ✓ Safety and personal protective equipment, including sanitizing products, high-visibility gear, and other job-specific PPE
- ✓ CGA-branded professional attire and lanyards for carrying Town-issued ID, or Town-branded apparel if preferred
- ✓ Comprehensive Insurance Coverage, including liability insurance, workers compensation, health, dental, vision, and life insurance





Project Management Systems

Additionally, our firm uses several innovative technology systems to improve customer service, increase efficiency, provide consistency, track costs, and ease the user experience. These technologies include generally available software systems such as Microsoft Office suite, as well as specialized software such as Adobe Creative suite, Bluebeam Revu, ArcGIS, and various other software. CGA utilizes SAFETIME and SAFEbill, which are proprietary time tracking and project management systems that allow real-time tracking of project budgets. These innovative state-of-the-art systems allow us to track current and projected resource requirements and help ensure that projects are completed on time and within budget. More information about these systems is in the chart below:

SAFETIME	Mobile app for streamlined time entry, enhancing customer billing, and optimizing field worker utilization.	<input checked="" type="checkbox"/> Field Ready <input checked="" type="checkbox"/> Timekeeping
SAFEbill	Billing system seamlessly interfaces with front- and back-office applications, automating customer invoice generation.	<input checked="" type="checkbox"/> Field Ready <input checked="" type="checkbox"/> Billing

Financial

CGA has the financial resources to provide the services in a timely manner. CGA is a financially stable firm with over 89 years of experience providing multidisciplinary government services to municipal organizations throughout the State of Florida. We have the resources and capacity to support the personnel and associated resources throughout the duration of this contract. In 2018, CGA joined the SAFEbuilt family of companies, providing our clients with the stability and depth of resources of a national company with service delivery at a local level. SAFEbuilt, LLC maintains a robust financial position, underpinned by sustained growth, disciplined fiscal oversight, and a well-diversified client portfolio. The company has no history of bankruptcy filings or defaults on any financial obligations. Our prudent financial management and enduring relationships with reputable financial institutions underscore our commitment to fiscal responsibility, operational reliability, and long-term collaboration with the communities we serve.

Locational

In addition to five other office locations, CGA maintains an office at 2400 SE Veterans Memorial Parkway, Suite 207 in Port St. Lucie. CGA has served municipalities along Florida's East Coast for several years from this office location, as well as our Fort Lauderdale Headquarters, West Palm Beach, and Miami-Dade County office. Our firm shares office space and equipment across locations, ensuring that staff can work across the state as needed to fulfill client work requirements as seamlessly as possible.

CGA OFFICE LOCATIONS MAP

Pinellas County
17985 Gulf Blvd
Suite 201
Redington Shores, FL 33708

Estero
9990 Coconut Road
Suite 340
Estero, FL 34135

Port St. Lucie
2400 SE Veterans Memorial Parkway
Suite 207
Port St. Lucie, FL 34952

West Palm Beach
580 Village Boulevard
Suite 325
West Palm Beach, FL 3340

Fort Lauderdale HQ
1800 Eller Drive
Suite 600
Fort Lauderdale, FL 33316

Miami-Dade County
10720 Caribbean Boulevard,
Suite 650
Cutler Bay, Florida 33189

TAB H



Additional Required Documents

CONTACT SHEET

Name: Calvin, Giordano & Associates, Inc.

Federal Taxpayer ID: 65-0013869

Mailing Address: 1800 Eller Drive, Suite 600

City, State, & Zip Code: Fort Lauderdale, FL 33316

Telephone: 954.921.7781 **Fax:** 954.921.8807

Email: procurement@cgasolutions.com

Submitted By: Vicki Placide-Pickard

Title: Grants Manager and Project Manager

Accounting Contact:

Name: Will Brown **Title:** Senior Vice President of Finance

Email Address: wbrown@safebuilt.com **Phone:** 970.617.9446

EXHIBIT "B"

**SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A),
ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for
Grant Writing Services
2. This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Chris Giordano and my relationship to the entity named above is President
4. I understand that a "public entity crime" as defined in section 287.133(1) (g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market

value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in section 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.


8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

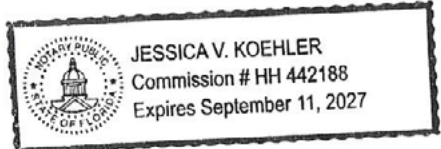


Signature

June 1, 2026
Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 18th day of June, 2026 and is personally known to me, or has provided _____ as identification.



[Handwritten signature]

Notary Public
My Commission expires: September 11, 2027

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Calvin, Giordano & Associates, Inc.

CITY: Fort Lauderdale STATE: FL ZIP CODE: 33316

SIGNATURE:  PHONE: June 1, 2026

NAME (TYPED OR PRINTED): Chris Giordano TITLE: President

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Grant Writing Services.

This sworn statement is submitted by (entity) Calvin, Giordano & Associates, Inc. whose business address is 1800 Eller Drive, Suite 600, Fort Lauderdale, FL 33316 and (if applicable) Federal Employer Identification Number (FEIN) is 65-0013869 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Chris Giordano and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the Town of Melbourne Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above-named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the Town of Melbourne Beach.

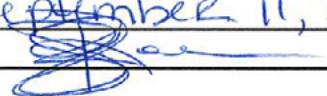
- 8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the Town of Melbourne Beach.
- 9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the Town of Melbourne Beach.

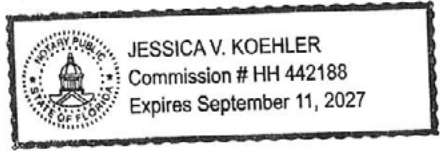


Chris Giordano June 1, 2026
Signature Date:

STATE OF FLORIDA
COUNTY OF Broward

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 1st day of June, 2026, and is personally known to me, or has provided. _____ as identification.

September 11, 2027 My Commission expires:
 Notary Signature





LEGAL EXCEPTIONS

CGA's Legal and Contract Team has reviewed the Town's Request for Proposals and the stipulation provided herein. We respectfully request the opportunity to discuss proposed revisions to stated stipulations for the Town's consideration. These requested modifications are submitted in the spirit of reaching mutually agreeable terms and are not intended as conditions of our proposal. We remain fully willing to negotiate the agreement language in good faith and work collaboratively with the Town toward a final contract that meets the needs of both parties.

J. INDEMNIFICATION

*The parties recognize that the firm is an independent contractor. The firm agrees ~~to assume liability for an~~ indemnify, hold harmless, and defend the Town, its Commissioners, officers, employees, and agents from and against all **third-party** liability and expenses, including reasonable attorneys' fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity or whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, **to the extent** arising directly or indirectly out of or in connection with an negligent act and/ or deliberate act or omission of the firm, its officers, employees, agents, and subcontractors. The obligations contained in this provision will survive termination of the agreement ~~and will not~~ **for the maximum period allowed by Florida's statute of limitations or repose and will** be limited by the amount of any insurance required to be obtained or maintained under the agreement. Nothing contained herein will be construed to be a waiver of any immunity or limitation of liability the Town may have under sovereign immunity or Section 768.28, Florida Statutes.*