

**Regular Meeting Agenda
Yankeetown Town Council
April 7, 2025, At 6:00 P.M.
Yankeetown Town Hall
6241 Harmony Ln Yankeetown, FL
34498**

Meeting Called to Order

Pledge of Allegiance

Area Resident Comments or Announcements

Approval of Agenda: (Modifications)

Agenda:

1. Approve Minutes
2. Savinacious RFP
3. Lions Club Request
4. Purchasing of Equipment
5. Hiring Status
 - a. Public Works
 - b. Office Assistant
6. Drafting an easement to run a culvert/drainage on the Fishers property.
7. Electrical updates and quotes for Riverside Median

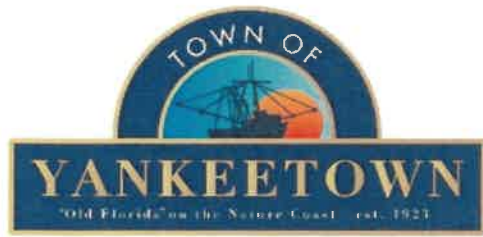
Council Reports or Announcements:

Mayor Report or Announcements:

Town Administrator Report or Announcements

Area Resident Comments or Announcements

Adjournment



**Regular Meeting Agenda
Yankeetown Town Council
March 3, 2025, At 6:00 P.M.
Yankeetown Town Hall
6241 Harmony Ln Yankeetown, FL
34498**

Meeting Called to Order by Mayor Erkel

Pledge of Allegiance

Old Businesses

Review of Minutes

1. We extended the RFP will address during this meeting.
2. Passed the resolution for water availability's we are working on the implementation of this Resolution
3. Park Maintenance was completed. The Parks Liaison may speak on this.
4. The community workshop was a successful meeting.
5. We ordered new signs for the Yacht Basin. Working on the new signs for the other parks.

Approval of Agenda: (Modifications)

Agenda:

1. Approved Minutes
 - a. Motion by Vice Mayor Fuller
 - b. Seconded by Councilman Vorisek
 - i. Councilor Atherley-yay
 - ii. Councilman Vorisek-yay
 - iii. Councilman Terrian-yay
 - iv. Vice Mayor Fuller-yay
 - v. Mayor Erkel-yay
2. RFP Review
 - a. RFP #1 Accounting services
 - i. William Ary states that we have not received any bids currently.

- ii. The council speaks with Norm as a possible contractor for this. He states he hired an employee today. Will need a few weeks before they are ready to put in a bid.

3. New Employees

a. Public Works Employee

- i. Vice Mayor Fuller speaks to the town hiring a public works. He addresses the pay rate and the cost savings.

- 1. Council approves the Job Description Pay:18-25
- 2. Job Posting time frame till filled
- 3. Who will interview Town Manager, Vorisek, Fuller
- 4. Who will hire: Council at next meeting
 - a. Motion Vice Mayor Fuller
 - b. Second by Vorisek
 - i. Councilor Atherley-yay
 - ii. Councilman Vorisek-yay
 - iii. Councilman Terrian-yay
 - iv. Vice Mayor Fuller-yay
 - v. Mayor Erkel-yay

b. Office Staff

- 1. Council approves the Job Description Pay:15-20
- 2. Job Posting time frame till filled
- 3. Who will interview Town Manager, Vorisek, Fuller
- 4. Who will hire: Council at next meeting
 - a. Motion Vice Mayor Fuller
 - b. Second by Vorisek
 - i. Councilor Atherley-yay
 - ii. Councilman Vorisek-yay
 - iii. Councilman Terrian-yay
 - iv. Vice Mayor Fuller-yay
 - v. Mayor Erkel-yay

4. Sheriff's office report

- a. Sheriffs report by William Ary

5. Discussion on Bid for Boat Ramp Towing

- a. William Ary will bring information to next meeting.

6. Parks and Rec Request

- a. Chairman Weiss makes the request for a block party May 2nd 12-5. Requests for approval to block roads.

i. Consensus of

Council Reports or Announcements:

Vice Mayor Fuller- Financial updates

Councilman Terrian- Fire Department update, Inglis, P&Z.

Councilman Vorisek-

Councilor Atherley-

Mayor Report or Announcements:

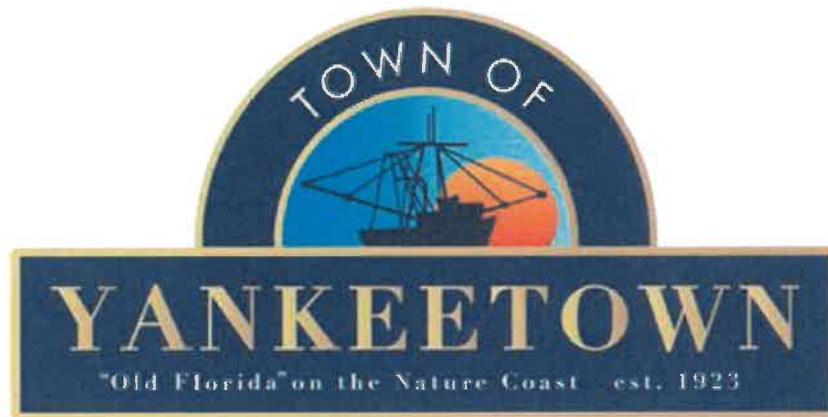
Town Administrator Report or Announcements

Area Resident Comments or Announcements

Adjournment

Mayor Erkel adjourns at 7:11 PM

SAVINACIOUS



TOWN OF YANKEETOWN, FLORIDA
REQUEST FOR PROPOSALS
Comprehensive Disaster Recovery
Management Services

PREPARED BY:

SAVINACIOUS, LLC

April 3, 2025

Town Commission - Town of Yankeetown

Town of Yankeetown
6241 Harmony Lane
Yankeetown, FL 34498

April 1, 2025

William Ary, Town Administrator
Town of Yankeetown
6241 Harmony Lane
Yankeetown, FL 34498

RE: Proposal for Comprehensive Disaster Recovery Management Services

Dear Mr. Ary,

Savinacious, LLC is pleased to submit our proposal to provide Comprehensive Disaster Recovery Management Services for the Town of Yankeetown. With over 21 years of experience in federal and state disaster recovery programs, our team is uniquely qualified to help your community navigate the complex funding landscape, ensure compliance, and maximize reimbursement.

We have successfully assisted municipalities across Florida and the Gulf Coast with FEMA Public Assistance (PA), CDBG-DR, HMGP, and BRIC programs. Our tailored approach to recovery includes grant management, damage assessments, environmental compliance, public engagement, and infrastructure resilience. Our goal is to help Yankeetown recover stronger and smarter.

We look forward to the opportunity to partner with your town and contribute to its recovery and future resilience. Please don't hesitate to reach out if any additional information is required.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Niolet', with a long horizontal flourish extending to the right.

Joseph (Scott) Niolet, CFGA
Owner & Program Manager
Savinacious, LLC
920 Bent Tree Circle
Pass Christian, MS 39571
Phone: (228) 304-1505
Email: Scott@savin.it.com

A. Executive Summary

Savinacious, LLC, is pleased to submit this Proposal for Comprehensive Disaster Recovery Management Services. As a multidisciplinary consulting firm with extensive experience in disaster recovery, grant administration, and compliance with federal and state regulations, we are well-positioned to support the Town of Yankeetown in securing funding and effectively managing all disaster response and mitigation efforts.

Company Overview

Savinacious, LLC, is a full service multidisciplinary professional and consulting services company delivering emergency recovery and resilience strategies throughout the Gulf Coast Region. We provide expertise in maximizing our client's recovery operations with resiliency for the client to have sustainability in the next event. Our company name, by definition, means "bountiful rebirth" — and this long-term, future-focused approach guides our work on every client project. We act as your advocate throughout the entire disaster recovery process because we understand the overwhelming tasks of rebuilding your infrastructure after a disaster strikes. Our attention to detail and impeccable data organization ensures that we remain synchronized to the ever-changing policies and regulations that occur with first party property claims and FEMA disaster assistance programs.

The services we provide to our clients consist of, but are not limited to, Logistical Support, Large Scale Response Camp Management Services, Damage Assessments, Drone Technology, Critical Infrastructure Studies, FEMA Public Assistance, HMGP, Planning, Federal Compliance, Program/Project Management, Grant formulation, Project Closeout, Reporting, Funding Maximization, Asset Management, Resiliency Development, Grant Management, and After-Action Reporting.

Statement of Interest and Introduction

Savinacious, LLC, is currently on-site in the neighboring City of Cedar Key as well as Dixie County, where we have completed multiple disaster-recovery projects since Hurricane Idalia. If awarded this contract, we intend on locating an additional satellite office in Levy County, as we are committed to providing rapid deployment and ongoing support to the Town's disaster recovery efforts within 48 hours of notification. In addition, due to recent completion of our local field assessments, our team is at full capacity and can mobilize to conduct damage assessments, prepare documentation, and assist in grant applications for emergency and long-term recovery projects on short-notice as requested. We believe that having our experts (including the Co-Owners) present and available for the Client is the key to a successful disaster recovery!

Our professional management personnel bring more than 100+ combined years of experience specific to the management of FEMA disaster recovery programs, including FEMA Public

Assistance (PA) and Sections 404/406 Hazard Mitigation and the HUD Community Development Block Grants (CDBG). Our team of professional disaster recovery experts have a complete understanding of all laws, regulations, and policies as set forth by the Robert T Stafford Act, 2 Code of Federal Regulations (C.F.R.) § 200, 44 C.F.R., and FEMA Public Assistance Program and Policy Guide (PAPPG). Our team is adept at maximizing the recovery effort within these programs. We have been able to maximize our client's ability to use the Direct Administrative Cost (DAC)/Management Cost to reduce the burden of costs associated with managing the recovery program. We track all costs associated with the recovery as required by FEMA policy and the level of effort as it relates to the projects (i.e., direct costs versus indirect costs) to maximize reimbursements for our clients.

This knowledge has resulted in successful recovery solutions, enabling our Clients to fully recover through difficult times, in turn, providing the peace of mind and subsequent availability to continue with critical daily operations, while being assured of a successful recovery. Our involvement has permitted our Clients' daily business to continue through the immediate repair of damaged infrastructure and facilities with reimbursement for the use of temporary structures and instantaneous financial advances required to continue with daily operations.

Conclusion

Savinacious, LLC, understands the challenges faced by Yankeetown in recovering from disasters while maintaining financial and regulatory accountability. We are confident that our extensive experience and commitment to excellence make us the ideal partner for this initiative.

Our team is both humbled and honored to have the opportunity to work alongside people who have experienced disaster. In order to find a meaningful way forward, we will devote every resource required to help our Clients navigate through this catastrophe and restore the pride of their community.

B. Project Understanding and Approach

Savinacious, LLC, will provide comprehensive disaster recovery and emergency management services to ensure that the Town of Yankeetown is fully prepared for and capable of responding to natural disasters and other catastrophic events. Our approach focuses on maximizing financial assistance while streamlining processes to ensure compliance with all applicable regulations. We will deploy personnel quickly to conduct damage assessments, prepare Project Worksheets (PWs) for FEMA reimbursement, and assist in tracking and managing all financial aspects of disaster recovery. We approach our work as an opportunity to build long-lasting future relationships and we believe in investing in quality over quantity!

Emergency Management Services & Planning

Savinacious, LLC, has successfully led **hazard mitigation planning, emergency response coordination, and disaster recovery services** for multiple municipalities across the Gulf Coast. Our experience includes:

Updating Local Mitigation Strategy (LMS) plans for multiple Florida municipalities, ensuring full compliance with state and federal funding requirements. Our team has successfully developed and revised LMS plans for multiple jurisdictions, integrating data-driven risk assessments, mitigation project prioritization, and compliance with FEMA and Florida Division of Emergency Management (FDEM) guidelines. We have extensive experience in coordinating public engagement efforts, securing community input, and collaborating with state and federal agencies to ensure seamless implementation of mitigation strategies. Our work has resulted in increased eligibility for FEMA funding, improved disaster resilience, and strengthened local emergency management frameworks. Additionally, we have provided technical assistance in incorporating Section 404 and 406 hazard mitigation funding opportunities into LMS updates, ensuring communities maximize available federal resources to reduce disaster risk and improve long-term sustainability.

Developing FEMA-compliant Emergency Operations Plans (EOPs) and Continuity of Operations Plans (COOPs) that align with federal and state emergency preparedness standards. Our team has successfully developed and implemented EOPs and COOPs for municipalities across Florida and the Gulf Coast, ensuring compliance with FEMA's Comprehensive Preparedness Guide (CPG) 101 and National Preparedness System guidelines. We specialize in risk-based planning that integrates threat and hazard identification, response coordination, and resource management strategies to support rapid and effective disaster response. Our COOP development expertise includes designing protocols for maintaining essential functions during emergencies, identifying alternate facilities, and establishing devolution procedures to ensure uninterrupted government operations. Through these efforts, we have enhanced operational readiness for local governments, strengthening their ability to respond to hurricanes, flooding, and other emergency events while maintaining compliance with state and federal emergency planning standards.

Providing emergency management training and conducting annual functional exercises and drills to assess local government preparedness and refine response coordination strategies. Our team has designed and facilitated training programs for emergency response personnel, local government agencies, and community stakeholders to enhance disaster readiness. These training programs align with FEMA's National Incident Management System (NIMS) and Incident Command System (ICS) principles, ensuring standardized response coordination.

Our functional exercises have included:

Hurricane response and recovery drills, where we simulated real-world scenarios to test response strategies, decision-making, and interagency coordination. Our team has conducted multi-agency hurricane response exercises that mirror actual disaster scenarios, including coordination with municipal emergency management offices, local law enforcement, and utility providers to assess response efficiency. We have developed and executed full-scale hurricane

impact simulations that tested emergency evacuation procedures, shelter activation, debris management coordination, and mutual aid agreements. Our experience includes post-hurricane rapid damage assessment drills, focusing on FEMA's Individual Assistance (IA) and Public Assistance (PA) damage categories, ensuring that municipalities are prepared to submit accurate and timely reimbursement requests. These exercises have strengthened interagency communication, improved decision-making under stress, and enhanced operational readiness for real-world hurricane events.

Mass evacuation and sheltering exercises, in which we worked with municipalities to optimize logistical planning for large-scale evacuations and disaster sheltering operations. Our team has assisted in developing comprehensive evacuation plans, including designated routes, transportation logistics, and coordination with local, state, and federal agencies. We have experience working with emergency management offices to establish and manage emergency shelters, ensuring compliance with FEMA and Red Cross guidelines. Our expertise includes identifying shelter locations, ensuring ADA accessibility, managing mass care operations, and coordinating with social service agencies to provide necessary resources. During Hurricane Ida, our team played a critical role in supporting evacuation planning and shelter activation, assisting municipalities with real-time decision-making, resource allocation, and communication strategies to enhance public safety and streamline shelter operations. Additionally, we have conducted post-event analyses to refine sheltering strategies, improve response protocols, and enhance overall emergency preparedness.

Damage assessment simulations, helping local teams quickly and effectively assess infrastructure and residential damage post-disaster to expedite FEMA funding requests. Our team has extensive experience conducting large-scale post-disaster damage assessments, including leading field teams to assess structural integrity, utility functionality, and roadway conditions after hurricanes and flooding events. We have worked closely with FEMA, state emergency management agencies, and local municipalities to ensure that damage assessments are properly documented for Individual Assistance (IA) and Public Assistance (PA) program eligibility.

During Hurricanes Ida, Idalia, Debby, Helene, and Milton recovery efforts, Savinacious, LLC, employees coordinated **damage assessments for over 40,000 residential and commercial structures**, ensuring that municipalities had the necessary data to expedite their FEMA funding requests. Our team specializes in **collecting and analyzing photographic evidence, GPS-mapped damage reports, and cost estimates for emergency protective measures (Category B) and permanent work projects (Categories C-G)**. We have worked extensively with local governments, state emergency management offices, and FEMA representatives to ensure timely and accurate assessments that support maximum reimbursement and funding eligibility. Through our coordinated damage assessment efforts, we have helped municipalities recover millions in federal and state disaster relief funds, demonstrating our ability to efficiently document and manage large-scale post-disaster recovery operations.

We also provide training programs for municipal staff, contractors, and emergency responders to enhance their ability to conduct rapid and accurate damage assessments. These training sessions include best practices for FEMA-compliant reporting, damage classification, and data collection using GIS mapping and mobile assessment tools. By leveraging this experience, **Savinacious, LLC**, ensures that local governments receive the maximum reimbursement for eligible disaster-related damages while maintaining compliance with federal guidelines.

Additionally, **Savinacious, LLC**, has conducted **tabletop exercises (TTX)**, **full-scale exercises (FSE)**, and **operational drills** that test emergency response plans and ensure that agencies can effectively respond to hurricanes, floods, and other natural disasters. Our work has significantly improved the response efficiency of municipalities by increasing staff proficiency, refining communication protocols, and identifying operational gaps before a disaster occurs.

We have worked closely with agencies such as **FEMA**, **the Florida Division of Emergency Management (FDEM)**, and **local emergency management offices**, as well as key officials and decision-makers in Florida who are instrumental in disaster response and recovery efforts. Our established relationships with FDEM leadership, county emergency management directors, and local government officials enable us to facilitate efficient communication, expedite project approvals, and ensure municipalities receive the maximum reimbursement possible. These connections allow us to navigate regulatory requirements seamlessly and advocate for our clients' needs during critical funding discussions. Our team's experience in working directly with state and federal grant administrators ensures that our projects remain compliant while maximizing available funding opportunities for disaster recovery and mitigation programs.

Disaster Response & Recovery Services

Savinacious, LLC, has extensive experience managing post-disaster recovery efforts, including:

- **Coordinating Hurricane Ida recovery operations in Louisiana**, facilitating **damage assessments**, **emergency funding allocation**, and **FEMA reimbursement processing**.
- **Supporting Hazard Mitigation Grant Program (HMGP) applications for Horseshoe Beach, Florida**, developing elevation and acquisition projects to mitigate flood risks.
- **Leading FEMA Public Assistance (PA) closeout efforts** for multiple municipalities in Florida, ensuring compliance with **2 CFR 200 regulations** and successfully securing funding for recovery efforts. Our team has worked extensively with local governments in Florida, including municipalities affected by Hurricanes Idalia, Debby, Helene, and Milton. We have provided technical assistance in ensuring the timely and accurate submission of Project Worksheets (PWs), conducting eligibility determinations, and managing documentation for closeout audits. Our expertise in coordinating with FEMA and the Florida Division of Emergency Management (FDEM) has helped municipalities navigate complex reimbursement processes, recover millions in federal and state disaster relief funds, and ensure compliance with all regulatory requirements. By leveraging our established relationships with key Florida officials, we expedite project approvals and provide

municipalities with the tools they need to streamline financial recovery after a disaster event.

Our team is experienced in mobilizing within **48 hours** of event notification to provide rapid response services, including:

- **On-site damage assessments and data collection** for FEMA PA and Individual Assistance (IA) applications.
- **Tracking and managing all disaster-related expenses** for full reimbursement.
- **Preparing and submitting Project Worksheets (PWs)** for Public Assistance Category A-G projects.

Grant & Financial Management

Savinacious, LLC, has successfully managed over **\$100 million in federal and state disaster recovery funds** for municipalities across the Gulf Coast, including:

- **FEMA BRIC Grant Applications for Terrebonne Parish Consolidated Waterworks**, securing funding for critical infrastructure resilience projects, such as:
 - **Houma Water Treatment Plant Generator** – 750-kW backup generator to ensure continuous water service.
 - **Williams Pump Station Generator** – 500-kW generator to maintain water distribution operations.
 - **Presque Isle Water Pump Station Generator** – 300-kW generator for uninterrupted water service.

In securing funding for these projects, our team successfully navigated the **federal grant application process**, including responding to **Requests for Information (RFIs)** from FEMA and other federal agencies. Our experience includes:

- **Coordinating with local governments and utility authorities** to develop competitive and well-documented applications that meet FEMA's Hazard Mitigation Grant Program (HMGP) and Building Resilient Infrastructure and Communities (BRIC) grant requirements.
- **Managing all aspects of grant submission**, including conducting **cost-benefit analyses (BCA)**, **environmental reviews**, and **engineering feasibility assessments** to ensure compliance with federal guidelines.
- **Responding to RFIs efficiently and effectively**, working closely with FEMA and state agencies to provide clarifications, additional data, and technical justifications to secure funding approvals.

- **Engaging directly with municipal stakeholders** to refine project scopes, budgets, and funding strategies, ensuring seamless coordination between local agencies and federal grant reviewers.
- **Tracking and documenting all grant activities** to ensure adherence to **2 CFR 200 “Super Circular” compliance standards**, safeguarding against de-obligations and maximizing the Town’s reimbursement potential.

Through this process, **Savinacious, LLC**, has helped multiple municipalities successfully secure grant funding for critical infrastructure projects, ensuring long-term resilience against hurricanes, flooding, and other natural disasters. Our ability to manage the complex federal grant process, including RFIs and client coordination, has resulted in millions of dollars in awarded funds for disaster mitigation and recovery projects.

- **HMGP Applications for Horseshoe Beach, Florida, including:**
 - **Four distinct hazard mitigation projects** designed to prevent future flood damage to at-risk properties. Our team has successfully assisted municipalities in securing HMGP funding for mitigation initiatives, ensuring that projects align with FEMA’s priorities and provide long-term resilience. We have managed:
 - **Coordination of public outreach efforts** to inform residents and secure participation in mitigation programs, including facilitating community meetings, developing informational materials, and assisting homeowners with application completion.
 - **Comprehensive damage assessments and floodplain analyses** to prioritize properties at the highest risk, leveraging GIS technology and historical flood data to ensure data-driven decision-making.
 - **Preparation of detailed grant applications**, ensuring all required documentation, environmental reviews, and engineering assessments comply with FEMA and state regulations.
 - **Compliance with FEMA’s cost-benefit analysis (BCA) requirements** to justify funding, conducting thorough financial and risk assessments to demonstrate project viability.
 - **Management of the federal grant application process**, including responding to Requests for Information (RFIs) from FEMA and coordinating with local government officials to refine application materials and expedite approvals.
 - **Monitoring of project implementation and grant reporting**, tracking expenditures, progress milestones, and regulatory compliance to ensure successful project closeout.

Our direct experience working with Florida municipalities affected by Hurricanes Idalia, Debby, Helene, and Milton has strengthened our ability to deliver actionable mitigation solutions that protect communities from future disasters. Through these efforts, **Savinacious, LLC**, has helped secure millions of dollars in mitigation funding, ensuring that municipalities can implement infrastructure improvements, home elevation projects, and flood control measures to reduce disaster-related losses.

Our team provides full-service financial management for disaster recovery programs, including:

- **Tracking Direct Administrative Costs (DAC) and preventing cost overruns.**
- **Reconciliation of contractor invoices** to ensure compliance with funding requirements.
- **Developing project scopes and financial projections** to support funding applications.

Public Assistance Support & Closeout Services

Savinacious, LLC, has successfully managed the **FEMA PA program** for local governments, ensuring:

- **Accurate reporting of eligible project costs** for full reimbursement.
- **Development of Small Project Validation reports** for compliance audits.
- **Preparation of grant closeout documentation**, ensuring funds remain secured and properly allocated.

Our work with the **Louisiana Restore Program** and **Hurricane Ida recovery efforts** has given us deep expertise in:

- **Navigating FEMA reimbursement challenges** and securing funding for long-term resilience projects.
- **Developing detailed compliance documentation** for state and federal audit purposes.
- **Advising municipalities on FEMA eligibility appeals** to recover de-obligated funds.

Infrastructure & Environmental Compliance

We have worked extensively with **state and federal regulatory agencies** to ensure disaster recovery projects meet all environmental and permitting requirements, including:

- **NRCS Emergency Watershed Protection Program (EWP) compliance** for flood prevention projects.
- **USACE and FFWC permitting** for wetland and habitat mitigation efforts.

- **Environmental and floodplain impact analyses** for FEMA-funded infrastructure projects.
- **Coordinating with FDEP and FDOT** to ensure proper permitting for public infrastructure repairs.

Public Outreach & Community Engagement

Savinacious, LLC, has led **public engagement efforts** for disaster recovery programs, ensuring effective communication between local governments, residents, and funding agencies. Our clients appreciate how deeply we integrate into the communities we serve, going beyond technical assistance to build trust, offer hands-on support, and advocate for residents navigating the complexities of disaster recovery. We believe that recovery is not just about securing funding—it's about empowering communities, ensuring transparency, and fostering resilience at the local level.

Our team is known for its commitment to local engagement, and we work directly with homeowners, business owners, and municipal officials to ensure that recovery programs meet the specific needs of each community. We don't just conduct public meetings; we actively listen to community concerns, provide tailored guidance, and help residents navigate the application processes for FEMA Public Assistance (PA), Individual Assistance (IA), and Hazard Mitigation Grant Programs (HMGP). By being present in the community, we strengthen partnerships, improve program participation rates, and ensure that all stakeholders have a voice in the recovery process.

Through our work in Cedar Key, Dixie County, Horseshoe Beach, and multiple municipalities impacted by Hurricanes Idalia, Debby, Helene, and Milton, we have seen firsthand how critical public engagement is to successful disaster recovery. Our team organizes and facilitates public meetings, works one-on-one with homeowners applying for mitigation funding, and provides updates at Town Commission meetings to maintain transparency. We also serve as a liaison between local governments and FEMA officials, ensuring that communication remains clear and that project approvals move forward efficiently.

Our approach to public outreach is what sets us apart. We don't simply provide technical expertise—we become an integral part of the recovery effort, advocating for communities and ensuring they receive the maximum benefits available. We are passionate about supporting municipalities in their recovery journey, and we take pride in seeing these communities emerge stronger and more resilient after disaster events. Our experience includes:

- **Managing community outreach efforts** for HMGP and CDBG-DR homeowner elevation and acquisition programs.
- **Hosting public workshops and community meetings** to educate residents on disaster recovery funding opportunities.

- **Acting as a liaison between local governments and FEMA officials**, streamlining program approvals and funding disbursement.
- **Providing updates at Town Commission meetings** to ensure stakeholders remain informed.

EOC Support & Disaster Operations Staffing

Savinacious, LLC, has supported local governments by **deploying personnel to Emergency Operations Centers (EOCs)** for real-time disaster response and recovery efforts. Our team has played a crucial role in assisting municipalities during emergencies, ensuring that disaster response operations are well-coordinated and financially accountable. We have extensive experience **staffing the Finance Section Chief and Cost Unit Leader roles**, where we oversee disaster expenditure tracking, ensuring that all financial documentation complies with FEMA's Public Assistance requirements. Our **Public Assistance Officers and Grant Compliance Specialists** work closely with local officials to manage FEMA funding, ensuring that reimbursements are processed efficiently and in alignment with federal regulations.

Additionally, we provide **logistics and planning support** for disaster response operations, helping municipalities navigate resource allocation, procurement, and operational coordination to facilitate effective emergency response efforts. Our team has been instrumental in **coordinating damage assessment teams** to conduct Preliminary Damage Assessments (PDAs) and Detailed Damage Inspections (DDIs), which are critical for securing FEMA funding and expediting the recovery process. Through these efforts, **Savinacious, LLC**, has established itself as a trusted partner in emergency management, ensuring that municipalities have the personnel, expertise, and financial oversight necessary to recover from disasters effectively.

Insurance & Eligibility Appeals

We have successfully appealed FEMA **funding de-obligations** for multiple municipalities, recovering millions in funding. Our services include:

- **Reviewing insurance claims, denial letters, and policy documentation** to confirm eligibility for FEMA reimbursement.
- **Drafting compelling eligibility appeals** based on FEMA's **DAP 9500 series** and **428 Alternative Public Assistance Program guidelines**.
- **Working with Town attorneys and insurance adjusters** to resolve funding disputes and secure maximum reimbursement.

Closeout & Final Reporting

Savinacious, LLC, provides full closeout and reconciliation services for disaster recovery projects by ensuring that all required documentation is properly compiled, reviewed, and submitted in accordance with FEMA's Public Assistance Policy and Program Guide (PAPPG). Our team meticulously finalizes Project Worksheet closeout packages, working closely with municipal officials and funding agencies to ensure that all expenditures are accounted for and fully justified. We implement rigorous auditing procedures to ensure that disaster recovery funds remain audit-ready for at least five years post-closeout, safeguarding municipalities from potential compliance issues or funding de-obligations. Additionally, we manage final expenditure reconciliations, providing detailed financial reports that meet the regulatory standards of FEMA, HUD, and state agencies. Our comprehensive approach to closeout services ensures that municipalities receive the full reimbursement they are entitled to while maintaining complete compliance with all federal and state disaster recovery regulations.

C. Project Team, Qualifications and Past Experience

Please refer to Appendix C for our full team resumes with current availability and years of experience.

Our team of experts brings decades of combined experience in emergency management, infrastructure restoration, financial oversight, and environmental compliance. We have successfully assisted Counties and municipalities throughout Florida in navigating FEMA's Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP), Community Development Block Grant – Disaster Recovery (CDBG-DR), and other State and Federal programs. Our expertise in damage assessments, grant writing, financial tracking, and compliance ensures that Yankeetown will maximize its funding opportunities while remaining fully compliant with all regulatory requirements.

Our proposed team includes highly qualified professionals with extensive backgrounds in disaster recovery, resiliency & Town planning, floodplain management, insurance resolution and mitigation. Our Co-Owners, Program Managers Scott Niolet and Jason Benoit bring a combined 54 years of experience in FEMA PA, HMGP, and CDBG-DR programs, leading successful recovery efforts for multiple Florida Counties and municipalities. Project Manager Robert Niolet specializes in damage assessments and environmental compliance, coordinating closely with state and federal agencies. Field Operations Specialist William Matkin has over 25 years of expertise in infrastructure assessments and contractor oversight. Financial & Compliance Specialist Nikki Black ensures strict adherence to federal grant management regulations, while Administrative & GIS Support Specialist Megan Doucet and Michael LeBlanc provides data management and mapping solutions to streamline disaster response efforts.

Please refer to below table for a detailed breakdown of applicable recent Client/Services and Contracts.

Florida Projects over previous (3) years:

Prime Contractor – City of Cedar Key, Florida – Robert Robinson, Fire Chief - (352) 949-0030, rrobinson@cedarkeyfl.us, Full Grant Management- Public Assistance (Helene) – 2/2025 – 6/2025 – 25% complete

Prime Contractor – City of Cedar Key, Florida – Jeff Webb, Councilman - (814) 392-3926, jwebb@cedarkeyfl.us, Grant Recovery Strategy – 2/2025 – 8/2025 – 25% complete

Prime Contractor – City of Cedar Key, Florida – Robert Robinson, Fire Chief - (352) 949-0030, rrobinson@cedarkeyfl.us, Cat G - Substantial Damage Estimates (SDE), (Helene) – 2/2025 – 3/2025 – 100% complete

Subcontractor - Housing Authority Town of Arcadia, Florida – Becky Sue Mercer, Director – director@housingarcadia.com, BRIC Application - 2024 – 1/2025 – 7/2025 – 75% complete

Prime Contractor - Town of Horseshoe Beach, Florida – JD Nobles, LMS Chairman - (904) 826-9267, captainnoblles@bellsouth.net, LMS Management- Local Mitigation Strategy – 12/2024 – 6/2025 – 50% complete

Subcontractor - Town of New Smyrna Beach, Florida – Ken Cowper, Town Manager – kcowper@Townofnsb.com, BRIC Application - 2024 – 1/2025 – 7/2025 – 75% complete

Prime Contractor - Town of Horseshoe Beach, Florida – Jeff Williams, Mayor - (904) 631-7485, jwilliams@stellar.net. Full Grant Management- Public Assistance (Helene) – 11/2024 – 8/2025 – 50% complete

Prime Contractor - Town of Horseshoe Beach, Florida – JD Nobles, LMS Chairman - (904) 826-9267, captainnoblles@bellsouth.net, BRIC Application - 2025 – 12/2024 – 7/2025 – 33% complete

Prime Contractor - Town of Horseshoe Beach, Florida – Leon Wright, Floodplain Manager – (352) 356-2856, buildingofficial@dixiecounty.us – Cat G - Substantial Damage Estimates (SDE), (Helene) – 12/2024-02/2025 – 100% complete

Prime Contractor - Town of Horseshoe Beach, Florida – Jeff Williams, Mayor - (904) 631-7485, jwilliams@stellar.net. Full Grant Management- HMGP Home Elevations (Idalia) – 03/2024 – 08/2025 – 75% complete

Prime Contractor - Dixie County, Florida – Mark Hatch, Commissioner – (352) 356-2856, boccDistrict3@dixiecounty.us – Cat G - Substantial Damage Estimates (SDE), (Helene) – 11/2024-03/2025 – 100% complete

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Prime Contractor - Town of Horseshoe Beach, Florida – Leon Wright, Floodplain Manager – (352) 356-2856, buildingofficial@dixiecounty.us –Cat G - Substantial Damage Estimates (SDE), (Debby) – 11/2024-12/2024 – 100% complete

Subcontractor - Town of Horseshoe Beach, Florida – Jeff Williams, Mayor - (904) 631-7485, jwilliams@stellar.net. Full Grant Management- Public Assistance (Debby) – 08/2024 – 3/2025 – 90% complete

Subcontractor - Town of Horseshoe Beach, Florida – Leon Wright, Floodplain Manager – (352) 356-2856, buildingofficial@dixiecounty.us –Cat G - Substantial Damage Estimates (SDE), (Idalia) – 02/2024-03/2024 – 100% complete

Subcontractor - Town of Horseshoe Beach, Florida – Jeff Williams, Mayor - (904) 631-7485, jwilliams@stellar.net. Full Grant Management- Public Assistance (Idalia) – 02/2024 –02/2025 – 95% complete

Subcontractor - Housing Authority Town of Arcadia, Florida – Becky Sue Mercer, Director – director@housingarcadia.com, Damage Assessments (Ian) - 11/2023 – 12/2023 – 100% complete

Subcontractor - Town of Daytona Beach Housing Authority, Florida – Dominic Morgese, Director - (386) 566-3550, morgesed@dbhafl.org, Full Grant Management- Public Assistance (Ian) – 10/2023 –12/2024 – 100% complete

Other 100% Complete Projects in last 3 years

Seminole County, Florida - Grants Management/Force Account Cat B, 2023

Town of Sanford, Florida - Substantial Damage Estimates, 2023

Terrebonne Parish, Louisiana - Downtown Development Planning, BRIC application, 2023

State of Louisiana -Hurricane Ida Recovery -Haul and Install Housing Program, 2022

Terrebonne Parish, Louisiana – Disaster Recovery Planning, Main Street Revitalization, 2022

Town of Clute, Texas - Regional Flood Risk Reduction Project: Drainage Improvements, 2022

Lafourche Parish, Louisiana - FEMA Substantial Damage Estimates, 2022

Location and Workload

Savinacious, LLC, is currently on-site in the neighboring City of Cedar Key and in Dixie County, where we have completed multiple disaster-recovery projects since Hurricane Idalia. If awarded this contract we intend on locating an additional satellite office in Levy County, as we are committed to providing rapid deployment and ongoing support to the Town's disaster recovery efforts within 48 hours of notification. In addition, due to recent completion of our local field assessments, our team is at full capacity and can mobilize to conduct damage assessments, prepare documentation, and assist in grant applications for emergency and long-term recovery

projects on short-notice as requested. We believe that having our experts (including the Co-Owners) present and available for the Client is the key to a successful disaster recovery!

Savinacious, LLC, is strategically located with our principle office in Pensacola, Florida and satellite offices in Cedar Key and Dixie County allowing us to respond quickly to Yankeetown's needs. We have a dedicated team that is capable of handling multiple projects simultaneously, ensuring no conflicts or delays in service. Our workload is currently balanced, allowing us to prioritize Yankeetown's disaster recovery efforts without interruption. Please refer to the previous table for a detailed breakdown of our current Contract completion percentages and we have also included on each of our Staff's resumes the number of hours available per week that could be dedicated to the Town of Yankeetown.

D. Subcontractor Qualifications

Savinacious, LLC, currently has no plans to utilize Subcontractor services but will immediately notify the Town if that situation changes.

E. References

City of Cedar Key, Florida – Robert Robinson, Fire Chief - (352) 949-0030,
rrobinson@cedarkeyfl.us,

City of Cedar Key, Florida – Jeff Webb, Councilman - (814) 392-3926, jwebb@cedarkeyfl.us,

Housing Authority Town of Arcadia, Florida – Becky Sue Mercer, Director –
director@housingarcadia.com,

Town of Horseshoe Beach, Florida – JD Nobles, LMS Chairman - (904) 826-9267,
captainnobles@bellsouth.net,

Town of Horseshoe Beach, Florida – Jeff Williams, Mayor - (904) 631-7485, jwilliams@stellar.net.

Dixie County / Town of Horseshoe Beach, Florida – Leon Wright, Floodplain Manager – (352) 356-2856, buildingofficial@dixiecounty.us –

Dixie County, Florida – Mark Hatch, Commissioner – (352) 356-2856,
boccDistrict3@dixiecounty.us –

City of Daytona Beach Housing Authority, Florida – Dominic Morgese, Director - (386) 566-3550,
morgesed@dbhafl.org,

F. Quality/Cost Controls

Our Cost Proposal Rates are included in Appendix B.

We maintain rigorous quality control measures to ensure that all project documentation is accurate and audit-ready. Our financial tracking systems allow for real-time monitoring of expenditures, ensuring cost-effectiveness and maximizing reimbursements. By maintaining transparent documentation and structured project oversight, we will ensure compliance with FEMA and HUD funding regulations while preventing cost overruns or unnecessary expenditures.

We believe that communication and being present for our Client are the keys to exceeding expectations. One of our (2) Co-Owners, Scott and Jaison, will always be available daily to the Client and will attend all monthly Commission meetings with full updates on all projects. Although we have lower cost staff that are actively engaged in providing the Client value for deliverables, In the event that our product is insufficient, because our upper management constant involvement and local accessibility, we can easily step-in and correct any deficiencies in a timely manner until Our Client is fully satisfied at no additional cost to the Client.

G. Additional Requirements

Savinacious, LLC, currently has no additional requirement comments but will immediately notify the Town if that situation changes.

Conclusion

Savinacious, LLC, has extensive experience managing **FEMA PA, HMGP, CDBG-DR, and regulatory compliance** for disaster recovery projects across the Gulf Coast. Our expertise in **grant management, public outreach, infrastructure resilience, and financial oversight** ensures that the Town of Yankeetown will maximize eligible reimbursements while improving long-term disaster recovery and planning. This experience along with our approach of unmatched accessibility to the Client and our passion to help communities become more Resilient, will be the keys to a successful rebirth of the Town of Yankeetown!

We appreciate the opportunity to submit this proposal and look forward to a great working relationship with the Town of Yankeetown!

For further details, please contact:

Scott Niolet at (228) 304-1505 or Scott@savin.it.com

Jaison Benoit at (225) 975-0649 or Jaison@savin.it.com

APPENDIX B **COST PROPOSAL FORM**

The hourly labor rates shall include all applicable overhead and profit. All non-labor related other than direct costs will be billed to Yankeetown at cost without mark-up.

<u>POSITIONS</u>	<u>Hourly Rate</u>
Project Executive (SN/JB)	\$185
Subject Matter Expert (BM)	\$120
Project Manager (RN)	\$160
Project Accountant (ML)	\$120
Senior Closeout Specialist (NB)	\$145
Closeout Specialist (HS)	\$110
Training (ALL)	\$0

Other:

OTHER REQUIRED POSITIONS

Proposer may include other positions, with hourly rates and attach a job description and required years of experience for each position. However, only the positions listed will be used in proposal evaluations. Hourly rates are for evaluation purposes only and in no way bind the Town into any agreement on hours worked.

APPENDIX C RESUMES



Joseph (Scott) Niolet, CFGA

Disaster Claims Adjuster

920 Bent Tree Circle, Pass Christian, Mississippi 39571

Phone: (228) 304-1505 Email: niolets@bellsouth.net

EDUCATION

Louisiana State University, Baton Rouge, LA, BS,
Accounting (with Honors), 1995

Saint Stanislaus High School, Bay Saint Louis, MS,
(Valedictorian) 1991

CERTIFICATIONS

NFIP Certification (FCN # 10050023) (RCBAP)

State Farm Property & Casualty Certification

Liberty Mutual Property & Casualty Certification

Louisiana Citizens Property & Casualty
Certification

Florida Citizens Property & Casualty Certification

Nationwide Property & Casualty Certification

YEARS OF EXPERIENCE

21 years (since 2003)

Credentials

Independent Insurance Adjuster, Mississippi (License # 10161691) Independent Insurance Adjuster, Texas (License # 1628824) Independent Insurance Adjuster, Florida (License # P240349) Independent Insurance Adjuster, Louisiana (License # 513246) Independent Insurance Adjuster, Georgia (License # 2720383) Independent Insurance Adjuster, Alabama (License # 0453788) Independent Insurance Adjuster, North Carolina (License # 15141219) Independent Insurance Adjuster, South Carolina (License # 560618) Independent Insurance Adjuster, Kentucky (License # 805973) Independent Insurance Adjuster, Indiana (License # 876831) Independent Insurance Adjuster, Minnesota (License # 40338968) Independent Insurance Adjuster, Michigan (License # 0641526) Independent Insurance Adjuster, Arizona (License # 1044586) Independent Insurance Adjuster, Utah (License # 454954) Independent Insurance Adjuster, Oklahoma (License # 0100154598) Independent Insurance Adjuster, Arkansas (License # 417131)

Project Executive – 21 years of Disaster Recovery Experience, weekly availability = 35 hours

Mr. Niolet is a professional insurance adjuster and consultant, licensed in Mississippi and 16 additional states and has 21 years of experience handling governmental, commercial, and residential property and flood insurance losses, appraisals, and litigation, Increased Cost of Compliance (ICC) claims, and damage assessment and reimbursement projects, including FEMA's Public Assistance (PA), Community Development Block Grant (CDBG) and Hazard Mitigation Grant Programs (HMGP). Mr Niolet has coordinated successful disaster projects over multiple states (New York, North Carolina, Florida, Tennessee, Alabama, Mississippi, Texas, and Louisiana, from Hurricane Sandy, Ike, Gustav, Wilma, Irma, Harvey, Laura, and Zeta). Mr. Niolet has experience specializing in disaster response and recovery assistance, planning, hazard mitigation, technical assistance, and project management to state and local governments across the Gulf Coast. His skills include meeting facilitation, public speaking, research, planning coordination, project documentation, and client coordination.

RELEVANT AND RELATED EXPERIENCE

Independent Insurance Adjuster. Various Deployments. *Adjuster.* Since 2005, Niolet has managed both daily and catastrophe claims involving both residential and commercial policies and NFIP policies throughout the United States. Deployments include Hurricane Katrina, Hurricane Ike, Hurricane Gustav, Superstorm Sandy, Hurricane Harvey, Hurricane Irma, Hurricane Maria, Hurricane Michael, Hurricane Laura, Hurricane Sally, Hurricane Zeta, Hurricane Ida, Hurricane Ian, and various localized hail, tornado, snow, freeze, environmental and flooding events in Indiana, Mississippi, Alabama, Missouri, Texas, Louisiana, Tennessee, Florida, Arkansas, Illinois, Connecticut, Delaware, Indiana, South Carolina, North Carolina, Georgia, Massachusetts, Kentucky, New Jersey, Vermont, and New York. (2005 to Present)

FEMA Public Assistance Grant Management. Various Deployments. *Project Manager and Disaster Recovery Manager.* Niolet has been directly involved with the recovery from some of the Nation's largest disasters through Program and Project Management, Disaster Recovery, Damage Assessments, Financial and Grants Management, Data and Reporting, Compliance and Procurement Management, and Contracts Management to Hazard Mitigation Planning and Resiliency Planning for municipalities, school districts, utility districts, housing developments, and commercial and residential losses across the United States. Past projects include Lafourche Parish (Louisiana), PRASA Water and Sewer District (Puerto Rico), Catholic University (Puerto Rico), Holmes County School District (Mississippi), Pearl River Community College (Mississippi), Tulane University (Louisiana), Ascension Parish (Louisiana), Beaumont Independent School District (Texas), Polk County School District (Florida), Webster County (Mississippi), Gadsden County School District (Florida), and the Louisiana Road Home Program, the New York Rising Grant Program, the ReNew Jersey Stronger RREM and LRRP Grant Programs.

Idalia/Debby/Helene Disaster Recovery

Public Assistance Coordinator, Town of Horseshoe Beach, Florida (2023-2024). The Town of Horseshoe Beach engaged our Team under a Master Services Agreement for Public Assistance and Grant application efforts which include Hazard Mitigation Grant funding opportunities associated with Hurricane Idalia Recovery for eligible Public Assistance Projects for funding reimbursement under the Florida Department

of Emergency Management (FDEM) in coordination with the Federal Emergency Management Agency (FEMA).

Ida Disaster Recovery

Grant Coordinator, Terrebonne Parish Waterworks District (2023-2024). The Waterworks District of Terrebonne engaged our Team under a Master Services Agreement for Master Planning and Grant application efforts which include Grant funding opportunities associated with Hurricane Ida Recovery for eligible Water Infrastructure improvements and mitigation projects specifically for the Building Resiliency Infrastructure Communities (BRIC) Program.

Program Director, Lafourche Parish (2021-2022). The Parish of Lafourche engaged our Team under Section 1206 of the Disaster Recovery Reform Act of 2018 (DRRA) which authorizes FEMA to provide communities with financial resources to administer and enforce building code and floodplain management ordinances following major disasters through the Public Assistance Program. This assessment of substantial damaged structures led to the inspection of over 18,000 properties in just over three months. Our approach and methodology, which were tested and verified using FEMA guidelines, resulted in data that the Parish can use to report substantial damage. Our methods for determining substantial damage are consistent with those outlined in FEMA P-784, Substantial Damage Estimator (SDE) User Manual and Field Workbook (August 2017), and FEMA P-758, Substantial Improvement/Substantial Damage Desk Reference (August 2017). (May 2010). FEMA approved and fully funded the 90% Federal Share (over \$8M) to the community for all activities undertaken under DRRA Section 1206 within 60 days of the submitted PW.

Hurricane Sandy File Review Task Force. Landover, MD. NFIP General Adjuster and File Reviewer. In May of 2015, the NFIP coordinated an unprecedented effort to independently offer a review of all 144,000 flood claims filed in the aftermath of Hurricane Sandy. Niolet was active among a carefully vetted group of hand-selected NFIP-certified flood adjusters chosen to work directly with FEMA and the NFIP to review the accuracy of these claims with respect to the NFIP flood policy and to help redefine and improve the overall NFIP flood claims process. (2015 to 2016)

Worley Catastrophe Response, LLC. Hammond, LA. Site Office Manager, Gulf Coast Claims Facility. Managed the Bay St. Louis, Mississippi Gulf Coast Claims Facility office, with as many as twenty-two adjusters under his supervision. Made hiring and firing decisions, negotiated contracts with outside vendors, met with elected public officials and with local and federal government representatives regarding this rapidly changing program, attended town hall meetings, and instructed adjusters as to how to properly calculate business interruption economic losses. (2010 to 2012)

Scott Niolet & Associates. Pass Christian, MS. Owner/Accountant. Since 1995, Niolet has operated a full-service accounting firm specializing in business and individual income tax planning, business plan development and implementation, and not-for-profit accounting and tax issues. Since 2005, he utilized his business background as an insurance adjuster and FEMA grant management consultant for individuals and businesses affected by Hurricanes Katrina, Rita, Dolly, Gustav, and Ike, most specifically in evaluating and valuing physical losses and business interruption loss claims. (June 1995 to Present)

Jaison L. Benoit, CFM **Disaster Recovery Planner**



PHONE. (225) 769-0546 | 4021 Ave M Galveston Texas 77550 | sandtiger20@gmail.com

EDUCATION

B.S., Urban and Regional Planning, University of Louisiana at Lafayette, 1994

PROFESSIONAL MEMBERSHIPS

American Planning Association
Association of State Floodplain Managers
Louisiana Floodplain Managers Association, 1998
American Institute of Certified Planners

TRAINING AND CERTIFICATIONS

Certified Floodplain Manager (CFM), No. 19, LA License No. US-03-008262002

YEARS OF EXPERIENCE

Total: 31 (since 1993)

EMPLOYMENT HISTORY

CSRS, Program Director (2021–23)
Providence Technical Services, Company Manager, (2009–20)
Providence Engineering, Project Manager (2006–09)
Higher Ground Flood Protection Services, LLC, Project Manager (2004–06)
Terrebonne Parish Consolidated Government, Senior Planner (2001–04)
City of Lake Charles, Land Use Administrator/Planner III (1995–01)
Lafayette Area-Wide Planning Commission, Development Review Planner I (1993–95)

Project Executive – 31 years of Disaster Recovery Experience, weekly availability = 35 hours

Mr. Benoit brings over 30 years of diverse experience as an urban planner, project manager, and floodplain expert on a variety of mitigation projects across the Gulf Coast including complex public and private sector programs. With local planning, zoning, permitting, development review, traffic engineering, grant writing, and floodplain management experience in three different metropolitan areas in Louisiana, Mr. Benoit combines experience as a former government employee with his experience as a mitigation consultant to ensure a thorough understanding of the issues confronting the participation in federally funded mitigation programs. As a floodplain manager, he was instrumental in qualifying over 300 substantially damaged structures after Hurricanes Isidore and Lili in 2002 and securing grant funding totaling more than \$13 million (the largest post-disaster amount awarded to Louisiana Community at that time). As a company manager at Providence Engineering, Mr. Benoit managed the Louisiana Road Home Project which has successfully completed over 55,000 evaluations of storm-damaged properties from Hurricanes Katrina and Rita. Since then, he has coordinated successful disaster projects over multiple states (New York, North Carolina, Florida, Tennessee, Alabama, Mississippi, Texas, and Louisiana, from Hurricane Sandy, Ike, Gustav, Wilma, Irma, Harvey, Laura, and Zeta). Mr. Benoit has experience specializing in disaster response and recovery assistance, planning, hazard mitigation, technical assistance, and project management to state and local governments across Louisiana and the Gulf Coast. His skills include meeting facilitation, public speaking, research, planning coordination, project documentation, and client coordination.

RELEVANT AND RELATED EXPERIENCE

Idalia/Debby/Helene Disaster Recovery

Public Assistance Coordinator, Town of Horseshoe Beach, Florida (2023-2024). The Town of Horseshoe Beach engaged our Team under a Master Services Agreement for Public Assistance and Grant application efforts which include Hazard Mitigation Grant funding opportunities associated with Hurricane Idalia Recovery for eligible Public Assistance Projects for funding reimbursement under the Florida Department of Emergency Management (FDEM) in coordination with the Federal Emergency Management Agency (FEMA).

Ida Disaster Recovery

Grant Coordinator, Terrebonne Parish Waterworks District (2023-2024). The Waterworks District of Terrebonne engaged our Team under a Master Services Agreement for Master Planning and Grant application efforts which include Grant funding opportunities associated with Hurricane Ida Recovery for eligible Water Infrastructure improvements and mitigation projects specifically for the Building Resiliency Infrastructure Communities (BRIC) Program.

Program Director, Terrebonne Parish (2022-2023). The Parish of Terrebonne engaged our Team under a Master Services Agreement for Master Planning efforts which include Comprehensive Master Planning, Downtown Revitalization Planning, Hurricane Ida Recovery Planning and many other planning efforts throughout the parish meanwhile balancing the funding opportunities that arise out of the planning process.

Program Director, Lafourche Parish (2021-2022). The Parish of Lafourche engaged our Team under Section 1206 of the Disaster Recovery Reform Act of 2018 (DRRA) which authorizes FEMA to provide communities with financial resources to administer and enforce building code and floodplain management ordinances following major disasters through the Public Assistance Program. This assessment of substantial damaged structures led to the inspection of over 18,000 properties in just over three months. Our approach and methodology, which were tested and verified using FEMA guidelines, resulted in data that the Parish can use to report substantial damage. Our methods for determining substantial damage are consistent with those outlined in FEMA P-784, Substantial Damage Estimator (SDE) User Manual and Field Workbook (August 2017), and FEMA P-758, Substantial Improvement/Substantial Damage Desk Reference (August 2017). (May 2010). FEMA approved and fully funded the 90% Federal Share (over \$8M) to the community for all activities undertaken under DRRA Section 1206 within 60 days of the submitted PW.

Harvey Disaster Recovery

Grant Management, City of Clute (2021-2023) Brazoria County, TX. Program Manager. The City of Clute engaged CSRS to write its CDBG-MIT grant project application. The project involved drainage improvements throughout the city that either affected or contributed to the entire watershed of the neighboring city of Lake Jackson, and the Velasco Drainage District. CSRS administered the \$9 million grant, awarded through the Texas General Land Office, for compliance with federal regulations.

2016 Floods Disaster Recovery

RESTORE Louisiana Homeowner Assistance Program (2017-2020). Multiple Parishes, LA. *Project Manager/Damage Assessor/Construction Technical Assistance and Environmental Hazards Expert.* As contracted by Innovative Emergency Management (IEM), Mr. Benoit was selected as a Tier I subcontractor by IEM to provide start-up services and assist with the operation and administration of over \$1.3 billion in HUD CDBG-DR funding through the Louisiana Office of Community Development–Disaster Recovery Unit’s Restore Louisiana Homeowner Assistance Program (Repair, Rebuild, Reimbursement). More than 90,000 Louisiana residents were affected by severe flooding in 2016. Mr. Benoit managed a team of 95 inspectors to perform inspections on properties and managed a Construction Technical Assistance team responsible for conducting progress inspections on residential repair projects being funded by the program. The inspectors tracked that the scope of work was being complete in accordance with the project scope and timelines and in accordance with overall program policy and procedure, managed a team of LDEQ and XRF analyzer-certified, lead-based paint risk assessors for the State’s \$1.6 billion recovery project resulting from the March and August floods of 2016.

Louisiana Shelter at Home Program (2016-2017). Multiple Parishes. LA. *Project Manager.* Tasked by H2Bravo, Mr. Benoit trained, deployed, and managed over seventy damage assessors performing initial scope determinations and final site visits for the State's \$220 million emergency housing repair program implemented after the Great Flood of 2016. The program conducted over 10,000 initial scope determinations and over 5,000 completed emergency repair projects. Additional responsibilities included assisting with the creation of standardized pricing used by the program, field operation policy and procedure creation and implementation, daily direct oversight of damage assessors, and managing quality control efforts for initial and final site visit outcomes. Mr. Benoit also acted as the primary point of contact for field issue resolution for executive management.

Sandy Disaster Recovery

Hurricane Sandy, New York Residential Buildings (2013-2014) New York, NY. *Project Manager.* Tasked by URS Corporation, Mr. Benoit provided commercial and residential estimators in response to Hurricane Sandy as a part of the DASNY RREM program for the SBA. He provided over 90 estimators on the project within a 72-hour period for a project duration of approximately 45 days. He was responsible for training, equipping, and managing a group of commercial field inspectors and damage assessment experts to visit each site and gather structure damage, GPS data, site characteristics, photographs, and other relevant environmental and floodplain data. At the project's peak, Mr. Benoit recruited 125 estimators on placement in New York sustained for over 21 days. He fielded appropriate numbers of inspectors to meet schedule requirements. Over this time, his teams performed 1,900 residential and 360 commercial inspections.

Gustav/Ike Disaster Recovery

LA OCD-DRU, Grant Administration CDBG-DR Funded for Housing Program-Individual Assistance (2010-2015) Vermillion and Iberia Parishes, LA. *Project Manager.* Vermilion and Iberia Parish Governments selected Mr. Benoit to manage and deliver services in the implementation of over \$14 million of CDBG-funded Housing Element Projects of the Parish-Implemented Recovery Program for approximately 500 residential structures damaged by Hurricane Ike. This task focused on eligible mitigation measures and consisted of grants administration and program development including procurement, program design and implementation, application intake, funding authorization, field verification, and federal, state, and local code compliance. Mr. Benoit assisted in preparing full CDBG project applications for the Foundation Repair and Homeowner Compensation Housing Program in both parishes. (2010–2015)

Katrina/Rita Disaster Recovery

Louisiana Road Home Program, Technical Assistance, Hurricanes Katrina and Rita (2005-2010). South and Coastal Louisiana. *Project Manager.* Mr. Benoit was selected by ICF Consulting to be part of the original group of consultants formed into the Louisiana Road Home Project Management Team serving the Louisiana Office of Community Development and the citizens affected by Hurricanes Katrina and Rita. Mr. Benoit conducted management of project assignments, project budgets and schedules, technical assistance, and coordination between client staff and regulatory staff for home evaluations. Approximately 123,000 homeowners in 11 parishes were affected. Mr. Benoit also conducted over 60,000 home evaluations of damaged properties (more than half of the total properties). He trained all inspectors during the pilot phase of the program and led essential sections of the ongoing training of inspection teams, making up over 300 inspectors. Work further entailed administration assistance, coordination with the client to hire, train and manage turnover for staffing support. Mr. Benoit also directed a team of over 50 home evaluators who received inspection work orders daily, met on-site with homeowners, assessed storm-related damages and repair costs, prepared reports using customized software, and submitted those reports to the Road Home Project Manager after a thorough quality assurance/quality control process. The evaluators he managed during this engagement performed approximately 400 home inspections per day during an intense three-month period.

Robert Paul Niolet, CFGA

Project Manager/Construction Claims Adjuster

944 Autumwood Court, Pass Christian, Mississippi 39571

Phone: (228) 596-8494 Email: rpiolets@aol.com

EDUCATION

University of Mississippi, Oxford, MS, BS, 1996

Saint Stanislaus High School, Bay Saint Louis, MS,
(Valedictorian) 1993

CERTIFICATIONS

NFIP Certification (FCN # 06020081) (RCBAP)

State Farm Property & Casualty Certification

Liberty Mutual Property & Casualty Certification

Louisiana Citizens Property & Casualty
Certification

Florida Citizens Property & Casualty Certification

Nationwide Property & Casualty Certification

YEARS OF EXPERIENCE

15 years (since 2009)

Credentials

Independent Insurance Adjuster, Mississippi (License # 10222894) Independent Insurance Adjuster, Texas (License # 1628824) Independent Insurance Adjuster, Florida (License # P240349) Independent Insurance Adjuster, Louisiana (License # 513246) Independent Insurance Adjuster, Georgia (License # 2720383) Independent Insurance Adjuster, Alabama (License # 0453788) Independent Insurance Adjuster, North Carolina (License # 15141219) Independent Insurance Adjuster, South Carolina (License # 560618) Independent Insurance Adjuster, Kentucky (License # 805973) Independent Insurance Adjuster, Indiana (License # 876831) Independent Insurance Adjuster, Minnesota (License # 40338968) Independent Insurance Adjuster, Michigan (License # 0641526) Independent Insurance Adjuster, Arizona (License # 1044586) Independent Insurance Adjuster, Utah (License # 454954) Independent Insurance Adjuster, Oklahoma (License # 0100154598) Independent Insurance Adjuster, Arkansas (License # 417131)

Project Manager with 14 years of Disaster Recovery Experience weekly availability = 45 hours

Mr. Niolet is a professional insurance adjuster and construction management consultant, licensed in Mississippi and 16 additional states and has 15 years of experience handling governmental, commercial, and residential property and flood insurance losses, appraisals, and litigation, Increased Cost of Compliance (ICC) claims, and damage assessment and construction reimbursement projects. Mr. Niolet has experience specializing in Project Managing disaster response and recovery assistance, technical assistance, and project management to state and local governments across the Gulf Coast. His skills include meeting facilitation, public speaking, research, planning coordination, project documentation, and client coordination.

RELEVANT AND RELATED EXPERIENCE

Independent Insurance Adjuster. Various Deployments. *Adjuster.* Since 2011, Niolet has managed both daily and catastrophe claims involving both residential and commercial policies and NFIP policies throughout the United States. Deployments include Hurricane Irene, Superstorm Sandy, Hurricane Zeta, Hurricane Ida, Hurricane Ian, and various localized hail, tornado, snow, freeze, environmental and flooding events in Mississippi, Alabama, Missouri, Texas, Louisiana, Tennessee, Florida, Arkansas, New Jersey, and New York. (2011 to Present)

HMGP Grants Management / SDE Assessments for the City of Cedar Key, Florida

Project Manager/ Data Analyst:

Mr. Niolet and his team led the preparation of Hazard Mitigation Grant Program (HMGP) applications for Cedar Key, Florida, focusing on flood and wind damage mitigation following Hurricane Helene. Developed comprehensive proposals for four types of projects: Historic Elevations, Historic Acquisitions, Non-Historic Elevations, and Non-Historic Acquisitions. Collaborated closely with local officials to ensure alignment with FEMA guidelines and optimize chances for successful funding. These efforts aimed to enhance community resilience and reduce future disaster impacts. Also, Mr. Niolet and his team conducted substantial damage assessments and inspections for Cedar Key, Florida, in the aftermath of Hurricane Helene, evaluating properties for eligibility under FEMA's Public Assistance program. They worked closely with local officials to perform detailed damage estimates, ensuring compliance with FEMA criteria and advising the County as to its eligibility. This work provided essential data for rebuilding decisions and securing federal funding, helping the community recover more efficiently and build resilience against future disasters. (February 2025- Present)

Disaster Recovery & Mitigation Management for the Town of Horseshoe Beach, Florida

Mr. Niolet has played a pivotal role in disaster recovery and mitigation planning for the Town of Horseshoe Beach, Florida, following Hurricanes Debby, Helene, and Milton. He led the development and management of HMGP applications, securing funding for structural elevations, property acquisitions, infrastructure hardening, and flood mitigation efforts, ensuring compliance with FEMA, 44 CFR, and 2 CFR 200 regulations. His expertise in substantial damage assessments helped classify and document storm-damaged properties using FEMA's Substantial Damage Estimator (SDE) tool, facilitating funding approvals for elevation and reconstruction projects. He has also been instrumental in updating the Local Mitigation Strategy (LMS), aligning it with FDEM and FEMA guidelines, identifying mitigation priorities, and integrating community input to maximize future funding eligibility. His leadership in compliance tracking and public outreach has strengthened Horseshoe Beach's long-term resilience,

ensuring the town can effectively recover from disasters and implement proactive mitigation strategies to protect against future storm impacts.

HMGP Grants Management application for the Town of Horseshoe Beach, Florida

Project Manager/ Data Analyst:

Mr. Niolet and his team led the preparation of Hazard Mitigation Grant Program (HMGP) applications for Horseshoe Beach, Florida, focusing on flood and wind damage mitigation following Hurricane Idalia. Developed comprehensive proposals for four types of projects: Historic Elevations, Historic Acquisitions, Non-Historic Elevations, and Non-Historic Acquisitions. Collaborated closely with local officials to ensure alignment with FEMA guidelines and optimize chances for successful funding. These efforts aimed to enhance community resilience and reduce future disaster impacts. (February 2024- September 2024)

Substantial Damage Assessment for Dixie County, Florida

Project Manager/Data Analyst:

Mr. Niolet and his team conducted substantial damage assessments and inspections for Horseshoe Beach, Florida, in the aftermath of Hurricane Idalia, evaluating properties for eligibility under FEMA's Public Assistance program. They worked closely with local officials to perform detailed damage estimates, ensuring compliance with FEMA criteria and advising the County as to its eligibility. This work provided essential data for rebuilding decisions and securing federal funding, helping the community recover more efficiently and build resilience against future disasters.

Idalia/Debby/Helene Disaster Recovery

Public Assistance Coordinator, Town of Horseshoe Beach, Florida (2023-2025). The Town of Horseshoe Beach engaged our Team under a Master Services Agreement for Public Assistance and Grant application efforts which include Hazard Mitigation Grant funding opportunities associated with Hurricane Idalia Recovery for eligible Public Assistance Projects for funding reimbursement under the Florida Department of Emergency Management (FDEM) in coordination with the Federal Emergency Management Agency (FEMA).

Worley Catastrophe Response, LLC. Hammond, LA. Site Office Manager, Gulf Coast Claims Facility. Managed the Bay St. Louis, Mississippi Gulf Coast Claims Facility office, with as many as twenty-two adjusters under his supervision. Made hiring and firing decisions, negotiated contracts with outside vendors, met with elected public officials and with local and federal government representatives regarding this rapidly changing program, attended town hall meetings, and instructed adjusters as to how to properly calculate business interruption economic losses. (2011)

Commercial Millwork Specialist. Gulfport, MS. Project Manager. (2001 – 2011), Mr. Niolet managed operations of large commercial millworks company. Supervised 25 employees, negotiated with vendors, and secured bids. Also served as company representative when conducting jobsite meetings, negotiating change orders and subcontractor scheduling.

Nikki Black, PMP

12072 Central Park Dr., Geismar, LA 70734

(225) 907-8607



Ms. Black boasts over 18 years of experience in project management, business management, finance management, analysis, reporting, and controls. Her experience includes quality control audits, compliance, tracking, and reporting on multi-project programs, and program financial reporting. Ms. Black understands how technology increases productivity and has diverse and extensive experience in creating tools allowing for the sharing of real-time financial data. To improve program efficiency, she compiles and analyzes information from multiple sources and identifies gaps and needed solutions. In addition, she is responsible for the creation and maintenance of weekly project status reports. In addition, Ms. Black supports the project teams with budgeting, cost controlling, forecasting, and technological integration to meet the program and funding source requirements.

Senior Closeout Specialist, 7 years of Disaster Recovery Experience - weekly availability = 50 hours

EDUCATION

Louisiana State University – Baton Rouge

B.S. Economics

CERTIFICATES AND TRAINING

- Emergency Management Institute (EMI): IS-1000 Public Assistance
- Emergency Management Institute (EMI): IS-1012 Direct Administrative Cost
- Project Management Institute (PMI): Project Management Professional (PMP)

RELEVANT AND RELATED EXPERIENCE

Disaster Recovery & Mitigation Management for the Town of Horseshoe Beach, Florida

Ms. Black has played a pivotal role in disaster recovery and mitigation planning for the Town of Horseshoe Beach, Florida, following Hurricanes Debby, Helene, and Milton. She led the development and management of HMGP applications, securing funding for structural elevations, property acquisitions, infrastructure hardening, and flood mitigation efforts, ensuring compliance with FEMA, 44 CFR, and 2 CFR 200 regulations. Her expertise in substantial damage assessments helped classify and document storm-damaged properties using FEMA's Substantial Damage Estimator (SDE) tool, facilitating funding approvals for elevation and reconstruction projects. She has also been instrumental in updating the Local Mitigation Strategy (LMS), aligning it with FDEM and FEMA guidelines, identifying mitigation priorities, and integrating community input to maximize future funding eligibility. Her leadership in compliance tracking and public outreach has strengthened Horseshoe Beach's long-term resilience,

ensuring the town can effectively recover from disasters and implement proactive mitigation strategies to protect against future storm impacts.

HMGP Grants Management application for the Town of Horseshoe Beach, Florida

Grants Manager:

Ms. Black and her team led the preparation of Hazard Mitigation Grant Program (HMGP) applications for Horseshoe Beach, Florida, focusing on flood and wind damage mitigation following Hurricane Idalia. Developed comprehensive proposals for four types of projects: Historic Elevations, Historic Acquisitions, Non-Historic Elevations, and Non-Historic Acquisitions. Collaborated closely with local officials to ensure alignment with FEMA guidelines and optimize chances for successful funding. These efforts aimed to enhance community resilience and reduce future disaster impacts. (February 2024- September 2024)

Substantial Damage Assessment for Horseshoe Beach, Florida

Data Analyst:

Ms. Black and her team conducted substantial damage assessments and inspections for Horseshoe Beach, Florida, in the aftermath of Hurricane Idalia, evaluating properties for eligibility under FEMA's Public Assistance program. They worked closely with local officials to perform detailed damage estimates, ensuring compliance with FEMA criteria and advising the County as to its eligibility. This work provided essential data for rebuilding decisions and securing federal funding, helping the community recover more efficiently and build resilience against future disasters.

Town of Sorrento FEMA BRIC Application for Sewer Improvements Project

Grants Manager:

Ms. Black and her team led the strategic development and submission of a \$12M grant application for the Town of Sorrento's Sewer System improvements, focusing on securing federal and state funding to enhance infrastructure resilience and efficiency. Her team conducted comprehensive needs assessments and collaborated with engineering teams to develop detailed project proposals that align with FEMA's Building Resilient Infrastructure and Communities (BRIC) guidelines and other relevant funding criteria. She demonstrated the project's impact on mitigating flood risks, improving public health standards, and ensuring sustainable wastewater management with the hopes of securing federal funding in fiscal year 2024. Her team facilitated stakeholder meetings to align project objectives with community needs and regulatory requirements, ensuring broad support and seamless integration of the sewer system upgrades. (December 2023- Current)

Terrebonne Parish Consolidated Waterworks District FEMA BRIC Applications

Grants Manager: Ms. Black and her team spearheaded the grant application process for the Terrebonne Consolidated Waterworks, focusing on securing funds for the installation of emergency generators and retrofitting improvements at a critical water treatment plant.

She worked closely with technical experts to assess vulnerabilities and design a comprehensive retrofitting plan that enhances the facility's resilience against natural disasters and power outages.

The team crafted compelling grant proposals highlighting the project's necessity for continuous water supply during emergencies and its role in protecting community health and safety with the hopes of achieving successful funding acquisition through detailed project justifications, cost-benefit analyses, and alignment with federal and state disaster preparedness and resilience funding programs. (December 2023-Current)

St. James Parish Government Community Development Plan, Code Amendments, and Capital Improvement Plan

Project Manager: Ms. Black was asked to coordinate with St. James Parish and the prime consultant, Desire Line, LLC on the organization and logistics of multiple public meetings to gather intel from the community regarding projects for the available funds, to gather and document all material relevant to public outreach – notice announcements, attendance, prior meetings associated with previous plans, surveys, etc. – to be included in the Recovery Proposal that will be submitted to OCD. Ms. Black coordinated and participated in meetings with many officials and leaders in the community as part of the citizen participation plan and any other HUD or OCD requirements for inclusivity. (November 2023-May 2024)

Terrebonne Parish Consolidated Government Project Applications, Grant Management & Delivery Support, Hometown Revitalization Program and Resilient Cities Program Project Coordinator:

Ms. Black and her team were asked to coordinate with TPCG and CSRS on the organization and logistics of multiple public meetings to gather intel from the community regarding projects for the available funds, to gather and document all material relevant to public outreach – notice announcements, attendance, prior meetings associated with previous plans, surveys, etc. Ms. Black coordinated the advertisement materials including inclusion of the citizen participation plan and any other HUD or OCD requirements for inclusivity and created an agenda and/or format to follow during the meetings. She worked with TPCG and CSRS to post a “Terrebonne Parish CBDG-DR” link on the Parish website that is the external public facing webpage providing up to date information throughout the Program as well as reviewed public input for creation of a draft, prioritized recovery proposal. (September 2023- Present)

Seminole County Force Account Labor Grants Management, Seminole County

Ms. Black was asked to collect and analyze data sent to Carlisle Thompson, LLC to build employee packets for force account labor grants management. Combed through thousands of data points from multiple departments to build eligible packets using the public assistance program and policy guide (PAPPG). (April 2023- current)

City of Sanford Substantial Damage Determination Data Collection, City of Sanford, Florida

Using FEMA’s SDE tool, Ms. Black organized and facilitated multiple teams to assess damage in the city of Sanford, Florida after the destruction caused by Hurricane Ian. She also utilized a platform using a simple to use and understand web-based data management system for the inspectors to collect the data needed from their cellphones. This data was used to build properties and assessments in the SDE tool which created an export of data needed by the city for substantial damage determinations. This project

was fast-moving and very successful with open communication with the clients and inspection team. (January 2023 – May 2023)

Hurricane Ida Recovery, Terrebonne Parish School District, Terrebonne Parish, LA

Assistant Project Manager: Following Hurricane Ida, Black Business Management was asked to provide a project for the Terrebonne Parish School District's Hurricane Ida Recovery Program. We were able to provide a full-time employee to fulfill the districts DBE requirements as well as provide excellent support to the project manager. Ms. Black supported the PM team to provide project management and administration activities required by federal and state funded programs. Ms. Black provided data tracking and reporting, project management of over 22 construction projects, and project controls support for the program and client. (May 2022- Present)

Hurricane Ida Haul and Install – State of Louisiana Temporary Housing Solutions, South Louisiana.

Business and Finance Manager: Hurricane Ida devastated the residents of southeastern Louisiana to the point where thousands of people literally found themselves without livable conditions. The State of Louisiana, through the Governor's Office of Homeland Security responded to this need by procuring travel trailers for survivors to live in while their homes were being rehabilitated. As the Business and Finance Manager for Lamar Contractors, Ms. Black and her team provided project controls, data, document and financial management, invoicing, and overall business management to Lamar Contractors for both the procurement of the trailers and the haul and install of them to survivors. Lamar Contractors procured over 1,400 trailers in a 3-month period with a project value of over \$70 million during that time. Ms. Black and her team were integral to the day-to-day project operations. She led the accounting and reporting processes along with document and file management for the project which allowed Lamar to finance this project. This work included sourcing availability of travel trailers, building the list to issue State, confirm GOHSEP approval and issuance of P.O., review P.O. (Accept or Reject), update procurement master spreadsheet, wire funds transfer, confirm and handle purchase paperwork, invoice creation, issuance of procurement invoice to GOHSEP, Issuance of Invoice to bank for line of credit drawdown, invoice tracking, etc. (October 2021 – March 2022)

Lafourche Parish FEMA Substantial Damage Determination Program. Lafourche Parish, LA.

Less than two months following Hurricane Ida, Lafourche Parish selected CSRS to manage its FEMA Substantial Damage Determination program and yield inspection reporting within 6 months of the Hurricane disaster date. The CSRS team quickly stood up a call center of 35 intake specialists to perform outreach with the homeowners and coordinate their inspection time (as inspections were required by the Parish to be interior and exterior), manage a public outreach campaign including the use of social media, letters, and public announcements, performed the actual assessments by a team of 40 qualified home inspectors, and managed the data into the FEMA Substantial Damage Estimate tool, as well as in a master database that helped produce weekly reports on homes assessed, homeowners reached, appointments scheduled, and the next week's look-ahead. As the Scheduler, Ms. Black was integral to the day-to-day program operations. She led the accounting and reporting processes along with document and file management for the program. Ms. Black regularly interfaced with all program subconsultants to manage costs as she prepared client invoicing for the deliverables met. (October 2020 – February 2022)

Michael LeBlanc, Jr.

15267 Murano Ave., Prairieville, LA 70769

(225) 571-6626

**Fiscal Subject Matter Expert**

Detail-oriented and highly organized professional with experience in project coordination, grant management, and construction administration. Skilled in assisting with disaster recovery efforts, infrastructure improvement projects, and regulatory compliance. Adept at supporting teams in managing federal and state funding processes, documentation, and contractor coordination. Strong ability to adapt to complex projects in municipal planning, hazard mitigation, and commercial construction.

Project Accountant with 5 years of Disaster Recovery Experience - weekly availability = 45 hours

EDUCATION

Louisiana State University – Baton Rouge
Marketing

RELEVANT AND RELATED EXPERIENCE**Disaster Recovery & Mitigation Management for the Town of Horseshoe Beach, Florida****Assistant Project Coordinator**

Michael contributed to disaster recovery and grant management efforts, assisting with substantial damage assessments for FEMA Public Assistance and Hazard Mitigation Grant Program (HMGP) projects. He helped track and organize documentation for municipal recovery projects, ensuring compliance with state and federal guidelines. Additionally, he worked closely with local officials and property owners to maintain accurate project records and ensure adherence to funding requirements.

HMGP Grants Management application for the Town of Horseshoe Beach, Florida**Grants Management Assistant**

Michael Leblanc, Jr. assisted in the preparation and coordination of Hazard Mitigation Grant Program (HMGP) applications for the Town of Horseshoe Beach, Florida, supporting efforts to address flood and wind damage following Hurricane Idalia. Working alongside Ms. Black and her team, he contributed to the development of comprehensive proposals for four project types: Historic Elevations, Historic Acquisitions, Non-Historic Elevations, and Non-Historic Acquisitions. His role included gathering documentation, organizing project details, and ensuring compliance with FEMA guidelines. He also supported collaboration with local officials to facilitate application accuracy and completeness, helping to

enhance community resilience and secure funding for long-term mitigation efforts. (February 2024 – September 2024)

Substantial Damage Assessment for Horseshoe Beach, Florida

Assistant Analyst:

Michael Leblanc, Jr. assisted in conducting substantial damage assessments and inspections for Horseshoe Beach, Florida, following Hurricane Idalia. Supporting Ms. Black and her team, he helped evaluate properties for eligibility under FEMA's Public Assistance program by gathering field data, organizing assessment reports, and ensuring compliance with FEMA criteria. He worked closely with local officials to facilitate accurate damage estimates and provide essential documentation for funding eligibility. His contributions supported the County's decision-making process for rebuilding efforts, ultimately aiding in securing federal assistance and enhancing the community's resilience to future disasters.

Town of Sorrento FEMA BRIC Application for Sewer Improvements Project

Assistant Grants Manager:

Michael Leblanc, Jr. played a supporting role in the strategic development and submission of a \$12M grant application for the Town of Sorrento's Sewer System improvements. Assisting Ms. Black and her team, he contributed to the coordination of research, documentation, and proposal preparation to secure federal and state funding for critical infrastructure upgrades. He supported comprehensive needs assessments, helped organize collaboration with engineering teams, and ensured alignment with FEMA's Building Resilient Infrastructure and Communities (BRIC) guidelines and other funding requirements. Additionally, he assisted in stakeholder engagement efforts, helping to facilitate meetings that aligned project objectives with community needs and regulatory standards. His efforts contributed to demonstrating the project's potential to mitigate flood risks, improve public health standards, and promote sustainable wastewater management, positioning the application for potential funding in fiscal year 2024. (December 2023 – Current)

Terrebonne Parish Consolidated Waterworks District FEMA BRIC Applications

Grants Manager: Mr. LeBlanc assisted in the grant application process for Terrebonne Consolidated Waterworks, supporting efforts to secure funding for emergency generator installations and retrofitting improvements at a critical water treatment plant. Working alongside Ms. Black and her team, he helped compile technical assessments, organize project documentation, and coordinate with experts to evaluate facility vulnerabilities. His role included supporting the development of grant proposals that emphasized the necessity of ensuring a continuous water supply during emergencies and enhancing community health and safety. He contributed to cost-benefit analyses, project justifications, and alignment with federal and state disaster preparedness funding programs to improve the project's chances of successful funding. (December 2023 – Current)

William (Bill) Matkin

Damage Assessment Coordinator/Community Relations Coordinator

975 Glen Oaks Drive, Pass Christian, Mississippi 39571

Phone: (228) 233-3235

EDUCATION

Mississippi Gulf Coast JC, Gulfport, MS, BS, 1982

Pass Christian High School, Pass Christian, MS, (Valedictorian) 1977

CERTIFICATIONS

Water Services - Rainbird Certified, Toro Certified, Backflow certified and Kichler Lighting Certified.

YEARS OF EXPERIENCE

35 years (since 1989)

Subject Matter Expert with 5 years of Disaster Recovery Experience - weekly availability = 50 hours

Mr. Matkin is a professional damage assessor and disaster construction management consultant, licensed in Mississippi with 35 years of experience handling governmental, commercial, and residential property and damage assessment and construction reimbursement projects. Mr. Matkin has experience specializing in disaster response and recovery assistance, technical assistance, and project management to state and local governments across the Gulf Coast. His skills include meeting facilitation, public speaking, research, planning coordination, project documentation, and client coordination.

RELEVANT AND RELATED EXPERIENCE

HMGP Grants Management / SDE Assessments for the City of Cedar Key, Florida

Field Operation Manager / Data Analyst:

Mr. Matkin and his team led the preparation of Hazard Mitigation Grant Program (HMGP) applications for Cedar Key, Florida, focusing on flood and wind damage mitigation following Hurricane Helene. Developed comprehensive proposals for four types of projects: Historic Elevations, Historic Acquisitions, Non-Historic Elevations, and Non-Historic Acquisitions. Collaborated closely with local officials to ensure alignment with FEMA guidelines and optimize chances for successful funding. These efforts aimed to enhance community resilience and reduce future disaster impacts. Also, Mr. Matkin and his team conducted substantial damage assessments and inspections for Horseshoe Beach, Florida, in the aftermath of Hurricane Helene, evaluating properties for eligibility under FEMA's Public Assistance program. They worked closely with local officials to perform detailed damage estimates, ensuring compliance with FEMA criteria and advising the County as to its eligibility. This work provided essential data for

rebuilding decisions and securing federal funding, helping the community recover more efficiently and build resilience against future disasters. (February 2025- Present)

Disaster Recovery & Mitigation Management for the Town of Horseshoe Beach, Florida

Mr. Matkin has played a pivotal role in disaster recovery and mitigation planning for the Town of Horseshoe Beach, Florida, following Hurricanes Debby, Helene, and Milton. He led the field operations for the development of HMGP applications, securing funding for structural elevations, property acquisitions, infrastructure hardening, and flood mitigation efforts, ensuring compliance with FEMA, 44 CFR, and 2 CFR 200 regulations. His expertise in substantial damage assessments helped classify and document storm-damaged properties using FEMA's Substantial Damage Estimator (SDE) tool, facilitating funding approvals for elevation and reconstruction projects. He has also been instrumental in updating the Local Mitigation Strategy (LMS), aligning it with FDEM and FEMA guidelines, identifying mitigation priorities, and integrating community input to maximize future funding eligibility. His leadership in compliance tracking and public outreach has strengthened Horseshoe Beach's long-term resilience, ensuring the town can effectively recover from disasters and implement proactive mitigation strategies to protect against future storm impacts.

Substantial Damage Assessment for Dixie County, Florida

Project Manager/Data Analyst:

Mr. Matkin and his team conducted substantial damage assessments and inspections for Horseshoe Beach, Florida, in the aftermath of Hurricane Idalia, evaluating properties for eligibility under FEMA's Public Assistance program. They worked closely with local officials to perform detailed damage estimates, ensuring compliance with FEMA criteria and advising the County as to its eligibility. This work provided essential data for rebuilding decisions and securing federal funding, helping the community recover more efficiently and build resilience against future disasters.

Idalia/Debby/Helene Disaster Recovery

Damage Assessment Coordinator, Town of Horseshoe Beach, Florida (2023-2024). The Town of Horseshoe Beach engaged our Team under a Master Services Agreement for Public Assistance and Grant application efforts which include Hazard Mitigation Grant funding opportunities associated with Hurricane Idalia Recovery for 1206 Substantially Damaged Projects for funding reimbursement under the Florida Department of Emergency Management (FDEM) in coordination with the Federal Emergency Management Agency (FEMA).

Matkin Sprinkler & Lighting and Matkin Water Services. Gulfport, MS. Owner. (2009 – 2023), Mr. Matkin managed operations of large commercial waterworks company. Supervised 25 employees, negotiated with vendors, and secured bids. Also served as company representative when conducting jobsite meetings, negotiating change orders and subcontractor scheduling since 2009.

Haylee D. Smith



Incident Management/Direct Administrative Cost Specialist

Phone: 251-622-3555

Ms. Smith has a passion for design, management, and client relations with exceptional communicative skills and organization. With 15 years of experience in project, office and business management positions, Ms. Smith brings a unique perspective to every project that she touches. She has a great attitude and loves working with people, has meticulous attention to detail, she is a creative thinker, and has strong values that resonate both individually and on a team level.

Closeout Specialist, 5 years of Disaster Recovery Experience - weekly availability = 35 hours

Education

University of Mobile, Alabama - Bachelor of Science in psychology, President's Scholastic Award Cum Laude

Certifications

- IS-1000 - Public Assistance Program and Eligibility
- IS-1001 - The Public Assistance Delivery Model Orientation
- IS-1002 - FEMA Grants Portal - Transparency at Every Step
- IS-1004 - The FEMA Site Inspection Process
- IS-1006 - Documenting Disaster Damage and Developing Project Files
- IS-1007 - Detailed Damage Descriptions and Dimensions
- IS-1008 - Scope of Work Development (Scoping and Costing)
- IS-1009 - Conditions of the Public Assistance Grant
- IS-1010 - Emergency Protective Measures
- IS-1011 - Roads and Culverts
- IS-1012 - Direct Administrative Costs
- IS-1013 - Costing- Estimates and the Cost Estimating Format
- IS-1014 - Integrating 406 Mitigation Considerations into your Public Assistance Grant
- IS-1015 - Insurance Considerations, Compliance and Requirements
- IS-1016 - Environmental & Historic Preservation Considerations/Compliance for Public Assistance Grants
- IS-1017 - Scope Change Requests, Time Extensions, Improved/Alternative Project Requests
- IS-1019 - Codes and Standards

Relevant Experience

(May 2022-Present)

Project Administrator for Client at Terrebonne Parish School District

- Responsible for management of Forecast Budget Summary of program.
- Management of monthly invoices and time tracking
- Management of Project Management & Quality Assurance Plans
- Responsible for management of all documentation for 22 schools of Terrebonne Parish Filing and documentation for FEMA reimbursement in E-builder Schedule and Budget Management
- Responsible for management of bid compliance for Architects throughout bid process.

HR Nola LLC (May 2020-May 2022)

Office Manager

- Responsible for management of various reports and time tracking
- Responsible for management of monthly invoices to clients through QuickBooks Accounts receivable and payable
- Responsible for contract/ proposal creation for new prospects and renewals for current clients
- Responsible for Bi- weekly payroll processing
- Responsible for benefits management
- Upkeep of calendar and meeting management

Erichson Company, Inc.

Office Administrator (May 2018 – May 2020)

- Assist President, Office manager, and sales team Prepare Proposals and Purchase orders.
- Manage quotes, leads, and jobs in CRM Email/ correspondence
- Payroll
- Managing Calendar and appointments Booking travel arrangements Management of electronic filing system

Parking Management Services, Inc. (Aug 2014 - Oct 2019) Manager

Responsible for processing payroll in ADP

- Quick Books
- Manage claim settlements
- Arrange and prepare for meetings as required.
- Maintain and manage records and files.
- Create and maintain Accounts Payable and Receivable Data.
- Maintain supplies inventory.
- Issue statements and invoices.

- Create and maintain misc. monthly reports.

Housing First, Inc. (June 2013 - July 2014) Case

Manager

- Manage 35+ individual cases of people affected by homelessness because of Chronic and/or Mental Illness.
- Meet with clients weekly to monitor and support their individual progress toward goal attainment and their adherence to shelter guidelines.
- Develop goal plans with client participation.
- Make referrals for healthcare, drug/alcohol treatment, clothing, employment and educational services, and disability support services, as appropriate.
- Provide crisis intervention when appropriate.
- Meet weekly with supervisor for case review and supervision.

**Comprehensive Disaster Recovery Management Services
PROPOSAL CERTIFICATION**

Proposers Signature:  **Date:** 4/1/2025

By Signing above, I Certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign Proposal on behalf of my organization. **It is the offeror's responsibility to assure that all addenda have been reviewed prior to proposal submission.**

BY Scott Niolet

(Printed):

TITLE: Co-Founder _____

COMPANY: Savinacious, LLC _____

ADDRESS: 920 Bent Tree Circle, Pass Christian, MS 39571 _____

TELEPHONE: 228-304-1505 _____

EMAIL: scott@savin.it.com _____

The proposer supplies the information recorded below for use in the preparation of the contract documents, in event of contract award:

1. Please indicate type of business organization:

- (a) Proprietorship _____
- (b) Partnership _____
- (c) Corporation _____
- (d) Limited Liability Co. ☒ _____

2. If business is a Corporation, please answer the following questions:

Name and title of officers, authorized by Corporate Resolution, who will execute the

contract on behalf of corporation (generally President and Secretary).
Firm is incorporated in what state?

If firm is a foreign corporation, does firm have a certificate of authority from the Florida Secretary of State? _____

3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

Is this a limited or general partnership? _____

If a limited partnership, what is state of registration? _____

If business is a foreign limited partnership, does business have a certificate of authority from the Florida Secretary of State? _____

4. If business is a Proprietorship, please answer the following:

Name of owner: _____

5. If business is a limited liability company, please answer the following:

List the names and title of managers or member-managers who will execute the contract on behalf of the company? Scott Niolet, Co-Founder

What is state of organization? Mississippi

If business is a foreign limited liability company, does business have a certificate of authority from the Florida Secretary of State? Yes

6. For all bidders:

If the business operates under an assumed name, what is the assumed name?



INGLIS YANKEETOWN LIONS CLUB
P.O. Box 314 - Inglis, Florida 34449

March 17, 2025

**Town Of Yankeetown
6241 Harmony Lane
Yankeetown, Florida 34498**

**SUBJECT: LIONS CLUB of INGLIS YANKEETOWN
WATER & GARBAGE DLASSIFICATION and RATES
22 59th Street, Yankeetown, FI 34449**

Dear Mayor and the Town of Yankeetown Town Council,

In regard to your recent notification of a change in the Lions Club's Water and Garbage classification and service rates, please return the Club to a "RESIDENTIAL" account for water. If it remains true that Waste Pro will no longer allow us to have the few bags of trash we produce, on an annual basis, on a "RESIDENTIAL" account, please apply a 12 month, or longer if possible, garbage exemption to the account. In addition, please refund the additional higher fees charged in error, by account credit or check.

Respectfully Submitted,

**Donna B. Norton
Inglis Yankeetown Lions Club, Secretary
352 564-0315
donnanorton@tampabay.rr.com**

**Town Clerk,
Please provide copies to:
Town of Yankeetown Mayor
Vice Mayor
Town Council Members
Town Administrator/Clerk**

**cc: Jim Allen, IYLC Club President
IYLC Board of Directors**



Polaris Sales Inc., Medina, MN 55340
gov.info@polaris.com
Phone: 866-468-7783 Fax: 763-847-8288
www.polaris.com/gov

QUOTE

Contact Information

Name: WILLIAM ARY
Email: Admin@yankeetownfl.org
Phone: 3524472511
Fax:

Bill To: Town of Yankeetown

34498

Ship To:

34498

Quote Number: QUO-66450-W3N6L3
Revision #: 0
Date: 3/25/2025 12:18 PM
Quote Expires: 4/24/2025

Contract Name: Sourcewell
Contract #: 091024-PSI
Expiration Date: 11/13/2028

Cage: 3FP69
Duns#: 123399383
Tax ID#: 41-1921490
Customer#:

Freight	Delivery Terms	Payment Terms	Payment Methods
FOB Destination-CONUS US Continental (CONUS) Only	90 Days	Net 30	Visa Mastercard Wire Check

Item #	QTY	Description	MSRP	Discount Price	Extended	Install Amount
R25CDA57A1	1	RANGER Crew 570 Full-Size Sport - Sagebrush Green - 49 State	\$14,799.00	\$14,681.22	\$14,681.22	\$0.00
R25T6A99A1	1	RANGER Crew 1000 - Sage Green - 49 State	\$15,799.00	\$15,577.94	\$15,577.94	\$0.00

Comments:

SUBTOTAL	\$30,259.16
INSTALL*	\$0.00
FREIGHT	\$0.00
TAX	\$0.00
TOTAL	\$30,259.16

Vehicle model year and color are subject to change dependent upon delivery date.

Acceptance and Payment Information



Ring Power Corporation
500 World Commerce Parkway
St. Augustine, FL 32092

QUOTE PER THE FLORIDA SHERIFF'S ASSOCIATION CONTRACT

Quote Prepared For:
Town of Yankeetown

3/26/2025

(1) NEW CATERPILLAR 275 COMPACT TRACK LOADER

CONTRACT DETAILS

Florida Sheriff's Association
Bid # FSA23-EQU21.0
Item # 222, Skid Steer - 3100 lb, Tracked Only and Options
Contract Dates: October 1, 2023, Through September 30, 2025

BASE MACHINE

BASE	Caterpillar 265 Per Sheriff's Contract Specifications	\$82,686
586-0279	Upgrade to 275 CTL, Base Machine Only	<u>\$5,768</u>
TOTAL OF BASE MACHINE		\$88,454

NON-SPECIFIED OPTIONS

654-2021	CAB PACKAGE, ULTRA	\$16,960
606-9933	HYDRAULICS, PERFORMANCE, (HP3)	INCL
642-9076	IDLER WHEELS, TRIPLE FLANGE	INCL
579-2311	WORKLIGHTS, LED, FRONT/REAR/SIDE	INCL
585-9838	COMFORT PKG, ENCLOSED CAB, HVAC	INCL
585-9588	SEAT, AIR SUSPNESION, HEAT / VENT	INCL
607-5802	TECHNOLOGY PACKAGE (T5)	INCL
585-9956	FAN, COOLING, DEMAND, REVERSING	INCL
640-5405	HOSE GUIDE, ATTACHMENT	INCL
586-0241	GUARDING / SEALING PKG, (HD2)	\$2,400
594-6234	TRACK, RUBBER, 450MM (17.7 IN) BAR	\$955
592-6357	RIDE CONTROL, NONE	NC
651-5069	STARTING PACKAGE, STANDARD	NC
592-8574	FUEL, ELECTRIC PRIMING	\$630
579-2312	REAR LIGHTS	NC
593-7244	DOOR, CAB, POLYCARBONATE	\$284
613-1924	SEAT BELT, 2"	NC
651-8586	INTEGRATED RADIO	\$680

579-2324	PRODUCT LINK, CELLULAR PLE643	NC
585-9939	COUPLER, HYD, SELF LVL, RTD, WTP	\$2,025
650-7134	CERTIFICATION ARR, P65	NC
586-0247	INSTRUCTIONS, ANSI, USA	NC
421-8926	SERIALIZED TECHNICAL MEDIA KIT	NC
651-5070	COLD STARTING PACKAGE (120V)	<u>\$300</u>
	SUB TOTAL	\$24,234
	LESS 18% SHERIFF'S CONTRACT DISCOUNT	<u>(\$4,362)</u>
	TOTAL OF NON-SPECIFIED OPTIONS	\$19,872

CAT WORK TOOLS

532-7744	BUCKET-IND, 80", BOCE	\$3,160
351-9371	CARRAIGE, PAL C2, 46", SSL	\$701
195-8545	FORK, PAL C2, 48" X 4" X 1.6" (2)	\$512
551-4690	MULCHER, HM416, XE/XHP, BL	<u>\$46,444</u>
	SUB TOTAL	\$50,817
	LESS 12% SHERIFF'S CONTRACT DISCOUNT	<u>(\$6,098)</u>
	TOTAL OF CAT WORK TOOLS	\$44,719

WARRANTY

	2 YEAR / 2,000 HOUR PREMIER WARRANTY	INCL
	84 MONTH / 3000 HOUR PREMIER	\$4,660

	SUB TOTAL	\$157,705
	LESS ONE TIME ADDITIONAL DISCOUNT	<u>(\$7,986)</u>
	TOTAL TRANSACTION PRICE	\$149,719

FINANCE LEASE PROPOSAL

60 MONTH / 2140 HOUR (428 ANNUAL HOURS)

ANNUAL PAYMENT: \$ 32,752.56

PURCHASE OPTION OR RETURN: \$ 1.00

Best regards,

Robert Galligane
Sales Representative
Ring Power Corporation



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-402-4234	WWW.ALANJAY.COM	62686-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 863-273-1105	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
4/2/2025

QUICK QUOTE SHEET

REVISED QUOTE DATE
4/2/2025

REQUESTING AGENCY	YANKEETOWN, TOWN OF			
CONTACT PERSON	WILLIAM ARY	EMAIL	admin@yankeetownfl.org	
PHONE	352-447-2511	MOBILE	FAX	

SOURCEWELL CONTRACT # 2025 091521-NAF & 032824-NAF

www.NationalAutoFleetGroup.com

MODEL	R4P 100A	MSRP	\$39,015.00
2025 FORD RANGER SUPER CREW PICKUP 4WD XL 5' BED			

CUSTOMER ID	CONTRACT PRICE	\$35,949.00
BED LENGTH	5' Bed	

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
YZ	Oxford White	\$0.00
100A	OPTIONS Equipment Group 100A Standard	\$0.00
18D	Black Running Boards	\$690.00
44T	Transmission: Electronic 10-Speed Automatic	\$0.00
99H	Engine: 2.3L EcoBoost	\$0.00
BH	Ebony, Cloth Front Bucket Seats	\$0.00
—	3.73 Axle Ratio	\$0.00
—	Tires: 255/70R17 All-Terrain BSW	\$0.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$690.00
EWD	EXTENDED WARRANTY DECLINED		\$0.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
CONTRACT OPTIONS			\$0.00

TRADE IN	TOTAL COST	\$36,639.00
YES WE TAKE TRADE INS <small>PERMANENT</small> ASK ABOUT MUNICIPAL FINANCING <small>PERMANENT</small>		
TOTAL COST LESS TRADE IN(S)	QTY	1
		\$36,639.00

Estimated Annual payments for 60 months paid in advance: \$8,424.06

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS

VEHICLE QUOTED BY ASHLEE WILSON GOVERNMENT ACCOUNT MANAGER Ashlee.Wilson@AlanJay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Vehicle: [Fleet] 2025 Ford Ranger (R4P) XL 4WD SuperCrew 5' Box (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2025 Ford Ranger (R4P) XL 4WD SuperCrew 5' BoxMSRP:\$36,725.00

Interior:Ebony, Cloth Front Bucket Seats

Exterior 1:Oxford White

Exterior 2:No color has been selected.

Engine: 2.3L EcoBoost

Transmission: Electronic 10-Speed Automatic

OPTIONS

CODE	MODEL	MSRP
R4P	[Fleet] 2025 Ford Ranger (R4P) XL 4WD SuperCrew 5' Box	\$36,725.00
OPTIONS		
100A	Equipment Group 100A Standard	\$0.00
18D	Black Running Boards	\$695.00
44T	Transmission: Electronic 10-Speed Automatic	\$0.00
99H	Engine: 2.3L EcoBoost	\$0.00
BH	Ebony, Cloth Front Bucket Seats	\$0.00
YZ	Oxford White	\$0.00

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Data Version: 25110. Data Updated: Apr 1, 2025 6:47:00 PM PDT.



Alan Jay Fleet

Ashlee Wilson | 863-402-4234 | ashlee.wilson@alanjay.com

Vehicle: [Fleet] 2025 Ford Ranger (R4P) XL 4WD SuperCrew 5' Box (Complete)

_____	3.73 Axle Ratio	\$0.00
_____	Tires: 255/70R17 All-Terrain BSW	\$0.00
SUBTOTAL		\$37,420.00
Adjustments Total		\$0.00
Destination Charge		\$1,595.00
TOTAL PRICE		\$39,015.00

FUEL ECONOMY

Est City:20 (2024) MPG
Est Highway:24 (2024) MPG
Est Highway Cruising Range:432.00 mi

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Public Works Laborer Interview Score Card

Candidate Information

- Name: Christopher Bennet
- Date: 3-28-25
- Interviewer: Fuller

Interview Questions and Score

General Questions

- Tell us about your background and any relevant experience in public works.
- How do you prioritize tasks when working on multiple projects?
- Describe a time you encountered a problem at work and how you resolved it.

Technical Skills

- What tools and equipment have you used in previous positions?
- Do you have experience with operating heavy machinery?
- How familiar are you with safety protocols and procedures?

Teamwork and Communication

- How do you handle working with a team?
- Provide an example of how you communicated effectively with your coworkers.
- How would you handle a conflict. (Public Conflict)

Work Ethic and Reliability

- Can you describe a time when you went above and beyond in your job?
- How do you ensure you are punctual and reliable?
- Are you able to work overtime or on weekends if needed?

Christopher Bennett

Honest talented hardworking

Inverness, FL 34450

christopherbennett575_eju@indeedemail.com

+1 352 586 1849

Professional Summary

To obtain a position so i may gain further experience and explore additional opportunities to better my talents.

Authorized to work in the US for any employer

Work Experience

Construction Superintendent

First Finish, Inc-Columbia, MD

March 2022 to December 2024

Estimate concrete, frame up forms to pour. Build walkway with handrails. Repair or replace TPO/roofing. Build steps with handrails. Run crews for clearing up to punch list.

Construction Superintendent

Habitat For Humanity-Crystal River, FL

July 2018 to August 2022

Manager crews onsite with electrical, plumbing, framing, and roofing. As well as erosion control and site setups.

Site Superintendent

Precision Technologies, Inc-Taylorsville, GA

January 2010 to March 2018

- Install custom cabinets and countertops in government buildings, schools, and hospitals
- Construct and install millwork
- Management of production crew

Owner/operator- full time

CBI, Inc

July 2004 to March 2010

- Commercial audio/visual installation
 - Managed sales cycle from estimation, design/layout, contract negotiations and completion
 - Conflict resolution and maintenance
- Commercial and residential erosion control
 - Maintained EPA and state licensing required for DOT and GA Department of Natural Resources
- Commercial and residential property and landscaping
 - Land clearance for developers
 - Property maintenance

Education

College degree in Marine mechanic

Marine Mechanics Institute - Orlando, FL

2012

Associate in Business

Pasco-Hernando Community College - New Port Richey, FL

Skills

- Equipment operations (10+ years)
- Conflict Management (10+ years)
- Military Experience (10+ years)
- Mechanical Knowledge (10+ years)
- Concrete Forming
- Construction Estimating
- Plumbing
- Electrical Experience
- Carpentry
- Construction Management (10+ years)

Military Service

Branch: Army

Service Country: United States

Rank: E-5

July 1994 to January 2006

Logistics

Military police

Calvary scout

Branch: Army Reserve

Service Country: United States

Rank: E-5

July 1994 to February 2006

MP

Cavbery

Logistics

Medic

Branch: United States Army

Service Country: United States

Rank: E-5

July 1994 to January 2007

Certifications and Licenses

Driver's License

Public Works Laborer Interview Score Card

Candidate Information

- Name: Chris Bennett
- Date: 3/28/25
- Interviewer: Vacisek

yes.

5/5

Interview Questions and Score

General Questions

- Tell us about your background and any relevant experience in public works.
- How do you prioritize tasks when working on multiple projects?
- Describe a time you encountered a problem at work and how you resolved it.

Technical Skills

- What tools and equipment have you used in previous positions?
- Do you have experience with operating heavy machinery?
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Service Country: United States

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July 1994 to January 2006

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Military police

Calvary scout

Branch: Army Reserve

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MP

Cavalry

Logistics

Medic

Branch: United States Army

Service Country: United States

Rank: E-5

July 1994 to January 2007

Certifications and Licenses

Driver's License

Interview Scorecard

Municipal Office Assistant Position

Candidate Information

- Name: Ginny Borolov
- Date: 9:30 - 10:00
- Interviewer: Fuller

Interview Questions and Scorecard

1. Professional Experience

- Describe your previous experience working in an office environment. What were your primary responsibilities?
- Score: 4/5

2. Administrative Skills

- What administrative tasks are you most comfortable with? Provide examples of tasks you handled in your previous roles.
- Score: 4/5

3. Computer Proficiency

- Please describe your experience with office software (e.g., MS Office, Google Workspace). How proficient are you in using these tools?
- Score: 4/5

4. Customer Service

- How do you handle interaction with the public and managing customer service inquiries? Can you provide an example of a challenging situation you managed effectively?
- Score: 4/5

5. Time Management

- Describe a time when you had to manage multiple tasks or projects simultaneously. How did you prioritize your work?

GINNY BOROLOV

5360 West X-Anne Lane • Dunnellon, FL 34433 • ginny.borolov@yahoo.com
Phone (219) 229-1026

Town of Yankeetown
Town Hall
6241 Harmony Lane
Yankeetown, Florida 34498

March 9, 2025

Dear Members of the Hiring Committee,

I was very excited to see the job posting for Office Staff Assistant for the Town of Yankeetown. I believe my prior employment and educational background meet the qualifications you are looking for in this position. I am eager to transition to a part time position where my previously acquired skills and abilities can be used to support your mission and goals.

During the years of my employment with the City of Live Oak, Purdue University North Central, and Miami-Dade County Public Schools, I have served as Executive Assistant to the City Manager, as well as administrative assistant to deans, department chairs, school principals, directors and faculty. This experience provided me opportunity to work in a supporting role to many areas of administration as well as to students, parents and members of the community.

During my employment with City of Live Oak, I gained experience and understanding working with the Director of Public Works, the Director of Planning and Development, as well as city and county Division of Emergency Management. In my role, I attended many planning meetings of these departments, often recording and preparing meeting minutes, as well as preparing and tracking work orders. As a member of the city's Emergency Management Team, I was responsible for keeping the Emergency Operations Manual current and coordinating with various departments to follow established policies during emergencies.

In my position with the City of Live Oak, I reviewed and made recommendations for the policies and procedures manual that were in line with Florida Statutes and federal policy. I also analyzed and researched the human resource needs within a smaller municipality, and then organized and led the efforts to restructure the responsibilities in a way that made great improvements to the flow of operations and maximized the knowledge, skills and abilities of those involved in human resource roles.

As assistant to administration, I was responsible for maintaining the calendar of my supervisor as well as fielding calls and responding to inquiries from both internal and external parties. Additionally, I have been responsible for collecting and distributing information for monthly meetings. Working together on daily and long term tasks, we kept the operations of the department running smoothly despite an environment that could be high pressure and was ever-changing.

During my 16 years at Purdue University Northwest, aside from my regular departmental duties, I saw a need for a central location for information for new faculty so I created the original Limited Term Lecturer Handbook that was eventually adopted by administration and used across campus. As a point of contact for faculty, I made every attempt to convey the best information possible following university protocol and policies.

VIRGINIA M. “GINNY” BOROLOV

5360 West X-Anne Lane • Dunnellon, FL 34433 • ginny.borolov@yahoo.com
Phone (219) 229-1026

EXPERIENCE

College of Central Florida

Lecanto, FL

Financial Aid Specialist II

October 2023 to Present

- Provide support clarifying regulations, policies and procedures for staff, other college personnel, student applicants and their families
- Notify, counsel and advise students concerning Standards of Academic Progress including appeals of financial aid suspension
- Conduct financial aid workshops in area high schools, assisting individual students and their families with completing federal financial aid applications
- Supervise the Federal Work-Study Program, including hiring, reporting student time worked, supporting student employees

City of Live Oak, Florida

Live Oak, FL

Executive Assistant to the City Manager

July 2016 to August 2018

- Provided support to the City Manager to assure all City operations were fully functional
- Served as liaison between departments, residents, and the City Manager
- Provided assistance and support to advisory boards and committees
- Collected and reviewed monthly council agenda items and assisted with final preparation for council meetings
- Monitored programs and projects among internal departments and external constituents
- Performed Human Resources duties, including all phases of the hiring process, employee dismissal, and records management
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- Coordinated meetings, prepared materials and recorded meeting highlights

Purdue University North Central

Westville, IN

Secretary IV, Social Sciences Department

October 2007 to March 2016

- Managed day-to-day operations of academic department with nine disciplines and over 60 full and part time faculty members
- Collected and recommended agenda items for monthly department meetings, recorded minutes, distributed information to appropriate staff
- Managed departmental and faculty records while maintaining confidentiality
- Processed course schedule each semester with revisions as student needs changed
- Processed textbook orders each semester, coordinating with faculty, bookstore staff and publisher's representatives
- Managed the department budget and processed purchases using Ariba Purchasing System
- Maintained departmental web page using Dreamweaver and Word Press

ADDITIONAL TRAINING

- National Association of Student Financial Aid Administrators New Officer Training (September-October 2024)
- Financial Aid Bootcamp (January 2024)
- Federal Student Aid Virtual National Conference (November 2023)
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- Fred Pryor Seminars: "The Essentials of Human Resources Law 2018" (December 2017), "Human Resources for Anyone with Newly Assigned HR Responsibilities" (December 2016)
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VOLUNTEER AND SERVICE WORK

Haven Hospice

December 2016 to November 2017

- Provide respite for families and patient social visits
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Woman to Woman Midwest, Inc.

September 2008 to September 2015

- Director of Communications: Maintained webpage, Facebook page, various listservs and email communications with members
- Served as staff on over 30 Woman Within Weekends in both leadership and support roles
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- Researched and prepared all documents to file for 501(c)3 non-profit status

Interview Scorecard

Municipal Office Assistant Position

Candidate Information

- Name: Gina Borolov
- Date: 9:30 - 10:00
- Interviewer: Vorisek

Interview Questions and Scorecard

1. Professional Experience

- Describe your previous experience working in an office environment. What were your primary responsibilities?
- Score: 5 /5

2. Administrative Skills

- What administrative tasks are you most comfortable with? Provide examples of tasks you handled in your previous roles.
- Score: 5 /5

3. Computer Proficiency

- Please describe your experience with office software (e.g., MS Office, Google Workspace). How proficient are you in using these tools?
- Score: 5 /5

4. Customer Service

- How do you handle interaction with the public and managing customer service inquiries? Can you provide an example of a challenging situation you managed effectively?
- Score: 5 /5

5. Time Management

- Describe a time when you had to manage multiple tasks or projects simultaneously. How did you prioritize your work?

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