

Attached are the following: the scope of services, the legal ad information, minutes, score sheets, Andy Easton & Associates proposal, and the contract.

REQUEST FOR BIDS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

“Invitation to Bid for Lake Miona Park and Cherry Lake Park Maintenance”

Bid information is available upon request by calling (352) 569-6067, by coming to the Budget & Purchasing Department, Room 220, Sumter County Government Offices, 910 North Main Street, Bushnell, Florida, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Budget & Purchasing
Mailing Address: 910 N. Florida Street
Bushnell, FL 33513
E-mail: Amanda.taylor@sumtercountyfl.gov
Fax: (352) 793-0207

The deadline for submission of questions relating to the ITB shall be, March 18, 2010 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 10:00 a.m. on Tuesday, April 6, 2010. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: “ITB 151-0-2010/AT Invitation to Bid for Lake Miona Park and Cherry Lake Park Maintenance”. Sealed Bids must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 10:05am on April 6, 2010 in Room 142.

BOARD OF SUMTER COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

PUBLISH 3/3/2010

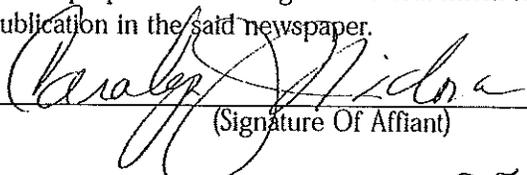
The Villages
DAILY SUN

Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

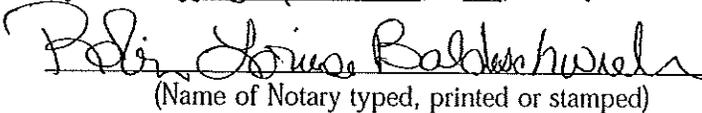
Before the undersigned authority personally appeared
Carolyn J. Midora, who on oath
says that she is Legal Ad Coordinator of the DAILY SUN,
a daily newspaper published at Lady Lake in Lake
County, Florida with circulation in Lake, Sumter and
Marion Counties; that the attached copy of
advertisement, being a Legal Ad # 223135
in the matter of Request for Bids

in the _____ court, was published in said
newspaper in the issues of March 25, 2010

Affiant further says that the said Daily Sun is a
newspaper published at Lady Lake in said Lake
County, Florida, and that the said newspaper has
heretofore been continuously published in said Lake
County, Florida, each week and has been entered as
second class mail matter at the post office in Lady
Lake, in said Lake County, Florida, for a period of one
year next preceding the first publication of the attached
copy of advertisements; and affiant further says that he
has neither paid nor promised any person, firm or
corporation any discount, rebate, commission or refund
for the purpose of securing this advertisement for
publication in the said newspaper.


(Signature Of Affiant)

Sworn to and subscribed before me this 25
day of March, 2010.


(Name of Notary typed, printed or stamped)

Personally Known _____ or
Production Identification _____
Type of Identification Produced _____

Attach Notice Here

569-6067, by coming to the
Budget & Purchasing Depart-
ment, Room 220, Sumter
County Government Offices,
910 North Main Street, Bushnell,
Florida, or by contacting De-
mand Star at 1-800-711-1712 or
www.DemandStar.com.

All inquiries and questions re-
garding this bid must be made
only to the contact identified be-
low and shall be made in writing
by fax, e-mail, or mail:

Amanda Taylor, Budget &
Purchasing

Mailing Address:
910 N. Florida Street
Bushnell, FL 33513

E-mail:

Amanda.taylor@sumtercountyfl.gov

Fax: (352) 793-0207

The deadline for submission of
questions relating to the RFP
shall be, April 5, 2010 by
5:00pm. A copy of the bid must
be obtained in order to view the
items being bid by Sumter
County.

All bids are due by 10:00 a.m.
on April 14, 2010. Late submis-
sions will be rejected and returned
unopened to the Proposer. Bids
must be firmly sealed in packag-
ing that is clearly marked on the
outside: "RFP 156-0-2010/AT for
Sumter County CDBG Grant
Writing and Grant Administration
of the Neighborhood Revitaliza-
tion Grants - FY 2009 and 2010
Funding Cycle". Sealed Bids
must be mailed or delivered to
Mrs. Amanda Taylor, at the
above address.

REQUEST FOR BIDS

Notice is hereby given that the
County Commissioners of Sum-
ter County, Florida, will be re-
ceiving bids for the following:

"Request for Proposals for Sum-
ter County CDBG Grant Writing
and Grant Administration of the
Neighborhood Revitalization
Grants - FY 2009 and 2010
Funding Cycle"

Bid information is available upon
request by calling (352)

Upon submission, all Bids be-
come the property of the
County, who has the right to use
any or all ideas presented in any
Bid submitted in response to this
Bid, whether or not the Bid is ac-
cepted. Bids will be opened at
10:05 on April 14, 2010 in Room
142.

BOARD OF SUMTER COUNTY
COMMISSIONERS
SUMTER COUNTY, FLORIDA

#223135

March 25, 2010

AFFIDAVIT OF PUBLICATION

Star-Banner
Published – Daily
Ocala, Marion County, Florida

STATE OF FLORIDA
COUNTY OF MARION

Before the undersigned, a Notary Public of Said County and State, Debra Salter who on oath says that they are an authorized employee of the Star-Banner, a daily newspaper published at Ocala, in Marion County, Florida; that the attached copy of advertisement, being a notice in the matter of

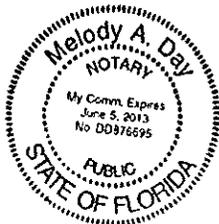
REQUEST FOR BIDS Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following: Request for Proposals for Sumter County CDBG Grant Writing and Grant Administration of the Neighborhood Revitali

was published in said newspaper in the issues of:

3/25 1x

Affiant further says that the said STAR-BANNER is a daily newspaper published at Ocala, in said Marion County, Florida, and that the said newspaper has heretofore been continuously published in said Marion County, Florida, daily, and has been entered as second class mail matter at the post office in Ocala in said Marion County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the person of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this 2nd day of April, A.D., 2010



Melody Ann Day
Notary Public
Melody Ann Day

(Print, Type or Stamp Name of Notary Public)

REQUEST FOR BIDS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving bids for the following:

"Request for Proposals for Sumter County CDBG Grant Writing and Grant Administration of the Neighborhood Revitalization Grants - FY 2009 and 2010 Funding Cycle"

Bid information is available upon request by calling (352) 569-6067, by coming to the Budget & Purchasing Department, Room 220, Sumter County Government Offices, 910 North Main Street, Bushnell, Florida, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com

All inquiries and questions regarding this bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Amanda Taylor, Budget & Purchasing
Mailing Address: 910 N. Florida Street
Bushnell, FL 33513
Fax: (352) 793-0207
E-mail:
Amanda.taylor@sumtercountyfl.gov

The deadline for submission of questions relating to the RFP shall be, April 5, 2010 by 5:00pm. A copy of the bid must be obtained in order to view the items being bid by Sumter County.

All bids are due by 10:00 a.m. on April 14, 2010. Late submittals will be rejected and returned unopened to the Proposer. Bids must be firmly sealed in packaging that is clearly marked on the outside: "RFP 156-0-2010(AT) for Sumter County CDBG Grant Writing and Grant Administration of the Neighborhood Revitalization Grants - FY 2009 and 2010 Funding Cycle". Sealed Bids must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all Bids become the property of the County, who has the right to use any or all ideas presented in any Bid submitted in response to this Bid, whether or not the Bid is accepted. Bids will be opened at 10:05 on April 14, 2010 in Room 142.

BOARD OF SUMTER COUNTY
COMMISSIONERS
SUMTER COUNTY, FLORIDA

March 25, 2010
#A000625741

Ad #: A000625741

RFP 156-0-2010/AT CDBG Grant Writing and Grant Administration FY 2009 and 2010 Funding Cycles Bid Opening Meeting Minutes on 4-14-2010 at 10:05am in Room 203 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Karen Parker and Kathy Young were present to represent county staff.

Karen stated following this meeting the Selection Committee would meet on 4-16-2010 at 3:00pm in Room 142. The Selection Committee recommendation would be sent to the Sumter County Board of County Commissioners on 4-27-2010.

Karen stated zero bids were received late, two No Proposals were received, and three bids were received on time.

The bids received were opened in no particular order as follows: Summit Professional Services, Inc., Andy Easton and Associates, and Ameri National Community Services, Inc.

The meeting adjourned at 10:15am.

RFP 156-0-2010/AT CDBG Grant Writing and Grant Administration of the Neighborhood Revitalization Grants – FY 2009 and 2010 Funding Cycles Selection Review Committee Meeting held on 4-16-2010 at 3:00pm in Room 142 located at the Government Offices, 910 North Main Street, Bushnell, FL 33513.

Amanda Taylor, Bradley Arnold, Kathy Young, and Bill Stevens were present to represent county staff.

Amanda stated the Selection Committee's recommendation would be taken to the Sumter County Board of County Commissioners on 4-27-2010.

The Selection Committee discussed the three proposals submitted. The Committee agreed that AmeriNational Community Services, Inc. was not the best qualified company for this type of CDBG project. The Committee compared Andy Easton & Associates and Summit Professional Services, Inc.

The Committee agreed that both firms were ready to begin work and would complete the survey, both firms had handled successful grants, and their work load would allow the handling of these projects for Sumter County. The Committee was concerned with Summit's pricing comments on matching the lowest bidder. The Committee was also concerned that Andy Easton appeared to use subs on some aspects of the project while Summit's workers were all in house. The Committee scored each firm as shown below: AmeriNational with a total of 490 points, Andy Easton with a total of 1059 points and Summit with a total of 1055 points. The Committee agreed to recommend Andy Easton and Associates to the Board.

The meeting adjourned at 3:22pm.

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Bradley Arnold)
51	90	79	09 Grant Writing
51	90	79	10 Grant Writing
<hr/> 102	<hr/> 180	<hr/> 158	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Bradley Arnold)
51	90	79	09 Grant Administration
51	90	79	10 Grant Administration
<hr/> 102	<hr/> 180	<hr/> 158	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Kathy Young)
36	84	98	09 Grant Writing
36	84	98	10 Grant Writing
<hr/> 72	<hr/> 168	<hr/> 196	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Kathy Young)
25	89	93	09 Grant Administration
25	89	93	10 Grant Administration
<hr/> 50	<hr/> 178	<hr/> 186	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Bill Stevens)
43	90	91	09 Grant Writing
43	88	89	10 Grant Writing
<hr/> 86	<hr/> 178	<hr/> 180	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>	(Bill Stevens)
43	90	91	09 Grant Administration
35	85	86	10 Grant Administration
<hr/> 78	<hr/> 175	<hr/> 177	

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>
102	180	158
72	168	196
86	178	180
<hr/> 260	<hr/> 526	<hr/> 534

(TOTALS for GRANT WRITING)

<i>AmeriNational</i>	<i>Andy Easton</i>	<i>Summit</i>
102	180	158
50	178	186
78	175	177
<hr/> 230	<hr/> 533	<hr/> 521

(TOTALS for GRANT ADMINISTRATION)

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Bradley S Arnold

2009 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	25	20
Management and Staffing	25	20	20	20
Approach to task to be performed	25	10	25	25
Familiarity or ability to become familiar with local needs	15	10	15	10
Price (also provide an explanation of the basis for the fee)	5	1	5	4
Total:	100	51	90	79

2010 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	25	20
Management and Staffing	25	20	20	20
Approach to task to be performed	25	10	25	25
Familiarity or ability to become familiar with local needs	15	10	15	10
Price (also provide an explanation of the basis for the fee)	5	1	5	4
Total:	100	51	90	79

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Bradley S Arnold

2009 Grant Administration:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	25	20
Management and Staffing	25	20	20	20
Approach to task to be performed	25	10	25	25
Familiarity or ability to become familiar with local needs	15	10	15	10
Price (also provide an explanation of the basis for the fee)	5	1	5	4
Total:	100	51	90	79

2010 Grant Administration:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	25	20
Management and Staffing	25	20	20	20
Approach to task to be performed	25	10	25	25
Familiarity or ability to become familiar with local needs	15	10	15	10
Price (also provide an explanation of the basis for the fee)	5	1	5	4
Total:	100	51	90	79

**RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10**

Selection Committee Member: Kathy Young

2009 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	0	30	28
Management and Staffing	25	15	10	25
Approach to task to be performed	25	20	25	25
Familiarity or ability to become familiar with local needs	15	0	15	15
Price (also provide an explanation of the basis for the fee)	5	1	4	5
Total:	100	36	84	98

2010 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	0	30	28
Management and Staffing	25	15	10	25
Approach to task to be performed	25	20	25 25	25
Familiarity or ability to become familiar with local needs	15	0	15	15
Price (also provide an explanation of the basis for the fee)	5	1	4	5
Total:	100	36	79	98

84

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Kathy Young

2009 Grant Administration:

EVALUATION FACTORS (CDBG-CR) GRANT ADMINISTRATION	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	0	30	28
Management and Staffing	25	10	15	22
Approach to task to be performed	25	10	25	23
Familiarity or ability to become familiar with local needs	15	0	15	15
Price (also provide an explanation of the basis for the fee)	5	5	4	5
Total:	100	25	89	93

2010 Grant Administration:

EVALUATION FACTORS (CDBG-CR) GRANT ADMINISTRATION	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	0	30	28
Management and Staffing	25	10	15	22
Approach to task to be performed	25	10	25	23
Familiarity or ability to become familiar with local needs	15	0	15	15
Price (also provide an explanation of the basis for the fee)	5	5	4	5
Total:	100	25	89	93

CDBG allows 8% for administrative fees out of a possible \$750,000 = \$60,000

Notes:

1. AmeriNational has great experience for multi-family development, but lacks the knowledge of CDBG's stringent reporting requirements. The hourly rate would be substantial due to

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Kathy Young

pre-application requirements. The administration would be \$13,125 out of \$60,000 available. Did not follow RFP on providing information.

2. Andy Easton has extensive knowledge of Sumter County and has been successful with CDBG NR grants (16). The staff is mainly subcontractors, which is a concern regarding their project load for their main companies. \$43,000 is a reasonable fee. Followed RFP guidelines. Knows the CDBG timeline is crucial and is detail oriented which is vital for reports, files, etc.
3. Summit has an excellent staff in house, including inspectors. The cost is reasonable as it still allows the county \$11,250 for other costs incurred. Proposal well done - researched the county regarding previous grant history and is prepared to proceed immediately. Followed RFP guidelines and understands the CDBG timeline in crucial. Very detail oriented.

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Bill Stevens

2009 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	29	27
Management and Staffing	25	18	25	25
Approach to task to be performed	25	10	20	20
Familiarity or ability to become familiar with local needs	15	5	13	14
Price (also provide an explanation of the basis for the fee)	5	0	3	5
Total:	100	43	90	91

2010 Grant Writing:

EVALUATION FACTORS (CDBG-CR) GRANT WRITING	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	27	25
Management and Staffing	25	18	25	25
Approach to task to be performed	25	10	20	20
Familiarity or ability to become familiar with local needs	15	5	13	14
Price (also provide an explanation of the basis for the fee)	5	0	3	5
Total:	100	43	88	89

RFP # 156-0-2010/AT
GRANT WRITING AND GRANT ADMINISTRATION
16-Apr-10

Selection Committee Member: Bill Stevens

2009 Grant Administration:

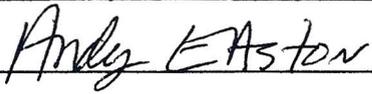
EVALUATION FACTORS (CDBG-CR) GRANT ADMINISTRATION	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	10	29	27
Management and Staffing	25	18	25	25
Approach to task to be performed	25	10	20	20
Familiarity or ability to become familiar with local needs	15	5	13	14
Price (also provide an explanation of the basis for the fee)	5	0	3	5
Total:	100	43	90	91

2010 Grant Administration:

EVALUATION FACTORS (CDBG-CR) GRANT ADMINISTRATION	POSSIBLE POINTS	FIRMS		
		AmeriNational Community Services, Inc.	Andy Easton & Associates	Summit Professional Services, Inc.
Successful similar Florida Small Cities CDGB Experience	30	5	24	22
Management and Staffing	25	15	25	25
Approach to task to be performed	25	10	20	20
Familiarity or ability to become familiar with local needs	15	5	13	14
Price (also provide an explanation of the basis for the fee)	5	0	3	5
Total:	100	35	85	86

**PART 4
PROPOSAL DOCUMENTS
PROPOSAL COVER PAGE**



Name of Firm, Entity or Organization: Andy Easton & Associates
Federal Employer Identification Number (FEIN): 34-2062470
State of Florida License Number (If Applicable): NA
Name of Contact Person: Andy Easton
Title: Principal
E-Mail Address: andyeasto2@msn.com
Mailing Address: 203 Ridgeland Road
Street Address (if different):
City, State, Zip: Tallahassee, FL 32312
Telephone: 850-445-7829 Fax: 850-386-6404
Organizational Structure – Please Check One:
Corporation <input checked="" type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other <input type="checkbox"/>
If Corporation:
Date of Incorporation: 1-13-2006 State of Incorporation: Florida
States Registered in as Foreign Corporation: NA
Authorized Signature:
Print Name: Andy Easton
Signature: 
Title: Principal
Phone: 850-386-2605
<i>This document must be completed and returned with your Submittal.</i>



Sumter County Board of County Commissioners

A PROPOSAL TO PROVIDE

**CDBG Grant Writing and Program Administration
For Federal Fiscal Years 2009 and 2010**

NEIGHBORHOOD REVITALIZATION CATEGORY

Submitted By

**Andy Easton & Associates
203 Ridgeland Road
Tallahassee, FL 32312**

**Phone: 850-445-7829
Email: andyeaston2@msn.com**

Andy Easton
& ASSOCIATES

In partnership with
**Guardian Community Resource Management, Inc. Leveraging Specialists
William Weathers, Low Interest Loan Consultant**

April 8, 2010

Sumter Board of County Commissioners
910 North Main Street
Bushnell, FL 33513

Re: RFP #156-0-2010/AT Sumter County CDBG Grant Writing and Grant Administration Neighborhood Revitalization of the Grants FY 2009 and 2010 Funding Cycle

Dear Proposal Review Committee:

Andy Easton & Associates is pleased to offer CDBG Grant Writing and Grant Administration Services for the 2009 and 2010 program years. We have assembled a highly skilled grant services team for this project that has a wide range of successful experience with state and federal funding programs. We are confident that our staff can meet and exceed your expectations for the requested services. We are committed to providing the highest level of service and support to make your community development program an unqualified success.

1. Our project partners include individuals and organizations that are very familiar with the CDBG program. The grant services team for this project includes the following:

Andy Easton, AICP, has 20 years of grant writing and management experience. He is developed and managed over \$50,000,000 in grants for local communities in Florida. He has expertise in grants funded through the Community Development Block Grant program, State Revolving Loan (SRF) program, Economic Development Administration, Rural Development, Florida Recreation Development Assistance program and Florida Office of Trade, Tourism and Economic Development. Andy Easton will provide overall project management and will be the local point of contact.

Guardian Community Resource Management, Inc. is a grant consulting firm that specializes in leveraging multiple funding sources for large community development projects. The staff at Guardian is available to provide the following services:

Corbett Alday will coordinate with the project manager to provide grant leveraging services. Mr. Alday has a B.S. degree in Engineering and 15 years of CDBG experience.

Christine Masek has an M.S. degree in Accounting and over of 10 years of accounting experience. She provides grant related financial management training, services and advice.

Don Ridley has over 30 years of construction management and inspection experience. Don is available during the construction process to address construction related concerns or issues.

William P. "Will" Weathers is Senior Vice President of Gardnyr Michael Capital, Inc. which is a financial consulting firm. Mr. Weathers has over 18 years experience serving local governments in securing loan and grant funding for community and economic development projects. Mr. Weathers is involved in all types of bond and note issues, including Rural Development (RD), State Revolving Loan Fund (SRF) and commercial lending. Projects funded include water, sewer, solid waste, courthouses, jails, public safety, commercial development and design-build projects.

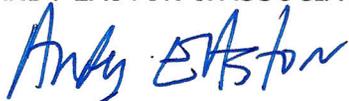
2. This Sumter County project will be managed by Andy Easton & Associates. Andy Easton will provide overall project direction and management and will coordinate with County staff to conduct project implementation activities. The lead office for this project is located in Tallahassee at the following address:

Andy Easton, AICP
Andy Easton & Associates
203 Ridgeland Road
Tallahassee, FL 32312
Phone: (850) 445-7829
Fax: (850) 386-6404
Email: andyeaston2@msn.com

3. We understand that this project will consist of a CDBG Neighborhood Revitalization grant to address drainage issues in an unincorporated residential area. Our current work load is such that we have ample time to devote to this project and we are ready to begin at your direction.

Please contact me for further discussion at (850) 445-7829.

Sincerely,
ANDY EASTON & ASSOCIATES



Andy Easton, Grants Administrator

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Item	Section
COMPANY PROFILE.....	1
SUCCESSFUL CDBG EXPERIENCE..... (Scoring: 30 points)	2
MANAGEMENT AND STAFFING..... (Scoring: 25 points)	3
APPROACH TO TASKS TO BE PERFORMED..... (Scoring: 25 points)	4
FAMILIARITY OR ABILITY TO BECOME FAMILIAR WITH LOCAL NEEDS..... (Scoring: 15 points)	5
PRICE (Scoring: 5 points)	6
CERTIFICATIONS AND RELATED DOCUMENTS.....	7

Section -1-

Company Profile

Company Profile

The Sumter County Grants Management Team

The team assembled to implement this Sumter County project has a combined total of well over 50 years of grant program management experience. Andy Easton, with 20 years of continuous grant writing and management experience, will be the main point of contact for this project and will be providing the majority of services described in this proposal. As a team we have the resources, staff and diverse professional skills to fully address management issues as they arise during project implementation. The staff that is available for this project to ensure success includes:

Andy Easton, B.S. Urban and Regional Planning, M.S. Public Administration, Charter Member American Institute of Certified Planners. 20 years of continuous planning and grant management experience.

Corbett Alday, B.S. Civil Engineering. 15 years of continuous grant management experience.

Christine Masek, M.S. Accounting. 10 years of accounting and grant management experience.

Don Ridley has over 30 years of construction management and inspection experience. Mr. Ridly is a HUD certified housing inspector and has been an inspector for grant funded housing programs since 1983.

William P. ("Will") Weathers B.S. University of Florida. 18 years of experience with all types of loan programs for local governments

The Services We Provide:

We have the capability to provide the following services

- CDBG – Neighborhood Revitalization Grant Writing and Grant Administration
- Grant Research/Stimulus Funding Research
- Grant/Loan Writing
- Grant/Loan Administration / CDBG Grant Management
- Housing Inspection/ Housing Grant Management
- Civil Engineering Inspection
- Urban and Regional Planning
- Community Redevelopment Area (CRA) Planning
- Economic Development Planning
- Disaster Planning/Grant Management
- Land Acquisition/Recreation Funding
- Environmental Review Record Documentation
- Financial Accounting
- Financial Advising
- Enterprise Zone Services

Other community development services we provide include:

Rural Community Broadband Grants and Loans- We provide grant/loan services to assist smaller rural communities develop local broadband service.

Bond Issues – Refunding Refinancing

Refunding is the refinancing of existing debt. As rural communities grow they may qualify for bond insurance and credit rating. Bond insurance would allow the issuance of rated bonds with the best interest rates in the market. Many public bodies are taking advantage of current market conditions by refunding their previous higher-interest rate debt through bonds or private placements. William Weathers, our financing expert provides would provide guidance to the County upon request.

Design-Build-Finance

Design Build is a method of project delivery in which the owner executes a single contract with one entity (design builder) to provide architectural/engineering and construction services. The design build process has the potential for lowering the total development cost of a project. Will Weathers is familiar with the design build process and methods of financing such projects and would investigate feasibility issues at the direction of the County.

Areas of Expertise

The team assigned to this Sumter County project has a wide depth and breadth of experience. As a team we have the resources, staff and diverse professional skills to fully address management issues as they arise during project implementation. The services that we can provide the County upon request include the following:

Infrastructure Grants/Loans including CDBG Neighborhood Revitalization

Since 1989, our grant services team has obtained millions of dollars in grants for local government infrastructure grants. The Community Development Block Grant (CDBG) program funded most of the projects. Other grants/loans were received from the Florida Department of Environmental Protection, Economic Development Administration, Rural Development, Office of Trade, Tourism and Economic Development and the State Revolving Loan Fund. Our project partner, William Weathers is an expert in Rural Development grants and loans and is available to advise the County on funding options for its development projects.

Grant Research

Andy Easton & Associates is familiar with a variety of private and public grant research data bases. The firm is currently serving as the grant research coordinator for several Florida communities.

Housing Programs

Andy Easton has worked as both the CDBG and SHIP administrator for Dixie County. In addition, he provided housing administration services to the City of Lake Wales, City of Milton, City of Cottondale and has assisted **Sumter County** with CDBG public participation and grant writing activities. Our project partner, Guardian Community Resources Management, Inc., is also very familiar with the CDBG program. Corbett Alday of Guardian has managed dozens of housing grants over the past 15 years, while Don Ridley also of Guardian is a certified HUD housing inspector and is currently providing CDBG housing inspection services to several Florida communities.

Leveraging

For virtually all of our grant funded projects that we develop for local governments, we investigate the feasibility of combining other grant funds to the project to enhance project results. As discussed throughout this proposal, we show that we have significant leveraging

experience. We look forward to using our expertise in this regard for the benefit of Sumter County.

Downtown Redevelopment Planning and Grants

We have completed several redevelopment projects in Florida. Tasks have included identifying the scope and character of downtown improvements, coordinating funding sources and coordinating with local business owners and design professionals to ensure the planned improvements were delivered as envisioned by the community.

Recreation Planning and Grants

Recreation is an important local government amenity. Our grant services team is very familiar with the Florida Recreation Development Assistance program. We have also used this grant program as local match (leverage) for CDBG projects. Project activities have included identifying recreation needs, developing recreation site plans, holding public hearings, writing grant applications and providing project implementation services.

Economic Development Services

As a former student of the American Economic Development Association's (AEDC) school for economic development professionals, Andy Easton is keenly aware of the difficulties involved with increasing local job opportunities. Mr. Easton's experience with economic development projects includes implementing business retention surveys, writing economic development plans and managing business assistance grants. One successful project was the development of an industrial park based on the business incubator concept. The project, located in rural central Florida (Lafayette County), included the construction/rehabilitation of a business facility and the development of a management plan. The project was funded with \$286,000 from the Business and Industry Grant Program (Rural Development) and with funds from the U.S. Department of Agriculture.

Local Government Comprehensive Plans

We have authored seven local government comprehensive plans since 1990. These plans were developed as mandated by Florida's Local Government Comprehensive Planning and Land Development Regulation Act of 1985. Several small scale plan amendments have been developed as well. We are currently involved in two local government comprehensive plan updates that are being undertaken for the purpose of complying with the requirements of Senate Bill 360.

Land Development Regulations

Land Development Regulations (LDRs) are the primary tools for implementing local government comprehensive plans. We provide land development code revisions and updates to north Florida communities. Our guiding principle when developing LDRs is to ensure that the proposed ordinance is developed in a manner that satisfies both the mandates of state law and the needs of local residents, local government staff and elected officials.

Evaluation and Appraisal Reports

The Evaluation and Appraisal Report (EAR) is an assessment of a local government's comprehensive plan and is used as a guide for bring the plan up-to-date and into compliance with Chapter 163, F.S. and Section 9J-5, Florida Administrative Code. Our experience with planning issues and land development regulations has allowed us to develop successful Evaluation and Appraisal Reports for several Florida communities.

Disaster Recovery and Preparedness Planning and Grants

Andy Easton and the staff from Guardian have participated in the development of Local Mitigation Plans, administered funds from the Hazard Mitigation Grant Program (HMGP) and have participated in HUD/CDBG Disaster Recovery grants. For example, in the City of Lake

Wales (Polk County), HMGP grant funds were combined with HUD/CDBG funds to provide wind retrofits to the City's Fire Station, Recreation Center, Police Department and Library. A similar HMGP project was implemented for Sumter County. This project used only HMGP funds with no local match. The funds were used to provide wind retro fits to County fire stations.

Financial Management

Our project partner, Christine Maesk of Guardian Resource Management, Inc. has a significant amount of experience with grant related financial management. As part our grant services team, Ms. Maesk is available to provide financial management advice, training and services as may be needed by the County during project implementation.

Environmental and Conservation Planning and Grants

We have the expertise and capability to provide planning and grant writing services for grants aimed at environmental and conservation projects such as land acquisition for parks and environmental education.

FDOT Transportation Enhancement Funding

We are familiar with the FDOT Transportation Enhancement program and assist communities with applying for funds from this program.

Project Financing Analysis

When projects cannot be 100% grant funded, loans must often be used to fill the funding gap. Our project partner, William Weathers is Senior Vice President of Gardnyr Michael Capital, Inc. which is a financial consulting firm that provides advice and services related to all types of loan and grant/loan combination arrangements. Mr. Weathers specializes in the funding programs of Rural Development (RD) and is also familiar with the wide variety of bond and loan programs that are available to local governments. He is also familiar with the Design-Build approach to public facility construction which is an alternative to the traditional design-bid-construct approach. Depending on the project, the design/build approach can be a way to speed up the construction schedule and reduce overall project costs.

Section -2-
Experience

Experience

Our grant services team has a significant amount of experience with providing grant funded services to small cities and counties. In this section, we list the specific grant projects that have been completed by our team members.



City of Midway CDBG Neighborhood Revitalization (Infrastructure)

[Andy Easton](#) is currently providing CDBG writing and management services to the City of Midway. Projects include two road paving projects and one that was awarded to the City to provide infrastructure to a new business. He also wrote a successful grant application for an Economic Development Element that was adopted by the City as part of their Local Government Comprehensive Plan. Other successful grant applications include funding for a survey of historical houses within the City and a forestry grant that funded a tree planning demonstration program.

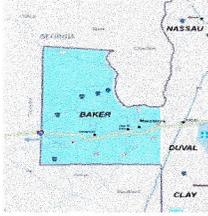
Client Contact: **Ms. Angela Poole, City Manager**
City of Midway
50 Martin Luther King Blvd.
Midway, FL 32343 Phone: 850-574-2355
Fax: 850-574-0633



Town of Greensboro FRDAP (Recreation) and CDBG Neighborhood Revitalization (Infrastructure)

[Andy Easton](#) recently provided CDBG and FRDAP grant writing and management services to the Town of Greensboro. The Town was awarded a \$650,000 CDBG grant for paving and drainage improvements and a \$200,000 recreation grant for park improvements. Construction for both projects is scheduled to begin by June 2007.

Client Contact: **Mr. Max Fletcher, City Clerk**
Town of Greensboro
150 E. 11th Street
Greensboro, FL 32330
Phone: 850-442-6215
Fax: 850-442-6680



Baker County CDBG-ED (Infrastructure Project)

Andy Easton wrote and administered a \$750,000 CDBG ED grant (and a \$200,000 Rural Infrastructure Fund Grant) for Baker County that was coordinated through the Baker County Chamber of Commerce. The grant funded an access road and water and sewer facilities to a Wal Mart food distribution warehouse. The company invested \$40 million to construct the warehouse and created over 150- new jobs during the first year of operations.

Client Contact: **Ginger Barber**
Baker County Chamber of Commerce
20 East Macclenny Avenue
Macclenny, FL 32063
Phone: (904) 259-6433 phone
Fax: (904) 259-2737 fax
gbarber@bakerchamberfl.com
www.bakerchamberfl.com



City of Lake Wales (Polk County) CDBG-NR (Infrastructure Project)

Andy Easton wrote and administered several grants for the City of Lake Wales (Polk County), in 2005 and 2006 a \$750,000 drainage grant, \$500,000 Hurricane Disaster Recover grant and a \$150,000 Hazard Mitigation Grant that is funding wind retro fits (storm shutters) to public buildings.

Client Contact: **Tony Otte, City Manager**
City of Lake Wales
201 W. Central Avenue
Lake Wales, FL
Phone: (904) 259-6433 phone
Fax: (904) 259-2737 fax



City of Brooksville (Hernando County) CDBG-ED (Infrastructure Project)

[Andy Easton](#) provided grant administration services to the City of Brooksville. This project involved the construction of a reverse frontage access road adjacent to a major highway. The project was funded by a CDBG ED grant and with funding from FDOT through the Transportation Outreach Program (TOPS). The participating business (Tractor Supply Company) created over 15 new jobs as a result of this project.

Client Contact: **Bill Geiger, Community Development Director**
City of Brooksville
201 Howell Avenue
Brooksville, FL 34601
Phone: 352-544-5430



Town of Alford (Jackson County) CDBG-NR (Infrastructure Project)

[Andy Easton](#) is currently providing grant administration services to the Town of Alford. This project involves the construction of a paving and drainage improvements to two low and moderate income neighborhoods within the town limits. The project is approaching 50% complete and is expected to be 100% complete by June 2009.

Client Contact: **Silvestra Tharp, Town Clerk**
Town of Alford
1768 Georgia Street
Alford, FL 32420
Phone: 850-579-4684



City of Bristol (Liberty County) CDBG-NR (Infrastructure Project)

Andy Easton wrote and administered a CDBG Neighborhood Revitalization grant for the City of Bristol that was used as partial funding for a city-wide sewer system. This was a complex project because it involved coordinating funds from Rural Development (RD) with the CDBG-NR grant.

Client Contact: **Robin Hatcher, City Clerk**
P.O. Box 207
12444 NW Virginia G. Weaver St.
Bristol, FL 32321
Phone: 850-643-2261
Fax: 850-643-4525



Hernando County SHIP Housing Rehabilitation

Hernando County, 2008-2010

Guardian contracts: Work order on a per unit basis

Source(s) of funding: SHIP

This program features partnership with the Housing Authority, Florida Housing Finance Corporation and the County. At least 40 housing units will be addressed and \$1,000,000 of SHIP will be invested. Project is in Coastal and non-entitlement (small) County.

Guardian staff provides housing rehabilitation delivery services including advertisements, contractor qualification, contract forms, work write-ups, performance inspections, construction administration, and payment approvals. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight and Field Manager; Antonio Jenkins, Inspector and Housing Rehabilitation Specialist, and Christine Alday, Financial Tracking and Budget Management.

Client Contact: **Ms. Jean Rags, Director, Health and Human Services, (352) 540-4338**
20 N Main St, Room 161, Brooksville, FL 34601
jeanr@hernandocounty.us



Martin Neighborhood Stabilization Program (Housing)

Martin County, 2009-2011

Guardian contract: \$245,000

Source of Funding: Florida CDBG NSP

Martin County will use NSP funding to address the problem of foreclosed and abandoned properties in targeted areas of greatest need. In conjunction with non-profit Community Based Organizations (CBOs), 16 units will be acquired, rehabilitated and resold to income eligible LMMI applicants. Five (5) units will be acquired and rehabilitated for VLI rental property. Guardian staff members provide grant writing, planning, leveraging, and program management expertise. This includes developing the County's application and supporting the County through the review and approval process. Grants management includes procedures, RFQ's, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery in the form of needs assessments, bidding and inspections will be included.

Key Staff: Christine Alday, Overall Project Management; Corbett Alday, In-field Project Manager; Antonio Jenkins, Housing Rehab Manager

Client Contact: Jan S. Huffert, Intergovernmental and Community Relations Administrator

772-288-5901

2401 SE Monterey Road, Stuart, FL 34996

jhuffert@martin.fl.us



City of Palm Coast Neighborhood Stabilization Program (Housing)

City of Palm Coast, 2009-2011

Guardian contract: \$150,000

Source of Funding: CDBG NSP

The City of Palm Coast will use NSP funding for housing acquisition/rehabilitation program for sale to households with incomes less than 120% of AMI, down payment assistance and housing acquisition/rehabilitation program for lease to households with incomes less than 50% of AMI. Guardian staff members provide grant writing / updating, planning, leveraging, and program management expertise. This includes supporting the City through the review and approval process. Grants management includes procedures, RFQ's, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery tech support in the form of review and monitoring of needs assessments, bidding and inspections will be included.

Key Staff: Christine Alday, Overall Project Management; Corbett Alday, In-field Project Manager; Ben Wiles, Grant Administration; Antonio Jenkins, Housing Rehab Manager

**Client Contact: Beau Falgout, Senior Planner, 386-986-3796
160 Cypress Point Parkway, Suite B-106, Palm Coast, FL 32164**



City of Arcadia, Housing Rehabilitation

City of Arcadia, 2010-2012
Guardian contract: \$80,000
Source of Funding: CDBG

The City of Arcadia proposes to complete a CDBG national objective with this project by providing housing rehabilitation/replacement improvements to owner-occupied Low and Moderate income (LMI) and Very Low Income (VLI) households. Ten LMI housing units are proposed. Guardian staff provides planning, program management, housing rehabilitation delivery services and leveraging expertise. Guardian staff members provide housing delivery from beginning to end, including applicant intake and evaluation, contractor bidding and selection, performance inspections, and construction administration. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Project Manager, Ben Wiles, Grant Administration, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Shelly Baumann, CMC, Interim Administrator, 863-494-2514**
Post Office Drawer 351, Arcadia, FL 34265
sbaumann@arcadia-fl.gov



Immokalee CRA, Collier County, Stormwater Master Plan

Immokalee CRA 2009-2010
Guardian task order: \$16,000 NTE
Source(s) of funding: Tax Increment Financing (TIF) used to fund Storm water Master Plan and Funding Strategy: the funding strategy includes SRF, USDA, CDBG, EDA, Special Appropriations, MSTU, TIF and County Stormwater Funds

The Collier County CRA (Immokalee Planning Area) is researching and writing a CRA-wide flood control and water quality master plan. The program includes Guardian assisting the City with finding multiple sources of funding for this large project, including Water Management District Funds, State Revolving Funds (SRF), USDA, CDBG, EDA, appropriations and other funds. Over \$7,000,000 will be leveraged and invested.

Client Contact: **Ms. Penny Phillippi, Director, Immokalee CRA, 239-252-2310**
310 Alachua St, Immokalee, FL 34142
PennyPhillippi@colliergove.net



Osceola County Housing Rehabilitation

Osceola County, 2009-2011

Guardian contracts: \$84,000

Source(s) of funding: CDBG and SHIP

This program will address at least 12 housing units and \$1,000,000 of CDBG and SHIP will be invested. Project is in a non-entitlement County.

Guardian staff provides grant writing, program management, housing rehabilitation delivery services and leveraging expertise. Guardian staff members provide housing delivery from beginning to end, including applicant intake and evaluation, contractor bidding and selection, performance inspections, and construction administration. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client contact: **Ms. Lania Crouch, Director of Human Services**
108 Park Place Blvd, Kissimmee, FL 34741, 407-742-8411
Lcro2@osceola.org



City of Eagle Lake Neighborhood Revitalization

Eagle Lake, 2009-2011

Guardian contract: \$40,000

Source(s) of funding: CDBG

This program features partnership with Community Redevelopment Agency (CRA), local community-based organizations, and State and Federal agencies. The funds are being used for new stormwater facilities and retrofits in LMI neighborhoods. \$700,000 of CDBG funds will be leveraged with local efforts, including a CBIR (community budget issue request). The project is located within a CRA and a non-entitlement city.

Guardian staff provides grant administration and program oversight. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Ms. Dawn Bialy, City Clerk, 863-293-4141**
PO Box 129, Eagle Lake, FL 33839
cityclerk@eaglelake-fl.com



Martin County Disaster Recovery Programs-Wilma 1 and Wilma 2 (Housing Rehabilitation, Housing Replacement, Infrastructure)

Martin County, 2007-2010 (Closeout expected in late 2010)

Guardian contracts (Wilma 1 and Wilma 2): \$152,500

Source(s) of funding: CDBG, SHIP, FHFC, HHRP, USDA, and HUD

This program leverages multiple sources of funding, and features partnership with schools, cities, the County, non-profit organizations, local community-based organizations (CBOs), community redevelopment areas (CRAs), and State and Federal agencies. The funds are being used for housing rehab and replacement, as well as relocation assistance and emergency generators. At least 15 housing units will be addressed, and over \$2,000,000 will be invested through leveraging. The project is in a Florida Small (non-entitlement) and Coastal County.

Guardian staff members provide grant writing, program administration, construction administration, and leveraging expertise. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client contact: **Ms. Jan Huffert, Intergovernmental & Community Relations Director,**
772-221-1387, 2401 SE Monterey Road, Stuart, FL 34996
jhuffert@martin.fl.us



Lake County Neighborhood Stabilization Program (Housing)

Lake County, 2009-2011

Guardian contracts: \$180,000

Source(s) of funding: HUD CDBG NSP

This program leverages multiple sources of funding, and features partnership with real estate professionals, lenders, Cities, the County, non-profit organizations, local community benefit organizations (CBOs) and State and Federal agencies. The funds are being used for financing mechanisms to include demolition, REO property purchases, REO-LMMI housing rehabilitation and VLI special needs rental housing. At least 40 housing units will be addressed, and over \$3,000,000 will be invested through NSP and partner leveraging. The project is in an Entitlement County. Guardian staff members provide grant writing, planning and leveraging expertise. This includes developing the County's substantial amendment and supporting the County through the review and approval process. Development of program procedures and forms, sub-recipients transaction and rehab monitoring and CDBG compliance monitoring will all be addressed as part of grants management.

Key Staff: Christine Alday, Overall Project Management; Corbett Alday, In-field Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Housing Rehab Manager

Client contact: **Mr. Bill Gearing, Community Enhancement Coordinator, 352-742-3918**
315 W Main Street Room 511, Tavares, FL 32778
wgearing@lakecountyfl.gov



Hernando County Neighborhood Stabilization Program (Housing)

Hernando County, 2009-2011

Guardian contracts: \$395,000

Source(s) of funding: Florida CDBG NSP

This program leverages multiple sources of funding, and features partnership with real estate professionals, lenders, the City of Brooksville, the County, non-profit organizations, local community benefit organizations (CBOs) and State and Federal agencies. The funds are being used for financing mechanisms for REO property purchases, REO-LMMI housing rehabilitation and VLI rental housing. At least 60 housing units will be addressed, and over \$5,000,000 will be invested through NSP and partner leveraging. The project is in a Non-entitlement County. Guardian staff members provide grant writing, planning, leveraging, and program management expertise. This includes developing the County's application and supporting the County through the review and approval process. Grants management includes procedures, RFQ's, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery in the form of needs assessments, bidding and inspections will be included.

Key Staff: Christine Alday, Overall Project Management; Corbett Alday, In-field Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Housing Rehab Manager

Client contact: **Ms. Jean Rags, Director of Health and Human Services**
20 N Main St, Room 161, Brooksville, FL 34601, 352-540-4338
jeanr@hernandocounty.us



Osceola County Neighborhood Stabilization Program (Housing)

Osceola County, 2009-2011

Guardian contracts: \$900,000 NTE

Source(s) of funding: CDBG NSP

This program leverages multiple sources of funding, and features partnership with real estate professionals, lenders, the City of St Cloud, the County, non-profit organizations, local community benefit organizations (CBOs) and State and Federal agencies. The funds are being used for financing mechanisms for REO property purchases, REO-LMMI housing rehabilitation and VLI rental housing. At least 190 housing units will be addressed, and over \$14,000,000 will be invested through NSP and partner leveraging. The project is in a Non-entitlement County. Guardian staff members provide grant writing, planning and leveraging expertise. This includes developing the County's application and supporting the County through the review and approval process. Grants management will include procedures, RFQ's, training, ENVRR, reporting and compliance monitoring throughout the program. Housing Delivery in the form of needs assessments, bidding and inspections are included.

Key Staff: Christine Alday, Overall Project Management; Corbett Alday, In-field Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Housing Rehab Manager; Langton Associates, Inc., Sub-Consultant As-Needed for Program Management.

Client contact: **Ms. Lania Crouch, Director of Human Services**
108 Park Place Blvd, Kissimmee, FL 34741, 407-742-8411
Lcro2@osceola.org



Banner-Rio Neighborhood Revitalization Project (Infrastructure—Water & Sewer)

Martin County, Project closed out March 2010

Guardian contract: \$42,000

Source(s) of funding: CDBG, CRA TIF, local funds, SHIP

This program features partnership with two Martin County BCC authorized Community Redevelopment Areas (CRAs), local utility organizations, local community-based organizations (CBOs), and State and Federal agencies. The funds are being used for new water and sewer lines in two neighborhoods. Over \$1,400,000 of SHIP, local and grant funds leveraged. The project is located within two CRAs, a Florida Small (non-entitlement) and Coastal County.

Guardian staff provides grant administration, leveraging expertise, program oversight. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Ms. Cathy Reeder, CRA Planner II, Community Development, 772-463-3288**

2401 SE Monterey Road, Stuart, FL 34996

creeder@martin.fl.us



City of Lauderdale Lakes Disaster Recovery (Housing Rehabilitation)

City of Lauderdale Lakes, Project closed out September 2009

Guardian contract: \$2,200 per housing unit delivered

Source(s) of funding: CDBG DRI, FEMA, SBA, and homeowner funds

This program features partnership with the County, non-profit housing entities, community organizations, and State and Federal agencies. Project is within an entitlement County, and the DRI funds are a sub-grant to the City. The funds are being used for multi-family housing rehabilitation and emergency repairs. Over 30 multi-family housing units will be addressed and over \$660,000 of CDBG DRI will be invested.

Guardian staff members provide housing delivery from beginning to end, including applicant intake and evaluation, contractor bidding and selection, performance inspections, construction administration, and leveraging expertise. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Mr. Jonathan Allen, Assistant City Manager, 954-535-2820**
4300 NW 36th St, Lauderdale Lakes, FL 33319



Mascotte Housing Rehabilitation and Replacement

City of Mascotte, Project closed out March 2010

Guardian contract: \$90,000

Source(s) of funding: CDBG, SHIP

This program features partnership with the CRA and the County. At least 12 housing units will be addressed and \$1,000,000 of CDBG and SHIP will be invested. Project is in an Area of Critical Concern (Green Swamp) and a Community Redevelopment Area (CRA).

Guardian staff provides grant writing, program management, housing rehabilitation delivery services and leveraging expertise. Guardian staff members provide housing delivery from beginning to end, including applicant intake and evaluation, contractor bidding and selection, performance inspections, and construction administration. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Ms. Marge Strausbaugh, City Manager, (352) 429-3341**
100 East Myers Blvd, Mascotte, FL 34753
marge.strausbaugh@cityofmascotte.com



Museum Avenue Downtown Revitalization (Infrastructure and Public Facilities)

Avon Park, Project closed out March 2010

Guardian contract: \$46,000

Source(s) of funding: CDBG, CRA, City, and FDOT

This program features partnership with the Florida Department of Transportation (FDOT) and the local Community Redevelopment Area (CRA). The funds are being used to build and rehab street paving, sidewalks, and pedestrian malls. Over \$1,400,000 of local and grant funds are being leveraged. The project is in an Area of Rural Critical Economic Concern, a CRA, and an Enterprise Zone.

Guardian provides grant administration, leveraging expertise, contract preparation, contract implementation, and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Ms. Maria Sutherland, Project Manager, (863) 452-4411**
110 E. Main Street, Avon Park, FL 33825
sutherland@avonpark.cc



LaBelle Economic Development (Infrastructure)

City of LaBelle, 2007-2009

Guardian contract: \$50,000

Source(s) of funding: CDBG, private investment, local resources

This project entails creating the infrastructure – water and sewer mains – for a professional office center. The program features partnership with Kenmark Properties, LLC. Over \$3,000,000 of CDBG and private investment leveraged. The project is in an Area of Rural Critical Economic Concern, an Enterprise Zone, and a Florida Small County.

Guardian staff provides grant writing, partnership development, administration, leveraging expertise. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Mr. Michael Boyle, Superintendent of Public Works, OR**
Ms. Mary Jo Wilson, Deputy City Clerk (863) 675-2872
481 Highway 80 W, PO Box 458, La Belle, FL 33975
michaelboyle@citylabelle.com OR maryjowilson@citylabelle.com



LaBelle Neighborhood Revitalization (Infrastructure)

City of LaBelle, 2007-2009

Guardian contract: \$50,000

Source(s) of funding: CDBG and private investment

CDBG funds leveraged with private investment are being used to build/rehab water and sewer mains. Over \$1,000,000 of CDBG and private investment leveraged and invested. The project is in an Area of Rural Critical Economic Concern, an Enterprise Zone, and a Florida Small City and County.

Guardian staff provides grant writing, grant administration, & leveraging expertise. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Mr. Michael Boyle, Superintendent of Public Works, OR**
Ms. Mary Jo Wilson, Deputy City Clerk (863) 675-2872
481 Highway 80 W, PO Box 458, La Belle, FL 33975
michaelboyle@citylabelle.com OR maryjowilson@citylabelle.com



LaBelle USDA Rural Utility Services Drinking Water Project (Infrastructure)

City of LaBelle, 2008-2010

Guardian contract: Hourly work by task order as needed

Source(s): USDA Water and Waste Loan-Grant (WWLG)

The program features partnership with developers, the local community, the County, State and Federal agencies, and the Water Management District. Over \$24,000,000 of loans, grants, and developer contributions leveraged and invested. The project is in an Area of Rural Critical Economic Concern, and Enterprise Zone, and a Florida Small City and County.

Guardian staff provides grant/loan writing and research, grant-loan administration and technical support, leveraging expertise.

Key Staff: Corbett Alday, Project Manager, and Christine Alday, Financial and Administrative Support

Client Contact: **Mr. Michael Boyle, Superintendent of Public Works, OR**
Ms. Mary Jo Wilson, Deputy City Clerk (863) 675-2872
481 Highway 80 W, PO Box 458, La Belle, FL 33975
michaelboyle@citylabelle.com OR maryjowilson@citylabelle.com



Fort Meade Neighborhood Revitalization (Infrastructure)

City of Fort Meade, Project closed out March 2010

Guardian contract: \$49,000

Source(s) of funding: CDBG, local resources, CDBG DRI funds

This project leverages multiple sources of funding and features partnership with the County, the local community, and State agencies. Over \$3,000,000 of CDBG and private investment leveraged. The project is in a Florida Small City.

Guardian staff provides grant writing, administration, leveraging expertise. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client Contact: **Ms. Deena Ware, Assistant to the City Manager, (863) 285-1100**
Eight West Broadway, Fort Meade, FL 33841
dware@cityoffortmeade.com



Mascotte Wastewater and Drinking Water Systems Expansion (Infrastructure)

City of Mascotte, 2007-2010 (Current, ongoing project)
 Guardian contract: Task orders as-needed
 Source(s) of funding: SRF, USDA, CDBG, Legislative Project

The City of Mascotte is expanding their wastewater and drinking water systems, including new treatment and trunk mains. Their expansion plan includes reuse. Guardian is assisting the City with finding multiple sources of funding for this large project, including State Revolving Funds (SRF), USDA, CDBG, Legislative Project, appropriations and other funds. Over \$30,000,000 will be leveraged and invested. The project features partnership with the CRA, County, State and Federal agencies, and developers. It is located in an Area of Critical Economic Concern (Green Swamp) and a Community Redevelopment Area (CRA).

Guardian staff provides grant/loan writing, program management and leveraging expertise.

Key Staff: Corbett Alday, Project Manager, and Christine Alday, Financial and Administrative Support

Client Contact: **Ms. Marge Strausbaugh, City Manager, (352) 429-3341**
100 East Myers Blvd, Mascotte, FL 34753
marge.strausbaugh@cityofmascotte.com



Gifford Fire Station Neighborhood Revitalization Project (Public Facilities)

Indian River County, Project Closed out November 2009
 Guardian contract: \$40,000
 Source(s) of funding: CDBG, local funds

This project entails the construction of a new Fire/EMS station in the unincorporated Gifford Community. The program features partnership with Gifford Fire Service District, local community-based organizations (CBOs), and State and Federal agencies. Over \$2,000,000 of local and grant funds leveraged and invested. The project is in a Florida Small County, a Front Porch Community, and a Coastal County. This is a design-build project.

Guardian staff provides grant administration, leveraging expertise, program oversight. This includes contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Client Contact: **Mr. Bill Schutt, Senior Economic Development Planner, 772/567-8000**
1840 25th St, Vero Beach, FL 32960-3365
bschutt@ircgov.com



Highlands County Disaster Recovery Programs (Housing Rehabilitation and Housing – New Construction)

Highlands County, 2005-2007 (*The first HOME Again project to be completed on time in Florida!*)

Total Guardian contract: \$90,000

Source(s) of funding: CDBG, FHFC HOME Again, HUD, HHRP, SHIP

This project leveraged multiple sources of funding, including CDBG, Florida Housing Finance Corporation's HOME Again, Hurricane Housing Recovery Program, and SHIP. The funds were used for housing rehab, demo/replace, and emergency repairs. The programs featured partnership with cities, non-profit housing entities, community-based organizations (CBOs) and State and Federal agencies. Over 150 housing units were addressed and over \$3,000,000 were invested. The project was in an Area of Rural Critical Economic Concern and a non-entitlement ("Small") County.

Guardian staff members provided grant writing, program administration, construction administration, and leveraging expertise. This included contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Key Staff: Corbett Alday, Overall Project Manager; Don Ridley, Construction Oversight; Antonio Jenkins, Inspector and Assistant Grants Administrator, and Christine Alday, Financial Tracking and Budget Management

Client contact: **Ms. Teresa Hofer, Acting Housing Director, 863-402-6795**
501 S Commerce Ave. Annex, Sebring, FL 33870
thofer@hcbcc.org



Highlands County Housing Rehabilitation and Replacement Programs

Highlands County, 2003-2007 (All programs were closed out on time and within budget.)

Guardian contract (most recent project): \$90,000

Source(s) of funding: CDBG, FHFC, USDA HPG, HUD, SHIP

These programs leveraged multiple sources of funding, including CDBG, USDA Housing Preservation Grants (HPG), HUD, and SHIP. The funds were used for housing rehabilitation, housing replacement, and emergency repairs. The programs featured partnership with the County, non-profit housing entities, community-based organizations (CBOs), and State and Federal agencies. The project was in an Area of Rural Critical Economic Concern and Florida Small (non-entitlement) County. Over 100 housing units were addressed and over \$3,000,000 were invested.

Guardian staff members provided grant writing, program administration, construction administration, and leveraging expertise. This included contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Client contact: **Ms. Teresa Hofer, Acting Housing Director, 863-402-6795**
501 S Commerce Ave. Annex, Sebring, Florida 33870
thofer@hcbcc.org



Holiday Inn Express: Water, Sewer, Reuse and Access (Infrastructure)

Town of Lake Placid, 2006-2008 (Completed on time and within budget.)

Total Guardian contract: \$41,000

Source(s) of funding: CDBG and private investment

This was a CDBG project used to build and/or improve water & sewer mains and roads. State and Enterprise Zone Incentives were included. The program featured partnership with private industry (Holiday Inn Express) and the Town, leveraging more than \$6,000,000 in private and public funds. The project was in an Area of Rural Critical Economic Concern, a Champion Community, and Enterprise Zone. The developers plan to sell out-parcels, and the investment should encourage future development.

Guardian staff members provided funding research, grant writing, and program administration. This included contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits.

Client Contact: **Mr. Gary Freeman, Director of Utilities, 863-699-3747**
311 W Interlake Blvd, Lake Placid, FL 33852
townoflp@htn.net



City of Lake Wales Disaster Recovery Program (Housing Rehabilitation)

City of Lake Wales, 2006-2007 (Project completed on time and within budget)

Guardian contract: \$20,000

Source(s) of funding: CDBG/HUD DRI

This program features partnership with the City, a non-profit housing entity, community organizations, and State and Federal agencies. The project was located in a CRA (Community Redevelopment Area) and a Florida CDBG Small City.

Guardian staff members provided housing rehabilitation delivery, construction administration, and inspection services for 4 units. This included contract preparation, contract implementation, and assistance with and attendance at all audits and monitoring visits. Guardian was the sub-contractor on this engagement, and we completed our housing rehabilitation tasks on time and within budget.

Client contact: **Mrs. Kathy Bangley, Assistant Planner, 863-678-4182 x 291**
201 Central Ave W, Lake Wales, Florida 33859
kbangley@cityoflakewales.com

Leveraging (Linking of Multiple Funding Sources)

Creative thinking is critical in a professional grants writer and program manager. The key to most successful development solutions of the future is creative leveraging, or the linking of different sources of grants and public, discount (rate and/or term) financing.

With ailing infrastructure, lagging wages, increasing fuel cost, more complicated regulations, and decreasing grant funds, leveraging is even more critical to your redevelopment goals. Our grant management team of professionals has more experience than any other consultant in this area with leveraging.

We have expanded the concept of leveraging multiple sources as a basic component of every community development project and coined the phrase "creative leveraging." Our first consideration is how a program can be enhanced with available resources maximized.

The development and linking of multiple programs is the foundation of our project approach. We constantly seek ways to enhance each project by linking resources.

We understand that every small community is struggling to fund critical community and economic development needs. Every dollar counts.

With decreasing available grant dollars and ever increasing requirements of the local government, creative thinking in finding sources of leverage is absolutely critical.

We provide our clients the greatest possible access to public grant-loan dollars through programs guides, ongoing research and investment in finding solutions at our expense and risk.

We determine for the client how best to draw upon multiple funding sources and how those funds can be incorporated into an overall plan that meets project needs and the program guidelines. Then, we link those programs together to maximize the benefit and minimize the burden to the client.

Through creative leveraging, multi-sourcing, and strategic planning, our clients receive millions of dollars in funding they might not otherwise ever obtain. Examples of projects that have used multiple funding sources are listed below.

Town of Lake Placid	
CDBG Economic Development (2)	\$ 1,300,000
OTTED Funds	400,000
SWFWD Coop Funds	900,000
Private Investment	<u>10,000,000</u>
Total Funds Linked	\$ 12,600,000

<u>Sebring Airport Authority</u>	
Commerce Park EDA	\$ 700,000
HUD Funds (3)	650,000
FDOT Aviation Funds (2)	1,200,000
EPA Funding	200,000
OTTED (2)	2,100,000
Private Investment	<u>20,000,000</u>
Total Funds Linked	\$ 24,850,000
<u>DeSoto County</u>	
CDBG Economic Development (2)	\$ 1,500,000
OTTED Funds (3)	2,550,000
Rural Development (USDA) Grants and Loans	5,160,000
EPA Federal 'Special Purpose' Grant	450,000
FDEP State Appropriations (LP) Grants (3)	4,500,000
State Revolving Funds (2)	6,000,000
SWFWMD Co-op Grants	450,000
DJJ Costs Share (State)	1,345,000
CDBG/SHIP Housing Rehabilitation Projects (2)	1,950,000
Disaster Recovery Grants (3) Charley, Francis	5,500,000
Private Investment	<u>50,000,000</u>
Total Funds Linked	\$79,405,000
<u>Citrus County</u>	
CDBG Economic Development Grants (3)	\$ 2,250,000
Economic Development Administration Grant	1,000,000
Economic Development Transportation Fund	750,000
CDBG Neighborhood Revitalization	750,000
Homosassa Wastewater Phase I (State and SWFWMD Grants)	4,500,000
Chassahowitzka Water-Sewer (State and SWFWMD Grants)	3,000,000
State Revolving Funds (2)	6,000,000
CDBG/SHIP Housing Rehabilitation Project	950,000
EPA Federal 'Special Purpose' Grant	1,550,000
CDBG Disaster Recovery EI Nino	<u>350,000</u>
Total Funds Linked	\$21,050,000
<u>City of Starke</u>	
CDBG Neighborhood revitalization (2)	\$ 1,200,000
DEP Water and Wastewater Grants and Loans (2)	9,000,000
FRDAP Park Projects	<u>200,000</u>
Total Funds Linked	\$10,400,000

<u>City of Center Hill</u>	
CDBG Economic Development	\$ 35,000
OTTED - Rural Infrastructure Fund	535,000
Economic Development Administration (EDA)	5,000
Private Investment	<u>5,000,000</u>
Total Funds Linked	\$ 5,575,000
<u>Town of Greensboro</u>	
CDBG Neighborhood Revitalization	\$ 600,000
FRDAP - Recreation Grant	200,000
Local Match	<u>100,000</u>
Total Funds Linked	\$ 900,000
<u>City of Center Hill</u>	
CDBG Neighborhood Revitalization	\$ 600,000
FRDAP - Recreation Grant Program	<u>200,000</u>
Total Funds Linked	\$ 900,000
<u>City of Lake Wales</u>	
CDBG Disaster Recovery Program	\$ 500,000
HMGP - Hazard Mitigation Grant Program	<u>150,000</u>
Total Funds Linked	\$ 650,000

Section -3-
Management
and Staffing

Management and Staffing

Our grant management team has well over 50 years of combined experience in grants management. Our team members have been responsible for providing services for public grant/loan projects for small cities and communities throughout the State of Florida. We offer a wide range of knowledge and experience needed to provide the client with the best service possible.

For this Sumter County Project, Andy Easton will be the project manager and will provide the grant services offered in this proposal. The project staff listed in this proposal will provide services based on their areas of expertise as may be required to implement the project. Our professional staff and their areas of expertise are summarized below.

Andy Easton, AICP, Project Manager has 20 years of planning and administration experience including CDBG and many other programs. He has worked with over 40 communities on over 60 projects worth millions of dollars in grant funds. He has worked throughout Florida on neighborhood and disaster projects alike. He has extensive experience dealing with public infrastructure projects. He also has experience with economic development grants offered by the Economic Development Administration (EDA), Office of Trade, Tourism and Economic Development (OTTED) and Rural Development (RD). He has experience in comprehensive and development planning. He holds degrees in urban and regional planning and in public administration and is a member of the American Institute of Certified Planners (AICP).

Corbett Alday will coordinate with the project manager to provide grant leveraging services. Mr. Alday has a B.S. degree in Engineering and 15 years of CDBG and grant leveraging experience.

Christine Masek has an M.S. degree in Accounting and over of 10 years of accounting experience. She will advise on financial management issues.

Don Ridley has over 30 years of construction management and inspection experience. Don is available during the construction process to address construction related concerns or issues.

William P. ("Will") Weathers is Senior Vice President of Gardnyr Michael Capital, Inc. which is a financial consulting firm. Mr. Weathers has over 18 years experience serving local governments in securing loan and grant funding for community and economic development projects. Mr. Weathers is involved in all types of bond and note issues, including Rural Development (RD), State Revolving Loan Fund (SRF) and commercial lending. Projects funded include water, sewer, solid waste, courthouses, jails, public safety, commercial development and design-build projects.

Resumes

Andrew J. (Andy) Easton, AICP (Project Manager/Grant Writing/Grant Management)

Mr. Easton will be the grant manager and contact person for this project.

- ✓ He has extensive experience with developing local government comprehensive plans.
- ✓ He has successfully applied for and managed over \$50,000,000 in grant funds for a wide variety of community development projects over the past 20 years.
- ✓ He is very familiar with the issues and needs of Florida's communities.
- ✓ He is familiar with the Federal and State funding programs that local communities can access to help achieve their community development objectives.
- ✓ His experience includes successful grant applications, comprehensive planning, land development regulations, and statistical analyses.
- ✓ He understands the special restrictions of public grant-loan funded projects.

Experience:

- ✓ He has authored seven (7) local government comprehensive plans since 1990, and developed several plan amendments.
- ✓ He is currently managing two grant funded downtown redevelopment projects in the central Florida area.
- ✓ He has prepared economic development strategies for local planning programs.
- ✓ He has authored Land Development Regulations (LDRs) for six (6) local governments in Florida.
- ✓ He has assisted the City of Center Hill with obtaining grant funds for construction of a Hurricane Shelter which will also be used as a much needed recreation/community center.
- ✓ He successfully administered the grant funds and developed a management plan for an industrial park based on the business incubator concept.
- ✓ He has a solid track record of providing administrative support to housing programs, and has worked as both a CDBG and SHIP administrator.

Education and Training:

Mr. Easton holds an Associate of Arts degree in History & Government from Tallahassee Community College, a Bachelor of Science degree in Urban & Regional Planning from East Carolina University, and a Masters degree in Public Administration from Florida State University. He is a member of the American Institute of Certified Planners (AICP), a former member of the American Economic Development Council, and a Charter Member of the American Planning Association.

Corbett Alday (Project Administration)

Mr. Alday is a recognized expert in planning and management of public grant-loan programs.

- ✓ He has experience on hundreds of projects performing site investigations, preliminary scoring & budgeting, grant-loan funding research, bid & construction management, and environmental compliance.
- ✓ He is well versed in public grant-loan funded project development & planning, with experience in over 50 communities as an engineer and/or as a program administrator on over 20 different program funding sources.
- ✓ He has unique experience with matching sound technical solutions with the special restrictions of grant-loan programs on over \$135 million in projects.
- ✓ He has experience with funding agencies including FDEP, USDA, USHUD, OTTED, FDCA, FDEM, FEMA, FHFC, EDA, EPA and Water Management Districts.
- ✓ He is an expert in linking (the leveraging of) multiple grant & conventional funding sources including SHIP, HOME, FRDAP Park Grants, FDEP SRF Loan & Grant, STAG, Legislative Appropriation Grant, Historic Preservation, CDBG, Public Assistance, Hazard Mitigation, USDA Water & Waste Loan-Grant, Disaster Recovery Grants, Section 108 CDBG Loan, OTTED Road Grant, OTTED Infrastructure Grant, EDA Public Works, Community Facility Loan-Grant, FDOT Grants, & other programs.

Experience:

- ✓ 15 years of comprehensive experience in project development & management covering public grant & loan funded projects.
- ✓ Development/management of a variety of leveraging programs totaling over \$250 million in public & private investment.
- ✓ Determined the feasibility, scope, & budgeting of \$50 million in specially funded projects.
- ✓ Administration of contract management, inspection, plans production, & environmental compliance of over \$25 million in similar projects.
- ✓ Training & experience in CADD, site investigation, technical research, design engineering, construction, project development, & project management.

Other Qualifications:

He is a certified Engineer Intern in the state of Florida. He holds a BS in Civil Engineering from Florida State University with an emphasis in environmental projects and an AS in Drafting Technology from Bainbridge College. He graduated a member of the Engineering Honor Society.

Selected Successful Projects

Name & Activity	\$if applicable
2009 Eagle Lake (CDBG NR)	\$630,000
2009 Lake Placid (CDBG NR)	\$650,000
2008 Indian River County (CDBG NR)	\$750,000
2008 Lake Placid Civic Center and Shelter	\$2,000,000
2008 LaBelle Drinking Water Facility (RUS, EDA, WMD, Bonds, Approp)	\$25,000,000
2007 Highlands County (CDBG ED Assisted Living Facility)	\$750,000

2007	Fort Meade (CDBG NR)	\$700,000
2007-2009	Martin County (CDBG NR)	\$674,900
2007-2009	Mascotte (WW and DW Systems Expansion)	\$30,000,000
2007-2008	Eagle Lake (CDBG NR Planning Grant)	\$70,000
2006	LaBelle (CDBG ED & CDBG NR)	\$1,400,000
2006	Avon Park (CR CDBG/FDOT/BEAUG) Pedestrian Malls, Parking	\$1,000,000
2003-2006	Lake Placid (ED CDBG/RIF/EDTF) Water, Sewer, Access, Reuse	\$2,200,000
2002-2006	Highlands County (ED CDBG) Water, Sewer, Access, Gas	\$3,000,000
2003-2006	Sebring Airport (FDOT/EDTF/RIF/EDA/STAG/EDI) Industrial Park	\$5,000,000
2002-2005	DeSoto County (CDBG/USDA/SRF/EDA) Water, Sewer, Treatment	\$22,000,000
2000-2003	Quincy (ED CDBG) Water/Sewer Mains	\$750,000
2000-2003	Putnam County (ED CDBG) Water/Sewer Mains	\$750,000
1999-2004	Alachua (ED CDBG/EDTF/S108/FRDAPS) Water, Sewer, Parks	\$10,000,000
1999-2003	Umatilla (NR CDBG/EI Nino) Water, Storm & Sewer Neighborhood	\$3,000,000
1999-2004	Citrus County (ED, NR CDBG/SRF/EPA/EDA) Water Quality	\$14,000,000
1996-2003	Newberry (ED CDBG/EDTF/FRDAPS) Water, Sewer, Parks	\$2,000,000
1999-2003	Vernon (NR CDBG, SRF, Water Facility Grant) WWTF and Mains	\$1,200,000
1997-2002	Gilchrist County (ED, NR CDBG) Hazard Mitigation, Access, Storm	\$1,500,000
1997-2003	Starke (NR CDBG, SRF, FEMA) Sewer & Plant/Hazard Mitigation	\$1,200,000
1994-1999	Inglis (USDA/NR CDBG/FRDAPs) WTF, Mains, Town Center, Parks	\$2,000,000
1994-1995	Brooksville (NR CDBG) Water and Sewer Neighborhood Projects	\$1,500,000
1994-1996	Dunnellon (NR CDBG) Water, Sewer, Roads	\$1,200,000
1992-1996	Groveland (USDA/State/NR CDBG/SWFWMD) New WWTF & Sewer	\$6,000,000
1992-1995	Coleman (USDA/CDBG/State/SWFWMD) New WTF & Water Mains	\$3,000,000
1993-1995	Webster (NR CDBG/USDA) Street, Storm and Sewer Projects	\$2,500,000
1999-2003	Minneola (NR CDBG/FRDAP) Storm/Streets/Mitigation/Parks	\$800,000
1999-2003	Leesburg (NR CDBG/SRF) WWTF and Sewer	\$2,000,000
1997-1999	Worthington Springs (FRDAPS/SRWMD) Parks	\$300,000
1997-1999	Bell (FRDAPS) Parks	\$200,000
1996-1998	White Springs (State Legislative Appropriation/SRWMD) WWTF	\$1,200,000
1995-1996	Trenton (NR CDBG) Water, Sewer Mains	\$1,000,000
1994-1995	Springfield (ED CDBG) Water/Sewer Mains	\$750,000
1993-1995	Crystal River (CR, NR CDBG/Historic/FDOT/FRDAPS) Downtown	\$2,000,000
1992-1996	Lake Butler (CR CDBG/FRDAPS/Historic P) Downtown, Parks	\$1,600,000
1994-1996	Center Hill (NR CDBG) Water Neighborhood Projects	\$500,000
1994-1996	Oakland (NR CDBG) Storm and Street Neighborhood Projects	\$600,000
1992-1996	Mayo (NR CDBG) Water Mains Neighborhood Project	\$600,000
1992-1996	Inverness (CR CDBG/FRDAPS/Historic/FDOT) Downtown/Parks	\$800,000
1993-1995	Flagler Beach (CR CDBG/FRDAPS/FDOT) Downtown/Parks	\$800,000
1995-1996	McIntosh (NR CDBG) Storm/Streets	\$600,000
1992-1996	Branford (NR CDBG/FRDAPS) Water, Sewer, Plants, Tank, Parks	\$1,800,000
1992-1996	Ft White (NR CDBG/USDA/FRDAP) Water, Well, Tank, Parks	\$2,500,000
1992-1996	Mascotte (NR CDBG) Water, Tank, Plant	\$1,000,000

Donald M. (Don) Ridley (Construction Services)

State Licensed Standard Inspector Donald Maurice Ridley BN-0001431

An owner and founding member of Guardian, Mr. Ridley is responsible for the training and management of construction services. He will provide technical and field support.

- ✓ He is one of the most recognized construction professionals in Florida, and has a wide range of relevant experience: site development, housing, utilities, water & sewer plants, power plants, earthwork, foundations, concrete, masonry, steel, welding, painting, and roadway construction.
- ✓ He is well-versed in permit, political & grant-regulatory issues affecting community & economic development and has experience in all aspects of grants administration.
- ✓ He will be responsible for the supervision of any construction management & housing inspection/rehab services.
- ✓ He has extensive housing rehabilitation and field engineering knowledge and is an expert in the latest construction standards and enforcement codes.
- ✓ He understands the special restrictions of public grant-loan funded projects.
- ✓ He is highly experienced in construction plans review, time management & cost control.
- ✓ He understands that document & financial controls are critical to effective grants management.

Experience:

- ✓ Over 37 years of construction management/inspection experience.
- ✓ Over 20 years of experience with public grant-loan funded projects.
- ✓ Over 22 years of experience dealing with local governments.
- ✓ Worked with more than one-third of Florida counties and municipalities.
- ✓ Extensive experience with post-disaster redevelopment issues, having worked in Homestead after Hurricane Andrew and in Desoto and Charlotte after Hurricane Charley.
- ✓ Has managed and inspected projects for streets, downtown, water, and sewer works totaling over \$300,000,000.
- ✓ Personally worked on the construction of over 1,200 housing units and assisted over 800 more housing units for a total of 2,000+ housing units. This experience includes working with the applicants and managing organizations to develop underwriting including intake and income verification.
- ✓ He has been consulted on the development and implementation (as well as revision) of over 50 HAP (Housing Assistance Plans), including SHIP, HOME, CDBG, and HHRP.

Other Qualifications:

Mr. Ridley has a business education from Jones Business College. He is a certified SBCCI Housing Rehabilitation, SBCCI Building, ACI, NICET, Florida DBPR License, ICC and BOCAI Inspector. He is also a notary public and is experienced with all Microsoft Office products and Windows.

Don Ridley: Selected Projects Experience - Housing 1987 through the present:

Name	Units	Activity	\$if applicable
2007 Lauderdale Lakes (CDBG DRI Housing Rehab)	30	Housing Rehab/Replace	660,000
2007-2007 Martin County (CDBG DRI HR)	15	Housing Rehab/Replace	1,700,000
2006-2007 Lake Wales (CDBG DRI HR)	4	HR + Infrastructure	600,000
2004-2006 Highlands Disaster/SHIP/Home Again	60	Housing Replacement	1,600,000
2002-2006 Highlands County CDBG/SHIP/USDA	51	Housing Rehab/Replace	3,200,000
2005 Charlotte County CDBG/SHIP	50	Disaster Recovery	2,000,000
2005 Homeless Coalition/Highlands County	90	Housing Rehab/Replace	(inspections)
2004-2005 DeSoto County CDBG/SHIP/HOME Again	58	Disaster Recovery	3,500,000
2005 Hardee County HOME Again/SHIP	12	Disaster Recovery	700,000
1993-1996 Leesburg CDBG/SHIP	75	Housing Rehab/Replace	2,500,000
1995-1996 Brooksville Housing Rehab CDBG	26	Housing Rehab/Replace	750,000
1996-1999 Hernando Housing Rehab CDBG/SHIP	26	Housing Rehab/Replace	1,000,000
1989-1992 Inverness Housing Rehabilitation	22	Housing Rehab/Replace	600,000
1995-1997 Mascotte Housing Rehabilitation	22	Housing Rehab/Replace	500,000
1994-1997 Umatilla Housing Rehabilitation	22	Housing Rehab/Replace	500,000
1991-1993 Crystal River Housing Rehabilitation	22	Housing Rehab/Replace	600,000
1992-1994 Levy County Housing Rehab CDBG/SHIP	26	Housing Rehab/Replace	1,000,000
1995-1999 Homestead Disaster Recovery	300	Housing Rehab/Replace	20,000,000
1996-1998 Groveland CDBG Housing Rehabilitation	22	Housing Rehab/Replace	600,000
1994-1997 Springfield CDBG HR	22	Housing Rehab/Replace	600,000
1992-1996 Dixie County CDBG/SHIP Housing Rehab	52	Housing Rehab/Replace	1,500,000
1992-1996 Lafayette County CDBG/SHIP Rehab	52	Housing Rehab/Replace	1,500,000
1994-1995 Oakland CDBG Housing Rehabilitation	22	Housing Rehab/Replace	500,000
1994-1996 Milton CDBG Housing Rehabilitation	22	Housing Rehab/Replace	600,000
1995-1998 Coleman CDBG Housing Rehabilitation	52	Housing Rehab/Replace	1,200,000
1990-1993 Webster CDBG Housing Rehabilitation	22	Housing Rehab/Replace	500,000
1994-1996 Sebring CDBG Housing Rehabilitation	22	Housing Rehab/Replace	600,000
1990-1993 Labelle CDBG Housing Rehabilitation	52	Housing Rehab/Replace	600,000
1992-1995 Clewiston CDBG Housing Rehabilitation	22	Housing Rehab/Replace	600,000

Section -4-

**Approach to Tasks
to be Performed**

APPROACH

Overview

In this proposal, our grant services team is offering to provide the County with grant writing and grant administration services for the 2009 and 2010 CDBG program years as requested in County's Request for Proposals (RFP).

Scope of Services

The scope of services will include:

1. Conduct needs assessment. We understand that the County intends to utilize CDBG funds for a neighborhood revitalization project that will address drainage issues in an unincorporated residential area.
2. Conduct grant leverage research activities to determine whether other funds can be coordinated with the CDBG grant application to make the application more competitive.
3. Write grant application and submit grant application as directed by the County
4. Administer grant application after it is funded.

Grant Application Preparation

Task Overview: We will prepare the CDBG grant application for submission by the County to DCA. Grant writing services will include coordinating with the County to develop the grant project concept, identify data needed to develop the grant application narrative and justification for funding. Also, we will develop a project summary, budget, project needs statement, project goals and objectives and program implementation time lines. In addition, we will coordinate with County staff to hold the required public hearings and meetings. In addition, an assessment of local match opportunities will be conducted to help increase the potential that the grant will be funded.

Grant Writing Tasks

Task Description

- | | |
|--|---|
| 1. Project Kick Off Meeting
Prepare for and hold Kick Off meeting. | Andy Easton will meet with County staff to discuss the proposed project and to formulate a strategy for preparing a successful grant application. |
| 2. Door to Door Survey
Conduct door to door survey of households in the CDBG Service Area. | A door to door household survey of the CDBG service area will be conducted. The survey will be consistent with the CDBG rules and regulations. |
| 3. First Public Hearing
Prepare for and conduct First Public Hearing. | An advertised meeting will be held with the public to obtain views on the County's community development needs. |
| 4. Second Public Hearing
Prepare for and conduct 2 nd Public Hearing | An advertised meeting will be held with the public to obtain comments on the proposed CDBG grant application. |
| 5. CATF Meeting
Prepare for and conduct Citizen Advisory Task Force (CATF) Meeting. | A meeting with the Citizen Advisory Task Force will be held to obtain views on the proposed CDBG grant application and to make a recommendation to the County Commission on submission of the grant application to the Florida Department of Community Affairs. |

- | | |
|--|---|
| <p>6. Draft Grant Application
Prepare Draft CDBG application.</p> | <p>A draft CDBG grant application will be prepared that will include a project budget, narrative, all maps, all forms and all documents (including documentation of local match) that may be required of the County.</p> |
| <p>7. Final Grant Application
Prepare Final CDBG Application and Conduct completeness review and submit inter-governmental documentation.</p> | <p>Andy Easton will prepare a final CDBG grant application, provide a final completeness review and submit the application to the Department of Community Affairs. In addition, copies of the grant application will be submitted to the required review agencies, including State Clearing House, Department of State and Regional Planning Council.</p> |
| <p>8. Site Visit
Attend Site Visit.</p> | <p>After the grant is submitted, Andy Easton will attend the initial DCA site visit to the County. The purpose of the initial DCA site visit to discuss the grant application with the County and to clarify and obtain all documentation for points claimed in the application.</p> |

Grant Administration Services

Task Overview: *We will administer the grant from project startup through project close out. The following describes some of the typical grant administration activities that would be involved with implementing a CDBG Neighborhood Revitalization grant.*

1. Financial Management

Financial Management is the process used to account for and control grant funds. A well organized financial management system will allow the user to easily and accurately identify project costs. The system will be able to track project costs and budget balances and be able to justify that any specific project cost is grant eligible. A well-organized financial management system will also ensure that the County has sufficient internal controls to safeguard public funds against fraud, waste, and mismanagement. The County has previous successful grant financial experience and is very capable of maintaining a grant financial system. Andy Easton will coordinate with the County to help with this task and will provide training and assistance if needed. In addition, we will maintain our own financial management system that will be coordinate with the County to ensure both record keeping systems are in agreement.

2. Compliance Responsibility

Local governments must comply with a wide variety of laws, regulations and statues each time they are awarded a state or federal grant. The CDBG program requires compliance with no less than 57 laws, directives and regulations. Our grant services team will ensure that the County complies with these requirements, some of which are listed below.

1. CDBG Rule 49 CFR Part 24 and 24 CFR 570.602(b)
2. Florida Small and Minority Business Act, s.288.702-288.714, F.S.
3. Local Government Comprehensive Planning and Land Development Regulation Act
4. National Environmental Policy Act of 1969
5. National Historic Preservation Act of 1966 (Public Law 89-665), as amended
6. Protection of Historic Properties (24 CFR Part 800)

7. Preservation of Archaeological and Historical Data Act of 1966
8. Executive Order 11593 – Protection and Enhancement of Cultural Environment
9. Safe Drinking Water Act of 1974, as amended
10. Endangered Species Act of 1958, as amended

3. Project Files

An important requirement of the CDBG programs is the establishment and maintenance of project files. Records MUST be on file at the County offices at all times to demonstrate compliance with grant requirements. Records must be maintained for a minimum of six (6) years after Final Closeout or for a period required by any other applicable laws and regulations. Andy Easton will coordinate with County staff to maintain County files to ensure they are in compliance with grant regulations.

4. Environmental Review Process

Before construction can begin, the grant program must address environmental review requirements. As your grants consultant, we will expedite environmental review activities with the aim of minimizing or eliminating delays in project implementation.

5. Grant Procurement Policies

An important part of most state and federal grant programs is ensuring that the local government promotes open and free competition when procuring vendors for services funded by the grant. The CDBG program has numerous procurement requirements that must be met before grant funds can be spent. As part of our grant administration services, we will ensure that the County follows the applicable procurement procedures for all services paid for with grant funds.

6. Bidding and Construction

For grant funded construction projects, the County will need to follow grant required bidding and construction procedures. Since we have a civil engineer as part of our grant services team, we are able to provide sound advice to the County in this regard. Our staff will assist the County in the following construction related activities:

- Reviewing bid documents.
- Evaluating bids in terms of grant eligibility and compliance with grant rules.
- Presenting bids to the County for approval.
- Reviewing contract documents.
- Monitoring contractor performance and compliance with contract requirements.
- Supervising all payment authorizations to ensure proper documentation and appropriate payments

7. Project Monitoring

During project implementation, grant agency staff will visit the County to conduct monitoring visits. A typical grant project would be monitored at least once and perhaps event two to three times before project closeout. Andy Easton will represent the County during each monitoring visit and will address any issues or concerns that were raised during each visit.

8. Requesting Funds

Our grant management team will assist the County with ordering grant funds as required by DCA.

9. Program Budget and Budget Revisions

During the course of project implementation, the program budget is the guide which must be followed when making any grant obligations or outlays. The County should not deviate from the approved program budget without prior approval from the grant agency. Due to this restriction, our grant management team considers the tracking and management of budget issues one of its highest priorities. In the event that the budget needs to be revised (due to a change in the project scope or if the bid prices come in over/under budget) we will prepare the necessary documents to request the revision and submit them to the grant agency.

10. Fair Housing, Minority Contracting and Public Participation

The CDBG program has established procedures for promoting fair housing, minority participation and public involvement. Andy Easton will manage the CDBG grant to ensure that the County follows all Fair Housing, Minority Contracting, Public Participation and Citizen Complaint requirements.

11. Program Management and Timeliness Issues

Andy Easton & Associates will manage the CDBG project with the intent that all construction activities be completed well within the grant time periods.

Section -5-
Familiarity with
Local Needs

FAMILIARITY OR ABILITY TO BECOME FAMILIAR WITH LOCAL NEEDS

Andy Easton & Associates is well qualified and eager to provide the professional services necessary to develop and implement the County's CDBG project. We have a wealth of experience working with state/federal agencies to devise and implement grant plans for local governments. With your project we will utilize the expertise of our multi-disciplinary staff to provide technical assistance related to all aspects of the grant management process. Our staff has expertise in grant writing/grant management, civil engineering, financial analysis, public facilities, environmental, surveying, mapping and planning. Andy Easton is currently working with several Sumter County communities on grant projects and would welcome the opportunity to work with Sumter County. The following is a list of CDBG projects that were completed in the Sumter County area.

(HMGP) Sumter County Fire Rescue

In coordination with Sumter County Fire Rescue staff, Andy Easton developed and managed a grant from the Hazard Mitigation Grant Program (HMGP). The grant funded wind retro fits to County fire stations.

(CDBG Planning Grant) City of Bushnell

Andy Easton developed and administered a CDBG planning grant that paid for the design of new sewer lines and hook ups to low income and moderate income neighborhoods in the City of Bushnell.

(CDBG Construction Grant) City of Bushnell

Andy Easton is currently administering a CDBG construction grant that is funding the sewer lines and hookups that were designed under the CDBG Planning Grant.

(CDBG-NR) City of Center Hill

Andy Easton wrote and administered a CDBG neighborhood revitalization grant that funded a new hurricane shelter/ community Center for the City of Center Hill.

(CDBG-NR) City of Center Hill

Andy Easton is currently administering a CDBG neighborhood revitalization grant for the City of Center Hill that is funding flood and drainage improvements.

(CDBG-CR) City of Wildwood Downtown Revitalization Project

Andy Easton wrote and administered a CDBG Commercial Revitalization (CR) project that provided storefront façade improvements and infrastructure improvements to the City of Wildwood downtown area.

(CDBG-ED) City of Wildwood Salescorp Economic Development Project

Andy Easton wrote and administered a CDBG Economic Development (ED) grant that funded a new turn lane on U.S. 301. The turn lane was needed so that the participating business (Salescorp) could expand its existing operations. This project resulted in a private investment of \$250,000 and the creation of 10 new jobs.

(CDBG-ED) City of Center Hill (Sumter County) Economic Development Project – (Cement Manufacturing Facility) Andy Easton recently developed a grant management plan that resulted in nearly two million dollars in grants being awarded to the City of Center Hill. The funds were used to design water lines and transportation facilities needed by a cement

manufacturing facility to begin operations. Although the funds were awarded, construction did not take place because the company pulled out of the project.

(EDA) Sumter County/ City of Wildwood - The Coleman federal prison uses water and sewer facilities that were constructed with funding from the Economic Development Administration (EDA). Andy Easton wrote and administered the grant. The City of Wildwood was the lead agency (grant applicant), while Sumter County agreed to be a co-applicant.

Federal, State and Regional Agencies

In addition to developing and administering grant projects for area municipalities, we also interact with federal, state and regional agencies that provide services or have jurisdiction in Sumter County. Some of these agencies are listed below.

Florida Department of Community Affairs – Disaster Preparedness Section	USDA, Rural Development	Bureau of Historic Preservation Florida Department of State	Florida State University Department of Urban and Regional Planning
Florida Department of Community Affairs – CDBG Section	Florida Housing Finance Corporation (SHIP)	Federal Emergency Management Agency Region IV Office	Withlacoochee Regional Planning Council
Florida Department of Environmental Protection	USDOC, Economic Development Administration	St. John’s River Water Management District	State of Florida Division of Forestry
Florida Department of Transportation	Office of Trade, and Economic Development (OTTED)	Work Force Florida	U.S. Fish and Wildlife Service National Wetlands Inventory Center
U.S. Fish and Wildlife Service Jacksonville Field Office	Florida State Clearinghouse Department of Environmental Protection	Florida Department of Community Affairs – Local Planning Section	Florida Department of Community Affairs – Special Districts Section

Our familiarity with the local area will allow us to provide efficient and effective grant services for Sumter County.

Section -6-
Fee

Fee

Grant Writing Fee: The CDBG grant application will be developed at no cost to the County. The project approach section of this proposal describes grant writing tasks.

Grant Administration Fee: The total fee (price) for CDBG Neighborhood Revitalization grant administration services proposed by Andy Easton & Associates is \$43,000 per grant. The CDBG grant will be administered with funds provided by the grant. If the grant is not awarded, no fee is due. Grant administration activities are shown below:

Grant Initiation Activities	Fee
CDBG grant agreement/Civil rights profile Signature authorization form for requesting grant funds Project milestones document (schedule). Local match funding arrangements/ Procurement documentation Environmental Review Record Preparation	
Total	\$8,000

Monitoring Reports and Attend Monitoring Site Visits	Fee
Organize files, prepare for monitoring visits	\$1,500
Represent County during monitoring visits	\$2,500
Provide information as requested at monitoring visit	\$1,500
Prepare monitoring response letters for County	<u>\$1,500</u>
Total	\$7,000

Project Administration Activities	Fee
Coordinate with Engineer to develop bid documents	\$2,500
Review procurement policy	\$1,500
Monitor project milestones and budget	\$1,500
Ensure project milestones and budget are in compliance	\$1,000
Develop grant amendments to revise project scope	\$3,500
Order Wage Decision	\$500
Conduct pre construction conference	\$1,500
Prepare quarterly reports and financial projection reports	\$3,500
Ensure compliance with MBE procurement requirements	\$1,000
Conduct Davis Bacon labor interviews.	\$2,500
Conduct annual fair housing activity	\$500
Review/approve contractor change orders	<u>\$1,500</u>
Total	\$21,000

Financial Management Activities	Fee
Review County's existing financial management system.	\$500
Assist with ordering CDBG funds.	\$2,000
Prepare budget summaries, analyses and reports.	\$1,000
Review, approve and process contractor pay requests.	<u>\$1,500</u>
Total	\$5,000

Program Closeout Activities	Fee
Review completed project and compare to budget.	\$500
Develop and submit project closeout report.	<u>\$1,500</u>
Total	\$2,000

TOTAL FEE (to be paid by the CDBG Grant)	\$43,000
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Section -7-

**Certifications and
Related Documents**

DISCLOSURE OF SUBCONTRACTORS, SUBCONSULTANTS AND SUPPLIERS

SUBCONTRACTOR LICENSE INFORMATION MUST BE SUBMITTED WITH THE RFP, IN ORDER FOR SUMTER COUNTY TO VERIFY THAT THE SUBCONTRACTOR ARE IN FACT LICENSE PERFORM THEIR TRADE SCOPE OF WORK.

Name of Firm Submitting Proposal:

Andy Easton & Associates

(Print or Type)

Name of Person Submitting Proposal:

Andy Easton

(Print or Type)

Please list all Subcontractors, or Material \ Equipment Suppliers to be used in connection with performance of this contract. Attach additional sheets as necessary.

Name of Firm or Agency: Guardian Community Resource Management, Inc

Address: P.O. Box 189 Mascotte, FL 34753

Telephone: 813-876-1870

Contractor's License number - NA

Contact Name / Title: Corbett Alday, CEO

Name of Firm or Agency: Gardnyr Michael Capital, Inc.

Address: 1224 South Central Ave.

Telephone: 386-439-1663

Contractor's License number: NA

Contact Name / Title: William Weathers, Senior V.P. - Rural Development Funding Consultant

Name of Firm or Agency:

Address:

Telephone:

Contractor's License number

Contact Name / Title:

Name of Firm or Agency:

Address:

Telephone:

Contractor's License number

Contact Name / Title:

This document must be completed and returned with your Submittal

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Andy Easton & Associates
(print or type name of firm)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under proposal or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under proposal or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- "As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein".

Andy Easton
Authorized Signature

4-8-10
Date Signed

State of: FLORIDA

County of: LEON

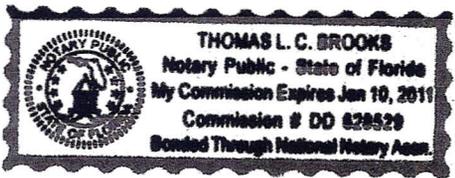
Sworn to and subscribed before me this 8th day of APRIL, 2010

Personally known _____ or Produced Identification FL DRIVERS LICENCE
(Specify Type of Identification)

T.C. Brooks
Signature of Notary

My Commission Expires JANUARY 10TH, 2011

(seal)



This document must be completed and returned with your Submittal

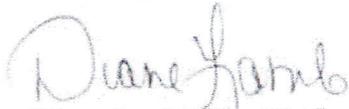
CITY OF CENTER HILL
94 S. VIRGINIA AVE./PO BOX 649
CENTER HILL, FL 33514
(352) 793-4431
FAX (352) 568-2264

April 21, 2008

TO WHOM IT MAY CONCERN:

In 2007, the City of Center Hill closed out a CDBG grant that funded the construction of public hurricane shelter/recreation center. The project was administered by Andy Easton. We were very pleased with the quality of work that was provided by Mr. Easton and we look forward to working with him again on future projects. Mr. Easton would be a very good choice for other local governments in need of a CDBG grants administrator.

Sincerely,

A handwritten signature in cursive script that reads "Diane Lamb".

Diane Lamb, City Clerk
City of Center Hill

ANTHONY G. OTTE

June 25, 2007

RE: Recommendation for Mr. Andy Easton

Dear Local Government Representative,

I am the City Manager for the City of Lake Wales. Since contracting with Mr. Easton as the consulting grant writer/administrator for the City of Lake Wales, the City has received over \$2 million in funding assistance. This assistance includes:

- The City's first \$750,000 CDBG street improvements grant in 2003, re-building the worst street in town;
- A \$750,000 CDBG drainage and sewer system improvement grant last year that will repair a vexing flood-prone intersection and fix a sewer pump station that has been a serious problem for many years;
- A \$500,000 CDBG Disaster Recovery Initiative Grant that has removed many buildings that were substantially damaged and abandoned after the 2004 hurricanes, and repaired several homes; and
- A Hazard Mitigation Grant (HMPG) that is being used for wind retrofits to City buildings. When this project was bid, the price proposals came in much higher than anticipated. Mr. Easton found a solution in leveraging CDBG Disaster funds to pay for these higher costs.

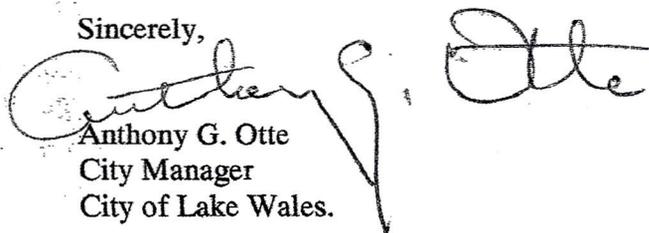
We are very pleased with the successful outcomes of these programs.

In addition, I worked with Mr. Easton over ten years ago when I served as the City Administrator at the City of Tavares. Mr. Easton prepared that City's first ever CDBG Economic Development grant, a very creative project that expanded the City's utility system and provided many jobs.

I have found Mr. Easton to be very knowledgeable and resourceful. He is able to properly interpret and explain complex grant regulations, and knows how to navigate both applications and project problems through the appropriate staff members at state agencies. Mr. Easton also enjoys a good working relationship with City staff.

If you have any questions about Mr. Easton's work you may call me at Lake Wales City Hall: (863) 678-4182.

Sincerely,



Anthony G. Otte
City Manager
City of Lake Wales.

TOWN OF PENNEY FARMS

P.O. Box 1041
4100 Clark Avenue
Penney Farms, Florida 32079
904-529-9078

March 2009

To whom it may concern:

Recommendation for Andy Easton

Many times we are asked to write a letter of recommendation and every once in a while there comes a time when we have the pleasure to give a referral for an individual of the caliber of Andy Easton.

Andy served as the grant writer and administrator for a CDBG that provided partial funding for a new sewer system for the Town of Penney Farms. Andy Easton not only wrote the grant but provided the Town of Penney Farms staff with very useful advice on what was required for a competitive CDBG grant application. His experience was most helpful in assisting the staff with meeting the CDBG reporting requirements and keeping the records up to date with the CDBG financial management requirements. The fact that his information and assistance was given in a timely manner enabled the Town to complete the project in accordance with the grant program rules.

The total project cost was approximately \$4.6 million of which the CDBG portion was \$600,000. These CDBG funds were used to pay for the sewer connections that were provided to income eligible households. Further, the funds were used as partial funding for a gravity sewer line; a master pump station; and a sewer force main that connected the new system to the regional sewer plant.

The entire staff is of the opinion that this project was successful because of the highly motivated and organized team players and we are very pleased that Andy was a part of that team. We are confident in our recommendation that other communities would benefit from his ability as a grant writer/administrator.

Sincerely,



Martina C. Kohler, Town Manager
Town of Penney Farms

CONTRACTOR'S AFFIDAVIT

State of Florida
County of LEON

Before me personally appeared ANDREW J. EASTON who is (title)

PRINCIPAL

of (the company described herein) ANDY EASTON & ASSOCIATES being duly sworn, deposes and say that the foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Sumter County Board of County Commissioner deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the applicant.

Personally Known _____ or Produced Identification FL DRIVERS LICENCE

Sworn to and subscribed before me this 8TH day of APRIL, 2010

Andy Easton
ANDY EASTON

NOTARY PUBLIC - STATE OF FLORIDA

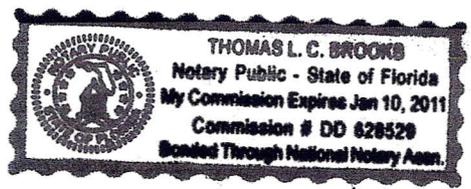
(Print Name of Notary

Public)

(Signature of Notary Public)

Thomas L. C. Brooks
THOMAS L. C. BROOKS

(seal)



This document must be completed and returned with your Submittal

REFERENCE & SIMILAR PROJECTS EXPERIENCE FORM

Owner / Business Name: City of Midway		
Project Location / Address: 50 M L King Blvd.		
City: Midway	State: Florida	Zip Code: 32343
Point of Contact: Paul Piller (Mr. Piller is the former City Manager for City of Midway. Mr. Piller is now with the Florida Department of Communities Affairs)		Dates of Work: 2003 thru 2009
Phone Number: 850-487-4545		Fax Number: NA
E-mail Address: Paul.Piller@dca.state.fl.us		
Project Name: City of Midway CDBG-NR Projects and other community development grants		
Brief Description of Project: Wrote and administered 2 CDBG-NR grants for City, 5 FRDAP grants, 1 EDA Planning grant Wrote 1 Urban Forestry grant and 1 Historic Preservation grant		

Owner / Business Name: City of Center Hill		
Project Location / Address: 94 South Virginia Ave.		
City: Center Hill	State: FL	Zip Code: 33514
Point of Contact: Diane Lamb, City Clerk		Dates of Work: 2006-2010
Phone Number: 352-793-4431		Fax Number: 352-568-2264
E-mail Address: cntrhill@embarqmail.com		
Project Name: Various projects: CDBG/EDA/OTTED/REDI/EDA/CRA/FRDAP/Urban Planning		
Brief Description of Project: Wrote and administered 2 CDBG grants, one for a hurricane shelter and one for paving and drainage Wrote 1 EDA grant, 1 OTTED grant and 1 CDBG-ED grant for water and sewer lines (Sumter Cement Company) Assisted with reauthorization of REDI status for the City Assisted with establishment of CRA (Community Redevelopment Area) Wrote 2 FRDAP grants, one for development and one for land acquisition Assisted with development of amendments to local government comprehensive plan (Urban Planning)		

Owner / Business Name: City of Bushnell		
Project Location / Address: 117 East Virginia Ave		
City: Bushnell	State: FL	Zip Code: 33513
Point of Contact: Vince Ruano and Joy Coleman		Dates of Work: 2007 - 2010
Phone Number: 352-793-2591		Fax Number:
E-mail Address: jcoleman@cityofbushnellfl.com		
Project Name: CDBG – NR Planning Grant and CDBG – NR Construction Grant		
Brief Description of Project: Wrote and administered 1 CDBG-NR grant for engineering to design sewer system for Lincoln Park Neighborhood Currently administering 1 CDBG-NR construction grant to construct the Lincoln Park Project.		

This document must be completed and returned with your Submittal

STATEMENT OF TERMS AND CONDITIONS

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The Contractor agrees to indemnify and hold harmless Board of Sumter County Commissioners, and their elected officials, employees and volunteers from and against all claims, losses and expenses, including legal costs, arising out of or resulting from, the performance of this contract, provided that any such claims, damage, loss of expenses is attributed to bodily injury, sickness, disease, personal injury or death, or to injury to or destruction of tangible property including the loss or loss of use resulting there from and is caused in whole or in part by any negligent act or omission of the tenant.

PROHIBITION OF LOBBYING: During the black out period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposal, or Qualifications, or information, as applicable, are received at Contracts / Purchasing and the time the Board awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the Board, or any Board employee other than the Budget & Purchasing Manager. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposal (RFP) or Invitation to Bid (BID) must be submitted in writing to the Board's Budget & Purchasing Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the Boards at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by the Budget & Purchasing Manager before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The Board and/or his CONSULTANT do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's/BID's must make an appointment by calling the Budget & Purchasing Manager at (352) 793-0200. All RFP's/BID's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The Board of Sumter County Commissioners is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, firm, or person to submit a collusive or sham Proposal in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the Boards to vendors is based on the recipient's specific request and application to DemandStar by Onvia at www.DemandStar.com [(800) 711-1712] or as the result of response by the public to the legal advertisements required by State law. Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

OWNERSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Board. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the CONTRACTOR will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The Budget & Purchasing Manager will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

BOARD OF SUMTER COUNTY COMMISSIONERS, are political subdivisions of the State of Florida, and reserve the right to reject any and/or all submittals, reserve the right to waive any informalities or irregularities in the examination process, and reserve the right to award contracts and/or in the best interest of the Boards. Submittals not meeting stated minimum terms and qualifications may be rejected by the Boards as non-responsive. The Boards reserve the right to reject any or all submittals without cause. The Boards reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the Boards, or who has failed to perform faithfully any previous contract with the Boards or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Next time is hereby established as the Official Time of the Boards.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, "Member of the Firm" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the Boards' intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The firms shall furnish such additional information as the Boards may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Boards reserve the right to make investigations of the qualifications of the firm as it deems appropriate.

PREPARATION COSTS: The Boards shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the Boards' representative (Budget & Purchasing Manager). All work will proceed in a timely manner without delays. The Contractor shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the Budget & Purchasing Manager. These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a proposal/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable (vendor must pay any DemandStar fees or any shipping).

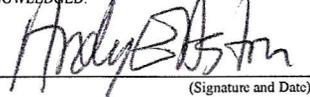
MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The Budget & Purchasing Manager is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the Boards unless evidenced by a Change Notice issued and signed by the Budget & Purchasing Manager or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the Boards within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original Board format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any recreated document.

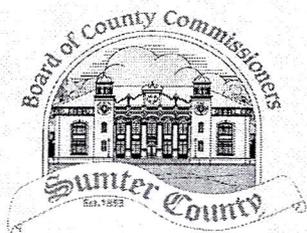
ACKNOWLEDGED:


(Signature and Date)

5-6-10

This document must be completed and returned with your Submittal

**PROPOSAL FORM FOR
BOARD OF SUMTER COUNTY COMMISSIONERS**



Name of Firm Submitting Qualifications Andy Easton & Associates

Name of Person Submitting Qualifications Andy Easton

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the Board of Sumter County Commissioners, to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

PROPOSER'S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL FORM

A handwritten signature in black ink that reads "Andy Easton". The signature is written in a cursive style with some capital letters.

Signature

5-6-10

Date

[] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

PROPOSER'S CERTIFICATION

Submit To: Sumter County Board of County Commissioners 910 North Main Street Bushnell, Florida, 33513 Phone 352-793-0200 Fax 352-793.0207		SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS REQUEST FOR PROPOSAL (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE: April 14, 2010	DUE TIME: 10:00 am	RFP # 156-0-2010/AT	
TITLE: RFP # 156-0-2010/AT SUMTER COUNTY CDBG for Grant Writing and Grant Administration Neighborhood Revitalization of the Grants FY 2009 and 2010 Funding Cycle			
VENDOR NAME: Andy Easton & Associates		PHONE NUMBER: 850-445-7829	
VENDOR MAILING ADDRESS: 203 Ridgeland Road		FAX NUMBER: 850-386-6404	
CITY/STATE/ZIP: Tallahassee, FL 32312		E-MAIL ADDRESS: Andyeaston2@msn.com	
<p>“I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose.”</p> <p> <u>1</u> _____ _____ _____ _____ Addendum # Addendum # Addendum # Addendum # Addendum # </p>			
<p>“I certify that this quote is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for Sumter County Board of County Commissioners (BOCC), respondent agrees that if this proposal is accepted, the respondent will convey, sell, assign, or transfer to the Sumter County BOCC all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the COUNTY. At the Sumter County BOCC discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent.”</p> <p> <u>Andy Easton, Principal</u> <u>Andy Easton</u> <u>4-6-10</u> Authorized Agent Name, Title (Print) Authorized Signature Date </p>			
<p><i>This form must be completed and returned with your Submittal</i></p>			



State of Florida
*Minority, Women &
Service-Disabled Veteran*
Business Certification

Guardian CRM, Inc.

Is certified under the provisions of
287 and 295.187, Florida Statutes for a period from:

November 10, 2009 to November 10, 2011

Torey Alston, Executive Director

Florida Department of Management Services
Office of Supplier Diversity

Brad Burns Insurance Inc.

04/09/2010

Dear Andy,

Brad Burns Insurance Inc. is a licensed insurance agency in Florida, agency license number L050092. Per your request for General Liability insurance, we have obtained an indication from Travelers, for \$1million per occurrence, \$2million general aggregate limits. Policy may be bound at these limits, once contract agreement has been approved.

Sincerely,



William B Burns

Brad Burns Insurance Inc.
2069 N Monroe St.
Tallahassee FL 32303
850-385-6500 Phone/850-385-0810 Fax

CERTIFICATE OF INSURANCE

SUCH INSURANCE AS RESPECTS THE INTEREST OF THE CERTIFICATE HOLDER WILL NOT BE CANCELED OR OTHERWISE TERMINATED WITHOUT GIVING 10 DAYS PRIOR WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED BELOW, BUT IN NO EVENT SHALL THIS CERTIFICATE BE VALID MORE THAN 30 DAYS FROM THE DATE WRITTEN. THIS CERTIFICATE OF INSURANCE DOES NOT CHANGE THE COVERAGE PROVIDED BY ANY POLICY DESCRIBED BELOW.

This certifies that: STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY of Bloomington, Illinois, or
 STATE FARM FIRE AND CASUALTY COMPANY of Bloomington, Illinois
has coverage in force for the following Named Insured as shown below :

Named Insured Andy Easton and Associates

Address of Named Insured 203 Ridgeland Rd
Tallahassee, FL 32312-1916

POLICY NUMBER	L144523C2959F			
EFFECTIVE DATE OF POLICY	03/29/2010			
DESCRIPTION OF VEHICLE	2003 TOYOTA AVALON			
LIABILITY COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
LIMITS OF LIABILITY				
a. Bodily Injury Each Person				
a. Bodily Injury Each Accident				
b. Property Damage				
c. Bodily Injury & Property Damage Single Limit Each Accident	\$1,000,000.00			
PHYSICAL DAMAGE COVERAGES	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible
a. Comprehensive				
b. Collision	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO \$500.00 Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible	<input type="checkbox"/> YES <input type="checkbox"/> NO _____ Deductible
EMPLOYER'S NON-OWNERSHIP COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
HIRED CAR COVERAGE	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO

Bill Reardon
Signature of Authorized Representative

AGENT 6722 Date 04/08/2010
Title Agent's Code Number

Name and Address of Certificate Holder
Sumter County Board of County Commissioners
Risk Management Department
ATTN: Rita Hart
910 N Main St STE 217
Bushnell FL 33513

Name and Address of Agent
State Farm, Agent Bill Reardon
250 John Knox Road Suite #5
Tallahassee, FL 32303
Office Phone (850) 562 - 0760

Check if a permanent Certificate of Insurance for liability coverage is needed:

Check if the Certificate Holder should be added as an Additional Insured:

Remarks: Each vehicle Policy is effective for 6 months. State Farm auto policies automatically renew unless other notification in given.
Policies with a renewal date near date of certificate issuance will be listed with a future effective policy date.



04/08/10

Andy Easton & Associates
203 Ridgeland Rd
Tallahassee, FL 32312

Re: Errors and Omission Policy Coverage
Client #82377

Dear Andy,

In follow up to our conversation I have attached a current Certificate of Insurance outlining the \$1,000,000 of coverage that you currently have. I have also reviewed the contract conditions from Sumter County and the \$2,000,000 coverage requirement. Please be advised that we can meet this requirement for you at your request.

If I can be of further help, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Chip Kooser".

Chip Kooser
Bo Burns State Farm
850-678-3441

CONTRACT

THIS AGREEMENT is made this 27th day of April, 2010, by and between **Board of Sumter County Commissioners** (hereafter referred to as "Board"), whose address is 910 North Main Street, Bushnell, Florida 33513, and Andy Easton & Associates (hereafter referred to as "Consultant"), whose address is 203 Ridgeland Road, Tallahassee, FL 32312.

RECITALS

WHEREAS, the Board has need for SUMTER COUNTY CDBG FOR GRANT ADMINISTRATION NEIGHBORHOOD REVITALIZATION OF THE GRANTS FY 2009 AND 2010 FUNDING CYCLE; and

WHEREAS, the CDBG FOR GRANT ADMINISTRATION NEIGHBORHOOD REVITALIZATION OF THE GRANTS FOR FY 2009 AND 2010 GRANT FUNDING CYCLE provides professional services; and

WHEREAS, the parties desire to enter into a written agreement outlining the duties and responsibilities and compensation of the Strategic Plan based on the Consultant's response to RFP # 156-0-2010/AT – Request for Proposal for SUMTER COUNTY CDBG FOR GRANT ADMINISTRATION FOR NEIGHBORHOOD REVITALIZATION OF THE GRANTS FOR FY 2009 AND 2010 FUNDING CYCLE;

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, it is agreed as follows:

1. The relationship of the Consultant to the Board will be that of a professional consultant and the Consultant will provide the professional and technical services required under this agreement in accordance with acceptable professional practices and ethical standards applicable to Consultant's profession, and will endeavor to provide to the Board prompt and efficient consulting services to the best of its ability.
2. Consultant is hereby retained and employed as the SUMTER COUNTY CONSULTANT FOR CDBG GRANT ADMINISTRATION OF THE NEIGHBORHOOD REVITALIZATION OF THE GRANTS FY 2009 AND 2010 FUNDING CYCLE consultant to work with the Board to provide said Server Hosting services in accordance with the scope of work outlined in RFP # 156-0-2010/AT.
3. Consultant agrees to prepare and complete the deliverables to the Board. Consultant may be asked to present the deliverables in person for review by staff or for discussion at a scheduled Board meeting.
4. The term of this Agreement shall commence on the day and year as shown above and continue in force through April 27, 2011. This Agreement may be renewed on an annual basis if agreed to in writing by both parties. The term of this Agreement does not relieve the Consultant of any future responsibility as described in paragraph eight (8) of this Agreement.
5. This Agreement may be terminated by either party upon thirty (30) days prior

written notice. If this agreement is terminated, Consultant shall be paid for all work performed up to the date of termination.

6. With regard to compensation paid to Consultant, Consultant shall furnish to the Board on a monthly basis an itemized invoice of the hours, services, products and other services utilized during the preceding month. Invoice shall be itemized per the attached Fee Schedule (Exhibit "A"). Consultant shall compute the total amount due for the preceding month and all amounts due Consultant shall be paid on a monthly basis pursuant to the provisions of the Local Government Prompt Payment Act, F.S. 218. Consultant acknowledges that and agrees that the rates set forth in the Fee Schedule shall remain fixed throughout the duration of the Agreement and thereafter shall only be adjusted by mutual written agreement of both parties.

7. General Considerations.

- a. All reports, drawings, designs, specifications, notebooks, computations, details, calculations documents prepared by Consultant and presented to the Board pursuant to this Agreement are and remain the property of the Board as instruments of service.
- b. All analyses, data, documents, models, modeling, reports and tests performed or utilized by Consultant shall be made available to the Board upon request and shall be considered public records.
- c. Consultant shall keep all books, records, files, drawings, plans and other documentation, including all electronically stored items, which concern or relate to the services required hereunder, for a minimum of three (3) years from the date of expiration or termination of this Agreement, or as otherwise required by any applicable law, whichever date is later. The Board shall have the right to order, inspect and copy all such Records as often as it deems necessary during any such period of time. This right to audit, inspect and copy records shall include all of the records of the Subconsultants (if any).
- d. Consultant shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
- e. Consultant shall, at all times, carry Professional Liability, General Liability, Automobile and Worker's Compensation Insurance pursuant to the insurance requirements in RFP # 156-0-2010/AT.
- f. Upon Consultant's written request, the Board will furnish, or cause to be furnished, such reports, studies, instruments, documents, and other information as Consultant and Board mutually deem necessary, and Consultant may rely upon same in performing the services required under this agreement.
- g. The Board and Consultant each binds itself and its successors, legal representatives and assigns to the other party to this agreement and to the partners, successors, legal representatives and assigns of such other party to this agreement, in respect to all covenants of this agreement; and neither the Board nor Consultant shall assign or transfer their interest in this agreement without the prior written consent of the other party.

8. Should any other professional services be called for by the Board, the charges shall be agreed upon in advance by the parties hereto. The Consultant may be required to provide additional services to the Board on challenges, public protests, administrative hearings or similar matters. The consultant shall be available to represent the Board,

serve as an expert witness and provide supporting documentation as necessary.

9. The Contract Documents, which comprise the entire Contract between Board and Consultant and which are made part hereof by this reference, consist of the following:

- a. Request for Proposal (RFP)
- b. Instructions, Terms, and Conditions
- c. RFP Forms
- d. Vendor's Certification
- e. General Terms and Conditions
- f. Drug Free Workplace Certificate
- g. References
- h. Scope of Work / Specifications
- i. Agreement for Services
- j. Permits / Licenses
- k. All Proposal Addenda Issued Prior to RFP Opening Date
- l. All Modifications and Change Orders Issued
- m. Notice of Award / Notice to Proceed

10. Consultant does hereby specifically promise and agree to "hold harmless", defend and indemnify the Board and the agents, servants, employees, officers, and officials thereof from and against any and all liability or responsibility for damage to property or person that may arise in connection with the services to be provided hereunder, including reasonable attorney fees and expenses.

11. Consultant, its agents, servants or employees shall, in no manner, whatsoever be construed as the employees, agents, servants or representatives of the Board and shall have not expressed or implied power or authority to act in any manner whatsoever for or on behalf of the Board, except as provided in the scope of services called for herein. Consultant is hereby designated as an independent contractor to the Board and none of the employees, agents or servants of the Consultant shall have any of the fringe benefits applicable to employees of the Board.

12. In the event of default by either party hereto, the defaulting party shall be liable for all costs and expenses, including reasonable attorney's fees, incurred by the other party and enforcing its rights hereunder, whether litigation be instituted or not, and at the trial court and appellate court level.

13. Consultant does hereby waive "venue privilege" and or "diversity of citizenship privileges" and agrees specifically that any action for the enforcement, construction or interpretation of this agreement shall be maintained in the County or Circuit Court for Sumter County, Florida and Consultant hereby specifically waives its right to institute any action of any kind or nature whatsoever against the Board in any other State or Federal Court or administrative tribunal.

14. This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or verbal. If any provision of the Agreement is declared invalid or unenforceable, the remainder shall continue in full force and effect.

15. This Agreement cannot be changed or modified, unless by written agreement signed by all parties hereto.

16. In performing services hereunder, Consultant shall comply with all federal, state and local laws and regulations. Consultant shall be responsible for identifying and obtaining all permits necessary to complete the scope of services. Consultant shall be responsible for obtaining, at its sole cost and expense, all necessary licenses and other governmental approvals required in order for Consultant to provide the type of services required hereunder.

17. Consultant shall notify Board in writing of any commitments during the term of this Agreement which may constitute a potential or actual conflict of interest with respect to the scope of services to be performed for the Board.

IN WITNESS WHEREOF, the parties have signed this agreement the day and year first above written.

ATTEST:
COMMISSIONERS

SUMTER COUNTY
BOARD OF COUNTY

By: _____

By: Doug Gilpin, Chairman

Date Signed:

ATTEST:

Consultant

By: _____

By:

Date Signed:
