

FORM #2

CONSULTING AGREEMENT

THIS AGREEMENT is made and entered into this 18th day of February, 2021, by and between **Guardian CRM, Inc.**, a Florida corporation whose business address is: 15000 Citrus Country Drive Suite 331, Dade City, FL 33523, (hereinafter referred to as "Consultant"), and The **CITY OF AVON PARK, FLORIDA**, a Florida municipal corporation whose business address is 110 East Main Street, Avon Park, FL 33825, and its successors and assigns (hereinafter referred to as "City").

WITNESS:

City and Consultant, in consideration of the mutual covenants set forth below, agree as follows:

1. SCOPE OF WORK

1.1. The "Bid Documents" include all of the city's documents provided to bidders in the Request for Proposals, and all of the Consultant's documents submitted in response to the request for Proposals, and such documents are attached as Exhibit "A". This Agreement along with all Exhibits are referred to in Sections 2 & 3 of the Bid Documents as the "Formal Contract", and the Bid Documents and this Formal Contract shall collectively be hereinafter referred to as the "Contract Documents." The work contemplated herein is described in the Bid Documents as the Scope of Services, and the Consultant's Proposals are open-ended in that the City may select any portion of the work at any time during this Agreement when such work is needed by the City. Nevertheless, Consultant understands that the City may never request such work.

1.2. 2.1.5 **Detailed Scope of Work and Specifications for Project.** The Consultant's work progressing to completion of each Project, as to quality, progress and compliance with the Contract Documents on such Project, shall be defined as the Consultant's "Work." The Detailed Scope and Specifications for the Work are as provided in the Bid Documents attached hereto and made a part of the terms of this Agreement.

1.3. Consultant shall comply with all laws.

2. CONTRACT PRICE

The City shall pay Consultant for performance of the Work in accordance with the Contract Documents in current funds at the lump sum or unit prices ("Bid Prices") as presented in the Bid Documents, which are incorporated and made a part of this Agreement as attached or by reference as provided in Exhibit "A".

3. INDEMNIFICATION

3.1 Consultant shall indemnify and hold harmless the City as required in the Bid Documents.

3.2 Nothing herein or the remainder of the Agreement shall be construed to extend the City's liability beyond that provided in section 768.28, Florida Statutes.

4. INSURANCE

4.1 **Generally.** Consultant shall, at its sole cost and expense, procure and maintain throughout the term of this Agreement, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance described below, or to the extent and in such amounts as required below and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City as a named, additional insured, as well as furnishing the City with a certified copy, or copies, of said insurance policies. The policies shall acknowledge coverage for the indemnification provided herein. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Consultant as required herein shall be considered, and Consultant agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City, and that any other insurance, or self-insurance available to the City shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Consultant as required herein. The insurer shall agree to waive subrogation against the City or its insurer. Unless otherwise provided below, such policy or policies shall be without any deductible amount and shall be issued by approved

companies rated at not less than AM Best A and authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Highlands County, Florida or within 50 miles of Avon Park. Such policy or policies shall name the City and the other parties indemnified hereunder as additional insureds under the Commercial Liability Policy as well as on any Excess Liability Policy coverage. Policies shall be on occurrence policies, not claims made. Coverage is not to cease and is to remain in force (subject to cancellation notice) until termination of this Agreement. All policies must be endorsed to provide the City with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If any of the insurance coverages will expire prior to termination of this Agreement, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration. Policies shall be on occurrence policies, not claims made.

- 4.2.1 **Sovereign Immunity Not Specially Waived.** Nothing herein shall be construed to extend the City's liability beyond that provided in section 768.28, Florida Statutes.
- 4.2.2 **Commercial Liability Insurance.** A Commercial Liability Insurance Policy shall be provided which shall contain minimum limits of One Million Dollars (\$1,000,000.00) per occurrence combined single limit for bodily injury liability and shall contain minimum limits of Two Million Dollars (\$2,000,000.00) per location aggregate, plus property damage insurance in the minimum amount of Five Hundred Thousand Dollars (\$500,000) covering all work performed. Coverage must be afforded on a form no more restrictive than the latest edition of the Commercial Liability Policy, without restrictive endorsements, and must include:
 - 4.2.3 Subcontracted Consultants, if any;
 - 4.2.4 Waiver of subrogation against City or its insurer;
 - 4.2.5 Broad Form Contractual Coverage applicable to this specific Contract, including any hold harmless and/or indemnification covenants.
 - 4.2.6 Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.
 - 4.2.7 Policies shall be "occurrence" policies, not "claims made."

4.4 Professional Liability (Errors and Omissions). The Contractor shall maintain Errors and Omissions Liability covering negligent acts, errors and/or omissions, including errors of the Consultant causing refund of grants or other losses of City due to such negligent errors or omissions. Such Professional Liability Insurance shall be provided with minimum limit of One Million Dollars (\$1,000,000) per aggregate

- 4.5.1 **Business Automobile Liability.** Business Automobile Liability for all vehicles owned, hired, leased, and non-owned, with minimum limits of One Million Dollars (\$1,000,000) per occurrence, combined single limit for Bodily Injury Liability and Property Damage Liability covering all work performed. Coverage must be afforded on a form no more restrictive than the latest edition of the Business Automobile Liability policy, without restrictive endorsements, as filed by the Insurance Services Office.
- 4.5.2 **Workers' Compensation Insurance.** Workers' Compensation insurance to apply for all employees who are to provide a service for this Agreement in compliance with Chapter 440, Florida Statutes, as may be amended from time to time, the "Workers' Compensation Law" of the State of Florida, and all applicable federal laws. In addition, the policy(ies) must include:
 - 4.5.3 Employers' Liability with a limit of Five Hundred Thousand Dollars (\$100,000.00) per employee accident; and,
 - 4.5.4 \$500,000 disease aggregate; and
 - 4.5.5 \$100,000 employee per disease

4.5.6 Additional Insured

The City of Avon Park, Florida, its elected and appointed officials, employees and agents shall be listed by endorsement as additional insured, except for worker's compensation and professional liability. Further, other designated persons or entities may be required to be listed as additional insured.

4.5.7 Certification of Insurance

Consultant, prior to providing any services pursuant to this Agreement, shall furnish to the City proof of insurance, including, but not limited to a Certificate of Insurance referencing the City its elected and appointed officials, employees and agents as "additional insured", except for worker's compensation and professional liability, and the effectiveness of all required insurance for Consultant, and each of its subconsultants. The certificates of insurance shall state that the City will be notified in writing at least thirty (30) days prior to cancellation, non-renewal or any other modification of any policies required of Consultant. No work shall commence under this Agreement until the City's authorized representative has given written approval of the insurance certificates. Additionally, Consultant has an affirmative obligation throughout the entire term of this Agreement to provide the City Manager evidence of the continuation of all policies required of Consultant by this Agreement. As such, as each policy of insurance is renewed, proof thereof must be provided in writing to the City Manager, City of Avon Park, 110 E. Main Street, Avon Park, FL 33825. All insurance

documents must show the Bid Number, prohibit subrogation against City's insurance, and indicate that the bidder's insurance is the prime insurance. Consultant shall obtain all policies on an occurrence form basis.

- 4.9 **Additional Requirements.** Additional insurance requirements may be noted in the scope of work or specifications. These insurance requirements will be in addition to those stated in these Terms and Conditions and not a replacement.
- 4.10 **Sub-consultants.** If Consultant uses a sub-consultant, Consultant shall ensure that sub-consultant provides indemnification and insurance as required herein, and names City as an additional insured, and shall provide the City with a copy of that policy or notice from the insurance company.
- 4.11 **Status of Claim.** Consultant shall be responsible for keeping the City currently advised as to the status of any claims made for damages against Consultant resulting from services performed under this Contract. Consultant shall send notice of claims related to Work under this Agreement to the City.

5. COMPLIANCE WITH LAWS

Consultant shall observe and abide by and perform all of its obligations hereunder in accordance with all applicable laws, rules, and regulations of all governmental authorities having jurisdiction, including the federal Occupational Safety and Health Act and all state and federal laws prohibiting and/or related to discrimination by reason of race, sex, or national origin.

6. TIME IS OF THE ESSENCE; SUSPENSION; TERMINATION

- 6.1 In all matters under this Agreement, time is of the essence. The City reserves the right to suspend the Consultant's prosecution of the Work. The Consultant shall, upon receipt of the City's written notice ("Notice of Suspension") and within the time stated therein, suspend and stop any part or all of the Work and operations hereunder for such period or periods of times as the City may deem advisable and designate in said Notice of Suspension.
- 6.2 The City reserves the right to terminate this Contract, with notice to Consultant ("Notice of Termination"), at any time the City determines it does not wish to proceed with Consultant's construction of the Project, **with or without cause**. In such event the Consultant shall immediately cease all Work not specifically identified and authorized in the Notice of Termination, and be paid for such portions of the Work as he and/or his approved subconsultants may have completed, and for materials which have been provided, fabricated, or delivered, up to the date of termination. No allowance shall be made for any anticipated profit on that portion of the Work not completed. The above shall be in addition to all rights and remedies granted the City under this Agreement.
- 6.3 The rights and remedies of City and Consultant under this Article shall be non-exclusive and shall be in addition to all other remedies available to such parties at law or in equity.

7. WAIVER

No provision, requirement, default, or breach of this Agreement may be waived by either party except in writing.

8. LAWS APPLICABLE; VENUE; WAIVER OF JURY; ASSIGNMENT

This Agreement shall be governed by the law of the State of Florida. Venue for any dispute before a court of law shall be in state court, in Highlands County, Florida. If a claim is based in Federal law, such litigation shall be in the federal district applicable to Avon Park, Florida. Neither party to the Agreement shall assign this Agreement without the written consent of the other; nor shall Consultant assign any monies due or to become due to it under the Agreement without the prior written consent of City. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding on all the parties and their respective successors and assigns.

9. CAPTIONS; EXHIBITS

All exhibits hereto are incorporated herein as part of this Agreement. The captions appearing with the article or section number designations of this Agreement are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions of this Agreement.

10. DOCUMENT IS THE RESULT OF MUTUAL DRAFTSMANSHIP

The terms and conditions of this Agreement are the product of mutual draftsmanship by both parties, each being represented by counsel if so desired, and any ambiguities in this Agreement or any documentation prepared pursuant to it shall not be construed against either of the parties because of authorship. The parties acknowledge that all the terms of this Agreement were negotiated at arms' length, and that each party, being represented by counsel if so desired, is acting to protect its own interests.

11. NOTICE

Notices required herein shall be sent by hand delivery or by major U.S. courier service (FedEx, UPS, Express Mail, DHS) to the following persons from each party:

11.1 **To the City:** Mark Schrader, City Manager, 110 East Main Street, Avon Park, FL 33825

11.2 **To the Consultant:** J. Corbett Alday V.P./COO, Guardian CRM Inc., 15000 Citrus Country Drive, Suite 331, Dade City, FL 33523

ATTORNEYS' FEES AND COSTS


If either party takes legal action to enforce the terms or conditions of this Agreement, whether through court or by arbitration, the prevailing party shall receive all costs of the action, including reasonable attorneys' and paralegals' fees, including appeals.

12. CONTRACT DOCUMENTS


The Contract Documents that comprise the entire agreement between City and Consultant are attached to this agreement, are made a part of this agreement, and consist of the following:

- 13.1 This Agreement.
- 13.2 Bid Documents (Composite Exhibit "A")
 - 13.2.1 Request for Proposals Document Cover Sheet and Bid Documents ("A1")
 - 13.2.2 Addenda and Responses to Inquiries Regarding City Specifications and Drawings (Exhibit "A2")
 - 13.2.3 Consultant's response bid and related documents (Exhibit "A3")
 - 13.2.4 Insurance Certificates (Exhibits "B1-Bx")

Witnesses:



Printed name: Manna Edwards.



Printed name: Anita Kinley

ATTEST:



Kim Gay, City Clerk

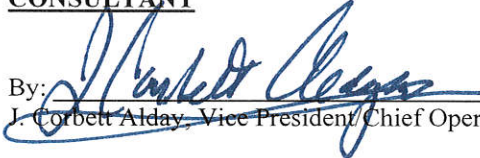


APPROVED AS TO FORM:



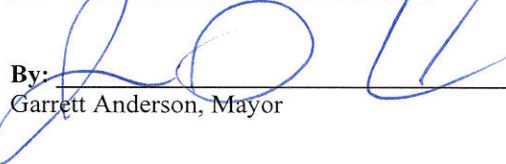
Gerald T. Buhr, City Attorney

CONSULTANT

By: 

J. Corbett Alday, Vice President/Chief Operating Officer

CITY OF AVON PARK, FLORIDA

By: 

Garrett Anderson, Mayor



June 26, 2020

Kim Gay, Staff Bid Representative
Avon Park City Hall
110 E. Main St., Second Floor
Avon Park, FL 33825

**RE: ITB #20-04 COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT)
PROGRAM MANAGEMENT SERVICES**

Dear Ms. Gay and Selection Committee Members:

Guardian Community Resource Management Inc. (Guardian) is a full-service grant management firm serving local governments throughout the state of Florida. As an industry leader, we are here to help you meet the increasing needs for improved local infrastructure, economic development, affordable housing, disaster recovery, utility financing, and the creation of high wage jobs in your community.

Guardian has over 150 years of combined team experience, and is a leader in grant research, planning, and writing/application and program administration services for federal and state initiated programs such as CDBG, DRI, State Housing Initiative Partnership (SHIP), Economic Development, Public Works, and State Revolving Fund, among others. We believe our ongoing involvement in similar communities involving federal and state grant program administration, and our intimate familiarity with the complexities of Federal and State regulations makes us the best qualified firm to fulfill your needs. We have worked in cities, counties, and special districts throughout Florida. In short, when you are talking about overall experience from funding to implementation of state and federal grant funded programs, you will not find a more experienced knowledgeable, dedicated, and ethical team than Guardian.

In 2005, Guardian began working for the City of Avon Park providing grant administration services for a multi-funded CDBG Commercial Revitalization project for street paving and sidewalks connected to a pedestrian mall. Guardian also was awarded additional contracts in 2013 and 2017 to provide application, program administration services and project delivery service for both CDBG Commercial Revitalization and Housing Rehabilitation projects.



Based on our track record with federal and state government funded projects, please know that when it comes to working with the Avon Park team, we will always respond professionally, effectively and in a timely manner. We will act in the best interest of your community, without overstepping our responsibilities. We will provide you and your residents with the highest quality standards and service that make Guardian a leader in this industry.

With ongoing budgetary constraints, local governments need the financial assistance from federal and state grants to fund their community's development, infrastructure, and housing needs. Of equal importance is Guardian's unique team expertise in developing grant funding strategies by leveraging multiple funding sources, which decreases the cost of programs to the local community. We have successfully completed over 250 projects, totaling \$500,000,000+ in grants, loans and private investment (the mixing, matching, and leveraging of multiple funding sources), with the majority involving CDBG, SHIP, FEMA PA, NSP, Home, Disaster Recovery, EDA, and other community and economic development programs.

The Guardian Team encourages you to speak with the Avon Park team members we have worked with, and to contact our other references and confirm that when you partner with our firm, you get a team that is responsive, technically knowledgeable and committed to your success. Our current County and City contracts and other documentation related to our CDBG program administration experience are noted in our Guardian Experience Chart. We are local, housed in Florida, with exclusive experience in, economic development, Florida disaster recovery and housing rehabilitation.

It is our pleasure to offer our continued services to the City of Avon Park. This proposal is a firm offer of services and is irrevocable for a period not to exceed ninety (90) days from the public opening date and time. I am the duly authorized representative to negotiate and legally bind Guardian in a contract, and I understand and agree to be bound by the terms and conditions of the ITB/RFP as presented.

Please do not hesitate to contact me should you have any questions or require additional information. We look forward to the opportunity to serve you and your community.

Sincerely,

Christine Masek Alday, President

Christine.Alday@GuardianCRM.com

352-437-3902 Office

863-583-0357 Fax

CITY OF AVON PARK, FLORIDA
Bid Cover Sheet
Page 1 of 2

Bidder/Company Name (Capitalize): GUARDIAN COMMUNITY RESOURCE MANAGEMENT INC.

Date Submitted: June 29, 2020

Bid Opening Date: June 30, 2020

Project Identification: BID # ITB# 20-04

Formal Bid Name: Community Development Block Grant Mitigation - (CDBG-MIT) Program Management Services

As per sunbiz.org:

Entity Name: Guardian Community Resource Management, Inc.

Business Address: 15000 Citrus Country Drive, Suite 331, Dade City, FL 33523

Authorized Signor: Christine M. Alday Title: President & CEO

Phone Number: 352-437-3902 E-Mail Address: christine.alday@guardiancrm.com

Bidder's rep: _____ Business phone: 352-437-3902 Cell phone: 813-708-3242

In submitting this Bid, Bidder makes all representations required by the Bid Documents and further warrants and represents that Bidder has examined copies of all the Bid Documents and of the following addenda:

No. _____	Dated: _____	No. _____	Dated: _____
No. _____	Dated: _____	No. _____	Dated: _____
No. _____	Dated: _____	No. _____	Dated: _____

WILL PROVIDE CONTINUITY OF OPERATION DURING EMERGENCY? Yes ☐ No ☐

The undersigned, as Bidder, hereby declares that no person or persons other than the undersigned are interested in this Invitation To Bid as Principal, and that this bid is made without collusion with others; and that we have carefully read and examined all the Bid Documents and with full knowledge of all conditions under which the goods or services herein are contemplated must be furnished, hereby propose and agree to furnish the goods or services according to the requirements set out in the Bid Documents for said goods or services for the prices as listed on the subsequent pages.

Taxpayer Identification Number: 13-4309252

(1) Employer Identification Number -or- (2) Social Security Number*

* The City of Avon Park collects your social security number/or tax reporting purposes

ALL PROPOSALS MUST BE SIGNED, SEALED AND EXECUTED BY AN AUTHORIZED CORPORATE AUTHORITY.

If that person is not the President, CEO, or Partner, this form shall be accompanied by the Company's **CORPORATE**

RESOLUTION authorizing the signor.

Signed this 26th day of June, 2020:

Witnesses:
Signed: Beth Bach-Gates
Print name: Beth Bach-Gates

Guardian Community Resource Management, Inc.

Corporate Name Printed

Signed: Zayra Sanchez
Print name: Zayra Sanchez

By: Christine M. Alday
Printed name and title: Christine M. Alday

Company Submitting Bid: Guardian Community Resource Management, Inc.

Bid # ITB# 20-04 Bid Name: Community Development Block Grant Mitigation - (CDBG-MIT) Program Management Services

CITY OF AVON PARK, FLORIDA
Bid Cover Sheet
Page 2 of 2

For providing the construction services stated in the Bid Documents and Formal Agreement, the bid is as follows (including caveats and limitations):

N/A

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companies rated at not less than AM Best A and authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Highlands County, Florida or within 50 miles of Avon Park. Such policy or policies shall name the City and the other parties indemnified hereunder as additional insureds under the Commercial Liability Policy as well as on any Excess Liability Policy coverage. Policies shall be on occurrence policies, not claims made. Coverage is not to cease and is to remain in force (subject to cancellation notice) until termination of this Agreement. All policies must be endorsed to provide the City with at least thirty (30) days' notice of expiration, cancellation and/or restriction. If any of the insurance coverages will expire prior to termination of this Agreement, copies of renewal policies shall be furnished at least thirty (30) days prior to the date of their expiration. Policies shall be on occurrence policies, not claims made.

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No provision, requirement, default, or breach of this Agreement may be waived by either party except in writing.

8. LAWS APPLICABLE; VENUE; WAIVER OF JURY; ASSIGNMENT

This Agreement shall be governed by the law of the State of Florida. Venue for any dispute before a court of law shall be in state court, in Highlands County, Florida. If a claim is based in Federal law, such litigation shall be in the federal district applicable to Avon Park, Florida. Neither party to the Agreement shall assign this Agreement without the written consent of the other; nor shall Consultant assign any monies due or to become due to it under the Agreement without the prior written consent of City. Subject to the foregoing, this Agreement shall inure to the benefit of and be binding on all the parties and their respective successors and assigns.

9. CAPTIONS; EXHIBITS

All exhibits hereto are incorporated herein as part of this Agreement. The captions appearing with the article or section number designations of this Agreement are for convenience only and are not a part of this Agreement and do not in any way limit or amplify the terms and provisions of this Agreement.

10. DOCUMENT IS THE RESULT OF MUTUAL DRAFTSMANSHIP

The terms and conditions of this Agreement are the product of mutual draftsmanship by both parties, each being represented by counsel if so desired, and any ambiguities in this Agreement or any documentation prepared pursuant to it shall not be construed against either of the parties because of authorship. The parties acknowledge that all the terms of this Agreement were negotiated at arms' length, and that each party, being represented by counsel if so desired, is acting to protect its own interests.

11. NOTICE

Notices required herein shall be sent by hand delivery or by major U.S. courier service (FedEx, UPS, Express Mail, DHS) to the following persons from each party:

11.1 **To the City:** Mark Schrader, City Manager, 110 East Main Street, Avon Park, FL 33825

11.2 **To the Consultant:** J. Corbett Alday V.P./COO, Guardian CRM Inc., 15000 Citrus Country Drive, Suite 331, Dade City, FL 33523

ATTORNEYS' FEES AND COSTS

If either party takes legal action to enforce the terms or conditions of this Agreement, whether through court or by arbitration, the prevailing party shall receive all costs of the action, including reasonable attorneys' and paralegals' fees, including appeals.

12. CONTRACT DOCUMENTS

The Contract Documents that comprise the entire agreement between City and Consultant are attached to this agreement, are made a part of this agreement, and consist of the following:

- 13.1 This Agreement.
- 13.2 Bid Documents (Composite Exhibit "A")
 - 13.2.1 Request for Proposals Document Cover Sheet and Bid Documents ("A1")
 - 13.2.2 Addenda and Responses to Inquiries Regarding City Specifications and Drawings (Exhibit "A2")
 - 13.2.3 Consultant's response bid and related documents (Exhibit "A3")
 - 13.2.4 Insurance Certificates (Exhibits "B1-Bx")

Witnesses:

CONSULTANT

By: _____
J. Corbett Alday, Vice President/Chief Operating Officer

Printed name: _____

Printed name: _____

ATTEST:

CITY OF AVON PARK, FLORIDA

Kim Gay, City Clerk

By: _____
Garrett Anderson, Mayor

APPROVED AS TO FORM:

Gerald T. Buhr, City Attorney



Christine Alday, President and CEO

Ms. Alday is the owner and President of Guardian Community Resource Management, Inc. She has been working with grants and loan-funded programs since 2005. Her prior experience was working for a private Fortune 500 company as an Accountant and Auditor. Christine has "hands on" financial management experience with federal, state, local and private funding sources. Christine Alday has extensive experience with funding-agency contracts and managing and tracking all manner of grants and loan-funded project dollars and is responsible for the overall financial management of each project.

Education/Certificates

Masters - Accountancy,
Univ. of S. Florida
BA, Accounting,
Univ. of S. Florida

Professional Assoc.

President, West Central
Florida Chapter, Grant Prof.
Association
Woman of the Year 2012-
2013 by National Assoc. of
Prof. Women
Fl. League of Cities
Fl. Assoc. of Counties
Fl. Comm. Dev. Assoc.
Fl. Green Bldg. Coalition
Amer. Women's Bus. Assoc.
Lakeland Chapter

Training

NSP, CDBG, SHIP, HOME,
USDA, HUD and FDEO
Wrkshp/Webinars
OIG fraud training
CDBG Rule Hearings, Appl.
& Imple. Wrkshops
Florida in the Sunshine and
Ethics Seminar

CDBG Projects

Lake Placid, City of Labelle,
City of Palmetto, Avon
Park, Columbia, Desoto,
Flagler, Hendry, Highlands,
Indian River, Osceola, Palm
Coast, Citrus, Indian River,
& Martin counties, Spring
Lake Imprv. Dist. Gateway
District,

Professional highlights and duties:

Ms. Alday develops financial tracking for all grants and loan-funded federal and state projects and ensures accurate financial management. She has over fifteen (15) years of audit, accounting, and financial management experience, and over ten (10) years of grants consulting and program administration experience. She is responsible for contract management, monitoring preparation and managing client relations. She has worked on housing and infrastructure projects totaling more than \$200,000,000 in funding from myriad sources.

For our publicly funded projects, she:

- Creates a duplicate project budget and reconciles it regularly with the local government and the funding agency.
- Reviews budgets and financial plans for accuracy and appropriateness.
- Coordinates with client auditors on financial questions related to the grants.
- Conducts a review of all grant close-out packages and provides a balance of project budgets prior to closeout.
- Reviews client procedures/policies as needed, including substantive tests of internal controls, & evaluate internal methodology.



Corbett Alday III, Vice President/COO

Mr. Alday's career in public funded projects began over twenty-five (25) years ago with the Florida Small Cities Community Development Block Grant (CDBG) program. He is the lead Project Administrator for all our projects. During his career, he has continued his work with Small Cities CDBG, adding work experience in a vast array of public funding sources. These include: Special Appropriation Disaster Recovery CDBG, Entitlement, HMGP, SHIP, USDA, SRF, FDEP, FDOT, OTTED, EDA, EPA, SWFMD, SRWMD, STAG, Section 108 CDBG, FRDAP, FEMA, HUD, SBA, HHRP, FHFC, NSP, and many others.

Professional highlights and duties:

Education/Certificates

Bachelor's Degree in
Engineering, Fl. State Univ.
AA in Drafting Technology

Professional Assoc.

Florida League of Cities
Florida Assoc. of Counties
Lake County League Cities
Florida Comm. Development
Association
Florida Green Bldg. Coal.
Grant Professionals
Association

Training

NSP, CDBG, SHIP, HOME,
USDA, HUD, FDEO Wkshop &
Webinar
Green Bldg. Training Ser.
HUD/ENVRR/RROF Tr.
Storm Water Utility Rate,
Planning, Utility Develop. &
Fin. Courses
FEMA HMGP/FMGP TS
CDBG Rule Hearings, Appl. &
Impl Wkshops, CDBG Sect
108 Wkshop.
Florida Sunshine/Ethics
GIS for Comm. Dev Prof.

CDBG Projects

Town of Lake Placid, City of
Labelle, City of Palmetto,
Avon Park, Columbia,
Desoto, Flagler, Hendry,
Highlands, Indian River,
Osceola, Palm Coast, Citrus,
Indian River, and Martin
counties, Spring Lake
Improvement District,
Gateway District, Sebring,
Sebring Airport.

Mr. Alday is the leading expert in the State in the area of creative layering – the linking of multiple funding sources. For hundreds of projects, he has helped communities match sound technical solutions with the special restrictions of grant-loan programs.

Mr. Alday has experience working in over fifty (50) communities in excess of twenty (20) different sources of funding totaling more than \$500 million!

Mr. Alday has extensive project management experience from grant writing to implementation to close out. He has successfully implemented HUD's Environmental Review Record (ENVRR) requirements on numerous projects.

For our publicly funded projects, he:

- Conducts grant-loan funding research and performs site investigations & preliminary scoring to determine community needs and grant funding feasibility.
- Conducts needs analysis, grant research and prepares draft application writing.
- Develops layering recommendations and preliminary applications activities.
- Participates in and oversees bid and construction management, Davis Bacon and manages the environmental review processes consistent with NEPA requirements.
- Serves as Project Manager on this RFP



Antonio Jenkins, Project Manager

Mr. Jenkins has over thirteen (13) years of extensive operations and project coordination experience and is well versed in the latest building standards and codes. Antonio manages the construction administration and project representation for our land development and housing programs, including CDBG, NSP, SHIP, HOME, and others. Additionally, Mr. Jenkins has an extensive background in social and operations management which enables him to provide excellent client customer service and serves as an invaluable asset in the-field and when face-to-face time is required with clients.

Education/Certificates

Bachelor's Degree in
Political Science,
Valdosta State University
Certified Inspector My Safe
Florida Home
Florida Green Home
Designation Certification

Professional Assoc.

Florida League of Cities
Florida Assoc. of Counties
Lake County Lg. of Cities
FL Comm. Develop. Assoc.
Fl. Green Bldg. Coalition

Training

NSP / CDBG / SHIP / HOME
/ USDA / HUD / FDEO
Workshops and Webinars
Lake & Volusia County
2011 Annual Green
Symposium
HUD Section 3 training
Issues/Challenges of
Owner-Occupied Rehab
FDEO NSP TA Training
HUD ENVRR & RROF Tr.
Green Building Tr. Series
CDBG Rule Hearings, Appl
/ Impl. Wkshops
U.S. HUD Envrr. Review
My Safe FL Home Inspector

CDBG Projects

Lake Placid, City of Labelle,
City of Palmetto, Avon Park,
Columbia, Desoto, Flagler,
Hendry, Hernando,
Highlands, Indian River,
Osceola, Palm Coast, Citrus,
Indian River, Martin, Osceola
counties.

Professional highlights and duties:

Mr. Jenkins' primary duties include project delivery services and construction oversight, including single family homeownership and multi-family homeownership & rental for NSP and for CDBG implementation, in addition to oversight of construction bidding, contractor vetting and program management.

Mr. Jenkins continues to oversee the construction and / or rehabilitation of 2,000+ multi and single family housing units and the construction oversight of various other grant funded infrastructure projects.

For our publicly funded projects, he:

- Conducts orientation sessions for contractors and vendors.
- Conducts site inspections for compliance.
- Reviews/recommends changes to local HAP.
- Conducts HUD Tier 2 Environmental Reviews.
- Reviews mortgage & construction contracts.
- Conducts monitoring of single/ multi-family rental construction.
- Conducts & provides inspections, work-write-ups, bid documents, NTB, and NTP.
- Creates/tracks project construction budget; reviews, monitors, approves construction and contractor pay authorizations.

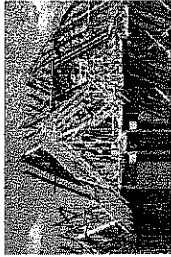
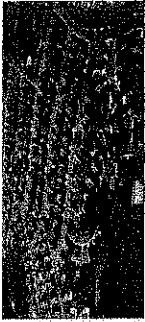
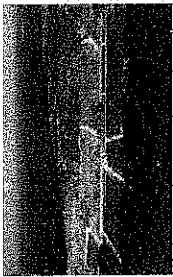


KEY TEAM MEMBERS ORGANIZATIONAL CHART





The Guardian team brings to the City of Avon Park extensive experience in the planning, application, administration and compliance of Federal and State funded grant and loan-funded programs. When you engage the Guardian team, we commit to being on site with you as often as is required. We understand the importance of face to face time, and we take it very seriously. Key industry professionals own and manage the business as well as serve your projects directly.



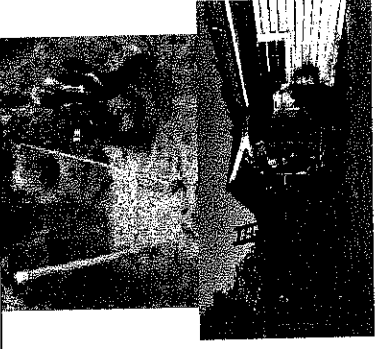

Christine Alday President/CEO	Will provide overall project financial tracking & review, oversight and controls for funding, & contract review.	<ul style="list-style-type: none"> • Over 15 years of audit, accounting, and financial management experience. • 15 years of grants consulting and program administration experience.
Corbett Alday Vice President/COO	Will provide years of experience in environmental review, research, grant application, implementation & management of federal & state prog.	<ul style="list-style-type: none"> • 24+ years of grants consulting and program admin/experience. • Creative layering expertise • Engineering background • ENVRR Specialist
Don Ridley Licensed Building Inspector Director of Construction Administration	Will provide technical assistance in relation to all construction development programs.	<ul style="list-style-type: none"> • 36+ years of construction and construction oversight exper. • Exp. with 7 major disaster events. • 100+ infrastructure jobs • 2,000+ housing units
Antonio Jenkins Project Manager/Housing Specialist	Will provide project delivery services; including project delivery, community meetings, tech. assist, constr. oversight and inspections.	<ul style="list-style-type: none"> • 13+ years of extensive operations/project experience. • 2,000+ housing units • Well versed in building standards • Oversees CDBG/SHIP/NSP rehab/new construction projects.
Jean Rags Project Coordinator	Will provide review of grant application. Local policies/procedures and funder requirements.	<ul style="list-style-type: none"> • 14+ years of experience with state and federal grants. • Implement/manage CDBG & NSP housing projects in local govt.
Zayra Sanchez Grants Administrator	Will maintain records, prepare public notices & materials for meetings, & conduct on-site file maint.	<ul style="list-style-type: none"> • 5+ years of experience in business management & customer service. Training with state and federal grants. • Compliant with client and administrative files/records.
Gayle Brett-Sub Consultant Real Estate Transaction Specialist and Grants Administrator	Will provide grant research & prep, state government expertise & insight, review grant docs. Property review & acquisition exper.	<ul style="list-style-type: none"> • 26+ yrs working for FDEO & FDEP. • Years of experience in buying, selling/managing real estate transactions for the State, counties, cities & private sector.


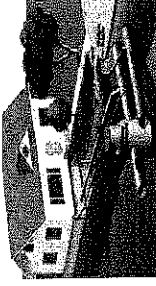

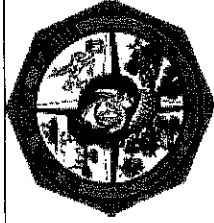
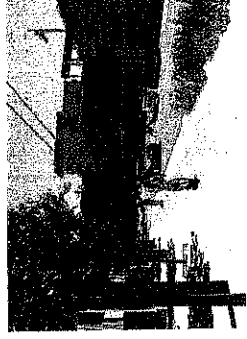




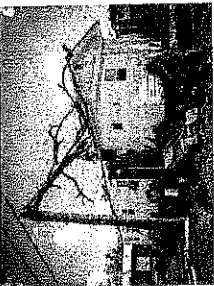
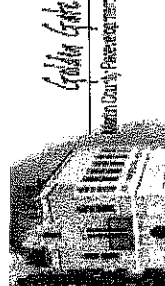
GUARDIAN SUCCESS IN CDBG-REGULAR CATEGORY AND ED ADMINISTRATION

The Guardian team understands that providing **good communication**, **maximum accessibility** and **on-site capability** is critical to the successful management and completion of a project. Many of our team members live locally to our clients. They work outside normal office hours and make every effort to respond to your phone calls, emails, text and/or fax requests within one business day or sooner. Please see below a **SAMPLE** list of our CDBG program clients. Including contact information, services provided, performance period and total amount of contract.

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
Hendry County	2015-2016	CDBG-HR	\$750,000	Grant Writing Services, Grant/Loan Program Administrative Services. The Guardian team provided CDBG grant writing services and is currently providing program administration services.	
Sabrina M. Gadson Housing and Social Services (863) 675-5297 Sabrina.gadson@hendryfla.net	2017-2018	Miscellaneous Grant Services CDBG HR	\$20,000 \$750,000	The Guardian team is providing program management, project delivery services for a housing rehabilitation project. The Guardian team also provides construction management, contractor bidding and selection, constr. Inspection, Davis Bacon.	
Highlands County	2014-2017	CDBG-NR	\$750,000	The CDBG NR Project was for water line replacement and ED grant was for public infrastructure for a new Holiday Inn hotel. The Guardian team continues to provide grant writing, prog. mgmt., project delivery services. Guardian also provides construction mgmt., contractor bidding/selection, constr. Inspection, Davis Bacon, program administration.	
Robert Diefendorf Jr. County Engineer (863) 402-6877 rdiefen@hcbcc.org	2015-2017 2019-	CDBG-ED CDBG-HR	\$1,500,000 \$750,000		

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
Indian River County Bill Schutt Sr. Econ. Devlp. Planner (772) 226-1243 bschutt@ircgov.com	2014-2017	CDBG-NR	\$750,000	CDBG NR projects were for flood and drainage improvements, new sewer lines/components and sewer hookups, and infrastructure for a County firehouse. The Guardian team provided program management & currently providing program management & project delivery services. The Guardian team will also provide construction management, constr. inspection, Davis Bacon and program admin. Guardian provides ongoing initial inspections reports, detailed work write-ups, cost estimates, and payment inspections.	
	2011-2013	CDBG-NR	\$750,000		
	2017-	CDBG HR	\$750,000		
City of Avon Park Kimberly Gay City Clerk 863-452-4400 kgay@avonpark.cc	2011-2013	CDBG-HR	\$750,000	The CDBG HR Projects provide housing rehabilitation and or replacement, improvements to owner-occupied LMI/VLI households. 2017 HR will address LMI homes for code, health and safety. Project for sidewalks, lighting, benches, landscaping, downtown revitalization to small rural city. The Guardian team continues to provide grant writing, program management, project delivery services and financial layering expertise.	
	2017-current	CDBG-HR	\$750,000		
	2020	CDBG-Mitigation CFHP & GPS	Application pending		
Hernando County Ms. Veda Ramirez, Health & Human Services Manager, (352) 540-4338 vramirez@hernandocounty.fl.us	2010-2012	CDBG-NR	\$750,000, layered with County & City funding, with a total project cost of approximately \$1M.	CDBG NR Project for new sewer/water lines, fire hydrants, & road restoration in LMI neighborhoods. The CDBG HR project provides for housing rehab for LMI & VLI homes. The Guardian team continues to provide grant planning/application & program administration, contract prep & implementation, conducted household surveys, project inspections and financial management. Project management includes training, ENVR, reporting and compliance monitoring throughout the program.	
	2017-2020	CDBG HR	\$750,000, layered with County SHIP of \$50,000		
Citrus County Tammy Harris- Housing Services Director, 2804 W Marc Knighton Ct., Lecanto, FL 34461 (352) 527-7528 Tammv.Harris@citrusbocc.com	2010-2012	CDBG-HR	\$750,000	Project provides housing rehab and or replacement of LMI & VLI occupied homes. ED water lines for new, job-creation @ Wal-Mart. CDBG/DRI project is for demo, replace, elevate LMI homes damaged by hurricanes. Guardian provides prog. Mgmt., housing rehab delivery services and financial layering expertise.	
	2015-2017	CDBG-HR	\$750,000		
	2019	CDBG-DRI	\$1,000,000		

Local Government		Fund Year	Type of Grants	Funded Amount	Scope	Project
Osceola County Danicka Ransom Housing Manager (407) 742-8400 dran@osceola.org		2009-2011	CDBG-HR, SHIP	\$1,000,000 layered through SHIP and CDBG funds	Program addressed LMI/VLI homeowner rehab housing units. The Guardian team provided grant writing, program management, housing rehabilitation delivery services and financial layering expertise. Guardian continues to ongoing provide general services and tech support/grant admin.	
		2019-	CDBG/Entitlement	Task order		
Martin County Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us		2007-2010	CDBG-NR	\$675,000 in CDBG funds leveraged with \$250,000 County funds	Project was for sewer lines and components along with new sewer hook-up. The Guardian team provided grant writing and program administration.	
Columbia County David Kraus Asst. County Manager 386-758-1005 David_Kraus@columbiacountyfla.com		2017-2020	CDBG-NR	\$750,000	Project was for the installation of water lines to connect to the City water system and road pavement. Guardian performed grant administrative services, project oversight and financial management for the grant. CDBG-ED project is with a truck stop business partner for expansion of County wastewater treatment plant.	
		2019	CDBG-ED	\$1,000,000		
		2020	CDBG- DRI Mitigation	Application pending		
Desoto County Lauri Benson Social Services Director (863)993-4858 l.benson@desotobocc.com		2019	CDBG-HR	\$750,000	Project is for housing rehabilitation of LMI/VLI homes. The Guardian team has been contracted to provide partial grant administration services, including document review and environmental review services for eleven (11) homes.	
City of Palmetto Jim Freeman City Clerk (941)723-45470 jfreeman@palmettofl.org		2019	CDBG-ED	\$1,500,000	City is partnering with a hotel business to provide water, sewer, street improvement and stormwater. The CDBG / SRF funds will provide wastewater treatment plant upgrades. The Guardian team is providing grant/loan writing & research, grant-loan admin., program mgmt, tech support, and financial layering.	
		2019-current	CDBG/SRF	\$8,000,000		
		2020	CDBG Mitigation CFHP	Application pending		

Local Government	Fund Year	Type of Grants	Funded Amount	Scope	Project
City of Stuart Pinal Gandhi-Savdas Admin. Community Redevelopment (CRA) 772-283-2532 pgandhi@ci.stuart.fl.us	2018	CDBG -HR and CDBG- ED	\$750,000 \$1,500,000	The Guardian team has been contracted to provide Public Grant and Loan Funding Sources for Capital Facilities Planning, Program Administration, and Project Delivery Services for projects in either CDBG regular category and ED.	
Disaster Mitigation & Recovery					
City of Riviera Beach Jeff Gagnon Planning and Zoning Administrator Department of Community Development City of Riviera Beach, FL (561)845-4037 (561)845-4038 Fax JGagnon@Rivierabch.com	2013-2015	CDBG - DRI Disaster Recovery \$1,105,745	DRI funds in the amount of \$1,105,745	The City was awarded through Palm Beach County, under State of Florida's 2005 DRI Program, CDBG funds to implement a housing rehab program. Guardian was contracted to provide monthly status report tracking of current progress & stages of applications, including expenditures and reconciliation, process applications, perform eligibility determination, project delivery, develop replacements cost & market value assessments, and perform analysis to demonstrate practicality of proposed repair or mitigating project.	
Martin County Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us	2009-2012	CDBG-DRI	\$2,000,000	Project was for hurricane housing, rehabilitation and mitigation. Guardian provided appicate intake, budget tracking, reports, inspections, SOW, public meetings and other grant administration responsibilities.	
SHIP / CDBG					
Martin County Dawn Cobb Housing Program Coordinator (772) 228-5456 dcobb@martin.fl.us	2011-2012 2012-2013 2013-2014 2017- open	SHIP CDBG HR In progress, currently contracted to administer all housing and CDBG programs	\$750,000 \$750,000 \$750,000	Guardian was contracted for the overall management/compliance of the County's Housing programs including SHIP & NSP. Our responsibilities include; applicant intake, budget tracking, reports to FHIC & BOCC, inspections, SOW, bids, AHAC & public meetings, review/update LHAP, const. rehab, training, pay request approvals & response to client/homeowner. Guardian & researches grant opportunities.	

Let's Get Started!

Preliminary Activities:



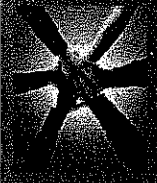
1. Background research to identify project/program needs and networking with County Staff, elected officials, department directors and community leaders to determine priority needs and formulate appropriate grant solutions.
2. Develop leveraging strategies for each potential funding source.
3. Kick-off meeting with County Staff; review all requirements and meet with any businesses, organization partners, and other team members who may provide, GIS mapping, engineering documents, etc.
4. Prepare for and be present at all required Public Hearings, BOCC meetings, CATF meetings, and Fair Housing activities.
5. Review and/or Develop new policies required for the grant submission process.
6. Prepare and submit final grant applications following BOCC approval.
7. Prepare for and provide representation and support during site visits.
8. Prepare for and provide representation and support during outreach or orientation seminars by your community.
9. (Economic Development) From the business partner and /or business partner's investor: obtain evidence of equity &/or cash on hand, business plan/financial statements, letter of commitment, loan commitment, proof of site control, evidence of new job creation, & provide sample Participating Party Agreement.
10. Complete supporting documents for grant award contract documents.
11. Complete grant agreement work plans and budgets.
12. Develop required project record and filing system for all local/original documents.
13. Establish a duplicate grant contract file system for tracking grant activity (electronic format preferred).
14. Establish a master schedule and work plans with benchmarks and timelines.
15. Prepare all required public notices.
16. Prepare required request for comments.
17. Prepare any needed maps or supporting documentation.
18. Policy and procedure review.
19. Rewrite developer or non-profit partner agreements

You've Got the Grant – Now What?
Post-Award Activities:



1. Prepare Environmental Review Record (ENVRR).
2. (Economic Development) Execute Participating Party Agreement.
3. Prepare FONSI advertisement and Request for Release of Funds (RROF).
4. Review/update/develop any required grant policies and procedures manuals.
5. Review all grant agreements for compliance, requirements and special conditions.
6. Establish grant performance measures and benchmarks of performance.
7. Develop program forms and checklist for intake qualifications, bidding, and contracting.
8. Provide a sample / review/ update RFP/RFQ for contractors and vendors.
9. Recommend short list of vendors (e.g. construction contractors, surveyors, and any other remaining services needed).
10. Vet all contractors and vendors.
11. Establish local housing case office.
12. Hire a new local case manager and housing specialist to operate housing office.

Bring in Your Partners!
Outreach, Partner /
Vendor Training & Support:



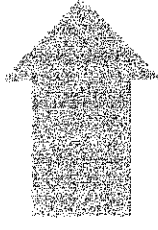
1. Develop operating procedures and accompanying checklists and standardized reports for your project partners and vendors.
2. Provide training, support and monitoring of the day to day activity of the partners, vendors and your staff.
3. Provide sample of vetting forms and forms of agreement for contractors, partners, and vendors.
4. Write RFP scopes of work and provide 2 CFR 200 and State language.
5. Attend pre-bid and bid meetings for support.
6. Write technical assistance answers to bid questions.
7. Technical assistance to selection committees.
8. Develop scope and federal developed agreements
9. Advertise for housing assistance.
10. Receive and screen housing cases.

Let's Get to Work!

Basic Regular Compliance

Monitoring/Project

Delivery Services:



1. Oversee project schedule and compliance, including regular monitoring & updates.
2. Representation during monitoring/site visits, audits and community meetings.
3. Provide all other necessary technical assistance to staff and contractors.
4. Prepare regular status reports, e.g. grant funding report, grant contract status, administrative status.
5. Procedures for comprehensive identification of beneficiaries and qualifying applicants.
6. Monitor all regular grant-funded project activity to ensure compliance.
7. Review construction contract documents and supporting information compliance.
8. Review & ensure compliance with applicable federal, state and local laws, all applicable parts of 24 CFR200, and any other related federal requirements.
9. Monitoring and prevention of duplication of benefits.
10. Meet with the Building Department, Purchasing Department, & other involved departments to coordinate bidding, permitting & inspections as needed for specific activities.
11. Provide guidance on establishing & managing construction schedules.
12. Develop funder bid conditions for construction bid and review bid specifications prior to advertisement.
13. Assist with finalizing the Scope of Work (construction bid).
14. Coordinate meetings with staff and contractors to review and sign construction contracts.
15. Attend & provide technical assistance during any pre-construction conferences as needed on all projects.
16. Review the Notice to Proceed for compliance so construction can begin.
17. Provide quality assurance/grant compliance construction inspections. Work with Building Department to coordinate inspections & approval of draw requests.
18. Review final construction documents for completeness.
19. Davis-Bacon compliance
20. Attend progress meetings for ongoing technical assistance.

Always Follow the Money!

Financial Oversight:



1. Assist with implementing an internal budget and setting up purchase orders, as needed.
2. Review and advise on a project financial management system for receiving and disbursing funds.
3. Assist with financial reporting required by the funder.
4. Assist with all Requests for Funds (RFF), working with your City Finance Department.
5. Review, advise, and establish layering plans for each program's eligible budget and activities to coordinate proper use and tracking of layered funds.
6. Review pay authorizations and change orders for compliance.
7. Advise on maintenance of project account records.
8. Provide sample time sheets for tracking of eligible grant-funded staff time.
9. Assist with responding to external and internal audit questions.
10. Monitor and developer agreement activities for compliance.

We made it to Project Closeout!

Project Closeout

Activities:



1. Balance final project budget.
2. Gather all necessary completion supporting documents.
3. Prepare documents for administrative/financial close out of projects.
4. Research and prepare information/applications for new and continuing grants and their related funding cycles.
5. Document all warranties, release of liens, flood insurance, and related requirements.
6. Document all recordings of mortgage, note of deed restriction.
7. All closed agreements documented complete.

PROFESSIONAL CLIENT REFERENCES

ACTIVE & RECENTLY CLOSED PROJECTS		
<p>Chris Shoemaker District Manager (239) 561-1313</p> <p>Gateway Services Community Development District 13240 Griffin Dr. Fort Myers, FL 33913</p> <p>SRF</p>	<p>Bill Schutt Senior Economic Development Planner (772) 226-1243 Indian River County BOCC 1801 27th Street Vero Beach, FL 32960 bschutt@ircgov.com</p> <p>Research, application, admin. for: CDBG-NR, and SHIP</p>	<p>Joe Barber Utilities Director (863) 699-3747 Town of Lake Placid 311 W. Interlake Blvd. Lake Placid, FL 33852 LPUtilities@mylakeplacid.org</p> <p>CDBG-NR and FEMA</p>
<p>Joe DeCerbo District Manager (863) 655-1715 (863) 655-4430 FAX</p> <p>Spring Lake Improvement Dist. 115 Spring Lake Blvd. Sebring, FL 33876 jdecerbo@springlakefl.com</p> <p>FDEP 319, SRF Funds, Legislative Appropriate Request</p>	<p>Jose Papa, AICP Senior Planner (386)-986-2469 jpapa@palmcoastgov.com</p> <p>City of Palm Coast 160 Lake Avenue Palm Coast, FL 32164</p> <p>CDBG-HR, CDBG Entitlement, NSP1, NSP3</p>	<p>Michelle Alford Housing Coordinator Housing Services,</p> <p>Citrus County BOCC 2804 W Marc Knighton Ct. #12, Lecanto, FL 34461 Main 352-527-7520 Direct 352-527-7522 Michelle.Dirubba-Alford@citrusbocc.com</p> <p>CDBG-DRI, CDBG-ED, CDBG-HR</p>
<p>David Flowers City Manager (863) 452-4400</p> <p>City of Avon Park 110 E Main St Avon Park, FL 33825 dflowers@avonpark.cc</p> <p>CDBG-CR, HR</p>	<p>Dawn Cobb Housing Coordinator (772)-288-5497</p> <p>Martin County 435 SE Flagler Ave. Stuart, FL 34996 dcobb@martin.fl.us</p> <p>NSP1, NSP3, SHIP admin and project delivery (ongoing)</p>	<p>Ron Zimmerly Finance Director</p> <p>(863) 675-2872 (863) 675-7271 FAX</p> <p>City of LaBelle- PO Box 458, LaBelle, FL 33975 rzimmerly@citylabelle.com</p> <p>CDBG-NR, CDBG-ED, ARRA SRF</p>
<p>Sabrina M. Gadson Housing and Social Services Manager (863) 675-5297</p> <p>Hendry County 133 North Bridge St. LaBelle, FL 33935 sabrina.gadson@hendryfla.net</p> <p>SHIP</p>	<p>Veda Ramirez Health & Human Srv. Mgr, (352) 540-6791</p> <p>Hernando County 20 N. Main Street, Rm.161 Brooksville, FL 34601 vramirez@hernandocounty.us</p> <p>NSP1, NSP3, CDBG-NR</p>	<p>Robert Diefendorf Jr. Engineering Depart. (863) 402-6548</p> <p>Highland County 505 S. Commerce Avenue Sebring, Florida 33870-3869 Rdiefend@hcbcc.org</p> <p>CDBG-NR</p>

Thomas A. Smith
Commissioner

Daniel W. Akin
Commissioner



"The City of Oaks"

David A. Lyons
Mayor

Julie C. Wilkins
Commissioner

Hilda L. Zimmerly
Commissioner

May 26, 2017

Re. Guardian CRM, Inc.

To whom this may concern:

The City of LaBelle has had the pleasure of working with Guardian CRM, Inc. for the last seven (7) years on administering several projects totaling over \$15 million in federal and state grants and loans coupled with public and private leveraging for Economic Development, State Revolving Loan and USDA RUS Grant and Loan programs.

Currently the Guardian team has made application for us to the Florida Department of Economic Opportunity for Small Cities Community Block Grants (CDBG) for the Fiscal Funding Year (FFY) 2016 cycle under the Neighborhood Revitalization category.

During the time that Guardian has worked for the City of LaBelle and our residents, their team has provided a level of service that exceeded our expectations and this industry's standards. Each member of the Guardian team is a professional who responds promptly to any requests, suggestions and concerns. They communicate and share information with me and other staff members on a regular basis. We can count on them to be a liaison to FDEO and other funding agencies and to prepare responses to every question allowing us to do our own work.

The Guardian team has developed a strong relationship with the City of LaBelle. I am pleased and impressed with the commitment that Guardian has made to us and our projects. I continue to look forward to working with them on current and future projects and I am pleased to provide this letter of reference for Guardian CRM, Inc.

If I can provide any additional information, please don't hesitate to contact me.

Sincerely,

A handwritten signature in dark ink, appearing to read "Mary Jo Wilson". The signature is fluid and cursive, written over a horizontal line.

Mary Jo Wilson
Deputy City Clerk



115 Spring Lake Boulevard • Sebring, Florida 33876-6143
Phone (863) 655-1715 • Fax (863) 655-4430
www.springlakefl.com

May 18, 2020

To Whom It May Concern:

Since 2014, Guardian has worked in strong cooperation with the Spring Lake Improvement District involving infrastructure projects totaling over \$13,000,000 in federal and state grant funding. The Guardian team has consistently provided District staff with excellent and professional public grant/loan program management services ranging from technical assistance, planning and administration of multiple, complicated federal and state grant and loan programs.

The expertise and experience that Guardian has demonstrated includes all of our grant compliance needs from research, planning, grant writing, guiding staff, design engineers and contractors, monitoring applicant and contractor compliance, financial monitoring, funder reporting, review and drafting of funding policies and agenda materials and negotiating with funder to get amendments and release of funds needed to move the project to construction.

Guardian has been extremely proactive in securing funds for our Storm Water Treatment Area, upgrading our pump station, constructing a new wastewater treatment facility, the Rt. 98 sewer infrastructure project, and most recently a major potable water project.

The Spring Lake Improvement District appreciates the support and service of the Guardian team. They consistently keep us apprised of changes necessary to meet funder requirements and related changes in program rules and regulations in a timely manner. We are pleased with the level of commitment and expertise Guardian has provided the District.

Please feel free to contact me should you need further verification of our support and satisfaction with the Guardian team. We look forward to working with them on future projects.

Sincerely

A handwritten signature in black ink, appearing to read "Joe Decerbo", written over a horizontal line.

Joe Decerbo
District Manager



MARTIN COUNTY

BOARD OF COUNTY COMMISSIONERS

2401 S.E. MONTEREY ROAD • STUART, FL 34996

Telephone: 772 288 5497

Email: kfreeman@martin.fl.us

DOUG SMITH
Commissioner, District 1

ED FIELDING
Commissioner, District 2

ANNE SCOTT
Commissioner, District 3

SARAH HEARD
Commissioner, District 4

JOHN HADDOX
Commissioner, District 5

TARYN KRYZDA, CPM
County Administrator

MICHAEL D. DURHAM
County Attorney

TELEPHONE
772-288-5400

WEB ADDRESS
<http://www.martin.fl.us>

October 30, 2015

To Whom This May Concern:

It is my pleasure to provide a professional letter of reference for Guardian Community Resource Management, Inc. as a full-service grant management firm. Guardian CRM has worked in great cooperation with the County for over an eight year period on numerous affordable housing and community development projects totaling over 300 units and \$6,500,000 in grant funding.

Their team has consistently provided our staff with timely and accurate technical support on projects that included everything from the acquisition, rehabilitation, and resale or rental of homes to income qualifying homebuyers and tenants. Part of the full-service management services that Guardian provides also includes but is not limited to; research, grant writing, leveraging, and advertisement, attendance at public/community meetings, bidding, inspections and monitoring of all rehabilitation work for both single and multi-family units and community development projects involving environmental reviews and oversight.

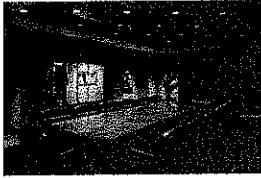
Guardian's knowledge and expertise with federal and state funded grants/loans has been and continues to be a tremendous asset to our staff and our County overall. Their staff keeps in direct contact with the funding agency, attend trainings and webinars to ensure that our County is always in complete compliance, on target and within budget, and that our staff is always aware of any updates, changes or challenges that may arise regarding our projects.

The Guardian Team has developed a strong and respected relationship with Martin County and continues to keep us apprised of new opportunities, program and rules changes in a timely manner. Throughout the year they respond to inquiries on new programs and assist us in responding to questions from funding agencies.

We are very impressed with the level of commitment by each of the Guardian team members. Thanks to Guardian's experience and expertise with federal and state grant/loan funded programs our county has remained competitive on new grants and has no findings or concerns on any project. Please let me know if you should need further verification of our recommendation of Guardian CRM, Inc.

Sincerely,

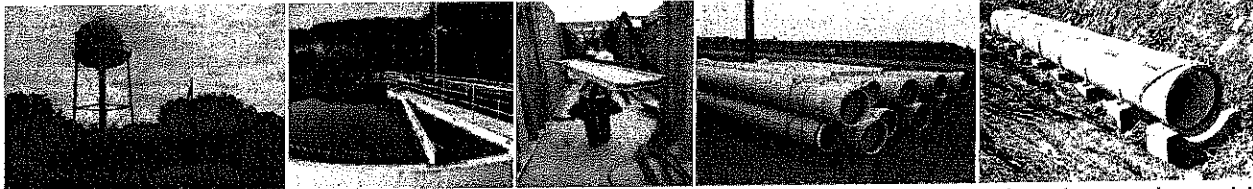
Kevin Freeman
Community Development Director



Organization Management and Capacity

Profile, Organization and Management

Guardian Community Resource Management Inc. (Guardian) is a full-service grant management firm established in 2005 as a for-profit, S Corporation, and is a State of Florida Certified Minority/Women Owned Business. Guardian's Team is comprised of seven (7) veteran grant and management professionals. Our Team brings to your organization over 150+ years of combined expertise and hands-on experience working in the various areas of state and federal grants and loan-funded community development and affordable housing.



From its inception, the Guardian Team has worked for **local governments** to develop and provide grant research, planning, grant application preparation, leverage strategies, program administration and management and construction oversight services.

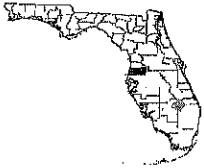
Our full-service grant management includes, but is not limited to:

- Grant research, project planning, grant application writing, planning, & budgeting new prog.
- Developing grant funding/leveraging strategies, including loans/layering of other funds.
- Preparing HUD and NEPA Environmental Reviews (ERR) at all levels
- Reviewing/updating various local grant related policies/procedures as required.
- Preparing Request for Funds, invoices, & approvals for expenditures.
- Obtaining from business partner evidence of equity and/or cash on hand, business plan and financial statements, letter of commitment, loan commitment (when required), proof of site control, list of current employees and evidence of new job creation, and provide sample Participating Party Agreement for legal review
- Establishing necessary policy and procedures, best practice client and administration files.
- Financial management of all grant funds, including match, leverage, change orders, pay requests.
- Preparing RFP for procurement of contractor, engineers, vetting, bid invitations
- Attend pre-bid conference, bid opening/pre-construction meeting, develop contracts
- Assisting in/ preparing for required Fair Housing activities; preparing grant amendments, monthly, quarterly, close out reports & other funder reports.
- Performing construction oversight and inspections, including Davis Bacon, Section 3, MBE/WBE reporting, including write-ups, construction cost estimates, inspections and project management.
- Identify & respond to potential conflicts of interests/community concerns, as requested.
- Attendance at monitoring, site visits, County Commission, and community meetings; and preparation of responses to any public requests or concerns.
- Monitor & provide tech assistance through selection of partners, developers, & engineers



Financial Responsibility and Leveraging

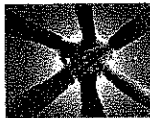
We understand the most critical aspect of successfully implementing a grant-funded program is ALWAYS being able to follow the money! Guardian professionals have worked throughout the state of Florida, on hundreds of publicly funded projects using **every major federal and state funding source, including, CDBG, USDA, FDEP, EDA, TIF, CHWIP, SRF, 108 loans, NSP, HOME, SHIP, FEMA Disaster Prevention (mitigation, preparedness, and recovery), Water Management District funding and private funds.** Of equal importance is Guardian's unique team expertise in **layering multiple funding sources**, which include, but are not limited to: Economic Development Administration Grants, USDA Rural Development Grants and Low-Interest Loans, Department of Environmental Protection Grants and Low-Interest Loans, and other applicable grant and low-interest loan funds through the Federal, State, or other public sources, which may be applicable to County project(s). These various resources decrease the cost of programs to the local community.



Location and On-Site Capability

At Guardian, we feel providing the **maximum accessibility** and **on-site capability** is critical to the successful management and completion of a project. Because our team members live locally to our clients and work remotely, they many times work outside normal office hours and make every effort to respond to your calls or requests within 24 hours. Allowing our team to be completely mobile means we can go where the project needs attention, as well as interface regularly with the client.

The office is located in Dade County, FL, and is staffed with full-time office professionals that provide support to our clients and to our other team members. The office is equipped with all the major technology equipment, including scanners, copiers, computers, servers, and more.



Our Team!

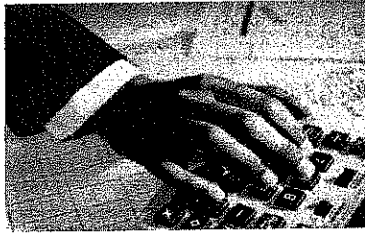
Each professional team member assigned to your projects:

- Holds a post-secondary degree or professional license.
- Years of experience working in the public sector yielding unique insight into knowing the level of **quality, customer service & performance** expected from our clients.
- Is dedicated to the success of all our clients' projects.

Ready to Proceed and Ready to Serve!

All Guardian team members are technically connected to serve our clients in the field with:

- Fully equipped laptops and **wireless broadband internet** access in addition to the full suite of Office products and other standard software,
- **Encrypted flash drives** available for client privacy and protection, a cellular phone, limited office supplies, and where needed portable printers.
- Access to Guardian's **backup servers** to ensure all documentation is maintained in accordance with all public records requirements.
- **Toll free phone number** accessible to not only Guardian clients but to all individuals, contractors and vendors that may be requesting assistance through the local governments and or agencies.



Fee Schedule

Below fees are for grant funded projects for FY2020, and 2021 Community Development Block Grant-Mitigation (CDBG-MIT) Grant Writing and Grants Administration including grant and/or contract management. Based on the County's anticipation of applying for one or more grants including multiple CDBG categories the anticipated award amount is five million dollars and 00/100 (\$5,000,000.00) or more based on state approval.

	Estimated %
a. Under \$500,000	a. \$ <u>10%</u>
b. Under \$2 million	b. \$ <u>8%</u>
c. \$2 million up to \$5 million	c. \$ <u>6%</u>
d. Over \$5 million but less than \$15 million	d. \$ <u>5%</u>

Fees by Project – please provide flat rate project fees for the following. Include any additional flat rate fees that may be applicable.

Proposals	<u>\$10,000</u>
Grant-Loan Applications	<u>\$20,000</u>
Grant Pre-Application	<u>\$5,000</u>
Grant Application	<u>\$10,000</u>

Proposed Fee Schedule for Other Grant Administration Services for ongoing public grant, loan or other funding opportunities:

Standard Rates (for technical assistance, developer agreements, policy review, administration, housing rehab specialist, project delivery, contract management, planning, etc. by the hour):

Hourly Rates for Additional Services, When and If Applicable

Christine Alday,	Grant Contracts Manager, Principal	\$150/hour
Corbett Alday	Grant Projects Manager, Officer	\$140/hour
Don Ridley	Project Coordinator/Technical Support Specialist	\$125/hour
Antonio Jenkins	Project or Construction Manager	\$125/hour
Velvet Burris	Grants or Program Administrator	\$100/hour
Jean Rags	Grant Writer/Project Coordinator	\$100/hour
Gayle Brett	Grants or Program Specialist	\$100/hour
Zayra Sanchez	Grants Administrator	\$90/hour
Chelsea Miller	Grants Assistant	\$75/hour

'The most valuable assets we have are our references, not our contracts. Take care of our clients and the contracts and invoices will come.' -

J. Corbett Alday, COO, VP

State of Florida

Woman Business Certification

Guardian CRM, Inc.

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

05/10/2019 to 05/10/2021

Jonathan R. Saiter

Jonathan R. Saiter, Secretary
Florida Department of Management Services



FORM 4 NON-COLLUSION AFFIDAVIT

The undersigned Affiant, being duly sworn, deposes and says that:

1. Affiant is Christine M. Alday of Guardian Community Resource Management, the Consultant that has submitted the attached proposal;
2. Affiant is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive or sham proposal;
4. Neither said Consultant nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached proposal has been submitted or to refrain from proposing in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm, or person to fix the price or prices in the attached RFP, or of any other Proposer, or to fix any overhead, profit or cost element of the proposal or the response of any other Proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Avon Park, Florida or any person interested in the proposed Contract; and
5. The cost proposals in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Consultant or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
6. Further, the Affiant sayeth not.

Christine M. Alday
Signature
Christine M. Alday
Print Name

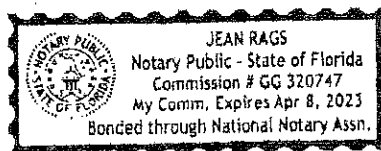
President & CEO
Title
June 26, 2020
Date

STATE OF FLORIDA
COUNTY OF Florida

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 29th day of June, 2020, by Christine M. Alday.

(Seal)

Jean Rags
Signature of Notary Public
Print, Type/Stamp Name of Notary
Personally known: X
OR Produced Identification: _____
Type of Identification Produced: _____



FORM 5
SWORN STATEMENT ON
PUBLIC ENTITY CRIMES

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

1. This sworn statement is submitted to: CITY OF AVON PARK, FLORIDA;
[Print name of the public entity]

By: Christine M. Alday
[Print individual's name and title]

For: Guardian Community Resource Management, Inc.
[Print name of entity submitting sworn statement]

Whose business address is 15000 Citrus Country Drive, Suite 331, Dade City, FL 33523

and (if applicable) its Federal Employer Identification Number (FEIN) is 13-4309252. (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement):

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a) A predecessor or successor of a person convicted of a public entity crime; or,

b) An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Proposals or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **[Indicate which statement applies.]**:

X _____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. [Attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Guardian Community Resource Management, Inc.
[Company Name]

Christine M. Alday President & CEO
[Signature & Title]

STATE OF FLORIDA
COUNTY OF Florida

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 26th day of June, 2020, by Christine M. Alday

(Seal)

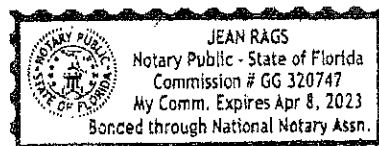
[Signature]
Signature of Notary Public

Print, Type/Stamp Name of Notary

Personally known: _____

OR Produced Identification: _____

Type of Identification Produced: _____



FORM 6
ALLEGED NEGLIGENCE OR BREACH OF CONTRACT DISCLOSURE FORM

Please fill in the form below. Provide a sheet for each incident that has occurred over the past 10 years. Please complete in chronological order with the most recent incident on starting on page 1. Please do not modify this form or submit your own variation.

1. Your Company Name	Guardian Community Resource Management, Inc.	
2. Type of Incident (check appropriate box)	<input type="checkbox"/> Alleged Negligence	<input type="checkbox"/> Alleged Breach of Contract
3. Date of Incident		
4. Who Took Action Against Your Company? (Include name, state, and City.)	N/A	
5. What was the initial circumstance for this action?	N/A	
6. What was the final outcome of this action?	N/A	

Make as many copies of this sheet as necessary in order to provide a 10-year history of the requested information. Provide this sheet to your primary partners that are listed in your proposal. If there is no action pending or action taken in the last 10 years, write "NONE" on the page and return it with the company name completed.

Page Number of

Update the page numbers to reflect the current page and the total number of pages for this form. If you must use a separate sheet to continue an explanation please reference the page and item number on the separate sheet. Example: Page 3, Item 5.

FORM #7

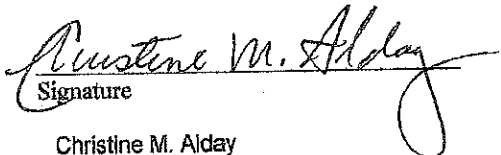
DRUG-FREE WORKPLACE

The undersigned vendor (firm) in accordance with Chapter 287.087, Florida Statutes, hereby certifies that
Guardian Community Resource Management, Inc. does:

(Name of Company)

1. Publish a statement notifying employees that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the contractual services that are under Proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employee that, as a condition of working on the contractual services that are under Proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.


Signature

Christine M. Alday
Print Name

President & CEO

Title

June 26, 2020

Date

Form #9

EMPLOYMENT ELIGIBILITY VERIFICATION -- E-VERIFY

The Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system (<https://www.e-verify.gov/>) to verify the employment eligibility of all new employees the Consultant hired during the term of this Agreement. The Consultant shall include in all subcontracts under this Agreement, the requirement that subConsultants performing work or providing services pursuant to this Agreement utilize the E-Verify system to verify the employment eligibility of all new employees subConsultant hired during the term of the subcontract.

The Consultant agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The City shall consider the employment or utilization of unauthorized aliens a violation of Section 274 A (e) of the Immigration and Naturalization Act (8U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the City. As part of the response to this solicitation (bid), the successful Consultant will complete and submit the attached form "Affidavit Certification Immigration laws".

Employers may avail themselves of a program by the U.S. Immigration and Customs Enforcement called E-Verify. E-Verify is an Internet based system operated by the U.S. Citizenship and Immigration Services (USCIS), part of the Department of Homeland Security (DHS), in partnership with the Social Security Administration (SSA). E-Verify is currently free to employers. E-Verify provides an automatic link to Federal databases to help employers verify employment eligibility of new hires, existing employees and the validity of their Social Security numbers.

If your company wishes to avail itself of this program, you can register online for E-Verify at <https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>

Which provides instructions for completing the registration process. At the end of the registration process you will be required to sign a Memorandum of Understanding (MOU) that provides the terms of agreement between you as employer, the SSA and the DHS. An employee who has signatory authority for the employer can sign the MOU. Employers can use their discretion in identifying the best methods by which to sign up their locations for E-Verify. To find out more about E-Verify, please visit www.dhs.gov/e-verify or contact the USCIS at 1-888-464-4218

AFFIDAVIT CERTIFICATION IMMIGRATION LAWS

ITB #20-04: CDBG-MIT PROGRAM MANAGEMENT SERVICES

The CITY OF AVON PARK will not intentionally award city contracts to any Consultant who knowingly employs unauthorized alien workers constituting a violation of the employment provisions contained in Section 274A (e) of the Immigration and Naturalization Act (INA) (8 U.S.C. 1324a).

The City of Avon Park may consider the employment by any Consultant of Unauthorized Aliens a violation of section 274A(e) of the INA. Such violation by the recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for the unilateral cancellation of the contract by the City of Avon Park. The bidder attests that they are fully compliant with all applicable immigration laws (Specifically to the 1986 Immigration Act and subsequent amendments).

Guardian Community Resource Management, Inc.

[Company Name]

Christine M. Alday President & CEO
[Signature & Title]

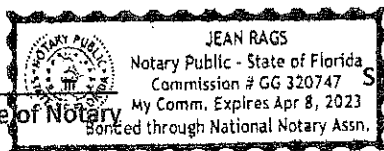
STATE OF FLORIDA

COUNTY OF Florida

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 26th day of June, 2020, by Christine M. Alday. Personally known: X OR

Produced Identification: _____ Type of Identification Produced: _____

(Seal)



Print, Type/Stamp Name of Notary

Signature of Notary Public

Avon Park RFP #20-04: CDBG-MIT PROGRAM MANAGEMENT SERVICES

FORM #10
CONSULTANT/VENDOR REFERENCES

Name of company submitting bid: Guardian Community Resource Management, Inc.
Name of Company Contact Person: Corbett Alday

References

Contact Person: Joe DeCerbo Title: Dist. Manager
Phone Number: 863-655-1715 E-Mail: jdecerbo@springlakefl.com
Company Name: Spring Lake Improvement District
Address: 115 Spring Lake Blvd., Sebring, FL 33876

Contact Person: Jose Papa, AICP Title: Senior Planner
Phone Number: 386-986-2469 E-Mail: jpapa@palmcoastgov.com
Company Name: City of Palm Coast
Address: 160 Lake Avenue, Palm Coast, FL 32164

Contact Person: Dawn Cobb Title: Housing Coordinator
Phone Number: 772-288-5497 E-Mail: dcobb@martin.fl.us
Company Name: Martin County
Address: 435 SE Flagler Ave., Stuart, FL 34996

Contact Person: Ron Zimmerly Title: Finance Director
Phone Number: 863-675-2872 E-Mail: rzimmerly@citylabelle.com
Company Name: City of Labelle
Address: P.O. Box 458, LaBelle, FL 33975

Contact Person: Chris Shoemaker Title: Dist. Manager
Phone Number: 239-561-1313 E-Mail: chris.shoemaker@gatewaydistrict.gov
Company Address: 13240 Griffin Dr., Fort Myers, FL 33913

Contact Person: Joe Barber Title: Utilities Director
Phone Number: 863-699-3747 E-Mail: LPUutilities@mylakeplacid.org
Company Name: Town of Lake Placid
Address: 311 W. Interlake Blvd., Lake Placid, FL 33852

ALL PROPOSALS MUST BE SIGNED, SEALED AND EXECUTED BY A CORPORATE AUTHORITY



City of Dade City BUSINESS TAX RECEIPT

15000 CITRUS COUNTRY DR

LOCATION OF BUSINESS

This business tax receipt must be conspicuously posted
in the place of business.

For transfer of this business tax receipt apply at the City Clerk's Office

GUARDIAN CRM, INC.
15000 CITRUS COUNTRY DR
DADE CITY, FL 33523-6014

EXPIRATION DATE	DATE ISSUED
09/30/2020	10/01/2019
ENTITY NUMBER	
275	
RECEIPT NUMBER	
rec # 00634316	
RECEIPT FOR	
OCC	
BUSINESS TAX FEE \$44.10	

This business tax receipt constitutes an annual
tax fee only and shall not be construed as
approval or compliance with building, zoning,
and other applicable City, County or State
regulations.

Angelia Guy

Angelia Guy

State of Florida

Department of State

I certify from the records of this office that GUARDIAN COMMUNITY RESOURCE MANAGEMENT, INC. is a corporation organized under the laws of the State of Florida, filed on September 6, 2005.

The document number of this corporation is P05000122932.

I further certify that said corporation has paid all fees due this office through December 31, 2020, that its most recent annual report/uniform business report was filed on June 7, 2020, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventh day of June, 2020*



Randy R. Lee
Secretary of State

Tracking Number: 0346452591CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>