



# Governor's Office of Storm Recovery



**Andrew M. Cuomo**  
Governor

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Interim Executive Director

## **HOUSING TRUST FUND CORPORATION** Governor's Office of Storm Recovery

Notice of Funding Availability

for

Oakwood Beach Maintenance and Restoration Program

Program Implementation and Administration Services  
Tier 1 – Requests for Statement of Qualifications

October 22, 2015

Responses must be received by  
6:00 p.m. (Eastern), December 4, 2015

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## 1.0 GENERAL INFORMATION

### 1.1 Overview:

The Governor’s Office of Storm Recovery (GOSR) announces this Notice of Funding Availability (NOFA) through the NY Rising Buyout and Acquisition Program to provide program management and administration services required to maintain properties for two years in Oakwood Beach, Staten Island, and develop a long-term property maintenance and restoration plan. A respondent selected through this NOFA is expected to take ownership of State owned properties in the Oakwood Beach Enhanced Buyout Area as defined in 1.3 Service Delivery Areas and Property List of this NOFA.

The Oakwood Beach Enhanced Buyout Area is a neighborhood on the Eastern Shore of Staten Island that has suffered flooding from severe weather events for decades. The area primarily extends from Riga Street to Mill Road on the north and west, Great Kills Park to the west, Kissam Avenue to the east, and the Oakwood Beach shoreline to the south.

Following Superstorm Sandy, residents organized and petitioned local and state government seeking an opportunity of voluntary retreat or a “buy out” of their homes to prevent repetitive loss in the future. In response, Oakwood Beach was designated an Enhanced Buyout Area through the NY Rising Buyout Program. Under this buyout program, properties were purchased with the requirement that they remain as open space or transformed into coastal buffer zones, parks, or other non-residential uses in perpetuity that will help protect nearby communities from the impact of extreme weather.

### 1.2 Purpose:

The overall purpose of the Oakwood Beach Maintenance and Restoration Program is to identify a qualified respondent (as defined in Section 2.2) to act as land stewards of 286 State-owned properties in Oakwood Beach, Staten Island. The land steward will take ownership to all parcels. *(Please note, the number of parcels is subject to change)*

In addition to taking title to these properties, the Administrator of this Program will use CDBG-DR funds to work with government, non-profit and community stakeholders to develop a restoration or open space plan for these parcels.

It is expected that Oakwood Beach restoration and/or open space plans will be developed in coordination with GOSR, along with relevant input from City, State and Federal stakeholders, non-profit organizations and community members. Respondents

to this NOFA are expected to have experience in successfully developing land restoration plans and the ability to work with a diverse array of stakeholders in implementing those plans.

### 1.3 Service Delivery Areas and Property List:

The Program Administrator is expected to deliver services in the Oakwood Beach community of Staten Island:



The area primarily extends from Riga Street to Mill Road on the north and west, Great Kills Park to the west, Kissam Avenue to the east, and the Oakwood Beach shoreline to the south. As of the date of this NOFA, structures exist on a majority of the above referenced properties. The State will demolish all existing structures, within State ownership.

Please note the number of parcels is subject to change.

## 1.4 Funding Source:

Funding for this program will be derived under the State of New York’s Community Development Block Grant-Disaster Recovery (CDBG-DR) Program. The U.S. Department of Housing and Urban Development (HUD) CDBG-DR funds are being made available through the NY Rising Buyout and Acquisition Program, which is a program of the Governor’s Office of Storm Recovery.

It is expected that the administrator of the Program will leverage other funds and/or resources to continue the property maintenance and restoration after the two year funding period has expired.

Qualified respondents to this NOFA who are selected under the Tier 1 Request for Statement of Qualifications process described in Section 2.0, will advance to the Tier 2 Request for Cost Proposal process. Through the Tier 2 process, a scope of services and budget will be developed with a successful respondent/respondents and cost of the program will be determined.

## 1.5 Period of Performance:

Funds will be provided for a period of up to two (2) years.

- Estimated Project Start Date: 3rd Quarter, 2016
- Estimated Project End Date: 3rd Quarter, 2018

## 2.0 EVALUATION AND SELECTION

### 2.1 Review Information and Selection Criteria:

The selection of a successful respondent will be conducted through a two-tier process:

1. Tier 1—Request for Statements of Qualifications (SOQ); and
2. Tier 2—Request for Cost Proposals.

The SOQ process will determine whether a respondent is eligible to move forward to Tier 2—Request for Cost Proposals. All respondents must successfully complete both tiers in order to be considered for selection and funding.

**Tier 1—Request for Statement of Qualifications**

The purpose of the Tier 1 process is to solicit Statement of Qualifications from eligible, capable and willing respondents to implement the Program consistently, for up to a two year period.

In the Tier 1 process, respondents are requested to complete *Exhibit “A” Statement of Qualifications Submittal Checklist* and provide the information requested. Statements must be filed electronically in Portable Document Format (.pdf) file format, compatible with Adobe Reader XI, version 11.0.4. Statements will be reviewed to determine the respondent’s capacity and qualifications to provide the services. If deemed qualified, the respondent will be requested to complete the Tier 2, Request for Cost Proposals, process.

**Tier 2—Request for Cost Proposals**

The purpose for the Tier 2 process is to secure cost proposals from qualified respondents to implement the program in accordance with the program scope of work to be performed within the service delivery area.

**2.2 Eligible Participants:**

- Certified nonprofit organizations
- Appropriate State agencies
- Unit of local government
- Public benefit corporations

**2.3 Evaluation Criteria for Potential Service Providers:**

Respondents to this NOFA will be evaluated and ranked based on the following criteria: (Possible 100 Points)

Financial Capacity: Up to 25 Points  
 GOSR will review the Statement of Qualifications to determine whether the respondent is solvent and has adequate resources to manage the proposed project for up to a two year period. The respondent will also be evaluated on its experience in managing federal funding. Respondents are encouraged to identify funding and/or existing resources outside of this opportunity to leverage funds that will best serve residents in the identified service areas.

Experience: Up to 25 Points

GOSR will review the Statement of Qualifications to determine the respondent's experience and major accomplishments in providing the requested services; the respondent's capacity to track and monitor the progress of the services and/or activities utilizing CDBG-DR and/or other federal funds including but not limited property maintenance; the capacity of the respondent to ensure compliance with federal policy and procedural requirements; the respondents willingness to work with local non-profit partners and government entities in the identified service areas, and existing or proposed relationships with those organizations and government entities; and experience developing land restoration and/or open space plans.

Proposed Preliminary Scope of Work:

Up to 25 Points

GOSR will review the Statement of Qualifications to assess how the respondent will implement the requested services described in *Section 1.2 Purpose* of this NOFA. Respondents are required to submit how they intend to take title to State-owned properties in the service area, maintain these properties for the two year period utilizing CDBG-DR funds, and develop long-term maintenance, restoration and/or open space plans in the service area.

Staffing:

Up to 15 Points

GOSR will review the Statement of Qualifications to determine (1) the experience and knowledge of key executive and/or management staff responsible for program implementation; (2) the experience and knowledge of the staff responsible for the oversight of CDBG-DR expenditures, fiscal compliance and/or reporting responsibilities; (3) the experience and knowledge of staff designated to provide direct services; and (4) the extent to which local non-profit organizations are included in the delivery of the requested services. Existing staffing that can assist in providing services as part of the Program should be noted.

Regulatory Compliance:

Up to 10 Points

GOSR will review the Statement of Qualifications to determine respondent's demonstrated commitment to complying with all applicable Federal, state, and local regulations, including M/WBE and Section 3 income requirements. See Exhibit E "Supplementary Conditions for Contracts," ([http://stormrecovery.ny.gov/sites/default/files/crp/community/documents/GOSR\\_Exhibit%20E\\_FINAL\\_7%209%2015.pdf](http://stormrecovery.ny.gov/sites/default/files/crp/community/documents/GOSR_Exhibit%20E_FINAL_7%209%2015.pdf)) which is an exhibit to the GOSR Subrecipient Agreement required to be attached to contracts where CDBG-DR grant funds are utilized. Respondents demonstrating experience administrating contracts with similar requirements will be graded favorably. Please note that the forms included in *Supplementary Conditions for Contracts* do not have to be filled out as part of this SOQ and will only be required to be completed by those respondents that have been selected for funding. Additionally, properties to be transferred to the selected

respondent as part of this NOFA carry current and potentially future covenants which can be viewed here:

<https://www.nylandrecords.com/nylr/NylrApp/index.jsp>

Respondents that GOSR determines to be qualified, based on the above criteria, will be invited to participate in the Tier 2 Request for Cost Proposal Process. GOSR will send written notifications to both successful and unsuccessful respondents. Interviews with respondents may be held.

### 3.0 RESPONDENT REQUIREMENTS

#### 3.1 Requests for Statements of Qualifications:

Respondents are requested to complete **Exhibit “A”** and provide the supplemental documentation requested in Part II.

Statements of Qualifications will be reviewed to determine the eligibility of an organization to be considered for participation in the Tier 2 procurement process.

Statements of Qualifications must be filed electronically in Portable Document Format (.pdf) file format, compatible with Adobe Reader XI, version 11.0.4. Unless otherwise noted, respondents must complete and submit all forms, information, and other documentation listed herein as part of their electronic proposal submissions. Only complete statements will be evaluated. In all instances, GOSR’s determination regarding the completeness of any statement shall be final.

The Statement of Qualifications must be delivered by e-mail to [NYRisingNOFA@stormrecovery.ny.gov](mailto:NYRisingNOFA@stormrecovery.ny.gov) no later than: **Friday, December 4, 2015 at 6:00 p.m. (EDT)**. Any statement delivered after 6:00 p.m. (EDT) will not be considered.

Delivery delays shall not excuse late submissions. The respondent is responsible for ensuring that e-mails and attachments are delivered on time in a legible format. Complete statements, including all multiple parts, must be received by the deadline in order for a statement to be considered submitted on time. Those submitting a statement assume all risks associated with delivery. The determination of whether any statement was received on time is at the sole discretion of GOSR.

#### 3.2 Submission Requirements:

All respondents are required to submit a completed **Exhibit “A”** in accordance with the following:

- All Responses must be typed;
- Ensure the completed Statement of Qualifications “Submittal Checklist” (Page 1 of “**Exhibit A**”) is part of the official response to this NOFA; and
- Ensure all sections (see below) of Statement of Qualifications “Application” are complete.

### 3.3 Respondent General Information: (See Part A-Respondent Information)

#### 1. General Information:

- Respondent’s Legal Name
- Respondent’s Administration Address
- Respondent’s Satellite Address, if applicable
- Type of Respondent
- Federal Tax I.D. Number
- Date of Incorporation
- DUNS Number
- Years of Operation
- Head of Organization’s Contact Information
- Head of Fiscal Administration Contact Information
- Statement of Qualifications (SOQ) Contact Information

#### 2. Current Target Population Information:

Include types/categories of clientele or properties the respondent currently serves/provides assistance to, including properties that are part of open space preservation and maintenance by the respondent.

#### 3. Current Service Delivery Information:

Explain how services are currently provided (individuals; businesses; organizations; open space; land preservation) and the types of services the respondent currently provides to clientele and/or properties, including maintenance.

#### 4. Current Service Location/Project Site Information:

Provide all current locations/addresses where the respondent provides services and/or manages and maintains properties as open space. If the respondent is currently undertaken land reclamation, restoration and/or open space preservation projects, state those.

**5. Current Roster of Board Members and Professions:**

List respondent’s current Board of Directors. For each member, list the member’s name, position, profession/affiliation; indicate whether the member represents the target population currently served, and indicate whether the member resides in the service delivery areas or Communities listed in the previous section of the SOQ form.

**3.4 Respondent Capacity: (See Part B-Administrative Capacity)**

**1. Financial Information:**

- Most current copy of respondent’s federal A-133 Single Audit (required if respondent spent over \$500,000 in federal funds) or Audited Financial Statements with Unqualified Opinion, if applicable(not required for Non-Governmental respondents);
- Most current signed copy of the respondent’s Federal Tax Form 990—not required for Non-Governmental respondents;
- Most current signed copy of respondent’s applicable State and Local Tax Forms;
- Assurance of Audit Requirements;
- Respondent’s Financial Management Procedures; and
- Respondent’s Procurement Policy

The above documents will be reviewed to determine whether the respondent is solvent and has the financial capacity to financially administer a CDBG-DR project from beginning to end in a twenty-four (24) to thirty-six (36) month period and whether the respondent has adequate financial management capacity and procedures for federal funding.

**2. Relevant Experience:**

Briefly highlight respondent’s experience and major accomplishments in the development and implementation of property maintenance, restoration and open space plans, including successful funding of those plans. The respondent’s experience working with government agencies and non-profit organizations in the service area of this NOFA should be highlighted.

**3. Staffing:**

Submit current organizational charts for entire respondent organization and for specific divisions/sections that will administer respondent’s proposed CDBG-DR activities:

- Executive Management
- Financial Oversight of Expenditures
- Fiscal Compliance
- Financial Reporting
- Project Management
- Administrative Oversight
- Program Compliance
- Program Reporting

Resumes, which include the employment history, date of hire, relevant experience and relevant education/training must be submitted as part of the SOQ submission package for individuals who would be responsible for managing this Program.

NOTE: Respondent’s will be asked to certify that there are no changes in the staffing information provided in this section. If changes have occurred, the respondent will need to resubmit Section B.3 of this SOQ during the NOFA process. The new information will be evaluated to confirm the respondents’ “Qualified” status before the SOQ will be reviewed.

### **3.5 Respondent’s Proposed Scope of Work: (See Part C-Program Implementation and Coordination)**

#### **1. Proposed Preliminary Scope of Work:**

Respondents are encouraged to identify the manner in which they plan to maintain the properties in for up to two years. Respondents shall also identify possible long-term solutions for hurricane and storm damage reduction for the Oakwood Beach Enhanced Buyout Area. Proposals should explore the feasibility of implementing sustainable solutions that would protect the Oakwood Beach area and its surrounding communities from coastal and rainfall flooding, while preserving and restoring the wetlands within the Oakwood Beach watershed. Identification of alternative funding sources or programs to achieve long-term maintenance, restoration and/or open space goals should be noted.

## **4.0 ADMINISTRATION INFORMATION**

### **4.1 Respondent’s Conference and Questions:**

On **Thursday, November 12, 2015** (time to be announced) GOSR will conduct a conference for potential respondents to discuss this NOFA, accept questions, and provide preliminary responses. In addition, GOSR will host a walk-through of the Oakwood Beach Enhanced Buyout Area with potential respondents on **Friday, November 13, 2015** (time to be announced). Any changes to the date and time of the conference and walk-through will be posted on the Governor’s Office of Storm Recovery Notice of Funding Availability webpage: <http://stormrecovery.ny.gov/doing-business-with-gosr/nofas>

GOSR strongly encourages interested respondents to check the Notice of Funding Availability webpage (<http://stormrecovery.ny.gov/doing-business-with-gosr/nofas>) frequently for updates and additional information pertaining to this NOFA.

Respondents may also submit questions outside of the conference by e-mail to [NYRisingNOFA@stormrecovery.ny.gov](mailto:NYRisingNOFA@stormrecovery.ny.gov). Any correspondence or questions sent to any other e-mail address regarding this NOFA will not be answered. All questions must reference this specific NOFA in the subject line of the e-mail. For Example, the subject line for questions related to this NOFA should read *RE: NOFA Question – Oakwood Beach Maintenance and Restoration Program*. All substantive questions and answers, including those arising from the respondents’ conference, will be posted on the GOSR “Notice of Funding Availability” webpage listed above as soon as practical following the deadline for question submission.

**4.2 Oakwood Beach Maintenance and Restoration Program NOFA Timeline:**

The following are anticipated target dates for each event or deadline related to this NOFA. Please note that the NOFA timeline includes target dates which may change:

OAKWOOD BEACH MAINTENANCE AND RESTORATION PROGRAM	
TARGET DATE	EVENT
October 22, 2015	Release of NOFA
November 12, 2015	Anticipated Respondents’ Conference (time TBA)
November 13, 2015	Anticipated Respondents’ Walk-Through (time TBA)
<b>November 23, 2015</b>	<b>Last Day to Submit Questions – 6:00 p.m. (Eastern)</b>
November 26, 2015	Issuance of Answers to Questions

OAKWOOD BEACH MAINTENANCE AND RESTORATION PROGRAM	
TARGET DATE	EVENT
December 4, 2015	SOQ Submission Deadline – 6:00 p.m. (Eastern)
December, 2015*	Tier 1 Finalist Interviews (if applicable)
January, 2016*	Target Date for Tier 2 Selection

\*Specific dates to be determined

It is the responsibility of respondents to periodically review the GOSR website for regular updates to the NOFA timeline and other important information, which may alter the terms or requirements of these NOFAs.

#### 4.3 Proposal Instructions:

Statements of Qualifications shall be submitted by e-mail to:

**E-mail:**

Governor’s Office of Storm Recovery  
[NYRisingNOFA@stormrecovery.ny.gov](mailto:NYRisingNOFA@stormrecovery.ny.gov)

E-mail Subject Title:

*Oakwood Beach Maintenance and Restoration Program –Submission of SOQ*



**GOVERNOR'S OFFICE OF STORM RECOVERY  
NY RISING BUYOUT AND ACQUISITION PROGRAM**

**NOTICE OF FUNDING AVAILABILITY (NOFA)**

**OAKWOOD BEACH MAINTENANCE AND RESTORATION**

**PROGRAM IMPLEMENTATION AND ADMINISTRATION SERVICES**

**TIER 1—REQUEST FOR STATEMENT OF QUALIFICATIONS**

**EXHIBIT "A" REQUEST FOR STATEMENT OF QUALIFICATIONS**

**STATEMENT OF QUALIFICATIONS  
SUBMITTAL CHECKLIST**

Name of Respondent: \_\_\_\_\_

**INSTRUCTIONS**

Enter an "X" next to each item below as it is completed. If the form or document listed does not apply to your organization, enter "N/A" next to the item. This checklist must be included as part of your SOQ response packet.

**SOQ: Required of All Respondents**

	Statement of Qualifications Submittal Checklist (this form)
	Statement of Qualifications (Part II)

**FISCAL DOCUMENTS: Required of All Respondents that are Non-Governmental Entities**

	Signed copies of Audited 2012/2013 Financial Statements with <u>Unqualified Opinion</u>
	Signed copies of 2012/2013 Single Audit Reports (only required of respondents that are non-governmental agencies that spent <u>\$500,000 or more in federal funds during 2012/2013 with Unqualified Opinion.</u>
	Signed copies of 2012/2013 Federal Tax Forms
	Signed copies of 2012 2013 State Tax Forms
	Signed copies of 2012/2013 Local Tax Forms

**FISCAL DOCUMENTS: Required of All Respondents**

	Assurance of Audit Requirements
	Financial Management Procedures
	Procurement Policy

**RESPONDENT DOCUMENTS: Required of All Respondents**

	Respondent Organization Chart (Entire Organization)
	Respondent Organization Chart (Each Division/Section that will administer the Oakwood Beach Maintenance and Restoration Program)
	Resume of Respondent's Key Executive or Management Staff <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> <li>• Experience, skills and education</li> </ul>
	Resume of the Responsible Party for the Financial Oversight of CDBG-DR Expenditures, Fiscal Compliance, and/or Reporting Responsibilities for Proposed CDBG-DR Activities <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> <li>• Specific experience, skills and education related to fiscal oversight of funding expenditures, fiscal compliance and/or the preparation and compilation/completion of reimbursement requests and other fiscal reports</li> </ul>
	Resume of the Responsible Party for the direct Project Management/Administrative Oversight, Program Compliance, and/or Reporting for Proposed CDBG Activities <ul style="list-style-type: none"> <li>• Title</li> <li>• Tenure at current position</li> <li>• Main responsibilities</li> <li>• Specific experience, skills and education related to program oversight, program compliance and/or the preparation and compilation/completion of program reports</li> </ul>

**Signature and Certification:**

The undersigned hereby acknowledges and confirms submittal of a response to the NOFA requesting Statements of Qualifications to the Governor's Office of Storm Recovery, for the implementation and administration of the Oakwood Beach Maintenance and Restoration Program, has read and understands the restrictive covenants placed on properties in Section 1.3 of this NOFA, and certifies that, to his/her best knowledge and belief, all information provided is true and correct.

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Name of Respondent's Organization

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Signature of Authorized Signing Official/Representative Date

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Printed/Typed Name of Authorized Signing Official/Representative

---

E-mail Address Phone Number

**\*\*GOSR USE ONLY\*\***

SUBMITTAL TYPE	DATE RECEIVED	TIME RECEIVED	GOSR STAFF INITIALS
<input type="checkbox"/> Electronic delivery			

(Part II)  
**STATEMENT OF QUALIFICATIONS (SOQ)**

Project Category:	<b>Oakwood Beach Maintenance and Restoration Program</b>	SOQ Number: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span> <i>(GOSR Use Only)</i>
	<b>Oakwood Beach Enhanced Buyout Area, Staten Island</b>	
	<b>Program Implementation and Administration Services</b>	

**A. RESPONDENT INFORMATION**

**1. GENERAL INFORMATION**

Respondent's Legal Name:			
Respondent's Administration Address:			
Type of Respondent:	<input type="checkbox"/> Nonprofit	<input type="checkbox"/> Gov't./Public	<input type="checkbox"/> Other:
Federal Tax ID Number:		Date of Incorporation:	
DUNS Number:		Years of Operation:	

**HEAD OF ORGANIZATION CONTACT INFORMATION**

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

**HEAD OF FISCAL ADMINISTRATION CONTACT INFORMATION**

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	

**STATEMENT OF QUALIFICATIONS CONTACT INFORMATION**

Name:	
Title:	
Address:	
Phone number:	
E-mail address:	
Respondent's Mission Statement:	

## 2. Current Target Population Information

Include types/categories of clientele or properties the respondent currently serves/provides assistance to, including properties that are part of open space preservation and maintenance by the respondent.

## 3. Current Service Delivery Information

Explain how services are currently provided (individuals; businesses; organizations; open space; land preservation) and the types of services the respondent currently provides to clientele and/or properties, including maintenance.

## 4. Neighborhood/Communities Served

Provide all current locations/addresses where the respondent provides services and/or manages and maintains properties as open space. If the respondent is currently undertaken land reclamation, restoration and/or open space preservation projects, state those.



## B. ADMINISTRATIVE CAPACITY

### 1. FINANCIAL INFORMATION

Respondents are required to submit the following fiscal documents, as listed on the SOQ Submittal Checklist:

- 1) Most current copy of the Respondent's Single Audit (if required) or Audited Financial Statements with Unqualified Opinion. **NOTE:** Not required for Governmental Agencies;
- 2) Most current signed copy of Respondent's Federal Income Tax Return. **NOTE:** Not required for Governmental Agencies;
- 3) Most current signed copy of Respondent's State and Local Tax Return. **NOTE:** Not required for Governmental Agencies
- 4) Assurance of Audit Requirements (original signature required)
- 5) Financial Management Procedures
- 6) Procurement Policy

*The above documents will be reviewed to determine whether a respondent is (1) solvent and has the financial capacity to administer the services from beginning to end; and, (2) whether the respondent has adequate financial management capabilities to ensure the proper expenditure of federal funding.*

Provide Organization's Total Operating Budget:

Final 2014 Operating Budget:	
Current 2015 Operating Budget:	

Has your organization received other federal funds in the past three (3) fiscal years?  
(Fiscal Years 2012 through 2014) If yes, complete the following table(s).

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Funding Source (FS) Title	FS Contact Name	FS Contact Phone Number	Funded Project Name	Year Funded	Award Amount	Total Amount Expended

**NOTE:** GOSR staff will review internal records to determine project compliance and accomplishments of agencies awarded CDBG or other federal funds by the either the City of New York or the State of NY for Fiscal Years 2012 through 2014.

## 2. RELEVANT EXPERIENCE

*Respondents must have a level of related experience necessary to undertake the program as proposed. Preference will be given to organizations that have successfully operated a federally funded program.*

Provide a summary of the organization including a description of the history and mission, years of experience, growth and direct experience in development and implementation of property maintenance, restoration and open space preservation plans.

Briefly highlight your organization's experience and major accomplishments in the development and implementation of property maintenance, restoration and open space plans, including successful funding of those plans. The respondent's experience working with government agencies and non-profit organizations in the service area of this NOFA or within New York State/City should be highlighted.

Describe the work tasks and timeline for the implementation of the proposed maintenance program and long-term maintenance, restoration and open space plan.

Describe the organization's previous experience in implementing federally-funded program. Cite the specific federal funding source for each program/project implemented.

**[This Space Intentionally Left Blank]**

### 3. STAFFING

Submit current **organizational charts** for the entire organization and for specific divisions/sections that will administer the proposed CDBG-DR activities (see SOQ Submittal Checklist).

Submit resumes of key executive or management staff (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Experience, skills and education

Submit resumes of staff members designated to have financial oversight of CDBG expenditures, fiscal compliance and/or reporting responsibilities for your organization’s proposed CDBG activities (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Specific experience, skills and education related to fiscal oversight, fiscal compliance and/or preparation and compilation/completion of reimbursement requests and other fiscal reports

Submit resumes of staff members designated to have direct project management/administration oversight, program compliance and/or reporting responsibilities for your organization’s proposed CDBG activities (see SOQ Submittal Checklist). Resumes must include the following:

1. Title
2. Tenure at current position
3. Main responsibilities
4. Specific experience, skills and education related to program oversight, program compliance and/or preparation and compilation/completion of program reports

If your organization is awarded CDBG funding, does your organization intend to hire additional staff to implement and complete the proposed CDBG activities listed referenced in this SOQ? <b>If yes, respond to the following:</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
1. How many?				
2. List position titles				

**NOTE:** In the SOQ process, respondents will be asked to certify that there were no changes in the staffing information provided in this section. If changes do occur, the respondent must resubmit Section B.3., Staffing portion of this SOQ.

## **C. PROGRAM IMPLEMENTATION AND COORDINATION**

### **PROPOSED PRELIMINARY SCOPE OF WORK**

Identify the manner in which your organization plans to maintain the properties for up to two years. Identify possible long-term solutions for hurricane and storm damage reduction for the Oakwood Beach Enhanced Buyout Area. Proposals should explore the feasibility of implementing sustainable solutions that would protect the Oakwood Beach area from coastal and rainfall flooding, while preserving and restoring the wetlands within the Oakwood Beach watershed. Identification of alternative funding sources or programs to achieve long-term maintenance, restoration and/or open space goals should be noted.

**[This Space Intentionally Left Blank]**

**[End of Form]**