

DESOTO COUNTY AGREEMENT

THIS AGREEMENT entered into this _____ day of _____, 2025, between DESOTO COUNTY, a political subdivision of the State of Florida, by and through its Board of County Commissioners, situated at 201 E. Oak Street, Second Floor, Arcadia, Florida 34266, hereinafter referred to as COUNTY, and **WINTER CONSULTING GROUP, LLC, dba CORNERSTONE COMMUNITY PARTNERS**, a limited liability company, headquartered at 4420 West Bay Avenue, Tampa, FL 33616, hereinafter referred to as CONSULTANT, and whose Federal Employer Identification Number is 592-64-1508.

WHEREAS, COUNTY requires certain professional services in connection with the ongoing provision of Environmental Review Services for CDBG Housing Rehabilitation, Demolition, and Reconstruction Projects; and

WHEREAS, COUNTY issued Solicitation #25-18-00RFP on September 18, 2025, seeking interested firms for the provision of Environmental Review Services for CDBG Housing Rehabilitation, Demolition, and Reconstruction Projects, which is included by reference as to the scope of services contained therein; and

WHEREAS, CONSULTANT was selected pursuant to this Solicitation #25-18-00RFP, which response is hereby incorporated herein by reference, and represents it is capable and prepared to provide such Services.

NOW, THEREFORE, in consideration of the promises contained herein, the parties hereto agree as follows:

1.0 Term.

1.1 This Agreement shall take effect on the date of full execution by all parties ("Effective Date").

1.2 The term of this Agreement shall commence on the date of execution by the last signing party and shall remain in effect for an initial period of two (2) years, unless otherwise terminated as provided herein.

1.3 This Agreement may be renewed for up to two (2) additional one-year periods upon mutual written agreement of both parties.

2.0 Scope of Services, Performance Schedule.

2.1 Consultant shall perform Environmental Review Services for DeSoto County's CDBG-funded Housing Rehabilitation, Demolition, and Reconstruction Program, including Tier I and Tier II Environmental Reviews, Environmental Review Records (ERRs), public notices, agency consultations, statutory checklists, HUD-7015.15 Request for Release of Funds, mitigation documentation, and full compliance with 24 CFR Part 58, as further described in Exhibit A.

2.2 CONSULTANT shall also perform additional services as may be further specifically designated and authorized by the COUNTY, in writing. Such authorizations for additional services will be outlined in a Supplemental Agreement ("SA") and all provisions of this Agreement apply to the SA with full force and effect as if appearing in full within each SA. Each SA will set forth a specific Scope of Services, maximum limit of compensation, schedule, liquidated damages, and completion date, and shall become effective upon the due execution after approval by the Board.

2.3 The CONSULTANT is not authorized to provide services or materials to the COUNTY or undertake any project or work provided for in this Agreement prior to the COUNTY having first issued a Purchase Order ("PO") or Notice to Proceed. CONSULTANT recognizes that the COUNTY may employ several different CONSULTANTs to perform the work described and that the CONSULTANT has not been employed as the exclusive agent to perform any such services.

2.4 When the CONSULTANT and the COUNTY enter into an SA where the term of the SA expires on a date that is later than the date that this Agreement expires, the CONSULTANT and the COUNTY agree that the terms of this Agreement and any amendments, attachments or provisions thereof are automatically extended until the expiration or full completion of the requirements of the SA have been performed. Cancellation by the COUNTY of any remaining work prior to the full completion of the requirements of the SA shall cause the terms of this Agreement to terminate at the same time. This provision only applies when the expiration of the SA extends beyond the expiration of this Agreement. It does not apply when a SA expires or is cancelled prior to the expiration of this Agreement.

3.0 Compensation.

3.1 General.

3.1.1 COUNTY shall pay CONSULTANT in accordance with the following Project Fee schedule:

- **Lump Sum Fee:** \$22,500.00 for completion of the Environmental Review for up to ten (10) sites under the CDBG Housing Rehabilitation/Demolition Program.
- **Additional Site Reviews:** \$1,000.00 per additional Tier II site-specific Environmental Review beyond the initial ten (10) sites.
- **Hourly Rate Schedule:** As provided by Consultant and attached as Exhibit C, for use in any additional work authorized in writing by the County.

3.1.2 Invoices must reference the applicable Contract and PO number and should further include CONSULTANT's name, address, contact information, dates of service, quantities of materials and descriptions of work performed, as applicable.

3.1.3 Each individual invoice shall be due and payable forty-five (45) days after receipt by the COUNTY of correct, fully documented, invoice, in form and substance satisfactory to the COUNTY with all appropriate cost substantiations attached. All invoices shall be delivered to:

Social Services Department
DeSoto County
201 E. Oak Street, Suite 202
Arcadia, Florida 34266
Phone: 863-993-4858
Fax: 863-993-4857
Email: l.benson@desotobocc.com

3.1.4 In order for both parties herein to close their books and records, the CONSULTANT will clearly state "Final Invoice" on the CONSULTANT's final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to the COUNTY. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the CONSULTANT.

3.1.5 Payment of the final invoice shall not constitute evidence of the COUNTY's acceptance of the work. For final acceptance of any services provided hereunder, the CONSULTANT will submit an acceptance document to the COUNTY for approval.

3.1.6 If compensation is based upon time and materials, invoices shall be accompanied by time and task records for all billable hours appearing on the invoice. If compensation is based upon a lump sum price, invoices shall be accompanied by tasks and percentage of work. Additional documents may be requested by COUNTY and, if so requested, shall be furnished by CONSULTANT to County Clerk's satisfaction.

3.1.7 Project manager or designated payroll officer shall, by affidavit, attest to the correctness and accuracy of time charges and requested reimbursements.

3.2 Reimbursables.

3.2.1 All requests for payment of "out-of-pocket" expenses eligible for reimbursement under the terms of this Agreement, if any, shall include copies of paid receipts, invoices or other documentation acceptable to the County Clerk. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Services described in this Agreement.

3.2.2 All assets, i.e. durable goods, purchased as reimbursable expenses become the property of the COUNTY upon completion of the work for which the asset was utilized. All such assets must be surrendered by delivery to the DeSoto County Social Services or Administration offices upon demand, termination of the Agreement, or the conclusion of the project, whichever occurs first.

4.0 Insurance

4.1 General Provisions

4.1.1 CONSULTANT shall maintain, at all times, the following minimum levels of insurance and shall, without in any way altering their liability, obtain, pay for and maintain insurance for the coverages and amounts of coverage not less than those set forth below and provide the COUNTY with a Certificate of Insurance and an opportunity to inspect a certified copy of each policy applicable to this Agreement followed thereafter by an annual Certificate of Insurance satisfactory to the COUNTY to evidence such coverage before any work commences. Such certificates will provide that there shall be no termination, non-renewal, modification, or expiration of such coverage without thirty (30) days prior written notice to the COUNTY.

4.1.2 The COUNTY shall be named as an additional insured on all CONSULTANT policies related to the project, excluding professional liability and worker's compensation. The policies shall contain a waiver of subrogation in favor of DeSoto County. All such policies shall be endorsed to provide defense coverage obligations. All insurance coverage shall be written with an insurer having an A.M. Best Rating of a least the "A" category and size category of VIII.

4.1.3 The CONSULTANT's self-insured retention or deductible per line of coverage shall not exceed \$10,000.00 without the permission of the COUNTY.

4.1.4 If there is any failure by the CONSULTANT to comply with the provisions of this section, the COUNTY may, at its option, on notice to the CONSULTANT, suspend the work for cause until there is full compliance.

4.1.5 COUNTY may, at its sole discretion, purchase such insurance at CONSULTANT's expense provided that the COUNTY shall have no obligation to do so and if the COUNTY shall do so, it shall not relieve CONSULTANT of its obligation to obtain insurance.

4.1.6 The CONSULTANT shall not be relieved of or excused from the obligation to obtain and maintain such insurance amount and coverages.

4.1.7 All CONSULTANT's sub-consultants shall be required to include COUNTY and CONSULTANT as additional insured on their General Liability Insurance policies.

4.1.8 In the event that subconsultants used by the CONSULTANT do not have insurance, or do not meet the insurance limits, CONSULTANT shall indemnify and hold harmless the COUNTY for any claim in excess of the subconsultants' insurance coverage.

4.1.9 The CONSULTANT shall not commence work under this Agreement until all insurance required as stated herein has been obtained and such insurance has been approved by the COUNTY.

4.2 Commercial General Liability. CONSULTANT shall maintain Commercial General Liability (CGL) Insurance with a limit of not less than \$500,000 each occurrence, \$1,000,000 general aggregate, \$1,000,000 products and completed operations aggregate, and \$100,000 damage to rented premises. Coverage shall be written on an occurrence form and shall include bodily injury, property damage, personal injury, premises, operations, independent contractors, contractual liability, broad form property damage, and property damage resulting from explosion, collapse, or underground (x, c, u) exposures.

4.3 Professional Liability Insurance. \$1,000,000.00 for design errors and omissions, exclusive of defense costs. CONSULTANT shall be required to provide continuing Professional Liability Insurance to cover each project for a period of two (2) years after the project is completed. Insurance requirements may vary depending on projects as determined by the County Director of Risk Management and Insurance. The COUNTY may require the CONSULTANT to provide a higher level of coverage for a specific project and time frame.

4.4 Workers' Compensation. The CONSULTANT shall provide, pay for, and maintain workers' compensation insurance on all employees, its agents or subconsultants as required by Florida Statutes.

5.0 Standard of Care.

5.1 CONSULTANT has represented to the COUNTY that it has the personnel and experience necessary to perform the work in a professional and workmanlike manner.

5.2 CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 CONSULTANT shall, at no additional cost to COUNTY, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 Indemnification.

6.1 General. Having considered the risks and potential liabilities that may exist during the performance of the Services and in consideration of the promises included herein, COUNTY and CONSULTANT agree to allocate such liabilities in accordance with this Section.

6.1.1 CONSULTANT shall indemnify, defend (by counsel reasonably acceptable to COUNTY) protect and hold COUNTY, and its officers, employees and agents, free and harmless from and against any and all, including, but not limited to, any claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses and expenses (including, without limitation, attorney's fees and costs during negotiation, through litigation and all appeals

therefrom), or death of or injury to any person or damage to any property whatsoever, arising out of or resulting from (i) the failure of CONSULTANT to comply with applicable non-conflicting laws, rules or regulations, (ii) the breach by CONSULTANT of its obligations under this Agreement, (iii) any claim for trademark, patent or copyright infringement arising out of the scope of CONSULTANT's performance of this Agreement, or (iv) the negligent act, errors or omissions, or intentional or willful misconduct, of CONSULTANT, its sub-CONSULTANTS, agents, employees and invitees; provided, however, that CONSULTANT shall not be obligated to defend or indemnify the COUNTY with respect to any such claims or damages arising solely out of the COUNTY's negligence.

6.1.2 COUNTY review, comment and observation of the CONSULTANT's work and performance of this Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

6.1.3 CONSULTANT agrees that it bears sole legal responsibility for its work and work product, and the work and work product of subconsultants and their employees, and/or for CONSULTANT's performance of this Agreement and its work product(s).

6.2 Sovereign Immunity. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the County pursuant to Section 768.28, Florida Statutes.

6.3 Survival. Upon completion of all Services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Agreement shall survive as if the Agreement were in full force and effect.

7.0 Independent Consultant

7.1 CONSULTANT undertakes performance of the Services as an independent consultant and shall be wholly responsible for the methods of performance.

7.2 COUNTY shall have no right to supervise the methods used, but COUNTY shall have the right to observe such performance.

7.3 CONSULTANT shall work closely with COUNTY in performing Services under this Agreement.

7.4 The CONSULTANT shall not pledge the COUNTY's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness and shall have no right to speak for or bind the COUNTY in any manner.

7.5 CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

8.0 Authority to Practice. The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

9.0 Compliance with Laws. In performance of the Services, CONSULTANT will comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards.

10.0 Subcontracting.

10.1 The COUNTY reserves the right to accept the use of a subconsultant or to reject the selection of a particular subconsultant and to inspect all facilities of any subconsultant.

10.2 If a subconsultant fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subconsultant to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subconsultant by the COUNTY. Failure of a subcontractor to timely or properly perform its obligations shall not relieve CONSULTANT of its obligations hereunder.

11.0 Federal and State Taxes. The COUNTY is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the COUNTY will provide an exemption certificate to CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the COUNTY, nor shall the CONSULTANT be authorized to use the COUNTY's Tax Exemption Number in securing such materials.

12.0 Public Entity Crimes. The CONSULTANT understands and acknowledges that this Agreement with the COUNTY will be void, in the event the conditions under Section 287.133, Florida Statutes applies to the CONSULTANT, relating to conviction for a public entity crime.

13.0 COUNTY's Responsibilities. COUNTY shall be responsible for providing information in the COUNTY's possession that may reasonably be required by CONSULTANT, including; existing reports, studies, financial information, and other required data that are available in the files of the COUNTY.

14.0 Termination of Agreement.

14.1 This Agreement may be terminated by the CONSULTANT upon thirty (30) days prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms of the Agreement through no fault of the CONSULTANT.

14.2 This Agreement may be terminated by the COUNTY with or without cause immediately upon written notice to the CONSULTANT.

14.3 Unless the CONSULTANT is in breach of this Agreement, the CONSULTANT shall be paid for services rendered to the COUNTY's satisfaction through the date of termination.

14.4 After receipt of a Termination Notice and except as otherwise directed by the COUNTY, the CONSULTANT shall:

14.4.1 Stop work on the date and to the extent specified.

14.4.2 Terminate and settle all orders and subcontracts relating to the performance of the terminated work.

14.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the COUNTY.

14.4.4 Continue and complete all parts of the work that have not been terminated.

14.5 The CONSULTANT shall be paid for services actually rendered to the date of termination.

15.0 Uncontrollable Forces (Force Majeure).

15.1 Neither the COUNTY nor CONSULTANT shall be considered to be in default of this Agreement if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

15.2 Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch.

15.3 The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an Uncontrollable Force, give written notice to the other party describing the circumstances and Uncontrollable Forces preventing continued performance of the obligations of this Agreement.

16.0 Governing Law and Venue. Any dispute, action or proceeding arising out of or related to this Agreement shall be exclusively commenced in the state courts of DeSoto County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens and forsakes any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device.

17.0 Non-Discrimination. The CONSULTANT warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, gender, age or national origin.

18.0 Waiver. A waiver by either COUNTY or CONSULTANT of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach.

19.0 Severability.

19.1 The invalidity, illegality, or unenforceability of any provision of this Agreement, or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

19.2 Any void provision shall be deemed severed from the Agreement and the balance of the Agreement shall be construed and enforced as if the Agreement did not contain the particular portion or provision held to be void.

19.3 The parties further agree to reform the Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision.

19.4 The provisions of this section shall not prevent the entire Agreement from being void should a provision which is of the essence of the Agreement be determined to be void.

20.0 Entirety of Agreement.

20.1 The COUNTY and the CONSULTANT agree that this Agreement sets forth the entire Agreement between the parties, and that there are no promises or understandings other than those stated herein.

20.2 This Agreement supersedes all prior agreements, contracts, proposals, representations, negotiations, letters or other communications between the COUNTY and CONSULTANT pertaining to the Services, whether written or oral.

20.3 None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered except by written instrument executed by the parties hereto.

21.0 Modification. The Agreement may not be modified unless such modifications are evidenced in writing signed by both COUNTY and CONSULTANT. Such modifications shall be in the form of a written Amendment executed by both parties.

22.0 Successors and Assigns.

22.1 COUNTY and CONSULTANT each binds itself and its partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, executors, administrators, assigns, and legal representatives.

22.2 CONSULTANT shall not assign this Agreement without the express written approval of the COUNTY by executed amendment.

22.3 In the event of a merger, the surviving corporation shall be substituted for the contracting party to this agreement and such substitution shall be affirmed by the DeSoto County Board of County Commissioners by executed amendment.

23.0 Contingent Fees. The CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual or firm, other than bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this Agreement.

24.0 Truth-In-Negotiation Certificate

24.1 Execution of this Agreement by the CONSULTANT shall act as the execution of a Truth-in-Negotiation certificate certifying that the wage rates and costs used to determine the compensation provided for in this Agreement are accurate, complete, and current as of the date of the Agreement.

24.2 The said rates and costs shall be adjusted to exclude any significant sums should the COUNTY determine that the rates and costs were increased due to inaccurate, incomplete or noncurrent wage rates or due to inaccurate representations of fees paid to outside consultants. The COUNTY shall exercise its rights under this "Certificate" within one (1) year following payment.

25.0 Ownership of Documents.

25.1 CONSULTANT shall be required to cooperate with the COUNTY and other CONSULTANTS relative to providing information requested in a timely manner and in the specified form. Any and all documents, records, disks, original drawings, or other information shall become the property of the COUNTY for its use and/or distribution as may be deemed appropriate by the COUNTY. CONSULTANT is not liable for any damages, injury or costs associated with the COUNTY use or distribution of these documents for purposes other than those originally intended by CONSULTANT.

25.2 CONSULTANT shall comply with public records laws embodied in chapter 119, Florida Statutes, and specifically shall:

25.2.1. Keep and maintain public records required by the COUNTY in order to perform the Scope of Services described herein.

25.2.2. Upon request from the County provide the COUNTY with any requested public records or allow the requested records to be inspected or copied within a reasonable time by the COUNTY.

25.2.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term, and thereafter if the CONSULTANT does not transfer all records to the COUNTY.

25.2.4. Transfer, at no cost, to COUNTY all public records in possession of the CONSULTANT upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY, in a format that is compatible with the information technology systems of the COUNTY. If the CONSULTANT keeps and maintains public records upon the conclusion of this Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records that would apply to the COUNTY.

25.2.5. If CONSULTANT does not comply with a public records request, the COUNTY shall treat that omission as breach of this Agreement and enforce the contract provisions accordingly. Additionally, if the CONSULTANT fails to provide records when requested, the CONSULTANT may be subject to penalties under section 119.10, Florida Statutes and reasonable costs of enforcement, including attorney fees.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 863-993-4800, S.ALTMAN@DESOTOBICC.COM, 201 E. OAK STREET, ARCADIA, FLORIDA 34266.

26.0 Access and Audits.

26.1 CONSULTANT shall maintain adequate records to justify all charges and costs incurred in performing the work for at least five (5) years after completion of this Agreement. The COUNTY shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours at the CONSULTANT's place of business.

26.2 Misrepresentations of billable time or reimbursable expenses as determined by the County Clerk or Auditor to the DeSoto County Board of County Commissioners shall result in the recovery of any resulting overpayments. The COUNTY's cost of recovery shall be the sole expense of the CONSULTANT, including accounting and legal fees, court costs and administrative expenses.

26.3 Intentional misrepresentations of billable hours and reimbursable expenses will be criminally prosecuted to the fullest extent of the law.

26.4 All invoices submitted are subject to audit and demand for refund of overpayment up to three (3) years following completion of all services related to this Agreement.

27.0 Notice.

27.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

AS TO COUNTY: DeSoto County Social Services Department
Attn: Director (or "Attn: Social Services Director")
201 E. Oak Street, Suite 202
Arcadia, FL 34266
Email: l.benson@desotobocc.com
Phone: 863-993-4858

AS TO CONSULTANT: Winter Consulting Group, LLC d/b/a Cornerstone Community Partners
Attn: Jeffrey C. Winter, Principal
4420 W. Bay Avenue
Tampa, FL 33616
Email: JeffreyCWinter@gmail.com
Phone: 904-309-2153

27.2 Notices shall be effective when received at the addresses as specified above. Changes in the respective addresses to which such notice is to be directed may be made from time to time by either party by written notice to the other party. Facsimile transmission is acceptable notice effective when received, however, facsimile transmissions received (i.e.; printed) after 5:00 p.m., or on weekends or holidays, will be deemed received on the next business day. The original of the notice must additionally be mailed as required herein.

27.3 Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of CONSULTANT and COUNTY.

28.0 Service of Process.

AS TO COUNTY: Chairman of the Board of County Commissioners
DeSoto County Florida
201 E. Oak Street, Second Floor
Arcadia, Florida 34266

AS TO CONSULTANT: Winter Consulting Group, LLC d/b/a Cornerstone Community Partners
Attn: Jeffrey C. Winter, Principal
4420 W. Bay Avenue
Tampa, FL 33616
Email: JeffreyCWinter@gmail.com
Phone: 904-309-2153

29.0 Contract Administration. Services of CONSULTANT shall be under the general direction of the DeSoto County Social Services Director, or their successor, who shall act as the COUNTY's representative during the term of the Agreement.

30.0 Key Personnel

30.1 CONSULTANT shall notify COUNTY in the event of key personnel changes, which might affect this Agreement. To the extent possible, notification shall be made within ten (10) days prior to changes. CONSULTANT at COUNTY's request shall remove without consequence to the COUNTY any subconsultant or employee of the CONSULTANT and replace him/her with another employee having the required skill and experience. COUNTY has the right to reject proposed changes in key personnel. The following personnel shall be considered key personnel:

Name: Jeffrey C. Winter

31.0. Appropriations.

31.1 CONSULTANT acknowledges that the COUNTY, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the COUNTY's performance and obligation to pay under this agreement is contingent upon annual appropriation.

31.2 CONSULTANT acknowledges that all funding for the Services outlined in Section 2.0 hereto is provided by a grant awarded to DeSoto County through FloridaCommerce (CDBG Housing Rehabilitation Program) and as such, all payments due to CONSULTANT are dependent and contingent on the COUNTY's receipt of grant reimbursements from the receipt of grant reimbursements from FloridaCommerce pursuant to the grant.

32.0 E-Verify and State Provisions

32.1 Contractor certifies that Contractor complies with the following enrollment and verification requirement as set forth in this Article. If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-

32.1.1 Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;

32.1.2 Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see section 17.3 of this Article); and,

32.1.3 Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see section 17.4 of this Article)

32.2 If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of the following:

32.2.1 All new employees enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or

32.2.2 All new employees enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see section 17.3 of this Article); or

32.2.3 Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see section 17.4 of this Article).

32.3 If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State or local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of section 17.1 or 17.2, respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.

32.4 Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of-

32.4.1 Enrollment in the E-Verify program; or

32.4.2 Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)

32.5 The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.

32.5.1 The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.

32.5.2 During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the Contractor is excused from its obligations under this Article. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.

32.5.3 Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

32.5.4 Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

(a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;

(b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or

(c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

32.6 Subcontracts. The Contractor shall include the requirements of this Article, including this section appropriately modified for identification of the parties in each subcontract that:

32.6.1 Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or (ii) Construction;

32.6.2 Has a value of more than \$3,500; and includes work performed in the United States; and

32.6.3 Includes work performed in the United States.

32.7. United States-Produced Iron And Steel (Section 255.0993, Fla. Stat.). United States-Produced Iron and Steel. Pursuant to Section 255.0993, Florida Statutes, unless waived by the County, any iron or steel product permanently incorporated into the Project must be produced in the United States. The following are exempt from this requirement: (i) small amounts of foreign steel and iron that are incidental or ancillary to the primary product, are not separately identified in the project specifications, and the cost of which does not exceed 1/10th of the total contract cost or \$2,500, whichever is greater; and (ii) electrical components, equipment, systems, and appurtenances, including supports, covers, shielding, and other appurtenances related to an electrical system, necessary for operation or concealment, except transmission and distribution poles.

32.8 Human Trafficking. As a condition precedent to entering into this Agreement and in compliance with Section 787.06(13), Florida Statutes, a duly authorized officer or representative of the Contractor must attest under the penalty of perjury that Contractor does not use coercion for labor or services as defined in Section 787.06, Florida Statutes. The required affidavit is included within the Consultant's Proposal (Exhibit B).

32.9. Countries of Foreign Concern. Pursuant to Section 287.138, Florida Statutes, the County cannot knowingly enter into a contract with an entity which would give access to an individual's personal identifying information if the entity is owned, controlled, organized, or operating in a foreign country of concern, which include the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern, and any contracting entity that may be given access to an individual's personal identifying information must have a duly authorized officer or representative attest under the penalty of perjury that said entity is not owned by the government of a foreign country of concern, that the government of a foreign country of concern does not have a controlling interest in the entity, and that the entity is not organized under the laws of nor have its principal place of business in a foreign country of concern. The required affidavit, which must be signed by a duly

authorized officer or representative of Contractor, is included within the Consultant's Proposal (Exhibit B).

32.10 Scrutinized Companies. Contractor certifies that it is not ineligible to submit a bid or proposal for, or enter into a contract or renewal thereof, with any local government entity as a result of the application of Section 287.135, Fla. Stat. In addition, Contractor certifies that it is not on the Scrutinized Companies with Activities in Sudan List, is not on the Scrutinized Companies with Activities in the Iran Petroleum Sector List, and does not have business operations in Cuba or Syria, and is not participating in a boycott of Israel, as required by Section 287.135(5), Fla. Stat. In addition, Contractor understands that this reference allows for termination of this Agreement, at the option of the County, if Contractor is found to have submitted a false certification.

33.0 Federal Provisions. Work issued in an SA under this Agreement may be fully or partially funded by Federal Grant. Contractor agrees to comply with the provisions set forth herein where applicable and require compliance of any subcontractors where applicable.

33.1 General Federal Provisions. Work issued in an SA under this Agreement may be fully or partially funded by a Federal Grant. Where applicable, in accordance with Federal law, Contractor shall comply with the provisions of this Article and comply with the authorities enumerated below, which are incorporated herein by reference.

- a. 2 CFR Part 25.110
- b. 2 CFR Part 170 (including Appendix A), 180, 200 (including Appendixes), and 3000
- c. Executive Orders 12549 and 12689
- d. 41 CFR Part 60-1(a) and (d)
- e. Consolidated Appropriations Act, 2021, Public Law 116-260 related to salary limitations

33.2 Nondiscrimination Acts and Authorities. For all federally funded SAs, Contractor agrees for itself, its successors, and its assigns, to comply and to assure that any subcontractor also agrees to comply with the following Title VI List of Pertinent Nondiscrimination Acts and Authorities.

33.2.1 Title VI of the Civil Rights Act of 1964, which prohibits recipients of federal financial assistance from excluding from a program or activity, denying benefits of, or otherwise discriminating against a person on the basis of race, color, or national origin (42 U.S.C. § 2000d et seq. 78 stat. 252), as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, which are herein incorporated by reference and made a part of this contract (or agreement). Title VI also includes protection to persons with "Limited English Proficiency" in any program or activity receiving federal financial assistance, 42 U.S.C. § 2000d et seq., as implemented by the Department of the Treasury's Title VI regulations, 31 CFR Part 22, and herein incorporated by reference and made a part of this contract or agreement;

33.2.2 The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;

33.2.3 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);

33.2.4 The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);

33.2.5 Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;

33.2.6 The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23 (prohibit discrimination on the basis of age);

33.2.7 Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);

33.2.8 The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

33.2.9 Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto (as amended 42 U.S.C. §§ 12101 et seq.) or in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

33.2.10 The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

33.2.11 Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

33.2.12 Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

33.2.13 Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

33.2.14 Federal Fair Labor Standards Act (Federal Minimum Wage). All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

33.2.15 Occupational Safety and Health Act of 1970. All contracts and subcontracts that result from this Agreement incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractors' compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910). Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

33.3 Nondiscrimination Clauses for Compliance with Regulations. For all federally funded SAs, the Contractor agrees for itself, its successors, and its assigns to comply with the following Nondiscrimination Clauses.

33.3.1 Nondiscrimination. The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

33.3.2 Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding, or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the Contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

33.3.3 Information and Reports. The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a Contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

33.3.4 Sanctions for Noncompliance. In the event of a Contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

33.4 Incorporation of Provisions. The Contractor will include the provisions of this section in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

33.5 Mandatory Disclosures (31 U.S.C. §§ 3799 – 3733). For all federally funded Sas, Contractor acknowledges that 31 U.S.C. Chapter 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this Agreement. The Contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting any applicable Federal award.

33.6 Conflict of Interest (2 CFR § 200.112). For all federally funded Sas, the Contractor must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy. Further, the County is required to maintain conflict of interest policies as it relates to procured contracts. A conflict of interest exists when any of the following occur: (i) Because of other activities, relationships, or contracts, a Contractor is unable, or potentially unable, to render impartial assistance or advice; (ii) A Contractor's objectivity in performing the work is or might be otherwise impaired; or (iii) The Contractor has

an unfair competitive advantage.

33.7 Drug Free Workplace Requirements (Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), 2 CFR § 182. To the extent applicable, Contractor must comply with Federal Drug Free workplace requirements of the Drug Free Workplace Act of 1988.

33.8 Equal Employment Opportunity (As per 2 CFR Part 200, Appendix II©; 41 CFR § 61-1.4; 41 CFR § 61-4.3; Executive Order 11246 as amended by Executive Order 11375). For all federally funded SAs, the Contractor agrees as follows: (1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identify, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff, or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause; (2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin; (3) The Contractor will send to each labor union or representative of workers with which it has a collective bargaining Contract or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment; (4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor; (5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.; (6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.; (7) Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or

vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

33.9 Minority/Women Business Enterprise. For all federally funded SAs, Contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2 CFR 200.321. If subcontracts are to be let, prime contractor will require compliance by all sub-contractors. Prior to contract award, the contractor shall document efforts to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)
Florida Department of Transportation
Minority Business Development Center in most large cities and
Local Government M/DBE programs in many large counties and cities

33.10 Procurement of Recovered Materials. For all federally funded SAs, Contractor must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

33.11 Environmental and Energy Policies. For all SAs over the micro-purchase threshold, the Contractor and subContractors and subcontractors will comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

33.12 Clean Air Act and Federal Water Pollution Control Act. In all SAs funded in excess of \$150,000, the Contractor shall comply with the Clean Air Act as set forth below.

33.12.1 The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387).

33.12.2 The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

33.12.3 The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance under this Agreement.

33.13 Federal Suspension and Debarment. This Agreement may be covered in part as a transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, Contractor is required to verify that none of its subcontractors, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

33.13.1 The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

33.13.2 By entering this Agreement, Contractor has made the Certification set forth in this section. This certification is a material representation of fact relied upon by the County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Florida and the County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

33.13.3 Contractor agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C throughout the term of this Agreement. Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

33.13.4 Certification Instructions

33.13.4.1. By signing this Agreement, the Contractor, referred to in this section as the prospective lower tier participant, is providing the certification set out in accordance with these instructions.

33.13.4.2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

33.13.4.3. The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

33.13.4.4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause,

have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Orders 12549, at Subpart C of OMB 2 C.F.R. Part 180 and 3000.332. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.

33.13.4.5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

33.13.4.6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

33.13.4.7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.

33.13.4.8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

33.13.4.9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

33.13.5 Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Lower Tier Covered Transactions. The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a), as amended). This certification is required by the regulations implementing Executive Orders 12549, Debarment and Suspension, and OMB 2 C.F.R. Part 180, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. [READ CERTIFICATION INSTRUCTIONS ABOVE BEFORE COMPLETING CERTIFICATION]

33.13.5.1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency;

33.13.5.2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal

33.14 Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148, as supplemented by 29 CFR Part 5). Contractor agrees to comply with all provisions of the Davis Bacon Act as amended. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the SA. The decision to award a SA shall be conditioned upon the acceptance of the wage determination.

33.15 Federal Lobbying. If applicable as set forth in any SA, Contractor who applies for an award of \$100,000 or more shall file the required Byrd Anti-Lobbying Amendment certification as set forth within the Consultant's Proposal (Exhibit B). Each tier of subcontractor will certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier of subcontractor shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Contractor.

33.16 Copeland Anti Kick Back Act (40 U.S.C. § 3145 as supplemented by 29 CFR Part 3). Contractor shall comply with all the requirements of 18 U.S.C. § 874, 40 U.S.C. § 3145, 29 CFR Part 3 which are incorporated herein by this reference. Contractor is prohibited from inducing by any means any person employed in the construction, completion, or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.

33.17 Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708 as supplemented by 29 CFR Part 5). All applicable SAs issued in excess of \$100,000 that involve the employment of mechanics or laborers must comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, Contractor and all subContractors and subcontractors are required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions, which are unsanitary, hazardous, or dangerous. These requirements do not

apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

33.18 Rights to Inventions Made Under a Contract or Agreement (37 CFR Part 401). If the Federal funding for an SA meets the definition of “funding agreement” under 37 CFR § 401.2, Contractor may be subject to additional standard patent rights clauses in accordance with 37 CFR § 401.14.

33.19 Access to Records and Reports. Contractor will make available to the County’s granting agency, the granting agency’s Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, County, County Clerk of Court’s Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the Contractor that are pertinent to the County’s grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the Contractor’s personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.

33.20 Record Retention (2 CFR § 200.33). Contractor will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.

33.21 Federal Changes. Contractor will comply with all applicable Federal agency regulations, policies, procedures, and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of any awarded contract.

33.22 Termination for Default (Breach or Cause). If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the County may terminate the contract for default. Termination shall be effected by serving a notice of termination on the Contractor setting forth the manner in which the Contractor is in default. The Contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

33.23 Termination for Convenience. For any SA issued over the micro-purchase threshold may be terminated by County in whole or in part at any time, upon ten (10) days written notice. If the Contract is terminated before performance is completed, the Contractor shall be paid only for that work satisfactorily performed for which costs can be substantiated.

33.24 Safeguarding Personal Identifiable Information (2 CFR § 200.82). Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy

and obligations of confidentiality.

33.25 Prohibition On Utilization Of Cost Plus A Percentage Of Cost Contracts (2 CFR Part 200). The County will not issue SAs containing Federal funding on a cost-plus percentage of cost basis.

33.26 Trafficking Victims Protection Act (2 CFR Part 175). Contractor will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits Contractor from (1) engaging in severe forms of trafficking in persons during the period of time that resulting contract is in effect; (2) procuring a commercial sex act during the period of time that resulting contract is in effect; or (3) using forced labor in the performance of the contracted services under a resulting contract. A resulting contract may be unilaterally terminated immediately by County for Contractor's violating this provision, without penalty.

33.27 Domestic Preference For Procurements (2 CFR § 200.322). As appropriate and to the extent consistent with law, to the greatest extent practicable when using federal funds for the services provided in a resulting contract, shall provide a preference for the purchase, acquisition, or use of goods and products or materials produced in the United States.

33.28 Buy America (Build America, Buy America Act (Public Law 117-58, 29 U.S.C. § 50101, Executive Order 14005)). All iron, steel, manufactured products, and construction materials used under a federally grant funded project must be produced in the United States. Additional requirements may apply depending on the Federal Granting Agency provisions, please check with County for further details. Contractors shall be required to submit a completed Buy American Certificate with any applicable SA in substantially the following form:

33.28.1. Buy American Certificate (FAR 52.225-2) Contractor certifies that each end product, except those listed in paragraph 33.28.2 of this provision, is a domestic end product. Contractor shall list as foreign end products in paragraph 33.28.2 those end products manufactured in the United States that do not qualify as domestic end products. The terms "domestic end product," "end product," and "foreign end product" are defined in FAR 52.225-1 entitled "Buy American-Supplies."

33.28.2. Foreign End Products: Line Item No.

Country of Origin

33.28.3. The Government will evaluate offer in accordance with the policies and procedures of part 25 of the Federal Acquisition Regulation.

33.29 Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment (2 CFR § 200.216). Contractor and any subcontractors are prohibited to obligate or spend grant funds to: (1) procure or obtain, (2) extend or renew a contract to procure or obtain; or (3) enter into a contract to procure or obtain equipment, services, or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Pub. L. 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). i. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). ii. Telecommunications or video surveillance services provided by such entities or using such equipment. iii. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise, connected to the government of a covered foreign country.

33.30 Enhanced Whistleblower Protections (41 U.S.C. § 4712). An employee of Contractor and/or its subcontractors may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 42 U.S.C. § 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant.

33.31 Federal Funding Accountability and Transparency Act (FFATA) (2 CFR § 200.300; 2 CFR Part 170). In accordance with FFATA, the Contractor shall, upon request, provide County the names and total compensation of the five most highly compensated officers of the entity, if the entity in the preceding fiscal year received 80 percent or more of its annual gross revenues in federal awards, received \$25,000,000 or more in annual gross revenues from federal awards, and if the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

33.32 Federal Awardee Performance and Integrity Information System (FAPIS)(The Duncan Hunter National Defense Authorization Act of 2009 (Public Law 110-417 and 2 CFR Part 200 Appendix XII)). The Contractor shall update the information in the Federal Awardee Performance and Integrity Information System (FAPIS) on a semi-annual basis, throughout the life of this contract, by posting the required information in the System for Award Management via <https://www.sam.gov>.

33.33 Never Contract With The Enemy (2 CFR Part 183). For Sas funded by grant and cooperative agreements in excess of \$50,000 and performed outside of the United States,

including U.S. territories and in support of a contingency operation in which members of the Armed Forces are actively engaged in hostilities, Contractor must exercise due diligence to ensure that none of the funds, including supplies and services, received are provided directly or indirectly (including through subawards or contracts) to a person or entity who is actively opposing the United States or coalition forces involved in a contingency operation in which members of the Armed Forces are actively engaged in hostilities, which must be completed through 2 CFR 180.300 prior to issuing a subcontract.

33.34 Federal Agency Seals, Logos and Flags. Contractor shall not use any Federal Agency seal(s), logos, crests, or reproductions of flags or likenesses of any federal agency officials without specific federal agency pre-approval.

33.35 No Obligation by Federal Government. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from a resulting contract.

33.36 Conflict with Grant Terms. In the event of any conflict between the terms and conditions of this Article and the terms and conditions of any federal grant funding document provided specific to the funds being used to contract services or goods under this Agreement, the conflicting terms and conditions of that document shall prevail.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first above written.

(Signature Page Follows)

DESOTO COUNTY,
a political subdivision of the State of
Florida

Attest:

Mandy Hines
County Administrator

Steve Hickox, Chairman
Board of County Commissioners

Date Approved by Board: _____

Reviewed as to form:

County Attorney

Attest:

**WINTER CONSULTING GROUP, LLC, d/b/a
CORNERSTONE COMMUNITY PARTNERS**
A Limited Liability Company

By: _____
Corporate Secretary

[Signature]

[Print Name]

[Print Name]

Date: _____

[Title]

Date: _____

SEAL

SCOPE OF SERVICES
PROFESSIONAL SERVICES FOR ENVIRONMENTAL REVIEW OF
DESOTO COUNTY REHABILITATION – DEMOLITION AND
RECONSTRUCTION PROJECTS
PROJECT #H2606
25-18-00RFP

DeSoto County seeks Proposals from experienced and qualified Environmental Consulting firms to provide Professional Services for the Environmental Review of current, anticipated, and upon request, future Housing CDBG funded projects. The County is soliciting qualifications from professional, qualified Consultants or groups with direct experience in conducting Environmental Assessments and Tiered Environmental Reviews that satisfy all HUD requirements as defined in 24 CFR 58, in accordance with all applicable laws, environmental regulations, applicable Federal, State, and Local regulations. The successful Proposer should have experience performing Environmental Reviews as required by 24 CFR 58 and National Environmental Policy Act (NEPA), and development of the corresponding Environmental Review Records (ERR).

SCOPE OF SERVICES

The successful Proposer shall provide comprehensive Environmental Review and completed Environmental Review Records for current and, if requested, future CDBG projects, as appropriate.

The successful Proposer's Scope of Services shall include, but is not limited to, the following:

- **PROJECT MANAGEMENT SUPPORT** – Organize and support the overall scope, planning, and options evaluation effort, leading in steps to complete environmental review of a proposed or established project area. Perform specialized environmental analysis of a proposed or established project area to develop a thorough and comprehensive Environmental Review Record for the pre-project environmental conditions, the anticipated environmental impact of the proposed activities and any potential mitigation measures that may be appropriate to bring the project into environmental compliance. Engage with the County to acknowledge any environmental impacts of the project. Provide overall task planning and scheduling for the entire environmental review process.
- **ENVIRONMENTAL REVIEW AND NEPA ANALYSIS** – Document compliance or conformance determinations for each statute, as outlined in 24 CFR 50.4, 58.5, and 58.6 Laws and Authorities, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits or approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate. In addition to compliance with the laws and authorities at 24 CFR 50.4 or 24 CFR 58.6 and 58.5 (also known as the Statutory Checklist), Environmental Assessments must consider an array of potential impacts of the project. These

impacts include but are not limited to:

- Land Development
 - Socioeconomic
 - Community Facilities and Services
 - Health Care, Social Services
 - Solid Waste Disposal/Recycling
 - Wastewater/Sanitary Sewers
 - Water Supply
 - Public Safety – Police Fire, and Emergency Medical
 - Parks, Open Space and Recreation
 - Unique Natural Features, Water Resources
 - Vegetation and Wildlife
- **ENVIRONMENTAL REVIEW RECORD** – Provide a complete Environmental Review Record based on environmental review findings.
 - **DELIVERABLES** – will include all documents (both hard and digital) and actions / events necessary to successfully perform the environmental review, including but not limited to the Environmental Review Record, studies, reports, plans, evaluations, schedules, estimates, graphics, sketches, renderings, drawings, procedures, metrics, checklists, punch lists, corrective actions, non-conformances, verification of completed mitigation requirements, press releases, presentations, marketing materials, etc., as may be directed by the County.
 - **EXPERIENCE OF THE CONSULTANT** – Proposer shall provide a comprehensive summary of the Proposer's experience in providing project management. The Proposer must have served as the lead/prime Consultant on at least three completed or ongoing HUD/CDBG funded projects requiring Environmental Reviews that satisfy 24 CFR Part 58 requirements within the past five years. Submitted reference projects shall include: client name, address, phone number, description of work, the year the project was commenced and completed, total amount of fees paid or projected to be paid to the Proposer, the number of full-time personnel assigned to the project, and the total value of the project in terms of the entire cost.
 - **TEAM ORGANIZATIONAL CHART** – The Proposer shall provide an organizational chart of Proposer's Team which identifies and indicates relationships for all Team Members and experience with governmental agencies regarding environmental reviews.
 - **PROPOSED APPROACH** – Proposer shall include a brief explanation of its analysis philosophy, methodology and process as it relates to the Scope of Services with the approach to meeting the requirements.

The start of environmental review services is projected for September 2025.



DeSoto County

Response to RFP #25-18-00
Professional Services for
Environmental Review of
DeSoto County Rehabilitation -
Demolition and Reconstruction
Projects



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I.

Executive Summary





October 22, 2025

Ms. Cindy Talamantez
Purchasing Director, CPPB, CPPO
DeSoto County Purchasing Office
201 E. Oak St., Suite 203
Arcadia, FL 34266

Re: **DeSoto County – Executive Summary
Proposal Response to RFP #25-18-00**

Dear Ms. Talamantez, Evaluation Committee members, and honorable members of the DeSoto County Board of County Commissioners:

Cornerstone Community Partners (Cornerstone) is pleased to submit this proposal to serve as DeSoto County's consultant for HUD Environmental Review services under RFP #25-18-00. We understand the County's urgent need for compliant, timely environmental reviews for its CDBG-funded housing rehabilitation, demolition, and reconstruction programs. Our team offers the **expertise, capacity, and proven approach** to meet these needs immediately. In short, DeSoto County will gain a partner with unparalleled Florida CDBG experience – a partner **ready to hit the ground running on Day One** with no learning curve. We will ensure your projects achieve full environmental clearance quickly and correctly, so that housing improvements can proceed without delay.

Cornerstone's Competitive Strengths:

- **Unmatched CDBG Experience:** Our team brings 147 years of combined Florida Small Cities CDBG program experience, spanning housing rehabilitation, neighborhood revitalization, infrastructure, economic development, mitigation, and more. We have **direct HUD environmental compliance expertise**, having managed Environmental Review Records (ERRs) for numerous HUD-funded projects statewide.
- **Proven Track Record of Results:** We have a demonstrated record of rescuing stalled projects and securing funding for clients. For example, we **turned around the City of Edgewater's behind-schedule CDBG project**, bringing it back on track with no extension required. We also **saved \$900k+ in at-risk CDBG funds** for Hamilton County through a successful appeal, and delivered **verified outcomes** including Lafayette County's **FFY 23/24 CDBG-HR award of \$1.5 million** and the Town of Zolfo Springs' **ahead-of-schedule, under-budget grant delivery**. These accomplishments illustrate our ability to deliver under pressure and ensure no funding is lost.

October 22, 2025

Ms. Cindy Talamantez

DeSoto County – Executive Summary

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- **Integrated, Cross-Functional Team:** Cornerstone is a **multi-disciplinary partnership** of experts in grants, planning, housing, and environmental compliance. Our team structure is carefully balanced with built-in redundancies – every key role (grant administrator, housing rehab specialist, environmental reviewer, etc.) has redundancies, so the County is *never* without support. As the Town of White Springs attests, they “never had to worry about staff turnover or absences” because our team “always had a backup in place”. This depth ensures continuity of service and a breadth of technical knowledge that smaller single-focus firms cannot match.
- **Proactive, Schedule-Driven Approach:** We pride ourselves on **anticipating needs and driving schedules** aggressively to meet program deadlines. Our management style is hands-on and communicative – we integrate with your staff, provide weekly updates, and keep all stakeholders informed. Cornerstone practices “*compliance-by-design*”, meaning we build regulatory compliance (environmental, procurement, etc.) into the project plan from the start. By front-loading critical tasks like environmental reviews, we reduce risk of delays later. This forward-thinking approach ensures your housing projects proceed on time and within grant requirements.
- **Cost-Effective, Grant-Funded Services:** Our services are **low-cost and often entirely grant-funded**, posing no burden to local budgets. We typically structure our fees within the allowable CDBG budget so that the County pays nothing out of pocket. **Clients confirm this model:** the **Town of Ponce de Leon** notes our services are structured so **all associated fees are incorporated into grant budgets—minimizing local out-of-pocket expense**; the **Town of Zolfo Springs** confirms our grant management is **fully paid with grant funds**—including an application prepared **at no cost** and a closeout completed for a **nominal 17%** of the available line-item; and the **City of Macclenny** underscores our help in obtaining **additional funds without added City cost**. Likewise, any fee for DeSoto’s environmental reviews will be **100% covered by CDBG funds**, with no additional County match required.

In summary, Cornerstone offers DeSoto County an **ideal blend of qualifications**: decades of relevant experience, a dedicated team with specialized expertise, a proven methodology for HUD compliance, and a commitment to cost-efficiency. We are already supporting multiple Florida communities on CDBG housing projects and environmental clearances right now, which means **we can begin effectively from Day One** for DeSoto. We will organize, manage, and complete your Environmental Reviews with the utmost professionalism – **ensuring strict compliance with 24 CFR Part 58 and NEPA requirements**, accelerating project start times, and safeguarding your grant funding. We appreciate the opportunity to earn your business and are confident that Cornerstone will deliver exceptional value and results as DeSoto County’s Environmental Review partner.

October 22, 2025

Ms. Cindy Talamantez

DeSoto County – Executive Summary

Page 3

Winter Consulting Group, LLC d/b/a **Cornerstone Community Partners** is lead firm within this multi-firm partnership with Jordan & Associates (J&A) and In Touch Consulting Group, Inc. (ITC), collectively comprising the **Cornerstone team**. On behalf of the Cornerstone team, the following representative has been authorized to serve as the primary liaison for this proposal and any prospective awards made under this solicitation:

Jeffrey C. Winter, Principal

Cornerstone Community Partners

4420 W. Bay Avenue

Tampa, FL 33616

(904) 309-2153

JeffreyCWinter@gmail.com

Thank you for your consideration. We welcome the chance to discuss our proposal further and answer any questions the Evaluation Committee may have.

Respectfully submitted,



Jeffrey C. Winter, Principal – Cornerstone Community Partners (Lead Firm)
William “Spencer” Nabors II, President – In Touch Consulting Group (Partner Firm)
Ronald M. Vanzant, President – Jordan & Associates (Partner Firm)

II.

Qualifications of Firm



Company Information & History: Cornerstone Community Partners is the d/b/a name of Winter Consulting Group, LLC, a Florida-registered consulting firm in good standing. We are organized as a private consulting LLC and authorized to do business in Florida. Our principal office is located in **Tampa, Florida (4420 W. Bay Avenue, Tampa, FL 33616)**. From this Tampa office – and with support from our partner firms’ offices across North and Central Florida – we will serve DeSoto County. Cornerstone was established by Principal Jeffrey Winter in 2019, building on over two decades of public-sector and consulting experience. The firm has operated under the “Cornerstone Community Partners” name for more than six years, during which time we have grown into one of Florida’s leading specialists in community development grant services. We have successfully assisted numerous cities and counties across the state.

Office & Staffing: Our Tampa headquarters will be the primary office for this contract, allowing convenient access to Arcadia (we are approximately 1.5 hours away, enabling prompt on-site visits when needed). Cornerstone and its strategic partners collectively employ a team of **9+ professionals** with expertise relevant to this project. This includes at least **2 Environmental Specialists**, as well as certified planners, housing rehabilitation experts, grant managers, and support staff. Specifically, our core project team for DeSoto County will consist of **5 key individuals** (detailed in Tab III), supported by additional staff as necessary for research or field work. The team includes seasoned **environmental reviewers, community planners, and housing rehabilitation specialists**, all experienced with CDBG programs. By cross-training our personnel and leveraging partner firms, we ensure ample capacity – even if multiple environmental reviews or simultaneous tasks are required, we have the staff to handle them efficiently.

Experience with CDBG Housing & HUD Environmental Compliance: Cornerstone’s experience with Florida’s Small Cities CDBG program is second to none. We have been directly involved in **every CDBG project category**, including a strong focus on **housing rehabilitation programs**. In the past five years alone, our team has helped **manage and implement dozens of HUD-funded projects** that required full environmental assessments and compliance with 24 CFR Part 58. This includes several **CDBG Housing Rehabilitation grants** (for communities such as Hamilton County, White Springs, Baker County, and others), as well as Neighborhood Revitalization and mitigation projects. In each case, Cornerstone prepared or oversaw the **Environmental Review Record (ERR)** and all associated compliance steps (historic preservation Section 106 reviews, floodplain management, noise, etc.), ultimately obtaining the Authority to Use Grant Funds on behalf of our clients.

Our depth of HUD environmental compliance knowledge is reflected in our client successes. **All projects under our management have remained in full environmental compliance**, with no outstanding findings or sanctions. We are intimately familiar with the **HUD Environmental Review process (24 CFR Part 58)** and the related federal laws and authorities (NEPA, Section 106, floodplain regulations, etc.). For example, in a recent CDBG housing project we *immediately prioritized completing the ERR* because we know that no construction can begin until the Release of Funds is granted; our **environmental specialist gathered all necessary information and completed the ERR to NEPA standards expeditiously**. In fact, we often begin pre-award environmental analysis early (when feasible) to get ahead of the curve. This proactive compliance focus ensures our projects start on schedule with zero environmental delays.

We also have extensive experience executing **Tiered Environmental Reviews**, which are commonly used for scattered-site housing programs. Our team has performed Tier I Broad Reviews (project-wide analyses covering aggregate effects) and numerous Tier II site-specific reviews for individual housing units. We understand the tiering process and how to document each site's compliance as addresses become known. DeSoto County's RFP emphasizes the need for experience with tiered reviews and HUD's environmental requirements – Cornerstone meets and exceeds this qualification. Our prior housing rehabilitation engagements required exactly this approach, and we delivered complete, audit-ready ERRs satisfying all of HUD's criteria.

Beyond CDBG, Cornerstone has **broad experience with other government funding sources** that often interface with environmental requirements. Our team has written and administered grants from FEMA, USDA, state DEP and SHIP programs, ARPA, and more. This matters because we bring a holistic understanding of compliance across programs. The City of Macclenny, for example, praised our team's "diverse experience in a broad range of funding resources" which allowed us to address their community's varied needs beyond a single grant. We are well-versed in coordinating environmental reviews that may involve multiple agencies or funding streams. In short, we offer DeSoto County a **low-risk, high-value partner** with the depth to ensure **strict HUD compliance** while also understanding the bigger picture of community development funding.

Certifications & Special Qualifications: Cornerstone and its staff maintain pertinent certifications and credentials to perform environmental consulting services. Key team members have completed **HUD Environmental Review training** (including FloridaCommerce's HUD Environmental Compliance courses conducted earlier this month – October 2025). Our Environmental Specialist holds a degree in Environmental Science Technology (A.S.) and regularly updates his NEPA training. All members of our management team (including our Principal) have also undergone FloridaCommerce CDBG Implementation Workshops, Section 3/EEO training, and related HUD compliance trainings. We stay current with all CDBG program updates. Cornerstone is fully **licensed and insured** for professional consulting services; we carry comprehensive liability and errors & omissions insurance meeting County requirements (certificate will be provided upon award). Additionally, all required registrations (e.g., SAM.gov, Florida vendor registration) are current. Importantly, Cornerstone certifies that it is **not debarred or suspended** from any federal or state programs (we will submit the required debarment and legal affidavits in Tab VII).

In summary, Cornerstone Community Partners is **uniquely qualified for DeSoto County's Environmental Review needs**. We bring unparalleled Florida CDBG experience – particularly with housing rehab projects – and a specialized team with the **technical know-how in HUD environmental regulations**. Our company's proven track record, depth of resources, and commitment to compliance will ensure the County's housing projects are reviewed and cleared both **efficiently and correctly** on our watch.

III.

Key Personnel



Cornerstone has assembled a **dedicated project team** for DeSoto County, led by senior professionals with extensive relevant experience. Below we identify the key individuals who will be assigned, along with their titles, qualifications, and roles. (Full résumés for key personnel are provided in Tab VIII – Appendices, and an organizational chart depicting team roles and relationships is also included.) We have also listed any sub-consultants as part of our team and describe their contributions.

Jeffrey C. Winter – Principal & Project Manager: Mr. Winter will serve as the County’s primary point-of-contact and overall Project Manager for the contract. He brings **22 years of experience** in community development grants and public administration, including prior service within a Florida local government. Mr. Winter is an expert in crafting winning grant strategies and ensuring compliance across multiple funding programs. He has managed numerous CDBG projects from application through closeout, and he is thoroughly familiar with HUD Part 58 environmental review requirements. In fact, Mr. Winter has completed formal **FloridaCommerce and HUD Environmental Review training** in addition to holding certifications in legal assistance and grant management. As Project Manager, he will provide executive oversight, coordinate with County officials, and double-check all deliverables for quality. He is also **cross-trained in environmental compliance** and can directly assist in preparing ERR documents or consulting with regulators. Under this contract, Mr. Winter will lead kickoff meetings, set the work plan and schedule, and ensure all tasks are completed on or ahead of schedule. He will also conduct high-level reviews of each Environmental Review Record before submission, as part of our quality control process (no document leaves our office without senior review). Mr. Winter’s long list of successful projects and client references attests to his capability to deliver projects efficiently. He will dedicate as much time as needed to DeSoto County’s projects and will be available at all times for consultation.

Keith Alexander Shehorn – Environmental Compliance Specialist: Mr. Shehorn will be the **lead Environmental Reviewer** responsible for conducting the environmental assessments and compiling the Environmental Review Records. He has **17 years of experience** in environmental consulting and compliance. His educational background includes an A.S. in Environmental Science Technology and a B.S. in Physics, providing him a strong technical foundation. Mr. Shehorn has specialized in HUD environmental reviews for the past decade and has completed the FloridaCommerce and HUD Environmental Review certification, as well. He is highly knowledgeable in navigating the Statutory Checklist (24 CFR 58.5/58.6) and has coordinated countless agency consultations (State Historic Preservation Office, U.S. Fish & Wildlife, etc.) as part of environmental compliance.

Primary Role: Mr. Shehorn will perform the detailed environmental analysis for each project or site – including research and analysis of environmental conditions, and documentation of compliance with each federal law and authority. He will prepare all required reports, checklists, maps, and forms for the ERR, and draft the Finding of Exemption or Finding of No Significant Impact (FONSI) as applicable. He will also prepare the Request for Release of Funds (HUD-7015.15) and ensure that **all compliance documentation is “credible, traceable, and supported” per HUD guidelines.**

Mr. Shehorn's extensive experience with **CDBG housing rehab programs** means he understands the typical environmental issues these projects encounter (e.g. lead-based paint, asbestos in demolitions, flood zone considerations for home sites, etc.). He will proactively identify any such issues and recommend mitigation strategies to keep the project in compliance. In sum, Mr. Shehorn is a seasoned environmental reviewer who will be hands-on in every aspect of the County's environmental reviews.

William "Spencer" Nabors II – Housing Rehabilitation & Construction Management Specialist (President, In Touch Consulting Group): Mr. Nabors is President of In Touch Consulting Group (ITC), one of Cornerstone's strategic partner firms, and will serve as a **key technical advisor** on housing and construction-related aspects. He offers **26 years of experience** in housing rehabilitation programs and construction management. Mr. Nabors has successfully implemented multiple CDBG housing grants, overseeing contractor procurement, housing inspections, lead/asbestos assessments, and construction draws.

Primary Role: Although Mr. Nabors will not be needed full-time on the environmental review, he will be available to consult on relevant areas – for example, identifying any construction scope elements that might trigger specific environmental concerns (such as structural issues in a home that require special handling, or proper clearance of demolished materials). He will work closely with Mr. Shehorn to ensure the environmental review considers practical construction factors. Additionally, as a secondary point of contact, Mr. Nabors is cross-trained in overall grant compliance and can step in as a backup Project Manager if needed. The inclusion of Mr. Nabors on our team gives DeSoto County an extra layer of expertise in housing rehab specifics, ensuring the environmental review aligns with the project's construction plans and that any mitigation measures are feasible on the ground.

(Additional Cornerstone team members will support the project in supplementary roles:) **Pamela Spargur – Compliance & Reporting Specialist** (2+ years in HUD compliance) will assist in quality checking the documentation and maintaining compliance records, and **Nicole Lee – Program Administration Specialist** (10+ years) will provide administrative support, scheduling public notices and handling project file management. While these staff operate mostly in the background, every work product (whether an environmental review document, a quarterly report, or a pay request) goes through a quality review by a senior team member before it reaches the County. This multi-layered approach is part of our standard management procedure to ensure error-free, audit-proof deliverables.

Organizational Chart: *(Provided in Tab VIII.)* Our organization chart illustrates the relationships among the above key personnel and support staff. In summary, **Cornerstone (Lead Firm) will be the prime contractor**, with Mr. Winter as Project Manager overseeing all activities. Mr. Shehorn (Environmental Specialist) reports to Mr. Winter and is the day-to-day lead for technical environmental work. Mr. Nabors (ITC) and other specialists are depicted as available resources who interface as needed (dotted-line relationships indicating their advisory role). The chart also indicates that **Cornerstone's strategic partners** function as part of one integrated team – we operate seamlessly, sharing project information and tools, so that from the County's perspective it's "one team, one mission."

As noted, every critical function on the chart has an alternate – this redundancy guarantees continuity. For instance, if Mr. Shehorn is on leave, Mr. Winter (who is trained in environmental compliance) can directly fill in to keep the reviews moving. Likewise, if Mr. Winter is temporarily unavailable, Mr. Nabors can act as interim liaison. This team design means the **County will never experience a gap in coverage or support.**

Sub-Consultants / Partner Firms: Cornerstone is supported by two specialized partner firms that we have long-standing relationships with. These partners are effectively an extension of our firm and bring additional skills to benefit DeSoto County:

- **Jordan & Associates (J&A)** – A Florida planning and grants consulting firm headed by Ronald M. Vanzant (President). J&A has decades of experience with NEPA compliance, comprehensive planning, and CDBG program management. While Cornerstone will self-perform the vast majority of the environmental review work, J&A stands ready to provide additional capacity or niche expertise if needed – for example, **historic preservation consultation or specialized planning studies**. Including J&A on our team gives us the agility and breadth of a larger organization, but we still maintain the responsiveness of a small firm. Mr. Vanzant and his staff have worked with Cornerstone on similar projects (including the White Springs CDBG housing grant) and are very familiar with the 24 CFR Part 58 process.
- **In Touch Consulting Group (ITC)** – Led by Mr. Nabors (described above), ITC specializes in housing rehabilitation, construction management, and housing quality inspections. ITC is essentially our “in-house” housing rehab unit. For DeSoto County’s purposes, ITC’s expertise will ensure that the environmental review is **grounded in real-world housing knowledge** – e.g. understanding the scope of rehab or reconstruction, so that environmental reviews consider site-specific construction plans. If any **lead-based paint or asbestos assessments** are required as part of the environmental clearance (for demolition projects), ITC can assist in coordinating those assessments through licensed inspectors. All of ITC’s work will be managed under Cornerstone’s contract (as a sub-consultant), and their involvement will be seamless from the County’s perspective.

It should be noted that both J&A and ITC have worked on numerous HUD-funded projects and share Cornerstone’s commitment to compliance and quality. However, **no additional markup or cost is associated** with their involvement – our cost proposal is all-inclusive. We simply leverage these partners to enhance our service delivery. We emphasize that Cornerstone, as the lead, will be fully responsible for the contract performance and will be the entity the County communicates with regularly.

Together, our assembled team represents an **unmatched pool of talent** for a contract of this scope. Each member is a specialist in their field, yet we function as a cohesive unit with a common purpose: to deliver **on-time, compliant environmental reviews that facilitate DeSoto County’s housing projects**. The value of this team approach has been affirmed by clients – as one reference from White Springs observed, our multi-firm team provided a “*value-added benefit*” with specialized resources that directly benefited their small town. DeSoto County can expect the same high level of commitment and expertise from our team.

IV.

Relevant Experience and References



Cornerstone has a wealth of relevant experience completing environmental reviews for HUD-funded (CDBG) projects, particularly in the housing rehabilitation context. Below, we provide three representative project references from the past five years that demonstrate our capability to perform the requested services. Each reference includes a description of the work, outcomes, and a client contact. We have also attached **letters of recommendation** from these clients in the appendices, as they strongly attest to our performance. Following the references, we highlight some of our **outstanding accomplishments** that underscore Cornerstone's effectiveness in this field.

1. **Hamilton County, FL – Multiple CDBG Projects (Active 2020-Current; 22CV-S46, 23DB-H11, 26DB-H06, CDBG-ED; \$6.7 Million Combined, \$584,500 Fees Combined; 3 FT Personnel)** – *Environmental Review Management for Housing Rehabilitation, COVID Relief, and Economic Development Grants*. Cornerstone serves as Hamilton County's long-term grants consultant, managing the environmental reviews for two ongoing CDBG Housing Rehabilitation projects, the County's CDBG-CV COVID relief program, and a forthcoming CDBG Economic Development initiative. We coordinate **all Environmental Review Records (ERRs)** across these projects – from Tier I broad assessments and Tier II site-specific reviews for scattered housing units, to full Environmental Assessments for infrastructure – ensuring each grant complies with **24 CFR Part 58** requirements. Our team conducts field inspections, agency consultations (e.g. SHPO, FWS for protected species), and public notices for every site and activity, often juggling multiple reviews simultaneously. **Despite overlapping project timelines, Hamilton's environmental clearances have all been completed on or ahead of schedule**, with no compliance findings. Notably, when a critical Hamilton County CDBG-CV project faced de-obligation of \$900,000, Cornerstone proactively appealed the decision and **successfully restored the funding**, safeguarding the County's grant. This multi-project success illustrates our capacity and commitment to protect client interests.

Reference: Hamilton County officials (see appendix) describe Cornerstone as a “*low-risk, high-value partner*” with the “**capacity, expertise, and reliability**” to keep numerous grants compliant and on track. The County's reference letter highlights our proven ability to **secure and preserve funding** (citing the \$900k+ saved) and praises our effective environmental compliance oversight across all their CDBG projects.

Contact Information: Gary Godwin, County Coordinator, 207 Northeast First Street, Room 106, Jasper, FL 32052, (386) 792-6639, coordinator@hamiltoncountyfl.com.

2. **Town of Zolfo Springs, FL – CDBG Neighborhood Revitalization (Active 2021-Current; 23DB-N23; \$700,000, \$48,650 Fees; 1 FT Personnel)** – *Environmental Review & Re-Evaluation for Infrastructure Improvements*. Cornerstone administers Zolfo Springs' current CDBG-NR project, which involves critical infrastructure upgrades in this small rural town. We completed a full **Environmental Assessment (EA)** for the project, handling all necessary studies and regulatory consultations.

Partway through implementation, a change in the engineered scope of work required a formal **environmental re-evaluation** (per 24 CFR 58.47). Cornerstone swiftly updated the environmental review to reflect the revised plans, coordinating additional agency clearances and updating documentation **without delaying construction bid schedules**. Thanks to our agile management, the project **remained on its fast track – in fact, it is ahead of schedule and under budget**. We also ensured our administrative fees were kept low: our services are fully covered within the CDBG grant’s budget, meaning the Town incurred no out-of-pocket cost for our assistance. Throughout, we took care of the complex compliance tasks, allowing Zolfo Springs’ small staff to focus on daily operations.

Reference: Town of Zolfo Springs officials (see appendix) laud Cornerstone’s ability to *“quickly adapt and navigate challenging circumstances to obtain demonstrable results ahead of schedule and under budget.”* Their letter emphasizes how our **efficient, compliance-driven support** *“helped alleviate staff burden... at no cost to the Town,”* underscoring Cornerstone’s resource-maximizing approach to environmental reviews and grant management for small communities.

Contact Information: Linda Roberson, Town Manager/Finance Director, 3210 U.S. Hwy 17 S./P.O. Box 162, Zolfo Springs, FL 32052, (863) 735-0405, townmanager@townofzolfo.com.

4. **Town of White Springs, FL – CDBG Housing Rehabilitation (Active 2021-Current; 23DB-H10; \$600,000, \$87,500 Fees; 2 FT Personnel)** – *Complete Grant Administration & Environmental Reviews for a Rural Housing Rehab Project*. The Town of White Springs is a small rural community for whom Cornerstone wrote a winning CDBG Housing Rehabilitation grant in 2021. Following award, the Town retained our team to administer the grant, which included performing **all Environmental Reviews**. Cornerstone conducted a Tiered Environmental Review covering up to 9 homes. We coordinated closely with all environmental consulting parties, ensuring that each house met HUD environmental standards before rehabilitation work began. Notably, we mitigated one potential issue involving a demolition/reconstruction project within a floodplain area by incorporating elevation within the scope of work. We delivered the ERR and secured the Authority to Use Grant Funds without any delays to construction. The **Town’s reference letter emphasizes the “value-added benefit” of Cornerstone’s multi-firm team**, noting how our specialized staff resources directly benefited White Springs. The letter commends our long-term commitment – our principal and partners have been associated with White Springs for over 15 years – and it specifically mentions that we did not “just write a winning application and disappear; we continued to assist with subsequent steps like *environmental reviews*, procurement, and project setup”. This demonstrates our end-to-end service philosophy, seeing the project through all hurdles.

Reference: Town of White Springs, Town Manager (see appendices for letter and contact). The White Springs reference essentially describes Cornerstone as a reliable, *“always-there” partner* who delivered a successful grant and stayed by the Town’s side to ensure smooth implementation. This is exactly the level of support we aim to provide to DeSoto County.

Contact Information: Elmon “Lee” Garner, Town Manager, 10363 Bridge Street, White Springs, FL 32096, (386) 397-2310, manager@whitespringsfl.us.

Additional Relevant Experience: In addition to the above projects, Cornerstone has completed environmental compliance work for many other Florida communities. For example, we prepared environmental reviews for a **City of Macclenny CDBG Neighborhood Revitalization project** (infrastructure improvements, 2020) – Macclenny’s officials noted how we took a *holistic approach* to meet their needs, even beyond the single project. We have also served **Hamilton County** in multiple grants over 20 years; Hamilton’s leadership calls Cornerstone a “*low-risk, high-value partner*” due to our capacity and consistent performance. The Town of Zolfo Springs is another client where our team administered a CDBG housing grant **ahead of schedule and under budget**. Every case reinforces the same truth: **Cornerstone delivers reliable, compliant results and protects our clients’ interests**. We encourage the County to review the attached reference letters, which uniformly praise our professionalism, expertise, and dedication to client success.

Outstanding Accomplishments: Cornerstone is proud of a number of standout achievements relevant to this scope of work:

- **Rescuing Stalled Projects:** We have stepped in to recover faltering projects and bring them to successful completion. *E.g.* in Edgewater (ref. above) we **recovered an 8-month delayed project** and finished it on time with no extension. In the City of Coleman, we helped close out a stalled grant to preserve the city’s eligibility for new funding.
- **Protecting At-Risk Funds:** We have **saved or recovered over \$3.6 million in at-risk CDBG funds** for communities in recent years. For Hamilton County, when their critical infrastructure grant was facing de-obligation of \$900,000+, Cornerstone successfully appealed and **reversed the de-funding**, restoring the money to the project. We take very seriously our role in safeguarding grant dollars for their intended use.
- **Delivering Projects Ahead of Schedule and Under Budget:** Efficiency is a hallmark of our management. Several clients report that we delivered outcomes faster or cheaper than expected. For example, in Zolfo Springs and Edgewater, our leadership resulted in projects completed **ahead of schedule and under budget** – a rare feat in grant projects. By rigorously monitoring schedules and costs, we maximize the impact of every grant.
- **Long-Term Community Partners:** We build lasting relationships and consistently re-engage as communities trust us with more projects. Many of our client communities (White Springs, Macclenny, Hamilton County, etc.) have worked with our team for 10–20 years. This continuity speaks to our ability to **earn trust through performance and act as an extension of local staff**. DeSoto County can be confident that selecting Cornerstone means gaining not just a consultant for one task, but a dedicated partner invested in your success.

Each of the above accomplishments is directly relevant to DeSoto County’s needs – whether it’s keeping a project on track, ensuring compliance to avoid loss of funds, or simply getting the job done right the first time. We will bring the same determination and expertise to your Environmental Review projects. Our experience and references show that **Cornerstone doesn’t just promise results – we deliver them**, time and again, for communities like yours.

(Refer to Tab VIII – Appendices for full reference letters and additional project examples.) All references provided are within the past 30 days and involve CDBG projects with HUD Environmental Reviews, as required.

V.

Technical Approach



Cornerstone's technical approach to conducting Environmental Reviews is **comprehensive, proactive, and aligned 100% with HUD's Part 58 requirements**. We will treat DeSoto County's projects as if they were our own, guiding them through each environmental clearance step efficiently while ensuring full compliance with all applicable federal, state, and local regulations. Below, we describe our methodology for preparing Environmental Review Records (ERRs) and obtaining environmental clearance, including our compliance processes and anticipated timelines. We also present a detailed **Task Management Plan** that maps out each step in the Environmental Review process required by the RFP's Scope of Work (Attachment A). This plan demonstrates how we will organize and execute the work in a proactive, schedule-driven manner.

Approach Overview: We follow a structured yet flexible approach to environmental reviews. **First and foremost, we prioritize the environmental review immediately upon project start** – recognizing that no physical activities (e.g. construction or rehabilitation) can commence until the environmental clearance and Release of Funds are secured. Our team will therefore initiate the environmental assessment process on **Day One** of the contract (if not earlier through pre-planning). We employ a “checklist and evidence” methodology: for each required compliance item (the Statutory Checklist items under 24 CFR 58.5/58.6, as well as the broader NEPA impact categories), we systematically **document the finding with credible source data or professional analysis**. Every compliance determination is backed by references such as maps, agency correspondences, databases (e.g., FEMA flood maps, EPA NEPAassist reports), site photos, etc., to create a defensible record. We leave no box unchecked – if a law or authority applies, we will address it thoroughly in the ERR.

Our approach also emphasizes **early identification of potential environmental concerns** and close coordination with relevant agencies. For example, if a proposed rehab house is near a floodplain or wetland, we will flag that immediately and work through the 8-step floodplain decision process or wetland consultation as required. If historic properties might be affected, we will engage the State Historic Preservation Officer (SHPO) early to obtain concurrence or mitigation measures. By handling these sub-tasks promptly, we avoid last-minute surprises. Cornerstone's environmental specialist (Mr. Shehorn) is adept at communicating with regulatory agencies – fostering a cooperative relationship that can expedite reviews when time is of the essence.

Ensuring Full Compliance: To ensure compliance with **all applicable requirements (federal, state, local)**, we maintain a comprehensive internal checklist that mirrors HUD's requirements and the RFP scope. This includes the statutes/executive orders at 24 CFR 58.5 and 58.6, NEPA's environmental assessment factors, and any state-level environmental rules (such as Florida wetland protections or coastal zone consistency, if relevant). For each factor, we will **perform or obtain the necessary review/consultation and document it in the ERR**. As the RFP states, we will provide “credible, traceable, and supportive source documentation for each authority,” attaching permits or approval letters as appropriate. Our ERR will clearly cite dates, contacts, and references for verification. We are meticulous in following HUD's guidance – for example, using the latest HUD recommended formats and including the Environmental Review Compliance and Monitoring Checklist.

Moreover, Cornerstone's quality control practice means at least one senior team member (e.g., Mr. Winter) will **review the completed ERR line-by-line** to verify nothing is missed or improperly addressed. This multi-layered review is how we can confidently assure the County of a **fully compliant Environmental Review Record** that will pass any agency scrutiny.

Tiered Review Strategy: Given the nature of DeSoto County's programs (housing rehabilitation, demolition, reconstruction), a **Tiered Environmental Review** approach is likely optimal. In a tiered review, we would first complete a **Tier I Broad Environmental Review** covering the overall program area and general impacts, and then complete **Tier II site-specific reviews** for each address as projects are identified. Cornerstone has significant experience with tiering and will implement it to streamline the process. The Tier I review will analyze all the common environmental factors for the service area (e.g. county-wide or target neighborhoods), while deferring certain site-specific items (like whether a particular house is historic or in a floodplain) to the Tier II checklists. We will develop standardized Tier II checklist forms for each required item so that adding each new property is efficient and well-documented. This approach ensures that repetitive analysis is not done from scratch for every house, saving time and cost, while still ensuring **each individual site gets full environmental clearance** before construction. Our familiarity with this process will be valuable to the County – we can even train County staff on how tiering works and what documentation to maintain for future audits.

Following is our proposed **Task Management Plan** for carrying out the Environmental Review process. This plan corresponds directly to the tasks outlined in the RFP's Scope of Services (Attachment A) and covers the effort from project initiation through completion of the ERR and delivery of all required deliverables. We include anticipated timelines for each task, demonstrating a clear path to obtaining environmental clearance in an expedited but thorough manner.

Task Management Plan: Environmental Review Process

1. Project Kickoff & Scoping (Week 1):

- *Objective:* Organize and launch the environmental review effort (corresponds to "Project Management Support" in Attachment A). Within one week of award, Cornerstone will hold a **Kickoff Meeting** with DeSoto County staff to clarify project details and gather all available information on the proposed activities. We will review the list of housing units or project sites (if already identified) or discuss the strategy for selecting them (if not yet identified). Our team will request any existing documentation (site addresses, maps, prior studies, etc.) and will confirm the **overall scope and boundaries of the project area**. We will also develop a communication protocol and timeline with the County – for example, establishing weekly check-in calls to report progress. During this initial phase, we will create a **detailed Work Plan and Schedule** for the environmental review. This schedule will incorporate key milestones (site visits, agency consultation periods, public notice periods, etc.) and will be shared with all stakeholders.
- *Anticipated Timeline:* Kickoff meeting within 3 days of Notice to Proceed; Work Plan issued within 1 week of NTP.
- *Deliverables:* Meeting agenda and notes; Environmental Review Work Plan & Schedule (Gantt chart).

2. Preliminary Site Assessments & Data Collection (Weeks 1–2):

- *Objective:* Gather on-the-ground data and baseline environmental information for the project. Early in the process, our Environmental Specialist will conduct site visits to each known project location or a representative sample (for scattered sites). If addresses are not finalized, we will inspect a cross-section of typical conditions in the target area. During these visits, we will take photographs and note any observable environmental conditions (e.g. proximity to floodplains, wetlands, condition of structures for lead/asbestos, nearby land uses, etc.). Concurrently, we will begin pulling relevant environmental data: FEMA Flood Insurance Rate Maps to check flood zones, FWS data for threatened/endangered species, FDEP databases for any contamination sites nearby, local zoning maps, and so on. We will also review the County's CDBG Subgrant Agreement (DOC Agreement H2606) for any special conditions related to environmental compliance (Attachment A references this) to ensure those are built into our process. By the end of week 2, we will have a solid understanding of the environmental context and any “red flag” issues that need special handling.
- *Anticipated Timeline:* Site visits completed by end of Week 2; initial data compilation by Week 2.
- *Deliverables:* Site reconnaissance reports; preliminary environmental constraints map(s) (showing any floodplains, wetlands, etc. in the project vicinity).

3. Tier I Broad Environmental Review / Environmental Assessment (Weeks 2–4):

- *Objective:* Complete the broad-level Environmental Assessment analyzing general impacts of the overall project (or program). In this task, we will prepare the Environmental Assessment (EA) documentation consistent with HUD guidelines. We will evaluate each required impact category such as Land Development, Socioeconomic impacts, Community Facilities, Natural Features, etc., as outlined by HUD's EA criteria. For each category, we will analyze how the proposed housing rehab or reconstruction activities could affect those aspects. For example, under Land Development, we will discuss compatibility with land use plans and any noise or hazards; under Socioeconomic, we'll note beneficial impacts like improved housing and any temporary construction jobs; under Natural Features, we'll address effects on wetlands, water resources, wildlife, etc. Because housing rehabilitation generally has minimal adverse impact (work is on existing homes), we anticipate a Finding of No Significant Impact (FONSI) for the program. However, we will document the rationale carefully for each aspect to support that conclusion. Additionally, we will incorporate any mitigation measures identified (e.g. if a home is in a 100-year floodplain, we will note that rehabilitation will include elevation or floodproofing as needed, or if lead/asbestos is present, abatement will be done safely – mitigating potential impacts). This Tier I review will essentially set the stage, covering the general environment of DeSoto's project areas. If the County intends the Environmental Review to cover future housing projects as well (“upon request, future CDBG projects” per RFP), we will keep the analysis broad enough to be programmatic.
- *Anticipated Timeline:* Draft Tier I EA completed by end of Week 4.

- *Deliverables:* Draft Environmental Assessment narrative and analysis (broad review), including maps and description of the Affected Environment and Project Impacts/Mitigation for each category.

4. **Statutory Compliance (24 CFR 58.5/58.6) & Agency Consultations (Weeks 2–5):**

- *Objective:* Document compliance with each specific environmental law and authority, by performing necessary studies and obtaining agency clearances. In parallel with the EA, we will complete the **Statutory Checklist**. This involves addressing items such as Historic Preservation (36 CFR 800), Floodplain Management (Executive Order 11988), Wetlands (EO 11990), Endangered Species Act, Wild and Scenic Rivers, Air Quality, Farmland Protection, Environmental Justice, etc. For each item on the checklist, we will make a determination and back it with proof. Key actions in this task include:
 - **Historic Preservation:** Initiate Section 106 consultation with the Florida SHPO for any properties older than 50 years or within historic districts. We will submit project information and our finding (likely “No Historic Properties Affected” for rehab of non-historic homes, or seek SHPO concurrence on rehab of any historic-age structure with mitigation if needed).
 - *Timeline:* We anticipate SHPO response within 30 days of submission, so starting in Week 2 ensures we have a response by ~Week 6.
 - **Floodplains/Wetlands:** Using FEMA maps and site surveys, identify any project sites in 100-year floodplains or wetlands. If none, document “None present” and attach FEMA FIRMette maps. If yes, follow required 8-step or 5-step process. For example, if a house is in a floodplain, we will publish Early and Final Floodplain Notices and consider alternatives. We’ll coordinate with County floodplain officials and ensure any mitigation (e.g. elevation) is noted.
 - *Timeline:* If needed, the 8-step process adds public notice time; we will factor that into the schedule (approximately an extra 15 days for each notice).
 - **Endangered Species:** Consult U.S. Fish & Wildlife Service (and Florida FWC as needed) using IPaC online tool for listed species in the area. Document likely “No Effect” for most rehab sites (since work is on existing developed lots) – we will print the IPaC report for the ERR. If any potential effect, we’ll reach out to FWS for guidance.
 - **Tribal Consultation:** Although rare for rehab projects, we will send courtesy consultation letters to any tribes that have requested notification in Florida (as required by 24 CFR 58) to cover historic/archaeological concerns. We will document any responses (typically none or concurrence).
 - **Other Laws/Orders:** Check for Coastal Zone consistency (DeSoto is inland, so N/A), Sole Source Aquifers (none in area), Wild & Scenic Rivers (none in area), Air Quality (DeSoto in an attainment area – we’ll note that), Farmland (rehab on existing footprint, likely exempt), Explosive/Flammable hazards (check for any nearby fuel tanks per maps – unlikely in residential neighborhoods; document as none), etc. Each item will be addressed in writing.

As we complete each of the above, we will compile the **supporting documentation** – e.g. SHPO letter, flood map, IPaC species list – into the ERR. This task is essentially about **proving compliance for each statutory requirement**, and we excel at this detailed work. Cornerstone will ensure every consultation or permit that is “applicable” is obtained or noted. For instance, if any local permits or reviews (like asbestos surveys for demolition) are needed, we include that as part of our environmental review package as well.

- *Anticipated Timeline*: Complete Statutory Checklist and outreach by Week 5 (pending any 3rd-party response times). Many items will be completed earlier (Week 3-4) while a few may await letters (Week 5-6).
- *Deliverables*: Completed Statutory Checklist with determinations for each item; copies of consultation letters and responses; maps and data printouts supporting each compliance element.

5. Environmental Review Record (ERR) Compilation (Week 6):

- *Objective*: Assemble a complete Environmental Review Record that encompasses all findings, documents, and required forms, ready for County approval and submission to HUD/FloridaCommerce. Once the analysis (Tasks 3 and 4) is done and any necessary consultations are resolved, we will produce the final ERR. This will include:
 - *A cover page and summary stating the project name, description, level of review (Environmental Assessment or CEST), and the Finding (FONSI or CEST conversion).*
 - *The completed Statutory Checklist (and Environmental Assessment checklist if applicable) with Cornerstone’s evaluator signature.*
 - *Project description and maps – including location maps, site photographs, and a project vicinity map.*
 - *Analysis sections for each NEPA category (from Task 3) describing impacts and mitigation.*
 - *All supporting documentation in order (e.g. flood map, wetlands map, SHPO letter, agency emails, etc., indexed to the checklist items).*
 - *Environmental Review correspondence – any notices or public comments received (if any at this stage).*
 - *The prepared Notice of FONSI/NOI-RROF (if an EA) or Notice of Intent to Request Release of Funds (if CEST) draft, ready for publication.*
 - *A draft Request for Release of Funds (RROF) and Certification (HUD form 7015.15) for County signature[2].*

Essentially, we will “package” everything neatly so that the County can review and sign off. We pay attention to formatting and clarity – the ERR will be easy for a reviewer to follow, with sections tabbed and an index as needed.

- *Compliance Note:* We will ensure the ERR explicitly addresses the list of impacts and considerations specified in the RFP (Attachment A lists various impact areas like solid waste, water supply, public safety, etc. which align with the EA categories). By Week 6, barring any extended agency waits, we expect to have the ERR ready for the County's approval. We will submit a **draft ERR** to County staff for review and incorporate any feedback promptly.
- *Anticipated Timeline:* Draft ERR delivered by mid-Week 6; final ERR ready by end of Week 6 (assuming timely receipt of any outstanding letters).
- *Deliverables:* **Environmental Review Record (complete)** – both hard copy binder (if required) and electronic PDF. This constitutes the main deliverable demonstrating the completed environmental review.

6. Public Notices & Request for Release of Funds (Weeks 6–8):

- *Objective:* Complete required public notification and obtain the Authority to Use Grant Funds from FloridaCommerce. With the ERR approved by the County, we will proceed to publish the combined **Notice of Finding of No Significant Impact (FONSI) and Notice of Intent to Request Release of Funds (NOI-RROF)** in the local newspaper (or post/publicize as required). We will use the HUD-recommended notice format and ensure it includes all required information (project description, finding, address to send comments, etc.). We will also mail/email the notice to any required agencies (e.g., the regional EPA office or State clearinghouse if applicable). We will manage the **public comment period** (typically 15 days for FONSI/NOI-RROF). During this time, we will check for any public or agency comments daily. If comments are received, we will draft appropriate responses and consult with the County and FloridaCommerce on their resolution. After the local comment period, we will coordinate with the County to **submit the Request for Release of Funds (RROF)** to FloridaCommerce along with proof of publication. FloridaCommerce's subsequent **objection period** is usually 15 days. We will track this period and follow up as needed with state officials. Our goal is to ensure the **Authority to Use Grant Funds (AUGF)** is issued immediately after the 15-day state review concludes. Because we will have prepared a flawless ERR, we anticipate no delays in state approval. *Note:* If the level of review is *Categorically Excluded not subject to 58.5* or *Exempt*, the notice requirements differ (e.g., just a Notice of Intent to Request Release of Funds). We will follow the appropriate process in those cases and still expedite submission of the RROF.
- *Anticipated Timeline:* Publish FONSI/NOI-RROF by end of Week 6; local comment period through Week 8; submit RROF immediately after (around Week 8); expect AUGF by around Week 10 (depending on FloridaCommerce processing). However, if no issues arise, **environmental clearance could effectively be achieved by Week 8**, allowing project activities to commence pending the official release.
- *Deliverables:* Proof of publication (affidavit) of public notices; compilation of any public comments and responses; **submitted RROF package** to FloridaCommerce; copy of **Authority to Use Grant Funds** once issued.

7. Project Implementation Support & Monitoring (Ongoing):

- *Objective:* Provide ongoing support after clearance, including implementing any mitigation measures and conducting Tier II site reviews (if applicable for additional sites in a tiered review). Once the formal environmental review is cleared, Cornerstone will not simply step away – we will remain involved to ensure the project stays compliant. If the housing rehab program is multi-year or will have multiple batches of houses, we will perform **Tier II reviews for each new home** as they are selected (essentially repeating Task 4 for each address, but much more quickly since Tier I groundwork is done). We will document each site's review with a Site-Specific Checklist and add it to the ERR. We will also assist the County in implementing any **mitigation measures or conditions** identified in the ERR. For example, if the ERR noted that a particular home requires lead-based paint precautions or an elevation certificate (floodplain), we will remind and help the project contractors to fulfill those conditions. We will verify and document when mitigations are completed – e.g., include the clearance report from a lead paint contractor or photos of a project outside flood season as evidence. Additionally, should any **changes to the project scope** occur (new sites added, scope modified), we will promptly **re-evaluate the environmental review** to see if amendments are needed. Our approach is to treat the ERR as a living document throughout project implementation: we keep it updated and ensure that **any compliance requirements are tracked to completion** (we often use checklists or spreadsheets to track each mitigation item to closure). Finally, as part of grant close-out, we will prepare an **Environmental Closeout Report** summarizing how all conditions were met, to include in the final performance report.
- *Anticipated Timeline:* Tier II site reviews – on an ongoing basis, typically within 1 week of receiving each new site's information (our goal is a 2 week turnaround per site review). Mitigation monitoring – ongoing, aligned with construction schedule, with final verification at project closeout.
- *Deliverables:* Tier II Environmental Review Checklists for each address (signed and added to ERR); documentation of mitigations (as needed); input to closeout report confirming environmental compliance.

Throughout the above process, Cornerstone will maintain close **communication with County staff and the FloridaCommerce grant manager**. We believe in transparency – the County will receive frequent progress updates and copies of key documents as they are prepared. If any unexpected issue arises (for instance, discovery of an endangered species or archaeological artifact, which is unlikely but possible), we will immediately advise the County and work on a solution, coordinating with the appropriate agencies. Our **proactive project management** ensures that potential delays are anticipated and addressed early, keeping the Environmental Review on schedule.

Cornerstone's approach is also **highly schedule-driven**. We understand the County's rehabilitation and reconstruction projects likely have tight timelines to get homes repaired. By front-loading the environmental review and tightly managing each task's timeline, we **ensure that environmental clearance is not a bottleneck**. In fact, in many of our projects, we've achieved clearance so swiftly that construction procurement could begin sooner than the client expected. We will bring the same urgency to DeSoto County's project.

In summary, our Technical Approach can be characterized by thoroughness, proactivity, and alignment with best practices:

- We will **organize the effort from the start**, providing planning and scheduling support to guide the process.
- We will **document compliance for each and every environmental requirement**, with a clear methodology for obtaining necessary approvals.
- We will prepare a **complete Environmental Review Record** that includes all required analysis, documentation, and deliverables.
- We will handle **public notices and intergovernmental coordination** properly to secure HUD's approval for funds release.
- We will continue to **support the County post-clearance**, including any ongoing tiered reviews or mitigation follow-up, under the philosophy that our job is not done until the project is successfully launched and closed.

Cornerstone's technical approach is designed to not only meet the Scope of Work in Attachment A, but to **add value** by keeping the project moving efficiently and safeguarding compliance at every step. DeSoto County can have confidence that our methods have been honed on many similar projects, and our team will deliver the Environmental Reviews **accurately and on or ahead of schedule**. We view environmental review not as a paperwork hurdle, but as a critical path task that we manage rigorously so that your housing program can achieve its goals with no unnecessary delays.

(A detailed Gantt chart of the above tasks is available in Tab VIII for reference, showing the timeline visually. Additionally, any specific methodologies or tools – such as the GIS mapping we use for environmental data – can be demonstrated upon request.)

VI.

Cost Proposal



Cornerstone is committed to providing **high-quality services at a competitive and affordable cost** to DeSoto County. We understand that CDBG funds are limited and must be used judiciously. Therefore, our cost proposal is structured to **offer maximum value** to the County, leveraging grant funding to cover all expenses such that there is **no direct cost to the County's general budget**. Below we outline our proposed fee structure and its basis.

Fee Structure: We propose a **lump-sum, fixed fee** for the core Environmental Review services required for the current CDBG projects, with an option for per-unit pricing for future additional sites if needed. The lump-sum fee will cover the entire Scope of Services as described in our Technical Approach (Tabs V) – including project management, site visits, research, documentation, public notices, and deliverables (the complete Environmental Review Record and clearance). In other words, our lump sum is **all-inclusive**: it factors in labor, travel, supplies, and any other direct costs. This provides the County with price certainty and aligns our incentive to complete the work efficiently.

Cornerstone proposes a **lump-sum fee** of **\$22,500.00** for conducting the Environmental Review on the current housing rehabilitation/demolition program (up to 10 homes). This fee is based on our assessment of the level of effort, which includes approximately **180 hours** of professional staff time (environmental specialist, project manager, etc.) and direct costs for notices and travel. Should the program expand or if additional Environmental Reviews are requested for future projects under the continuing contract, we propose a **unit price** of **\$1,000.00 per additional site** (for Tier II site-specific reviews beyond the initial batch) or a negotiated addendum for distinctly new projects. We are flexible and willing to adjust the structure to the County's preferences – for example, we can also perform the work on an hourly rate basis with a not-to-exceed cap, if that provides more transparency.

Scope/Item	Fee Model	Fee Amount	Summary Description
Base Scope: Current CDBG Housing Rehab/Demo Program (up to 10 sites)	Lump Sum	\$22,500.00	Includes approximately 180 hours of professional staff time (environmental specialist, project manager, etc.) and direct costs for public notices and travel. Deliverables include: complete Environmental Review Record (ERR) , public notices (FONSI/NOI-RROF as applicable), Request for Release of Funds (RROF) support, and coordination through AUGF .
Additional Tier II Site-Specific Reviews	Unit Price (per site)	\$1,000.00	Covers Tier II site checklist, documentation, and file integration into the ERR for each additional address.
Distinctly New Projects under Continuing Contract	Negotiated Addendum	TBD	If the County adds a new, distinct project, pricing will be established via addendum based on scope/level of effort.

Basis for Fees / Competitive Considerations: Our proposed fees are designed to be **fully covered by the CDBG grant funds** available for administration or project delivery, meaning the County will **not need to allocate any non-grant funds** for our services. Typically, CDBG grants include budget allowance for environmental review and administration. We will work with the County to ensure our fee fits within those budget lines. In analogous projects, our fees have come in well under the allowable caps. For instance, for a \$3,000,000 CDBG infrastructure project, we charged a 6.58% administration fee – under the standard 8% cap – which was entirely covered by the grant. For DeSoto’s housing projects, which often allow up to 15% for admin/project delivery, our environmental review fee is only a small fraction of that (3% of the grant total). In concrete terms, **Cornerstone’s services will not impact the County’s budget** or require any additional local funding. By utilizing the grant funds already awarded (or to be awarded) for these projects, the County effectively gets our professional services **at no cost to itself** beyond the grant. This is a major benefit of using Cornerstone – we are adept at structuring our contracts so that **grant funding pays for our work, easing the burden on local governments**.

Cost Competitiveness: We are confident that our proposed pricing will be highly competitive. Cornerstone’s philosophy is to **provide top-tier service at reasonable rates**. As a smaller specialized firm, we have lower overhead than large consulting and engineering companies, and we pass those savings to our clients. We routinely **standardize our fees at or below state norms** for CDBG work. Additionally, because we specialize in this niche, we perform the work efficiently (we don’t need to budget excessive hours for learning or duplicated effort). In sum, the County will find our cost proposal to reflect **excellent value for the money** – expert services for a modest fee that is fully grant-eligible.

Expenses: Any incidental expenses (mileage for site visits, postage for mailing consultation letters, newspaper advertisement costs) are built into our lump sum. We will not nickel-and-dime with separate charges. The price we quote is the price that covers everything required to deliver the completed environmental review and clearance. If additional services beyond the RFP scope are requested (for example, preparation of a grant application or additional grant administration tasks outside environmental review), we can certainly negotiate those separately at fair rates, but **for the defined Environmental Review scope, our fee is fixed and inclusive**.

Grant Contingency Option: We also offer an alternative **contingency-based pricing** for certain grant-related services. In some cases, Cornerstone provides grant application assistance at no up-front cost, only being paid upon successful award. While this RFP is for post-award services, we mention this to highlight our general approach to minimizing client risk. For the environmental review, since the project is presumably already funded, our fee would be due as work is performed. However, we are open to structuring payments in phases (e.g., a portion upon completion of ERR, remainder upon achieving Release of Funds) to ensure the County sees results before paying in full. We are flexible in accommodating the County’s invoicing preferences and will comply with any stipulated payment terms in the CDBG subgrant agreement or County contract.

No Cost Overruns: We guarantee that we will not exceed our agreed-upon fee without prior written authorization via a contract amendment. Our careful scoping of the effort means we do not expect any change orders; even if unforeseen complications arise in the review, Cornerstone will absorb the extra effort as needed to deliver the promised result for the set fee. Additionally, we actively seek ways to save money for our clients – for example, if *bid savings* or other grant funds become available, we often help repurpose them for additional project work rather than unused fees. In one case, we completed a grant closeout for a client at *no cost* as part of our commitment. While the environmental review is a defined task, this illustrates our ethos of going “above and beyond” when budget allows.

Summary of Cost Proposal: Cornerstone proposes to perform the Environmental Review services for DeSoto County’s CDBG housing programs for a lump-sum fee that is entirely covered by grant funds (no direct County cost). Our fee will be fully documented and justified in the cost proposal form. It will reflect a competitive rate based on the effort required, and we commit that it will fall within the standard CDBG allowances. DeSoto County can thus benefit from our top-notch expertise **without any financial burden on its own resources**. The exact fee and any unit rates for future work will be detailed in the sealed Cost Proposal submission (Tab VI), and we are amenable to negotiating final terms that best meet the County’s needs.

(Please see the attached cost proposal breakdown in this section, which provides a line-item summary of labor categories, hours, rates, and expenses comprising our lump sum. We have ensured our cost submission is clear, transparent, and in the format requested.)

VII.

Required Forms



Cornerstone understands that the RFP requires several County forms and certifications to be completed and submitted with the proposal. We have **completed all required forms** and they are included under this Tab, immediately following. Per the Proposers' Checklist, the forms we have provided are:

- **Qualifications Statement Form:** Completed and signed, providing general information about Cornerstone (firm name, address, officers, years in business, etc.) as requested.
- **Hold Harmless Agreement:** Signed and notarized, indemnifying DeSoto County as required.
- **Drug-Free Workplace Certificate:** Signed, affirming our compliance with a drug-free workplace.
- **E-Verify Affidavit:** Completed and signed, confirming enrollment in the E-Verify program for employment eligibility.
- **Public Entity Crimes Statement:** Completed to certify that no principal of Cornerstone has been convicted of a public entity crime.
- **Non-Collusion Affidavit:** Signed, certifying that our proposal is made without collusion with other bidders.
- **Certification Regarding Debarment:** Signed, confirming Cornerstone is not debarred or suspended from federal programs.
- **Conflict of Interest & Litigation Statement:** Completed, indicating no conflicts of interest or relevant litigation that would affect this contract.
- **Anti-Human Trafficking Affidavit:** Completed and signed as required by Florida law.
- **Foreign Country of Concern Statement:** Completed, indicating compliance as needed.

All forms are executed by **Jeffrey C. Winter, Principal of Cornerstone**, who is the authorized representative of the firm. Notarizations are provided where required. We have reviewed each for accuracy and completeness to ensure the proposal is fully responsive. The original ink-signed documents are included with the "Original" proposal copy, and identical copies are in each additional proposal set, as instructed. We acknowledge that omission of any required form could render our proposal non-responsive; thus we have been diligent in providing everything requested.

(The Proposers' Checklist is also included, marked to indicate each item provided. Cornerstone's proposal can be considered complete and in compliance with the RFP submission requirements.)

PROPOSERS CHECKLIST

Proposals will not be considered if the following documents and/or attachments are not completely filled out and/or submitted with proposal.

- ☒ Completely Executed Proposal Package (original and three (3) copies and one (1) electronic copy)
- ☒ Qualifications Statement Form
- ☒ Hold Harmless Form
- ☒ Drug Free Workplace Form
- ☒ E-Verify Affidavit
- ☒ Public Entity Crimes Form
- ☒ Non-Collusion Affidavit
- ☒ Certificate Regarding Debarment
- ☒ Conflict of Interest and Litigation Disclosure
- ☒ Anti-Human Trafficking Affidavit
- ☒ Foreign Country of Concern Affidavit

QUALIFICATIONS STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and of all answers to questions made hereinafter:

SUBMITTED TO: **PURCHASING DEPARTMENT**
ADDRESS: **201 E. OAK STREET, SUITE 203**
ARCADIA, FLORIDA 34266

CIRCLE ONE

SUBMITTED BY: Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners Corporation
NAME: Jeffrey C. Winter, Principal Partnership
ADDRESS: 4420 W. Bay Avenue, Tampa, FL 33616 Individual
PRINCIPAL OFFICE: 4420 W. Bay Avenue, Tampa, FL 33616 Joint Venture
☒ Other

1. State the true, exact, correct and complete name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Offeror is: Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners

The address of the principal place of business is: 4420 W. Bay Avenue, Tampa, FL 33616

2. If the Offeror is a corporation, answer the following:

- a. Date of Incorporation: _____
- b. State of Incorporation: _____
- c. President's name: _____
- d. Vice President's name: _____
- e. Secretary's name: _____
- f. Treasurer: _____
- g. Name and address of Resident Agent: _____

3. If Offeror is an individual or a partnership, answer the following:

- a. Date of organization: _____
- b. Name, address and ownership units of all partners:

- c. State whether general or limited partnership: _____

4. If Offeror is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

Cornerstone Community Partners is the d/b/a name of Winter Consulting Group, LLC, a Florida-registered consulting firm in good standing. We are organized as a private consulting LLC and authorized to do business in Florida. Our principal office is located in Tampa, Florida (4420 W. Bay Avenue, Tampa, FL 33616). Jeffrey C. Winter, Principal, Cornerstone Community Partners, 4420 W. Bay Avenue, Tampa, FL 33616, (904) 309-2153, jeffreycwinter@gmail.com.

5. If Offeror is operating under a fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

6. How many years has your organization been in business under its present business name?

Cornerstone has been in business under its present business name for more than 6 years.

a. Under what other former names has your organization operated?

N/A. Cornerstone only operates under its current name.

7. Indicate registration, license numbers or certificate numbers for the businesses or professions which are the subject of the proposal. Please attach certificate of competency and/or state registration.

Cornerstone has attached a copy of the active Registration Profile on file with the FL Division of Corporations.

8. Have you personally inspected the site of the proposed work?

Not applicable

9. Have you or officer in your Company ever been employed or done work for or on behalf of any Phosphate Mining Company? No ☒ Yes (explain in what capacity)

N/A.

10. Did you attend the Pre-Proposal Conference? N/A

11. Have you ever failed to complete any work awarded to you? If so, state when, where and why?

No.

12. Within the last five (5) years, has any officer or partner of your organization ever been an officer or partner of another organization when it failed to complete a contract? If so, explain fully.

No.

13. State the names, telephone numbers and last known addresses of three (3) businesses with the most knowledge of work which you have performed, and to which you refer (governmental entities are preferred as references).

COMPANY NAME	CONTACT	ADDRESS	
City of Macclenny	Mike Griffis, City Manager	118 E. Macclenny Ave. Macclenny, FL 32063	Email citymanager@cityofmacclenny.com
			Telephone (904) 259-6261
City of Edgewater	Sandy Camp, Grant Administrator	104 N. Riverside Dr. Edgewater, FL 32132	Email scamp@cityofedgewater.com
			Telephone (386) 424-2400, Ext. 7203
Lafayette County	Steve Land, Clerk of the Courts & County Comptroller	120 W. Main St. Mayo, FL 32066	Email sland@lafayetteclerk.com
			Telephone (386) 294-1600

14. List the pertinent experience of the key individual of your organization (continue on insert sheet, if necessary).

Cornerstone's Principal's experience with Florida's Small Cities CDBG program is second to none. Mr. Winter has been directly involved in every CDBG project category, including a strong focus on housing rehabilitation programs. In the past five years alone, Mr. Winter has helped manage and implement dozens of HUD-funded projects that required full environmental assessments and compliance with 24 CFR Part 58. This includes several CDBG Housing Rehabilitation grants (for communities such as Hamilton County,

QUALIFICATIONS STATEMENT
PAGE QS-3 of QS-4

White Springs, Baker County, and others), as well as Neighborhood Revitalization and mitigation projects. In each case, Mr. Winter prepared or oversaw the Environmental Review Record (ERR) and all associated compliance steps (historic preservation Section 106 reviews, floodplain management, noise, etc.), ultimately obtaining the Authority to Use Grant Funds on behalf of our clients.

15. State the name of the individual who will have personal supervision of the services:

Jeffrey C. Winter, Principal, Cornerstone Community Partners
4420 W. Bay Avenue, Tampa, FL 33616, (904) 309-2153, jeffreycwinter@gmail.com.

THE OFFEROR ACKNOWLEDGES AND UNDERSTANDS THAT THE INFORMATION CONTAINED IN RESPONSE TO THIS QUALIFICATIONS STATEMENT SHALL BE RELIED UPON BY OWNER IN AWARDING THE CONTRACT AND SUCH INFORMATION IS WARRANTED BY OFFEROR TO BE TRUE. THE DISCOVERY OF ANY OMISSION OR MISSTATEMENT THAT MATERIALLY AFFECTS THE OFFEROR'S QUALIFICATION TO PERFORM UNDER THE CONTRACT SHALL CAUSE THE OWNER TO REJECT THE PROPOSAL, AND IF AFTER THE AWARD TO CANCEL AND TERMINATE THE AWARD AND/OR CONTRACT.



SIGNATURE

State of Florida

County of Broward

On this the 21st day of October, 2025, before me, the undersigned
Notary Public of the State of Florida, personally appeared
Jeffrey C. Winter and

(Name(s) of individual(s) who appeared before Notary)
whose name(s) in/ are Subscribed to the within instrument, and he/she/they acknowledge that
he/she/they executed it.

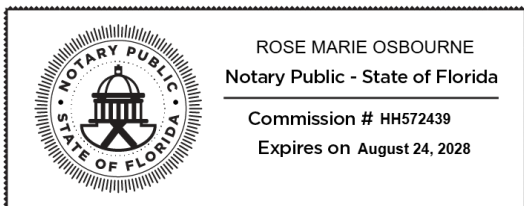


NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:

Rose Marie Osbourne

(Name of Notary Public: Print, stamp, or
type as commissioned.)



 Personally known to me, or

☒ Produced identification:

☒ DID take the oath, or

 DID NOT take the oath.

HOLD HARMLESS

Consultants shall indemnify and hold harmless the County, and the County's officers and employees from and against any and all liability, costs, losses, and damages (including but not limited to reasonable attorney's fees) arising out of or to the extent caused by the negligence, recklessness or intentionally wrongful conduct of Consultant and other persons employed by or utilized by Consultant in their performance under this Agreement.

Type of Organization (Please Check One): ☒ Individual Ownership ☐ Joint Venture

☐ Partnership ☐ Corporation

Name of Proposing Firm:

Winter Consulting Group, LLC d/b/a Cornerstone Community Partners

Mailing Address:

4420 W. Bay Avenue, Tampa, FL 33616

Location Address:

4420 W. Bay Avenue, Tampa, FL 33616

City & State: Tampa **ZIP:** 33616

Telephone: (904) 309-2153 **Fax Number:** N/A

Name/Title of person authorized to bind the Company: Jeffrey C. Winter, Principal

Signature of person authorized to bind the Company: 

Date: 10/21/2025


DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Winter Consulting Group, LLC d/b/a Cornerstone Community Partners (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for 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 commodities or 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 employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of 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: _____



Dated: 10/22/2025

DESOTO COUNTY
CONTRACTOR/CONSULTANT/VENDOR
E-VERIFY AFFIDAVIT

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, appeared Jeffrey C. Winter,
who first being duly sworn hereby swears or affirms as follows:

1. I make this affidavit on personal knowledge.
2. I am over the age of 18 years and otherwise confident to make this Affidavit.
3. I am the Principal of
Winter Consulting Group, LLC d/b/a Cornerstone Community Partners (the
"Contractor/Consultant/Vendor").
4. I am authorized by Cornerstone Community Partners to make this
Affidavit on behalf of Contractor/Consultant/Vendor.
5. Contractor/Consultant/Vendor acknowledges that Section 448.09, Florida
Statutes, makes it unlawful for any person to knowingly employ, hire, recruit, or refer, for
private or public employment, an alien who is not duly authorized to work in the United
States.
6. Contractor/Consultant/Vendor acknowledges that Section 448.095, Florida
Statutes, prohibits public employers, contractors, and subcontractors from entering into a
contract unless each party to the contract registers and uses E-Verify.
7. Contractor/Consultant/Vendor is in compliance with the requirements of
Sections 448.09 and 448.095, Florida Statutes.
8. Contractor/Consultant/Vendor understands it shall remain in compliance
with the requirements of Sections 448.09 and 448.095, Florida Statutes, during the term
of any contract with DeSoto County.
9. Contractor/Consultant/Vendor's subcontractors are in compliance with the
requirements of Sections 448.09 and 448.095, Florida Statutes.
10. Contractor/Consultant/Vendor shall ensure compliance with the
requirements of Sections 448.09 and 449.095, Florida Statutes, by any and all of its
subcontractors.

11. Neither the Contractor/Consultant/Vendor, nor any subcontractor of Contractor/Consultant/Vendor, has had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the date of this Affidavit.

12. If the Contractor/Consultant/Vendor, or any subcontractor of Contractor/Consultant/Vendor, has a contract terminated by a public employer for any such violation during the term of any contract with DeSoto County, it shall provide immediate notice thereof to DeSoto County.



Signature of Affiant
on behalf of Contractor/Vendor

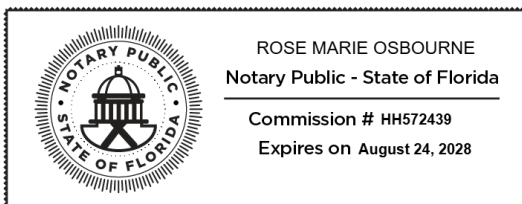
By: Jeffrey C. Winter

As its: Principal

Dated: 10/21/2025

STATE OF Florida
COUNTY OF Broward

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☒ online notarization, this 21st day of October, 2025,
by Jeffrey C. Winter, on behalf of Cornerstone Community Partners,
who is personally known to me or who has produced FL Driver License
as identification.



Print Name: Rose Marie Osbourne
Notary Public of the State of Florida

My Commission Expires: 08/24/2028

Notarized remotely online using communication technology via Proof.

**SWORN STATEMENT UNDER SECTION 287.133(3) (a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

(To be signed in the presence of a notary public or other officer authorized to administer oaths.)

STATE OF _____
COUNTY OF _____

Before me, the undersigned, personally appeared who, being by me first duly sworn, made the following statement:

1. The business address of Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners [name of firm]

is 4420 W. Bay Avenue, Tampa, FL 33616

2. My relationship to Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners [name of firm]

is Principal

[relationship, such as sole proprietor, partner, president, vice president].

3. I understand that a public entity crime as defined in Section 287.133 of the Florida Statutes includes 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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or such an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "conviction" is defined by the statute to mean 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, non-jury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that "affiliate" is defined by the statute to mean (1) a predecessor or successor of a person or a corporation convicted of a public entity crime, or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime, or (3) those officers, directors, executive, partners, shareholders, employees, members, and agents who are active in the management of an affiliate, or (4) a person or corporation who knowingly entered into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months.

6. Neither the firm nor any officer, director, executive, partner, shareholder, employee,


member or agent who is active in the management of the firm nor any affiliate of the firm has been convicted of a public entity crime subsequent to July 1, 1989.

[Draw a line through paragraph 6 if paragraph 7 below applies.]

~~7. There has been a conviction of a public entity crime by the firm, or an officer, director, executive, partner, shareholder, employee, member or agent of the firm who is active in the management of the firm or an affiliate of the firm. A determination has been made pursuant to Section 287.133(3) by order of the Division of Administrative Hearings that it is not in the public interest for the name of the convicted vendor list. The name of the convicted person or affiliate is N/A.~~

~~A copy of the order of the Division of Administrative Hearings is attached to this statement.~~

[Draw a line through paragraph 7 if paragraph 6 above applies.]



SIGNATURE

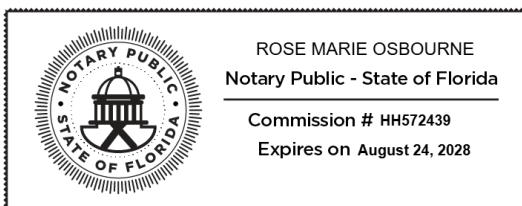
State of Florida

County of Broward

On this the 21st day of October, 2025, before me, the undersigned Notary Public of the State of Florida, personally appeared Jeffrey C. Winter and
(Name(s) of individual(s) who appeared before Notary)
whose name(s) in/ are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.


NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC
SEAL OF OFFICE:



Rose Marie Osbourne
(Name of Notary Public: Print, stamp, or type as commissioned.)

 Personally known to me, or

☒ Produced identification:
FL Driver License

☒ DID take the oath, or

 DID NOT take the oath.

Notarized remotely online using communication technology via Proof.

NON-COLLUSION AFFIDAVIT:

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any DeSoto County, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any DeSoto County, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

County employees may not contract with the County through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

Immediate family members (spouse, parents and children) are also prohibited from contracting with the County subject to the same general rules. Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the County Procurement Policy.

NAME	RELATIONSHIPS
N/A	N/A

In the event the vendor does not indicate any names, the County shall interpret this to mean that the vendor has indicated that no such relationships exist.

AFFIDAVIT

STATE OF FLORIDA, COUNTY OF DESOTO

BEFORE ME, the undersigned authority, personally came and appeared,

Jeffrey C. Winter, who after being duly sworn, deposed and said that he is the fully authorized Principal of Winter Consulting Group, LLC d/b/a Cornerstone Community Partners

(hereinafter referred to as affiant), and said affiant further said:

(1) That affiant has not and will not employ any person either directly or indirectly, to secure the public contract under which he is to receive payment, other than persons regularly employed by the affiant whose service in connection with the project or in securing the public contract are in the regular course of their duties for the affiant; and

(2) That no part of the contract price was paid or will be paid to any person for soliciting

the contract, other than the payment of normal compensation to persons regularly employed by the affiant whose services with the project are in the regular course of their duties for the affiant.

AFFIANT
SWORN TO AND SUBSCRIBED BEFORE ME ON THIS 21st DAY OF
October, ~~2022~~ 2025 NOTARY PUBLIC

AFFIANT

Company Name: Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners

Address: 4420 W. Bay Avenue, Tampa, FL 33616

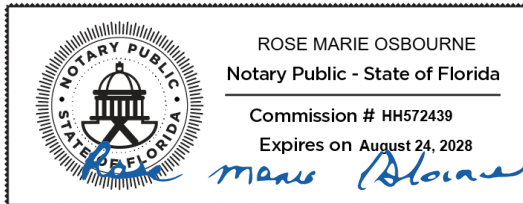
Phone Number: (904) 309-2153

Signature: 

NON-COLLUSION AFFIDAVIT IN THE STATE OF

Florida IN THE COUNTY OF Broward
Jeffrey C. Winter being first duly sworn, on oath, says that
the proposal above submitted is a genuine and not a sham or collusive proposal or
made in the interest of or on behalf of any person not therein named, and s/he further
says that the said Proposer has not directly or indirectly induced or solicited any
Proposer on the above work or supplies to put in a sham proposal, or any other person
or corporation to refrain from proposing, and that said Proposer has not in any manner
sought by collusion to secure her/himself an advantage over any other proposer or
proposers. Subscribed and sworn before me this 21st day of October, ~~2022~~ NOTARY
PUBLIC in and for the State of Florida Signature 2025

Seal



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS**

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that is and its principles:
- a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or Local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- (3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Principal

Title

Winter Consulting Group, LLC d/b/a Cornerstone Community Partners

Contractor/Firm

4420 W. Bay Avenue, Tampa, FL 33616

Address

CONFLICT OF INTEREST AND LITIGATION STATEMENT

The conflict of interest, litigation disclosure statements are for informational purposes only.

Please mark one of the following:

- ☒ To the best of our knowledge, the undersigned firm has no potential conflicts of interest due to any other clients, contracts, or property interest for this project.
- ☐ The undersigned firm, by attachment to this form, submits information which may be a potential conflict of interest due to other clients, contracts, or property interest for this project.

Please mark one of the following:

- ☒ The undersigned firm has had no litigation on any design projects in the last five years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five years.

The County reserves the right to request additional information on these subjects and also to eliminate any firm from the selection process that has material conflict(s) of interest or a history of litigation resulting from CONSULTANT errors or omissions or unethical or illegal business practices. The County Administrator shall make any such determination.



Signature

Principal

Title

Winter Consulting Group, LLC d/b/a Cornerstone Community Partners

Contractor/Firm

4420 W. Bay Avenue, Tampa, FL 33616

Address

ANTI-HUMAN TRAFFICKING AFFIDAVIT

DIRECTIONS: All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with DeSoto County, must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 787.06(13), Florida Statutes effective July 1, 2024.

I Jeffrey C. Winter (insert name) as Principal
(insert title) on behalf of Winter Consulting Group, LLC d/b/a Cornerstone Community Partners (insert entity name)
under penalty of perjury hereby attest as follows:


1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.

2. Winter Consulting Group, LLC d/b/a Cornerstone Community Partners (insert entity name) does not use coercion for labor or services as defined in s. 787.06(2)(a), Florida Statutes.

3. More particularly, Winter Consulting Group, LLC d/b/a Cornerstone Community Partners (insert entity name) does not participate in any of the following actions:

- a. Using or threatening to use physical force against any person;
- b. Restraining, isolating or confining or threatening to restrain, isolate or confine any person without lawful authority and against her or his will;
- c. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of the labor or services are not respectively limited and defined;
- d. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- e. Causing or threatening to cause financial harm to any person;
- f. Enticing or luring any person by fraud or deceit; or
- g. Providing a controlled substance as outlined in Schedule I or Schedule II of s. 893.03, Florida Statutes to any person for the purpose of exploitation of that person.

FURTHER AFFIANT SAYETH NAUGHT.


Printed Name: Jeffrey C. Winter

Title: Principal

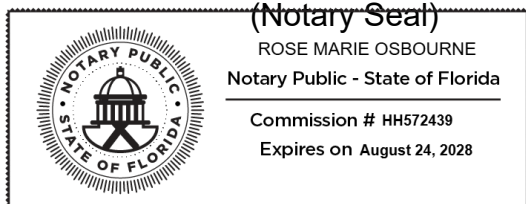
Nongovernmental entity: Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners

Date: 10/21/2025

STATE OF Florida
COUNTY OF Broward

SWORN TO AND SUBSCRIBED before me _____ in person or ☒ remote notarization
by Jeffrey C. Winter as Principal on behalf of
Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners, who is personally known to me or who produced
FL Driver License as identification this 21st day of
October, 2025.


Notary Public



FOREIGN COUNTRY OF CONCERN AFFIDAVIT


DIRECTIONS: All nongovernmental entities that are or potentially will be contracting, renewing or extending contracts with DeSoto County, must have an officer or representative fully execute this affidavit. Note, this is a mandatory requirement of s 287.138, Florida Statutes, for all entities that may have access to individuals' personal identifying information.

I Jeffrey C. Winter (insert name) as Principal
(insert title) on behalf of Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners (insert entity name)
under penalty of perjury hereby attest as follows:

1. I am over 21 years of age and have personal knowledge of the matters set forth in this affidavit.
2. I certify that Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners (insert entity name)
("Vendor"):
 3. a. Is not owned by the government of a foreign country of concern;
 - b. A government of a foreign country of concern does not have a controlling interest in Vendor; and
 - c. Is not organized under the laws of nor have its principal place of business in a foreign country of concern.

3. For purposes of this Affidavit, "Foreign Country of Concern" means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern.

FURTHER AFFIANT SAYETH NAUGHT.


Printed Name: Jeffrey C. Winter

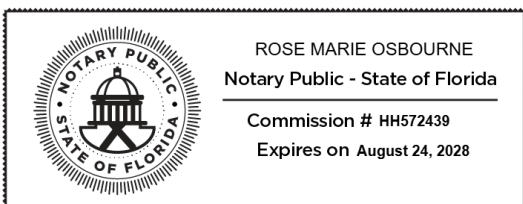
Title: Principal
Nongovernmental entity: Winter Consulting Group, LLC d/b/a
Cornerstone Community Partners
Date: 10/21/2025

STATE OF Florida
COUNTY OF Broward

SWORN TO AND SUBSCRIBED before me Jeffrey C. Winter in person or ☒ remote notarization by Jeffrey C. Winter as Principal on behalf of Winter Consulting Group, LLC d/b/a Cornerstone Community Partners, who is personally known to me or who produced FL Driver License as identification this 21st day of October, 2025.


Notary Public

(Notary Seal)





How to Verify This Transaction

Every Proof transaction is recorded and saved for a minimum of five years. Whether you receive an electronic or printed paper copy of a Proof document, you can access details of the transaction and verify its authenticity with the information below.

To get started, visit verify.proof.com and enter this information:

Access ID:	PT2APHSN
Access PIN:	2KNR3V

For more information on how to verify Proof transactions, please visit: support.proof.com

VIII.

Appendices



In this section, we have included supporting documents and supplementary information that enhance our proposal. These appendices are provided for the County's reference and are **excluded from the 50-page limit** as allowed (résumés, references, etc., are not counted per RFP page limit instructions).

Appendix A – Key Staff Résumés: Detailed résumés for all key personnel mentioned in Tab III are attached, including Jeffrey C. Winter, Keith A. Shehorn, William “Spencer” Nabors II, and others. Each résumé provides information on the individual's education, work history, project experience, and relevant certifications (such as Mr. Shehorn's HUD Environmental Review Training certificate and Mr. Winter's legal assistant certification). These résumés demonstrate the depth of experience each team member brings to the project.

Appendix B – Reference Letters: We have attached **full copies of the reference recommendation letters** from the three clients summarized in Tab IV (Lafayette County, City of Edgewater, Town of White Springs). These letters are on the clients' letterhead and signed by the respective officials. We encourage the County to review their comments. For instance, the Lafayette County letter describes how we delivered “exactly what [we] promised — a fully funded application” with minimal fuss; the Edgewater letter praises our “exceptional expertise in ... compliance and reporting” and communication skills as “invaluable”; the White Springs letter highlights the benefits of our multi-firm team and long-term commitment. These testimonials corroborate the claims in our proposal and give an outside perspective on Cornerstone's capabilities.

Appendix C – Organizational Chart & Project Schedule: As referenced in Tab III and Tab V, we include a one-page organizational chart of our project team and a one-page Gantt chart (project schedule) for the Environmental Review tasks. The org chart shows the reporting structure and key team roles, while the schedule visually outlines the timeline discussed (tasks 1–7 with start and end weeks). These are provided as additional clarity for the evaluation committee.

Appendix D – Company Information Documents: This includes a copy of our Florida business registration (Sunbiz printout for Winter Consulting Group, LLC d/b/a Cornerstone Community Partners), and our certificate of liability insurance listing the required coverage (with DeSoto County to be added as insured upon award. We also attach our W-9 form as we are a first-time vendor to DeSoto County, as noted in the RFP instructions.

All appendices are clearly labeled and tabbed for easy reference. They complement the narrative of our proposal by providing evidence and specifics that might be too detailed for the main body. We have been careful to include only relevant and requested materials, to keep the proposal focused and concise. The inclusion of these documents demonstrates our transparency and thoroughness.

Conclusion: Cornerstone Community Partners is confident that our proposal addresses all requirements of RFP #25-18-00 and presents a compelling case for our selection. We have structured our response strictly according to the required format (Tabs I–VIII) and have ensured that each evaluation criterion is thoroughly covered:

- *Experience:* We detailed our extensive CDBG and HUD environmental review experience, with tangible examples and references (worth 40% weight).
- *Management, Staffing & Qualifications:* We introduced a highly qualified team, demonstrated our capacity and unique team structure (25% weight).
- *Technical Approach:* We provided a clear methodology and task outline tailored to DeSoto County's needs (25% weight).
- *Cost:* We offered a low-cost, justified fee proposal (10% weight), emphasizing no burden to the County.

Cornerstone is excited about the opportunity to partner with DeSoto County. We are ready to deploy our skills to ensure your CDBG housing rehabilitation, demolition, and reconstruction projects are reviewed in compliance with all environmental requirements and positioned for successful, timely completion. **Thank you for considering our proposal.** We welcome the chance to discuss it further or answer any questions in an interview. We are committed to DeSoto County's vision of providing safe, improved housing for its residents and will bring the full measure of our expertise to make that a reality.

DeSoto County RFP Evaluation Matrix – Cornerstone Community Partners

RFP Factor (Weight)	What Evaluators Are Looking For (per RFP)	Cornerstone Evidence in Draft (tab/page)
Experience & Past Performance (40 pts)	Depth of recent, relevant CDBG/HUD environmental reviews (24 CFR Part 58), similar housing rehab/demolition/reconstruction; successful outcomes; verified references.	Executive Summary highlights verified outcomes (Edgewater turnaround; Hamilton County \$900k saved; Zolfo Springs ahead of schedule/under budget) (Tab I, pp.4–5). Case studies center on Hamilton County (multiple CDBG-HR/CV/ED) and Zolfo Springs (CDBG-NR + re-evaluation) (Tab IV, pp.15–16). Multiple recent reference letters included (Appendix B, pp.58–69).
Management, Staffing & Qualifications (25 pts)	Qualified team; clear roles; capacity; coverage/continuity; relevant certifications/training; organization.	Key Personnel with defined roles (Project Manager, Environmental Compliance Specialist, Housing Rehab/Construction specialist) and cross-coverage (Tab III, pp.11–13). HUD/FloridaCommerce environmental review training documented; org chart shows redundancies (Appendix C, p.71).
Technical Approach (25 pts)	Sound, compliant methodology; ability to meet timelines; tiered review capability; complete ERR; notices/RROF/AUGF; mitigation tracking.	Comprehensive Part 58 approach with step-by-step Task Management Plan (Tab V, pp.19–26); Tiered Review strategy ; QA/QC; mitigation tracking; Gantt schedule (Appendix C, p.72).
Cost (10 pts)	Reasonable, competitive, grant-eligible pricing; clarity of inclusions.	Lump-sum \$22,500 for up to 10 homes (ERR through AUGF), \$1,000 per additional Tier II site ; all notices/travel included; positioned as fully grant-eligible (Tab VI, pp.28–30).

A.

Key Staff Résumés



Jeffrey Winter, Principal

Mr. Winter was recruited to one of Florida's most established and reputable grant consulting firms in 2003. Over the last two decades, Mr. Winter has developed his expertise in all facets of grant writing and administration services. Mr. Winter holds a proven track record of completing difficult projects on schedule and on tight budgets. Excellent interpersonal skills, a professional attitude, and acute attention to detail further his ability to manage projects independently or as a team member.

As Cornerstone's Principal, Mr. Winter serves as the primary liaison for multiple client communities, which require full-service consultation to include preliminary planning, grant writing and complete administration. Mr. Winter is responsible for overseeing Cornerstone's Programs/Operations and Executive Directors, Project Management and Environmental Compliance staff and will be responsible for the overall management of this contract. Additionally, Mr. Winter will serve as the primary liaison as a key member of Cornerstone's administrative management team.

Education & Certifications:

- Certification, Legal Assistant
Florida State College at Jacksonville
- Associates of Science, Paralegal Studies
Florida State College at Jacksonville
- Certification, Environmental Review Training
Florida Department of Economic Opportunity
- Certification, Environmental Review Training
U.S. Department of Housing & Urban Development

Relevant Experience:

- Twenty (22) years of CDBG program experience.
- Seven (7) years of local government service within the Orange Park Public Safety & Public Works Committee and the Orange Park Finance & Budget Committee.
- Principal, Winter Consulting Group, LLC d/b/a Cornerstone Community Partners

Spencer Nabors, Housing Rehabilitation & Construction Management Specialist

Mr. Nabors graduated from Mississippi State University and Itawamba Community College with a B.S. in Social Sciences and an A.S. in Industrial & Residential Electronics. His areas of study, work experience and expertise over more than two decades of his relevant professional career have resulted in a culmination of experience opportunities throughout various fields pertaining to community planning and development, grant administration, project management and construction oversight.

Additionally, Mr. Nabors maintains multiple professional certifications that serve to reinforce Cornerstone's in-house credentials in relevant supporting fields to include the following:

- Certified Lead-Based Paint (LBP) Inspector
- Certified LBP Risk Assessor
- "Blueprint for Safety" Certification
- OSHA Construction Safety Certification
- Continuing Education in Construction

Within the Cornerstone team, Mr. Nabors serves as Housing Rehabilitation and Construction Management Specialist and will be overseeing construction management to ensure quality control throughout all phases of CDBG activities.

Education & Certifications:

- Bachelors of Science, Social Sciences
Mississippi State University
- Associates of Science, Industrial & Residential Electronics
Itawamba Community College

Relevant Experience:

- Twenty-five (26) years of CDBG program experience.
- President, ITC Group, Inc.

Keith Alexander Shehorn, Environmental Compliance Specialist

Mr. Shehorn has been actively involved in grant application development and administration since 2008. In his role as Cornerstone's Environmental Compliance Specialist, Mr. Shehorn specializes in the preparation of the Environmental Review Records to document thorough consultation with all required parties and ensure full compliance with all applicable requirements necessary to obtain the release of awarded funds from state and federal funding agencies.

Education & Certifications:

- Associates of Science, Environmental Science Technology
Florida State College at Jacksonville
- Bachelors of Science, Physics
University of Central Florida
- Certification, Environmental Review Training
Florida Department of Economic Opportunity
- Certification, Environmental Review Training
U.S. Department of Housing & Urban Development

Relevant Experience:

- Sixteen (17) years of CDBG program experience.
- Environmental Compliance Specialist, Cornerstone

B.

Reference Letters





10/2/2025

To Whom It May Concern,

It is my pleasure to provide this reference letter for Cornerstone Community Partners, who has served as a Grant Management Consultant for the City of Edgewater since August 2024.

During this period, Cornerstone Community Partners has demonstrated exceptional expertise in the areas of grant identification, application development, compliance, and reporting. Their deep understanding of funding mechanisms at the local, state, and federal levels has been instrumental in enabling our municipality to secure and effectively manage critical funding opportunities.

Some of Cornerstone Community Partner's key contributions include:

- Grant Identification: Proactively researching funding opportunities aligned with municipal priorities.
- Grant Compliance & Reporting: Ensuring that CDBG-awarded funds are managed in full compliance with grantor requirements, including the preparation of accurate and timely reports.
- Capacity Building: Providing training and guidance to municipal staff, thereby strengthening our internal capacity for future grant management.
- Strategic Alignment: Advising municipal leadership on aligning projects with funding opportunities to maximize impact and sustainability.

In addition to their technical expertise, Jeffrey Winters and the team at Cornerstone Community Partners bring professionalism, responsiveness, and accountability to every aspect of their work. Their strong communication skills and ability to collaborate effectively with both internal departments and external stakeholders have been invaluable to our city. Their contributions have directly advanced our strategic goals and improved the delivery of services to residents.

I am confident that Cornerstone Community Partners would be a valuable asset to any organization seeking expert support in CDBG related grant management. Please feel free to contact me if additional information is needed.

Sincerely,

Sandy Camp
City of Edgewater Grant Administrator

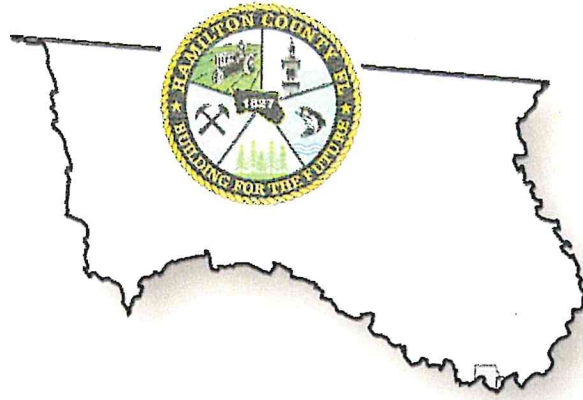
JIMMY MURPHY
District 1 – Jennings

ROBBY ROBERSON
District 2 – Jasper

ROBERT E. BROWN
District 3 – Jasper

TRAVIS ERIXTON
District 4 – White Springs

RICHIE MCCOY
District 5 – Jasper



GREG GODWIN
Clerk of Courts

ANDREW J. DECKER, III
County Attorney

207 Northeast First Street
Room 106
Jasper, FL 32052
(386) 792-1288
FAX (386) 792-3524

OFFICE OF BOARD OF COUNTY COMMISSIONERS

October 3, 2025

Dear Evaluation Committee Members,

On behalf of **Hamilton County, Florida**, I am pleased to provide this reference for **In Touch Consulting Group (ITC)** in support of their proposal to serve the City of Live Oak (or any Florida community) through a continuing contract for grant writing and grant administration.

Hamilton County has partnered with ITC across multiple programs for decades. Their responsibilities include **CDBG (CV/ED/HR)** and administration of our **State Housing Initiatives Partnership (SHIP)** program. Today, our ITC-managed portfolio includes **approximately \$6.7 million in active CDBG projects**, in addition to our **annual and supplemental SHIP allocations** in their longstanding role as the County's SHIP Administrator. In practical terms, this team has helped Hamilton County secure a **disproportionate share of total funding awards relative to neighboring counties**, and they have managed those awards through to compliant, on-time delivery.

ITC provides turnkey management—from application and environmental review to procurement, construction oversight, labor/payroll compliance, reporting, and closeout. Our projects remain **on schedule and monitoring-ready**, and agency reviews have been positive. Their professional and compliant approach has materially reduced risk to the County and kept our projects moving without avoidable delays. The team has also demonstrated strong strategic judgment; on one occasion, they helped us **successfully pursue a funding decision reversal** following a detailed, well-supported appeal grounded in program rules.

Most recently, ITC has been coordinating with **FDEP management** on Hamilton County's behalf to address **technical issues that prevented the County from participating in the FY 26/27 FRDAP application cycle**. They have **initiated an appeal** to restore our eligibility and position us for near-term park funding opportunities, citing a **successful track record of favorable appeal decisions with FDEP** in similar circumstances. This level of advocacy—grounded in program rules and relationships—is a hallmark of their service.

Cornerstone/ITC's staffing model includes **built-in redundancies** across construction/housing rehab management, environmental compliance, labor/payroll checks, and program reporting. We frequently operate **multiple grants concurrently** without slippage in schedule or quality. Communication is proactive and solution-oriented: when issues arise, they present clear options, document decisions, and keep County leadership fully briefed. Their fiscal practices—**fees within program caps and grant-funded**—demonstrate stewardship of public dollars.

Based on Hamilton County's experience, Cornerstone/ITC is a **low-risk, high-value partner** with the **capacity, expertise, and reliability** necessary for a continuing services contract. They have consistently delivered **timely, compliant, and results-driven** performance across a substantial, multi-program portfolio. I am confident they will provide the City of Live Oak with the same level of service and commitment.

If you require additional information, please contact me at **(386) 792-6639** or by email at **Coordinator@HamiltonCountyFL.com**.

Sincerely,

A handwritten signature in black ink, appearing to read 'Gary Godwin', with a stylized, cursive script.

Gary Godwin
County Coordinator
Hamilton County, Florida



LAFAYETTE COUNTY

Clerk Of The Circuit Court

Steve Land

120 W Main St.

Post Office Box 88

Mayo, FL 32066

(386) 294-1600

October 3, 2025

To Whom It May Concern:

On behalf of Lafayette County, Florida, I am pleased to provide this reference for In Touch Consulting Group (ITC) in support of their proposal to provide grant writing services.

ITC prepared Lafayette County's FFY 2023/2024 CDBG Housing Rehabilitation application, which was awarded in full at \$1,500,000. Their team managed the entire application process—from needs assessment and citizen participation through narrative development, cost estimating, and completeness reviews—with minimal burden on County staff. They communicated proactively, met every deadline, and produced an application that was clear, competitive, and "implementation-ready." Throughout development, ITC embedded the program's compliance requirements into the work products (public notices, eligibility documentation approaches, environmental review pre-planning, and procurement readiness consistent with 2 CFR 200). Their QA/QC process was comprehensive, and their guidance to staff was practical and timely. In our experience, this compliance-focused approach reduces risk, accelerates startup after award, and makes monitoring straightforward.

ITC's North Florida experience—spanning Lafayette and neighboring counties—means they understand local conditions, contractor markets, and funding agency expectations. While Lafayette County's CDBG-HR administration will be procured separately, Cornerstone/ITC's authorship of our awarded application and their established regional team position them to hit the ground running at administration startup, should they be selected.

Based on Lafayette County's direct experience, we consider ITC a low-risk, high-value partner with the capacity, expertise, and reliability well-suited to a consulting services contract. They delivered exactly what they promised—a fully funded application with excellent client service—and did so with professionalism, integrity, and a clear commitment to our community's goals. We are confident they will provide the City of Live Oak with the same level of quality and dedication.

Please feel free to contact me at (386) 294-1600 or sland@lafayetteclerk.com if additional information would be helpful.

Sincerely,

Steve Land
Clerk of the Courts & County Comptroller
Lafayette County, Florida



September 18, 2025

To Whom It May Concern:

The City of Macclenny has worked with Cornerstone Community Partners and In Touch Consulting for many years. Their team has assisted the city in finding grant opportunities to help meet the ever-growing needs of our community.

Jeffrey Winter and his team have written and administered numerous grants across a broad spectrum of projects: public safety needs, housing projects, water and sewer infrastructure projects, parks and recreation, and historical grants.

Within just the past five years we have worked with Cornerstone and ITC to provide grant writing/administration services on a long-term, recurring basis for multiple grant awards through the following programs:

- FEMA Assistance to Firefighters Grant (AFG) Program
- Community Development Block Grant Coronavirus Relief Funding (CDBG-CV) Program
- Rebuild Florida CDBG - Mitigation General Infrastructure (CDBG-MIT) Program
- Florida Small Cities Community Development Block Grant (CDBG-CR/ED/HR/NR) Program
- Florida Recreation Development Assistance Program (FRDAP)
- DHR Historic Preservation Grant - Special Category (HPG-SC) Program; and
- Rebuild Florida 2023 & 2024 Storms Infrastructure Repair Program (IRP/CDBG-DR).

Over the many years working with Cornerstone and ITC, we have been successful in securing numerous grants. Their team made the process easy from the application, award and through the grant completion process. They handled all the paperwork and coordination with engineers, architects and contractors to ensure the work was completed and all necessary requirements were met.

Cornerstone Community Partners and ITC's administrative fees were reasonable and left administrative funds to help cover advertising and other grant costs, which minimized the city's out-of-pocket expenses for these projects, which is

always a plus. Jeffrey has also helped us work with the funding agency to request additional funds and/or for ways to best utilize the funds when unexpected issues arise without additional cost to the city.

Jeffrey has a true passion for grants and understands the complex nature of the funding agencies. He is very attentive to our needs and always responsive to our emails or calls.

It is my pleasure to recommend Cornerstone Community Partners and know they will provide excellent grant writing and administrative services to your community if selected. If you would like more information, please feel free to reach out to me or Melissa Thompson our finance director at (904) 259-0972.

Sincerely,



Mike Griffis
City Manager
City of Macclenny



Post Office Box 518

386-649-4902

1775 Highway 17

Pomona Park, FL 32181-0518

townclerk@pomonapark.com

September 19, 2025

To Whom It May Concern:

On behalf of the Town of Pomona Park, I am pleased to provide this reference for **Cornerstone Community Partners** in connection with the City of Live Oak's RFP (RFQ-04-2025).

Cornerstone Community Partners has been an invaluable partner to the Town of Pomona Park, consistently demonstrating professionalism, responsiveness, and a proven ability to secure critical funding opportunities. In just the past four months, Cornerstone Community Partners has successfully assisted the Town with competitive applications totaling more than **\$3.4 million**, including:

- \$1,334,000 in CDBG-NR funding
- \$366,975 in HMGP funding
- \$1,551,500 in IRP/CDBG-DR funding
- \$200,000 in FRDAP funding

In addition to their grant writing expertise, Cornerstone Community Partners has provided outstanding grant administration support. Notably, they completed the closeout package for our FY 19 CDBG-NR project at no cost to the Town and are currently finalizing closeout documents for our FY 23/24 FRDAP projects. Their approach consistently minimizes the Town's out-of-pocket costs by structuring eligible fees within grant budgets, a practice that has greatly alleviated the burden on our staff.

Throughout our partnership, Cornerstone Community Partners has demonstrated reliability, adaptability, and a clear commitment to delivering results ahead of schedule and under budget. Their knowledge of federal and state funding programs, coupled with their dedication to client success, makes them a trusted and valued partner to the Town of Pomona Park.



Post Office Box 518

386-649-4902

1775 Highway 17

Pomona Park, FL 32181-0518

[*townclerk@pomonapark.com*](mailto:townclerk@pomonapark.com)

I am confident that Cornerstone Community Partners will provide the City of Live Oak with the same level of excellence and support that we have experienced. Should you have any questions or require additional information, please do not hesitate to contact me directly at (386) 649-4902 or townclerk@pomonapark.com.

Sincerely,

Andrea Almeida
Town Clerk
Town of Pomona Park

A handwritten signature in black ink, appearing to read "Andrea Almeida". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Town of Ponce de Leon

1580 Highway 90
Post Office Box 214
Ponce de Leon, FL 32455
(850) 836-4361

Dear Sir or Madame,

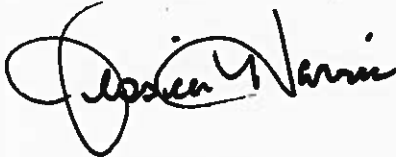
9/23/2025

The Town of Ponce de Leon has been working with Cornerstone Community Partners throughout the past three months. They have been professional, prompt, and have answered any questions we have had in detail. They have also helped bring the Town's FY 19 CDBG-NR project into compliance, while additional closeout documents are currently being finalized for the Town's completed FY 24/25 FRDAP project. In conjunction with these grant administration efforts, Cornerstone is currently developing a FY 26/27 FRDAP application to pursue an additional \$200,000 in grant funding with all anticipated administration costs incorporated into the FRDAP funding request and at no cost to the Town.

Cornerstone has shown reliability and ability to quickly adapt and navigate challenging circumstances to obtain demonstrable results ahead of schedule while also structuring their services so that all associated fees are incorporated into eligible grant budgets, thereby minimizing the Town's locally funded out-of-pocket expenses.

In closing, the Town could not recommend a better business to have advocating for our small community and we look forward to working with them in the present and the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jessica Harris", with a stylized, cursive script.

Jessica Harris

Town Clerk

Ponce de Leon, FL 32455



TOWN OF WHITE SPRINGS

"On the Bank of the Suwannee River"

September 18, 2025

TO: Whom it May Concern

SUBJECT: Letter of Recommendation for Cornerstone Community Partners

It is indeed a pleasure to prepare this letter of recommendation for Cornerstone Community Partners to perform any type of Grant Writing/Administrative Services, along with their multi-firm associates, In Touch Consulting Group and Jordan & Associates. This multi-firm specializes in many facets of planning, engineering, and grant administration, with a large professional staff supporting them for any project for which they might be accepted.

Cornerstone Community Partners Principal and others have been associated with the Town of White Springs since 2008 and consistently been a major part of the wheel that has kept the town thriving. Although there have been lows and highs in the town, Cornerstone has been a constant positive organization that has assisted in many aspects. They cannot be blamed for failure of political leaders to lead and reflect due diligence in the operation of the Town. The firm has been supportive with recommendations that would benefit the Town, but due to other reasons, many of them were never considered or implemented, but due to the leadership of Cornerstone, they have stuck by and are responsible for the infrastructure not being a total failure.

Again, it is with a great deal of pride that I strongly recommend Cornerstone Community Partners for Grant Writing and Administrative Services to your community.

Sincerely,



ELMON LEE GARNER

TOWN MANAGER

10363 Bridge Street, White Springs, FL 32096 Ph. 386.397.2310 | Fax 386.397.1542 |
www.whitesprings.org | manager@whitespringsfl.us

TOWN OF ZOLFO SPRINGS

3210 U.S. Hwy. 17 S.
P.O. Box 162
Zolfo Springs, FL 33890-0162

Phone: (863) 735-0405
Fax: (863) 735-1684

September 25, 2025

To Whom It May Concern:

RE: Reference Letter

As a multi-firm partnership between Cornerstone Community Partners (Cornerstone), In Touch Consulting Group (ITC), and Jordan & Associates (J&A), I would emphasize their ability to quickly adapt and navigate challenging circumstances to obtain demonstrable results ahead of schedule and under budget. In just the past three months, Cornerstone has worked with the Town to bring the Town's CDBG-NR project into compliance, while additional closeout documents are currently being finalized for the Town's completed FY 23/24 FRDAP project. In conjunction with these grant administration efforts, Cornerstone is currently developing an FY 26/27 FRDAP application to pursue an additional \$200,000 in grant funding with all administration costs incorporated into the FRDAP funding request and at no cost to the Town. I have personally work with Jordan & Associates since the early 1990's doing several CDBG and FDAP projects as follows.

2008/2009 CDBG Wastewater Project \$650,000
2010/2011 CDBG Water Plant Repairs \$650,000
2017/2018 CDBG Finish Water Plant and Replace Water Lines \$700,000
2019/2020 CDBG Replace Water Lines and Repair two Lift Stations \$700,000
2021/2022 CDBG Lift Stations, WW Plant Blower, Water Lines
2017 FRDAP Grant Vasquez Park
2017 FRDAP Grant City Park
2024 FRDAP Grant Vasquez Park

For these reasons, I will attest to the firm's reliability and ability to quickly adapt and navigate challenging circumstances to obtain demonstrable results ahead of schedule while also structuring their services so that all associated fees are incorporated into eligible grant budgets, thereby minimizing the Town's locally funded out-of-pocket expenses.

The recent accomplishments with the Town over just the past three months demonstrate Cornerstone's ability to effectively and reliably manage the anticipated workload.

In addition, their administrative support has helped alleviate staff burden—ranging from developing the FY 26/27 FRDAP application at no cost to the Town to preparing the FY 24/25 FRDAP closeout documents for a nominal fee set at just 17% of the total available line-item

budget. These services are fully paid through grant funds and remain well below the \$30,000 allocated for FRDAP Grant Management Services. Consistent with their applied approach for the Town, emphasizing efforts to ensure all eligible fees are incorporated into grant budgets, thereby minimizing any locally funded out-of-pocket expense to our Community.

I highly recommend them for grant writing. Please contact me if you have any other questions.

Sincerely,



Linda Roberson

Town Manager/Finance Director

C.

Organizational Chart & Project Schedule



Lead Firm

Jeffrey C. Winter,
Project Manager
Principal,
Cornerstone

Partner Firms

Spencer Nabors, HR
Specialist
President, ITC

Ronald Vanzant, Regs
& Planning
President, J&A

Admin Support

Nicole Lee,
Construction
Management
Specialist

Keith Shehorn,
Environmental
Compliance
Specialist

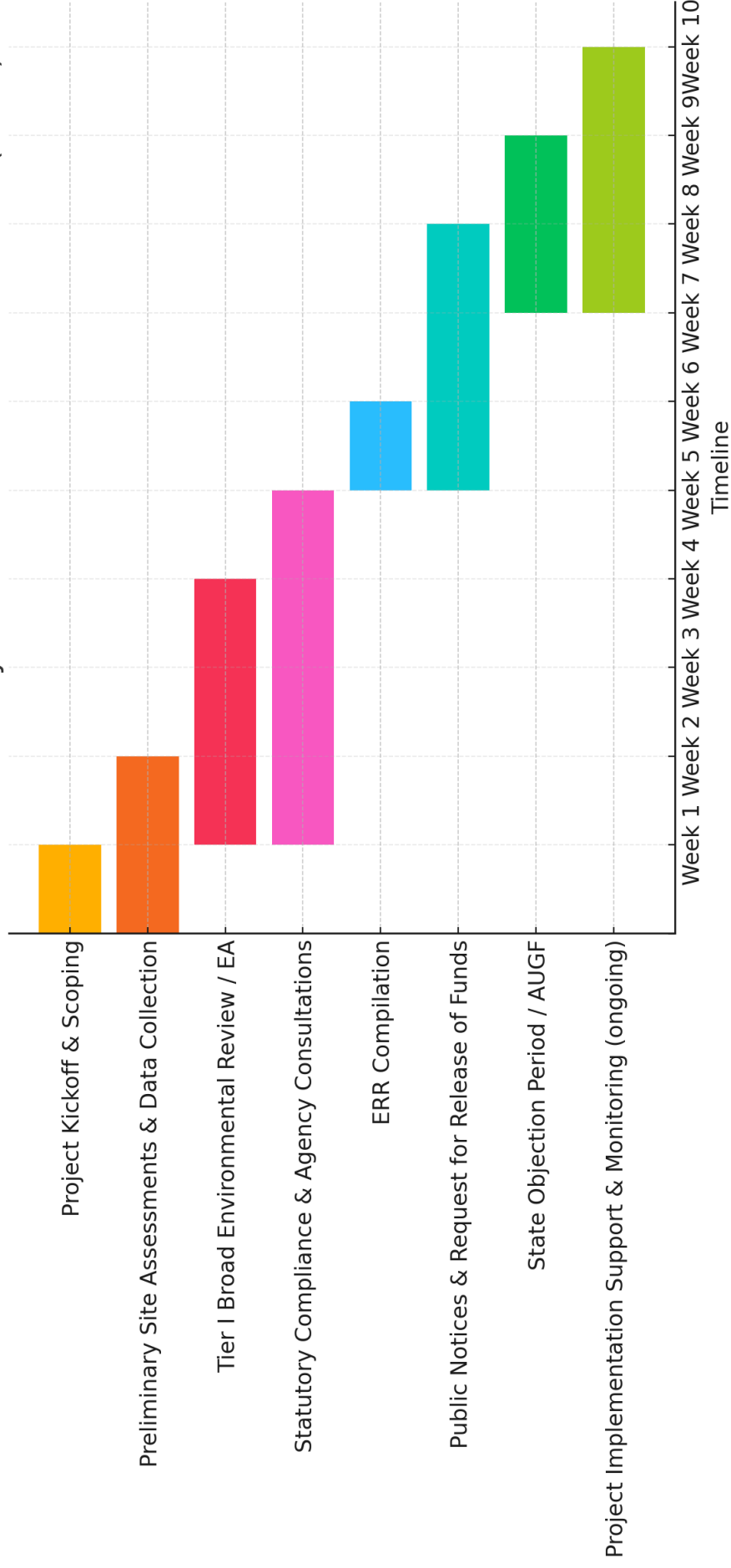
Pamela Spargur,
Program Compliance
& Reporting Specialist

Kathy Baker,
Consulting Business
Development &
Marketing Partner

Samantha Vanzant,
Administrative
Management
Specialist

Maureen Bartlett,
Payroll Compliance
Specialist

DeSoto County - Environmental Review Process (Gantt)



D.

Company Information Documents





[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
WINTER CONSULTING GROUP, LLC

Filing Information

Document Number	L19000050451
FEI/EIN Number	83-3858920
Date Filed	02/20/2019
Effective Date	02/15/2019
State	FL
Status	ACTIVE

Principal Address

4420 W. Bay Avenue
Tampa, FL 33616

Changed: 03/05/2025

Mailing Address

4420 W. Bay Avenue
Tampa, FL 33616

Changed: 03/05/2025

Registered Agent Name & Address

WINTER, JEFFREY C
4420 W. Bay Avenue
Tampa, FL 33616

Address Changed: 03/05/2025

Authorized Person(s) Detail

Name & Address

Title MGR, Principal

WINTER, JEFFREY C
4420 W. Bay Avenue
Tampa, FL 33616

Annual Reports

Report Year	Filed Date
2023	09/19/2023
2024	03/28/2024
2025	03/05/2025

Document Images

03/05/2025 -- ANNUAL REPORT	View image in PDF format
03/28/2024 -- ANNUAL REPORT	View image in PDF format
09/19/2023 -- ANNUAL REPORT	View image in PDF format
05/03/2022 -- ANNUAL REPORT	View image in PDF format
02/01/2021 -- ANNUAL REPORT	View image in PDF format
01/29/2020 -- ANNUAL REPORT	View image in PDF format
02/20/2019 -- Florida Limited Liability	View image in PDF format



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Augustyniak Insurance Group 12058 San Jose Blvd #304 Jacksonville, FL 32223	CONTACT NAME: Diana Jones PHONE (A/C, No. Ext): (904)268-3106 E-MAIL ADDRESS: commercial@weshopinsurance.com FAX (A/C, No): (904)268-3107
INSURER(S) AFFORDING COVERAGE	
INSURER A: Southern-Owners Insurance	
INSURER B: First Comp	
INSURER C: Hiscox	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Winter Consulting Group, LLC
DBA: Cornerstone Community Partners
4420 W Bay Ave
Tampa, FL 33616

COVERAGES**CERTIFICATE NUMBER: 00028951-0****REVISION NUMBER: 7**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	78511205	08/22/2025	08/22/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ Excluded GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	MWC0229624-01	08/22/2025	08/22/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Prof Liability			P103.674.653	08/22/2025	08/22/2026	Occurrence/Aggregat 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RFP 24-ES-08 and Grant Administrative Services-Rehabilitation of Sanitary Sewer Lines and Manholes (CDBG 23DB-N33)**Endorsements:****General Liability-****CG 2026 Additional Insured Designated Organization**

(continued on ACORD 101 Additional Remarks Schedule)

CERTIFICATE HOLDER**CANCELLATION**

City of Edgewater
Edgewater, Florida
104 N. Riverside Dr
Edgewater, FL 32132

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chameka Drake

(DWJ)



ADDITIONAL REMARKS SCHEDULE

AGENCY Augustyniak Insurance Group		NAMED INSURED Winter Consulting Group, LLC DBA: Cornerstone Community Partners
POLICY NUMBER N/A		
CARRIER Multiple Carriers	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

(continued from Description of Operations)
 CG 2037 Additional Insured Completed Operations
 CG 2404 Blanket Waiver of subrogation
 30 days Notice of cancellation

Workers Comp:
 WC 0003 Waiver of Subrogation

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION OR NONRENEWAL
DESIGNATED PERSON(S) OR ORGANIZATION(S)
OTHER THAN THE NAMED INSURED

It is agreed:

This policy is subject to the following condition:

If this policy is canceled or nonrenewed, the designated person(s) or organization(s) shown in the SCHEDULE below shall be notified at least:

1.

10 days prior to the effective date of cancellation if we cancel for nonpayment of premium; or
2.

The number of days shown in the SCHEDULE prior to the effective date if we cancel for any other reason.
- If the law of the state in which notice is mailed to requires a longer notice period, we will comply with those requirements.

SCHEDULE	
Number of Days Notice030	
Name Of Designated Person(s) Or Organization(s) CITY OF EDGEWATER, EDGEWATER FLORIDA	Mailing Address 104 N RIVERSIDE DR EDGEWATERFL 32132-1716

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

All other policy terms and conditions apply.

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

CITY OF EDGEWATER, EDGEWATER FLORIDA

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not

be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to

Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRACTORS - COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
CITY OF EDGEWATER, EDGEWATER FLORIDA	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not

be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

COMMERCIAL GENERAL LIABILITY
CG 20 26 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

CITY OF EDGEWATER

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not

be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to

Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Subrogant Information	Class Code	Description	Payroll
City of Edgewater 104 N Riverside Dr Edgewater, FL 32132	8810	Clerical Office Employees Noc	

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective: 08/22/2024

Policy No. MWC0229624-01

Endorsement No.

Insured: Winter Consulting Group, LLC

Premium \$(See Attached)

Insurance Company: Markel Insurance Company

Countersigned by _____

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Jeffrey Carlet Winter	
	2 Business name/disregarded entity name, if different from above Winter Consulting Group, LLC d/b/a Cornerstone Community Partners	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. 4420 W. Bay Avenue	Requester's name and address (optional)
	6 City, state, and ZIP code Tampa, FL 33616	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number										
5	9	2	-	6	4	-	1	5	0	8
or										
Employer identification number										
			-							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 10/22/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



December 4, 2025

Ms. Megan Deuchar
Purchasing Agent
DeSoto County Purchasing Office
201 E. Oak St., Suite 203
Arcadia, FL 34266

Re: **DeSoto County – Hourly Rate Schedule
Proposal Response to RFP #25-18-00**

Dear Ms. Deuchar:

Cornerstone Community Partners (Cornerstone) is pleased to submit the following Hourly Rate Schedule to DeSoto County to supplement Cornerstone's proposal response to the County's RFP #25-18-00:

	Hourly Rate
Principal	\$187.50
Housing Rehabilitation Specialist	\$150.00
Environmental Compliance Specialist	\$125.00
Program Compliance Specialist	\$125.00
Project Manager	\$100.00
Admin Support	\$62.50

EXHIBIT C

December 4, 2025

Ms. Megan Deuchar

DeSoto County – Hourly Rate Schedule

Page 2

Should you require any further documentation or clarification regarding this matter, please do not hesitate to contact our office.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Jeffrey C. Winter", with a stylized flourish extending to the right.

Jeffrey C. Winter, Principal

Cornerstone Community Partners

(904) 309-2153

JeffreyCWinter@gmail.com