



Community System Solutions
Nonprofit 501(c)(3)

GRANT MANAGER SERVICES

JUNE 2026

MIKE BAHR:
MIKE.BAHR@CSSGRANTS.ORG





1. Cover Letter

June 4, 2026

Mike Rademaker, Harbor Master
Crescent City Harbor District
101 Citizens' Dock Road
Crescent City, CA 95531

RE: Grant Manager Services — RFP Response

Dear Mr. Rademaker,

Community System Solutions (CSS) is pleased to respond to Crescent City Harbor District's Request for Grant Manager Services. CSS proposes to provide the District with grant management support; administering both MARAD PIDP 2022 and PIDP 2024 throughout their entire grant lifecycles, including grant setup and implementation, expenditure tracking, reimbursement documentation, reporting, coordination, and closeout. We will provide the District with organized grant and project tracking systems, clear communication, timely reporting, and audit-ready records.

As part of our work under this contract, we will collect and prepare required information and documentation, provide regular project updates, and identify any issues or risks that may affect successful performance of the grant-funded work. Our team will ensure the grants remain compliant from start to finish, filing all required reports in a timely manner.

Our team is well positioned to provide these services. We already understand the Citizens' Dock and Seawall project goals and history; the MARAD PIDP 2022 and 2024 grants, having written them and worked with the District and MARAD to secure the grant funding contracts; and the local implementation environment. We have a strong working history with the Harbormaster/CEO, District staff, and the Harbor Board. This continuity reduces onboarding time and allows us to begin grant management immediately upon contract execution.

CSS CEO Mike Bahr is authorized to negotiate and commit on behalf of our organization. We look forward to reviewing this RFP response with you.

Respectfully submitted,

A handwritten signature in black ink that reads "Mike Bahr".

Mike Bahr
Chief Executive Officer
Community System Solutions
mike@communitysystemsolutions.com

2. Qualifications

Community System Solutions (CSS) provides grant development, grant management, compliance support, and funding strategy services for complex federal and state-funded programs. CSS specializes in compliance-heavy, multi-stakeholder projects that require coordination across public agencies, contractors, community partners, and project teams. Our team has a demonstrated track record of successfully securing and managing complex federal, state, and local grants, with consistent follow-through from award through closeout.

A Known and Trusted Partner of CCHD

As a known and trusted partner of the Crescent City Harbor District, CSS has an established track record of supporting the Harbor's grant funding efforts. CSS has worked closely with Harbor leadership, commissioners, City partners, and community stakeholders, demonstrating consistent follow-through and a strong understanding of local priorities.

CSS already has deep knowledge of the seawall and Citizens' Dock project. We have a proven successful working relationship with the MARAD team in charge of the District's grants. CSS wrote the 2022 and 204 PIDP grants that were funded. We guided the District from application to grant contract. CSS will work throughout the life of the grant, ensuring all reports are done correctly and will respond to all MARAD requests in a timely manner.

The District will receive a dedicated grant management partner with one clear point of contact and a full team behind the work. CSS will provide experienced leadership, responsive coordination, and practical systems to keep grant administration on track, including reporting schedules, document checklists, templates, organized online files, and tracking tools tailored to MARAD requirements. CSS will help the District turn MARAD requirements into clear, manageable action items, including system access, compliance procedures, report narratives, attachments, and tracking tools that keep the grant organized as requirements evolve.

As Grant Manager, CSS will support the full lifecycle of MARAD grant administration, including award setup, financial documentation support, compliance tracking, reporting, stakeholder coordination, contractor and subrecipient oversight, risk management, audit support, grant systems management, and closeout. CSS will also coordinate closely with the Harbormaster/CEO, District staff, the project manager, accounting firm, contractors, and MARAD.

Reasons to Choose Community System Solutions

Community System Solutions has been successfully helping organizations secure and manage grant funding for years. Our team brings decades of combined experience in grant writing and management. CEO Mike Bahr has over 25 years of grant management experience. He has managed successful grants for a wide variety of projects and programs for governments, nonprofits, and businesses. For many organizations, managing grants can be overwhelming on top of already busy day-to-day operations. The compliance requirements, paperwork, scheduling, and constant meetings take time that most teams just don't have. That's where



CSS comes in, we will support you through grant awards to final close-out, helping manage documentation and keep everything on track throughout the life of the grant.

Experienced leadership you can count on

Our CEO, Mike Bahr, will stay closely involved on this project and provide overall direction and weekly communications with the District’s team. That means you have experienced oversight, and a reliable point of accountability throughout the process.

A strong, supportive partnership approach

We believe good projects come from strong relationships. We work to create a collaborative project environment built on clear communication and shared accountability, so partners know they are supported and working toward the same goal from beginning to end.

Strong systems to keep everything on track

We have the ability to meet all of the applicable federal laws and regulations that apply to a contract awarded under this RFP. We use grant tracking systems to make sure compliance requirements, milestones, timelines, and regular progress check-ins are clearly organized and met. This helps keep projects running smoothly and avoids problems like missed deadlines, funding delays, or having to return funds.

Through its federal and state grant work, CSS has successfully written, secured, and managed funding for complex projects requiring strong documentation systems, clear communication, compliance tracking, and practical implementation support. This includes support for the Harbor’s MARAD funding efforts. With team members actively engaged in Crescent City, CSS offers both on-the-ground coordination and responsive grant management support, ensuring alignment between federal requirements and local execution.

CSS Key Differentiators

- CSS wrote the PIDP 2022 and PIDP 2024 grant applications awarded to CCHD
- Deep knowledge of the Citizens’ Dock and Seawall projects and project team
- Understanding of Crescent City Harbor District operations, culture, and leadership
- Established working relationship with the MARAD team overseeing the District’s grants
- Guided the District from applications to award contracts on both PIDP grants
- Have met all regulatory requirements on every active grant engagement

Organizational Structure Summary

| | |
|---------------------------------|---|
| Organizational Structure | 501(c)3 |
| Date Founded | 1/2/2023 |
| Office Location | 7806 Juarez Way, Fair Oaks, CA 95628 |
| Number of Team Members | 6 |
| Areas of Specialization | Grant writing and grant management for local government agencies. |
| Business Type | Small Business |

3. Relevant Project Experience

Relevant Grant Management Experience

Renew America’s Schools Grant — U.S. Department of Energy (USDOE)

| | |
|--------------------------------|---|
| Recipient | Oregon Department of Education (ODE) |
| Subrecipients | 7 School Districts, 11 Schools |
| Amount | \$7.5 Million |
| Award Period | January 2024 – January 2029 |
| CSS Role | Grant Management (Lead & Subrecipients) |
| CSS Team Managing Grant | Mike Bahr, Trinket Glasgow, Sami Burns |
| Grant Status | Ongoing |

CSS provides grant management support for a multi-entity federal award involving the Oregon Department of Education and 7 participating school districts. CSS supported the project from award negotiation through cooperative agreement execution and ongoing implementation—helping translate federal award requirements into practical grant administration, documentation, and compliance steps. CSS coordinates with district staff, technical consultants, contractors, and the U.S. Department of Energy as needed to collect documentation, support reporting, track compliance requirements, and keep grant administration aligned with project implementation.

Relevant Services Include:

- **Grant Award Setup & Administration:** Set up all grant and project tracking items. Providing full lifecycle grant management across project planning, construction and closeout for prime and all subrecipients.
- **Financial Management & Compliance:** Development of compliance systems, reporting structures, and documentation protocols. Administering multi-phase funding structure with required documentation and reporting for federal pre approval of expenditures.
- **Reporting & Performance Management:** Successfully filling out and filing of all Monthly and Quarterly Reports and attachments on time, while responding to DOE requests and filing additional needed paperwork and reports.
- **Stakeholder Coordination:** Coordination between ODE, school districts, and DOE; individual work with each District on their grant elements. Multi-layered approval workflow (local → state → federal).
- **Subrecipient & Contractor Oversight:** Assistance hiring consultants, review of bid documents to meet federal requirements and procurement standards, documentation of contractor hiring process, filing of federal vendor approval procedures, and ensuring federal requirements are met on contract implementation.
- **Compliance, Risk Management & Audit Support:** Preparation of documentation for financial tracking, grant expenditures and cost share compliance, budget changes, and reimbursement processes.

- **Grant Systems & Tools Management:** Tracking of all project development and construction elements at each of the 11 schools in the program. Centralized federal documentation systems and audit requirements.

Key Compliance Areas CSS Supports:

- Federal procurement standards and contractor vetting
- Build America, Buy America (BABA)
- Davis-Bacon prevailing wage
- Federal reporting (SF-425, narrative, equity reporting)

Air Quality in Overburden Communities Grant — State of Washington, Dept. of Ecology

| | |
|--------------------------------|--|
| Recipient | Community System Solutions |
| Project Areas | Yakima / Union Gap, WA; Ellensburg, WA |
| Amount | \$560,000 (2 grants at \$280,000 each) |
| Award Period | March 2025 – March 2026 |
| CSS Role | Project Development, Grant Management, Community Engagement, Reporting |
| CSS Team Managing Grant | Mike Bahr, Benita Jangala, Mika McKenzie, Trinket Glasgow, Sami Burns |
| Grant Status | Successfully Closed Out |

CSS served as the direct recipient and grant manager for two concurrent state grants, overseeing all grant spending, reimbursement requests, community engagement, and project closeout.

Relevant Services Included:

- **Grant Award Setup & Administration:** Developed all grant and project tracking items. Provided full lifecycle grant management across predevelopment, community engagement, and project planning. Completed all grant administration items.
- **Financial Management & Compliance:** Oversaw and implemented all Grant Management performance items for two grants. Directly handled all grant spending and reimbursement requests. Followed all State procurement laws and grant expenditure regulations.
- **Reporting & Performance Management:** Successfully filled out and filed all Monthly and Quarterly Grant Reports and attachments, including budgets and narratives. Met all reporting deadlines and performance measures.
- **Stakeholder Coordination:** Coordinated with grant funders and local partners. Completed community engagement and stakeholder outreach across multiple jurisdictions, incorporating public input into project development.
- **Subrecipient & Contractor Oversight:** Subcontracted with and oversaw work of Central Washington University. Monitored all contract elements. Conducted bi-weekly meetings to review progress on all scopes of work.

- **Compliance, Risk Management & Audit Support:** Prepared documentation for financial tracking, grant expenditures and cost share compliance, budget changes, and reimbursement processes.
- **Grant Closeout:** Successful completion of grant closeout: compiled and filed final narrative, project metrics, financial report, and a final close-out meeting with WA State Dept. of Ecology.

Key Compliance Areas CSS Supported:

- Ensured all funding eligibility requirements were followed
- State documentation systems and requirements tracking all grant expenditures
- Coordinated across diverse stakeholders

Critical Sectors Job Quality Tier 2 Implementation Grant — U.S. Department of Labor

| | |
|--------------------------------|---|
| Recipient | Alaska Southcentral/Southeastern Sheet Metal Workers Local Union #23 JATC |
| Project Areas | Alaska |
| Amount | \$2,415,709 |
| Award Period | September 2024- September 2027 |
| CSS Role | Grant Writing & Grant Management |
| CSS Team Managing Grant | Aislene Delane, Mike Bahr |
| Grant Status | Ongoing |

CSS wrote and is managing a federal workforce development grant focused on apprenticeship and job quality improvements in critical sectors, including all reporting, contracting, and compliance functions.

Relevant Services Include:

- **Grant Award Setup & Administration:** Supported grant award setup and initial implementation planning. Translated federal grant requirements into actionable program setup. Created all project and grant tracking templates.
- **Financial Management & Compliance:** Assisted in scope alignment, budget framework, and compliance approach. Created grant budget. Tracking project expenditures. Preparing all grant reimbursement requests.
- **Reporting & Performance Management:** Successfully filled out and filed all Monthly and Quarterly Reports and attachments on time. Developed contracting structures and documentation aligned with federal requirements.
- **Stakeholder Coordination:** Coordinated with JATC leadership and program partners while supporting workforce-focused program implementation.
- **Subrecipient & Contractor Oversight:** Created RFPs for project consultants. Ensured contracts included all federal requirements. Ensured tracking of contractor expenditures.
- **Compliance, Risk Management & Audit Support:** Created compliance documents, contracts, and deliverables tracking systems at project outset. Prepared new

organizational policies based on federal grant requirements and supported their review and formal adoption by the JATC Board.

Key Compliance Areas CSS Support:

- 2 CFR Part 200 (Uniform Guidance)
- Federal workforce development grant requirements
- Procurement and contracting alignment
- Documentation and audit readiness

Additional Experience Relevant to MARAD / PIDP Grant Management

Across these programs, CSS demonstrates direct experience in the following areas that align precisely with the MARAD PIDP grant requirements:

- CSS wrote the PIDP 2022 and PIDP 2024 grant applications that were awarded to the Crescent City Harbor District.
- CSS worked with the CCHD and MARAD to get both grants from award to contract, following and implementing multiple DOT MARAD grant requirements during that process.
- CSS team wrote and assisted managing the state and federal grants that have been awarded to CCHD which were used to perform the foundational work on the seawall and Citizens' Dock project.
- Coordinating multi-entity, multi-stakeholder projects
- Supporting infrastructure, environmental, and workforce programs
- Navigating environmental, procurement, and labor compliance requirements
- Translating complex regulations into clear, actionable project guidelines
- Development of implementable project strategies aligned with funding requirements

These capabilities directly align with MARAD PIDP requirements, including:

- 2 CFR Part 200 (Uniform Guidance)
- Davis-Bacon compliance
- Build America, Buy America (BABA)
- NEPA and permitting coordination
- Federal reporting and audit readiness

4. Project Organization

CSS’s proposed organization for the execution of grant management services is structured to provide the District with clear communication, consistent leadership, and deep local presence. The primary point of contact for the Harbor is CEO Mike Bahr, ensuring the District has the most up-to-date information and senior decision-making authority readily available at all times.

| Role | Staff Member | Responsibility |
|-----------------------|-----------------|--|
| Project Team Lead | Mike Bahr, CEO | Overall direction, MARAD relationship, client communications |
| Grant Management Lead | Benita Jangala | Day-to-day management, reporting, stakeholder coordination |
| Grant Systems Set Up | Aislene Delane | Policy/procedure changes, financial tracking setup |
| Data Management | Trinket Glasgow | Reporting, documentation, compliance records |
| Technical Support | Mika McKenzie | Tracking forms, visual/graphic documentation |
| Operations Support | Sami Burns | Reporting documents, scheduling, staff support |

Michael Bahr — Project Team Lead / CEO

Location: *Sacramento, CA — In Crescent City approximately once per month*

Mike will ensure all elements of the scope of work are performed and will act as the main point of contact for the District. He has over 25 years of grant management experience and has worked on more than 100 successful grants projects for governments, nonprofits and businesses, including the Crescent City Harbor District. He has successfully led teams that have managed federal, state, local, and foundation grants while working closely with funding agencies, including MARAD. Mike knows grants inside and out and will be able to assist the District throughout the entire process.

Benita Jangala — Day-to-Day Grant Management Lead

Location: *Crescent City, CA (Pending acceptance of this RFP Proposal)*

Benita is a collaborative leader committed to creating impact through grant management, outreach, project management, and community engagement. Her grant and project management experience includes working with numerous government agencies, NGOs, internal corporate teams, and local stakeholders to ensure project goals are met. She supports project reporting through clear documentation, progress tracking, and coordination of required deliverables.

Aislene Delane — Grant Systems Set Up

Location: *Crescent City, CA*

Aislene will be working on Harbor District policies, procedures, and bylaw changes that may be required by MARAD, and she will assist in setting up the grant financial, project, and narrative tracking systems. Her years of expertise ensures that documents will be received in a timely

manner for all policy, procedure, and bylaw changes, so the district will have time to approve or revise prior to board meetings. Aislene excels in grant management, community outreach and partnership building throughout the grant management process.

Trinket Glasgow — Reporting and Compliance

Location: *Offsite*

Trinket will support Grant Systems Set Up and MARAD reporting, grants systems management, documentation tracking, and compliance-ready narrative development. She will help maintain grant reporting records, organize required documentation, draft and refine report narratives, support data entry into MARAD grant management systems, and ensure reporting materials are accurate, complete, and submitted on schedule. Trinket brings strong federal grant documentation and compliance experience, along with familiarity using state and federal grant management portals. Her role will help ensure the District's reports are clear, timely, well-documented, and aligned with applicable federal requirements.

Mika McKenzie — Technical Support

Location: *Crescent City, CA*

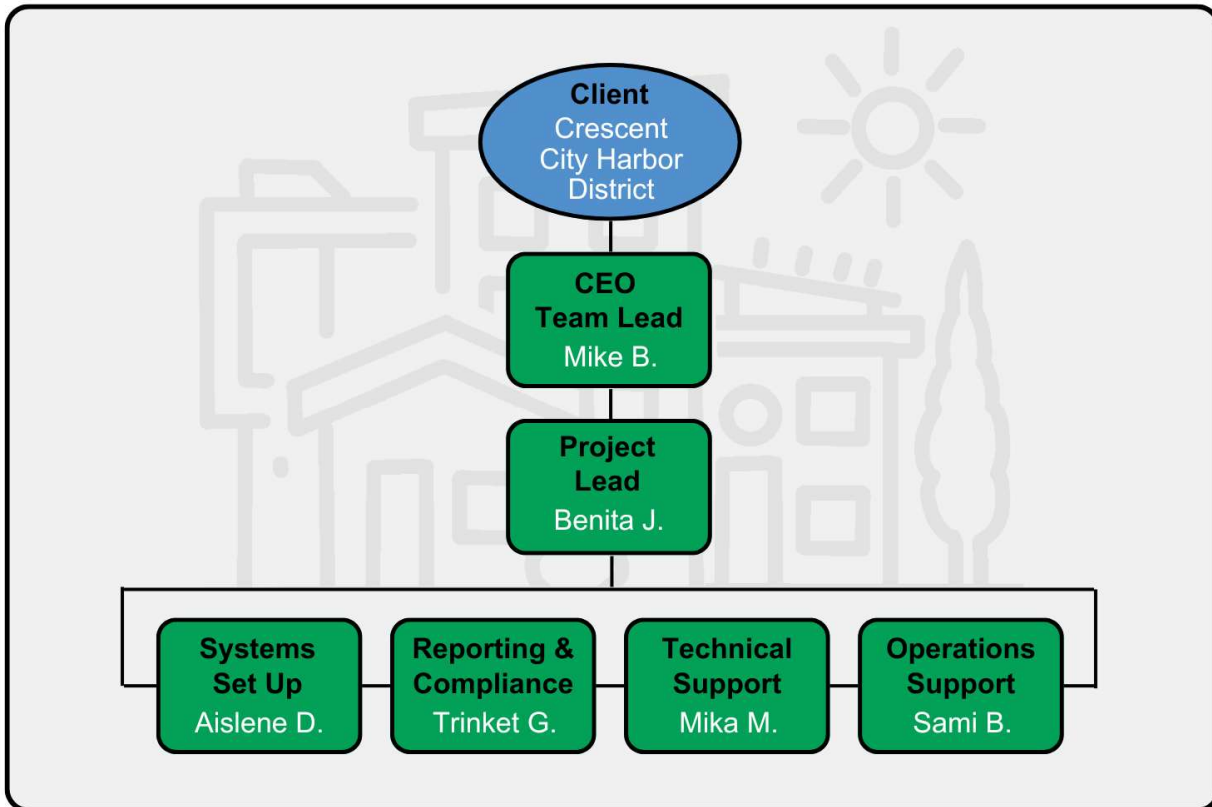
Mika will provide Grant Technical Support and visual documentation focused on data collection; creating the grant tracking forms and providing graphic and video services to document project success for the grants narrative report. Mika oversees the creation of all visual assets, including company graphics and project websites, while also managing the production process. His achievements include the creation of impactful infographics used in successful funding applications, highlighting his ability to merge artistic talent with practical applications.

Sami Burns — Operations Support

Location: *Offsite*

Sami will assist with Grant Operations Support, preparing reporting documents while supporting staff services. Sami has extensive experience coordinating teams, managing complex schedules, and ensuring projects meet deadlines. She is dedicated to guiding our clients through the grant process and helping them secure the resources they need to succeed. Her keen eye will catch any issues during the proofreading process ensuring the harbor doesn't need to spend time catching grammatical errors throughout already complex documents.

The following organizational chart shows the flow of communication through the CSS team and to the Harbor District. The primary contact for the harbor is CEO Mike Bahr, ensuring the district will have the most up-to-date information throughout the duration of the project.



5. Project Approach & Scope of Services

1. Overview

CSS' project approach is organized around the full lifecycle of MARAD grant administration, including award startup, financial tracking, reimbursement support, compliance documentation, coordination, audit readiness, reporting, and closeout. CSS will manage the PIDP 2022 and PIDP 2024 awards as separate but coordinated federal grants, using each executed grant agreement, the project-specific schedules, the applicable MARAD General Terms and Conditions, and incorporated exhibits as the basis for grant administration, allowing the District to manage the FY22 Seawall Replacement and FY24 Citizens' Dock Replacement together while maintaining separate records for each federal award.

CSS brings both technical grant expertise and an established, working relationship with the Crescent City Harbor District and its partners. Our combination of federal grant expertise and local experience allows CSS to support the Harbor in moving projects forward with confidence. In this contract, we would continue our project strategy assistance with CCHD through our active presence in Crescent City, providing accessible, on-the-ground coordination.

2. Grant Award Setup & Administration

At startup, CSS will review the executed MARAD grant agreements, terms and conditions, approved scopes of work, budgets, performance measures, and reporting requirements for both PIDP awards. We will undertake the following tasks:

- **Create Compliance Reporting Documents:** Create a compliance and reporting matrix for each grant. Each award matrix will identify the grant's approved scope, budget categories, period of performance, reporting deadlines, reimbursement requirements, performance measures, environmental documentation, labor commitments, procurement and contracting requirements, record retention requirements, and closeout deadlines. CSS will track requirements, prepare reports, identify documentation gaps, and maintain audit-ready grant files.
- **Requirements Review:** Review applicable MARAD award requirements, guidance, and training materials, including:
 - Executed PIDP grant agreements and project-specific schedules
 - Applicable PIDP General Terms and Conditions and incorporated exhibits
 - MARAD reporting instructions and performance measurement requirements
 - MARAD/Delphi eInvoicing grantee training materials
 - 2 CFR Part 200/Uniform Guidance
 - Domestic preference requirements, including Buy America requirements for infrastructure materials and Buy American Act requirements for applicable non-infrastructure spending
 - Required manufacturer and supplier certifications
 - Davis-Bacon and applicable labor/workforce commitments
 - Federal record retention, internal controls, and audit requirements

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- Environmental documentation, permit commitments, and mitigation tracking requirements.
 - **Reporting Setup:** Identify any grant accounting, reimbursement, reporting, or compliance setup items needed to support successful administration of the awards. This may include any and all of the following:
 - Payment and cash management procedures
 - Match and leveraged resources documentation
 - Delphi invoicing requirements
 - Internal CCHD controls
 - Cost principles and cost classifications
 - Budget management
 - Audit Requirements
 - SF-425 financial reporting
 - Quarterly MARAD reporting and recertification requirements
 - **Grant Systems:** Assist the District in organizing system access needs, documenting procedures, and ensuring staff understand the steps required to support reimbursement, reporting, and grant documentation. CSS will also support access to and use of required grant systems and platforms including:
 - SAM.gov
 - Delphi invoicing
 - MARAD quarterly reporting
 - **Grant Management Tools:** Prepare grant management tools and templates for both awards, including:
 - Narrative reporting template
 - Budget and expenditure tracking templates
 - Performance measure tracking tools for required MARAD Performance Measures:
 - Vessel Calls
 - Cargo Dwell Time
 - Closure From Natural Hazards
 - Workforce training by contractor
 - Grant report attachments template
 - Checklist of needed grant report documents
 - Schedule so all grant items are prepared and turned in on time
 - **Tool Updates:** CSS will update these tools throughout the life of the contract as MARAD guidance, project timelines, reporting needs, or documentation requirements evolve. CSS will provide ongoing assistance and guidance to the District and coordinate with MARAD throughout the grant lifecycle as needed.

3. Financial Management & Compliance

CSS will work closely with the District's financial staff and accounting firm to support grant-related financial management for the PIDP 2022 and 2024 awards. CSS will undertake the following tasks:

- **Financial tracking:** Establish and maintain grant financial tracking tools, including award-level budget trackers, expenditure logs, reimbursement tracking tools, and documentation checklists for each grant.
- **Consolidated, shared budget with tracker:** Prepare and maintain a shared grant budget tracker that is updated as expenditures are incurred, reimbursements are requested, and grant funds are drawn down. The tracker will help the District monitor federal and non-federal share, match and leveraged resources, approved budget categories, cost classifications, reimbursement status, and remaining grant balances for each award.
- **Reimbursement documentation:** Assist with reimbursement documentation, including materials needed for SF-270 reimbursement requests through Delphi eInvoicing. CSS will coordinate with District staff, the accounting firm, project managers, contractors, consultants, and other relevant parties to collect invoices, payment records, cost detail, and backup documentation needed to support reimbursement requests and financial reporting.
- **Financial compliance:** Support financial compliance with applicable PIDP General Terms and Conditions, 2 CFR 200 cost principles, internal control requirements, record retention requirements and audit requirements. This includes helping the District organize documentation showing that grant funds are used for allowable allocable and properly documented project costs.
- **Separation of 2022 and 2024 financial records:** Assist the District maintain separate financial records for each PIDP award, including documentation needed to support audit reporting and closeout. This includes tracking expenditures by award year and project, including wages, maintaining backup documentation for federal and non-federal funds, and supporting documentation needed for the Schedule of Expenditures of Federal Awards and related audit requirements.
- **Manage financial information for quarterly reports:** Support quarterly financial reporting by collecting and organizing financial information, reimbursement records, invoices, budget updates, and cost documentation needed for MARAD quarterly reports and SF-425 financial reporting, CSS will also perform quarterly budget reconciliation support by comparing grant expenditures against approved budgets and identifying documentation gaps, budget concerns, or reimbursement timing issues.
- **Budget revisions:** Support preparation of revised budget materials, revised budget narratives, amendment language, statement of work updates, or modification request documentation. CSS will coordinate with the District and MARAD as needed to help ensure budget changes are documented and submitted through the appropriate process.

4. Reporting & Performance Management

CSS will support the timely preparation and submission of required MARAD reporting materials for both PIDP 2022 and PIDP 2024 awards. CSS will undertake the following tasks:

- **Calendar maintenance:** Maintain a reporting calendar for each award, track upcoming deadlines, identify required report components, and coordinate with District staff, accounting firm, project managers, contractors, consultants, and other project partners to collect the information needed for each reporting period.
- **Quarterly reporting:** Prepare quarterly reporting materials, including project status updates, narrative descriptions of progress, financial reporting information, performance data, required attachments, and supporting documentation.
- **Financial reporting:** Coordinate financial report components with the District's financial staff and accounting firm, including information needed for SF-425 reporting, while ensuring the narrative and performance materials are consistent with approved scope, schedule, budget, and MARAD reporting requirements.
- **Performance measurement and tracking:** Support performance measurement and reporting for the required MARAD PIDP performance measures identified in the grant agreements, including vessel calls, cargo dwell time, closures from natural hazards, and applicable workforce training documentation. Work with the District and project partners to identify data sources, collection methods, responsible parties, and reporting timelines for each measure.
- **Construction performance and reporting:** Support baseline performance reporting and post-construction performance reporting required under the MARAD General Terms and Conditions.
- **Award tracking documentation:** Maintain performance tracking separately for each award so the District can document the required data for each award separately, while coordinating data collection where the same project area, contractor, or operational source applies.
- **Review of documentation:** Review reporting materials for completeness, consistency, and documentation support before submission. If reporting issues, missing data, schedule changes, or performance concerns are identified, CSS will coordinate with the district to resolve them and, when needed, support communication with MARAD.
- **Progress meeting reporting:** Participate in progress meetings with the District to provide up to date financial, narrative, and performance reports and address questions.
- **Preparation of Board reports:** Prepare Board reports with project updates for Board agenda and prepare a report with action items after each meeting.
- **MARAD Coordination:** Coordinate with MARAD Project Contact. Support regular communication with the MARAD Contact to address any compliance questions, clarify reporting requirements, and align all grant activities with MARAD expectations. Coordinate with other relevant MARAD staff.

5. Stakeholder Coordination

CSS will provide coordination with the District, Harbormaster/CEO, Harbor Board, MARAD, project manager, accounting firm, contractors, consultants, and other project partners as needed to support successful grant administration. CSS will undertake the following tasks:

- **Information gathering:** Collect project, financial, compliance, and performance information from the appropriate parties and organized for reporting, reimbursement, documentation, and audit readiness.
- **Collaborative coordination:** Work with the project team to identify what information is needed, who is responsible for providing it, and when it is needed to meet grant deadlines. This includes coordinating information related to project status, construction progress, expenditures, performance measures, and other grant-related documentation.
- **Ensure consistent communication:** CSS will coordinate regular Project Status, Data Quality and Compliance meetings with the District and relevant project stakeholders. The purpose of these meetings will be to track project status, confirm upcoming deadlines, review documentation needs, verify data accuracy, and identify any issues that may affect grant reporting, reimbursement, compliance, or project timelines.
- **Provide frequent reports:** Compile information into updates and reports for the District. These updates will help the District monitor open action items, reporting needs, documentation gaps, performance data, and compliance requirements for both MARAD awards.
- **Share grant tracking information:** Provide and maintain grant tracking tools that can be accessed by designated internal project stakeholders. These tools may include reporting calendars, action item trackers, documentation checklists, performance measure trackers, and compliance matrices.

6. Subrecipient & Contractor Oversight

CSS will assist the District in maintaining grant documentation related to contractors, consultants, vendors, and any subrecipient or pass-through requirements that may apply to the awards. CSS will coordinate with the District, project manager, accounting firm, contractors, consultants, and MARAD as needed to ensure procurement, contractor, and project documentation is organized and aligned with applicable federal grant requirements. CSS will perform the following tasks as needed:

- **RFP and bid document development:** Assist with developing and managing RFPs and bid documents to help include applicable MARAD and federal grant requirements.
- **Contract documentation:** Support review of construction contracts and subcontracts for consistency with applicable MARAD grant requirements, federal funding rules, and required flow-down provisions.
- **Labor and workforce commitments:** Support documentation that construction contracts include applicable local hire commitments and the use of registered apprenticeships by contractors and subcontractors on the project.

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- **Assist with Wage Data Collection process:** Help Harbor District or subcontractor establish methods for collecting wage data, including wage records, employer verification forms, pay stubs, and self-attestation to meet Davis Bacon and prevailing wage requirements of grant.
 - **Equipment and material purchases:** Support review of equipment purchases, material purchases, and purchase orders for consistency with the approved grant scope, budget, Buy America and domestic preference requirements, required certifications, and any waiver documentation required by MARAD.
 - **Data validation procedures:** Develop and maintain data validation procedures for contractors, subcontractors, consultants, vendors, and subrecipient records, including review of documentation for completeness, consistency, and reporting support.
 - **Invoice and budget review:** Review invoices for consistency with approved grant budget categories, project scope, reimbursement requirements, and required backup documentation.
 - **Project status, data quality, and compliance meetings:** Coordinate monthly and quarterly reviews with the District and Project Manager to ensure project tracking elements, data accuracy, budget alignment, and timeline compliance.

7. Compliance, Risk Management & Audit Support

CSS will provide the District with compliance tracking, risk management, and audit readiness. CSS will maintain organized grant records, identify documentation gaps, and help the District prepare for internal review, annual audit needs, MARAD monitoring, and closeout. CSS will undertake the following tasks:

- **Project status, data quality and compliance tracking:** Maintain up-to-date records of the project status, reporting data, and compliance documentation based on all information collected from the District, Project Manager, contractors, consultants, and other project stakeholders.
- **Periodic compliance review:** Conduct periodic compliance reviews to identify missing documentation, reporting issues, budget concerns, reimbursement timing issues, procurement questions, or other items that may affect grant compliance or audit readiness.
- **Annual compliance review:** Support an annual compliance review to help prepare for audits and confirm continued adherence to MARAD standards, PIDP General Terms and Conditions, and applicable federal grant requirements.
- **Internal district audit support:** Organize grant quarterly records, reimbursement documentation, financial backup, reporting materials, procurement records, and other grant files needed to support the District's audit process.
- **MARAD monitoring and audit support:** Support the District in responding to MARAD monitoring, information requests, or audit-related inquiries by helping compile reports, records, correspondence, and supporting documentation

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- **Federal audit documentation:** Support the District and its accounting professionals by organizing grant records and documentation needed for audit reporting and Federal Audit Clearinghouse submission, if applicable.
 - **Conditions of award and federal requirements:** Support the District in documenting compliance with applicable grant conditions, MARAD requirements, and federal grant requirements
 - **Policy and procedure review:** Review existing Harbor District policies and procedures related to federal grant administration and identify any updates or new policies that may be needed to support compliance with MARAD awards.
 - **Policy development support:** Assist with drafting grant-related policies or procedures for District review and Board consideration when needed.
 - **MARAD exhibits and require documentation:** Review applicable exhibits to the MARAD grant agreements and help track required documentation, certifications, and compliance materials throughout the grant lifecycle.

8. Grant Closeout

CSS will support closeout for both the PIDP 2022 and PIDP 2024 awards in accordance with MARAD requirements, the applicable General Terms and Conditions, and 2 CFR Part 200.344. CSS will begin closeout planning before the end of the project period, so the District has time to resolve documentation gaps, finalize financial records, and prepare required final reports. CSS will undertake the following tasks:

- **Closeout planning:** Prepare and maintain closeout checklists for each award to track final reporting, financial documentation, performance data, reimbursement records, and required closeout materials.
- **Final reporting:** Support preparation and submission of final financial, performance, narrative, and other reports required by the Federal award within applicable closeout timelines.
- **Final financial documentation:** Coordinate with the District's financial staff and accounting firm to organize final expenditure records, reimbursement documentation, match documentation, remaining balances, and backup materials.
- **Final Documents:** Support the District and accounting team in tracking of obligations and final reimbursement documentation within applicable federal timelines.
- **Property and equipment documentation:** Organize documentation for any property, equipment, materials, or grant-funded items that must be accounted for at closeout.
- **Performance measure documentation:** Support final performance reporting, including required data for vessel calls, cargo dwell times, closures from natural hazards, and applicable workforce training documentation.
- **Audit-ready closeout files:** Organize final grant files so reports, reimbursement records, procurement documentation, labor records, performance data, correspondence, and closeout materials are complete and accessible.

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- **MARAD coordination:** Coordinate with MARAD as needed to address closeout questions, documentation requests, final reporting requirements, or other closeout items.

9. Grant Systems & Tools Management

CSS will create and maintain grant management systems and tools for both the PIDP 2022 and 2024 awards. CSS will update these tools throughout the contract as MARAD guidance, project timelines, reporting needs, or documentation requirements evolve. These tools will help the District manage the two grants together while maintaining separate records, deadlines, documentation, and reporting files for each federal award. CSS will undertake the following tasks:

- **Award-specific compliance matrices:** Create and maintain separate compliance matrices for the 2022 PIDP and 2024 PIDP awards.
- **Reporting calendar:** Maintain a master reporting calendar that tracks quarterly reports, financial reporting needs, performance reporting deadlines, reimbursement timing, Board update needs, and closeout milestones.
- **Budget and expenditure tracking tools:** Maintain budget and expenditure tracking templates to support monitoring of approved budget categories, grant expenditures, reimbursements, federal and non-federal share, match documentation, and remaining balances.
- **Reimbursement documentation tools:** Maintain reimbursement checklists and supporting documentation trackers for SF-270 reimbursement requests, invoices, payment records, cost detail, and required backup.
- **Performance measure tracking tools:** Create project data tracking tools and track required MARAD Performance Measures in the PIDP contracts, including:
 - Vessel Calls - The number of vessels calling to the area defined in the Project study area. Must be reported in total and disaggregated by any of the following where applicable: vessel type (e.g., container, bulk, ro-ro, LNG), freight capacity, vessel length, or other.
 - Cargo Dwell Time - Average Cargo Dwell Time (Hours per Ton or TEU). Dwell Time is defined as the time between cargo arrival and departure (by vessel, truck, or rail).
 - Closure From Natural Hazards - State of Good Repair. Total Hours of Facility Closure per Year.
 - High-quality workforce training programs offered by contractors on the project with local hire agreements.

-
- **Grant Management reporting templates:** Prepare and maintain templates for quarterly project progress reports, narrative updates, financial report support, required attachments, and supporting documentation.
 - **Contractor and procurement documentation tools:** Maintain checklists and trackers for procurement files, contractor records, subcontracts, purchase orders, certifications, labor documentation, and other grant-required backup materials.
 - **Environmental and labor documentation trackers:** Track documentation related to environmental commitments, permit conditions, mitigation records, local hire commitments, registered apprenticeship requirements, Davis-Bacon documentation and workforce training commitments.
 - **Action item tracking:** Maintain action item trackers to identify open items, responsible parties, due dates, and follow-up needs.
 - **Closeout checklist:** Maintain a closeout planning checklist for each award to support final reporting, final financial documentation, performance reporting, and audit-ready files.

10. Regular Project Updates to Harbor Management

CSS will maintain communication with the harbor throughout the entire grants management process. CSS will provide updates on grant administration, reporting deadlines, reimbursement status, documentation needs, compliance items, open action items, and issues requiring District attention. We will undertake the following tasks:

- **Harbor Master coordination:** Meet regularly with the Harbormaster/CEO to review grant status, upcoming deadlines, documentation needs, reimbursement status, open action items, and any issues requiring District direction.
- **Project Manager coordination:** Meet with the Project Manager as needed to collect data and reporting items for narrative report
- **Accounting coordination:** Meet with the Harbor accounting firm as needed to track grant expenditures, financial reporting needs, and budget reconciliation items.
- **Board updates:** Prepare monthly Board report materials or grant update summaries for the Harbor Commissioners when requested.
- **Status summaries:** Provide status summaries identifying completed items, upcoming deadlines, missing documentation, open action items, responsible parties, and potential issues affecting reporting, reimbursement, compliance or project timelines.
- **Meeting follow-up:** Prepare action item lists or meeting summaries when needed to support follow-through and keep grant administration moving on schedule.

11. Work with the Harbor District to define the information needed to meet the scope of work

Upon selection, CSS will work with the harbor to define the information, documentation, data, and backup materials needed to meet the grant management scope of work for both MARAD awards. This will help clarify what information is needed, who is responsible for providing it, when it is needed, and how it will be organized for reporting, reimbursement, compliance, and closeout. We will undertake the following tasks:

- **Confirm information needs:** Review the grant management scope with the District and identify the information needed to support award setup, reporting, reimbursement, compliance tracking, contractor documentation, reporting, and closeout.
- **Identify responsible parties:** Work with the District to identify which information must come from District staff, the accounting firm, project manager, contractors, consultants, MARAD, or other project partners.
- **Define documentation deadlines:** Establish timelines for recurring documentation needs including quarterly reports, reimbursement requests, financial backup, performance data, procurement records, labor documentation, environmental documentation, and closeout materials.
- **Create information request tools:** Prepare checklists, templates, and tracking tools to help the project team collect information by reporting deadlines.
- **Update information needs as the project evolves:** Revise information requests and tracking tools as MARAD requirements, project timelines, reporting needs, or implementation conditions change.
- **Support clear communication:** Coordinate with the District and project partners so information requests are clear, organized, and tied to specific reporting reimbursement, compliance, or closeout needs.

12. Provide the documentation needed by the Harbor District to meet the scope of work deliverables

CSS will prepare, organize, and provide all necessary grant-related documentation needed to support the District's scope of work deliverables for both MARAD awards. CSS will work to prepare materials in a timely manner, so the District has sufficient time to review documents before submission deadlines, Board meetings, reimbursement requests or other required actions. CSS will provide documentation support for the following:

- **MARAD reporting:** Prepare draft quarterly reporting materials, narrative updates, performance information, report attachments, and supporting documentation.
- **Financial and reimbursement documentation:** Organize reimbursement backup, SF-270 support materials, invoices, payment records, budget tracking documents, and cost detail.
- **Board and management updates:** Prepare grant update materials, Board report language, status summaries, and action item lists when requested.

-
- **Procurement and contractor documentation:** organize contractor files, procurement records, bid and RFP documentation, subcontracts, purchase orders, required certifications, labor documentation. And contractor backup materials.
 - **Compliance documentation:** prepare and maintain checklists, tracking tools, policy/procedure support materials, environmental documentation trackers, labor compliance trackers and other records to support grant compliance.
 - **MARAD correspondence support:** Draft or organize information needed for MARAD communications, clarification requests, reporting follow-up, budget modification support, or documentation requests.
 - **Closeout documentation:** Prepare closeout checklists, final report materials, final financial documentation support, performance records, and audit-ready closeout files.
 - **File maintenance and retention:** CSS will maintain organized files for grant-related documents so the District can access reports, reimbursement records, correspondence, compliance materials, and backup documentation throughout the life of the contract.

13. Identify any issues that may impact the scope of work

Throughout the contract, CSS will monitor grant administration, reporting, reimbursement, compliance, and project implementation to identify issues that may affect grant performance. CSS will communicate concerns to the District and help coordinate next steps. CSS will track issues related to:

- Reporting or reimbursement delays
- Missing backup documentation
- Budget, scope, or schedule changes
- Contractor, procurement, or labor documentation gaps
- Performance measure data issues
- Environmental or compliance documentation needs
- Audit readiness or closeout concerns

CSS will coordinate with the District, project team, accounting firm, contractors, consultants, or MARAD as needed to support resolution of any issues that arise.

14. Report directly to the Harbormaster/CEO and work in tangent with other Harbor employees and contractors working on this project

CSS will continue our ongoing collaborative working relationship with the Harbormaster/CEO, Commissioners and District staff. CSS will report directly to the Harbormaster/CEO and will coordinate with the Harbor staff, the Harbor Board, project manager, accounting firm, contractors, consultants, MARAD, and other project partners. CSS will provide one clear grant management point of contact, support regular communication, collect needed documentation, track open items and deadlines, support MARAD communication, and keep Harbor leadership informed throughout the contract.

6. Fees

Amount of Contract not to exceed amount is \$270,000. The contract fee amount is based on a 24-month engagement (July 2026 – July 2028). If the duration of the project is less than 24 months, the amount will be reduced accordingly. If the project exceeds 24 months, CSS will request a contract revision.

| Task Number and Name | Estimated Fees | Client Discount | Total Fees |
|---|-------------------|-------------------|-------------------|
| 2. Grant Award Setup and Administration | \$ 35,000 | \$(5,000) | \$ 30,000 |
| 3. Financial Management and Compliance | \$ 245,000 | \$(20,000) | \$ 225,000 |
| 4. Reporting and Performance Management | | | |
| 5. Stakeholder Coordination | | | |
| 6. Subrecipient and Contractor Oversight | | | |
| 7. Compliance, Risk Management, and Audit Support | | | |
| 9. Grant Systems and Tools Management | | | |
| 10. Provide project updates to harbor management on a regular basis | | | |
| 11. Work with the Harbor District to define the information needed to meet the scope of work | | | |
| 12. Provide the documentation needed by the Harbor District to meet the scope of work deliverables | | | |
| 13. Identify any issues or hazards that may impact the scope of work | | | |
| 14. Report directly to the Harbormaster/CEO and work in tangent with other Harbor employees and contractors working on this Project | | | |
| 8. Grant Closeout | \$ 20,000 | \$(5,000) | \$ 15,000 |
| TOTAL | \$ 300,000 | \$(30,000) | \$ 270,000 |

CSS Hourly Team Rates

| Role | Staff Member | Hourly Rate |
|----------------------|-----------------|--------------|
| Project Team Lead | Mike Bahr | \$100 / hour |
| Grant Project Lead | Benita Jangala | \$75 / hour |
| Grant Systems Set Up | Aislene Delane | \$75 / hour |
| Data Management | Trinket Glasgow | \$65 / hour |
| Technical Support | Mika McKenzie | \$65 / hour |
| Operations Support | Sami Burns | \$55 / hour |

7. Timeline

In the below chart, the timeline is based on the estimated project period, which is approximately two years: *July 1, 2026 - June 30, 2028*. The goal is project construction is completed by spring 2028 and the grant documents are completed shortly thereafter, leaving time in the Grants Contract if MARAD conducts a Grant Audit at program close.

| Task Element | Q3 2026 | Q4 2026 | Q1 2027 | Q2 2027 | Q3 2027 | Q4 2027 | Q1 2028 | Q2 2028 |
|---|---------|---------|---------|---------|---------|---------|---------|---------|
| Grant Award Setup & Administration | • | x | x | x | x | x | x | x |
| Financial Management & Compliance | • | • | • | • | • | • | • | • |
| Reporting & Performance Management | • | • | • | • | • | • | • | • |
| Stakeholder Coordination | • | • | • | • | • | • | • | • |
| Subrecipient & Contractor Oversight | • | • | • | • | • | • | • | • |
| Compliance, Risk Management & Audit | • | • | • | • | • | • | • | • |
| Grant Systems & Tools Management | • | • | • | • | • | • | • | • |
| Regular Updates to Harbor Management | • | • | • | • | • | • | • | • |
| Work with CCHD to define the information needed to meet the scope of work | • | • | • | • | • | • | • | • |
| Provide documentation to meet the scope of work | • | • | • | • | • | • | • | • |
| Identify issues that may impact the scope of work | • | • | • | • | • | • | • | • |
| Report directly to the Harbormaster/CEO | • | • | • | • | • | • | • | • |
| Grant Closeout | — | — | — | — | — | — | — | • |

• = Active Phase — = Not yet active x = completed

For questions regarding this proposal, please contact:

Mike Bahr, CEO

Community System Solutions

mike@communitysystemsolutions.com

8. Attachments

The following attachments are included with this proposal:

- Attachment 1 - Renew America's Schools Grant Program: CSS Scope of Services
- Attachment 2 - Improving Air Quality in Overburdened Communities Grant Program: CSS Scope of Services
- Attachment 3 - Critical Sectors Job Quality Grant Program: CSS Scope of Services
- Attachment 4 - Federal Policies List for Grant Awardees
- Attachment 5 - Exhibits to MARAD Grant Agreements

ATTACHMENT 1

Renew America's Schools Grant Program

CSS SCOPE OF SERVICES

Consultant will complete the following tasks:

Task 1: Assist in issuing a Request for Proposals for ASHRAE Level 2 Energy Audits and prepare the vendor approval request for ODE and DOE, ensuring no award-related costs are incurred, coordinating closely with Tillamook's seismic engineer.

Budget Period 1 (Month 1 – Month 8)

Project Initiation, Planning, Design & Budget Confirmation, Possible Construction

CSS will assist the District, and take lead, for all of the following tasks in Budget Period 1:

Task 2: Assist the school district with procuring an energy auditor, overseeing the ASHRAE Level 2 Energy Audits for identified schools, reviewing and updating audit findings, and submitting finalized energy audits to ODE.

Task 3: Work with ODE and the school district to develop a comprehensive project plan and implementation framework, incorporating results from energy audits, energy assessments, and financial analyses while ensuring compliance with relevant regulations. This includes reviewing the plan with the grant funder, pricing project elements, ensuring compliance with regulations like Buy American, and incorporating permitting requirements and tax credit strategies.

Task 4: Submit Strategic Plan and Energy Audit to ODE and provide timely responses to grant funder's feedback and questions.

Task 5: Assist the school district with bidding and awarding of design/build contracts for each of their schools, following appropriate procurement methods. This includes assisting with preparing and issuing RFPs, receiving proposals from qualified contractors, reviewing them, and selecting a contractor for approval by the School Board.

Task 6: Help school district compile cost estimates and submit construction documents to ODE and grant funder

Task 7: Prepare the Environmental Questionnaire 1 and submit it to the grant funder.

Task 8: Complete and submit a continuation application package that includes updating the district's budget, updating project objectives and implementation schedule, and updating other project planning documents.

Budget Period 2 (Month 8 – Month 60)
Construction, Student Engagement, Closeout, and Measurement & Verification

CSS will support all the following tasks, ensuring compliance and timeliness. Note: The following tasks include clarifying language to specify where CSS provides facilitation and coordination versus direct implementation. This distinction ensures alignment with funder expectations and District responsibilities.

Task 9: Assist the school district with the completion of their construction plan as needed.

Task 10: Prepare the E-Q (for the second phase) and submit it to the grant funder.

Task 11: Submit (not prepare) design drawings with approved Energy Conservation Measures from Budget Period 1 for final subcontractor pricing. This includes preparing and reviewing bid documents, ensuring compliance with Davis Bacon and Buy America requirements, receiving and selecting bids from subcontractors, and holding a pre-construction meeting with the project team. The final subcontractor bids are reviewed and approved by the schools, ODE, and the grant funder.

Task 12: Track progress and provide technical assistance to the school district on the completion of Energy Conservation Measures outlined in the energy audit. Facilitate (not conduct) staff training on any new equipment by coordinating with the school district and the contractor.

Task 13: Track progress and provide technical assistance to the school district on student engagement programs.

Task 14: Collect audit report and post-construction report from energy engineer and submit to ODE and grant funder.

Task 15: Work closely with ODE to ensure that all final grant documents, post-construction photos, and final reports are completed and submitted to the grant funder.

Budget and Timeline

CSS will complete the full scope of work on a performance-based contract totaling \$52,727.27 over the 5-year grant term. We aim to work efficiently with the District and ODE to close out the project ahead of schedule, if feasible.

Agreement No: AQOBC-2024-CoSySo-00028
 Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions
 Recipient Name: Community System Solutions

SCOPE OF WORK

Task Number: 1 **Task Cost: \$108,750.00**

Task Title: Community engagement on criteria air pollution

Task Description:

Under this task, the RECIPIENT will conduct community engagement through community meetings in Ellensburg, WA to identify criteria air pollution sources and project(s) to reduce them. RECIPIENT must adhere to all requirements outlined in the grant guidelines for this program. Eligible costs must be directly related to and necessary for the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. See page 15 of the grant guidelines for more information.

The RECIPIENT must have a standard procurement process and follow current Washington State procurement laws for the solicitation of bids and the selection of vendors and contractors for the performance of any grant-assisted work. RECIPIENT must provide documentation confirming procurement requirements are followed. Documentation for both equipment and services must include:

- method of vendor notification of bid opportunity
- how many bidders were notified
- evaluation summary of bids received
- award letter or notice of contract award
- awarded contractor name, contract number, date contract was executed

Overhead/indirect may not exceed 25% of salaries and benefits. All reimbursement requests for salaries and benefits must include staff name, hourly rate, hours worked, work completed, and totals for all staff included on reimbursement.

Administrative costs are eligible for reimbursement under this grant agreement. All administrative costs must be necessary for and directly related to the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. Reimbursement requests for administrative costs must include staff name, position, hourly rate, hours worked, and work completed.

This contract is supported with funding from Washington's Climate Commitment Act and funded must satisfy the requirements of directive 24-01, detailed in the Agreement Specific Terms and Conditions.

Task Goal Statement:

Gather community input on potential criteria air pollution reduction projects through community meetings and use this to develop a list of community-selected projects.

Task Expected Outcome:

A well-informed community on air quality issues and solutions, stronger community support for identified projects, and increased community momentum for air quality initiatives

Agreement No: AQOBC-2024-CoSySo-00028
 Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions
 Recipient Name: Community System Solutions

Community engagement on criteria air pollution

Deliverables

| Number | Description | Due Date |
|--------|--|----------|
| 1.1 | RECIPIENT will submit documentation of the procurement process used to procure services. This may be included in the quarterly PRPR. Documentation must include: <ul style="list-style-type: none"> • method of vendor notification of bid opportunity • how many bidders were notified • evaluation summary of bids received • award letter or notice of contract award • awarded contractor name, contract number, date contract was executed | |
| 1.2 | RECIPIENT will submit an outreach and engagement plan including key audience, methods of outreach and engagement, and timeline. | |
| 1.3 | RECIPIENT will submit materials from outreach and community engagement activities, such as brochures, presentations, online resources, and notes from meetings, interviews, and focus groups, including proof that CCA branding requirements under directive 24-01 are satisfied. | |
| 1.4 | RECIPIENT will submit a summary of community engagement activities that summarizes input received from outreach events, surveys, and all other engagement efforts and includes: <ul style="list-style-type: none"> • Estimated number of people engaged • Description of events or activities • Community priorities to address criteria air pollution emissions • Lessons learned | |
| 1.5 | RECIPIENT will submit a summary from engaging air quality experts to participate in and inform the development of the community engagement process, including: <ul style="list-style-type: none"> • The names of the experts and their area(s) of expertise • Key takeaways from each expert | |
| 1.6 | RECIPIENT will submit list of community-selected and ranked projects to reduce criteria air pollution. | |

Agreement No: AQOBC-2024-CoSySo-00028

Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions

Recipient Name: Community System Solutions

SCOPE OF WORK

Task Number: 2 **Task Cost:** \$83,750.00

Task Title: Develop projects to reduce criteria air pollution

Task Description:

Under this task, the RECIPIENT will develop an implementation plan for project(s) to reduce sources of criteria air pollution in Ellensburg, WA based on input engaging communities and air quality experts. RECIPIENT must adhere to all requirements outlined in the grant guidelines for this program. Eligible costs must be directly related to and necessary for the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. See page 15 of the grant guidelines for more information.

The project(s) must lead to criteria air pollution emissions reduction in the overburdened community the project benefits. Overhead/indirect may not exceed 25% of salaries and benefits.

Administrative costs are eligible for reimbursement under this grant agreement. All administrative costs must be necessary for and directly related to the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. Reimbursement requests for administrative costs must include staff name, position, hourly rate, hours worked, and work completed.

This contract is supported with funding from Washington’s Climate Commitment Act and funded must satisfy the requirements of directive 24-01, detailed in the Agreement Specific Terms and Conditions.

Task Goal Statement:

Develop project(s) to reduce criteria air pollution in Ellensburg, WA, using community input and expert advice.

Task Expected Outcome:

A community- and expert-informed plan to reduce criteria air pollution

Agreement No: AQOBC-2024-CoSySo-00028

Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions

Recipient Name: Community System Solutions

Develop projects to reduce criteria air pollution

Deliverables

| Number | Description | Due Date |
|--------|--|----------|
| 2.1 | RECIPIENT will submit summary from engaging air quality experts to review eligible projects, including <ul style="list-style-type: none"> • The names of the experts and their area(s) of expertise • Key takeaways from each expert | |
| 2.2 | RECIPIENT will submit draft plan(s) for criteria air pollution reduction strategies and incorporate Ecology’s input. These plan(s) must include: <ul style="list-style-type: none"> • Which criteria air pollutant(s) will be reduced • How the criteria air pollutant(s) will be reduced • Impact of criteria air pollutant(s) reductions, including geographic impact • Incorporation of community input. This must be done before receiving reimbursement for finalizing community criteria air pollution emissions reduction strategies. | |
| 2.3 | RECIPIENT will submit final criteria air pollution emission reduction strategies, including: <ul style="list-style-type: none"> • Which criteria air pollutant(s) will be reduced • How the criteria air pollutant(s) will be reduced • Impact of criteria air pollutant(s) reductions, including geographic impact • Incorporation of community input • Proof that CCA branding requirements under directive 24-01 are satisfied. | |

Agreement No: AQOBC-2024-CoSySo-00028

Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions

Recipient Name: Community System Solutions

SCOPE OF WORKTask Number: 3 **Task Cost:** \$46,250.00

Task Title: Enhance communication among key groups

Task Description:

Under this task, the RECIPIENT will develop a plan to improve communication and collaboration between groups in Ellensburg, WA to improve their capacity to address sources of criteria air pollution. RECIPIENT must adhere to all requirements outlined in the grant guidelines for this program. Eligible costs must be directly related to and necessary for the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. See page 15 of the grant guidelines for more information.

The RECIPIENT must have a standard procurement process and follow current Washington State procurement laws for the solicitation of bids and the selection of vendors and contractors for the performance of any grant-assisted work. RECIPIENT must provide documentation confirming procurement requirements are followed. Documentation for both equipment and services must include:

- method of vendor notification of bid opportunity
- how many bidders were notified
- evaluation summary of bids received
- award letter or notice of contract award
- awarded contractor name, contract number, date contract was executed

Overhead/indirect may not exceed 25% of salaries and benefits.

Administrative costs are eligible for reimbursement under this grant agreement. All administrative costs must be necessary for and directly related to the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. Reimbursement requests for administrative costs must include staff name, position, hourly rate, hours worked, and work completed.

Task Goal Statement:

Develop a plan to build stronger collaboration between groups to better address criteria air pollution sources.

Task Expected Outcome:

A plan to build stronger community collaboration and support for criteria air pollution reduction projects.

Agreement No: AQOBC-2024-CoSySo-00028

Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions

Recipient Name: Community System Solutions

Enhance communication among key groups

Deliverables

| Number | Description | Due Date |
|--------|--|----------|
| 3.1 | RECIPIENT will submit documentation of the procurement process used to procure services. This may be included in the quarterly PRPR. Documentation must include: <ul style="list-style-type: none"> • method of vendor notification of bid opportunity • how many bidders were notified • evaluation summary of bids received • award letter or notice of contract award • awarded contractor name, contract number, date contract was executed | |
| 3.2 | RECIPIENT will submit plan to support long-term communication and collaboration on air quality initiatives. | |

Agreement No: AQOBC-2024-CoSySo-00028
 Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions
 Recipient Name: Community System Solutions

SCOPE OF WORK

Task Number: 4 **Task Cost: \$41,250.00**

Task Title: Grant management

Task Description:

Under this task, the RECIPIENT will complete all reporting and other grant management activities required to manage this agreement including a final community engagement report. RECIPIENT must adhere to all requirements outlined in the grant guidelines for this program. Eligible costs must be directly related to and necessary for the purpose of the grant, which is to conduct community engagement, develop, and implement projects to reduce criteria air pollution. See page 15 of the grant guidelines for more information.

Within 30 days of the end of each calendar quarter, the RECIPIENT will submit to ECOLOGY a quarterly Payment Request/Progress Report (PRPR) in EAGL. Quarterly PRPRs are required whether or not reimbursement is requested. All reimbursement requests require supporting documentation which must include invoices and evidence of work completed. Evidence may include photos, progress reports, or other documentation as approved by Ecology. PRPRs due dates are as follows:

- January 30th for the period October – December
- April 30th for the period January – March
- July 30th for the period April – June
- October 30th for the period July - September

Overhead/indirect may not exceed 25% of salaries and benefits.

This contract is supported with funding from Washington’s Climate Commitment Act and funded must satisfy the requirements of directive 24-01, detailed in the Agreement Specific Terms and Conditions.

Upon completion of the project, the RECIPIENT will submit a final Recipient Closeout Report in EAGL.

Task Goal Statement:

Complete reporting and requirements to manage the grant and complete a final community engagement report

Task Expected Outcome:

Reporting and grant management tasks completed, community engagement information for the community and funders

Agreement No: AQOBC-2024-CoSySo-00028

Project Title: Advancing Environmental Justice in Ellensburg with Air Pollution Solutions

Recipient Name: Community System Solutions

Grant management

Deliverables

| Number | Description | Due Date |
|--------|---|----------|
| 4.1 | RECIPIENT is required to submit a quarterly PRPR throughout the term of this agreement. Each PRPR should include an update on the current status of the project and should be submitted even if no funds are being requested. | |
| 4.2 | If applicable, prior to reimbursement, RECIPIENT will complete and submit an Equipment Purchase Report (EPR) in EAGL for any item costing more than \$5,000. | |
| 4.3 | RECIPIENT will submit final community report, including community engagement and criteria air pollution reduction projects and proof that CCA branding requirements under directive 24-01 are satisfied. | |
| 4.4 | RECIPIENT will complete and submit a Recipient Close-Out report in EAGL. This must be submitted before ECOLOGY approves the final payment request. | |

ATTACHMENT 3

DOL Critical Sectors Job Quality Grant - CSS Scope of Services

EXHIBIT A SCOPE OF SERVICES

Grant Project Development and Management for the Department of Labor Critical Sectors Job Quality Grant awarded to the Alaska Southcentral/Southeastern Sheet Metal Workers Local Union 23 Joint Apprenticeship Training Committee.

1. Support Quarterly Reporting:

- **Prepare Quarterly Grant Reports:** Compile financial, narrative, and performance data for submission through the Workforce Integrated Performance System (WIPS) and Payment Management System (PMS).
- **PMS Compliance:** Manage PMS access and ensure revenue and expenditure alignment with the grant budget.
- **Data Validation Procedures:** Implement data validation processes for all participant records in compliance with TEGl 23-19 Change 2, including quarterly data reviews and corrections as needed.

2. Financial Reporting and Management:

- **ETA-9130 Financial Reporting:** Prepare quarterly ETA-9130 financial reports within PMS, including budget justifications and adherence to federal cost principles.
- **Quarterly Budget Reconciliation:** Reconcile grant spending against budget each quarter, tracking personnel changes, consulting fees, and equipment purchases.

3. Data and Performance Management:

- **PIRL Data Preparation and Submission:** Prepare and submit data in the ETA-9172 PIRL format, ensuring compliance with DOL standards for participant outcomes and performance metrics.
- **Supplemental Wage Data Collection:** Establish alternative methods for collecting wage data when UI wage records are unavailable, including employer verification forms, pay stubs, and self-attestation (per TEGl 14-18).
- **Data Quality and Compliance Checks:** Schedule monthly and quarterly reviews to maintain data accuracy and completeness.
- **Annual Compliance Review:** Conduct a comprehensive compliance review at the end of each program year to prepare for audits and ensure continued adherence to DOL standards.

4. Contract and Procurement Management:

- **RFP Development and Bid Selection:** Assist with drafting and managing RFPs for federal fund expenditures, evaluate bid submissions.

5. Monthly and Ad Hoc Meetings:

- **Monthly Progress Meetings with JATC:** Participate in monthly meetings or more frequent sessions as needed to provide updates and address questions.
- **Meeting Documentation:** Prepare a summary report with action items after each meeting.

Attachment 4: Federal Grant Awardee Policies and Procedures

- a. Davis-Bacon Act - 40 U.S.C. §§ 3141, et seq.
- b. Federal Fair Labor Standards Act - 29 U.S.C. §§ 201, et seq.
- c. Hatch Act - 5 U.S.C. §§ 1501, et seq.
- d. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 - 42 U.S.C. §§ 4601, et seq.
- e. National Historic Preservation Act of 1966 - 54 U.S.C. § 306108
- f. Archeological and Historic Preservation Act of 1974 - 54 U.S.C. §§ 312501, et seq.
- g. Native American Graves Protection and Repatriation Act - 25 U.S.C. §§ 3001, et seq.
- h. Clean Air Act – 42 U.S.C. §§ 7401, et. seq.
- i. Clean Water Act - 33 U.S.C. §§ 1251, et seq.
- j. Endangered Species Act – 16 U.S.C. §§ 1531 et seq.
- k. Coastal Zone Management Act – 16 U.S.C. §§ 1451 et seq.
- l. Flood Disaster Protection Act of 1973 – 42 U.S.C. §§ 4001 et seq.
- m. Age Discrimination Act of 1975, as amended - 42 U.S.C. §§ 6101, et seq.
- n. American Indian Religious Freedom Act, 42 U.S.C. 1996
- o. Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1101, et seq.
- p. The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, P.L. 91-616, as amended - 42 U.S.C. §§ 4541, et seq.
- q. Sections 523 and 527 of the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd through 290dd-2
- r. Architectural Barriers Act of 1968 - 42 U.S.C. §§ 4151, et seq.
- s. Power Plant and Industrial Fuel Use Act of 1978, P.L. 100-42 - Section 403 - 42 U.S.C. § 8373
- t. Contract Work Hours and Safety Standards Act - 40 U.S.C. §§ 3701, et seq.
- u. Copeland Anti-kickback Act, as amended - 18 U.S.C. § 874 and 40 U.S.C. § 3145
- v. National Environmental Policy Act of 1969 - 42 U.S.C. §§ 4321, et seq.
- w. Wild and Scenic Rivers Act – 16 U.S.C. §§ 1271, et seq.
- x. Single Audit Act of 1984 - 31 U.S.C. §§ 7501, et seq.
- y. Americans with Disabilities Act of 1990 - 42 U.S.C. §§ 12101, et seq.
- z. Title IX of the Education Amendments of 1972, as amended - 20 U.S.C. §§ 1681–1683 and §§ 1685–1687
- aa. Section 504 of the Rehabilitation Act of 1973, as amended - 29 U.S.C. § 794
- bb. Title VI of the Civil Rights Act of 1964 - 42 U.S.C. §§ 2000d, et seq.
- cc. Limitation on Use of Appropriated Funds to Influence Certain Federal Contracting and Financial Transactions – 31 U.S.C. § 1352
- dd. Freedom of Information Act - 5 U.S.C. § 552, as amended
- ee. Magnuson-Stevens Fishery Conservation and Management Act – 16 U.S.C. §§ 1801, et seq.
- ff. Farmland Protection Policy Act of 1981 – 7 U.S.C. §§ 4201, et seq.
- gg. Noise Control Act of 1972 – 42 U.S.C. §§ 4901, et seq.
- hh. Fish and Wildlife Coordination Act of 1956 – 16 U.S.C. §§ 661, et seq.
- ii. Section 9 of the Rivers and Harbors Act and the General Bridge Act of 1946 - 33 U.S.C. §§ 401 and 525
- jj. Section 4(f) of the Department of Transportation Act of 1966, 49 U.S.C. § 303 and 23 U.S.C. § 138
- kk. Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) – 42 U.S.C. §§ 9601, et seq.

- ll. Safe Drinking Water Act – 42 U.S.C. §§ 300f, et seq. mm. The Wilderness Act – 16 U.S.C. §§ 1131, et seq.
- nn. Migratory Bird Treaty Act 16 U.S.C. §§ 703, et seq.
- oo. The Federal Funding Transparency and Accountability Act of 2006, as amended (Pub. L. 109–282, as amended by section 6202 of Public Law 110–252)
- pp. Cargo Preference Act of 1954 – 46 U.S.C. § 55305
- qq. Build America, Buy America Act – Pub. L. No. 117-58, div. G, tit. IX, subtit. A, 135 Stat. 429, 1298
- rr. Section 889 of the John D. McCain National Defense Authorization Act for Fiscal Year 2019, Pub. L. 115-232

Executive Orders

- a. Executive Order 11246 – Equal Employment Opportunity
- b. Executive Order 11990 – Protection of Wetlands
- c. Executive Order 11988 – Floodplain Management
- d. Executive Order 12372 – Intergovernmental Review of Federal Programs
- e. Executive Order 12549 – Debarment and Suspension
- f. Executive Order 12898 – Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations
- g. Executive Order 13166 – Improving Access to Services for Persons With Limited English Proficiency
- h. Executive Order 13985 – Advancing Racial Equity and Support for Underserved Communities Through the Federal Government
- i. Executive Order 14005 – Ensuring the Future is Made in All of America by All of America’s Workers
- j. Executive Order 14008 – Tackling the Climate Crisis at Home and Abroad

General Federal Regulations

- a. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – 2 C.F.R. Parts 200, 1201
- b. Non-procurement Suspension and Debarment – 2 C.F.R. Parts 180, 1200
- c. Investigative and Enforcement Procedures – 14 C.F.R. Part 13
- d. Procedures for predetermination of wage rates – 29 C.F.R. Part 1
- e. Contractors and subcontractors on public building or public work financed in whole or part by loans or grants from the United States – 29 C.F.R. Part 3
- f. Labor standards provisions applicable to contracts governing federally financed and assisted construction (also labor standards provisions applicable to non-construction contracts subject to the Contract Work Hours and Safety Standards Act) – 29 C.F.R. Part 5
- g. Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and federally assisted contracting requirements) – 41 C.F.R. Parts 60, et seq.
- h. New Restrictions on Lobbying – 49 C.F.R. Part 20
- i. Nondiscrimination in Federally Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 – 49 C.F.R. Part 21
- j. Uniform relocation assistance and real property acquisition for Federal and Federally assisted programs – 49 C.F.R. Part 24
- k. Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance – 49 C.F.R. Part 25

- l. Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving or Benefiting from Federal Financial Assistance – 49 C.F.R. Part 27
- m. DOT’s implementation of DOJ’s ADA Title II regulations compliance procedures for all programs, services, and regulatory activities relating to transportation under 28 C.F.R. Part 35
- n. Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation – 49 C.F.R. Part 28
- o. Denial of public works contracts to suppliers of goods and services of countries that deny procurement market access to U.S. contractors – 49 C.F.R. Part 30
- p. Governmentwide Requirements for Drug-Free Workplace (Financial Assistance) – 49 C.F.R. Part 32
- q. DOT’s implementing ADA regulations for transit services and transit vehicles, including the DOT’s standards for accessible transportation facilities in Part 37, Appendix A – 49 C.F.R. Parts 37 and 38
- r. Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs – 49 C.F.R. Part 26 (as applicable under section 18.3 of this agreement)
- s. Preference for Privately Owned Commercial U.S. Flag Vessels – 46 C.F.R. Part 381

Attachment 5: EXHIBITS TO MARAD GRANT AGREEMENTS

ARTICLE 12 MONITORING, FINANCIAL MANAGEMENT, CONTROLS, AND RECORDS

12.1 Recipient Monitoring and Record Retention.

(a) The Recipient shall monitor activities under this award, including activities under subawards and contracts, to ensure:

- (1) that those activities comply with this agreement; and
- (2) that funds provided under this award are not expended on costs that are not allowable under this award or not allocable to this award.

(b) If the Recipient makes a subaward under this award, the Recipient shall monitor the activities of the subrecipient in compliance with 2 C.F.R. 200.332(d).

(c) The Recipient shall retain records relevant to the award as required under 2 C.F.R. 200.334.

12.2 Financial Records and Audits.

(a) The Recipient shall keep all project accounts and records that fully disclose the amount and disposition by the Recipient of the award funds, the total cost of the Project, and the amount or nature of that portion of the cost of the Project supplied by other sources, and any other financial records related to the project.

(b) The Recipient shall keep accounts and records described under section 12.2(a) in accordance with a financial management system that meets the requirements of 2 C.F.R. 200.301–200.303 and 2 C.F.R. 200 subpart F and will facilitate an effective audit in accordance with 31 U.S.C. 7501–7506.

(c) The Recipient shall separately identify expenditures under the fiscal year 2022 PIDP Grants in financial records required for audits under 31 U.S.C. 7501–7506. Specifically, the Recipient shall:

- (1) list expenditures under that program separately on the schedule of expenditures of Federal awards required under 2 C.F.R. 200 subpart F, including “FY 2022” in the program name; and
- (2) list expenditures under that program on a separate row under Part II, Item 1 (“Federal Awards Expended During Fiscal Period”) of Form SF-SAC, including “FY 2022” in column c (“Additional Award Identification”).

12.3 Internal Controls. The Recipient shall establish and maintain internal controls as required under 2 C.F.R. 200.303.

12.4 MARAD Record Access. MARAD may access Recipient records related to this award under 2 C.F.R. 200.337.

Accessing funds

Once the above referenced training has been reviewed, Recipients must request and complete the External User Access Request form. Recipients can request the External User Access Request form by sending an email to a Grants/Contracting Officer who is identified in in section 5 of schedule A or section 2.2. A request to establish access will be sent once the External User Access Request form is received.

If the MARAD Payment System identified in section 6 of schedule A is “Delphi eInvoicing System,” then when requesting reimbursement of costs incurred or credit for cost share incurred, the Recipient shall electronically submit and attach the SF 270 (Request for Advance or Reimbursement), shall identify the Federal share and the Recipient’s share of costs, and shall submit supporting cost detail to clearly document all costs incurred. As supporting cost detail, the Recipient shall include a detailed breakout of all costs incurred, including direct labor, indirect costs, other direct costs, and travel.

If the MARAD Payment System identified in section 6 of schedule A is “Delphi eInvoicing System,” the Recipient shall request reimbursement of a cost incurred as soon as practicable after incurring

that cost. If the Recipient requests reimbursement for a cost more than 180 days after that cost was incurred, MARAD may deny the request for being untimely. If the MARAD Payment System identified in section 6 of schedule A is “Delphi eInvoicing System,” then the Recipient shall not request reimbursement more frequently than monthly.