

The *Dean* Group, LLC

Grounded in the Field and *Built* for Compliance Capability Statement

CORE DIFFERENTIATOR

The Dean Group's tagline is *Grounded in the Field and Built for Compliance*. It means exactly what it says. More than fourteen years inside the federal CPD compliance ecosystem: nonprofit compliance officer, entitlement city compliance officer, and Lead Community Development Consultant at ICF Incorporated under HUD's Community Compass contract.

FULL CPD PROGRAM CAPABILITIES

PROGRAM AREA	SERVICES PROVIDED INCLUDE BUT ARE NOT LIMITED TO:
HOME & HOME-ARP	Program administration support · Income determination (\$92.203 safe harbors) · Long-term affordability monitoring · CHDO compliance · Underwriting and subsidy layering review · HOME-ARP allocation plan and reporting · Subrecipient oversight · 2025 Final Rule compliance guidance · Dual HOME/LIHTC compliance framework design
CDBG & CDBG-CV	National objectives documentation · Timeliness ratio management · Subrecipient monitoring and oversight · Consolidated plan and action plan development · Grant management · IDIS reporting · CDBG-CV compliance guidance · Annual Action Plan and CAPER contribution
CDBG-DR	Program Administration Plan development · Eligible activity and national objectives documentation · Crosscutting federal requirements · On-site grantee TA · Implementation training · IDIS setup and reporting for DR activities
Section 3	Compliance plan development · Labor hour tracking · Subrecipient documentation · IDIS reporting for CPD grantees · 15+ national training sessions delivered · Curriculum redesign
Environmental Review (Part 58)	CEST, EA, and tiered review completion · Environmental Review Record development · Floodplain management (FFRMS) · Section 106 · Noise / contamination / endangered species · Fund release documentation
Davis-Bacon & FSLP	Compliance training · Subrecipient oversight · Certified payroll review · Corrective action documentation
IDIS	Curriculum development · Activity setup and reporting · Timeliness reporting · DR activity configuration
Training Development	Learning objective development · Adult learner sequencing · Virtual and in-person delivery · Multi-city logistics coordination

SELECTED PAST PERFORMANCE

HOME & CDBG Compliance & Training

National Training Delivery: Developed and delivered specialized compliance training to state agencies and grantees nationally, including:

- CDBG Basics: State of Ohio (2022 & 2024) and State of Kentucky (2021 & 2023).
- HOME Investment Partnerships Program: Oklahoma Housing Conference (2024).
- HOME Rental Housing Compliance: National Council of State Housing Agencies (NCSHA) Annual Conferences (2021 & 2022).

Policy Expertise: Maintain a deep working knowledge of the 2025 HOME Final Rule, CDBG timeliness requirements, and national objectives documentation mechanics.

Section 3 Regulatory Compliance

Curriculum Design & Facilitation: Delivered 15+ [Section 3 training sessions](#) nationally to CPD grantees and subrecipient audiences.

Served as an Office Hours facilitator, resolving complex, real-time Section 3 compliance inquiries.

HUD Exchange Support:

- Featured in official training videos hosted on the HUD Exchange
- Served directly on the HUD Ask A Question (AAQ) help desk on behalf of HUD.

HOME-ARP Policy & Guidance

National HUD Exchange Publications: Created core HOME-ARP technical assistance and guidance materials for elected officials, published directly to the HUD Exchange and made available to all 651 HOME Participating Jurisdictions (PJs) nationwide:

- [Roadmap Handout for Elected Officials](#) (Co-Author)
- [Sharing HOME-ARP Successes: Guidance for Elected Officials](#) (Lead Author)
- [Due Diligence Considerations for HOME-ARP Non-Congregate Shelter \(NCS\) Activities](#) (Sole Author)

Field Execution: Coordinated 17 training sessions over a two-week window, with personal cross-jurisdictional delivery in Atlanta, Chicago, and Puerto Rico.

Environmental Review (Part 58)

Entitlement Administration: Completed 40+ formal Part 58 environmental reviews over a six-year tenure as Compliance Officer for the City of Columbia, South Carolina’s Community Development Department, spanning CEST and CENST classifications across diverse activity types.

Subcontracting Expertise: Managed all Part 58 environmental reviews for Santee-Lynches CDC as Compliance Officer (2012–2015), and successfully delivered an additional 15+ Part 58 reviews (CESTs) covering complex housing rehabilitation projects on a post-employment contract basis.

National Training Role: Selected as a named trainer and national Subject Matter Expert (SME) for environmental review in HUD’s *PRO Housing Launch Webinar Series* (2024).

Affordable Housing Program Management (Santee-Lynches CDC)

Layered Portfolio Oversight:

- Direct property management responsibility for 100+ single-family HOME-assisted units and a 32-unit multifamily property with layered HOME, LIHTC, and HTF funding
- Supervisory responsibility for a statewide team managing 120+ single-family properties and six apartment complexes throughout South Carolina
- Developed dual HOME/LIHTC compliance framework (checklist, file structure, and monitoring calendar) adopted organization-wide for layered-funding units, and trained property managers across the portfolio in its application
- Active South Carolina property management license held throughout tenure

Compliance Framework Developed:

Designed and implemented a custom dual HOME/LIHTC compliance framework (including verification checklists, standardized file structures, and automated monitoring calendars) adopted organization-wide; personally trained regional property managers on execution.

Entitlement Administration (City of Columbia, South Carolina)

Full-Cycle PJ Administration: Directly executed entitlement jurisdiction operations, including comprehensive subrecipient monitoring, Part 58 environmental sign-offs, Davis-Bacon/Federal Labor Standards enforcement, Section 3 compliance, Annual Action Plans, and CAPER reporting. Contributed directly to Consolidated Plan structural updates.

Public Engagement Innovation: Created, launched, and facilitated "*Speak Out*," a quarterly public engagement series directly connecting City Council members with constituents to address and strategize around Analysis of Impediments to Fair Housing Choice (AI) findings.

FIRM PROFILE

Legal Name	The Dean Group, LLC
CAGE Code	219S6 (Active Registration)
UEI	T29FHKV9NJ96 DUNS (Legacy): 13-980-2394
Business Type	Single-Member LLC, For-Profit
WOSB	Women-Owned Small Business (self-certified in SAM.gov; SBA certification submitted on June 23, 2026)
State	South Carolina (Entity ID: 01515014)
NAICS Codes	541611 (Primary) · 541618 · 541990 · 611430
PSC Codes	R408 · R499
SAM.gov Status	Active
E&O Insurance	\$1M per claim limit / \$1M aggregate limit (NEXT Insurance)
GL Insurance	\$1M per occurrence / \$2M aggregate (NEXT Insurance)
Launch Date	July 7, 2026

PRINCIPAL

Andelyn Nesbitt Rodriguez

Principal & Founder, The Dean Group, LLC

14+ years in federal housing compliance spanning nonprofit compliance officer, entitlement city compliance officer, and Lead Community Development Consultant at ICF Incorporated under HUD's Community Compass contract. Primary developer of the CDBG-CV training curriculum designated by HUD as the standard for all participating TA firms. Delivered national training in HOME, CDBG, HOME-ARP, Section 3, and Environmental Review, including HOME and CDBG sessions at national conferences and state agencies, HOME-ARP sessions in Atlanta, Chicago, and Puerto Rico, and IDIS and HOME training onsite in Nevada. Compliance guidance and training resources published on HUD Exchange and in active national use.

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Past Performance

The following engagements represent Andelyn's direct, hands-on experience across HUD CPD programs.

Attribution Note: Engagements conducted during service as Senior/Lead Community Development Consultant at ICF Incorporated under HUD's Community Compass contract are documented as such. All other engagements were performed in a direct grantee or nonprofit compliance officer capacity. This summary accurately represents Andelyn's personal contributions in each role.

HOME / HOME-ARP

HOME-ARP National Training, Full National Rollout

ICF Incorporated, Community Compass | 2021-2025 | Role: Trainer, Content Developer, and Training Coordinator

Coordinated delivery of 17 HOME-ARP training sessions across the country over a two-week period. Simultaneously delivered the training personally in Atlanta, Chicago, and Puerto Rico while managing logistics for all remaining sessions. Authored and co-authored three HOME-ARP compliance resources published on HUD Exchange and made available to all 651 HOME participating jurisdictions nationally.

- › Coordinated 17 national training sessions in a two-week window
- › Personal delivery in Atlanta, Chicago, and Puerto Rico simultaneously
- › HOME-ARP guidance published on HUD Exchange and made available to all 651 HOME participating jurisdictions nationally, including:
 - › Co-authored the [Roadmap Handout for Elected Officials](#)
 - › Led development of [Sharing HOME-ARP Successes: Guidance for Elected Officials](#)
 - › Sole-authored [Due Diligence Considerations for HOME-ARP Non-Congregate Shelter \(NCS\) Activities](#)

HOME Wellness Assessment, State of Nevada

Nevada Housing Division, via ICF Incorporated | 2023-2024 | Role: HOME Consultant

Participated in a week-long on-site evaluation of Nevada's HOME program administration, compliance infrastructure, and technical assistance needs. Provided regulatory review, file analysis, gap identification, and remediation guidance for state program staff.

- › Week-long on-site HOME program compliance evaluation
- › Regulatory review, file analysis, gap identification, and remediation guidance

HOME / LIHTC / HTF Program Compliance

Santee-Lynches Community Development Corporation | 2012-2015 | Role: Compliance Officer & Property Manager

Served as compliance officer and property manager for a CHDO administering HOME, LIHTC, and Housing Trust Fund programs. Managed tenant eligibility, income determination, rent limit compliance, and long-term affordability monitoring. Developed the dual HOME/LIHTC compliance framework (checklist, file structure, and monitoring calendar) adopted organization-wide for layered-funding units, and trained property managers across the portfolio.

- › Direct property management responsibility for 100+ single-family HOME-assisted units and a 32-unit multifamily property with layered HOME, LIHTC, and HTF funding
- › Supervisory responsibility for a statewide team managing 120+ single-family properties and six apartment complexes throughout South Carolina
- › Developed dual HOME/LIHTC compliance framework (checklist, file structure, and monitoring calendar) adopted organization-wide for layered-funding units, and trained property managers across the portfolio in its application
- › Held active South Carolina property management license throughout tenure
- › Full tenant eligibility, income determination, and long-term affordability administration

HOME Program Administration, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Administered HOME entitlement program responsibilities including subrecipient monitoring, long-term affordability oversight, CHDO compliance, income determination, and HUD reporting through IDIS. Contributed significantly to Annual Action Plans, CAPERs, and Consolidated Plan development.

- › HOME subrecipient monitoring: file review, site visits, findings, corrective action
- › Income determination, rent limits, and long-term affordability compliance
- › Contributed significantly to Annual Action Plans, CAPERs, and Consolidated Plan development

CDBG / CDBG-CV/ CDBG-DR

CDBG-CV Training Curriculum, National Deployment

ICF Incorporated, Community Compass | 2024-2025 | Role: Primary Curriculum Developer, Training Coordinator, Lead Trainer (select sessions)

Developed the complete CDBG-CV training curriculum from scratch in response to an emerging national grantee compliance need. HUD designated this curriculum as the standard for all participating TA firms under the Community Compass cooperative agreement. Coordinated delivery logistics across all HUD technical assistance firms nationally, managed trainer assignments, and reported results directly to HUD. Personally facilitated select sessions. This program was discontinued following the January 2025 funding cut; the curriculum represents completed prior work under the Community Compass contract.

- › Primary developer of curriculum designated by HUD as the standard for all Community Compass TA firms
- › Coordinated 10+ in-person training sessions nationally in 2024 & 2025
- › Managed all trainer assignments and HUD reporting across national delivery

CDBG Program Administration, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Administered CDBG entitlement program responsibilities including national objectives documentation, timeliness ratio management, subrecipient monitoring and oversight, Davis-Bacon and federal labor standards compliance, Section 3, and HUD reporting through IDIS. Administered programs funding infrastructure improvements, park enhancements, and small business support across the city.

- › National objectives documentation and timeliness ratio management
- › Full subrecipient monitoring portfolio: file review, site visits, findings, corrective action
- › Davis-Bacon, Section 3, and fair housing compliance across full CDBG portfolio
- › IDIS activity setup, reporting, and HUD submission

Strategic Priorities Needs Assessment, Guam (\$500M+ CDBG-DR Grant)

Government of Guam / Guam Housing and Urban Renewal Authority, via ICF Incorporated, Community Compass | 2025 | Role: Project Lead, Strategic Priorities Needs Assessment

Led development of the initial Strategic Priorities Needs Assessment for Guam's \$500M+ CDBG-DR grant following Typhoon Mawar, one of ICF's first deliverables under the newly established Universal Notice framework. Based on document review and direct coordination with GHURA and HUD, identified short-, medium-, and long-term technical assistance priorities spanning Action Plan development, DRGR setup, staffing and capacity building, program design, and crosscutting compliance requirements including Part 58, Davis-Bacon, Section 3, and URA. The assessment became the roadmap guiding ICF's ongoing TA delivery to GHURA.

- › Led the development of the foundational needs assessment for one of the largest active CDBG-DR grants nationally (\$500M+)
- › Assessment developed under the newly established Universal Notice framework
- › Identified short-, medium-, and long-term TA priorities across Action Plan development, DRGR, staffing, and crosscutting compliance
- › Assessment adopted by ICF as the roadmap for its ongoing TA delivery to GHURA

Section 3

National Training, AAQ Desk Respondent, and Office Hours

ICF Incorporated, Community Compass | 2021-2024 | Role: Lead Trainer, Curriculum Designer, Office Hours Facilitator, HUD AAQ Desk Respondent

Delivered 15+ Section 3 training sessions nationally to CPD grantee and subrecipient audiences, including virtual sessions and sessions at NACCED (2023). Served as an office hours facilitator responding to complex Section 3 compliance questions in real time from practitioners across the country. Served on HUD's Ask-A-Question desk responding to complex Section 3 compliance questions on behalf of HUD. Section 3 training videos from this body of work are published on HUD Exchange and in active use nationally.

- › 15+ [Section 3 training sessions](#) delivered nationally including at NACCED (2023)
- › Office hours facilitator: complex compliance questions answered in real time
- › Section 3 training videos posted on HUD Exchange, in active national use
- › HUD AAQ desk service: direct compliance guidance on behalf of HUD

Section 3 Compliance Administration, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Administered Section 3 compliance for the city's CDBG and HOME programs, including subrecipient documentation requirements, labor hour tracking oversight, and compliance plan implementation across all applicable federally funded construction activities.

- › Section 3 compliance administration across full CDBG and HOME portfolio
- › Subrecipient documentation and labor hour tracking oversight

Environmental Review (Part 58)

Environmental Review Administration, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Completed more than 40 Part 58 environmental reviews over six years as Compliance Officer for the City of Columbia's CDBG and HOME programs, including CESTs and CENSTs across a range of activity types. Responsible for ERR development, crosscutting requirement documentation, floodplain management, Section 106 compliance, and fund release authorization.

- › 40+ Part 58 environmental reviews (CESTs and CENSTs) completed over six years
- › ERR development, crosscutting requirements, floodplain management, Section 106
- › Fund release documentation and authorization

Environmental Review Administration, Nonprofit CHDO

Santee-Lynches Affordable Housing & CDC | 2012-2015 (staff tenure) and post-2015 (independent contract)

Managed all Part 58 environmental reviews for Santee-Lynches CDC during tenure as Compliance Officer (2012-2015). Continued serving the organization as an independent consultant after leaving, completing more than 15 additional Part 58 environmental reviews (CESTs) covering housing rehabilitation projects.

- › All Part 58 environmental reviews managed during staff tenure (2012-2015)
- › 15+ additional CESTs completed on post-employment contract basis
- › All reviews covered housing rehabilitation projects requiring CEST-level review

PRO Housing Launch Webinar Series, Named Trainer and SME

HUD Office of Block Grant Assistance, via ICF Incorporated, Community Compass | 2024 | Role: Named Trainer and Subject Matter Expert

Served as named trainer and subject matter expert for CPD programs and environmental review in HUD's PRO Housing Launch Webinar Series, delivering compliance guidance to FY2023 PRO Housing grantees nationwide. Published on HUD Exchange.

- › Named trainer and SME for CPD programs and environmental review
- › PRO Housing Launch Webinar Series published on HUD Exchange

IDIS

IDIS Training, State of Nevada (Built from Scratch)

Nevada Housing Division, via ICF Incorporated | 2023-2024 | Role: Principal Curriculum Developer, Lead Trainer

Built the IDIS training curriculum for the State of Nevada from scratch, tailored to Nevada's specific program structure, activity types, and reporting requirements, with a colleague partnering on portions of delivery. Delivered the training in 2023 and again in 2024.

- › IDIS curriculum built from scratch for Nevada Housing Division
- › Two-year delivery cycle: 2023 and 2024
- › Curriculum tailored to Nevada's specific program structure and reporting requirements

IDIS User and SME, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Served as IDIS user and subject matter expert for the city's CDBG and HOME programs, responsible for activity setup, drawdown management, timeliness reporting, and HUD submission across the full entitlement portfolio.

- › IDIS activity setup, drawdown management, and timeliness reporting
- › HUD submission and reporting for CDBG and HOME programs

Davis-Bacon

Davis-Bacon Compliance Training, State of South Carolina

State of South Carolina, via ICF Incorporated | 2022 | Role: Lead Trainer

Delivered Davis-Bacon and Related Acts compliance training for the State of South Carolina, covering certified payroll requirements, labor standards enforcement, federal contractor obligations, and subrecipient oversight responsibilities under CDBG and HOME-funded construction projects.

- › Full-day Davis-Bacon compliance training delivered to state staff
- › Covered certified payroll, FSLP requirements, and contractor compliance
- › Training tailored to South Carolina's CDBG and HOME program portfolio

Davis-Bacon Compliance Administration, Entitlement PJ

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Administered Davis-Bacon and federal labor standards compliance for the city's CDBG and HOME programs, including subrecipient monitoring, certified payroll review, contractor oversight, and corrective action documentation across all applicable construction activities.

- › Davis-Bacon and FSLP administration across full CDBG and HOME construction portfolio
- › Certified payroll review, contractor oversight, and corrective action documentation

Consolidated Plan / Annual Action Plan / CAPER

Consolidated Plan, Annual Action Plans, and CAPER Development

City of Columbia, South Carolina | 2015-2021 | Role: Compliance Officer

Contributed significantly to the development of Annual Action Plans, CAPERs, and Consolidated Plans for the City of Columbia's CDBG and HOME programs, including needs assessment input, program narrative, and HUD submission. Created and led Speak Out, a quarterly public engagement series connecting council members with constituents to address impediments identified in the Analysis of Impediments to Fair Housing Choice, supporting community participation requirements and fair housing goals.

- › Significant contributions to Annual Action Plans, CAPERs, and Consolidated Plan development
- › HUD submission through IDIS and eCon Planning Suite
- › Founded and led Speak Out, a quarterly council-constituent forum addressing AI-identified fair housing impediments
- › Community participation and fair housing compliance integrated throughout planning process

PROGRAM COVERAGE SUMMARY

Program	Role	Experience Level
HOME / HOME-ARP	National training, direct admin, wellness assessment	Lead (14 years)
CDBG / CDBG-CV	Curriculum developer, national training lead, direct admin	Lead (11 years)
CDBG-DR	Needs assessment development, TA priority planning	Mid-Level (6 months)
Section 3	Curriculum redesign, 15+ national sessions, AAQ desk	Lead (11 years)
Environmental Review (Part 58)	Direct reviews, ERR development, crosscutting requirements	Lead (14 years)
IDIS	Curriculum from scratch, Nevada 2-year delivery	Senior (11 years)
Davis-Bacon / FSLP	Training, subrecipient oversight, compliance guidance	Senior (11 years)
Consolidated Plan / CAPER	Direct development, HUD submission	Senior (6 years)