

ADVOCATES FOR BETTER COMMUNITIES, INC  
*A 360 Consulting Group*

December 19, 2019

Lynne Miller, Planning and Development Director  
City of Hogansville  
400 East Main Street  
Hogansville, GA 30230

**Re: Request for Qualifications for Writing/Administrative and Related Grant Services**

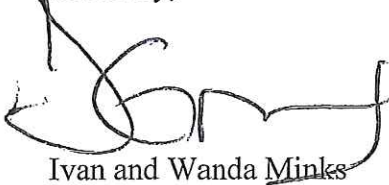
Dear Lynne:

Thank you for your request to our Company for a proposal for Writing/Administrative and related grant services for the City of Hogansville, GA. Please find enclosed our Response to the RFQ including our Statement of Qualifications and applicable Section 3 forms. We submit that our Company has significant successful experience in assisting local governments with obtaining funding through grants, and in all related matters required for the implementation of Federally Assisted Projects.

The Principals of Advocates for Better Communities, Inc. have been working with these type projects for 20 plus years. Our success rate is superior as we seek to do the best job for each Community with which we have the opportunity to work.

After you have had a chance to review our proposal please let us know if you have any questions or require further information. We would like the opportunity to work for the City of Hogansville for a 2020 CDBG Housing project. We look forward to hearing back from you.

Sincerely,



Ivan and Wanda Minks



Wanda Minks

A 360 Consulting Group offering Community Assessments, Loan and Grant Writing Services including  
Administration of Awards

156 Perdue Road, Barnesville, GA 30204

Ivan Minks 678-967-1559

Wanda Minks 229-723-1002

# ADVOCATES FOR BETTER COMMUNITIES, INC

*A 360 Consulting Group*

December 19, 2019

**To: City of Hogansville**

**Re: Request for Qualifications for Writing/Administrative and Related Grant Services for a 2020 CDBG/EIP/RDF**

## RESPONSE TO THE RFQ

Advocates for Better Communities, Inc. is a Consulting Firm that works with Community and Economic Development Projects all over the State of Georgia. Advocates is owned by Ivan and Wanda Minks who have assisted numerous communities with successful projects and millions of dollars.

Reference the City of Hogansville's 2020 CDBG/EIP/RDF project(s), Advocates for Better Communities submits this proposal in answer to your Request for Qualifications. We are interested in the development of your Application(s) as well as Grant Administration when funded.

Advocates for Better Communities, Inc. works with the local Community to assist in developing the project that the Community has need of addressing. By meeting with the local elected officials to discuss needs, then meeting with specific entities involved in the project, the best decision can be made about proceeding with any project.

The following information is provided in response to the Evaluation Factors outlined in your RFQ:

### **Evaluation Factor #1 – History of Firm and Resources**

Advocates for Better Communities, Inc. brings together over 20 years of economic development and grant writing experience through a husband-wife team. The primary goal of Ivan and Wanda Minks as private consultants is the development of sustainable communities. They believe this is accomplished through the expansion of economic opportunities for small businesses and agricultural producers, and through assisting local governments in improving their essential public facilities and infrastructure, which ultimately improves the living conditions for citizens in the rural regions of Georgia.

Ivan is a former USDA employee who had experience on the 'other side' of grant writing, that is, reviewing applications for approval of funding. Once funded, he also had oversight of the implementation of those projects. In the State of Montana, Ivan received the only Certificate of Appreciation from the Montana USDA State Director for successfully completing over \$50 million in loan application contracts in less than three years. His history of projects includes multiple Rural Development Programs and Housing.

A 360 Consulting Group offering Community Assessments, Loan and Grant Writing Services including Administration of Awards

156 Perdue Road, Barnesville, GA 30204

Ivan Minks 678-967-1559  
[ivan.minks@abc360group.com](mailto:ivan.minks@abc360group.com)

Wanda Minks 229-723-1002  
[wanda.minks@abc360group.com](mailto:wanda.minks@abc360group.com)

Wanda began her private consulting business in 2003 after 10 years as President of the Blakely-Early County, GA Chamber of Commerce. She has been successfully writing CDBG Applications and Administering the Grants since that time.

In 2014 Ivan and Wanda joined their grant experience and organized Advocates for Better Communities, Inc., which was incorporated January 6, 2015, making the Company in existence for almost five years. They have one office located at 156 Perdue Road, Barnesville, GA. The Company's specific experience with Federally Assisted Projects includes USDA national programs, such as the Value-Added Producer Grant and the Rural Economic Development Loan and Grant Program, yet the Company has focused on local governments and the Community Development Block Grant (CDBG) and CDBG Set-Asides which include the Employment Incentive Program and the Immediate Threat and Danger Program. Advocates for Better Communities has a high success rate with CDBG and CDBG Set Asides. They have funded both types of EIPs, which includes grants to the local government for infrastructure, and direct loans to businesses creating an RLF for the local government.

The principals of Advocates have a combined funding record of almost \$2 Billion over their twenty years in economic development. Since the formation of Advocates for Better Communities only five years ago, the Company has funded over \$20 million with a 90%\* success rate. Funding sources include USDA, GEFA (Georgia Environmental Finance Authority), and the Georgia Department of Community Affairs CDBG and CDBG Set-Asides Programs.

### **Evaluation Factor #2 – Federal Funds Grant Writing & Administration experience, including CDBG, EIP, RDF, EDA, etc.**

Advocates for Better Communities has been very successful in both Grant Writing and Administering federally funded projects, especially CDBG, ITAD, and EIP. They have never had a project that was delinquent or out of compliance. Most projects are completed within the awarded 24-month grant period. Their experience spans 20 years of professional service.

### **Evaluation Factor #3 – Key Personnel/qualifications**

Advocates for Better Communities' Principals, Wanda and Ivan Minks are the Key Personnel that will work with Hogansville's project. Their qualifications include that they have over 20 years of experience with CDBG Programs and other DCA grant programs. Their experience includes working with communities to determine the greatest need and developing the application, to writing and submitting the application, to administering the project through to completion. Experience includes assisting the local government with adhering to all laws and regulations that apply to the CDBG programs, record keeping, and meeting with DCA representatives to ensure the projects are on track.

### **Evaluation Factor #4 – Current Workload**

Advocates for Better Communities will write only two CDBG Housing projects in 2020. They are currently administering three awarded housing projects, one Multi-Activity project, and one EIP. Because Ivan and Wanda are the key personnel, they take only the amount of work that they can personally oversee. Their current

workload allows them to give the City of Hogansville's 2020 Housing project the attention it needs to be a quality application.

### **Evaluation Factor #5 – Scope and Level of Service Proposed**

Advocates for Better Communities, Inc. provides administrative services to assist the local government from the beginning of the project to closeout and completion. They assist with every aspect of the project and work closely with local government staff. The scope of service includes all administrative duties required to carry out the project, and the level of service is as detailed as the local government or their staff requires. Service defined is to:

- Assist in or complete all paperwork required to accept DCA award of project.
- Set up local government's records with duplicate records kept by Advocates for Better Communities
- Work with Architect/Engineer to ensure project design and completion is timely
- Assist with project bidding, bid opening, all the way to contract award
- Ensure project adheres to all State and Federal guidelines
- Prepare Drawdowns and work with staff to process
- Prepare all Reports and work with staff to process
- Ensure project stays within budget
- Ensure Engineer/Architect is inspecting and approving Contractor Pay Requests
- Keep up with all payroll
- Ensure Contractor adheres to Federal payroll guidelines
- Maintains all records for DCA inspection
- Assists staff through entire project.
- Meets with State Staff for monitoring.
- Ensures total project compliance.
- Closeout of the project with DCA

### **Evaluation Factor #6 – Experience with Similar Projects and List of References**

Advocates has had extensive experience with similar projects. They have funded over \$20 million in grants in Georgia. Following is a partial list of awarded projects:

#### **Partial List of Awarded Current and Past Projects:**

- City of Quitman, 2016 CDBG and ITAD
- City of Ty Ty 2016 CDBG
- City of Alamo 2015 Sewer Project
- City of Blakely Regular Round CDBG 2003, 2005, 2007, 2009, 2011, 2013, 2016, 2018, 2019
- USDA RDBG 2016
- GEFA Water Project 2016
- City of Blakely 2009 Stimulus CDBG
- E911 Regional Assistance Program Grant for Early and Calhoun Counties
- OneGeorgia Equity for Early County Development Authority
- Early County CDBG 2006, 2008, 2012, 2015
- City of Damascus 2009

- City of Colquitt CHIP 2008, Multi 2009, RAS 2008-2011, 2011 EIP, 2012 CDBG, 2014 CDBG, 2018
- OneGeorgia Equity for Miller County Development Authority
- 2005 HUD Grant for Miller County Development Authority
- Successful Value Added Producer Grant Awards since 2005
- Successful OGA EQUITY applications
- Lamar County Public Facility 2017 CDBG
- City of Abbeville, Public Facility 2017 CDBG, 2108 Housing CDBG

**References from Counties/Cities from Recent (Within last 5 years) Projects**

Advocates provides the following references from Counties and Cities the Company has assisted with federally funded projects in the last five years, and the projects' outcomes.

Contact Name	Contact Position	Contact Info	Project	Project Outcome
1. Michael Estes	Mayor, City of Abbeville	City: 229-467-3201 Cell: 478-396-0770	2018 CDBG 2017 CDBG	Successful Successful
2. Anthony Howard	Mayor, City of Blakely	City: 229-723-3577 Cell: 229-308-9619	2108 CDBG 2016 CDBG	Successful Successful
3. Charles Glass	Chairman, Lamar County Commission	Cty: 770-358-5146 Cell: 770-630-2372	2017 CDBG	Successful
4. June Merritt	Chairman, Early County Commission	Cty: 229-723-4304 Cell: 229-723-4767	2015 CDBG	Successful

**Evaluation Factor #7 – Fees associated with grant writing and administration**

Advocates for Better Communities does not charge a fee for grant writing. The Application is developed and submitted for the Community at no charge. Upon award of the Application, Advocates is paid from the allowable percentage included in the grant for grant administration. With a Housing project, that amount is 7% of the total award.

**Evaluation Factor #8 – Statement of Qualifications**

A completed Statement of Qualifications is attached.

**Evaluation Factor #9 – Applicable Section 3 Certification Forms**

Advocates for Better Communities is fully aware of the laws and regulations surrounding the CDBG Program including Section 3, and adheres to the Section 3 requirements. Enclosed with this response are the completed forms that are required for Section 3. However, Advocates is NOT claiming Section 3 Status.

**GRANT ADMINISTRATION  
STATEMENT OF QUALIFICATIONS**

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NAME OF FIRM: Advocates for Better Communities, Inc.

ADDRESS: 156 Perdue Road  
Barnesville, GA 30204

1. Years in Business in Present Form: Five years

2. Firms History and Resource Capability to Perform Required Services:

The Firm was created five years ago by merging two successful entities, both experienced in grant writing, grant administration, grant scoring, and implementation. Since its creation, Advocates for Better Communities' success rate for awards is 95%. The Firm has the resource capability to perform all the required services for CDBG projects, with both owners working full time with the Firm. The Firm has over 20 years experience and over \$50 million in grant awards.

3. Titles, names, and addresses of all officers.

Owner, Ivan Minks, 156 Perdue Road, Barnesville, GA 30204

Owner, Wanda Minks, 156 Perdue Road, Barnesville, GA 30204

4. List up to five (5) projects which demonstrate skills to be used on CDBG/EIP RDF/EDA projects.

1. 2019 CDBG Single-Activity Housing, City of Blakely, \$750,000

2. 2018 CDBG Multi-Activity, City of Blakely, \$1,000,000

3. 2018 CDBG Single-Activity Housing, City of Abbeville, \$626,437

4. 2017 CDBG Public Facility-Health Dept., Lamar County, \$750,000

5. 2017 CDBG/EIP, City of Colquitt, \$750,000

5. Fee to write the Application: We do not charge a fee to write the Application.

6. If you were awarded the administration on these type of projects, what would your fee for grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

Our fee for CDBG projects is included in the grant award, which is 6% of Single Activity and 7% with a Housing component.

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7. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in Federal Grant work.

Ivan Minks. Over 15 years experience with grants. Certified Home Inspector

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Role includes home inspections, Rehab Advisor for Program.

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Wanda Minks. 20 years experience with grants. Admin and record keeping.

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8. List three references with contact information.

1. Michael Estes, Mayor of City of Abbeville, 478-396-0770

2. Anthony Howard, Mayor, City of Blakely, 229-723-3101

3. Charles Glass, Chairman, Lamar County Commission, 770-358-5146

9. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No X  
*The Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal if claiming Section 3 preference. If not, you do not have to submit with your proposal.*

10. Certifying that:

Mr. & Mrs. Ivan Minks being duly sworn deposes and states that he & she is the Owner of Advocates for Better Communities, Inc. and that answers to the foregoing questions and all statements herein contained are true and correct.

**Georgia Department of Community Affairs  
Required Submittal - Section 3 Self-Certification and Action Plan**

All firms and individuals intending to do business with DCA, its recipients, sub-recipients and contractors MUST complete and submit this Action Plan and submit it with the bid, offer, or proposal in order to claim a preference on any contract or prior to award of a contract exceeding \$100,000 if no preference is claimed. **For contracts exceeding \$100,000, this document (signed, and notarized) must be satisfactorily completed to be eligible for award.**

Business Name: Advocates for Better Communities, Inc.		
D.B.A. (if different from above):		
Address: 156 Perdue Road	City: Barnesville	State/Zip: GA 30204
Business Phone: 229-723-1002	Fax: N/A (      )	
E-Mail: Wanda.minks@abc360group.com	Business Website:	
Federal Employer Identification Number: 47-2689549	Owner Social Security Number (if no EIN):	
Contact Person & Title: Wanda Minks, Owners	Contact Phone: 229-723-1002	
Trade Description:		
<input type="checkbox"/> Carpentry	<input type="checkbox"/> Heating (HVAC)	<input type="checkbox"/> Electrical
<input type="checkbox"/> Masonry Restoration	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Lead (Abatement)	<input type="checkbox"/> General Contractor	<input type="checkbox"/> Concrete
<input type="checkbox"/> Carpet/Flooring	<input type="checkbox"/> Rubbish Removal/Hauling	<input type="checkbox"/> Appraisal Services
<input type="checkbox"/> Demolition	<input checked="" type="checkbox"/> Other:	<input type="checkbox"/> Painting
	Grants Consulting	<input type="checkbox"/> Roofing
		<input type="checkbox"/> Ironwork
		<input type="checkbox"/> Landscaping
Date Business was established (MM/DD/YYYY): <u>01/06/2015</u>		
Type of Business (Check One): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship		
<input type="checkbox"/> Limited Liability Corporation (LLC) <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Joint Venture		
<input type="checkbox"/> Other (Describe):		
Number of employees: Full-time: <u>  2  </u> Part-time: <u>      </u> Contract: <u>      </u> Total: <u>  2  </u>		
Section 3 employees: Full-time: <u>      </u> Part-time: <u>      </u> Contract: <u>      </u> Total: <u>  0  </u>		



**I am Certifying as a Section 3 Business Concern and requesting Preference accordingly (Select only One Option):**

Option 1

- A business claiming status as a Section 3 Resident-Owned Business Concern (ROB) entity:

\_\_\_\_\_ Initial here to confirm selection of this option

Option 2

- A business claiming Section 3 status, because at least 30% of the existing or newly hired workforce for this specific contract will be Section 3 residents throughout the entire contract period. If a Prime or General Contractor is electing this option, the 30% employment requirement will be for the entire project including all the sub-contractors' employees:

**Check all methods you will employ to secure Section 3 Residents/Persons**

Posting the position in community sources that are generally available to low income residents and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Initial here to confirm selection of this option

*I anticipate my total number of employees for this contract to be \_\_\_\_\_ and \_\_\_\_\_ will be qualified Section 3 Residents/persons.*

Option 3

- A business claiming Section 3 status by subcontracting 25% of the dollar award to qualified Section 3 Business:

*Attach a list of intended subcontract Section 3 business(es) with subcontract amount.*

*Attach certification & all supporting documentation for each planned subcontract Section 3 Business.*

\_\_\_\_\_ Initial here to confirm selection of this option

**I am NOT Requesting Preference under Section 3:**

**X** I am NOT certifying as a qualified Section 3 Business Concern and I am not requesting a preference. However if I do trigger the regulation by doing any sub-contracting or hiring, I will comply by meeting all requirements of DCA's Section 3 policy and am committing to do the outreach as specified below.

**Check all methods you will employ to secure Section 3 Residents/Businesses**

Posting the position/contract opportunity in community sources that are generally available to low income residents and Section 3 Businesses and the general public is a standard requirement. **Check at least three (3) methods you will employ:**

- The local community newspaper
- The most widely distributed newspaper
- Company or agency website
- The management office of the local housing authority, or homeless service agency, or local low income housing community
- Local Workforce Board (i.e., Department of Labor)
- Local office of the Georgia Division of Family and Children Services
- Local office of the Georgia Department of Public Health
- Dodge Room <http://www.construction.com/dodge/dodge.asp>
- Other locations identified below and subject to DCA approval:  
City Hall bulletin board

wm Initial here to confirm selection of this option

Signature: \_\_\_\_\_

Printed/Typed Name: Wanda Minks

Title: Owner

Date: \_\_\_\_\_

**Notarial Affidavit**

Sworn to and subscribed before me this 23rd day of December, 2019.

Stephanie Y. Hanks  
Signature of Notary Public

Stephanie Y. Hanks  
Printed Name of Notary Public

Commission Expiration Date: 9-13-20

(Notarial Seal)





**OMDevelopment Group LLC.**

3140 Thorneridge Trail  
Douglasville, GA 30135

Phone: 309-269-8962  
fatwater@omdevelopmentgroup.com

**OMD**

**Lynne Miller**

Community Development  
Director

**City of Hogansville**

400 East Main Street  
Hogansville, GA 30230

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**Dear Ms. Miller:**

**January 20, 2020**

Enclosed please find the grant Writing/Administration Services Statement of Qualifications as requested. In addition to the Grant Writing/Administration Services Statement of Qualifications, you will also find enclosed a copy of my resume and a profile of projects I've managed or was partner to from the initial phase to completion.

I look forward to meeting with you and representatives of the City of Hogansville to discuss how my experience can help advance the City of Hogansville capital agenda, and provide the needed services to its residents.

I look forward to our conversation.

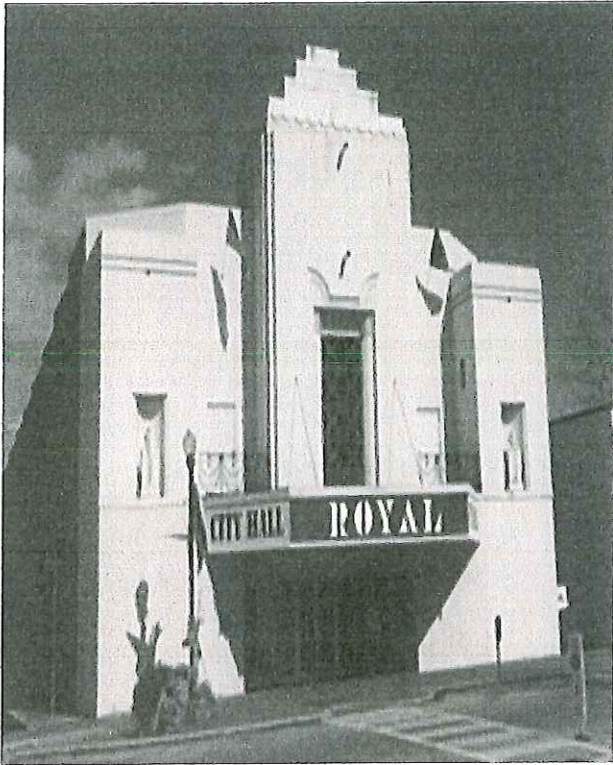
Sincerely,



Frankie L. Atwater Sr., MPA, HDFP

# OMDevelopment Group LLC.

Housing | Community Development | Economic Development



Request for Qualifications for  
Grant Writing/Administration  
Services

City of Hogansville, Georgia

3140 Thorneridge Trail  
Douglasville, GA 30135  
(309) 269-8962  
[fatwater@omdevelopmentgroup.com](mailto:fatwater@omdevelopmentgroup.com)

# GRANT WRITING/ADMINISTRATION STATEMENT OF QUALIFICATIONS

## OMDevelopment Group LLC.

OMDevelopment Group LLC has been in business since 2011.

Similar services provided for other governmental entities:

- Developed Policies and Procedures
- Case Management
- Grant Management
- Grant Administration
- Grant Monitoring
- CDBG Grant Compliance
- Construction Monitoring
- Program Administration
- Procurement Assistance
- Public Relations Outreach

*OMDevelopment Group LLC is a housing/community/economic development firm specializing in administering federal funding allocated to units of local government to support large scale projects. Management of federal funding require exceptional understanding of the laws and regulations that govern the use of these resources and their application, especially in the HUD/CDBG arena, where non-compliance can lead to disallowed costs by HUD.*

## **YEARS IN BUSINESS IN PRESENT FORM**

OMDevelopment Group LLC was established in 2011. The business in its present form has been in existence for nine (9) years.

## **FIRMS HISTORY AND RESOURCES CAPABILITY TO PERFORM REQUIRED SERVICES**

OMDevelopment group was established in 2011 as a housing, community and economic development firm. Frankie Atwater Sr. is currently the only employee of OMDevelopment Group. He uses his 25+years of experience to support units of local governments in managing federal and state funding received for infrastructure, housing, community and economic development projects. These funds were awarded from the U.S. Department of Housing and Urban Development and the U.S. Department of Labor.

*(Attachment 1, Frankie Atwater Resume)*

## **TITLES, NAMES, AND ADDRESSES OF ALL OFFICEERS**

Frankie L. Atwater Sr., HDFP  
3140 Thornreidge Trail  
Douglasville, GA 30135  
[fatwater@omdevelopmentgroup.com](mailto:fatwater@omdevelopmentgroup.com)

## LIST UP TO FIVE (5) PROJECTS WHICH DEMONSTRATE SKILLS TO BE USED ON CDBG/EIP/RDF/EDA PROJECTS

The following list of projects that Mr. Atwater was partner to from the initial phase to completion:

### Projects supported by Community Development Block Grant Funding

- *Bass Street Landing Moline, Illinois.* The Bass Street landing site was a former industrial site that required a level of redevelopment. The site was determined to be a Brownfield site by the Illinois Environmental Protection Agency (IEPA). Mr. Atwater was successful in acquiring \$250,000 in Brownfield Redevelopment funding to remediate the site and make it accessible for development. The site is now the location of a multi-million-dollar development that consist of restaurants, a band shelter and the Kone Elevator five (5) story office complex. The site also received an investment of \$3 million in HUD Section 108 funding guaranteed by the City's annual allocation of CDBG funding.
- *State of Illinois Community Development Block Grant (CDBG) program/Ike Disaster Recovery Program.* Administered \$500 million in state ad federal funding that created over one thousand jobs and 500+ affordable housing units, and supported the construction of over twenty (20) miles of infrastructure development/redevelopment.
- *Pullman Park Neighborhood, Chicago, Illinois.* Responsible for overseeing the initial phase of the Pullman Park economic redevelopment project which included but was not limited to, overseeing the procurement of contractors, leveraging of public/private resources. Project was funded with Ike CDBG Disaster Recovery funding.
- *Harvey, Illinois.* Infrastructure project funded with State of Illinois Disaster recovery funding. City of Harvey and the State of Illinois Department of Commerce and Economic Opportunity Office of Community Development provided funding to complete substantial road upgrade of six (6) linear blocks of infrastructure. The redevelopment supported business in the area and created/retained 56 permanent jobs. The road construction supported significant increased freight loads and freight traffic.
- *State of Illinois Section 108 Program.* Prepared and submitted a proposal to the U.S. Department of Housing and Urban Development (HUD) for Section 108 funding. The State of Illinois was awarded access to \$130 million that provided loan financing for business and units of local governments in Illinois.

## **FEE TO WRITE THE APPLICATION**

OMDevelopment Group will charge a fee of \$750 to write the application.

## **FEE FOR GRANT ADMINISTRATION SERVICES**

OMDevelopment Group will charge an administrative fee of 20% of the grant award.

## **KEY PERSONNEL INVOLVED ON THESE PROJECTS**

Frankie L. Atwater Sr. MPA, HDFP

Mr. Atwater will be the lead consultant in the administration of the federal award received and work associated with the grant.

Mr. Atwater has over twenty (20) years of progressively responsible Community Development, Program Management and Budget/Funds administration experience.

Highlights of Mr. Atwater's qualifications and experience most relevant to your needs:

- Administered \$500M+ in state and federal funding that created 1K+ jobs, 500+ affordable housing units, and supported the construction of over twenty (20) miles of infrastructure development/redevelopment. \$500M+ includes the administration of:
  - HUD Ike Disaster Recovery funding
  - Disaster Recovery Enhancement (DREF) funding
  - HUD CDBG funding
  - HUD ESG funding
  - Midwest Disaster Recovery allocation
  - Sandy Disaster Recovery
  - HHS CSBG annual allocation
  - State of Illinois Rural Public Housing Authority
- Stabilized an economic development loan portfolio consisting of \$140M+ in public funds to 175 local units of governments.
- Created capital access to a \$130M+ economic development loan program for businesses and local units of governments
- Led the restructure of a \$5M+ loan to meet the standards for the State housing authority and finance partners.



## **LIST THREE REFERENCES WITH CONTACT INFORMATION**

### **Wendy Bell**

Deputy Director

Office of Community Development

Illinois Department of Commerce and Economic Opportunity

(217) 871-7112

[wendy.bell@illinois.gov](mailto:wendy.bell@illinois.gov)

### **Anita Patel**

Bureau of Design & Environmental Systems/Service Unit Chief

Illinois Department of Transportation

(217) 341-9520

[anitadpatel1127@gmail.com](mailto:anitadpatel1127@gmail.com)

### **Todd Poe**

Partner, Strategist, & Lean Mgmt. Consultant

MoPoe and Associates

(309) 278-7279

[todd@mopoeassociates.com](mailto:todd@mopoeassociates.com)

## **SECTION 3 BUSINESS CONCERN**

No. OMDevelopment Group is not claiming Section 3 preference.

## **CERTIFICATION**

Mr. Frankie Atwater being duly sworn deposes and states that he is the Owner of OM Development Group LLC. And that answers to the foregoing questions and all statements herein contained are true and correct.

# FRANKIE L. ATWATER, MPA, HDFP

3140 Thorneridge Trail, Douglasville, GA 30135 | (c) 309-269-8962 | [fatwater45@gmail.com](mailto:fatwater45@gmail.com)

## SENIOR-LEVEL EXECUTIVE – ECONOMIC/COMMUNITY DEVELOPMENT

A performance-driven executive with substantial experience delivering vision, leadership, and direction. **Demonstrated experience administering large budgets of \$500M+**, managing large-scale projects/programs, exhibiting diplomatic customer service, and providing steadfast leadership to drive unparalleled success. Possess an exceptional understanding of the housing development, community development, education, energy assistance, and human needs of low-income populations. High-level skills in decision making, diplomacy, critical/conceptual thinking, people management, and business leadership.

### SIGNATURE COMPETENCIES:

<ul style="list-style-type: none"> <li>▶ Executive Leadership &amp; Administration</li> <li>▶ End-to-End Large-Scale Project Management</li> <li>▶ Sound Business &amp; Management Practices</li> <li>▶ Staff Acquisition, Leadership, &amp; Development</li> <li>▶ Multi-Million-Dollar Public Fund Administration</li> <li>▶ Exceptional Written &amp; Verbal Communications</li> <li>▶ Coaching &amp; Empowering a High-Performance Team</li> </ul>	<ul style="list-style-type: none"> <li>▶ Multi-Million-Dollar Budget Management/Allocation</li> <li>▶ Strong Advocate for Vulnerable Populations</li> <li>▶ Board of Directors Support &amp; Collaboration</li> <li>▶ Supporting &amp; Reinforcing Community Leaders</li> <li>▶ Complete Business Transformation, Turnaround &amp; Change Management</li> <li>▶ Multi-Program Creation, Leadership &amp; Management</li> </ul>
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### LEADERSHIP IMPACT:

**OVERVIEW:** Successful and substantial career directing organizations at the executive level, providing strategic vision and leadership to drive a dramatic turnaround. Respected for developing well-conceived strategies, leveraging well-established networks, and cultivating executive-level relationships to achieve and advance each company's goals and directives. Successful at making significant and transformational changes, for example, transformed Fulton County's community assistance program, in existence for twenty-five (25) years, to a new community based human service model aligned with Fulton County's Strategic Service areas.

### IMPACT SNAPSHOT:

- ✓ **Stabilized an economic development loan portfolio consisting of \$140 million in public funds to 175 local units of governments**
- ✓ **Created capital access to a \$130M+ economic development loan program for businesses and local units of governments.**
- ✓ **Proud recipient of the Illinois Governor Award for Leadership and Excellence in Service**

### EXECUTIVE PROFILE

#### ILLINOIS ASSOCIATION OF COMMUNITY ACTION AGENCIES ILLINOIS COMMUNITY ACTION DEVELOPMENT CORPORATION

Brought on to lead change and strengthen the relationship with the State of Illinois. Act as chief liaison responsible for bridging the relationship with the State of Illinois Department of Commerce and Economic Opportunity, the network of Community Action Agencies. Challenged to improve the financial strengths and operational efficiency of the Illinois Community Action Development Corporation affordable housing development program.

#### PRESIDENT AND CEO (2019 – 2019)

Embody the company's vision, values, and mission while providing leadership and direction as the Chief Executive Officer and official spokesperson for a forty (40) member anti-poverty statewide association. Oversee Illinois Association of Community Action Agencies and the Illinois Community Action Development Corporation.

- ▶ **Led the restructuring of a \$5M+ loan to meet the standards for the State** housing authority and finance partners.
- ▶ **Guided the Board of Directors through the dissolution of its long standing 501(C)(4) political action fund** which supported lobbying efforts for legislative decisions made by the Illinois general Assembly that negatively impacted statewide programs and services for low income individuals and families.
- ▶ **Fostered coalition** between State of Illinois Office of Community Assistance and the Association.
- ▶ **Managed human capital, finances and information** resources to strategically accomplish goals identified by the Board of Directors.

**ILLINOIS ASSOCIATION OF COMMUNITY ACTION AGENCIES  
ILLINOIS COMMUNITY ACTION DEVELOPMENT CORPORATION (CONTINUED)**

- ▶ **Achieved an 80% occupancy rate on a single-family housing.**
  - Vetted, recruited, and brought on a Community and Economic Development Manager that worked closely with the City, State finance authority, and finance partner to restructure the deal.
- ▶ **Championed successful strategies to spearhead and lead Association affairs, completion of all contractual and grantee obligations for the organization, and authority on all personnel matters.**
- ▶ **Assist the Board of Directors with diverse functions, including preparing for Board approval for operational policies and the annual budget. Provide strategic direction to the Association membership.**

**FULTON COUNTY, GA**

Operational strategist and visionary in charge of managing all the moving components involved in leading/directing complex programs. Operated five (5) federally funded programs; two (2) major County community-based programs; and five (5) operational divisions that provide low-income housing services to Fulton County residents.

**DIRECTOR, DEPARTMENT OF COMMUNITY DEVELOPMENT (2015 – 2019)**

Change leader & forward-thinking executive charged with reinventing and revamping a 25-year old community-based program to increase performance and drive successful outcomes.

- ▶ Conceptualized and implemented a program focused on serving high-risk youths and young adults in very low-income communities within Fulton County. Program received the National Association of Counties (NACo) Achievement Awards in 2018.
- ▶ **Received \$5M+ from the County after revamping a grant program, creating a new title, implementing a new methodology for allocating funds, new performance measures, and a new matrix for developing proposals.** Program received the National Association of Counties (NACo) Achievement Awards in 2018.
- ▶ **Initiated and led the successful turnaround of a HUD program affected by mismanagement, misappropriated funds, and multiple findings/federal statutory violations for 15 years.**
- ▶ **Enabled the retention of \$2.5M+ in funding by improving relationships with the federal government and municipalities, improving performance, and ensuring that Fulton County was no longer considered a "high risk" Urban County.**
  - Transformed the County's business model for allocating HUD CPD funding to municipalities and non-profit agencies. The transformation alleviated potential sanctions on the County's entitlement funding from HUD and allowed for the redesign of policies and methods to achieve desired outcomes.
  - Realigned department staff with a focus on core strengths and experience; successfully increased workflow efficiency and production, and overall departmental morale.
- ▶ **Championed comprehensive strategies that enabled the successful leadership and administration of the County's 100-bed homeless shelter.**
- ▶ **Led the planning efforts with HUD Public Housing** to design an approach to maintain public housing services in Fulton County.
- ▶ **Directed a staff of seventy (70) full and part time employees** that worked closely to ensure goals of the County's strategic plan were met.
- ▶ **Provided professional development and training opportunities** for staff in their respective fields.
- ▶ **Provided two (2) Division Managers** executive leadership training to enhance their leadership and management skills.
- ▶ **Advised Fulton County Executive Office** on Fulton County Public Housing Authority's management and operations and how their decisions impact the administration of programs and services to Fulton County residents.

## STATE OF ILLINOIS

Selected to lead and direct six (6) federal programs and four (4) operational divisions that managed the funding for infrastructure, economic development, disaster recovery, homeless services, and human services to urban and rural areas for the State of Illinois. Coordinated efforts with the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Health and Human Services, members of the Illinois General Assembly, and the Governors' Office.

## ACTING DEPUTY DIRECTOR, ILLINOIS DEPARTMENT OF COMMERCE AND ECONOMIC OPPORTUNITY (2012 – 2015)

Successful in directing the State of Illinois Community Development and Community Services Programs.

- ▶ **Oversaw, led, directed, and managed the success of the State of Illinois "War on Poverty" through a network of community action agencies in Chicago and throughout the State of Illinois.**
- ▶ **Administered \$500M+ in state and federal funding that created 1K+ jobs, 500+ affordable housing units, and supported the construction of over twenty (20) miles of infrastructure development/redevelopment.**
- ▶ **Conceptualized, created, and managed the State of Illinois first loan program that provided capital access to \$130M+ in loan opportunities for businesses and units of local governments, to support housing and economic development projects.**
- ▶ **Mentored, managed, supervised, and empowered the American Federation of State, County, and Municipal (AFSCME) union and nonunion employees.**
- ▶ **Identified and cleared audit issues through strategic contract terms negotiations with local elected officials and members of the Illinois General Assembly. Implemented housing, public infrastructure, and economic development programs.**
- ▶ **Promoted an inclusive workplace that fostered the development of staff while facilitating the cooperation and teamwork of union and non-union staff.**
- ▶ **Formed dialogue amongst State of Illinois Legislators, local elected officials and Department of Commerce and Economic Executive Office, to adopt a new philosophy on the State's administration of Federal programs sponsored by The U.S. Department of Housing and Urban Development.**

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## ADDITIONAL CAREER HISTORY

Senior Administrator, Camp Dresser & McKee (CDMSmith), MA, 2010-2012  
Community Development Grant Manager, City of Moline, IL 2010  
Community Development Manager, City of Moline, IL 2004-2010  
Community Development Planner, City of Moline, IL 2000-2004  
Urban Planner, City of Moline, IL 1998-2000  
Planning Assistant Bi-State Regional Commission, Rock Island, IL 1995-1998  
Planning Intern, City of LaGrange, GA 1993

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## EDUCATION, TRAINING, & CERTIFICATIONS

Master of Public Administration (2008)  
Drake University, Des Moines, IA  
Pi Alpha Alpha Honor Society Recognition  
Bachelor of Science, Community Regional Planning (1992)  
Iowa State University, Ames, IA  
Iowa State University Academic Award  
Iowa State University Athletic Academic Award

### Training & Certifications

Housing Development Finance Professional (HDFP)  
Economic Development Finance Professional (EDFP) enrolled  
Executive Leadership Certificate, Carl Vinson Institute of Government, University of Georgia  
Supervisor Liability Training

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**PUBLIC SPEAKING EXPERIENCE**

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Guest Speaker-State of Illinois State Treasurer Funds Financial Forum  
Guest Speaker-National Community Development Association National Conference Guest Speaker-National Community  
Development Association Regional Conference Guest Speaker-Council of Development Finance Agencies

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**PROFESSIONAL AFFILIATIONS**

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Full Member of the International City/County Managers Association (ICMA)  
Former member of the National Community Development Association (NCDA) Board  
Former Board Chairman of Project NOW Community Action Agency in Illinois  
Illinois Housing Trust Fund Advisory Commission Member  
Illinois Interagency Housing Task Force Subcommittee Member  
Illinois Housing Development Authority Office of Housing Coordination Services (OHCS) Advisory Committee Member  
Former member of the State of Illinois Long-term Disaster Recovery Council

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**AWARDS & RECOGNITION**

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Two (2) National Association of Counties (NACo) Achievement Awards, 2018  
Governor Award for Leadership and Excellence in Service, 2012  
Rock Island, Illinois High School Distinguished Alumnus  
Two-Time National Collegiate Athletic Association All-American Track & Field Award  
USA 4x400 Indoor World Championship Team Gold Medalist  
Olympic Track & Field Trials Semifinalist

## Lynne Miller

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**From:** Kim Scott <kim@kimistrysolutionsconsulting.com>  
**Sent:** Monday, January 20, 2020 9:48 AM  
**To:** Lynne Miller  
**Subject:** RFQ Grant Writing/Administration Services - Kimistry Solutions Consulting, LLC  
**Attachments:** HOGANSVILLE GA - RFQ Grant-Writing-Admin. Svcs. - KIMISTRY SOLUTIONS 012020.pdf

Good Morning, Director Miller,

I am pleased to submit the attached *RFQ Grant Writing/Administration Services* proposal for your review and hopefully, your approval.

Please contact me if you have any questions or concerns. I look forward to assisting you.

### **Kimberly Scott, M.P.A., President**

Kimistry Solutions Consulting Services, LLC  
14047 Ridgewick Drive  
Jacksonville, Florida 32218  
Phone: 904.219.6055  
E-mail: [kim@kimistrysolutionsconsulting.com](mailto:kim@kimistrysolutionsconsulting.com)

*"Providing the right solutions"*

## KIMISTRY SOLUTIONS CONSULTING, LLC

14047 Ridgewick Drive  
Jacksonville, FL 32218-8442  
Phone: 904.219.6055  
E-mail: kim@kimistrysolutionsconsulting.com

Dear Ms. Miller:

As a highly skilled and educated former Public Administrator, I notice with great interest your intent to obtain federal funds for Hogansville's community initiatives and economic development. Your requirements directly align with my background in developing local government housing, neighborhoods, communities, and regulatory enforcement programs, in addition to oversight of same as a director, operations director, division chief, and manager for the largest city in land mass within the contiguous United States: Jacksonville, Florida.

Kimistry Solutions Consulting, LLC (KSC) has *direct/hands-on* experience to meet and exceed Hogansville's expectations.

During my past career as a five-time appointed local government official and civil service employee in Jacksonville, Florida, I oversaw and developed numerous Community Development Block Grant applications for community development and code enforcement programs, yielding federal grant funds ranging from \$400,000 to \$1,000,000 annually over the course of 22 years. In addition, an innovative CDBG request led to approval of funds to support acquisition of properties for construction of affordable housing.

With years of experience in local government leadership, developing municipal budgets (grant and general fund/revenue), community development/initiatives, and serving as a consultant to local executive and legislative branch elected officials, my consultancy offers unique perspectives for Hogansville's needs.

In addition to the preceding experience, I hold a Master of Public Administration degree and a Bachelor of Political Science degree from the University of North Florida.

I offer to meet with your representatives to further discuss background and services provided by Kimistry Solutions Consulting, LLC.

Also, enclosed within the attached proposal is KSC's *Statement of Qualifications* form and *Capabilities Statement*. I look forward to collaborating with the City of Hogansville as you embark upon improving your neighborhoods.

Kimberly Scott, M.P.A., President/Owner



**STATEMENT OF QUALIFICATIONS AND PROPOSALS**

**GRANT-WRITING/ADMINISTRATION AND RELATED GRANT SERVICES  
FOR  
HOGANSVILLE, GEORGIA**

Kimistry Solutions Consulting, LLC

14047 Ridgewick Drive

Jacksonville, FL 32218

Phone: 904.219.6055

E-mail: [kim@kimistrysolutionsconsulting.com](mailto:kim@kimistrysolutionsconsulting.com)



# KIMISTRY SOLUTIONS CONSULTING, LLC

## HISTORY

Kimistry Solutions Consulting, LLC (KSC), a woman-owned small business, is a uniquely experienced consultancy firm specializing in public sector general management and executive administration consulting; public policy consulting; strategic organizational planning; Community Development Block Grant (CDBG) development and administration, and; community initiatives planning and oversight. KSC's principal has vast experience in administration and management of municipal government civil law (codes) enforcement, housing, neighborhood, and regulatory programs.

## FEDERAL FUNDS GRANT WRITING AND ADMINISTRATION EXPERIENCE

KSC's principal, Kimberly Scott, M.P.A., provides a unique "hands-on" background to assist local governments with developing new programs for community development and improvement:

- Three mayors of Republican and Democrat political affiliation and numerous City Councilmembers appointed Ms. Scott to several executive branch managerial and administrative positions, including Department Director, Operations Director, Division Chief, Code Enforcement Manager, and Contract Compliance Manager for Jacksonville, Florida, the largest contiguous U.S. city in land mass (747 square miles) and most populous city state-wide (approximately 904,000 citizens per 2018 U.S. Census). Jacksonville is a consolidated city-county government.
- Related local government programs under Ms. Scott's oversight included: Municipal Code Compliance Division (Code Enforcement), Housing Services and Community Development Divisions, Neighborhood Services Office, and the Office of Consumer Affairs.
- As a division chief and manager, KSC's principal annually conducted qualitative and quantitative research for and developed federal *Community Development Block Grant (CDBG)* applications to fund preservation of local housing stock, via board-up of nuisance buildings and demolitions of unsafe structures for local code enforcement. CDBG funds approvals ranged from \$400,000 to \$1,000,000. Related grant administration activities required direct contacts and collaborations with government housing, budget, accounting, and purchasing personnel, in addition to grant monitoring, development of monthly, quarterly, and annual grant reports, and meeting with local government officials and municipal CDBG oversight personnel to discuss program activities.
- Ms. Scott single-handedly developed the first CDBG application to fund acquisition of vacant residential lots for donation to approved non-profit organizations for construction of affordable housing, namely Habitat for Humanity of Jacksonville (HabiJax). Related duties included: public court records research; field properties

observation and selection; frequent interaction with approved non-profits and government attorneys, and; grant administration and consultations with city housing services personnel.

#### KEY PERSONNEL/QUALIFICATIONS

- KSC's principal and President holds a Master of Public Administration degree and a Bachelor of Arts in Political Science degree from the University of North Florida.
- KSC's principal is a former long-time local government appointed official, appointed by three Jacksonville, Florida Mayors to serve as: Director of Regulatory Compliance Department; Interim Director/Operations Director of Neighborhoods Department; Division Chief for Municipal Code Compliance Division (Code Enforcement); Code Enforcement Manager, and; Contract Compliance Manager. The City of Jacksonville's Neighborhoods Department houses Housing Services and Community Development Division, in addition to several other divisions and agencies.
- Key personnel oversaw departmental budgets (maximum \$15,000,000) and divisional budgets (maximum \$6,000,000) for City of Jacksonville government and justified related proposed expenditures before the City Council's Finance Committee and regular City Council annually and upon request.
- *Direct long-time local government CDBG experience:* KSC's principal developed CDBG applications and programs for local government housing and community initiatives to provide vacant lots to approved non-profit organizations for affordable housing construction and to support code enforcement compliance activities. Grant submissions developed by Ms. Scott yielded funds ranging from \$80,000 to \$1 million. In addition to procuring CDBG funds, Ms. Scott pro-actively collaborated with various local, state, and federal agencies, in addition to directly working with government attorneys and private sector organizations to achieve goals, which ultimately require federal and local government funding support for various purposes.
- As stated previously, Ms. Scott has over 22 years of direct local government CDBG research, development, and administration experience in community development activities for property code enforcement and properties acquisitions for affordable housing. Furthermore, she developed and directed effective pro-active beautification, neighborhood, and consumer affairs programs, in addition to managed local housing initiatives.
- Ms. Scott, a former appointed city official, served as a frequent consultant to executive branch Mayor's Office and managerial personnel, in addition to legislative branch City Councilmembers and staff. She served as city government Regulatory Compliance and Neighborhoods Departments subject matter expert before various Mayoral and City Council regular and ad hoc committees convened for neighborhoods/community development and improvement.

- KSC's principal partners, as needed, with additional subject matter experts (SME), including former municipal government chiefs of Housing and Community Development Divisions. These SMEs have decades of direct experience and leadership in local housing and community development initiatives, programs, and administration for Jacksonville, Florida – the largest city in land mass (747 square miles) within the contiguous United States and most populous city in Florida.
- One KSC resource served as a municipal government Assistant General Counsel and legal counsel for local Regulatory, Planning/Development, and Neighborhoods Departments for the City of Jacksonville.
- The Center for Community Progress is the country's preeminent organization dedicated to addressing community revitalization, via establishment of effective local initiatives. For years, KSC's principal studied and met with leadership of several successful and innovative local programs in several states, which rely upon federal and grants assistance; related knowledge obtained from this organization serves as an asset to grant development for local governments.
- With years of in-depth expertise obtaining local and federal government funding assistance for large municipal departments, divisions, and community initiatives, KSC is ready to assist Hogansville as the area pro-actively embarks upon "next level" initiatives to grow and improve their community.

#### **CURRENT WORKLOAD**

Kimistry Solutions Consulting, LLC is available to assist upon request.

#### **SCOPE AND LEVEL OF SERVICE PROPOSED**

Grant research, development, management, and administration is a continuous process, which requires pro-active monitoring and detailed reporting. KSC's principal offers in-depth services from initial meetings with key personnel and research at local, state, and federal government levels to grant report completion and subsequent inquiries and/or consultations. KSC will provide detailed and comprehensive qualitative and quantitative reports monthly, quarterly, and annually, in addition to ad hoc reports.

KSC's principal has years of direct experience in establishing, developing, and/or strengthening local government programs and initiatives. The consultancy proposes to establish, develop, and administer federally funded Redevelopment Fund Projects, Employment Incentive Projects, Economic Development Administration Projects, and any other related projects in compliance with federal regulations and tailored to Hogansville's immediate needs and overall plans for community development and improvement.

The consultancy proposes to meet with local officials and/or employees to discuss related programs.

Citizens want (and need) to know their government works for them and their families. KSC may represent the county and/or its agencies, as a public policy consultant before community meetings, government officials, and other organizations.

#### EXPERIENCE WITH SIMILAR PROJECTS/REFERENCES

##### Similar projects experience:

- KSC's previous job experience includes over 22 years of direct *Community Development Block Grant (CDBG)* oversight, development, and administration for City of Jacksonville Property Safety and Municipal Code Compliance Divisions (Code Enforcement) to fund government property code compliance, via board-up contracting of nuisance vacant/open buildings for preservation of current housing stock and to prevent vagrancy.
- In addition, past CDBG grant writing activities directly supported demolitions/clearances of condemned, dilapidated, and unsafe buildings within Jacksonville, Florida. Grant requests developed by Ms. Scott yielded approved CDBG funds, ranging from \$400,000 to \$1,000,000 annually.
- During her tenure as a local government manager, KSC's principal single-handedly developed the first CDBG application for an innovative program to fund acquisition of vacant residential lots for donation to approved non-profit organizations for construction of affordable housing, namely Habitat for Humanity of Jacksonville ("HabiJax").

##### References:

Brenda B. Ezell, P.A., Ezell Law Firm  
Former Assistant General Counsel, City of Jacksonville  
3560 Cardinal Point Drive, Suite 202  
Jacksonville, FL 32257  
904.432.3200  
[brenda@ezellfirm.com](mailto:brenda@ezellfirm.com)

The Honorable Warren A. Jones, Chairman  
Duval County School Board  
Former City Council President and Councilmember, Jacksonville, Florida  
904.318.5688  
[Joneswarren3105@att.net](mailto:Joneswarren3105@att.net)

The Honorable John R. Crescimbeni  
Former City Councilmember, Jacksonville, Florida  
904.710.7100  
[jrcjaxfl@aol.com](mailto:jrcjaxfl@aol.com)

**ASSOCIATED FEES**

The following fees represent complete oversight (*per individual project/program*) of Hogansville's Community Development Block Grant to fund community initiatives and economic development:

**Fee Schedule:**

**Proposed services:** In-depth supporting research, grant development and submission, grant administration, (project management, program evaluation, expenditures tracking, and reports development), consultations, and meetings:

Initial fee for grant development and submission (federal):	\$	8,000
Monthly Retainer for grant administration (12 months):	\$	6,000
Travel Expenses:	Billed at cost, plus 10% for ground transportation, airfare (if required), lodging, meals, and related incidental expenses.	

KSC requires assessed payments within 30 days of invoice date.

**STATEMENT OF QUALIFICATIONS FORM**

The *Statement of Qualifications Form* is within the RFQ/P package.

**SECTION 3 CERTIFICATION FORM FOR HUD-ASSISTED PROJECTS**

Kimistry Solutions Consulting, LLC does not employ trades personnel for construction projects. If clients require completion of the *Section 3 Certification Form for HUD-Assisted Projects*, KSC will expeditiously provide required forms and documents upon request.

**CAPABILITIES STATEMENT**

**Kimberly Scott, M.P.A., President**  
 E-Mail: kim@kimistrysolutionsconsulting.com  
 Phone: 904.219.6055  
 Address: 14047 Ridgewick Drive  
 Jacksonville, FL 32218

**KIMISTRY SOLUTIONS CONSULTING, LLC**

Kimistry Solutions Consulting, LLC (KSC), a woman-owned small business, is a uniquely experienced consultancy firm specializing in public and private sectors general management and executive administration consulting; public policy consulting; strategic organizational planning; Community Development Block Grant (CDBG) grant development and administration, and; community initiatives planning/oversight. KSC has vast experience in administration and management of government civil law (codes) enforcement, housing, and regulatory programs.

**CORE COMPETENCIES**

KSC's expertise includes but is not limited to: Public Administration and Management; public policy development; government departmental and divisional leadership; community initiatives development and oversight; public program research, analysis, implementation, and monitoring; business processes development, problems resolution, and improvement. The firm's principal has in-depth experience in government regulatory, housing and zoning code enforcement administration, and management. KSC also provides skilled community initiatives planning, development, and administration, in addition to grants development and administration. The consultancy provides public and private sectors lobbying services.

**DIFFERENTIATORS**

**Uniquely experienced:**

- Kimistry Solutions Consulting's principal is a former municipal government official, appointed by three mayors in various management and leadership positions over Regulatory, Housing, and Civil Law Enforcement departments and divisions.
- The consultancy's principal has a Master of Public Administration degree and a Bachelor of Political Science degree.
- Direct long-time professional interaction with local, state and federal regulatory, housing, and code representatives to conduct community initiatives and programs for the largest city in land mass within the contiguous United States, including CDBG grants development and administration
- Uniquely *direct* experience in CDBG development and administration for local government programs
- The firm's principal served on various mayoral executive branch and legislative branch committees as a subject matter expert, government consultant, and liaison.
- KSC's owner has over 25 years of direct experience as a government executive branch consultant and point-of-contact for public executive branch and legislative branch elected officials and offices, in addition to private sector businesses and customers.

**PERTINENT CODES**

- 8(a) Designation
- Woman-Owned Small Business (WOSB)
- **DUNS:** 050105718
- **CAGE:** 84S90
- **NAICS Codes:**  
**541611** - Administrative Management & General Management Consulting Services  
**541618** - Other Management Consulting Services  
**541350** - Building Inspection Services  
**921110** - Executive Offices  
**921120** - Legislative Bodies  
**921190** - Other General Government Support  
**922190** - Other Justice, Public Order & Safety Activities  
**925110** - Administration of Housing Programs  
**925120** - Administration of Urban Planning, Community, and Rural Development

**CAPABILITIES/PAST PERFORMANCE**

- Extensive Public Administration experience: appointed executive branch director, operations director, division chief, administrator, manager, and liaison, and; provided direction and guidance to municipal legislative branch elected officials and employees
- Government department/division representative for mediations and judicial hearings.
- Public Policy Consulting: Expertise includes local government housing, zoning, and regulatory code development, enforcement, compliance, and oversight; community development and initiatives consulting; general administrative and management consulting, and; strategic organizational planning consulting. KSC served as an advocate and liaison for several executive branch departments, divisions, agencies, committees, and related community initiatives.
- Extensive consulting skills: public program research; qualitative and quantitative analysis; problems resolutions for public/private sectors, and; program development and implementation (tailored to agencies' unique needs and in consideration of applicable laws)
- Attend executive/legislative branch committees and City Council meetings, and; attend community meetings as a government subject matter expert to educate; provide direction, regarding various matters; discuss various government and community activities, and; explain pending initiatives, policy changes and government services
- Represent private businesses and individuals by "navigating" through complex government processes to achieve business goals

## GRANT WRITING/ADMINISTRATION STATEMENT OF QUALIFICATIONS

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NAME OF FIRM: Kimistry Solutions Consulting, LLC

ADDRESS: 14047 Ridgewick Drive

Jacksonville, Florida 32218-8442

1. Years in Business in Present Form: 2.5 yrs. in current business; 22 yrs. of professional experience in CDBG grant research, writing, and administration for municipal government housing and code enforcement divisions/programs.

2. Firms History and Resource Capability to Perform Required Services:

Kimistry Solutions' principal is a former local government appointed official, director, operations director, division chief, and manager appointed by three mayors to develop and oversee activities in property/zoning/sign code enforcement, housing and community development, environmental, consumer affairs, and other regulatory divisions/agencies within Jacksonville, Florida. The principal has 22 yrs. of hands-on expertise in CDBG research, grant development, and grant administration for affordable housing and code enforcement projects; approved CDBG funds ranged from \$80,000 to \$1 million.

3. Titles, names, and addresses of all officers.

Kimberly Scott, M.P.A., President/Owner, 14047 Ridgewick Drive, Jacksonville, FL 32218-8442

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4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

1. CDBG: Conducted research for and developed CDBG proposals annually (17 yrs.) for local Code Enforcement to obtain funding to support demolition of unsafe/condemned structures, nuisance abatement, and board-up of vacant/open structures. The agency received funds ranging from \$400,000 to \$1 million annually. Associated activities included grant administration.

2. CDBG: Developed the first CDBG grant for government purchase of distressed properties for donations to approved non-profit organizations, which construct affordable housing. Associated activities included grant administration.

3. Former appointed interim director/operations director over local Housing Services, Community Development, and Code Enforcement Divisions.

4. Former appointed director with oversight of municipal housing/community development, code enforcement, neighborhood services, consumer affairs, and other regulatory divisions.

5. Past government executive branch consultant to legislative branch councilmembers and staff. Jacksonville, Florida has 19 councilmembers (14 district/5 at-large).

5. Fee to write the Application: \$8,000

6. If you were awarded the administration on these type of projects, what would your fee for grant administration services be (*fees can be expressed in percentages, but all agreements will be lump sum amounts*)?

Monthly retainer (12 months): \$6,000 monthly; travel expenses at cost, plus 10%

7. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

Kimberly Scott, M.P.A.: A retired long-time local government official, administrator, and employee,

Ms. Scott developed CDBG applications for 15 years to fund various community programs and development,

related to affordable housing initiatives and code enforcement compliance for Jacksonville - the most populous

city in Florida. Appointed by three mayors, Ms. Scott served as Director/Operations Director for city Regulatory

Compliance and Neighborhoods Departments and oversaw related budgets (maximum \$16 million).

8. List three references with contact information.

1. Brenda Ezell, P.A., 904.432.3200 (office), 904.535-4346 (cell)

2. The Honorable Warren A. Jones, 904.318.5688

3. The Honorable John R. Crescimbeni, 904.710.7100

9. Are you a Section 3 Business Concern? Yes \_\_\_\_\_ No X  
*The Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal if claiming Section 3 preference. If not, you do not have to submit with your proposal.*

10. Certifying that:

Mr./Mrs./Ms. Kimberly Scott, M.P.A. being duly sworn deposes and states that

he/she is the President/Owner (title) of Kimistry Solutions Consulting (name of firm)

and that answers to the foregoing questions and all statements herein contained

are true and correct.