

CDBG FY19 Consultant Services Annual Action Plan

Deadline: 4/8/19

		Grace Aaron Consulting	
Reviewer:		1	2
Program Design and Community Impact (50)		40	38
Experience and Capacity (30)		40	40
Scope Alignment with Consolidated Plan (15)		20	19
New Organization Not Previously Funded (5)		0	0
Totals (out of a possible 100 points)	0 0	100	97
Total Score (out of a possible 300 points)	0	197	
Rank Per Reviewer		1	1
Average Rank		1.000	

Professional Services Proposal
For the Preparation of the
City of Pascagoula's Annual One-Year Action Plan (FY2019)
For Its
Community Development Block Grant
Entitlement Program



Submitted March 12, 2019 by

Grace Aaron Development Consultant
135 Fayard Street
Biloxi, MS 39530
(228) 861-2994
graceinbiloxi@aol.com

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135 Fayard Street
Biloxi, MS 39530
(228) 861-2994
graceinbiloxi@aol.com**

**Professional Services Proposal to Assist in Preparation and Submittal of
Pascagoula's Annual One-Year Action Plan (FY2019)**

Section 1. Experience

Since 1999, I have worked as a consultant for Mississippi Gulf Coast municipalities and counties developing grants applications and administering grant programs funded by a wide variety of state and federal agencies and private foundations.

I specialize in working with the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Entitlement Program and have considerable experience preparing Annual One-Year Action Plans using HUD's Econ Planning Suite to incorporate required information into the federal government's Integrated Disbursement and Information System (IDIS).

In addition to preparing and submitting the City of Pascagoula's 2016, 2017 and 2018 Annual One-Year Action Plans, I assisted in developing the amendment to the Pascagoula Five-Year Consolidated Plan (2015-2019) to allow funding of additional CDBG-eligible activities.

Since 2013, I have developed all of the City of Biloxi's CDBG Entitlement Program Annual One-Year Action Plans and Consolidated Annual Performance and Evaluation Reports. I also have updated Biloxi's HUD-required Citizens Participation Plan; prepared its 2014 Analysis of Impediments to Fair Housing Choice; developed the Biloxi Five-Year Consolidated Plan (2015-2019); and assisted the City in documenting compliance with applicable federal and state regulations and policies to avoid monitoring findings by HUD.

I understand that while the Plan's development schedule must allow some flexibility to accommodate a participatory development process, HUD's deadline for document submittal is firm. I have experience with and am comfortable working under deadline and in concert with City officials and staff to prepare plans that require solicitation and incorporation of citizen input. I am familiar with current HUD regulations and policies and have experience working with the current version of the Econ Planning Suite.

Three Public Agency References:

Michael Leonard, Chief Administrative Officer
City of Biloxi
P.O. Box 429
Biloxi, MS 39533
Telephone: (228) 435-6254 Email: mleonard@biloxi.ms.us

Jamie M. Miller, Deputy Director for Governmental Affairs
and Chief Innovation Officer
Mississippi Development Authority
P.O. Box 849
Jackson, MS 39205
(601) 359-2378 Email: jmiller@mississippi.org

Judy Steckler, Executive Director
Land Trust for the Mississippi Coastal Plain
955-A Howard Avenue
Biloxi, MS 39530
Telephone: (228) 435-9191 Email: judysteckler@aol.com

Section 2. Qualifications

My combined experience and academic qualifications give me a unique understanding of the technical skills and Community Development Block Grant Entitlement Program policies and procedures necessary to prepare an FY2019 Annual One-Year Action Plan for the City of Pascagoula that is fully compliant with applicable federal regulations and their intent, as interpreted by HUD.

My academic qualifications enhance my direct experience preparing CDBG Entitlement plans and reports, which include holding a Master of Public Policy and Administration Degree from Mississippi State University and a Bachelor of Arts Degree as a magna cum laude graduate of Mississippi University for Women.

My qualifications for development of Pascagoula’s FY2019 Annual One-Year Action Plan include preparation of the same HUD-required document for the City of Pascagoula in 2016, 2017 and 2018. All were accepted by the City and approved by HUD.

Each of the 2013, 2014, 2015, 2016, 2017 and 2018 Annual One-Year Action Plans I prepared for the City of Biloxi also were accepted and approved, as was the Biloxi 2015-2019 Five-Year Consolidated Plan I prepared.

In addition to having extensive knowledge about and technical expertise in preparing HUD-approved Annual One-Year Action Plans, my qualifications include the aptitude to successfully administer various components of the CDBG Entitlement Program, including conducting HUD-compliant public hearings; Section 3 compliance monitoring; developing subgrantee contracts, policies and procedures; coordinating construction and non-construction projects; and preparing in-house forms to ensure HUD regulatory and policy compliance throughout project implementation.

My qualifications include the ability to make and maintain good working relationships with regional and local public service agencies and local units of government, which will allow me to successfully solicit HUD-required input into development of Pascagoula's Annual One-Year Action Plan.

Other qualifications I have developed as a grants consultant during the past 20 years include the ability to meet deadlines; organize community meetings; compile and assess information from numerous sources; present said information in various formats; prepare documents for public review and City Council adoption; assist elected officials and staff in development of eligible projects; and serve as a liaison between local units of government and federal and state funding agencies.

My qualifications include an ability to work with a broad range of public and private funding agencies, which most recently involved developing successful grant applications from the following:

- USEPA Brownfields Assessment and Cleanup Grant
- Mississippi-Alabama SeaGrant Consortium Sustainable Communities Grants
- Mississippi Department of Archives and History Community Heritage Preservation Grants, Mississippi Landmark Grants and Certified Local Government Grants
- Mississippi Development Authority Economic Development Highway Program Grant
- Mississippi Public Trust Tidelands Grants
- Mississippi Department of Transportation, Transportation Enhancement Grants
- Mississippi Department of Environmental Quality Solid Waste Assistance Grant
- Mississippi Tennis Association
- US Department of the Interior, Fish and Wildlife Service Coastal Impact Assistance Program (CIAP) Grants

Section 3. Capacity for Performance

I have successfully accomplished my work as a self-employed community development consultant for the past 20 years without subcontracting services or hiring staff beyond part-time clerical support. I will be directly responsible for preparation of every aspect of Pascagoula's Annual One-Year Action Plan through submittal, as assigned by the City.

My career ethic dictates that I meet deadlines with high caliber, professional work products. Unless the City of Pascagoula desires to take a different approach to developing its Annual One-Year Action Plan than that which is required for compliance with HUD requirements for plan content and format, I do not anticipate the need for additional staff or subcontractors. Should that need arise, however, I will fully comply with HUD's Section 3 requirements for hiring.

HUD estimates that preparation and submittal of an Annual One-Year Action Plan using its IDIS Econ Planning Suite software requires 54 hours. However, this estimate does not take into account time required to identify and document eligibility of proposed FY2019 activities; organize and conduct the public hearing(s) and prepare related material; meet with the administration and staff as may be requested; provide outreach to City-identified agencies and individuals; call, email, and follow up as necessary to obtain required data from various state and local agencies; work to resolve issues with data and text entry into HUD's Econ Planning Suite; or convert the Econ Planning Suite templates into pdf documents for the public review draft(s) and final document.

Based on actual experience, I estimate preparation and submittal of Pascagoula's Annual One-Year Plan will require approximately 93 hours. I propose to complete preparation and submittal of the Plan for an amount not to exceed \$7,900.00 based on my current professional services hourly rate of \$85.00, which includes indirect costs and travel expenses.

I am available to begin work on this project immediately.