



**Proposal to Provide
Professional Administrative Services
for the City of Pascagoula's
Community Development Block Grant
Entitlement Program**

2022 Annual Action Plan

Submitted By
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March 22, 2022

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Professional Administrative Services Proposal

Section 1. Introduction

I understand that the City of Pascagoula is requesting proposals for professional administrative services to assist in preparing and submitting a HUD compliant 2022 One-Year Annual Action Plan for its CDBG Entitlement Program and that services also may include administrative assistance preparing federally compliant Environmental Reviews and Release of Funds, if requested. I understand that the proposed scope of work includes an option to extend the contract term for up to twelve-months should the City need additional professional administrative services to assist in amending its CDBG Annual Action Plan(s).

Since 1999, I have worked as a self-employed consultant developing grant 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 (CDBG) Entitlement Program and have considerable experience preparing One-Year Annual Action Plans and Five-Year Consolidated Plans. I also have more than seven years of direct experience working with the HUD Econ Planning Suite and Integrated Disbursement and Information System (IDIS).

I have successfully accomplished my work as a consultant for the past 23 years without subcontracting services or hiring staff beyond part-time clerical support. If selected, I will be solely responsible for preparing the City of Pascagoula's 2022 One-Year Annual Action Plan through submittal to HUD via IDIS. If the City exercises its option to extend the Agreement, I will be available to provide the additional professional services needed to assist in amending its CDBG Annual Action Plan(s).

Section 2. Experience

In terms of CDBG Entitlement Program direct experience, I assisted in preparing and submitting the City of Pascagoula's 2020-2024 Consolidated Plan and I substantially amended its 2015-

2019 Consolidated Plan to more comprehensively address community needs and HUD funding priorities. I also assisted in preparing and submitting each of Pascagoula's 2016 - 2021 Annual Action Plans.

I developed the City of Biloxi's 2015-2019 and 2020-2024 Consolidated Plans as well as its Annual Action Plans for each year from 2013 - 2021. For the City of Moss Point, I substantially amended its 2019 Annual Action Plan and prepared and submitted that City's 2020 and 2021 Annual Action Plans.

I am familiar with the regulations and policies governing the CDBG Entitlement Program and have worked with HUD's Econ Planning Suite and Integrated Disbursement and Information System (IDIS) to prepare and submit CDBG plans and reports since 2014, when entitlement cities were required to convert to use of the federal software.

I also have direct experience working with the HUD Environmental Review Online System (HEROS), should the City of Pascagoula request my assistance in preparing Environmental Review and Release of Funds records for its CDBG Entitlement Program.

I have experience and am comfortable working with City officials and staff to prepare plans that require and incorporate citizen input and I am proficient in organizing and conducting public hearings. I understand that HUD's deadline for CDBG Annual Action Plan submittal is firm.

Three Public Agency References

Michael Leonard, Chief Administrative Officer
City of Biloxi
140 Lameuse Street
Biloxi, MS 39530
Telephone: (228) 435-6254 Email: mleonard@biloxi.ms.us

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

Helen Werby, Executive Director
Biloxi Housing Authority
Benachi Avenue
Biloxi, MS 39530
Telephone: (228) 374-7771 Email: hwerby@biloxihousing.org

3. Qualifications

My combined CDBG Entitlement Program experience and academic qualifications give me a unique understanding of the technical and organizational skills necessary to prepare a 2022 Annual Action Plan for the City of Pascagoula that is fully compliant with CDBG regulations, as interpreted by HUD.

My academic qualifications, 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, enhance my direct experience administering CDBG Entitlement Programs and preparing HUD-required plans and reports.

My qualifications for providing professional administrative services to assist with preparing and submitting Pascagoula's 2022 Annual Action Plan include preparing this same HUD document for three CDBG Entitlement Cities: Pascagoula and Biloxi for the past six to nine years, respectively, and for Moss Point for the last three years. Each of the documents I developed, or assisted in developing, was approved by HUD.

My qualifications include a working knowledge of HUD software systems, including the Econ Planning Suite, Integrated Disbursement and Information System (IDIS) and HUD Environmental Review Online System (HEROS).

In addition to having extensive knowledge about and technical expertise in preparing HUD documents and reports, my qualifications include the ability to successfully administer various components of the CDBG Entitlement Program. I also am well qualified to organize and conduct HUD-compliant public hearings and agency interviews; coordinate outreach activities and document public input; design and conduct community needs surveys; compile and assess information from numerous sources; present said information in various software formats; meet deadlines; prepare documents for public review and City adoption; assist elected officials and staff in developing CDBG-eligible projects; and serve as a liaison between local units of government and federal, state and private funding agencies.

My qualifications also include the ability to make and maintain good working relationships with state, regional and local public employees, elected officials and representatives of community organizations, which allows me to successfully obtain the information HUD-requires be analyzed and incorporated into its planning documents.

My ability to work with a broad range of public and private agencies enhances my success developing funded grant applications for Mississippi Gulf Coast cities and nonprofit agencies from various funding programs that include:

- Mississippi-Alabama SeaGrant Consortium - Sustainable Communities Grants
- Mississippi Department of Archives and History - Community Heritage Preservation, Mississippi Landmark and Certified Local Government Programs
- Mississippi Development Authority - Gulf Coast Restoration Fund and Economic Development Highway Programs
- Mississippi Department of Environmental Quality – Section 319 and Solid Waste Assistance Programs
- Mississippi Department of Marine Resources - Gulf of Mexico Energy Security Act of 2006/GOMESA and Mississippi Public Trust Tidelands Grant Programs
- Mississippi Department of Wildlife, Fisheries and Parks - Recreational Trails Program
- Mississippi Department of Transportation - Transportation Enhancement Program
- Mississippi Forestry Commission - Urban and Community Forestry Assistance Grant Program
- Mississippi Tennis Association - Community Facilities Grant Program
- National Endowment for the Arts
- National Endowment for the Humanities - Preserve America Program
- RESTORE Act
- Southern Rail Commission/Federal Railroad Administration
- US Department of Housing and Urban Development - Emergency Shelter, Small Cities and Entitlement Community Development Block Grant Programs
- US Department of the Interior, Fish and Wildlife Service - Coastal Impact Assistance Program (CIAP) and Save America’s Treasures Program
- US EPA - Brownfields Assessment and Cleanup Grants, Wetlands Program Development and Five Star Restoration Grant Programs
- U.S. Department of Transportation - National Infrastructure Investments “TIGER Discretionary Grants” Program

Section 4. Capacity for Performance

I have the capacity to perform the work requested in the City of Pascagoula’s current Request for Proposals for Professional Administrative Services and I will be responsible for providing all administrative services to assist in preparing and submitting the City’s 2022 Annual Action Plan to HUD via IDIS and to prepare Environmental Review and Release of Funds in HEROS, as may be requested.

I have 23 years’ experience successfully managing my time to ensure delivery of quality work products to meet contractual commitments for each of my clients in a timely manner.

Besides occasionally hiring part-time clerical support, I have successfully accomplished my work without hiring staff or subcontracting services. Unless the City of Pascagoula desires to take a different approach to developing its CDBG planning documents than that which is required for compliance with HUD requirements, I do not anticipate the need for additional staff or subcontractors. Should that need arise, however, I will request approval from the City before subcontracting any professional administrative services and will fully comply with HUD's Section 3 hiring requirements. I am a woman-owned business.

If selected to perform the services requested in the RFP and the City exercises its option to extend the term and scope of the Agreement, I will be available to assist in amending the City of Pascagoula's CDBG One-Year Action Plan(s) as mutually agreed upon in writing and at the same hourly rate.

I am available to begin work on this project immediately.

5. Summary of Cost for Requested Professional Administrative Services

To provide the professional administrative services requested under this RFP, I will complete preparation of Pascagoula's 2022 Annual Action Plan for a total amount not to exceed \$8,100, based on my rate of \$90/hour for an estimated 90 hours.

The time estimate includes reviewing HUD notices, regulations and instructions; searching existing data sources; researching, formatting and maintaining other necessary data (interviews, surveys, meetings, hearings); completing and analyzing information; preparing narratives, data charts and attachments; coordinating citizen outreach and participation efforts; and providing public review draft(s) and final document(s) in Word and IDIS formats.

My hourly rate includes all indirect costs and travel expenses except copying and printing expenses, which will be billed to the City at cost, based on receipts, if access is not provided to City copy machines and related supplies.

Please note: Services to assist in preparing Environmental Review and Release of Funds documents are not included in the \$8,100 fixed, "not to exceed" fee above.

To identify an estimate of hours required to assist in preparing an environmental review and release of funds, information about each project that will be the subject of review is needed. Environmental Review services will be provided at the base rate of \$90/hour plus the actual cost of any required mapping, soil testing and publication costs.

Grace Aaron
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Education

Bachelor of Arts, Mississippi University for Women, 1983
Magna Cum Laude, double major in English and journalism with
minor in political science
Master of Public Policy and Administration, Mississippi State University, 1984
Public Service Fellowship
Ph.D. in Urban Studies coursework completed, University of New Orleans, 1993

Experience

Grace Aaron Development Consultant: self-employed since 1999

Work primarily focuses on developing federal, state and private agency grant applications and administering programs funded by agencies listed below. Other professional services include preparing planning documents, reports and analyses to guide and implement community development and to support municipal compliance with federal/state/local regulations and policies. Current clients include the cities of Biloxi, Pascagoula and Moss Point.

Institute for Museum and Library Services - Museums for America Program
Mississippi-Alabama Sea Grant Consortium - Sustainable Communities Program
Mississippi Arts Commission
Mississippi Department of Archives and History - Community Heritage Preservation,
Mississippi Landmark and Certified Local Government Programs
Mississippi Development Authority - Gulf Coast Restoration Fund and Economic
Development Highway Programs
Mississippi Department of Environmental Quality - Section 319 and Solid Waste
Management Programs
Mississippi Department of Marine Resources - Mississippi Tidelands Trust Fund
and Gulf of Mexico Energy Security Act/GOMESA Grant Programs
Mississippi Department of Transportation - Transportation Enhancement Program
Mississippi Forestry Commission - Urban and Community Forestry Assistance Program
Mississippi Humanities Council
Mississippi Tennis Association - Community Facilities Program
National Endowment for the Arts
National Endowment for the Humanities - Preserve America Program
National Fish and Wildlife Foundation - 5 Star Restoration Challenge Grant Program
National Oceanic and Atmospheric Administration - Coastal Storms Program
RESTORE Act
Southern Rail Commission/Federal Railroad Administration Grant
U.S. Department of Commerce - Economic Development Administration Grant Programs

Experience, continued

U.S. Department of Housing and Urban Development - CDBG Entitlement and Small Cities Programs
U.S. Department of the Interior - Coastal Impact Assistance Program (CIAP) and National Park Service Save America's Treasures Program
U.S. Department of Justice - Community-Oriented Policing Program
U.S. Environmental Protection Agency - Brownfields Assessment and Clean Up, Wetlands Program Development and Five Star Restoration Grant Programs
U.S. Department of Transportation - National Infrastructure Investments "TIGER Discretionary Grants" Program

Positions Held Prior to 1999:

Executive Director Southern Cultural Heritage Foundation, Vicksburg, MS (1994-1996)
Executive Director MUW Foundation, Columbus, MS (1993-1994)
Deputy Director Southern Mississippi Planning & Development District, Gulfport, MS (1991-1993)
Community Development Department Director, City of Biloxi, MS (1989-1991)
Economic Development Manager, City of Biloxi, MS (1987-1989)
Clerk of City Council, City of Biloxi, MS (1985-1987)
Special Projects Analyst, Governor's Office of Federal-State Programs (reorganized into Mississippi Development Authority), Jackson, MS (1984-1985)

Community Activities

Biloxi Bay Area Chamber, member & former vice president of culture/heritage committee
Mississippi Gulf Coast Master Naturalist
Pascagoula River Audubon Center, member
National Society of the Daughters of the American Revolution, member
Crosby Arboretum, member
Dogwood Garden Club, Programs Vice President
Rue-Vieux, LLC: supporting preservation-based redevelopment of downtown Biloxi
Main Street Biloxi, original board member
Mississippi Gulf Coast National Heritage Area, former Harrison County Commissioner
Gallery 782 Co-Art, former board president and member
Outstanding Preservation Volunteer, City of Biloxi, 2012
Arts & History Volunteer of the Year, City of Biloxi, 2010
Mississippi Main Street Association Board President, 1995
Leadership Gulf Coast, Class of 1991-92

References

Available upon request