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OVERVIEW

I seek to re-establish, oversee, and provide Grants Research, Program Administration, and Compliance services to the City of Jacksonville. I formerly served as the Grants Administrator for the City from 2012 to 2015. I established the Office of Grants and Contract Compliance and successfully exceeded established grants writing and revenue objectives. I set up and managed an office of up to 15 staff.

Additionally, I provided grants technical assistance and oversight to various City Departments. I wrote the Grants Operations and Procedures Manual. I was responsible for up to \$38 M of City assets and salvaged and maintained the Jacksonville Youth Build and D.A.W.N. Programs by restoring their funding.

I routinely and successfully responded to City findings from the Federal Government. I coordinated and provided Grants Writing Classes citywide for non-profits and neighborhood organizations. I wrote and was selected by the U.S. Conference of Mayors as the Awardee of the Largest Grant for Large Cities on the behalf of the City of Jacksonville. I conducted Community Building; Resources Development; and Economic Development partnerships City-wide. I successfully brought in multiple grant awards to the City from federal, state, and private foundations and corporations including (AT&T, Walmart, and others).

I am strong in researching and identifying resources. I develop and strengthen capacities of a variety of diverse underserved communities by assisting in addressing their relevant needs.

EXPERIENCE

3/2021- Present Consultant - Program Director/Administrator – Jacksonville Coronavirus (COVID-19) Vaccination Community Education and Engagement Taskforce (JCVEET), Inc.

Wrote grant and provides program administration, daily oversight through the Board, reporting, and regulatory and compliance services for of grant a \$1,600,000 from the Mayor of the City of Jacksonville of federal CARES Act funding through Edward Waters University as the fiscal agent. Integral to this grant, I incorporated the JCVEET; secured its' non-profit status; wrote, reviewed, and engaged all contracts; prepared budgets; procured services and equipment; and set up and manage the physical office. The JCVEET is modeled after the Statewide Coronavirus (COVID-19) Vaccination Community Education and Engagement Taskforce and is created to advocate, educate, and promote COVID-19 testing and vaccinations to vulnerable and underserved populations in Jacksonville, Florida utilizing “trusted voices” to save lives.

7/2022- Present Advisory Committee Member – Nassau County Essential Housing Advisory Committee (AHAC), Nassau County Florida

2019 - Present Commissioner (Appointed by the Jacksonville City Council) Jacksonville Housing and Community Development Commission

Represents and advocates for underserved and underrepresented populations.

2017- 2019 Consultant Program Administrator – Environmental Protection Agency (EPA) Technical Assistance Grant (TAG) to Fairfax Environmental Committee for Justice, Inc.

Organized, incorporated, and provided program administration to the Fairfax Community (formerly an EPA Superfund Site) under the EPA TAG.

3/2016- Present Consultant – National Urban League/Jacksonville Urban League/Urban League Louisiana

Recruited by the National Urban League to provide Urban League Affiliates around the country with Housing

Development Technical Assistance and Entrepreneurship Development and Support. Provided award-winning services as Consultant/Director of the Jacksonville Urban League Entrepreneurship Center from the National Urban League. Recently engaged by the Urban League of Louisiana Women's Business Resources Center to coach and provide resources to small businesses. Also, through the National Urban League, Goldman Sachs, and a Corporate Partner, was the exclusive originator for SBA Paycheck Protection Program (PPP) services to Florida small businesses. Additionally, assisted local residents, businesses, and churches with filing claims with the Federal Emergency Management Agency (FEMA).

8/2015- Present Consultant - Founder/Principal, SUMMIT-Center for Resources and Organizational Development, LLC

Services include: Resources Development, Management, and Administration; Asset Mapping, Consensus Building; Organizational/Board Training and Development; Team Building; Total Quality Management; Product Development and Special Demographic Marketing; Strategic Planning; Event Management; Grants Research, Writing, and Administration; Mentoring-Personal and Professional Development; Community and Economic Development; Juvenile Justice and Offender-based Programs Development and Administration, Genealogical, Cultural, and Historic Research, Documentation, and Preservation; Land Development and Redevelopment; and Construction Management.

2012-6/2015 (Retired) Grants Administrator (Appointed) – Office of Grants and Contract Administration, City of Jacksonville, (Mayor's Office/Department of Intra-Governmental Affairs)

An award-winning technical and grants writer. Tasks included research and administration of the City's grants research and writing; providing technical assistance; seeking and obtaining funding from federal and state governments, and public and private foundations for programs aligned with the Mayor's Priorities. Advised the mayor of potential grant opportunities, being the Financial Point of Contact (FPOC) for federal grants to the City. Researched, conceptualized, collaborated, and wrote \$20 million in grants annually to generate supplemental revenues. Additionally, responsible for up to 15 staff and responsible for more than \$38 million in assets. Served on various committees, including the Capital Improvement Plan (CIP) Evaluation Committee, Mayor's Budget Review Committee, Public Services Grants (PSG), and Revolving Loan Funds.

2004-2012 Project Manager, City of Jacksonville, Department of Public Works

Responsible for providing Technical Assistance and coordinating and overseeing grants and capital improvements ("Special Projects" commonly known as Council or Autumn Bond Projects) for Public Works. Managed an average of 15 projects simultaneously with combined budgets of over \$5 million annually. Coordinated and communicated information about construction process including schedules, public records, bid compliance, maintained records and documentation, budget, and payments. Drafted, interpreted, administered, and monitored contracts and contract documents. Conducted construction inspections, insured Davis-Bacon compliance, negotiated contract change orders, and helped resolve disputes. Researched and administered grants from private, corporate, local, state, and federal sources. Oversaw the development and managed contracts of many horizontal and vertical construction projects, including (civil - infrastructure) – roadways, sidewalks, bridges, retention ponds, piers, docks, drainage, water and sewer, and parks; and public buildings including offices, courtrooms, courthouse, historic preservation, foundation stabilizations, fire stations, building renovations and retrofitting, community centers, and others.

Additionally, under The Better Jacksonville Plan, oversaw and managed the development, construction, and renovations of new and improved public libraries with a budget of over \$55 million. This equated to 6 new construction and 12 renovation projects (Branch Libraries) county-wide.

1997-2004 Planner/Coordinator, District 4, Neighborhoods Services Division, Neighborhoods Department, City of Jacksonville

Worked directly in the community with citizens and community groups as a liaison to City resources and to provide visioning and capacity building. Identified, developed, and coordinated over 30 diverse neighborhood organizations. Assisted "grass-roots" organizations with resources. Developed and packaged organizational documents and files with the state for formal non-profit status. Provided technical assistance in fund raising and special events. Conducted conflict resolution training, needs surveys, asset mapping community and town hall meetings. Advised citizens of City resources. Administered the Southwest Citizens Planning Advisory Committee. Provided information to citizens about The Better Jacksonville Plan. Developed and wrote articles for the Neighborhoods Magazine. Maintained and owned major processes and conducted Total Quality Management (TQM) trainings with staff. Co-developed and administered the Mayor's Neighborhoods Matching Grants program. Also helped the Jacksonville Sheriff's Office to identify locations within various communities and neighborhoods (as a

crime-prevention effort) to locate Zone Offices, Sheriff's Office "Stop Stations", and Sheriff's Advisory Council (SHADCO), which now boasts over 3,000 members city-wide.

1991-1997 Human Services Planner, City of Jacksonville, Community Development Division

Administered over \$575,000 of Rental Rehabilitation Loan Program (RRLP) funds. Coordinated the Head Start to HOME Ownership Affordable Housing Auction, which generated over \$600,000 in sales of affordable housing stock. Administered over \$1,929,127 of Community Development Block Grant (CDBG) Program funds and contracts. Managed over \$1,649,478 of Historic Preservation and Special Projects funds. Helped to package and originate loans.

Project Manager, City of Jacksonville, Affordable Housing and Rehabilitation Operations and the City of Jacksonville Community Development Block Grant (CDBG) Program

Integral in the creation and development of a new affordable housing initiative for the City of Jacksonville, co-managed the application, implementation, and administration of the federal HOME Investment Partnerships Program. Organized and managed 7 Community Housing Development Organizations (CHDOs). Insured Davis-Bacon Compliance, Uniform Relocation Act Compliance, and conducted Environmental Reviews. Coordinated the development and sales of over 72 affordable homes directly to eligible buyers under the Fannie Mae 3/2 Program. Helped to design creative financing programs, which leveraged over \$1,509,378. Represented Low-to-Moderate Income (LMI) persons and families. Assisted lenders with Community Reinvestment Act (CRA) objectives. Communicated loan decisions, and helped to establish an Affordable Housing Revolving Loan Program that is still in existence.

1990-1991 Director, Housing Development Program, Jacksonville Urban League, Inc.

Under a seed grant from the City of Jacksonville Community Development Block Grant Program (CDBG), sought single and multi-family properties to be purchased by the Urban League, sold, and rented as affordable housing to low-to-moderate income persons and families. Insured Davis-Bacon Compliance, Uniform Relocation Act Compliance, and conducted Environmental Reviews. Managed a \$100,000 budget. Performed contract administration. Worked with lenders and Realtors for compliance with the CDBG program. Set up a revolving loan program for the development of affordable housing.

1988-1990 Assistant Planner, City of Jacksonville, Planning Department, Regulatory Division

Reviewed and prepared zoning and land use recommendations for over 200 square miles of Duval County. Served as staff member to the Community and Economic Development Committee and the Jacksonville Planning Commission. Reviewed and advised on compliant lots, easements, historic and architectural significance.

Project Manager, Special Purpose/Grant, Jacksonville, Department of Housing and Urban Development

Responsible for training staff, evaluating a computerized work order program, and overseeing the outsourcing of the rehabilitation of 3 public housing units. Insured Davis-Bacon Compliance, Uniform Relocation Act Compliance, and conducted Environmental Reviews.

1988-Present Adjunct Professor, Vocational Education, Specialized Industry Training, Florida Community College at Jacksonville

Developed and instructed curriculums: "Construction Planning, Scheduling and Estimating", "Mechanical Blueprint Reading", and "Apartment and Home Maintenance" for college students and industry professionals seeking continuing education credits. Also developed and instructed a first-time home ownership course named "Homebuyers' Advantage".

1987-1988 Business Developer/Project Manager, Custom Construction by Harris

Sought residential and commercial construction projects primarily in low-income and minority communities. Responsible for project planning, scheduling, estimating, and management. Oversaw the construction of a church, funeral home, and 12 scattered public housing units. Acted as a liaison between the company and clients. Briefly part-owner of Affordable Builders and Fixtures – a subsidiary company. Assisted in the design and grant writing to develop "Liberty Center" - Jacksonville's first Single-Room Occupancy (SRO) Facility for homeless persons.

EDUCATION

2019 Cornell University – Business Law

- 2016 Community Real Estate Developer, University of South Florida
- 2003 Student, Legal Studies Institute, Florida Community College at Jacksonville (*Dean's List*)
- 1987 B.S. Degree, Architectural and Construction Engineering Technology (Construction Management) Florida Agricultural and Mechanical University, Tallahassee, FL
Note: First Year Majored in Civil Engineering.

AFFILIATIONS, COMMUNITY ENGAGEMENT, AND ACCOMPLISHMENTS

- Project Blueprint (Volunteer Jacksonville) , c/o 1991
- Leadership Jacksonville, c/o 1992
- **Selected 1 of 2 National Finalists (5,000 Applicants) HUD Community Builders Fellowship, Harvard University**
- Equal Employment Opportunity (EEO) Officer
- Ambassador, Rotary International, Colombia, SA, Group Study Exchange (GSE)
- Former Director & Member, Southpoint Rotary Club, Jacksonville, FL
- 2003 & 4 Rotary International Paul Harris Fellow
- 2006 – Present, President, Biscayne Estates East Community Association, Inc.
- 2009 – 2013 Member Board of Trustees, Daniel Memorial, Inc.
- Life Member – Kappa Alpha Psi Fraternity, Inc., Jacksonville Alumni Chapter
- Former Board Member and Family Selection Committee, HABIJAX
- Affordable Housing and Community Development Advocate
- Jacksonville Urban League, Inc.
- National Urban League, Inc.
- American Association of Retired Persons (AARP) – Initiative Designer/Presenter
- American Civil Liberties Union (ACLU)
- Clara White Mission, Inc. Board of Directors
- Key Contributor – National Urban League “I AM EMPOWERED” 2018 Entrepreneurship & Business Development Champion Award
- *2019-Present* Commissioner, (Appointed by the Jacksonville City Council) Jacksonville Housing and Community Development Commission
- *2022-Present* Advisory Committee Member – Nassau County Essential Housing Advisory Committee

LICENSES, CERTIFICATIONS

- **Florida Registered Building Contractor #RB0055189 (*Inactive Status*)**
- **Florida Real Estate Institute & Institute of Real Estate Management (*Certified*)**
- Faculty Certification, Florida Community College at Jacksonville #0003254
- Certified Instructor, Total Quality Management (TQM), City of Jacksonville
- Certified Equal Opportunity Employment Officer, City of Jacksonville
- Certified - Conflict Resolution and Mentoring
- **City of Jacksonville Grants Management Officer**
- **Certified – U.S. Department of Justice, Grants & Financial Management**
- **Certified – State of Florida, Minority, Women, & Veteran Businesses**
- **Certified - Business Law, Cornell University**