



City of Carson

# Statement of Qualifications for Grant Writing Services

Submitted by:

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SJC 3 Consulting Inc.  
6010 Sadring Ave  
Woodland Hills, CA 91367

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## EXECUTIVE SUMMARY

SJC 3 Consulting has a proven track record of writing, administering and managing grants. The award of successful grant applications allows the City to use grant funds for special projects and or gap financing, which translates into cost saving for the City and its residents. Although there is no guarantee that grant applications will be successful, SJC 3 consulting will work diligently to develop and deliver well written grants. We will focus on selecting funding opportunities that are strong and that meet the scoring criteria. We will accomplish this by selecting opportunities that best fits the City's goals and objectives.

SJC 3 Consulting, Inc. has been in business since 2007 and is a certified Minority/Woman-Owned Business Enterprise (MBE/WBE). We are passionate and dedicated to providing the best service to the communities we serve. SJC3 Consulting Inc. consultants have over 50 years of cumulative experience applying for and managing grants. SJC 3 Consulting has expertise managing Community Development Block Grant (CDBG and CDBG-R)), HOME Investment Partnership (HOME), Emergency Solution Grants (ESG), and Environmental Protection Agency (EPA) Brownfield Grants, Economic Development Administration (EDA), Section 108, Neighborhood Stabilization Program (NSP), and Supportive Housing Program (SHP).

## QUALIFICATIONS AND EXPERIENCE

### ***Principal Experience- Regina Guy-Collins***

Regina Guy-Collins has over 23 years of direct grants management experience. as well as developing proposals for state and federal agencies as well as foundations funds designated through the congressional appropriation process (i.e. federal earmarks). Regina holds a B.S. in Urban Planning and Development from the University of Southern California. Regina's government grant writing and management experience spans over 12 years working for the Los Angeles Community Development Commission and the City of Bellflower prior to starting her own business SJC 3 Consulting.

From 1995-2000, Regina served as a Program Manager for the Los Angeles Community Development Commission where she was responsible for managing grants, providing technical assistance and auditing over fifteen Cities that received CDBG and or ESG funds. From 2000-2007 Regina expanded her grant research and writing experience when she began working for the City of Bellflower as the Housing and Grants Coordinator. Specifically, Regina was responsible for increasing revenue through researching, applying for and obtaining grants and developing sound programs that generated program income for community development and housing.

### ***Associate Experience- Jenna Collins***

Jenna has extensive writing and research experience. She conducted research and wrote various segments of the Analysis of Impediments to Fair Housing Choice (AI), the

Consolidated Annual Performance and Evaluation Report (CAPER), the Five-Year Consolidated Plan, and the Annual Action Plan. Jenna's organization skills and attention to detail ensures that projects are completed in a timely and efficient manner. Jenna holds a BA in History of Public Policy from the University of California, Santa Barbara.

#### **PROPOSED WORK PLAN**

- Kick-off Meeting to discuss City's goals and objectives
- Research grant opportunities that best fit goals and objectives of the City
- Develop a grant calendar/library of potential grants
- Develop a list of task to be completed with deadlines and develop contact list of all stake holders
- Outreach and communication with staff, stakeholders and all concerned parties that will assist with data collection and research
- After staff approval, begin to prepare/write grants
- Concurrently, attend granting agency meetings and workshops, prepare public notices, attend public hearings, deliver community workshops and outreach and obtain letters of support, as necessary
- Research previously funded/winning grants
- Provide updates of draft grant applications for City staff review, edit, and input
- Continue research and work with staff and all stakeholders
- Should grant be awarded, provide grant management and administration as necessary until funds are fully expended and project is closed out
- Provide tracking tools and reporting and management technical assistance for grant close out

## GRANT ADMINISTRATION AND MANAGEMENT EXPERIENCE

Grant Recipient	Grant Program	Grant (approximate) Amount Varied over funding years
City of Carson	CDBG	\$800,000
City of Bell	CDBG	\$250,000
City of Cudahy	CDBG	\$290,000
City of Compton	HOME, NSP1 and NSP 2	\$6,000,000
City of Covina	CDBG, SHP	\$250,000
City of Bellflower	CDBG, HOME NSP1	\$2,200,000
City of Diamond Bar	CDBG	\$200,000
City of Inglewood	CDBG, HOME, ESG	\$5,000,000
City of San Bernardino	CDBG, ESG, HOME, NSP	\$8,000,000
Los Angeles Neighborhood Housing	NSP2	\$23,000,000
Los Angeles Community Development Commission (various Participating Cities)	CDBG, ESG	\$90,000,000
Environmental Protection Agency	Brownfield Grant	\$200,000
Economic Development Agency	Economic Development Grant	\$200,000

## FEE SCHEDULE

Labor/Description	Fee
Regina Guy-Collins	\$100.00 per hour
Jenna Collins	\$65.00 per hour
Mileage	GSA rate (if travel is necessary)
Copies, Courier, Express Mail and or Postage	Cost

## REFERENCES

Brian K. Lee, Community Development Director City of Covina 125 East College Street Covina, CA 91723 (626) 384-5458 <a href="mailto:blee@covinaca.gov">blee@covinaca.gov</a>	Dr. Kofi Sefa-Boakye, Director of Compton Successor Agency City of Compton 205 S. Willowbrook Avenue Compton, CA 90220 (310) 605-5511 <a href="mailto:kboakye@comptoncity.org">kboakye@comptoncity.org</a>
Dante Hall, Assistant City Manager City of Foster City 610 Foster City Blvd. Foster City, CA 94404 (650) 286-3220 <a href="mailto:dhall@fostercity.org">dhall@fostercity.org</a>	Greg Gubman, Community Development Director City of Diamond Bar 21810 Copley Drive Diamond Bar, CA 91765 (909) 839-7030 <a href="mailto:ggubman@diamondbarca.gov">ggubman@diamondbarca.gov</a>

## **SUMMARY OF 22 YEARS OF EXPERIENCE OF FEDERAL GRANTS MANAGEMENT AND ADMINISTRATION**

- ✓ Provide expertise with grant management and administration services including but not limited to the application, development, implementation and audit of funds such as CDBG, HOME, Section 108, EPA, HCD, and EDA.
- ✓ Advocate for clients with the Los Angeles Community Development Commission, HUD, EPA, and HCD.
- ✓ Expand funding opportunities, increase revenue to free up general funds to achieve city projects and programs
- ✓ Ensure Develop and regulatory compliance of all CDBG, HOME, EPA, Section 108, EDA, and RDA Set-Aside Programs such as Economic Development/Job Creation and Retention, Micro-Enterprise Business, Commercial Rehabilitation, Public Improvements, Acquisition, Housing Development, Residential Rehabilitation, First-Time Homebuyer Assistance, and Environmental/Brownfield Site Assessment Programs and Public Service Agency Awards.
- ✓ Prepare 5-Year Consolidated Plan, Annual Action Plans, Annual Consolidated Performance Evaluation Reports (CAPERs), the Annual HCD Reports and Quarterly EPA reports.
- ✓ Interact with the public by conducting workshops, loan and grant administration, inspections, and contractor evaluation and selection
- ✓ Analyze and research viable projects and programs for clients
- ✓ Review and prepare budgets for CDBG, HCD, Section 108, EDA, EPA, and HOME budgets.
- ✓ Prepare staff reports, write federal, state, local grants as well as State and National awards.
- ✓ Make presentations to the public, City Council, Commissions and Associations.
- ✓ Supervise administrative, technical, and professional work related to the implementation of Community Development programs such as economic development, housing rehabilitation and development commercial rehabilitation, land acquisition, public improvements, and public services.
- ✓ Evaluate and audit Cities, Community Based Organizations and County Departments to ensure overall compliance.
- ✓ Provide technical assistance to grant recipients and identify appropriate systems to implement to get best results.
- ✓ Review and respond to eligibility inquiries for proposed projects.
- ✓ Prepare agreements, amendments, statistical and financial reports for funded projects.
- ✓ Deliver compliance training and seminars to grant recipients

- ✓ Evaluate construction projects for compliance with Davis-Bacon requirements and investigate complaints and preparing recommendations for corrective actions for Los Angeles Community Development Commission and HUD.

**EDUCATION:**                      **University of Southern California, Los Angeles**  
   **Bachelor of Science Degree**  
   **Major: Urban and Regional Planning and Development**

**PROFESSIONAL TRAINING, AWARDS, AND MEMBERSHIPS:**

- ✓ Maximizing HOME: Using HOME to Develop Housing for Special Needs Populations
- ✓ HUD Relocation Training
- ✓ HUD Fair Housing Workshop
- ✓ Expert HOME and CDBG: Working Together to Create Affordable Housing
- ✓ HUD Environmental Training
- ✓ Member of the American Planning Association (APA)
- ✓ CALED Merit Award of Excellence for Economic Development-2006
- ✓ U.S. EPA Assessment Grant Award Recipient \$200,000-2004

## Jenna S. Collins

Phone: 818-825-9875\_Email: j\_scollins@hotmail.com

### Education:

University of California Santa Barbara  
Bachelor of Arts, History of Public Policy

### Licenses

Property & Casualty (P&C) licenses

### Summary of Qualifications:

- Experience writing grants and reports
- Report Writing: Analysis of Impediments to Fair Housing Choice (AI), Consolidated Annual Performance and Evaluation Report (CAPER), Five Year Consolidated Plan, and Annual Action Plan
- Provided Administrative Services for Community Development Block Grant (CDBG), Home Investment Partnership Program (HOME), and Emergency Solution Grant (ESG) Programs
- Ability to manage multiple projects and tasks simultaneously.
- Strong organizational skills.
- Preparation of Proposals
- Community Planning and Development (CPD) mapping
- Integrated Disbursement and Information System (IDIS) data entry
- Professional customer service and communication skills.
- Track record of successful administrative services including faxing, copying, and bookkeeping

### Professional Experience

#### **SJC 3 CONSULTING Inc. Associate**

- Provided administrative support for the preparation of technical housing and planning documents for the City of Carson, the City of Bellflower, and the City of San Bernardino
- Report Writing: Consolidated Annual Performance and Evaluation Report (CAPER), Five Year Consolidated Plan, and Annual Action Plan
- Duties Include: Analysis of data to be incorporated in Five Year Consolidated Plan for various municipalities
- Created and Distributed web-based Needs Assessment Surveys
- Created and Distributed Analysis of Impediments to Fair Housing Surveys
- Provided administrative support for the preparation of the Annual Action Plan
- Provided administrative support for the Five Year Consolidated Plan
- Technical Support



- Analyzed Home Mortgage Disclosure Act(HMDA) Data for Reports
- Preparation of City of Carson 2010 Analysis of Impediments to Fair Housing Choice (AI), 2010 Five Year Consolidated Plan
- Preparation of City of Bellflower 2010 Five Year Consolidated Plan, Annual Action Plan:2010, 2011, 2013, 2014, 2015
- Preparation of City of San Bernardino 2015 Consolidated Annual Performance and Evaluation Report
- Geographic Information System (GIS) Mapping
- Preparation of SF-425 and SF-424 Form (HUD Required)

**POLICE OFFICERS PROFESSIONAL ASSOCIATION FEDERAL CREDIT UNION,  
Member Service Representative**

- Loan Servicing-Pre-qualify/ pre-approve loans, evaluate applications, and review credit history to determine loan risk
- Handle various accounting transactions and reconciliation tasks
- Provide account status data whenever required and handled phone enquiries
- Inform customers about various bank products
- Ship out files and documents
- Answer phones and answer customer inquiries
- Receive and Send Wire Transfers (International and Domestic)
- Account Maintenance: Address Change, Re-Order Debit Cards, Stop Payments
- Open New Personal Checking/Savings Accounts
- Open New Business Checking/Savings Accounts

**Skills:**

- Computer proficiency including Apple and Windows
- MS Office (Word, Power Point, Excel)
- Internet, webpage design, Dreamweaver, Photoshop, Adobe

**Activities and Interests:**

- 2016 Habitat for Humanity Volunteer
- Carson Sister City 2007 Student Delegate selected to visit Soka City, Japan
- Reading, Playing Drums, Japanese Animation, and Drawing
- Traveling