

## RESOLUTION NO 12- 008

### A RESOLUTION OF THE CITY OF ROSLYN, WASHINGTON, AUTHORIZING THE MAYOR TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT FOR A GRANT WRITER

**WHEREAS,** The Friends of the Roslyn Library have committed to donating \$8,000 to the City of Roslyn for the purpose of hiring a grant writer for the Old City Hall/Library Project; and

**WHEREAS,** the City Council committed to putting an additional \$2,000 towards a grant writer and included the full \$10,000 in the 2012 budget; and

**WHEREAS,** City staff published a notice in the Daily Record, and the NKC Tribune, sent out a notice to all grant writers on the MRSC Rosters, and published the notice on the city website; and

**WHEREAS,** the City received six proposals as a result and after a review of all proposals selected the one that is the best fit for the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ROSLYN, WASHINGTON, AS FOLLOWS:**

#### Section 1. Professional Services Agreement Awarded.

The Mayor is hereby authorized to enter into a professional services agreement in an amount not to exceed \$10,000 with Kask Consulting, Inc., for grant writing services.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF THE 24<sup>TH</sup> DAY OF APRIL, 2012.**



Neal R. Lockett, Mayor

**ATTEST:**

  
Amber Shallow, Clerk-Treasurer

Approved as to form:

  
Margaret J. King, City Attorney

**COVER PAGE**

**Request for Proposal (RFP) for a Grant Writer for the City of Roslyn**

**Submittal Due Date: April 2, 2012**

**Responder:**

**Brandi Eyerly, AICP**  
219 N Lincoln Street  
Ellensburg, WA 98926  
E-mail Address: [eyerlybrandi@gmail.com](mailto:eyerlybrandi@gmail.com)  
Telephone # (509) 306-0049

**March 31, 2012**

**Attn: Amber Shallow, Clerk – Treasurer**  
City of Roslyn  
P. O. Box 451  
100 East Pennsylvania Avenue  
Roslyn WA 98941

**Dear Ms. Shallow:**

Please find attached my response to the City of Roslyn's RFP for a grant writer. Since 1997 I have been employed in the City of Ellensburg's Community Development Department as Planner/Preservation Planner. I believe my experience in the City's Historic Preservation Program and as staff person for the Landmarks & Design Commission brings additional knowledge and understanding of historic preservation practices and funding needs to this grant writing position.

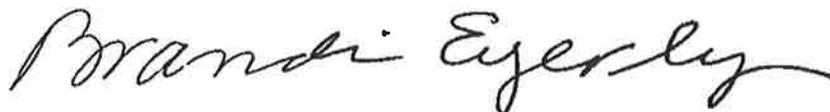
I have over ten years of experience in grant writing and contract administration in my position as Preservation Planner. Grants not awarded have given me a better understanding of the application process, how to match a specific project to the appropriate grant program and what a review committee will be looking for in the application.

Grants awarded have taught me contract preparation, project administration and compliance.

I have administered a rehabilitation grant program for Ellensburg's commercial historic property owners as well.

Thank you for consideration of my proposal. I look forward to hearing from you.

Sincerely,



**Brandi Eyerly**

## **RESUME: QUALIFICATIONS & EXPERIENCE**

### **Education and Training**

**1995** Bachelor of Arts, Geography Land Studies Tract, Central Washington University, Ellensburg WA

**2002** Attended Washington State Certified Local Government Historic Preservation Grant 1-day Contract Administration Workshop held in Pasco WA

**2003** Attended Washington State Heritage 1-day Grant Writing Workshop in Moses Lake WA

**2008** earned accreditation and admitted to the American Institute of Certified Planners

### **Grant Writing and Administration**

**2003 Certified Local Government Historic Preservation Fund Grant** to research and write 109 new survey and inventory forms for a portion of the City's Shoudy's Second Addition, a residential neighborhood. Presented the application to the Grant Committee in Olympia. The grant was awarded. Responsible for timely draft submittals of documents to Washington Department of Archaeology and Historic Preservation, contract compliance and grant receipts and accounts payable accounting. Held an open house and presented survey results to property owners and public.

**2005 Certified Local Government Historic Preservation Fund Grant** to fund the photographic development and framing of six (6) large historic photographs of Ellensburg's Washington School past educators and pupils for display in the in the restored building's lobby, now City Hall. Presented the project to the Grant Committee via telephone conference call. Grant Committee thought the project better suited for an art and humanities grant and did not award the grant.

**2008 Certified Local Government Historic Preservation Fund Grant** to pay for a consultant to coordinate the updated Comprehensive Plan preservation sections with the Landmark and Design Ordinance resulting in a preservation plan for the Downtown Ellensburg National Register Historic District. Co-wrote with City Councilperson Fennelle Miller. Presented application to Grant Committee. The Committee thought the project as designed would not result in an end product or plan that would be successful and did not award the grant.

**2010 Certified Local Government Historic Preservation Fund Grant** application to pay for a consultant to research and write 75 new survey and inventory forms for the 3<sup>rd</sup> Avenue Historic Corridor. Presented the application to the Grant Committee in Olympia. The Grant Committee did not consider all of 3<sup>rd</sup> Avenue as one historic corridor because of its different uses – industrial, commercial and residential and did not award the grant.

**2010 Washington Trust for Historic Preservation Sivinski Grant** application to help fund roof repair for the Northern Pacific Railway Passenger Depot. The grant was awarded and the Commission transferred the funds to the newly formed Friends of the N. P. Depot.

**2011 Certified Local Government Historic Preservation Fund Grant** to pay for a historic preservation consultant to update the 1979 Downtown Ellensburg National Register District nomination and possibly amend the boundaries to include the Ellensburg Downtown Local Historic District. Presented the grant application to the Grant Committee in Olympia. The grant was awarded. Wrote the Request for

Qualifications, was a member of the consultant selection committee, wrote the contract between consultant and City and am lead staff person for grant compliance.

**2012 Certified Local Government Historic Preservation Fund Grant** to pay for the creation of Android and I-phone aps for Historic Preservation Tours in Ellensburg. Currently researching costs and procedures for ap creation. Grant deadline is April 21.

**2003 – 2007 City of Ellensburg Commercial Landmark Building Rehabilitation Grant Program:** Assisted building and business owners with applications; presented applications to Landmarks & Design Commission; prepared grant contracts; monitored rehabilitation projects for compliance to grant contract; disbursed reimbursement funds upon proof of project completion; and kept accounting records of all funds held for approved project completion, disbursed and remaining fund balance.

#### **MISCELLANEOUS DOCUMENTS & PROJECTS**

**1996 – 1997 Washington State Community Development Block Grant.** The City was awarded funding to purchase vacant lots and in partnership with Kittitas County Action Council (now Hope Source) and Habitat for Humanity offered low and zero interest mortgage loans to low income families for single family home construction. Prepared Promissory Notes and Deeds for mortgage closings. 1996 to now maintain files for purchaser compliance and prepare release documents when requested.

**2000** worked closely with Preservation Consultant Flo Lenz in drafting the Ellensburg's Historic Preservation Ordinance.

**2002** wrote the City's Certified Local Government application and is responsible for the City's compliance to that program's requirements.

**2009 Nomination for the Ellensburg Old General Hospital to the Washington Trust for Historic Preservation's 13 Most Endangered Building List** - The building was listed. Properties listed receive the Trust's assistance in developing support to remove the threat and brings statewide attention to the building's plight. Buildings that have been listed also receive preference status when applying for grants through the State and National Trusts.

**2012 Nomination for Morgan (Junior High) Middle School to the Washington Trust for Historic Preservation's 13 Most Endangered Building List.** The 2012 List has not been announced.

**January 14, 2011** while researching preservation grants I found an announcement for a grant through the National Trust for Interpretation of African American historic places. I had recently spoken with CWU Professor Dr. Raymond A Hall concerning his research on an African American town and cemetery once located near No. 3 mine in Ronald. I forwarded the announcement to Dr. Hall. On September 8, 2011 I received an e-mail from Dr. Hall saying they had been awarded the grant!

**CERTIFICATION**

I, Brandi Eyerly, swear that the information provided in this Request for Proposal for a Grant Writer for the City of Roslyn is true and correct to the best of my knowledge.

Dated this 2<sup>nd</sup> day of April 2012.

Brandi Eyerly

Brandi Eyerly

State of Washington)

County of Kittitas)

I certify that I know or have satisfactory evidence that Brandi Eyerly is the person who appeared before me, and said person acknowledged that he signed this instrument and acknowledged to be her free and voluntary act for the uses and purposes mentioned in the agreement.

Date

4/2/2012

Sarah W. Voss  
Notary

My appointment expires

6-19-2015

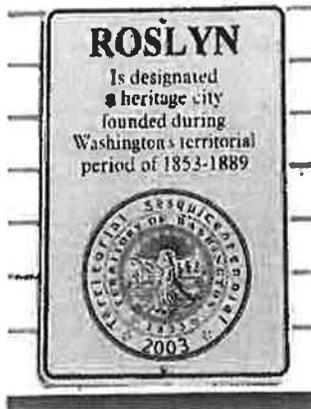


**CONTRACT PRICE**

- |   |                  |
|---|------------------|
| 1. Grant Research -                                       | \$50.00 per hour |
| 2. Grant Application -                                    | \$50.00 per hour |
| 3. Grant Application and Contract Completion Assistance - | \$50.00 per hour |



**Proposal for a Grant Writer  
Capital Improvements  
and Historic Preservation  
City of Roslyn**



**Mart Kask, AICP, PE  
Kask Consulting, LLC  
Mercer Island**

**2 April 2012**

.....

**Kask Consulting, Inc.**

Urban Development & Management Services  
8 Lindley Road, Mercer Island, Washington 98040

2 April 2012

Amber Shallow  
Clerk-Treasurer  
City of Roslyn  
100 East Pennsylvania Avenue  
Roslyn, Washington 98941

RE: Request for Proposals  
Grant Writer  
City of Roslyn, Washington

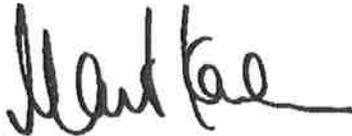
Dear Ms. Shallow:

Please accept this proposal for your review and consideration to appoint me your grant writer for capital improvements and historic restoration projects. I believe that I have the qualifications and experience to help you achieve your objectives. My strengths can be summarized as follows:

- My latest five grant applications have all been funded
- I am experienced in working with restoration of historic properties such as Tacoma Union Pacific Railroad Station and Seattle's Pioneer Square District buildings
- I am an experienced fund raiser, \$40 million for the construction of the Washington State History Museum in Tacoma
- I have prepared and administered historic district preservation ordinances such as the Town of Wilkeson, Washington

I hope that you will find my qualifications and experience to be in line with your expectation and name me your grant writer. I am happy to appear for a personal interview at your convenience.

Sincerely,



Mart Kask, AICP, PE  
Kask Consulting, Inc.

## **EXPERIENCE GRANT WRITING**

### **2010 – 2012**

1. US Department of Homeland Security / Federal emergency Management Agency (FEMA). Puget Sound Regional Catastrophic Disaster Preparedness planning grant dealing with Resource Management and Logistics issues, \$25,000, Thurston County. Scheduled for approval on 8 June 2012. Reference: Sandy Johnson, Thurston County Emergency Management Department, 360 239-4419.
2. US Department of Homeland Security / Federal emergency Management Agency (FEMA). Puget Sound Regional Catastrophic Disaster Preparedness planning grant dealing with Resource Management and Logistics issues, \$140,000, Thurston County. Reference: Sandy Johnson, Thurston County Emergency Management Department, 360 239-4419.
3. Puget Sound Regional Council. Rural Town Centers and Corridors Improvement Project planning grant, \$110,000 Town Center improvements, Town of Wilkeson. Reference: Michael Reynolds, Wilkeson Town Attorney, 360 802-3888.
4. Washington State Department of Transportation, American Recovery and Restoration Act. Town of Eatonville. Construction of the Town Center Plaza, including a visitors center and restrooms, \$900,000. Reference: Mayor Ray Harper, 360 832-3361.
5. Washington State Department of Ecology, Shoreline Master Program Update. Town of South Prairie. Approved in June 2010. Reference: Councilman Anthony Caldwell, 253 985-0903.

### **2005 – 2010**

- Washington State Department of Emergency Management. Disaster Mitigation and Restoration Project. Restoration of Town's sewer and water lines engineering and construction grant, \$150,000, Town of Wilkeson. Reference: Wilkeson Town Attorney, Michael Reynolds, 360 239-4419.
- Washington State Department of Emergency Management. Disaster Mitigation and Restoration Project. Shoreline armoring to prevent creek erosion and damage to private property, \$550,000, Town of Wilkeson. Held in abeyance due to lack of local match money. Reference: Town Attorney, Michael Reynolds, 360 239-4419.

- Washington State Department of Emergency Management. Disaster Mitigation and Restoration Project. Restoration of flood damaged residential structures, \$65,000. Reference: Town Clerk-Treasurer, Marla Nevill 360 897-8878.
- Puget Sound Regional Council. Rural Town Centers and Corridors Improvement Project. Planning grant, \$150,000 for preparation of a Town Center Plaza, Town of Eatonville. Reference: Mayor Ray Harper, 360 832-3361.
- Puget Sound Regional Council. Rural Town Centers and Corridors Improvement Project. Preparation of engineering and construction plans and specs grant, \$350,000 for construction of the town Center Plaza, Town of Eatonville. Reference: Mayor Ray Harper, 360 832-3361.
- Washington State Transportation Improvements Board, Small Cities Local Match Grant Program. \$70,000 grant to match the \$350,000 federal grant money for preparation of engineering and construction plans and specs for the construction of the Town Center Plaza, Town of Eatonville. Reference: Mayor Ray Harper 360 832-3361.
- Washington State Department of Commerce, Washington State Growth Management Act grant program. \$75,000 grant to prepare Planned Action EIS for a light industrial area, Town of Eatonville. Reference: Mayor Ray Harper 360-832-3361.

### **Prior 2005**

- Mart Kask was retained by the City of Tacoma and the Washington State Historic Society to go to Olympia and lobby the Washington State Legislature to appropriate \$40 million for the construction of a new Washington State History Museum at the Tacoma Union Pacific Railroad Station Site. After two sessions at the Legislature, Mart Kask was able to get \$31 million. The remainder of \$9 million was raised from private sources, such as the Weyerhaeuser Company, Scott Paper, and others. Today, the new History Museum is built and open to visitors. Reference: Robert Mack, Tacoma Public Utilities, 253 502-8000.
- Prior to going to Olympia as a legislative lobbyist, Mart Kask was retained by the City of Tacoma to coordinate the restoration of the historic Tacoma Union Railroad Station, the development of the Washington State History Museum and the construction of the new Federal District Courthouse all at the Tacoma Union Station site. Later, the development of the University of Washington branch campus in the historic industrial district was added to the scope of work. Reference: Robert Mack, Tacoma Public Utilities, 253 502-8000.

- Mart Kask served as the Executive Director / Chief of Staff of the Puget Sound Regional Council. The annual operating budget of the Council amounted to about \$5 to \$6 million per year. About 75 percent of the money to fund the budget came from various federal and state grants. Seeking grant funds took up of about 40 percent of the Executive Director's time. Reference: Mark Gulbranson, Deputy Executive Director 206 464-7524.
- Mart Kask's private sector grant funding included such private sector organizations as Weyerhaeuser Corporation, Scott Paper, British Petroleum, the Trillium Corporation, Brown and Cole, Japan Airlines, Safeway Stores, and others.

## APPROACH

**Consultation.** Sit down with the client and identify their goals and objectives and estimate their costs, including maintenance and operations costs.

**Grant sources.** Identify potential grant sources, including government and private sector grants.

**Consultation.** Review the potential grant sources with the client and identify the most likely sources and the grant requirements, including timing. Get direction from the client.

**Application.** Prepare one or more draft applications and review them with the client. Identify the most likely successful grant applications. Identify match requirements and potential sources.

**Support materials.** Identify needed graphics, photographs, design drawings, plans, reports, etc. Review their costs with the client and commit to getting them done in time.

**Support letters.** Identify support organizations, individuals, governmental entities; legislators, state and federal, Indian Tribes, etc. Seek their support in a form of support letters and oral testimonials if appropriate. Include City Council resolutions and evidence of budget availability.

**Submittal.** Submit the application packet to the funding organization. Stay on top of the application process and offer to answer questions and/or make presentations, including testimonials by elected officials and others.

**Grant contracts.** Once the grant has been awarded, assist the client with grant award contracting, including financial and cash flow processing.

**Grant administration.** Often grant money goes to hiring engineers, architects and other professional services. Assist the client in the grant administration processes.

**Audits.** Many grant awards are followed by program and financial audits. Assist the client in keeping appropriate program and financial records to avoid audit findings and potential payback of grant funds.

## FEE SCHEDULE

|                                      |                   |
|--------------------------------------|-------------------|
| Labor, including overhead and profit | \$105.00 per hour |
| Driving time                         | \$ 52.50 per hour |
| Mileage                              | \$ 0.45 per mile  |
| Direct costs                         | at cost           |

## REFERENCES

Ray Harper, Mayor  
Town of Eatonville  
360 832-3361

Mark Gulbranson  
Deputy Executive Director  
Puget Sound Regional Council  
206 464-7090

Kathy Berg, Chairman  
Birch Bay Community Planning Council  
Whatcom County  
360 371-0171

Sandy Johnson  
Project Lead  
Thurston County Emergency Management  
360 754-3360

Angie Wirkkala,  
Capital Budget Manager,  
Superintendent of Public Instruction  
360 725-6267

Russ Blount, P.E., AICP  
Public Works Director  
City of Fife,  
253 922-248

Robert Mack, Esq.  
Deputy Director  
Tacoma Public Utilities  
253 502-8000

Michael Reynolds, Esq.  
Town Attorney  
Town of Wilkeson  
360 239-4419



**Mart Kask, AICP, PE**  
**Planning and Development Consultant**

Mart Kask is a planning and development consultant to government and private industry. Since forming Kask Consulting, Inc. in 1993, Mart has carried out over 300 projects for about 100 clients. Among his local government clients are both small and large cities, counties, and school and port districts. A sample of his cities clients are: Seattle, Tacoma, Tukwila, Fife, Eatonville, and Ocean Shores. His county clients include: King, Pierce, Thurston, Clark, Benton, Spokane, Whatcom, and Okanogan. Among his school district clients are: Tacoma, Bellingham, Kent, Seattle, Puyallup, Snoqualmie, and Bremerton. Port district clients include Tacoma, Benton, Bellingham, and Pasco. State agency clients include: Ecology, Commerce, Transportation,

Schools, and Natural Resources. Federal agency clients include: Post Office, Homeland Security/FEMA, and Federated States of Micronesia. On the private sector side, a sampling of his clients list include: Guy F. Atkinson Construction, AOL/Time Warner, Chevron, British Petroleum, Safeway, Weyerhaeuser, Lowe Enterprises, Trillium Corp., and many local law firms such as Vandenberg/Johnson, Hillis/Clark, Davis/Wright, and Cairncross/Hempelmann.

**Core competencies:**

Grant writing and administration  
Facilitation and community involvement  
Community development / public administration  
Strategic planning and intergovernmental coordination  
Land use and transportation planning  
Land development permits and code enforcement  
Environmental documentation  
Intergovernmental coordination  
Emergency management

**Professional associations:**

- AICP American Institute of Certified Planners
- American Planning Association (Washington Chapter)
- P.E. Licensed professional civil engineer, State of Washington
- ICMA International City/County Management Association

**Prior work history:**

- Puget Sound Regional Council, Seattle, Washington, Executive Director/Chief of Staff
- Miami Valley Regional Transit Authority, Dayton, Ohio, Executive Director
- Dayton Metropolitan Planning Organization (MPO), Dayton, Ohio, Executive Director

**Awards and recognition: individually and in association with others:**

- Secretary of Housing and Urban Development for a coordinated fair share regional public housing plan (an award in two consecutive years)
- Secretary of Energy for having prepared a guidebook for local government electrical energy conservation
- American Public Transit Association for recognizing Puget Sound Regional Council as an outstanding public transit planning organization
- Governor and Washington Environmental Council for research in air quality, leading to the initiation of the urban area auto emissions inspection program
- American Planning Association (Washington State Chapter) for community planning and facilitation, Georgetown Community, Seattle
- American Planning Association (Washington State Chapter) for small town business district revitalization, Eatonville

**Education:**

- Purdue University, M.S. in transportation planning
- St. Martin's University, B.S. in civil engineering
- University of Virginia, Federal Executive Institute, certificate in executive level management
- Menninger Foundation, certificate in organization development / human behavior and motivation
- Georgia Tech University, certificate in economic development
- University of Washington, graduate level courses in demographics
- AICP continuing education (conferences, seminars, workshops, lectures)

**Personal:**

Mart is married to Linda Kask, M.D., a retired physician (internal medicine) from the U.W. Physicians Group Practice. Mart fulfilled his military obligation by serving on board of various ships in the Pacific, finishing his tour of duty at the Adak Naval Base, Alaska, with the rank of Lieutenant J.G. Mart served a number of years as a Foreign Service officer, accredited by the U.S. State Department. Mart and Linda have four grown children. Mart and Linda live on Mercer Island with their dog Bogart.

**FACT SHEET**  
**Kask Consulting, LLC**

**Firm:** Kask Consulting, Inc.  
**Ownership:** Mart Kask  
**Established:** 25 June 1993  
**Registration:** Washington State Limited Liability Corporation  
**License:** Expires 06-30-2012  
**State:** Business UBI number 601 427 482  
**Federal:** IRS number 91-1601926  
**Address:** Kask Consulting, Inc.  
8 Lindley Road  
Mercer Island, WA 98040  
**Phone:** 206 275-0140  
**Mobile phone:** 206 660-1940  
**Fax:** 206 275-0146  
**E-mail:** [kaskinc@aol.com](mailto:kaskinc@aol.com)  
**Banking:** Bank of America  
**Auto insurance:** Hartford, policy No. 55PHK148221, exp. 02/02/13  
**Liability insurance:** American States, policy No. 01CH81681910, exp.  
03/07/13  
**Engr. license:** Professional Engineer – Civil – No. 7827, exp. 02/20/13  
**Certification:** AICP, American Institute of Certified Planners

**REQUEST FOR PROPOSAL (RFP) FOR A GRANT WRITER**

**CITY OF ROSLYN**

**Submittal Due Date**

**April 2, 2012**

**Submitted by**

**Lowell F. Murphree**

**301 Brattkus Drive**

**Ellensburg, Washington 98926**

**Phone: (509)312-0521**

**Email: [Lowell.murphree@fairpoint.net](mailto:Lowell.murphree@fairpoint.net)**

## **Lowell Murphree**

### **Lowell Murphree Non-Profit Consulting**

301 Brattkus Drive

Ellensburg, Washington 98926

Phone: 509-312-0521, Email: Lowell.murphree@fairpoint.net

April 2, 2012

Dear Grant Writer Search Committee:

Please accept this letter and the attached resume as application for the position of Grant Writer for the City of Roslyn.

Congratulations to Roslyn on receiving the State Historic Preservation Officer's Award for Outstanding Achievement in Historic Preservation in the Preservation Planning Division. Because this position announcement specifically sighted historic preservation as the focus of grants to be sought, I assume that the task at hand is to actualize the projects for which this prestigious acknowledgement was awarded. A well conceived project is the heart of any successful proposal.

As the attached resume indicates, I bring to this position a decade of proposal writing experience. My work and my relationships with clients are of the highest professional level. My goal is to tell the story of Roslyn's historical importance articulating the current and future benefits of preserving that history in a clear, concise and compelling way. Due diligence will reveal the funding sources likely to be receptive to the story and the plans. Attention to detail will produce effective highly competitive proposals.

My hourly rate is \$35.00 per hour. I track actual hours using QuickBooks. My expectation is that I would review each proposal project individually and submit and estimate for each proposal project that includes the number of hours that will be required to

- research potential funders,
- write master documents,
- converse with foundation or agency program directors as needed and appropriate,
- consult with designated City of Roslyn representative(s),
- compile and integrate required documentation and certifications,
- draft the proposal for your review and
- submit the proposal upon final approval by the designated City of Roslyn representative(s).

The estimate will be submitted for approval prior to my beginning paid work. That means I will be putting in work familiarizing myself with the projects envisioned, reviewing the submission requirements of potential funders already identified, and reviewing "boilerplate" documents the City has on hand prior to beginning my paid time.

Only after these steps can I offer an accurate estimate of the hours the proposal will require.

In addition to the hourly rate, I require mileage for travel from my home office to Roslyn for project required meetings to be paid at the IRS rate (currently \$.555/per mile.)

Actual writing and most research will be accomplished in my home office via Internet. I anticipate that most communication can be carried out via email, telephone and fax but that face to face meetings will be scheduled when they seem advisable.

Mileage and actual hours worked will be billed as estimated elements of the proposal are completed so that it is clear whether hours expended are consistent with estimates and within budget.

Required attendance at City meetings related to these proposals will be billed at the same hourly and mileage rate.

My goal is to create proposals that meet or exceed the City's expectations, fit the funder's guidelines, and are highly competitive when reviewed.

I look forward to discussing in person the projects you have so carefully planned.

Sincerely,

A handwritten signature in cursive script that reads "Lowell F. Murphree".

Lowell F. Murphree  
Lowell Murphree Non-profit Consulting

## **Lowell F. Murphree**

### **Qualifications and Experience**

#### **Educational Background**

##### **General Education**

Bachelor of Arts from Nebraska Wesleyan University, Lincoln, Nebraska, Major: Religion, Minors: English and Philosophy

Master of Divinity from Union Theological Seminary, New York City

Post-Masters work: Boston University School of Theology, Boston MA  
Princeton Theological Seminary, Princeton NJ  
Illiff School of Theology, Kansas City MO  
University of Washington, School of Social Work, Seattle WA

##### **Grant Writing Education**

Grant Writing Course Central Washington University, Ellensburg WA  
Grantsmanship Center Certificate in Grant Writing, Seattle WA  
Development Officer Five Day Training, Council for the Advancement and Support of Education (CASE) Providence RI  
First Course (professional non-profit fundraising) Association of Fundraising Professionals (AFP) Completed Online  
Annual Workshops, Puget Sound Grant Writers Association (PSGA) Seattle WA

##### **Relevant Professional Organizations Memberships**

Puget Sound Grant Writers Association (current member)  
Association of Fundraising Professionals (past member)  
Northwest Development Officers Association (past member)

## Relevant Experience

### 1. Professional Grant Writer, Central Washington University Development Office 2002 – 2005

Income recorded to the Central Washington University Foundation from private foundation and corporate grants:

- \$233,225 received from 9 grants in 02-03
- \$117,052 received from 11 grants 03-04
- \$353,369 received from 40 grants 04-05.

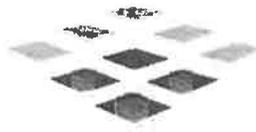
Assisted faculty, administrators and staff in researching, writing and tracking Proposals. Taught proposal writing workshops for faculty, staff and community.

### 2. Principal, Lowell Murphree Non-Profit Consulting 2006-present

Recent Proposals submitted:

- September 2009 Kittitas County Homelessness and Affordable Housing Committee received \$100,000
- March 2010 Kittitas County Homelessness and Affordable Housing Committee received \$50,000.
- Kittitas County Homelessness and Affordable Housing Committee March 2012 (in process)
- Legends Casino March 2012 (in process)
- Sunrise Rotary March 2012 (in process)
- Yakima Valley Community Foundation (currently writing for Yakima non-profit organization)
- Presbytery of Central Washington March 2010 (received \$6000)
- Presbytery of Central Washington March 2011 (received \$7000)
- U.S. Department of Commerce Office of Community Service Operations Center, Administration for Children and Families (currently writing)

"Foundation Funding Availability" research for United Methodist Foundation of the Northwest, capitol campaign - August 2010



**SCJ ALLIANCE**  
ENGINEERING AND PLANNING SERVICES

March 31, 2012

Amber Shallow, Clerk-Treasurer  
City of Roslyn, Grant Writer RFP  
PO Box 451  
100 E Pennsylvania Ave  
Roslyn WA 98941

Re: Grant Writer RFP

Dear Ms. Shallow:

Thank you for the opportunity to present this Proposal in response to the City of Roslyn's Request for Proposals for a Grant Writer. SCJ Alliance (SCJ) is ideally qualified to assist the City with this as our firm has a long history assisting small cities' with a variety of activities, which includes obtaining grants for a variety of municipal planning and construction projects.

We are prepared to focus resources on your project(s) immediately and are committed to completing the grant applications in a timely manner. Our team will work out of our Wenatchee office, providing easy access and short travel times to the City offices if needed. We put a high value on listening and doing things the way you want them done.

Again, thank you for this opportunity and we look forward to working with you. If you have any questions or need additional information, please feel free to contact me at 509-886-3265 or email at [jerry@scjalliance.com](mailto:jerry@scjalliance.com).

Respectfully,  
SCJ Alliance



Jerry Litt  
Office Principal

c:

Enclosure(s):



***Request for Proposal-Grant Writer, City of Roslyn***

***Submitted by SCJ Alliance***

***Contact: Jerry Litt, Office Principal***

- \* [jerry@scjalliance.com](mailto:jerry@scjalliance.com)
- \* 15 Palouse St., Wenatchee WA 98801
- \* P. 509.886.3265
- \* F. 509. 886. 9255

- ***Grant Writing***
- ***Land Use Plans***
- ***Planning and Permitting***
- ***Geographic Information Systems (GIS)***
- ***Municipal Planning & Engineering***
- ***Engineering Specialties Group***



**SCJ ALLIANCE**

**ENGINEERING AND PLANNING SERVICES**

## COMPREHENSIVE EXPERTISE

### **SCJ benefits our clients by:**

- Communicating closely, fostering existing relationships, and developing new relationships
- Providing easy coordination and responsiveness
- Committing to staff availability for each project
- Developing innovative, cost effective solutions through an awareness of the cost implications of each decision
- Consistently managing projects to deliver on schedule and budget without surprises

## MEET OUR TEAM

**SCJ Alliance** was forged through the joining of two firms—Alliance Consulting Group of Wenatchee and Shea Carr Jewell with offices in both Wenatchee and Olympia, Washington, as well as Westminster, Colorado. The municipal services, planning, and environmental talent of Alliance, combined with Shea Carr Jewell's depth of experience in both planning and engineering, create a 35-member team capable of providing engineering solutions to your most complex problems.

SCJ Alliance is committed to making a difference in local communities through the unique combination of our local knowledge and depth of expertise. We want to be the *go-to* firm that you repeatedly team with because you value not only the project's end result, but also the entire process that got you there.

We believe that's exactly what you'll find.



## JERRY LITT | COMMUNITY DEVELOPMENT & PROJECT FACILITATION

Prior to returning to consulting, Jerry Litt spent more than 30 years in public service, most recently as the Community Development Director for the City of Lacey and as Planning Director for Douglas County. Prior to entering the public arena, Jerry owned a development company in the Spokane area. During his 36 years of experience, he has been responsible for all aspects of land use and environmental planning, including participating in numerous project permitting efforts, both as an applicant and as a decision maker. Jerry's project management experience ranges from projects such as the Apple Capital Loop Trail in East Wenatchee, to the first commercial Atlantic salmon net pen operation on the upper Columbia, and to the Cannon Gold Mine that operated in the Wenatchee area for many years.

### **Areas of Expertise:**

Project Management  
Public Process  
Community  
Development  
Environmental  
Planning  
Land Use Planning

- Mill Site Redevelopment – Cashmere, WA
- Pybus Public Market – Wenatchee, WA
- 3m sq ft Mixed Use Urban Center – Lacey, WA
- Apple Capital Loop Trail – East Wenatchee, WA
- Atlantic Salmon Commercial Net Pens – Rufus Woods Lake, Douglas County
- State Job Development Fund Grant Administration of Cabela's – Lacey, WA
- Cannon Gold Mine – Wenatchee, WA



**SCJ ALLIANCE**

ENGINEERING AND PLANNING CONSULTANTS



## CHUCK JONES | GIS & BIOLOGICAL ASSESSMENTS

Chuck Jones has worked more than ten years as a long-range planner and geographic information system advanced user for municipal and private entities. Previously, Chuck was a fish and wildlife biologist for the Colville Confederated Tribes. He has worked extensively with federal and state agencies on numerous projects ranging from land use issues to salmon recovery planning. Chuck uses his abilities with ArcView GIS to map land use designations, analyze parcel level data for land use, US Census data, fish and wildlife data, critical areas designations, soils data, as-built infrastructure inventories and other similar functions. Chuck is now assisting small cities and counties with professional planning services, including environmental review, planning and permitting, detailed inventory and analysis work, geographic information system analysis, mapping, and other technical support activities including writing grants and preparing funding packets on numerous projects.

### Areas of Expertise:

- GIS
- Environmental Permit Review
- Critical Areas
- Habitat Assessments
- Mitigation Plans
- Wetland Delineations
- Shoreline Planning
- Agency Support

- Regional Shoreline Master Program – Douglas County, WA
- Habitat and Wetland Assessments – Multiple Clients (private, counties, cities, utility districts, etc.)
- Critical Area Review – Various cities in Chelan, Douglas, Adams, Grant and Kittitas Counties
- Habitat Mitigation Planning and Integrated Resource Management Plan – Colville Confederated Tribes
- GIS Land Use Inventories & Maps – Various cities and counties



## JEAN CARR, LEED AP | LAND USE & ENVIRONMENTAL PLANNING

Jean has 20 years of experience leading a broad range of planning efforts. She is adept at identifying the key issues associated with a project and has prepared numerous corridor studies, sub-area plans, and Environmental Impact Statements. Preparation of clear, concise and complete documents so that the adoption process goes smoothly is Jean's primary concern. Effective public outreach is a key component of many of Jean's projects. She has successfully worked with citizen groups, planning commissions, and elected officials on a broad range of outreach efforts. Jean plans and facilitates public meetings, workshops and forums and also produces the communication materials for the meetings. Distilling the feedback received through outreach efforts into meaningful input and guidance for each unique project is one of Jean's greatest strengths.

### Areas of Expertise:

- SEPA/NEPA
- Public Outreach
- Land Use Planning
- Environmental Impact Statements
- Process Facilitation
- Project Permitting
- Corridor Studies

- US 101/Potlatch Parkway Intersection Improvements – Potlatch, WA
- Lacey Gateway Supplemental EIS – Lacey, WA
- Shelton/Mason County UGA Zoning Standards, Mason County, WA
- Lord Acres Subarea Plan Transportation Element, Chelan, WA
- Saint Martin's Master Plan and Campus Expansion, Lacey, WA
- Thurston County Courthouse Parking Study, Thurston County, WA
- Bethel Road Corridor Environmental Permitting, Kitsap County, WA
- SR 510 Loop Hwy Environmental Assessment (EA), Yelm, WA



### **City of Mattawa**

SCJ Alliance prepared a COPs grant through the U.S. Department of Justice. The funds were to be used to hire additional police department personnel and implement a Community Policing Plan.

### **Douglas and Chelan Counties (and all of their cities)**

SCJ successfully submitted grant applications to the Washington State Department of Ecology to fund the Shoreline Management Plan updates.

### **City of Tumwater**

In 2009, SCJ prepared a TIGER grant application for the City of Tumwater for the Tumwater Boulevard/Interstate 5 interchange improvements. The application was for \$17.5 million in TIGER funds for improvements to the interchange, including environmental mitigation dollars to protect habitat for the Mazama Pocket Gopher, a state-listed threatened species and federal candidate species impacted by the proposed project.

### **City of Tenino**

SCJ staff assisted the City in preparing and obtaining a TIB grant for pedestrian and non-motorized improvements. The project included developing a detailed inventory where sidewalk infill would benefit pedestrian circulation and walkability in the City. In addition, this project identified areas where new ADA ramps would be required and beneficial for handicap access across intersections.

### **Town of Wilkeson**

SCJ assisted Town leaders in preparing a STP/CMAQ Regional Competition application for the Foothills Trails extension within the Town of Wilkeson. This project will facilitate extension of the popular Foothills Trail to a new terminus that will provide enhanced parking and other amenities to both trail users and visitors to Mount Rainier National Park. The extension will also enhance pedestrian safety and benefit school children who are required to walk to school due to the discontinuation of school bus routes in town. Results of this application are still pending.



**COPS**

Citizens Serving Citizens With Pride & Tradition

Washington Military Department



**Department of Commerce**

Innovation is in our nature.



DEPARTMENT OF  
**ECOLOGY**  
State of Washington



**SCJ ALLIANCE**

COMMUNITY ORIENTED POLICING SERVICES

## REFERENCES

### **City of Chelan**

***Dwane Van Epps, Public Works Director***

50 Chelan Falls Rd

Chelan, WA 98816

Phone: 509.682.8032

Fax: 509.682.8035

Email: [dvanepps@cityofchelan.us](mailto:dvanepps@cityofchelan.us)

### **City of East Wenatchee**

***Lori Barnett, Community Development Director***

271 9th Street NE

East Wenatchee, WA 98802

Phone: 509.884.5396

Fax: 509.886.3113

Email: [LBarnett@east-wenatchee.com](mailto:LBarnett@east-wenatchee.com)

### **City of Shelton**

***Steve Goins, Community & Economic Development Director***

525 W Cota Street Shelton, WA 98584

Phone: 360.432.5125

Fax: 360.426.7746

Email: [steveg@ci.shelton.wa.us](mailto:steveg@ci.shelton.wa.us)

### **Douglas County Land Services**

***Mark Kulaas, AICP, Director***

140 19th Street NW Suite A

East Wenatchee, WA 98802

Phone: 509.884.7173

Fax: 509.886.3954

Email: [mkulaas@co.douglas.wa.us](mailto:mkulaas@co.douglas.wa.us)

### **Chelan County**

***David Grimes, Assistant Director Community Development***

316 Washington St. Suite 301

Wenatchee WA 98801

Phone: .509. 667.6464

Fax: 509.667.6475

Email: [David.Grimes@co.chelan.wa.us](mailto:David.Grimes@co.chelan.wa.us)

### **City of Bonney Lake**

***John Woodcock, PE, City Engineer***

PO Box 7380 Bonney Lake, WA 98391

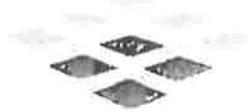
Phone: 253.432.5136

Fax: 253.826.1921

Email: [woodcockj@ci.bonney-lake.wa.us](mailto:woodcockj@ci.bonney-lake.wa.us)

*“I love your (SCJ’s) honesty and knowing you would do the right thing even if nobody’s looking... ”*

– John Woodcock, City of Bonney Lake



# SCJ ALLIANCE

ENGINEERING AND PLANNING SERVICES

## Shea Carr Jewell, Inc. (dba, SCJ Alliance) Billing Rate Schedule August - 2011

| <b>Classification</b>              | <b>Maximum<br/>Hourly Billing Rate</b> |
|------------------------------------|--|
| Senior Principal Engineer          | \$195.00                               |
| Senior Principal Planner           | \$185.00                               |
| Associate Principal                | \$155.00                               |
| Senior Project Manager             | \$180.00                               |
| Project Manager                    | \$132.00                               |
| Project Engineer II                | \$123.00                               |
| Project Engineer I                 | \$118.00                               |
| Senior Designer                    | \$105.00                               |
| Design Engineer                    | \$95.00                                |
| Senior Transportation Planner      | \$135.00                               |
| Traffic Analyst                    | \$95.00                                |
| Senior Planner                     | \$110.00                               |
| Project Planner                    | \$95.00                                |
| Environmental Planner              | \$95.00                                |
| CADD/GIS                           | \$90.00                                |
| Engineering Technician II          | \$90.00                                |
| Engineering Technician I           | \$75.00                                |
| Project Coordinator II             | \$95.00                                |
| Project Coordinator I              | \$80.00                                |
| Administrative Assistant           | \$70.00                                |
| Finance Manager/Project Accountant | \$105.00                               |

### Other Fees:

- Direct project expenses and reproduction costs from outside vendors are billed at cost plus 15%
- Public hearing & expert testimony services are billed at 1.5 times hourly rates

### Reimbursable Expenses:

- |                                |                    |
|--------------------------------|--------------------|
| • Mileage, Travel, Per Diem    | Federal & IRS Rate |
| • Bond Paper Plots             | \$5.00/Sheet       |
| • Mylar                        | \$25.00/Sheet      |
| • Reports                      | \$50.00/Each       |
| • GIS System Software Usage    | \$10.00/Hour       |
| • CADD Civil 3D Software Usage | \$10.00/Hour       |



**SCJ ALLIANCE**  
ENGINEERING AND PLANNING SERVICES

**Shea Carr Jewell, Inc. (dba, SCJ Alliance)**  
**Billing Rate Schedule**  
**August - 2011**

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| • Reports                      | \$50.00/Each       |
| • GIS System Software Usage    | \$10.00/Hour       |
| • CADD Civil 3D Software Usage | \$10.00/Hour       |

# **Proposal (RFP) for a Grant Writer for the City of Roslyn**

**April 2, 2012**

**Debbie Strand  
Strand Consulting  
1932 E Village Drive  
Ellensburg, WA 98926  
No fax  
[debbiestrand@gmail.com](mailto:debbiestrand@gmail.com)  
**(509) 929-5045****

# Strand Consulting

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March 28, 2012

Amber Shallow, Clerk - Treasurer  
City of Roslyn  
PO Box 451  
100 E Pennsylvania Ave  
Roslyn WA 98941

Dear Ms Shallow:

I read with great interest the request for services for grant writing for the City of Roslyn. This is an ideal position for me. As the owner of a small consulting business, I would be able to contract for this position through Strand Consulting.

As you might be aware, I served as the Director of the Economic Development Group of Kittitas County and the Ellensburg Business Development Authority for many years. My grant writing and administration skills developed through those years of constantly seeking to obtain funds to keep these organizations viable and attempt to expand the services offered to the business community.

Since the above organizations had different tax structures, they were able to seek and obtain both public and private funding. My suggestion to the City of Roslyn would be to partner with a nonprofit organization to enable projects to seek foundation funding. Since most grants require matching funds, this could potentially solve that issue. And, certainly, public private partnerships are more likely to be successful with their applications.

I also developed an expertise in obtaining the demographic information that is often a very important piece of information to justify a grant. I am one of the few people in this community who can navigate the myriad of public agencies to obtain the latest demographic information. I have also worked with numerous state and federal agencies.

My background in local economic development and community organizing combined with my research skills and knowledge of the local community makes me an ideal candidate for this position. I look forward to speaking with you in person regarding the vision of the City of Ellensburg related to this contract.

Sincerely,



Debbie Strand, owner  
Strand Consulting

1932 E Village Drive  
509 929-5045

Ellensburg WA 98926  
debbiestrand@gmail.com

**DEBBIE STRAND**  
1932 E Village Drive  
Ellensburg, WA 98926  
(509) 929-5045 debbiestrand@gmail.com

## **Employment**

**Owner** March 2008 to present

### **STRAND CONSULTING**

Provide consulting services pertaining to community relations and economic development. Activities include grant writing, expert testimony, planning activities, event coordination, research, reports, and other activities upon request. Clients are predominately in the renewable energy sector. I have provided advice and assistance to several local companies regarding expansions in the Kittitas County area.

**Executive Director** July 1999 to February 2008

### **ELLENSBURG BUSINESS DEVELOPMENT AUTHORITY AND ECONOMIC DEVELOPMENT GROUP OF KITTITAS COUNTY**

Directed two organizations that operated in cooperation with each other including managing a 21 member Board of Directors. One was a private non-profit and the other was a governmental entity. Together the two provided business recruitment, retention and expansion services for Kittitas County. Wrote grants, provided public relations, and oversaw a \$250,000 budget. Provided small business assistance including business plan development and loan packaging. Managed two industrial buildings and multiple tenants. Managed a microloan fund of approximately \$100,000. Was intimately involved in local land use issues. Worked closely with the development, siting and permitting of all four of the local wind power projects. Provided public testimony for a variety of local and state issues.

**Special Projects** Coordinator November 1997 to November 1997 and January 1998 to July 1999

### **SAME AS ABOVE**

Duties included general research for clients, preparing minutes from board meetings, and planning and coordinating special events. Compiled information and developed a database of over 500 Kittitas County businesses. Assisted writing a large three county grant. Wrote four additional grants, all of which were funded.

**Business Development Coordinator** February 1993 to October 1997

### **ECONOMIC DEVELOPMENT ASSOCIATION OF SKAGIT COUNTY MOUNT VERNON, WA**

Responsibilities included managing a government procurement program, assisting with business and job retention, and assisting the Executive Director. Procurement program duties included working with the needs of over ninety businesses in Skagit, San Juan and Island counties providing government bidding opportunities through the use of a complex computer program. I reviewed financial statements and provided financial projections for loan presentations. I assisted the Executive Director by compiling information for recruitment and expansion cases.

## **Volunteer Activities:**

Ellensburg Chamber of Commerce, former Board of Directors

Downtown Ellensburg Association, former Board member

Cle Elum Chamber of Commerce, Past President and Board member

Kittitas County Airport Advisory Board, former member

Strategic Planning for Kittitas Valley Community Hospital

Land Use Consultant, WindWorks! Northwest

Kittitas County Democratic Party, Treasurer

Kittitas County Representative on Washington State Democratic Rural and Agricultural Caucus

# Strand Consulting

## Capability Statement

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### **Business Summary**

Strand Consulting offers a wide range of experience and capabilities acquired through many years of working as a professional in the economic development sector with both nonprofit and governmental agencies. I was the Director of two very small entities, the Economic Development Group of Kittitas County and the Ellensburg Business Development Authority for over ten years. These entities depended upon funding from grant programs to sustain their operations. I developed expertise in writing, implementing and administering private and public loan and grant funds. I also developed the ability to bring a practical understanding of a grant to communities and build public support for economic development projects that benefit local and regional communities.

### **Services**

- Grant Writing and Administration
- Community Outreach and Education
- Public Awareness
- Engage Stakeholders
- Economic Impact Analysis
- Estimation of Potential Tax Revenues for Jurisdictions
- Economic and Demographic Research
- Public Testimony

### **Grant Management**

- The Procurement Technical Assistance Center was funded through the **Department of Defense**. I administered this federal program through a subcontract with the Snohomish County Economic Development Group while I was at the Economic Development Association of Skagit County. From 1994 through 1997, I was the sole staff person responsible for matching local companies with federal contracting opportunities. I provided results to the contractor and assisted with biennial grant writing.
- While not a grant, I was involved with obtaining **Washington State Industrial Revenue Bond** financing for a Skagit County business in the mid 1990's.
- The **Economic Development Administration** provided grant funding for the formation of the Phoenix Group in 1997. This federal funding provided the seed money that formed the cooperative economic development relationship between the Economic Development Group of Kittitas County and the Ellensburg Business Development Authority after the demise of the Kittitas Development Council. I was in charge of that special project and provided all documentation for the grant to the administrator, KiYak (Kittitas Yakima Economic Development District).

- The **Energy Foundation** provided private grant funds to the Economic Development Group of Kittitas County in 2002 to match public funds from the **Washington State Department of Commerce**. ECONorthwest was selected to produce a study analyzing potential economic benefits of wind energy development in Kittitas County. For this project, I wrote the grants, secured the consulting company by issuing an RFQ, approved all invoices, and produced all grant compliance correspondence and reports.
- In my role as Director of the Economic Development Group, I was responsible throughout my tenure to write and administer the biennial **Associate Development Organization Grants with the Washington State Department of Commerce**. Administration included providing the Department of Commerce with quarterly reports showing progress toward reaching annual and biennial benchmarks. Financial records also were submitted quarterly. I allocated appropriate expenses to the grant by monitoring invoices and approving their payment. Final audits were conducted each biennium. Throughout my ten year tenure clean audits were received and benchmarks were always achieved.
- In 1997, the **Washington State Department of Commerce** provided grant/loan funding to construct the EBDA Industrial Building at the Kittitas County Airport through **Community Economic Reinvestment Board (CERB)** funds and federal **Old Growth Diversification Funds**. I was responsible for all phases of this project, including issuing the bid documents, selecting the general contractor, and supervising the construction process. I tracked and classified all invoices and approved their payment. Managing reimbursements while assuring timely payment to vendors was a challenging process. For this project, matching funds management was also a complicated task for small organizations. I was also successful in 2005 in obtaining a second grant/loan with the Department of Commerce to construct an additional industrial building at the Airport on the same lot as the first building. Once I left the EBDA and the economy faltered that project floundered and eventually the funds were returned.
- In 2004, the **Washington State Department of Commerce Incubator Grant** provided funding to update websites, brochures, attendance at the National Business Incubator Association Annual Meeting, and some technical assistance for tenants at the Ellensburg Business Incubator. Again, I was responsible for all phases of this grant.
- **Kittitas County Sales and Use Funds** were obtained for several projects in the early 2000's. The first project was telecommunications infrastructure at the Airport Industrial Building. The second grant was for the build out of an unfinished bay at the Airport Industrial Building to enable Unavco to locate in the space. The second grant required the issuance of an RFP. As above, I was responsible for all phases of the administration and compliance of this grant.
- Again, while not grants, I was successful in obtaining state financing through the **Development Loan Fund from the Department of Commerce** for several local businesses. I also was successful in obtaining over a million dollars in financing through the **Community Development Block Grant (CDBG) Float Loan** program that provided some of the funds for the Shoemaker Manufacturing expansion.

1932 E Village Drive  
509 929-5045

Ellensburg WA 98926  
debbiestrand@gmail.com

I certify that to the best of my knowledge and belief all of the information in this proposal is true.

Debbie Strand 3/28/12

Debbie Strand  
Strand Consulting

|

## Contract Price

I will provide up to 15 in research work to assess the needs of and learn about the City of Roslyn at

\$35 per hour

Research work to determine potential funding sources and grant writing

\$40 per hour

It is possible to set an agreed upon lump sum payment for completing individual grant applications.

As a guideline, a simple grant of 4 -5 pages may take 15 – 25 hours to prepare. On the other side of the spectrum, a complex federal grant could take up to 100 hours to prepare. The initial proposals may take more time as some of the specific information obtained about the City of Roslyn and Kittitas County in general may be used in other proposals.



Debbie Strand

Strand Consulting

# RFP Response for A Grant Writer for the City of Roslyn



April 2, 2012

Jeannie Beckett

The Beckett Group  
8715 Randall Dr NW  
Glg Harbor, WA 98332

Fax: 253-238-3151

[jbeckett@thebeckettgroup.org](mailto:jbeckett@thebeckettgroup.org)

253-905-8904

# Resume: Qualifications and Experience

2

## Qualifications

**The Beckett Group** is a certified women's business enterprise (WBE). **Jeannie Beckett**, its principal, has recently entered consulting after a 23-year career at the Port of Tacoma. Ms. Beckett brings more than 20 years experience from the public sector on the challenges faced by public and private stakeholders. During her tenure at the Port, Ms. Beckett held numerous positions within the organization providing a very broad background into both project management and economic development, as well as an intensive background in project funding, grant writing and grant compliance. Ms. Beckett has worked with the Washington State, Ports and Cities to secure funding for capital projects. She has secured over \$25 million in grant funds in the last two years.

## Experience

The Beckett Group has expertise in:

- All areas of research required for grant development,
- Identification and evaluation of possible grant funding opportunities,
- Analysis of the characteristics of successful grants,
- Evaluation of the potential for success of a particular application based upon past awards,
- Development of the "story line" that markets the project to the granting agencies based upon their particular requirements,
- Presentation of Facts and Figures in the application
- Preparation of Project Budgets and Schedules Exhibits
- Crossing checking the final application to make sure that all requirements are met in the application submittal,
- Final Grant Submission,
- Development of Scope of Work commitments,
- Development of Performance Metrics, and
- Contract development and contract compliance on awarded grants.

## Grant Services we provide:

- Identification of Funding Sources and Opportunities
- Grant Writing
- Grant Review/ Critique of Peer Written Grants
- Award Contract Development and Review
- Grant Contract Compliance Audits



We have been on both sides of the grant game. We have written, analyzed and awarded many different types of grants over our career. The basics are the same. However, contrary to popular myth, winning a grant is not easy. It is typically a highly competitive process, requiring many hours of hard work, research, planning, budgeting, brainstorming, writing, rewriting, editing, and proofreading.

We treat applying for a grant as competing in a marathon. The strategies, education, training, motivation, and dedication needed to win a grant are similar to those used to compete in a marathon. There are no guarantees for success. However, if the right tools and skills are used, and all participants are committed to the goals, a competitive edge can be achieved in the grant-seeking process.

## What We will Do for You

For Historic buildings, we provide a window into the community's past. These buildings are a great source of pride for their respective towns and cities. We know from experience that Historic building restoration can take a lot of patience and may become a financial burden. Although, there are loans available for this type of renovation, writing a grant can help provide funding that does not need to be repaid. From the review we have done on the current fund raising efforts, it appears that the most direct grant sources have revolved around the historical nature of the building. The City and its partners should be very proud of their accomplishments in raising \$1.5 million out of the \$3 million needed for the total project. Now the hard part starts. The traditional funders have been solicited. It is now time to look at unconventional grant sources.



As the renovation moves from stabilizing the structure in Phase 1, to preparing the interior in Phase 1b and later phases for Office space, the City Library and the Community Center, the sources of grant funding may change. The City and grant writer will need to be more creative in grant sourcing for the next phases of construction and operations.

In the process of writing grants for the City, we will:

- 1** Review the funder's requirements to make sure that the project is eligible for funding as well as required matches are available.
- 2** Research the history of the building by going local library, historic societies, city museum or courthouse to find documents that pertain to the building. Collect all photos of the property from the past.
- 3** Outline the costs and verify that cost and schedule estimates as reasonable.
- 4** Prepare a cover letter that includes the contact information, amount of support requested, and one or two sentences about the proposed project.

**5** Describe the City's history and the specific time from when the property was built. We will bridge the gap in time by discussing current efforts and the other historic landmarks in the area. We will introduce the proposed project and discuss why it is needed. We will not only describe the improvements to a property, but also discuss what other uses or activities are planned to be held in the building. These activities can include weddings, senior citizen activities, as well as the library and community center. We will discuss how the building meets the city's regulations for historic buildings as well as its listing on the National Register. We will focus on what improvements remain to be completed as well as discuss the anticipated timeline for the completion of the renovations.

**6** Include a detailed budget of the project, including any permits, licenses, contracting costs, supplies and possible contingencies. We will include copies of documents or photos of the past and present of the historic building for comparison in the grant review process. This all helps the reader understand and visualize the project.

**7** Provide a Summary of Sources and Uses of both past funding and requested funding. This exhibit is very important, as the grant reviewer needs to understand where their funding will be used as well as into which stage their funding will move the project. Federal grantors like to be the "last dollar" into a project.

We believe there are multiple avenues that can be used to fund the final stages of the renovation of the Old City Hall and Library Building. Based upon previous work that the City has already accomplished, we believe that grant funding can be pursued for not only Historical Preservation grants but also grants in the areas of Humanities (i.e. for the Library), Greening the Community for the conversion to energy efficient systems, Community Development, Sustainability, Senior Activities, and Social Services. We will look for grants for any unfunded ADA compliance improvements that still need to be completed. In the back of this proposal, we have identified three possible grant sources for your consideration.

As a grant writer, Ms. Beckett has achieved funding for grants for the following projects in the last two years:

- ARRA 2010: State Rail Planning Grant \$400,000 for Washington State Department of Transportation, State Rail Office
- ARRA 2011: Port of Vancouver \$15,000,000 for Washington State Department of Transportation, State Rail Office and Port of Vancouver, WA
- TIGER III: Northern Montana Multimodal Hub, Northern Express Transportation Authority and the City of Shelby, MT \$9,998,000

**Recently Submitted Grants:**

- TIGER IV: March 2012 deadline
  - Port of Ridgefield Pioneer Street Overpass Project \$6 million
  - City of Helena Roundabout Project \$3.2 million

# Jeannie Beckett

Principal



The Beckett Group

8715 Randall Dr NW, Gig Harbor, WA 98332  
253-905-8904  
jbeckett@thebeckettgroup.org

### Areas of Expertise

Strategic Planning | Economic Development  
Grant Writing | Public- Private Partnerships  
Infrastructure financing | Cost -Benefit Analysis  
Contract Compliance | Land Use Policy

### Professional Experience

**The Beckett Group, 2007- Present.**  
**Port of Tacoma, 1986-2009**

Ms. Beckett currently is working with agencies looking to secure external funding and leverage local funds to develop needed public capital infrastructure projects such as High Speed Rail, Port facilities, Road and Rail infrastructure to support the future Economic growth of the nation.

Ms. Beckett has an interest in Job Creation through Economic Development of small businesses. Recently, she has been working with multiple agencies on these efforts including the IL Soy Association, the Port of Longview and local start-up companies. She is an On-Call Grant Writer for WSDOT as well as other public entities.

She is the current Marine Group Chair for the Transportation Research Board and a member of the Technical Activities Council. Known as a nationally recognized Transportation Expert and Speaker, Ms Beckett leads Transportation Public Policy development for local, regional, and national officials.

Ms Beckett is recognized as a person who provides leadership in community, civic, trade, and professional organizations, such as Transportation Research Board, American Association of Port Authorities, Washington State Port Authorities, and Puget Sound Regional Council. She is often called upon to provide Policy analysis to public officials in controversial regional issues such as Growth Management, Airport expansion, transportation infrastructure expansion, port cooperation efforts, and mobility issues.

### Transportation Strategist

**WBE Certified WA# W2F9320979**

**Years of Experience — 34**

### Education

M.B.A., Finance Emphasis, San Francisco State University 1979

B.A., Economics Major, University of California at Berkeley 1976

### SPECIFIC EXPERTISE

- Expert with over 30 years of public and private sector experience, leading business opportunities for public and private sector firms.
- Strategist - extensive experience in the ability to bring private and public sector decision makers together to find simple solutions to complex challenges.
- Financial Expert - Contract Compliance, Cost/ Risk analysis, Funding Development.
- Certified Management Accountant
- Certified Planner (AICP)

# Certification

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The Beckett Group

April 2, 2012

Amber Shallow, Clerk - Treasurer  
City of Roslyn  
P.O. Box 451  
Roslyn, WA 98941

**RE: Grant Writer RFP**

Dear Ms. Shallow:

The Beckett Group is pleased to respond to the City of Roslyn's RFP for a Grant Writer for the City of Roslyn. I certify that the statements contained in this proposal are true and correct to the best of my knowledge.

Sincerely,

A handwritten signature in cursive script that reads "Jeannie Beckett".

Jeannie Beckett  
Principal  
The Beckett Group

# Contract Price

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Below are the highest anticipated hourly billing rates for the consulting services of The Beckett Group. These rates are fully burdened and are the lowest rates charged to our clients. We are WBE Certified WA# W2F9320979.

| Classification | Hourly Billing Rate |
|----------------|---------------------|
|----------------|---------------------|

|           |          |
|-----------|----------|
| Principal | \$125.00 |
|-----------|----------|

We will gladly work with other Grant writers to provide peer review / critique of draft applications or as funding development / strategy advisors.

## Possible Grant Funding Sources

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In preparing for this proposal, we did some an initial research on possible Grant Funding. Below are three examples of possible funding sources. The following information was pulled directly off of the granting agency's webpage's.

### **National Endowment for the Humanities Challenge Grants - Due May 2, 2012**

<http://www.neh.gov/grants/guidelines/challenge.html>

"NEH challenge grants are capacity-building grants, intended to help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Through these awards, many organizations and institutions have been able to increase their humanities capacity and secure the permanent support of an endowment. Grants may be used to establish or enhance endowments or spend-down funds that generate expendable earnings to support ongoing program activities. Challenge grants may also provide capital directly supporting the procurement of long-lasting objects, such as acquisitions for archives and collections, the purchase of equipment, and the construction or renovation of facilities needed for humanities activities. Funds spent directly must be shown to bring long-term benefits to the institution and to the humanities more broadly. Grantee institutions may also expend up to 10 percent of grant funds to defray costs of fundraising to meet the NEH challenge.

Because of the matching requirement, these NEH grants also strengthen the humanities by encouraging nonfederal sources of support. Applications are welcome from colleges and universities, museums, public libraries, research institutions, historical societies and historic sites, scholarly associations, state humanities councils, and other nonprofit entities. Programs that involve collaboration among multiple institutions are eligible as well, but one institution must serve as the lead agent and formal applicant of record.

### **Activities supported**

Challenge grant funds (both federal and nonfederal together) must provide long-term benefits to the humanities. Challenge grant funds should not merely replace funds already being expended on the humanities, but instead should reflect careful strategic planning to strengthen the Institution's humanities activities and commitment to the advancement of knowledge and understanding of the humanities.

Institutions may use challenge grant funds to meet both ongoing and one-time humanities-related costs, provided that the long-term benefit of the expenditure can be demonstrated. Award recipients might use federal challenge grant funds, as well as funds raised for matching, for purposes such as the following:

Through the income from endowments or spend-down funds, grantees could use challenge grant funds to support

- faculty and staff salaries and benefits;
- acquisitions for collections;
- faculty, teacher, and staff development;
- research fellowships;
- lecture or exhibition series;
- visiting scholars or consultants;
- publishing subventions; and
- preservation and conservation programs.

Through direct expenditure, grantees could use challenge grant funds to support

- capital expenditures, such as the purchase, construction, or renovation of facilities;
- acquisitions for collections;
- the purchase of equipment and software; and
- fundraising costs (totaling no more than 10 percent of challenge grant funds). "

#### **Cynthia Woods Mitchell Fund for Historic Interiors**

"The Cynthia Woods Mitchell Fund for Historic Interiors provides nonprofit organizations and public agencies grants ranging from \$2,500 to \$10,000 to assist in the preservation and interpretation of historic interiors. Funds may be used for professional expertise, print and video communications materials, and education programs. The Cynthia Woods Mitchell Fund has an annual deadline of February 1."

#### **Community Development Block Grant Funds for Historic Preservation and Heritage Tourism**

Another source to research will be the Community Development Block Grant Funds for Historic Preservation and Heritage Tourism in your Communities program. *Just as Roslyn is looking to find sustainable growth opportunities for its city and preserve its Historical heritage funds are now available through Community Development Block Grants to help.*

"Communities across America are searching for ways to improve their local economies, enhance their quality of life and revitalize their neighborhoods while preserving their cultural and natural heritage. Historic preservation and heritage tourism are two prominent economic and community development strategies to accomplish these objectives. Funding is available for communities to utilize Community Development Block Grant funds (CDBG) to promote historic preservation and heritage tourism in their localities."



# CITY OF ROSLYN

National Historic District and Preserve America Community

## REQUEST FOR PROPOSAL (RFP) FOR A GRANT WRITER FOR THE CITY OF ROSLYN

The City of Roslyn is seeking proposals for a Grant Writer with experience in writing for capital improvements and historic restoration projects.

### SCOPE OF WORK

The City of Roslyn seeks a Grant Writer in the following areas but not limited to: 1) research on grants available for renovation of historic buildings; 2) write grants to capture funds for the completion of renovations; 3) assist in completion of applications and contracts associated with grants.

### SUBMITTAL FORMAT & CONTENT

All responders are required to follow the format specified below. Applicants shall base their submittals on the "Scope of Work".

- 1.) **Cover Page.** The proposal shall include the request for proposal title, submittal due date, and name, address, fax number, email address (if applicable), and telephone number.
- 2.) **Resume: Qualifications and Experience.** This section will contain a description of the Applicant's educational background, training, and experience in grant writing. A list of grant sources applied to (both funded & unfunded grants) from 2010 – 2012 is preferred.
- 3.) **Certification.** The respondent will provide a certification that the statements contained in the proposal are true and correct to the best of their knowledge.
- 4.) **Contract Price.** Applicants shall list their rates.

### SUBMITTAL SCHEDULE & PROCESS

The evaluation of submittals will adhere to the following schedule. Dates shown are subject to change.  
Distribution/Advertisement: March 15 – March 31, 2012  
Submittal Deadline: April 2, 2012  
Successful Applicant will be notified by: April 25, 2012

Submittals may be made in person or via mail to the address listed below. Five (5) originals of the submittal must be received no later than 4:00pm on April 2, 2012 to:

Attn: Amber Shallow, Clerk - Treasurer  
City of Roslyn, Grant Writer RFP  
PO Box 451  
100 E Pennsylvania Ave  
Roslyn, WA 98941

Copies received by FAX will **NOT** be accepted.