

Capacity of Applicant

Managerial and Technical Staff:

Bulldozer Rosa, Project Manager – Bulldozer Rozer has over 25 years' experience in Federal Award and Grant Administration/ Construction Project Management. She has worked for the Wannabefunded Tribe for eleven years and has successfully filled the role of contract manager and project director for the Tribe's ICDBG's projects. Noted in, *Tribal Resolution, Appendix A* "Whereas, the Wannabefunded Tribe has assigned the project administration to Bulldozer Rozer." Her experience with pre-planning and grant writing through the project management provides consistency from the inception to full fruition of the scope of work. She has been successful with ICDBG management from grant award, implementation, project and financial management and close-out. Her Project Management has included construction management from HUD (ICDBG), Rural Development and IHS services. List the projects, dates (within the past 5 years, etc., see chart below.)

Bulldozer Rozer will work directly with WeDesignStuff A/E Firm for project management services, which include, project monitoring, daily site inspection, implementation, and all aspects of project management including: developing the scope of work, design, pre-bid conference, bid opening, award of contract, contract documents, value engineering, Environmental review, facilitate construction meetings, review and approve pay requisitions and change orders, vouchers and purchase order submittals for the construction costs, and A/E fees. Bulldozer Rozer performs daily on-site inspections and manages daily activities including any implementation schedule changes. She sets up monthly construction meetings and approves the Agenda with the A/E firm prior to the meeting, ensures minutes are taken and any action that needs to be addressed as a result of the meeting is immediately followed through. She works with organizing staff and site management for efficient construction scheduling. She tracks and reconciles expenditures, in kind match and leverage. She develops the Annual Status Reports, identifying specifically what has been accomplished, what activities remains ; and documents any revisions necessary to complete the project. She develops the close out report which identifies the effectiveness of the program in resolving the community's needs, describes in detail the completed project in quantitative terms and makes copies of the report available for community participation and input.

Give a narrative for each staff person.

Also discuss your process for financial administration: i.e. (only an excerpt)

Financial Management System- All income and expenditures are listed in separate columns for each funding source. Financial reports are prepared in QuickBooks and provided to the

Housing Board on a monthly basis. All expenditures are reviewed by the bookkeeper and approved by the Executive Director with two authorized check signers.

Separations of duties are followed for cash management, opening of mail and financial data entry and Budget Comparison Reports are provided to department managers monthly.

Grant drawdowns and reimbursements are submitted timely with quarterly and annual reports being filed on time (IHP, APR's, through Epic) and sf. 425. Grant Payments are processed in LOCCS, the bookkeeper prepares reports of grant expenditures to be drawn, the Executive Director approves the draw, and authorized LOCCS users draw the funds.

Inventory control includes a list of real property and tagged maintenance and office equipment. Inventory is verified and updated annually.

Project	Recent Staff	Relevant	Successful	Notes
2018 ICDBG Housing Rehab \$700,000	Bulldozer Rozer Frugal Frannie	X	35 Units were rehabbed within budget and on time. Sf425's Asers, reports and close-out reports were on time. Clean audit reports.	
2017, Federal Home Loan Bank Housing Rehab \$500,000	Bulldozer Rozer	X	23 units were rehabbed within budget & on time. Reports to the FHLB and the WeGotMoney 4 U bank's reporting and reconciliation were completed on time.	
2018, Indian Health Service Health Center Rehab \$422,364	Bulldozer Rozer Frugal Frannie	X	7,219 sq. ft Health Center rehabbed while providing continued services. The project met all objectives and reports were completed on time.	
2017, ICDBG Health Center Rehab \$141,103	Bulldozer Rozer Frugal Frannie	X	7,219 sq. ft Health Center rehabbed while providing continued services. The project met all objectives and reports were made on time.	This project was matched after the award with the above listed IHS funding. This required an extension to expand the original scope of work.
2016, ICDBG Youth Center \$600,000	Bulldozer Rozer Frugal Frannie	X	The 4,369 sq. ft. youth center is completed and is being utilized for after school and cultural activities.	
2019 Environmental Review / Housing Rehab	Ms. SaveThePlanet	X	Met all aspects of 24 CFR part 58 to meet the required level of environmental review.	
2018/2019 Bureau of Indian Affairs Roads Improvement	Mr. NoMorePotHoles	X	Successful management of road improvements resulting in new paving and surveying of 35 miles.	

*Bulldozer Rozer = Project Manager; Frugal Frannie = Finance Director; Ms. SaveThePlanet = Environmental Planner; Mr. NoMorePotHoles = Roads Improvement Director.