



Tennessee's Community Assistance Corporation
"Building Stronger Communities By Working Together"

REQUEST FOR QUALIFICATIONS

2020 HOME PROGRAM
PROGRAM ADMINISTRATION SERVICES

Submitted By:
Retha Patton, Executive Director
Tennessee's Community Assistance Corporation

INTRODUCTION

Tennessee's Community Assistance Corporation (TCAC) was formed in 1999 as a 501(c)3 nonprofit organization to provide resources and assistance to communities across Tennessee, with an initial emphasis on residential services within public housing authorities' communities, especially elder care. TCAC developed two AmeriCorps national service programs which they administer and place over 100 AmeriCorps members annually at over 25 host sites throughout the state. In 2017, with the retirement of the founding executive director, the board of directors selected to add expertise to the organization to respond to a growing need for development of housing resources and programs. The addition of Retha Patton, Executive Director for TCAC, brings over 25 years of grant-related professional work experience in areas of project development, financial management, project coordination, program administration, construction project management, monitoring, and program compliance.





HOME GRANT AND OTHER GRANT ADMINISTRATION EXPERIENCE

Retha Patton will serve as the lead grant administrator during this program. Retha possesses 20 years of experience with HOME program grant administration, specifically with HOME funding awarded through Tennessee Housing Development Agency (THDA) including extensive homeowner rehabilitation program experience. In addition to HOME funding during the past 20 years, Retha has also acquired considerable expertise and experience in other state and federal funding programs such as CDBG, ARC, ECD, TDEC, and Federal Home Loan Bank grant programs.

Shannon Delk will serve as assistant grant administrator during this program. Shannon possesses 22 years of experience with non-profit programs, banking and office administration, and is completing her first year of experience in HOME grant administration.

The following services will be included for your program administration:

- Grant application development and preparation
- Program file maintenance and management
- Preparation of Environmental Review Report
- Marketing and public meeting facilitation
- Screening applicants and determination of eligibility
- Preparation of priority ranking list
- Provide coordination assistance to housing rehabilitation specialist and applicants with home visits, bid documents, pre-bid meetings, bid openings, construction contract documents
- Recordation of grant notes, deeds of trust
- State monitoring visits
- Program close-out reports

See attached listings that detail the history of previous and current grants administered.

Other Program Administration History

Grant	Amount & Location	Program
FHLB – CIN 2005	\$244,000 - Mountain City	Rental – Mountain City Apartments - Gap Financing
RHED 2005	\$150,000 - Capacity Building	Capacity through addition of project manager, property manager
RD 532 HPG	\$104,000 - Johnson County	Home rehabilitation program partnership w/FTDD
HAC 2005 SHOP	\$90,000	Purchase 6 lots up to \$15,000 each
FHLB	\$359,704 - Johnson City	4% mortgage funds – partner w/State of Franklin
HAC 2006 SHOP	\$75,000- Scattered	Acquire 5 lots for new home construction
THDA - Housing Trust Fund	\$500,000 – Scattered	Establish Revolving Loan Fund
HAC 2007 SHOP	\$75,000 - Johnson City	\$15,000 towards each of 5 lots in Preservation Pointe
FHLB-ATL 2007B	\$120,000 - Johnson City	Grant subsidy for infrastructure development in Preservation Pointe
FHLB-CIN 2008/2009	\$300,000 - Region-wide	Foreclosure prevention/loss mitigation counseling services
HAC 2008 SHOP	\$75,000 – Johnson City	\$15,000 towards each of 5 lots in Preservation Pointe – new home construction
FHLB-CIN 2009B	\$160,000 – Johnson County	Gap financing – Wayland Place II – 8 rental units
FHLB-CIN 2009 B	\$426,685 – Johnson City	Rental rehab – 8 units/Wilson; 7 units/Lamont
NSP 2009 - THDA	\$847,264 – Johnson City	Acquisition/Rehab/Resale & rental – 11 units
HAC 2009 SHOP	\$150,000 - scattered sites	10 lots for new home construction
THDA 2010 HTF	\$944,410 – Johnson City	Rental new construction – 24 units – Village at KSV
FHLB-ATL 2011	\$696,000 – Johnson City	Gap financing – rental new construction – 24 units KSV
FHLB-CIN 2011	\$199,000 – Johnson City	Rental Rehabilitation – 10 units
FHLB-CIN 2011	\$98,700 - Greene County	Comcare rental units – gap funding– 4 group homes
FHLB-CIN 2012	\$180,000 – Johnson City	Rental new construction – 4 units
THDA 2012 - HTF	\$500,000 – Johnson City	Rental new construction –6 duplexes
Home Depot	\$150,000 - Johnson County	New home construction - 6 homes for Veterans
SHOP 2012	\$637,345 - Johnson County	Acquire property
FHLB-CIN 2013	\$399,590 - Johnson City	Cost Overruns - Rental new construction – 24 units – Village at KSV
FHLB-CIN 2013	\$593,900 - Johnson City	Rental new construction - 6 duplexes
HAC 2010 SHOP	\$270,000 – Carter County	18 lots for new home construction –Bronson Ridge
HAC 2011 SHOP	\$225,000 - Johnson City	14 lots new home construction – Kingsprings Village
SHOP 2013	\$150,000 - Sullivan County	New home construction - 10 lots
FHLB-CIN 2014	\$153,162 - Washington County	Rental - Rehab - 5 units
2013 HOME CHDO	\$423,126 - Carter County	New home construction - 4 homes
FHLB-CIN 2015	\$600,000 - Sullivan County	Rental - 12 units
FHLB-CIN 2015	\$200,000 - Washington County	Rental - 4 units
FHLB-CIN 2015	\$185,000 - Washington County	New home construction - 5 homes - down payment assistance
FHLB-ATL 2015	\$455,340 – Johnson City	Rental - 4 units
2016 Tenn Dept of Mental Health	\$670,000 – scattered	Funding for 3 rental projects – pilot program
2017 TennCare	\$252,000 – Johnson City	Rental independent living pilot program
2017 THDA Housing Trust Fund	\$500,000 – Kingsport	Rental – 12 units – Highland Place
FHLB-CIN 2017	\$600,000 – Kingsport	Rental – 12 units – Highland Place
Rebuild & Recover	\$500,000 – Jefferson	Home recovery due to Feb 2019 Flooding
TOTALS	\$ 13,257,226	

QUALIFICATIONS AND AVAILABILITY OF KEY PERSONNEL

Section 2

Retha developed basic networking and grant writing skills in 1994 as the Community Programs Coordinator at East Tennessee State University, working with student leaders to develop multiple service opportunities. Networking and grant writing skills were broadened and sharpened while serving as the Director of Housing Programs at the First Tennessee Development District. She acquired eight years of experience assisting local governments in researching funding resources, development of grant applications for submittal, and program administration of the funded grants. These state and federal grants included HOME, CDBG, ARC, ECD, FHLB, and TDEC programs. During this time, Retha demonstrated excellent multi-tasking and organizational skills through developing up to 11 applications at the same time and administering up to 11 grants during the same year, with an average load of 8 grants administered annually. Networking with local elected officials, state and federal governments, community organizations, state and federal funders, community leaders, and community residents provided opportunities to create new partnerships and collaborations among an 8-county region that came together for major accomplishments in assessing and meeting the needs of the communities. As the former Executive Director of Eastern Eight Community Development Corporation, a not for profit housing development organization, she obtained 14 years of experience through management of numerous programs and services that utilized various grant programs. While at E8CDC, Retha completed grants that brought over \$20 million in funds for affordable housing projects throughout the region. Since joining TCAC in 2017, she has established a housing programs department with well-trained staff. During the first two years, partnering with counties, cities, and other non-profit organizations, six grant applications were submitted to THDA for consideration for funding through the HOME grant program, and all applications were selected for and received full funding requested. Retha graduated from East Tennessee State University in 1977 with a BS degree in Home Economics. She has completed over 400 hours of coursework through the national NeighborWorks Training Institutes, receiving training in affordable housing development, community development, leadership, finance, housing counseling and education, and nonprofit board governance. In 2016, Retha completed *Achieving Excellence*, an 18-month leadership program at Harvard University in collaboration with NeighborWorks America. Additionally, she has completed all three HOME program certifications offered through HUD – HOME Regulations, Administration, and Rental Compliance. *(See attached resume and training vita)*

Shannon Delk is the Housing Programs Manager, and is successfully managing six 2018-2019 THDA HOME grant awards of \$500,000 each. From 2004 until 2018, Shannon served as the Assistant Director in a local non-profit ministry. As part of her role, she helped secure private funding by speaking to potential donors and hosting large fundraising events. She is using those skills to coordinate with grantees, homeowners and contractors to ensure a thriving program.

Retha C. Patton
413 Highridge Road
Johnson City, TN 37604

WORK EXPERIENCE

- 11/17 – present **Executive Director**, TENNESSEE'S COMMUNITY ASSISTANCE CORPORATION, *Morristown, TN*. Serve board of directors of non-profit organization with strategic planning, administration, and financial management of three programs and 18 employees: 1) two state-wide AmeriCorps national service programs serving veteran and senior populations, during 2018 placed 100+ members at 25+ host sites; 2) the *Depot*, a retail store selling donated and liquidated goods to financially support the mission of the organization; and 3) development and implementation of a new housing program, including grant administration services for various grants offering homeowner rehabilitation and new single-family home construction; during 2018 procured over \$1 million in housing grant funds for 2 communities.
- 1/05 – 8/17 **Executive Director**: EASTERN EIGHT COMMUNITY DEVELOPMENT CORPORATION, *Johnson City, TN*. Served board of directors of a regional affordable housing development non-profit organization serving an 8-county area, with responsibility for planning, organizing, and directing all operations and activities; supervising a full-time staff of 17 with assets of multifamily rental housing exceeding \$11 million; facilitated growth of organization from constructing 10 homes/year to 52 homes/year and 12 rental units to 200 units; also diversified programs/services to include pre- and post-homebuyer education courses, manufactured housing, and acquisition/rehabilitation/resale of existing units. Researched and developed new funding sources that resulted in grant awards exceeding \$21 million. Developed numerous partnerships with regional programs and organizations as well as maintaining relationship with elected officials and staff with local/state/federal governments. Led organization to become a NeighborWorks America network chartered member in 2014. Implemented VISTA and AmeriCorps programs at organization; also developed innovative veterans and senior housing programs. To achieve goal to becoming a self-sustaining organization, implemented complimentary lines of business such as lending and realty.
- 5/99 – 4/07 **Director of Housing Programs**. FIRST TENNESSEE DEVELOPMENT DISTRICT, *Johnson City, TN*. Researched and developed new housing funding sources. Prepared grant applications to assist regional county/city governments and non-profits with various infrastructure and housing needs; developed grant program guidelines and administer grant funding requirements; track grant costs; facilitate project progress meetings with contractors, homeowners, engineers, inspectors, and government representatives; interview and screen housing program applicants; recruit and qualify contractors prior to bid process; responsible for overall management of grant projects, including: acquisition, environmental review, financial management, EEO requirements, labor standards, construction management, and bid procurement/award. Proficient working knowledge of CBDG, HOME, Rural Development, TEA-21, and LPRF grant programs. \
- 1994 - 1999 **Volunteer ETSU Center Director /Community Service Programs Coordinator**. EAST TENNESSEE STATE UNIVERSITY, *Johnson City, TN*. Strategic planning and coordination of campus and community-wide service activities; established 23 on-going programs; recruited, trained, and supervised student leaders to perform duties and responsibilities inherent with projects; developed cutting-edge service-learning programs through grant funding efforts and collaborations with community partner relationships. Also established grant funding to provide national VISTA and AmeriCorps volunteer opportunities; recruited, trained and supervised participants.
- 1990 - 1995 **Project Manager**. JEDCO CONSTRUCTION, *Raleigh, NC*. Responsible for field management and coordination of projects; prepared bid proposals; selection of subcontractors and preparation of contract documents; critical path schedule management and coordination with 23 subcontractors; job cost estimates; obtained all permits and local government approvals; project liaison with owners through all stages of construction, changes, and problems. Project size varied from \$25,000 to \$6.5 million.

EDUCATION

B.S. Degree, 1977, Applied Human Sciences; East Tennessee State University, Johnson City, TN

Tennessee Teaching Certification with Vocational Endorsement, received May, 1978,
East Tennessee State University, Johnson City, TN.

Achieving Excellence – NeighborWorks America executive leadership program, Harvard
University - Kennedy School of Executive Education, Cambridge, MA, 2014-2016.

RELATED TRAINING

Completed 750+ hours of training courses in subject matter including social media, marketing,
leadership and management, housing development, rental housing, counseling, and community
development at NeighborWorks Training Institutes at various locations, 2007-present.

NeighborWorks America Executive Director Leadership Symposiums, 2013-2016.

Homebuyer Education Initiative Peer Exchanges, 2007-2017.

USDA Mutual Self-Help Housing Program (523 Program) Training, San Antonio TX, 2016.

USDA 502 Direct loan program packaging training, Washington DC, 2014.

Completed HUD 30-hr training course, Basic HOME, September, 2003, Cleveland, OH.

Completed HUD 30-hr training course, Advanced HOME, August, 2004, Atlanta, GA.

Completed HUD 30-hr training course, Developing CHDOs with HOME, June, 2006, Atlanta.

Completed HUD 30-hr training course, Monitoring HOME, August, 2005, Atlanta, GA.

Completed HUD 30-hr training course, Underwriting for HOME PJs, August, 2006, Knoxville

Completion of Tennessee Housing Development Agency (THDA) Foreclosure Intervention
Initiative training, March, 2008, Nashville, TN

Completed HUD training course, Housing Choice Voucher Homeownership Program,
September, 2007, Kingsport, TN

Tennessee Certified Risk Assessor, Tennessee Certified Lead-Based Paint Inspector.

License awarded November, 2000, renewal November, 2003, by Tennessee Department of
Environment and Conservation, Nashville, TN. Completed Risk Assessment course and Lead-
Based Paint Inspector course (total 5 days) of required instruction by Georgia Institute of
Technology, Atlanta, GA; November, 2000

Completed 40-hour course, Building Rural Communities through CHDOs, US Dept. of Housing
& Urban Development, 3/2008, Jacksonville, FL

Completed 40-hour course, Making Partnerships Work, US Dept. of Housing & Urban
Development, YouthBuild Program, San Antonio, TX, October, 2007

Completed Section 106 Environmental Review training (16 hours), Tennessee Historic
Commission, Nashville, TN, April, 2004

Completed 15 credit hours in Banking, Installment Credit, Financial Statement Analysis,
Accounting, 1981-1983; American Institute of Banking at ETSU, Johnson City, TN.

Completed "Women in Management" Series offered through ETSU Cooperative Education
System, 1985-1986.

PROFESSIONAL CERTIFICATIONS

Hold Tennessee License for Manufactured Housing Retailer/Installer [00001767] currently valid through 10/28/2017

Hold Tennessee License for Mortgage Loan Originator [114730] valid through 12/31/2017

Certified CHDO Management, US Dept. of Housing & Urban Development, 2013

Certified HOME Program Specialist - Regulations, US Dept. of Housing & Urban Development, 8/2006, Boston, MA.

Certified HOME Program Specialist - Administration, US Dept. of Housing & Urban Development, 2/2011, Greensboro, NC.

Certified HOME Program Specialist – Rental Compliance, US Dept. of Housing & Urban Development, 2/2011, Columbus, OH.

Certification in Pre-Purchase Homeownership Education, NeighborWorks Center for Homeownership Education and Counseling, 2/2008-present; satisfactory completion of Homebuyer Education Methods: Training the Trainer, Nashville, TN

Certification in Post-Purchase Homeownership Education, NeighborWorks Center for Homeownership Education and Counseling, 8/2009-present; Training the Trainer, Nashville, TN

Certification as Trainer, FDIC Money Smart (financial education course); satisfactory completion of Train-the-Trainer course, 06/2005, Kingsport, TN

HONORS & RECOGNITION

- Skip Jason national community service award – 2014, Housing Assistance Council.
- Exceptional Service, Support, & Leadership Award – 2011, Northeast Tennessee Workforce Investment Board
- Outstanding Greek Student Organization Advisor, East Tennessee State University, 2015

PROFESSIONAL AFFILIATIONS

Tennessee Statewide Affordable Housing Coalition, Charter Board Member since 10/05; served as Chair (2010-13).

Federation of Appalachian Housing Enterprises, Chair - Tennessee Caucus Membership (2006-2017)

National Rural Housing Coalition, Board Member (2010 – current)

East Tennessee Housing Development Corporation, Board Member (2003-2008 term)

ARCH (Appalachian Regional Coalition for Homelessness), Board Member (2003-2008 term)

Holston Habitat for Humanity, Board Member (1997-2002); Vice President (2002)

Hancock County Housing Coalition, Member (2003 – 2008)

Alpha Xi Delta, Regional Director [appointed volunteer leadership position], Chapter Advisory Board (1990 – present)

Leadership Kingsport/Sullivan County Chamber of Commerce, Class of 2012 (Chamber of Commerce Leadership Program)

DOVIA (Directors of Volunteers in Agencies), President (1997-99); Member (1995-2000)

Washington County/Johnson City Leadership 2015, Class of 2002-03 (Chamber of Commerce Leadership Program)

Johnson City Boys & Girls Club, Board Member (2011-2016); 1st Vice President (2013)

SHANNON DELK

1751 Westward Road, New Market, Tennessee 37820

(865)771-4774

EXPERIENCE

TENNESSEE'S COMMUNITY ASSISTANCE CORPORATION (TCAC)

Housing Programs Manager

- Oversee the daily operation of the HOME grants
- Works with the local governments and non-profits to secure funding for homeowner rehabilitation projects.
- Assists director with development, research and preparation of grant applications.
- Maintenance grant files by insuring that all grantee, homeowner, and contractor documents are obtained and submitted timely to THDA.
- Provides program marketing through newspaper, social media, mailings, etc.
- Facilitates public meetings to help insure that homeowners know about and understand the program guidelines.
- Screens applicants for assistance eligibility.
- Serves as coordinator to housing rehabilitation specialists and applicants by scheduling needed home visits, preparing bid documents, hosting pre-bid and bid opening meetings, compose and oversee construction contract documents.
- Work with the County Register of Deeds office to file Deed of Trust and other needed paperwork
- Prepare close-out reports and properly maintain grant files for state monitoring

Administrative Assistant/ Programs and Partnership Coordinator (Feb 2018-Jun 2019)

Administrative Assistant to the Executive Director, my duties included:

- Scheduled meetings, travel plans, and speaking engagements.
- Processed incoming billing statements and payments to send to the financial director.
- Assisted HR with updating employee files, company documents, and other confidential records.
- Assisted as needed with the AmeriCorps program, developing contracts, promoting with host sites, and volunteer trainings.
- Presenting/Speaking at workshops that helped to build job/character skills to those in attendance.

Programs and Partnership Coordinator, my duties included:

- Organized a four day leadership conference geared for resident leadership in low-income housing. The planning for this event included but was not limited to: securing location, catering, design of event materials, registration of participants, scheduling guest speakers, and arranging entertainment for the guests.
- Attended conferences to promote TCAC's service to create partnerships with other agencies.
- Assisted with promotional marketing through various social media outlets for our retail outlet.
- Assisted in our retail outlet, TCAC Depot, as needed as cashier, with stocking, customer service, etc.

LIFE OUTREACH CENTER, INC.

Assistant Director/ Abstinence, Client Advocate (June 2004 - December 2017)

- Mentored with ladies who came into the center needing information regarding unplanned pregnancies, parenting classes and spiritual guidance.
- Helped with the organization of an annual fundraising banquet, Walk for Life, and additional events. Duties include but are not limited to: developing printed materials, maintaining database, setting reservations, working with organization contacts, and the setup of the banquet itself.
- Responsible for the scheduling of Abstinence classes at local schools and churches. Maintaining updates to the Abstinence presentation through research of current medical information on sexually transmitted diseases and pregnancy. Presented abstinence education classes to students

in middle and high school to promote a healthier lifestyle and to help decrease teenage pregnancy and abortion.

- Performed other various secretarial duties such as client service, answering phone, scheduling appointments, filing, and preparation of brochures and newsletters, etc.

J D PUMBING

Bookkeeper (July 2005 - December 2006)

- Responsible for maintaining accounting records for family business using Quick Books

FIRST PEOPLES BANK

Accounting Assistant (May 2001 - October 2002)

- Assist with daily and end-of-the month reconciliation of several in and out of house accounts.
- Maintain the banks security listings, depreciation listings, and other various accounting reports.
- Gathered and organized the banks monthly board meeting reports.
- Performed other various secretarial duties such as customer service, filing, etc.

Administrative Assistant (October 1998 - May 2001)

- Operated the Federal Reserve Bank communications system and balanced corresponding bank accounts accordingly
- Responsible for assisting the Senior Vice President in preparing various bank related reports and correspondence, providing various clerical accounting assistance, and handling highly sensitive and/or confidential information
- Performed other various secretarial duties such as customer service, filing, etc.

BURGIN DODGE

Receptionist (November 1996 - October 1998)

- Answer 13-line telephone system
- Assist with vehicle stock-in procedure and point of sale delivery
- Assist with end-of month reconciliation
- Performed other various secretarial duties such as customer service, filing, etc.

DILLARD'S, INC

Sales Associate (May 1996 - November 1996)

- Provide customer service in retail sales
- Assisted in visual merchandising, new product placement, area recovery and other related responsibilities.

WAL-MART, INC

Accounting Manager (January 1996 - May 1996)

- Responsibilities included daily accounting reports, monthly journal reports, cash/check reconciliation, clerk training, schedule/payroll assistance, and other related duties.

Assistant Accounting Manager (November 1995 - January 1996)

- Assisted manager with all management and clerk duties

Accounting Clerk (August 1995 - November 1995)

- Responsibilities included cash pick up and shot-checks on 33 registers, data entry, and other related duties.

COMPUTATIONAL SYSTEMS, INC.

Literature Inventory and Control Administrator (March 1994 - August 1995)

- Generated reports on literature use in order to maintain adequate amounts of inventory for sales support.
- Provided a cost analysis of lead fulfillment activities
- Support domestic and international sales forces in fulfilling bulk literature request.

- Assisted in the collation and distribution of press kits.
- Assisted with multi-line phone system and telemarketing services.

DIRECT MAIL SERVICES

Part-Time Assistant (June 1992 – March 1994)

- Performed various secretarial and receptionist operations such as data entry and customer service.
- Mail clerk operations, labeling and sorting outgoing mail pieces.

EDUCATION

CARTER HIGH SCHOOL

High School Diploma, 1993

Enjoyed choir, art, history, and economics

NEW ORLEANS BAPTIST THEOLOGICAL SEMINARY

2018-Current

Women's Ministry Certificate Program

PRYOR SEMINARS (FRED PRYOR)

March 2018-Current Member

I have attended over 15 various seminars including: Project Management, OSHA Compliance, Managing Emotions under Pressure, Communication Skills, Managing Conflict and Confrontation, Business Writing and Grammar, Social Media Marketing, Front Desk Safety & Security, Leadership, Team-Building and Coaching Skills, The Indispensable Office Manager, Excel Basics and Beyond, and Understanding Financial Statements, Employment and Payroll Law, and others.

I have participated in several workshops and classes focusing on customer service, administration, public speaking and phone skills, I am trained in crisis peer counseling, and other areas of working with and leading women and young people.

Experience with several computer programs including: Word, Publisher, Power Point, Excel, Quick Books, and others.

Competent with several office related machines such as fax, multi-line phone system, copier, ten key pad, postage meter, internet, etc.

PROFESSIONAL AFFILIATIONS

Currently sit as Vice-Chair on the Hamblen County Interagency Coalition (Hi-C) working with other Non-profit agencies to network resources.

2018 Graduate of the Morristown Chamber of Commerce Leadership Program

Kelsey Parks

EXPERIENCE

September 2005- March 2014

Grant Facilitator and Site Coordinator • Douglas Cherokee Economic Authority • Morristown, TN

Throughout my time with Douglas Cherokee, I held various positions and was given many responsibilities. I excelled the path from being a tutor at the elementary school level under two grants, 21st Century Community Learning Center funding and Lottery Education Afterschool Program funding. I was responsible for planning diverse activities for the afterschool program, and supervision of up to five tutors, while keeping data up to the speed of current technology. I was responsible for reporting monthly information that served to keep our agency in compliance with state sponsored grant programs, as well as maintaining a budget and completing supply proposals for my program's needs. I was also responsible for monitoring and approving my tutor's time logs on our agency's Sage Accounting Software. I frequently utilized Microsoft Office to keep track of our reporting data, and create forms and templates for program use. I also spent time working with QuickBooks to track our programs purchase orders.

March 2014- November 2016

Customer Service/Bookkeeping • Alpha Talbott Utility • Talbott, TN

In the time I was at Alpha Talbott, I was responsible for processing customer payments through varying methods. I worked with customers concerning their accounts however necessary. I created Excel spread sheets to compile daily and monthly financial information. I also was responsible for reconciling the utility's monthly bank statements. My duties also included day to day office work, answering phones and emails, making copies, billing, etc.

November 2016 – present

Financial Director • Tennessee's Community Assistance Corporation • Morristown, TN

During my time at TCAC, my responsibilities have grown. I currently do all the accounting for the agency which includes up to four National Service grants funded by CNCS, four HOME grants and a Rehab and Recover grant funded by THDA, as well as our agency's community discount store. My responsibilities include working to create and adhere to budgets for the agency and programs, accounts payable and receivable, reconciling and monitoring checking, savings and investment accounts, company payroll, year end and quarterly reporting and filing, financial reporting to funder's, etc. I am also responsible for maintaining program files and financial files. I also ensure compliance to all grants currently administered by TCAC by

Accomplished results driven accounting professional. Proven track record of initiating and delivering successful projects to improve systems and performance in a productive environment.



ADDRESS

1262 Jessica Drive
Morristown, TN 37814



PHONE

(423) 748-9871



EMAIL

sigler.kelsey@gmail.com

overseeing budgets, policies and procedures, documentation, and data collection.

EDUCATION

Liberty University, Lynchburg, VA
Masters of Accounting
May 2015

Liberty University, Lynchburg, VA
Bachelors of Science: Accounting
May 2013

Walter's State Community College, Morristown, TN
Associates of Science: General
December 2010

HIGHLIGHTS

- Strong effective communication skills
- Proficient with entire Microsoft Office Suite
- Operational time management mindset
- Organizational skill/creative thinker
- Problem solver/handle adversity
- Valued team player/Resilient leader
- Grant writing/management experience

REFERENCES

[Available upon request.]

CAPACITY OF FIRM

Section

3

Tennessee's Community Assistance Corporation (TCAC) has the capacity and time available to allocate sufficient resources to the administration of this grant program. TCAC is currently administering six HOME grants with two housing program staff members; normal expected capacity of an administrator is a workload of 7-10 grant programs. Therefore TCAC has sufficient staff capacity to undertake this program at this time. TCAC has a total staff of 10, with other staff members responsible for other general duties such as accounting, marketing, social media/website, and other program management such as AmeriCorps national service members and the *Depot*, an in-house retail liquidation/donations store. TCAC is governed by an 8-member Board of Directors. There are no time constraints identified at this time within our current and planned workload that would impede the delivery of these professional services described.



Before



After

FAMILIARITY OF FIRM WITH HOMEOWNER REHABILITATION PROJECTS

Section 4

TCAC staff possesses an extremely strong familiarity with homeowner rehabilitation projects, obtained by hands-on experience in completing over 30 past projects (200 homes) during the past 20 years.

Approximately 80% of the completed homeowner rehabilitation projects were identical to this proposed project, in scope and funding agency, with funding received through THDA and working closely with them in project development, oversight, and monitoring. Additionally, some of the rehabilitation projects were completed with funding from other sources such as USDA-Rural Development rehabilitation programs, Community Development Block Grant funds (CDBG) awarded through the State of Tennessee, and Federal Home Loan Bank programs. Some projects were completed with blending funding sources such as HOME and FHLB together, or HOME and USDA-RD together.

Current/Past clients include:

Union County
Claiborne County
Appalachian Service Project
Carter County
City of Elizabethton
City of Watauga
Johnson County
Town of Mountain City
Unicoi County
City of Erwin
City of Unicoi
Washington County
Town of Jonesborough
City of Johnson City
Sullivan County
City of Bristol
City of Kingsport
City of Rogersville

Jefferson County
Hamblen County
East Tennessee Housing Development
Hancock County
Town of Sneedville
Greene County
City of Greeneville
Town of Mosheim
Northeast TN HOME Consortium
Appalachian Reg. Coalition of Homeless
Jubilee Project
Cleveland Bradley Housing Corporation
Appalachian Opportunity Fund
Foothills CDC
Hawkins County
Town of Mount Carmel
Town of Surgoinsville
Town of Bulls Gap