

## CITY OF PERRIS - TECHNICAL SUMMARY

**ORGANIZATIONAL BACKGROUND** - M.H.M. & Associates Enterprise, Inc. (MHM) has been a leader in grant writing and supportive services since 1994. MHM's expertise and mission is to foster growth among cities using the firms e3p3 Model. MHM has provided grant and RFP writing trainings to community and public agencies throughout the U.S. and has a broad knowledge of the proposed service area: City of Perris. MHM has sustained successes exceeding over 100's of Millions in grant and leveraged funding.

**EXPERIENCE/QUALIFICATIONS** - M.H.M. & Associates Enterprise, Inc.'s (MHM) experience and background is uniquely suited to provide grant development and writing and capacity building support (clustering) to area community and faith-based organizations. This capacity is as a result of its executive and senior staff's *education, certifications, and training*. There are three characteristics that demonstrate MHM qualifications: **a)** an established track record in developing quality grants; **b)** a recognized expertise in grant writing, management, and consulting; and **c)** ability to go beyond common practices and creating needed partnerships using its National Resource Development Council for Local Governments. MHM's team of professionals has trained numerous organizations such as local businesses, school districts, non-profits and employment agencies.

Senior Associate/Chief Executive Officer - Ms. Luvina Beckley Knight, MHSA – Will serve as the principle investigator over the contract and will oversee all resources pursued and successfully obtained/awarded! *Qualifications/Experience:* Ms. Beckley has directed, trained and assisted professional grant writers for over 18 years as the CEO and Senior Associate for MHM. Under the direction of Ms. Beckley, MHM has garnered the expertise of professional staff who have established success in procuring and administrating private, state, and federal grants for municipal governments and tribal organizations. Further, over the past 18 years Ms. Beckley has developed effective grant development strategies, the e3p3 Model, and resources and networks that increase the efficiency and effectiveness in which grant proposals are developed. Ms. Beckley Knight has successfully directed MHM's team of professionals in securing millions in grant funds with successes from over 40 different funding streams. Ms. Beckley's current team of professional's boast funded grant proposals from DOC, DOE, SAMSHA, FEMA, HRSA, EDA, DOT, BIA, and IHS. Ms. Beckley primary focus and area of specialization within the team of grant developers is as a Senior Advisor/Industry Expert as it relates to

- Capacity Building, Clustering and Coaching
- Grant and RFP Processes and Procedures, and
- Supportive Collaboration

Senior Grant Specialist/Chief Operations Officer (SGS/COO) – Annette Kelly, MBA – Will serve as the SGS Team Leader and be responsible for grant and RFP development as well as overseeing compliance and reporting. *Qualifications/Experience:* Ms. Kelly has over 10 years of experience writing and administrating private, state, and federal grants for community base and local government organizations. Collectively, she has written multiple funded grant proposals. Funded grants include successful support from federal agencies: foundational and city/county grants. Ms. Kelly's area of focus and expertise for the grant development process includes Grant Proposal Research, Writing, and Quality Control. Ms. Kelly will serve and manage all grants.

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**PROPOSED SERVICES** - MHM will work with the National Resource Development Council of Local Governments (NRDC- LG) and its strategic partners in preparing and carrying out the e3p3 Model City program scope- of-work services (specified in the R&D plan). Services will begin immediately with completion of interviews with key staff, contractors and members of the City Council. Upon completion of said interviews, and upon execution of agreement, the City of Perris will become an e3p3 Model City. Key activities to be provided by MHM include:

### **1st Quarter:**

- Identify gaps and needs in programs and services being provided or planned
- Create a chart of resources needed and desired to guide applications identified and pursued.
- Provide City of Perris with checklist of items needed to be effective in building logical models and/or submitting grant proposals
- Retrieve checklist items in a timely manner
- Establish necessary CCR and grants.gov portals; ensure that it is current and operational
- Present two (2) year Resource Development (RD) Plan/Forecast to the City of Perris that covers projected level of resources to be requested [Done]
- Share findings with Mayor/City Manager regarding finding of the Resource Development (RD) Plan

### **2nd Quarter:**

- Provide Department Heads with necessary Logic Models for consideration of approval for grants being considered
- Receive approvals for moving forward with select opportunities
- Ensure services support execution of the R&D plan in all four areas: local, foundation, state and federal.
- Begin pursuing grants (this can occur sooner if a strong opportunity is identified during the 1st quarter)
- Obtain city approval for facilitating Community Collaborative “clusters” that provide needed supportive services that could be beneficial in reaching the specified goals/ objectives for the city and various departments within the city

### **3rd Quarter**

- Continue pursuing grants in accordance with the Resource Development Plan
- Obtain needed approval for all grants prior to submittal
- Ongoing efforts of creating and obtaining approval for new and innovative program models (that are fundable)
- Present to the City Council a plan for ‘empowering’ area non-profit community and faith-based organizations – referred to as Community Collaborative “Clustering” that prepares area agencies for inclusion in grants being submitted for the city (as strategic partners) –
- Organizations – referred to as Community Collaborative “Clustering” that prepares area agencies for inclusion in grants being submitted for the city (as strategic partners) – thus expanding resources for direct social services being provided by area agencies.

### **4th Quarter**

- Continue pursuing grants at 100% of the Strategic Plan’s expressed full capacity for each department
- Continue pursuing grants at 100% of the Strategic Plan’s expressed capacity for ‘cluster projects that include area community and faith-based organizations (if the cluster model is approved.