

STATEMENT OF QUALIFICATIONS
FOR
ADMINISTRATIVE SERVICES

Submitted To:
CITY OF GRIFFIN

January 13, 2016

Prepared By:
Sherry Kurtz
Grant Specialists of Georgia, Inc.

QUALIFICATION STATEMENT GRANT ADMINISTRATION SERVICES

Name of Business: Grant Specialists of Georgia, Inc.
Owners Name: Sherry Kurtz
Address: P.O. Box 6652, Americus, Georgia 31709
Phone: 229-942-4424

- 1-3 1) Brief history of the housing consultant firm and its principle personnel including, at a minimum, resumes of the principles, history of the firm and names of current and any previous firms the principles are, or were associated with; 2) the length of time the firm has been providing the specific kind of housing services requested herein; 3) a description of your firm's experience with CDBG and/or CHIP funded projects. References at a minimum must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects;

Principle personnel:

Sherry Kurtz, President
22 years experience writing and administering CHIP and CDBG grants.
(See attached resume)

Jeff Kurtz, Vice President
7 years experience with CHIP and CDBG grants
8 years experience as a Lead Inspector/Risk Inspector
(See attached resume)

I have a total of 22 years combined experience administrating and writing both CHIP and CDBG housing grants. My 8 years with the City of Americus gave me the grant administration experience that lead me to Carol's Consulting and Grant Management where, for 9 years, I managed up to 40 CHIP and CDBG grants combined. These grants total in excess of \$10 million dollars. Currently, my firm rehabilitates or reconstructs approximately 35 houses per year. We also write and administer CDBG grants for public facility improvements. These include street improvements, flood and drainage improvements, water and sewer improvements. I started Grant Specialists of Georgia in February 2007 and am currently administering 11 CHIP Grants and 4 CDBG grants. All 4 of these CDBG grants are multi-activity programs for housing, street, flood and drainage improvements. The tasks that I perform on a daily bases are listed on my attached resume. A list of some the most current CHIP grants that I am involved with is as follows:

City of Americus	Community Development Block Grant (CDBG) 2007 This project consisted of providing street, flood and drainage improvements as well as rehabilitation and reconstruction activities. The total amount of this grant is \$800,000.
------------------	--

City of Americus	<p>Community Development Block Grant Program (CDBG) 2014 Multi-Activity - This project consists of providing street, flood and drainage improvements for 50 people living in a small subdivision in the city. Housing improvements will be provided to 6 low/mod income families and acquisition and clearance of 2 vacant dilapidated structures will be performed. The total amount of this grant is \$783,731.00.</p>
City of Americus	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: Paula Martin, City Clerk 229-924-4411</p>
City of Arlington	<p>Community Development Block Grant (CDBG) 2008 This project consisted of providing Rehabilitation, Reconstruction and Acquisition/Clearance of vacant structures. Total Grant equals \$500,000.</p> <p>Contact Person: Jerome Brackins, Sr., Mayor 229-725-4276</p>
Dooly County	<p>Community Home Investment Program (CHIP) 2009 Developed and submitted on behalf of Dooly County . This project consists of providing 10 low and moderate income families with housing improvements assistance. Total of this grant is 300,000.00.</p>
Dooly County	<p>Community Development Block Grant (CDBG) 2009 This was a county-wide housing project that consisted of providing 7 low and moderate income families with housing improvements assistance. Total of this grant is 488,047.00.</p>
Dooly County	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p>
Dooly County	<p>Community Development Block Grant Program (CDBG) 2014 Multi-Activity - This project consists of providing street, flood and drainage improvements for 51 people living in a small subdivision in the county. Housing improvements will be provided to 8 low/mod income families and acquisition and clearance of 1 vacant dilapidated structures will be performed. The total amount of this grant is \$800,000.00.</p> <p>Contact Person: Steve Sanders, County Administrator 229-268-4228</p>

City of Eatonton	<p>Community Home Investment Program (CHIP) 2006 This project consisted of providing 14 low and moderate income families with housing improvements assistance. The total amount of this grant is \$299,996.00</p> <p>Contact Person: Sarah Abrams, City Clerk 706-485-9286</p>
City of Fort Valley	<p>Community Home Investment Program (CHIP) 2004 and 2005 Developed and submitted both grants on behalf of the City of Fort Valley through Carol's Consulting. These projects consisted of providing 21 low and moderate income families with housing improvements assistance. Total of both grants equal \$590,348.00</p>
City of Fort Valley	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: Martha McAfee, City Manager 478-825-8261</p>
City of Hawkinsville	<p>Community Development Block Grant Program (CDBG) 2010 This project consisted of providing 10 low and moderate income families with housing improvements assistance. The total amount of this grant is \$500,000.00</p>
City of Hawkinsville	<p>Community Home Investment Program (CHIP) 2011 This project consisted of providing 7 low and moderate income families with housing improvements assistance. The total amount of this grant is \$305,679.00</p>
City of Hawkinsville	<p>Community Home Investment Program (CHIP) 2013 This project consists of providing 7 low and moderate income families with housing improvements assistance. The total amount of this grant is \$306,000.00</p>
City of Hawkinsville	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: Mitchell Woods, Finance Director 478-783-9236</p>

City of Marshallville	<p>Community Home Investment Program (CHIP) 2009 This project consisted of providing 10 low and moderate income families with housing improvements assistance. The total amount of this grant is \$300,000.00</p> <p>Contact Person: Bill Massee, Mayor 478-967-2010</p>
Jones County	<p>Community Home Investment Program (CHIP) 2006 This project consisted of providing 16 low and moderate income families with housing improvements assistance. The total amount of this grant is \$299,836.00.</p> <p>Contact Person: Mike Underwood, County Administrator 478-986-8219</p>
City of McIntyre	<p>Community Development Block Grant Program (CDBG) 2007 This project consisted of providing 15 low and moderate income families with housing improvements assistance. The total amount of this grant is \$500,000.00</p>
City of McIntyre	<p>Community Home Investment Program (CHIP) 2009 This project consisted of providing 10 low and moderate income families with housing improvements assistance. The total amount of this grant is \$300,000.00</p> <p>Contact Person: Vicki Horne, Mayor 478-946-2037</p>
City of Milledgeville	<p>Community Home Investment Program (CHIP) 2007 This project consisted of providing 15 low and moderate income families with housing improvements assistance. The total amount of this grant is \$300,000.00</p>
City of Milledgeville	<p>Community Development Block Grant Program (CDBG) 2009 This project consisted of providing housing rehabilitation/reconstruction assistance to 6 low and moderate income families as well and acquisition and clearance of vacant and dilapidated structures. The total amount of this grant is \$453,918.</p> <p>Contact Person: Mervin Graham 478-414-4019</p>
City of Plains	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: L.E. Godwin, III, Mayor 229-824-5445</p>

Randolph County	<p>Community Home Investment Program (CHIP) 2009 This project consisted of providing 10 low and moderate income families with housing improvements assistance. Total of amount of this grant is \$300,000.00.</p> <p>Contact Person: Addie Taylor, County Clerk 229-732-6440</p>
Sumter County	<p>Community Development Block Grant (CDBG) 2008 This project constructed a new health department for Sumter County. Total \$500,000.</p>
Sumter County	<p>Community Development Block Grant (CDBG) 2005 This project was a Flood and Drainage/Street improvements project. Total \$500,000.</p>
Sumter County	<p>Community Development Block Grant Program (CDBG) 2010 This project consisted of providing 12 low and moderate income families with housing improvements assistance. The total amount of this grant is \$500,000.00</p>
Sumter County	<p>Community Development Block Grant Program (CDBG) 2012 Multi-Activity - This project consisted of providing street, flood and drainage improvements for 69 people living in a small subdivision in Sumter County. Housing improvements were also provided to 8 low/mod income families. The total amount of this grant is \$800,000.00.</p>
Sumter County	<p>Community Home Investment Program (CHIP) 2013 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p>
Sumter County	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p>
Sumter County	<p>Community Development Block Grant Program (CDBG) 2014 Multi-Activity - This project consists of providing street, flood and drainage improvements for 78 people living in a small subdivision in Sumter County. Housing improvements will be provided to 10 low/mod income families and acquisition and clearance of 5 vacant dilapidated structures will be performed. The total amount of this grant is \$800,000.00.</p> <p>Contact Person: Bill Twomey, County Administrator 229-928-4500</p>

Upson County	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: Jessica Jones, County Clerk 706-647-7012</p>
City of Vienna	<p>Community Home Investment Program (CHIP) 2011 This project consisted of providing 7 low and moderate income families with housing improvements assistance. The total amount of this grant is \$305,742.00</p>
City of Vienna	<p>Community Home Investment Program (CHIP) 2012 This project consisted of providing 6 low and moderate income families with housing improvements assistance. The total amount of this grant is \$306,000.00</p>
City of Vienna	<p>Community Home Investment Program (CHIP) 2013 This project will provide 8 low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p>
City of Vienna	<p>Community Home Investment Program (CHIP) 2014 This project will provide 8 low and moderate income families low and moderate income families with housing improvements assistance. Total amount of this grant is \$306,000.</p> <p>Contact Person: Janet Joiner, Community Development Dir. 229-268-4920</p>

- Provide the names and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has with CDBG and/or CHIP funded projects.

Sherry Kurtz, President, will be the principle person assigned to this project. Sherry has 22 years experience writing and administering CHIP and CDBG grants. (See attached resume)

Jeff Kurtz, Vice President and Certified Lead Inspector/Risk Assessor will mainly be responsible for lead inspections and risk assessment when needed. Jeff has 7 years experience with CHIP and CDBG programs and 8 years experience as a Lead Inspector/Risk Inspector

- Cost schedules for general services; cost schedules for additional services; fees for reimbursable expenses, if applicable;

THERE IS NO CHARGE FOR DEVELOPING AND SUBMITTING CHIP AND CDBG APPLICATIONS TO DCA. THESE SERVICES ARE FREE OF CHARGE TO THE LOCAL GOVERNMENT. ALL SURVEYS ARE PERFORMED BY EMPLOYEES OF GRANT SPECIALIST OF GEORGIA, INC. THE LOCAL GOVERNMENT WILL BE RESPONSIBLE FOR PAYING FOR ANY ADS REQUIRED BY THE PROGRAMS AND ANY FEES ASSOCIATED WITH PROCUREMENT OF ADMINISTRATORS AND/OR ENGINEERS.

AFTER FUNDS ARE AWARDED ALL ADMINISTRATIVE AND RELATED FEES ARE PAID FROM THE GRANT FUNDS. THESE FEES ARE AS FOLLOWS:

CHIP Program 2% of total grant amount awarded + project delivery cost per housing unit as allowed by DCA
CDBG Public Facilities Program 6% of total grant amount awarded
CDBG Single Activity Housing Program 7% of total grant amount awarded + project delivery cost per housing unit as allowed by DCA
CDBG Multi-Activity Program 7% of total grant amount awarded + project delivery cost as allowed by DCA.

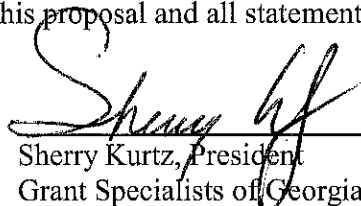
In accordance with HUD Lead Based Paint regulations all housing units constructed prior to 1978 must be tested for lead based paint hazards. Grant Specialists of Georgia, Inc. is a Certified Lead-Based Paint Activities Firm. Fees to perform lead based paint activities are also paid directly from grant funds and will not exceed the costs as allowed by DCA.

Additional References

1. Sumter County
Randy Howard, Chairman
229-928-4500
2. City of Plains
Donna Windham, City Clerk
229-824-5445

Certifying that:

Sherry Kurtz being duly sworn, as President of Grant Specialists of Georgia, Inc. deposes and states that the foregoing information provided in this proposal and all statements contained herein are true and correct.



Sherry Kurtz, President
Grant Specialists of Georgia, Inc.

ATTACHMENT A

LIST OF SERVICES TO BE PROVIDED FOR CHIP/CDBG

1. Attend all public hearings required to assist with housing activities. (If needed)
2. Preparation and aid with local policies and procedures.
3. Perform lead inspections and related activities. (Additional fees will apply)
4. The securing of all necessary permits, securing of all evaluations or tests, and clearances as applicable to comply with state and federal mandates.
5. Develop a pool of eligible contractors
6. Review, process and approve all applications requesting housing assistance, inspect housing units, prepare work writeups and provide a cost estimate of rehabilitation to be performed.
7. Review and approve all pay requests submitted by contractors, inspect housing units during construction.
8. Maintain separate case files on all housing receiving rehabilitation assistance.
9. Work with financial institutions to help applicants acquire necessary funds for rehabilitation.
10. Preparation of bid and contract documents, including advertising and bidding procedures if applicable. Conduct bid openings and negotiate bids when necessary. Select and notify contractor.
11. Prepare all loan closing paper and attend loan closings.
12. Ensure that all Deeds are signed by homeowner and recorded at the county court house.
13. Coordinate and attend pre-construction conferences between homeowner and general contractor before construction begins, provide three signed and notarized construction contracts; one to homeowner, one to contractor and one to remain in the homeowner's individual case file. Oversee the construction process.
14. Provide final inspection and insure that the owner is satisfied with work before initiating close-out of individual housing rehabilitation.
15. Attend and provide all documentation necessary for DCA monitorings to ensure all regulations and guidelines are being met.
16. Provide necessary paperwork to the local government auditor upon request.
17. Provide progress updates to the local government when requested.
18. Develop and implement a plan for complaint resolution.
19. Work with engineering firm (if applicable) to assure all laws concerning these programs are adhered to.
20. Survey door to door to determine eligibility for the programs. This is done during the grant writing process. The local government will not be required to provide door to door surveys.
21. Any other responsibilities deemed necessary by the grant/loan funding agency.

SHERRY D. KURTZ
896 Georgia Highway 49 South
Americus, Georgia 31719
georgiagrantspecialists@yahoo.com
(229) 942-4424

EDUCATION

GEORGIA SOUTHWESTERN COLLEGE, Americus, Georgia
Bachelor of Science in Computer Information Systems, June 1991

EXPERIENCE

Grant Specialists of Georgia, Inc., Americus, Georgia
President

2/07 - Present

- Maintain files and financial records for all grants. This includes preparing drawdown requests, quarterly reports, advertisements and checks for up to 40 grants awarded by the Georgia Department of Community Affairs.
- Perform housing inspections and prepare work write-ups
- Coordinate and conduct public hearings
- Review housing applications for grant assistance for completeness and eligibility
- Manage office and maintain financial records for Carol's Consulting
- Prepare grant applications
- Grant administration
- Prepare and pay monthly invoices
- Prepare payroll and quarterly tax reports

Carol's Consulting & Grant Management, Americus, Georgia
Vice President/Financial Manager

8/01 - 2/09

- Maintain files and financial records for all grants. This includes preparing drawdown requests, quarterly reports, advertisements and checks for up to 40 grants awarded by the Georgia Department of Community Affairs.
- Perform housing inspections and prepare work write-ups
- Coordinate and conduct public hearings
- Review housing applications for grant assistance for completeness and eligibility
- Manage office and maintain financial records for Carol's Consulting
- Prepare grant applications
- Grant administration
- Prepare and pay monthly invoices
- Prepare payroll and quarterly tax reports

City of Americus, Americus, Georgia
Departmental Secretary (6/93 - 12/95)
Administrative Assistant (1/96 - 6/01)

6/93 - 6/01

- Interact daily with the public by telephone and in person to respond to a variety of issues to ensure full customer satisfaction.
- Maintain financial records and prepare reports and drawdown requests for CDBG and CHIP grants.
- Research various items related to zoning and annexation questions that may arise. Inform customers of the procedures for rezoning and annexation of property.
- Maintain records and prepare reports for HOME and CHIP loans and Economic Development Revolving loan funds. Make sure payments are up to date and notify.

- Schedule meetings, prepare agendas and take minutes for the Board of Zoning Appeals, Planning and Zoning Commission, Historic Preservation Commission, Tree Board and the Census 2000 Complete Count Committee.
- Prepare Community Development's monthly operating report for Mayor and Council.
- Create brochures and flyers that are distributed to the public.
- Prepare payroll sheets and keep leave records for employees in the Community Development, Cemetery and Transportation Departments.
- Submit insurance claims to the City's insurance carrier and follow up with the insurance agent to get the status of a claim.
- Prepare grant amendments and audit information for grants awarded by the Georgia Department of Community Affairs.
- Maintain files and financial records for various grants.
- Sell cemetery lots in the absence of the Cemetery Clerk and prepare deeds for the lots.
- Maintain lot sales of City owned property.
- Assist in preparing grant applications.
- Prepare weekly purchase orders.
- Assist in teaching WordPerfect to new employees.
- Create and maintain City of Americus Web Site.

Wayne's, Inc., Americus, Georgia
Computer Operator

10/92 - 10/95 (part-time)

- Enter sales into computer using Quatro Pro spreadsheets that I designed.

Lawton LeSueur, Attorney at Law, Americus, Georgia
Legal Secretary

8/91 - 6/93

- Prepared legal documents.
- Handled accounts payable and receivable.
- Prepared payroll.
- Prepared quarterly tax reports.
- Answered telephone and word processing.

Robertson's Byron Drug Co., Byron, Georgia
Pharmacist's Assistant and Cashier

Part-time and Summers 1986-1989

- Assisted pharmacist with prescriptions.
- Maintained inventory.
- Assisted customers.

R & S Accounting, Warner Robins, Georgia
Bookkeeper Assistant

6/88 - 9/88

- General Bookkeeping
- Data entry
- Answer phones and typing.

AWARDS

Secretary of the Week for Americus (Given by The Americus Chapter of Professional Secretaries International) April 1994

City of Americus Public Service Employee of the Year (Given by the Americus Rotary Club) June 1998

JEFFREY STEVEN KURTZ

896 Georgia Highway 49 South
Americus, Georgia 31719
(229) 942-4464
JSKGA@hotmail.com

EXPERIENCE

Grant Specialists of Georgia, Inc. Americus, GA

March 2007 – Present

Vice President

- Perform inspections for rehabilitation of housing units for grant programs.
- Prepare work write-ups for rehabilitation projects.
- Perform lead base paint inspections, risk assessments and clearance testing.

Simplex Nail, Inc., Americus, GA

August 1987 - Present

Plant/Operations Manager (October 1990 - Present)

- Develop and maintain safety programs to ensure OSHA compliance. Conduct safety-training classes for all employees. Perform risk assessments and on all machines, operations and plant activities.
- Direct all daily plant operations for 2 to 3 shifts, including manufacturing, assembly, maintenance, warehousing, production planning, purchasing and facility management while achieving all desired productivity levels and operation objectives.
- Oversee all personnel matters, including hiring, disciplinary actions and dismissals.
- Lead in new product development and design.
- Recommend new equipment purchases to senior management.
- Develop and maintain control programs.

Second Shift Superintendent (February 1989 - October 1990)

- Managed all shift operations of machine shop, maintenance, production, threading, packaging, shipping and receiving.

Manager of Collating for Nail Gun Production

Manager of Specialty Nail Department (August 1987 - February 1989)

- Managed 3 shifts of production, including nail production, threading and collating.

Federal Fastener Corporation, Rural Hall, NC

May 1985 - June 1987

Operations Manager

- Responsible for maintenance and production management for 3 shifts.
 - Hired and fired employees.
- In charge of shipping and receiving

Tool Technician

- Set up and maintained accounts of customers in the nail gun market.
- Trained salesmen in the operation and repair of the nail guns nation wide.

Federal Nail, Winston Salem, NC**April 1984 - April 1985**

- Started in the packaging department and aided in the set-up of an Automatic Packaging Line.
- Quickly moved into the Machine Shop and Maintenance Department.
- Started a third shift of operations.
- Inventory control

EDUCATION

Certified Lead Base Paint Inspector and Risk Assessor since 2007

Certified Uniform Physical Condition Standards Inspector (UPCS) November 2013

Certificate in Lead Renovation, Repair and Painting October 2013

Georgia Southwestern State University, Americus, Georgia
Bachelor of Business Administration/Manufacturing Management, June 1994

Attended Guilford Technical Community College, Sedgefield, North Carolina, August 1984 to April 1987. General Business.

Attended Bob Jones University, Greenville, South Carolina, August 1983 to March 1984. General Studies.

REFERENCES

Available upon request