

Grant Focus LLC.

20457 E Milan Pl.

Aurora CO 80013

720-227-1142

Grant Consulting Services

Proposal to Norwood Water Commission February 10, 2025

3. Grant Management Support

4. Strategic Planning and Consultation

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Cover Letter

Grant Focus, LLC. is pleased to submit this proposal for services to support Norwood Water Commission.

We understand that monitoring, compliance, and reporting pieces can be challenging. Our team and I have over 20 years of experience working with grants budgeting, monitoring, reporting, etc. Our team is well-equipped to deliver exceptional results for the project, leveraging extensive experience in managing complex projects that align with the goals and requirements outlined in the RFP. With a robust track record of successfully executing similar initiatives, we bring a wealth of industry knowledge, technical expertise, and a comprehensive understanding of the challenges and objectives specific to this project. Our approach has been carefully designed to address the unique needs of the Norwood Water Commission, ensuring that all deliverables meet or exceed the specified criteria while maintaining the highest standards of quality, efficiency, and compliance.

Throughout the project lifecycle, we will emphasize collaboration and communication with the Norwood Water Commission to ensure alignment with organizational goals and provide timely updates on progress. Our team will utilize advanced project management tools and methodologies to ensure seamless coordination, mitigate risks, and deliver results within the specified timelines and budget.

Furthermore, by drawing on our team's diverse skill sets and commitment to excellence, we are confident in our ability to not only meet but surpass the expectations of the Norwood Water Commission. Our proposed approach demonstrates a thorough understanding of the project requirements, making us an essential and expert partner for this undertake.

Qualifications and Experience:

Our company, based in Colorado and is a newly established business that is fully committed to providing high-quality services in the post-award spectrum of grants management.

Although we are a small team consisting of only four members, we bring a wealth of experience and expertise to the project, working from our home offices. Our technical focus is on budget monitoring, evaluating grant performance, submitting reports to grantors, ensuring compliance with established rules and regulations, and consulting services. We specialize in federal, state, and local grants, and our deep knowledge of these funding sources enables us to effectively manage grants and maintain transparent communication between recipients and grantors.

Our services also include working closely with grant recipients on the relevant regulations, helping them navigate the complexities of compliance, and ensuring that they fully understand the expectations of the grantors. We are well-versed in managing budget vs. actuals, assessing the performance of grants, and providing timely reports to stakeholders, which ensures all requirements are met. Although our company is small, we have the resources and the expertise to successfully complete the project within the required timeframes, and we are committed to delivering results that satisfy the State.

This project will be assigned to Vera Acuna. Please see brief overview skills and experience below and her resume is attached.

Vera has over 25 years of total experience (Appendix B), including 14 years specifically in grants and governmental accounting. She holds a master's degree in accounting and has completed the Grant Management Certificate Program (GMCP Recipient Track) from Management Concepts (Appendix A). Vera has experience working with federal, state, and local grants.

A few grants that Vera was responsible for included preparing budgets, monitoring performance, evaluating outcomes, conducting compliance reviews, and assisting with the Yellow Book Audit (Single Audit):

- ✓ ESSER III-9 mil, 4 years grant-just finished
- ✓ Title I, II, III, IV, V, IX- City of San Antonio, and School District 27J
- ✓ Stronger Connection Grant-State of Colorado
- ✓ Several FEMA grants-one was reported to FEMA after Hurricane Harvey.
- ✓ Opioid Grant-City of San Antonio

Approach and Methodology:

Each grant is unique. Grant Focus will determine a specific timeline and approach based on the grant's contract/needs and Grant Award Letter when available.

Grant Focus is committed to guiding the Norwood Water Commission on matters of allowability, allocability, and reasonableness in accordance with Uniform Guidance, ensuring a thorough comparison between the budget and the actual financial report. We will meticulously review the commission's grant policies, procedures, contracts, and purchasing documents to guarantee compliance with programmatic rules, Uniform Guidance, and government accounting standards, as overseen by the Program Manager(s).

Our team will actively track and document allowable expenditures, maintaining rigorous standards of sufficient and appropriate documentation. We will thoroughly assess reimbursement requests to ensure they are submitted in a timely and accurate manner. At the end of the grant period, we will confidently reconcile all fiscal grant activities and prepare comprehensive final reports.

Fee Structure:

The pricing structure associated with Grant Focus is distinctive, as it must be incorporated into the grant proposal under the category of Professional Services. According to 2 CFR 200 (414), a 15% de minimis indirect cost may be assessed, which should also be applicable to fiscal services. However, the Grant Focus will provide a reduced rate of 10% to encompass these fiscal services and 5% incidental cost.

Grant Focus will send a bill to the Norwood Water Commission based on their monthly expenditure and then submit the reimbursement request to the Grantor. Please note: If the indirect costs are not included in the grant proposal, those costs will be billed to the Norwood Water Commission.

References:

Irina Elzar 720-277-5910

Helping with opening non-profit organization and providing information about grant options, regulations, and reporting of the organization.

Larisa Hegenbarth 303-562-8344

Budget support for a new charter school (Novastar), FY22-23 and FY23-24

Amy Cowley 210-254-7568

Formal Health Department Administrator, City of San Antonio, where I was assisting her in Grants evaluations and support for grants totaling over 11 Mil.

Joann Hyde 303-854-8237

Formal manager accounting manager and analyst in HCA HealthONE

Faina Yakupova 303-517-9984

Formal manager, Department manager US Bank

If you have questions on this respond to proposal (RFP) for Grant Writing Services issued 1/16/2025, feel free to contact Vera Acuna at your convenience by email at vera@grantfocus.org or by phone at 720-227-1142.

Warm Regards,

Vera N Acuna

President

Grant Focus, LLC.

Appendix B

Resume

VERA N. ACUNA

20457 E Milan Pl., Aurora, CO 80013 cell:720-227-1142 acunavn@gmail.com

Master of Professional Accountancy (MAcc)

27J SCHOOL DISTRICT

FINANCE MANAGER

7/2023-2/2025

- Managing grant team of 3
- Monitor and evaluate team progress
- Grant administration including assistance with Pre-award and Post-award, budget and budget adjustments, 2 CFR 200 and CRS compliance review, analyzing, correcting and adjusting as needed per the CDE guidelines, working closely with program managers, financial reconciliations, assisting with audit and single audit, submitting request for reimbursement.

GLOBAL VILLAGE CHARTER COLLABORATIVE

Director Of Finance and Facilities

3/2021- 5/2023

- Finance management for 3 Charter schools, 3 Building Corps, and Collaborative (7 entities total)
- Audit management and support
- Monthly profit and loss forecast by school and organization (vs. budget);
- Development of financial planning and analysis exercises/reports.
- Some HR duties
- Oversee cash, investment, bonds, and asset management.
- Develop Financial Policies and Procedures
- Develop and implement internal controls
- CDE Pipeline submission
- Oversee preparation of month-end, quarter-end and year-end financial statements
- Review all month-end closing activities including general ledger maintenance, balance sheet reconciliations and corporate/overhead cost allocation
- Serve as final point of escalation for Accounts Receivable/Accounts Payable issues
- Develop tools and systems to provide critical financial and operational information to the Executive Director and make actionable recommendations on both strategy and operations;

- Serve as a key point of contact for external auditors; Manage preparation and support of all external audits
- Bonds applications, monitor, and compliance reports, Ratios

CATHOLIC CHARITIES OF SAN ANTONIO, INC.

Director of Finance 06/2020-3/2021

- Working closely with the program leadership to implement strategies for programmatic financial sustainability;
- Managing all agency resources and contracts in a fiscally responsible manner while overseeing all
- Compliance and recognition for government (federal and state) contracts and/or private grants/donations
- Supervising professional finance staff - 4 Program Accountants, 1 - Staff Accountant, 1 – Senior Accountant
- Leading accreditation
- Implementing and maintaining internal controls
- Writing Policies and Procedures
- Conducting Financial Committee meetings
- Reviewing and approving Invoices and payments
- Approving Journal Entries, Timesheets, Travel, Credit cards
- Providing training on cash handling, credit cards, employee reimbursement, others
- Participating in Accreditation
- Educating the team on Uniform Guidance 2 CFR 200
- Establishing meetings with Program Directors to interpret the financial stability of the Programs

CITY OF SAN ANTONIO – Health Department (TEXAS)

Fiscal Analyst 10/2016-3/20/2020

- Grant Management of 12 Grants totaling \$9 mil dollars including Federal, State, Pass-Through, and private grants and contracts;
- Financial Reporting and Compliance reviews utilizing SAP
- Leading Accreditation
- Pre-award and Post-award activities of grants,

- Conducting Budget meetings and training classes, as well as cost data for Grant/Program Managers
- Preparing Budget and Budget adjustments for grants to meet CFR 200 requirements
- Maintaining budgetary systems to provide internal control of expenditures
- Preparing post-award reporting and grants closing;
- Responsible for fixed assets, Tracked Property Inventory reconciliation, including drugs and consumables;
- Monthly financial reports
- Reconciling AP, AR, Payroll records
- Cost allocation

PARAMOUNT HEALTH CARE COMPANY (TEXAS)

Staff Accountant 2013 - 2015

- Assisting CFO in providing support with reports for Board meetings
- Providing Financial and Accounting support to 14 nursing facilities
- Training new accounting tech staff
- GL accounts maintenance and reconciliation
- A/P, A/R, and HR assignments including reconciliations, accruals.
- Maintaining Fixed assets records and reconciliations
- Assisting with Intercompany billing
- Cost allocation projects

CITY AND COUNTY OF DENVER– Environmental Health Agency (COLORADO)

Grant Accountant 2010 - 2012

- Analysis of current and potential grants opportunities
- Assisting Director of Health Department with special projects
- Monthly financial reports for my grants, which consist of comparing the current fiscal year's monthly budget with general ledger actuals, ensuring the accuracy of the fiscal information, following up with the department's divisions and providing variance explanations.
- Responsible for compiling and preparing Internal Billing Transfers between agencies. Preparing a monthly presentation and reviewing and discussing the results with the divisions' managers and department directors.

- Responsible for overseeing and administering the Department's Purchasing Card (P-Card) Program, approving the charges, and ensuring that all program users complete annual training.
- Prepare various monthly P-Card and Procurement reports for the purpose of KPI's and to ensure the City's P-Card Program policies are being adhered to by all City departments.
- Prepare monthly billing reports and journal entries.

We look forward to partnering with you!



Management Concepts Congratulates

Vera Acuna

FOR SUCCESSFULLY COMPLETING ALL REQUIREMENTS OF THE

Grants Management Certificate Program™

GMCP Recipient Track



Thomas F. Dungan III

Thomas F. Dungan
CEO, Management Concepts

October 2, 2018

Date Completed



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/15/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Simply Business 1 Beacon Street 15th Floor Boston, MA 02108	CONTACT NAME:	Simply Business	
		PHONE (A/C, No, Ext):	(866) 538-7491	FAX (A/C, No):
		E-MAIL ADDRESS:	contactus@simplybusiness.com	
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A:		Spinnaker Insurance Company
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			HBW4701210XB1	11/01/2024	11/01/2025	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$100,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> OTHER:							
	UMBRELLA LIAB						EACH OCCURRENCE	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE	
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE	<input type="checkbox"/> Y/N					E.L. EACH ACCIDENT	
	OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. DISEASE - EA EMPLOYEE	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	
	PROFESSIONAL LIABILITY						EACH CLAIM	
							AGGREGATE	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

OFFICE OF THE SECRETARY OF STATE
OF THE STATE OF COLORADO

CERTIFICATE OF FACT OF GOOD STANDING

I, Jena Griswold, as the Secretary of State of the State of Colorado, hereby certify that, according to the records of this office,

Grant Focus, LLC.

is a

Limited Liability Company

formed or registered on 06/17/2021 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20211558112 .

This certificate reflects facts established or disclosed by documents delivered to this office on paper through 01/12/2025 that have been posted, and by documents delivered to this office electronically through 01/13/2025 @ 10:48:09 .

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, and issued this official certificate at Denver, Colorado on 01/13/2025 @ 10:48:09 in accordance with applicable law. This certificate is assigned Confirmation Number 16890447 .



A handwritten signature in blue ink that reads "Jena Griswold".

Secretary of State of the State of Colorado

*****End of Certificate*****

Notice: A certificate issued electronically from the Colorado Secretary of State's website is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Validate a Certificate page of the Secretary of State's website, <https://www.coloradosos.gov/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our website, <https://www.coloradosos.gov> click "Businesses, trademarks, trade names" and select "Frequently Asked Questions."