

Dear Hiring Committee:

My name is Sim Stokes and I am interested in joining your organization. I worked for the United States Department of State. I was a consultant in the International Programs Division, Office of Acquisition Management, Deputy Assistant Secretary for Logistics Management, Bureau of Administration, Department of State. I also supported the Bureau of Democracy, Human Rights and Labor. I assist in the management of international federal assistance. I also worked in the Office of the Secretary for HHS in the Office of Global Health Affairs. I have several years experience as a federal program manager and federal evaluator at Odom, Inc. and the Institute for Youth Development. I have managed programs in all 50 states. I was the Director of Grants for the Financial Services Roundtable. I was in charge of a projected 30 million dollar grant program that gave capacity grants to over one hundred non-profit credit counseling agencies that provide federally mandated pre and post bankruptcy services. I had a team of four which included a lawyer and two consultants. I created this program from scratch with input from credit counseling trade associations, executives and from my supervisor the president of the Financial Services Roundtable. I designed, developed and implement this entire grant program. I am a hard worker and team player. I worked on the 10 Billion dollar American Recovery Grant program for the United State Department of Transportation as a subject matter expert team lead consultant. I can bring a wealth of knowledge and experience to your organization. I was working as a federal employee for the United States Small Business Administration Office of International Trade. I'm currently working as a federal employee for the USDA. I look forward to joining your team.

Sincerely,

Sim Stokes

Summary of Qualifications: Managed over 10 Billion Dollars in grant funding. Administered multiple multi-million dollar grant programs all over the world. Provided written and oral technical assistance on the creation of federal and private grants. Evaluated and critiqued programs for federal compliance including the OMB circulars.

Education:

- Trinity University Washington, DC
- Masters of Business Administration, International Business 2009
- University of Notre Dame Notre Dame, IN
- Bachelor of Psychology 1997

Security Clearance:

- US Department of Energy 2013 2014
- Top Secret Department of Defense 2010
- White House Federal Bureau of Investigation 2009
- Secret Department of Defense 2008

Military: United States Navy (Reserves)

Newport, RI United State Naval Academy Midshipman Candidate (USNR) 1992-1993

Training:

- Fred Pryor Project management course 2016
- HUD Multifamily Underwriting Training 2015
- Grad School USA Grants Management Training Course 2012
- SBA Office of the Inspector General Fraud Waste and Abuse Training 2012
- SBA Office of the Inspector General Fraud Waste and Abuse Training 2011
- DOS Completed United State Office of the Procurement Executive PY223 Federal Grants Update
- Completed United State Office of the Procurement Executive PY222 Monitoring Grants and Cooperative Agreements
- Completed United State Office of the Procurement Executive PY Grant and Cooperative Agreements

Skills:

Spanish, French, Chinese, English, WordPerfect, Microsoft Word, Excel, Window, Mac Write, Cricket, Internet, Wordnet, Board member Labyrinths for Peace, President Butternut Street Tenant Association

Professional Experience:

US Department of the Interior
Office of Surface Mining and Reclamation
Pittsburg Field Office
Pittsburg, PA

2022- 2023

Grants Officer and Grants Specialist (This is a federal job)

Start - End

Duties, Accomplishments and Related Skills:

Serves as a Grants Officer responsible for the performance of pre-award and post-award functions in support of various financial assistance programs involving both discretionary and mandatory funding incorporating various legal authorities, and statutory requirements, with various recipients including nonprofits, educational, local and state governments, and tribal entities. Agreements are frequently unique with little or no precedent on which to base decisions and are complicated requiring special processing due to statutory requirements or monetary limitations. Formulates agreements that span several years and are frequently of a complex nature, having a high dollar value and involving cooperative research efforts. Authorities include, but are not limited to, Federal Grant and Cooperative Agreement Act; 2 CFR 200-230; 43 CFR 12; Catalog of Federal Domestic Assistance programs and authorities that allow for financial assistance. Maintains familiarity of the Catalog of Federal Domestic Assistance (CFDA) number applicable to the specific assistance requirement. Oversees FFA administration, modification, termination, and cost analysis functions from simple to complex and/or controversial. Administers grants and agreements by monitoring performance, progress and cost, protecting the government's rights, enforcing all terms and conditions and ensuring that all actions are properly completed. Provides continual oversight of the regional and/or center agreements program. Develops regions and/or centers strategic plans and performance metrics and monitors each to ensure mission support. Obtains Solicitor review as required. Develops guides and procedures to be used region and/or center wide to ensure standardization and streamlining of processes. Implements associated region and service-wide training. Provides technical assistance, oversight, ethics advice, expertise, and consultation to program officials, awardees, review panels, applicants, recipients, sub-recipients and grants management specialists throughout the region and/ or center. Serves as region and/or center representative to implement and monitor Bureau and/or DOI financial assistance annual review requirements. Implements internal controls related to financial assistance to increase transparency and enhanced competition. Reviews applications for assigned programs to determine that proposals/agreements conform to Federal laws, regulations, and Bureau and DOI policies. Identifies critical or problematic areas, and in conjunction with technical program specialist, determines or recommends corrective action. Oversees, reviews and evaluates the business management aspects of grant applications or plans to ensure adherence to regulations and policies and selection of grantees with maximum potential for success. Reviews or performs detailed cost or price analysis on both competitive and noncompetitive agreements. Oversees the evaluation of technical proposals from potential

recipients. Negotiates terms and conditions of award, including cost, schedule, government oversight and review, and administrative and fiscal matters. Ensures funding arrangements are legally sufficient.

US Department of Agriculture Office of the Secretary- Rural Development 2015- 2022

1400 Independence Ave SW

Washington DC, DC 20250 United States

Financial & Loan and Grants Business Specialist (This is a federal job) start - end

Duties, Accomplishments and Related Skills:

FEMA / SBA Hurricane Recovery Program National Emergency Management Detail CONUS / OCONUS 2017 Worked at Mobile and Fixed Disaster Centers With the Federal Emergency Management Agency (FEMA) Recovery Support Functions (RSF), in accordance with the National Disaster Recovery Framework (NDRF).

The primary purpose of these positions is to serve as Finance & Loan Business Specialist with responsibility for providing grant and loan and financial analysis to commercial or other corporate organizations which apply for loans, loan guarantees and grants to finance the construction and operation of electric utility systems. The incumbent will perform the following duties:

Performs analyses of a full range of highly complex and diversified financial data, including, but not limited to, financial statements, financial forecasts and feasibility studies for electric systems involving electric cooperatives and commercial corporate entities.

Analyzes and evaluates pro forma financial forecasts furnished in support of electric loan and loan guarantee applications.

Develops reports with recommendations regarding fiscal irregularities and defalcations by employees of borrowers and ensures that follow-up action is taken until completion of case.

Evaluates electric system's operational and financial characteristics in processing more difficult and complex loans, grants, mergers, assumptions, and lien accommodations.

Trains and provides guidance to lower grade specialists concerning the processing and servicing of electric loans to include credit analysis, financial feasibility and loan security.

US Department of Agriculture

2015

101 Bilby Road

Hackettstown, NJ 07840 United States

Financial & Loan and Grants Business Specialist (This is a federal job)

The U.S. Department of Agriculture (USDA) Rural Development Agency serves rural communities throughout the country by investing in their communities through housing and utility infrastructure, by increasing economic opportunity, and by improving the quality of life for all rural Americans. Rural Development provides over 40 loan and grant programs in the Rural Housing and Community Facilities Services, Rural Business and Cooperative Services, and Rural Utilities Service. Rural Development supports a positive work environment and promotes diversity and inclusion for nearly 5,000 employees.

The Sr. Loan and Grants Specialist has responsibility for loan/grant-making and loan/grant servicing for programs administered by the agency to include single-family housing, multi-family housing, rural facilities, rural utilities and/or rural business and cooperative programs. Reviews and analyzes loan and grant applications, pre-applications and all supporting documents for completeness and conformance with RD statutory regulations, policies, procedures and practices and inputs data into appropriate automated database systems. Performs comprehensive review and in-depth analyses of financial credit data documents germane to the loan application eligibility, feasibility, credit-worthiness and viability within assigned loan portfolio(s).

Performs servicing actions to include site visits to determine a project's conformance with loan requirements; monitor civil rights compliance; evaluate/mitigate and/or prepare environmental assessments; and review key data to ensure multiyear forecasts are realistic.

Works with supervisor to develop and implement an outreach and marketing program for assigned loan portfolio(s). Responsible for the administration, policy formulation, fund distribution, and processing and servicing of Community Facilities Direct Loan, or Community Facilities Guaranteed Loan programs. Ensures the review of legislation, executive orders, and other regulations to ascertain the implication of proposed provisions on Community Programs operations. Conducts public relations activities and work with public-private sector partners in order to communicate programs and policies to the field. Provides leadership and ensures

compliance through subordinates with Equal Employment/Equal Opportunity (EE/EO) goals and objectives in the application of fair and equal treatment in all matters related to the supervision and treatment of employees.

Rural Development is a dynamic organization recruiting for employees who possess the energy, compassion, and commitment to serve those in rural communities and will enjoy working in a fast paced and results driven organization. Our commitment is to expand economic opportunity and quality of life in all of rural America by providing financial programs to support essential public facilities and services such as water and sewer systems, housing, health clinics, emergency service facilities and electric and telephone service.

US Department of Housing and Urban Development

2015

Grant Specialist, MultiFamily

Federal employee (perm)

Administering grants related to affordable housing programs.

Awarding grants.

Working with higher-level management and field staff to resolve issues.

Serve as a point of contact for troubled projects with sponsor customer Federal, State and local government agencies, congressional interests, other external organizations and higher authorities;

Determine the credit acceptability and financial capacity of mortgagors, sponsors (both for-profit and not-for-profit) and general contractors involved in the purchase, refinance, or development of multifamily properties;

Determine performance acceptability of client partners for new participants, and changes in participation;

Determine acceptability of non-profit sponsors through an analysis of their motives, experience, and relationships and makes recommendations concerning the acceptance of indemnity agreements whereby the mortgagors assure project completion.

Review and analyze current and historic financial data for troubled projects.

US Department of Labor

2014

Office of Foreign Labor Certification

Sr. Analyst, consultant (YRCI Fairfax, VA)

Support the needs of the agency to conduct research, special studies and/or analysis of problems in operations, policy, or administrative areas (e.g., Performance Management, legislative changes, Immigration Policy, Grant/TEGL formula or regulatory changes, etc.).

Support the research and/or the special studies initiatives and analyses required. □ Analyze program efficiencies and summarize the goals, mission, and metrics for each program.

Conduct data analysis, creating data queries and generating ad hoc reports to support program operations, including working within FLC systems (for case management and adjudication, administrative and operational processing, and reporting).

Identify and define production or logistic problems by conducting Time & Methodological studies. Gather input from individuals involved in the visa programs and examine the information to determine its relevance to the goals of each program, and relate such research findings for use in production metrics. Based on findings, the Analyst shall advise on options and solutions to support the goals of the programs. Be involved as needed in research and analysis to meet CIO reporting for IT program management needs. Create, edit, and disseminate formal documents for compliance with CIO / IT investment management processes, professional level briefs summarizing and consolidating the various programs, their methods of operation, and other pertinent programmatic information gleaned through research and analysis tasks assigned. Draft high-level memos, reports, and other documents outlining findings and recommendations for managers, executives, members of congress, and other government officials, as necessary.

US Department of Transportation

2013

Maritime Administration

Grant Administrator (contractor) (4 Staff Washington, DC)

Washington, DC

Assisted in the administration of the TIGER (Transportation Investment Generating Economic Recovery) Discretionary Grant programs. Responsible for the awarding and administration of grants under the program. MARAD also worked with a number of public and private stakeholders within the federal and port community to provide assistance with the development of port infrastructure projects.

Monitored all existing TIGER and other assigned grants to ensure compliance with all the administrative and financial terms and conditions of the grant agreements. Developed managerial and oversight reports and spreadsheets to support the project teams, both at MARAD HQ and in the field. Evaluated and processed all TIGER Grant invoices (SF270) and review for accuracy. Reviewed quarterly reports, audit reports, and annual budget review reports submitted by Grantees. Monitored all grant monitoring plans and matrix tables to ensure the government and the grantee are adhering to grant terms and conditions, especially those pertaining to timely submissions of documents. Maintained communication with Grantees through emails, phone conversations and site visits. Provided technical support and advice.

US Small Business Administration

2011-2102

Office of International Trade (OIT)

Washington, DC

Grants management specialist

Federal Employee (term)

The State Trade and Export Promotion Program (STEP) is a 3-year pilot trade and export initiative authorized by the Small Business Jobs Act of 2010. Funded by federal grants and matching funds from the states, the STEP Program is designed to help increase the number of small businesses that are exporting and to raise the value of exports for those small businesses that are currently exporting so they can grow and create jobs. The OIT-STEP Program Manager has the Authority and Responsibility to:

Monitor a case load of STEP projects under the guidance of the OIT-STEP Director;

Serve as the liaison between OIT and the STEP Project while maintaining communication with the District International Trade Office (DITO); Received, review and respond to STEP Project's progress, data and financial reports. Inform the STEP grantees and DITOs of project deficiencies, issues and concerns;

Receive copies of all official STEP Project documents and maintain a project file on each STEP grant project. Each file will include a copy of the application, proposal, budget, notice of award, Web-site information, client follow-up plan, financial, statistical and narrative reports, correspondence, modification requests, pay requests, notes, etc.; Require STEP Projects to make corrections to financial reports and to have the STEP recipient send revised reports to the OIT Program Manager and Grants Officer; Determine the extent the STEP grantee is reporting match; Apprise the OIT-STEP Director of OIT issues and activities; Ascertain that the STEP grantee meets all the requirements of the award;

Collaborate with the Grants Management Officer to carry out above functions;

Require STEP grantees to make corrections to financial reports and to have the grantee send revised reports to the Program Manager and Office of Grants Management. Support the Office of Inspector General in conducting program and performance reviews. Participate in interagency meetings with the US State Department of State, US Department of Commerce, US Department of Agriculture, US Census Bureau, and the US Millennium Challenge Corporation. Trained state grantees

United States Department of Transportation

2010-2011

8 Billion Dollar American Recovery and Reinvestment Act High Speed Rail Grant Program

Washington, DC

Contractor

Federal Railroad Administration, Office of Financial Management, and Administration

Subject Matter Expert, Project Lead Consultant

Grants Financial Management

Financial grants administration

Worked in coordination with FRA staff for all pre-award and post award financial activities

Assist in developing and reviewing grant solicitations to ensure inclusion of appropriate financial and administrative provisions

Reviewed, analyzed and approved pre-agreement cost request and sole source justification

Analyzed grant applications for compliance with administrative requirements

Performed cost or price analysis including review of cost breakdowns to determine allowability and reasonableness of cost

Provided assistance to applicants and grantees in budget negotiation

Reviewed, analyzed, and recommended action for grant modifications and close-out
Analyzed and negotiate grantees' indirect cost rate agreements for organization which FRA provides most federal funding
Conduct desk and on-site financial grants monitoring reviews of FRA grants and recipients.
Followed up on and resolved any issues discovered during the process
Developed and reviewed reports and correspondence in support of grants management activities
Grant Financial policy, procedure and training
Provided management and other staff with general advice on accounting principles and practices as they apply to the administration of the grant programs
Provided guidance and recommendations to managers and staff on regulations, procedures, and policies in matters related to financial and grants management
Worked with program, systems, other financial staff and other Federal agencies to resolve issues and problems having fiscal implications.
Made recommendations to improve development, introduction, and use of innovation approaches to financial management practices
Assisted in the development of and made presentations at, conferences and workshops dealing with financial management matter
Grants Workflow Management
Provided support for Grant Application In-take and Processing
Worked with FRA staff, Grants.Gov staff and Grants Solution staff to ensure timely posting of new and existing FRA Program Announcements
Verified that grant application "connectors" are functioning and that applications provided to Grants. Gov are posting to Grants Solutions
Assisted in the review of incoming applications to ensure they are complete, accurate and eligible
Aided federal staff in award processing/routing and documentation
Consulted on any need adaptive changes to Grants Solutions System for FRA implementation
Note: Grants Solutions Systems is the end-to-end, web based system used by FRA staff to assess applications, make awards, manage, monitor, and close grants.
Provided support for monitoring working group and developed monitoring policy
Supported and offered input when solicited, the development, maintenance and update of both programmatic and financial grant monitoring policies and procedures and best practices
Prepared slide content and facilitate meetings when necessary
Grant monitoring training/technical assistance development and delivery
Provided expertise on collecting financial and/or technical data such as conducting analysis on quantitative data sets to derive performance indicators
Substantive, mission oriented support, as required
Financial auditing support, as need
Assisted with gathering data for ad hoc and/or short-turn-around data request as needed
Other services required to address any potential audit findings, as required
Managed day to day activities and supervised consultant team
Authority to make binding decisions as related to contract performance
Grants Solutions expertise and assistance
Qualitative and quantitative analysis (including statistical analysis)
Management and other External Grants Reporting
Creation of Grants Documentation and Review

Writing and editing of technical documents

United States Department of State
International Programs
Arlington, VA
Contractor- Protelligent Arlington, VA

2008-2009

- Deputy Assistant Secretary for Logistics Management, Bureau of Administration
- Office of Acquisition Management, International Programs Division, Grants Management Specialist Consultant
 - Developed, implemented and managed mandatory and discretionary financial assistance instruments
 - Assisted with program and budget development; reviewed allocation memoranda to the Deputy Secretary of Foreign Assistance; commented on Congressional Notifications
 - Monitored the review and evaluation of assigned grant applicants (domestic and foreign) to ensure adherence to grants management policies, regulations and statutory requirements
 - Tracked, reviewed and analyzed post-award financial reports, expenditure reports, correspondence and identified financial and administrative problems. Independently performs site visits to grantee organizations, as needed, to evaluate and monitor their business management performance.
 - Member of the Terms and Condition committee
 - Conducted grantee site visits
 - Overall responsibilities include a full range of grant management functions, including pre-award, budget review, conducting cost/pricing analysis, negotiation, and administration for the most complex grants, post-award closeout and audit resolution. Specific duties included but are not limited to:
 - Perform a variety of pre award functions, which include reviewing multi-million dollar budgets and collaborating with Program Officer, to develop a mutual understanding of the program concerned and current year grant funding allocation.
 - Analyze cost data submitted by applicants to substantiate program and administrative expenses, which include direct and indirect costs. Conduct studies of specific questionable costs, and analyze terms and conditions of previous awards.

- Develop unique grant and cooperative agreement provisions, which relate to the specific program objective and agreements reached by the DOS and the Recipient during negotiations. Design final award documents and make recommendations, review agreements for legal and administrative compliance. Prepare novation agreement to transfer a grant from one grantee to another.
- Conduct training workshops for program offices on a variety of financial and administrative topics.
- Serve as the AQM/IP representative for the financial responsibilities of administering agreements and represents the Grants Division in conferences, which involve numerous high level officials. Resolve grant management issues such as: sensitive payment problems, interpreted OMB regulations and DOS/Bureau's policies and guidelines, provided daily guidance and advice to senior level officials, program officers and recipients on various grant management issues.
- Review program and financial reports to determine whether programs and operations adequately ensure financial accountability, to determine reasonableness of the various cost elements, to the extent of Government assistance. Also review a broad range of recipient actions and investigate and resolve problems such as questionable payments, project termination, inefficient operations, or cases of possible fraud.
- Coordinate with the Office of Legal Adviser and the Office of the Inspector General on difficult legal and audit findings on programs, which require special handling.
- ·Resolve audit reports with questionable costs and internal controls weaknesses issued by the Office of the Inspector General for resolution. Determine if questionable costs are allowable or unallowable based on the general and specific requirements of the grants and instances of noncompliance with OMB Circulars. Respond in writing to the grantees the questionable costs before making final determination and recommend corrective actions concerning internal controls weaknesses. Issue a final determination letter concerning allowable and unallowable costs to grantees.
 - Implement new government wide/DOS grants management policies and procedures due to changes in laws and regulations. Provide authoritative assistance and advice to Program Offices and Recipients in interpreting the Federal Grant and Cooperative Act of 1977, Agency regulations, OMB Circulars and other broad guidelines.
- ·Close out grants and cooperative agreements. Issue suspension and termination notices and review recipient appeals. Used HHS Payment management system, GDMS grants database management system, and Momentum financial management system to process grants through the grants lifecycle
- ·Completed United State Office of the Procurement Executive PY223 Federal Grants Update
- ·Completed United State Office of the Procurement Executive PY222 Monitoring Grants and Cooperative Agreements
- ·Completed United State Office of the Procurement Executive PY Grant and Cooperative Agreements
- Managed grants in Afghanistan, Pakistan, Iran, and Iraq
- Supported the DOS Bureau of Democracy, Human Rights and Labor

- American Red Cross National Headquarters
- Hurricane Recovery Program Staff, Financial Analyst III (2006-2007)
- Conducted due diligence for American Red Cross Grantees
- Assisted in the creation of protocol, policy and procedures for grants division
- Performed site visits when necessary
- Oversight over restricted grant funded programs
- Performed financial analysis to determine federal matching funds
- Managed emergency management assistance grants

United States Department of Health and Human Services Office of the Secretary
Office of Global Health Affairs Grants Management Specialist Consultant (2006)

- Facilitated the operations and management of international grants
- Trained international grantees according to US government grant compliance and OMB circulars
- *Analysis of international grants for quality control*
- Traveled to meeting with other federal agencies to provide technical assistants
- Publishes grants on grants.gov
- *Creates protocol, policy and procedures for division*

Managed International Emergency management federal assistance grants with the US Mexico Border Commission

Managed grants in Afghanistan

Participated in Intergovernmental meetings with the US military and other government agencies

Financial Services Roundtable Washington, DC

2005-2006

Director of Grants

Council on Consumer Finance

Managed projected 30 million dollar (10 million dollar distributed) Credit Counseling grant program start to completion, including communications with 82 grantees, development of criteria, and determining grant amounts.

- Lead the operations of the Executive Committee.
- Coordinated with programs that included Regulatory Advocacy, Public Information, and Credit Counseling Support.
- Consulted with another Roundtable division about developing 2 million dollar US Department of Labor Grant.
- Represented the Financial Services Roundtable at conferences.
- *Supervised staff, consultants and grantees*

Institute for Youth Development Sterling, VA

2004-2005

Grants Specialist / Program Manager

- Managed 30 federal grants all over the United States.
- Instructed the grantees according to OMB circulars and federal guidelines.
- Administered financial and technical assistance.
- Critiqued grants for funding.
- Presented multi-media presentation to groups and individuals all over the United States.
- Odom, Inc. Washington, DC

- Director of Analysis (1997-2004)
- Evaluated federal and private grantees for OMB circulars and Federal compliance.
- Provided detail statistical analysis for the federal government and private sector.
- *Composed budgets and managed staff members.*
- Maintained and processed financial records and correspondence.
- Tracked clients and lead focus groups.

United States Department of Housing and Urban Development Washington, DC Intern 1996, 1997

- Prepared correspondence for the remittance of federal funds.
- Member of the Interest and Late Charge Committee.
- Determined if mortgage companies were in compliance with US Department of Housing and Urban Developed policies and regulations.