

Resource Solutions, LLC

Consulting Company



Grant Writing ... Grant Administration ... Environmental Reviews

GRANT WRITING

- Crafting professional **grant proposals**.
- Implementing customized research and **funding source identification**.
- Reviewing and **analyzing grant announcements**.
- **Critiquing** draft grant proposals.
- Devising, implementing, and summarizing **income survey** documents.
- **Revising unsuccessful grant proposals** written by others.
- **Mentoring** grant writers.
- Submitting proposals via **Grants.Gov**.
- Researching and summarizing **census data** and project benefit information.
- Implementing **special projects** of your choosing.

GRANT ADMINISTRATION

- Assisting with **contract development** between grantee and funding entity.
- Collecting and summarizing **income survey** documents.
- **Ensuring construction bidding and award** processes are implemented to the standards set by funding entity.
- Ensuring **Davis-Bacon, certified payroll and pay request documents** are prepared and submitted properly.
- Developing **civil rights, fair housing, ADA, and non-discrimination** policies for adoption by local government.
- Preparing monthly, quarterly, and yearly **reports** for funding entity.
- Preparing project **close out documents** and organizing review and **audit** procedures.
- Implementing **special projects** of your choosing.

SEPA/NEPA ENVIRONMENTAL REVIEWS

- Developing environmental review compliance documents, according to the standards set by the various federal and state funding agencies.
- Creating **National Environmental Policy Act** documents and checklists.
- Preparing **State Environmental Policy Act** documents and checklists.
- Developing **mailing lists** for soliciting public reviews; summarizing and responding to **public comments**.
- Drafting appropriate **consultation letters for affected Tribes**.
- Monitoring **public review** periods to ensure process stays on track.
- Implementing **special projects** of your choosing.

GRANT WRITING WORKSHOPS

- **Invited seminars** for Associations, Organizations and State agencies.
- **Public workshops** on various aspects of grant writing

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