

Grant Writing Proposal: Comprehensive Grants Management (CGM) is submitting this written proposal for the specific purpose of offering grant writing services to **Client Name Here**. The objective of Comprehensive Grants Management is to provide excellent grant and proposal writing services to all clients. The motto of Comprehensive Grants Management is “*Satisfaction Guaranteed*” meaning that each client will have a one hundred percent satisfaction after the completion of each contract. The primary goal of the company is to deliver superior customer satisfaction, successful grant-writing and monetary value added to all clients. Each client is treated with courtesy, respect, and professionalism. Comprehensive Grants Management responds to all questions and requests to the satisfaction of each customer. Each grant application developed by Comprehensive Grants Management is treated with the highest priority and confidentiality. One of the most important goals of Comprehensive Grants Management is to deliver informative, relevant, and educational grant-writing services. CGM provides grant writing services for clients focusing in the areas of housing development, supportive services, veteran services, homeless persons, youth development, financial literacy, immigrants, underserved groups, re-entry persons, workforce development, and educational grants.

Success Rate: Comprehensive Grants Management grant writing success rate is **65%** while the national average for other grant writers is 25%. Since inception in March 2007, CGM has won almost \$50 million in Foundation and Federal funds for our clients. These grants range from \$2,000 to \$2.7 million.

Staff Members Assigned to Work with: **Client Name Here:**



Cereta Gibbons – Owner

Cereta Gibbons owns and operates the prestigious Comprehensive Grants Management. Cereta Gibbons founded CGM to provide a superior product in the grant writing industry to each client. Cereta Gibbons ensures that CGM provides each client with an efficient and effortless experience to apply for available grant funding opportunities while maintaining an average 65% grant writing success rate. Cereta Gibbons is a Certified Grant Writer from the American Grant Writers Association. She holds a Bachelor of Arts in Government Administration and has twelve (12) years of grant writing experience. Cereta Gibbons is widely experienced in reviewing, evaluating, and analyzing Federal and Foundation grant announcement and regulations. Cereta Gibbons successfully owns and operates the Comprehensive Grants Management grant writing firm where she uses her experience and expertise to bring success to the clients.



Michael Means - Chief Operating Officer (COO)

Michael Means serves as the Chief Operations Officer. Michael Means uses his military background and expertise to implement best business practices within our firm. Michael Means creates systems to streamline our procedures and individual staff work schedules. His efforts contribute to efficient offices practices and less demands on client's time.



Tommy Curcio - Grant Manager

Tommy Curcio manages the day-to-day operations of the grant writing team. Tommy Curcio uses his military experience to provide well-organized operational management of the grant writing team. Tommy Curcio performs supervisory functions for all staff members. Tommy Curcio creates work schedules and assign tasks to relevant staff members. He goes above and beyond to provide the best quality of service to all clients.



Elizabeth Phillips– Grant Writer

Elizabeth Phillips serves as our grant writer. Elizabeth Phillips is a specialist on Federal grant writing practices and procedures. She is responsible for creating and updating grant proposal and application content for all clients and assuring similar standards of production from the grant writing team. Elizabeth Phillips works closely with the Management team to gather the information and learn how to properly apply the capabilities of the writing team for any project.



Tabitha Coons - Grant Writer

Tabitha Coons is responsible for developing, writing and submitting grant proposals to federal agencies, foundations and other grant-making organizations. Tabitha Coons is an essential part of CGM's team and will assemble and submit grant requests and reports, establish and maintain contact and maintains a calendar of submissions and other deadlines.



Kaleb Robare – Grant Writer

Kaleb Robare is responsible for developing, writing and submitting grant proposals to federal agencies, foundations and other grant-making organizations. Kaleb Robare is an essential part of CGM's team and will assemble and submit grant requests and reports, establish and maintain contact and maintains a calendar of submissions and other deadlines.



Vannesa Aguirre – Grant Writer

Vannesa Aguirre is responsible for conducting the full range of activities required to prepare, write, submit and manage grant proposals. She initiates communication with clients starting from the initial grant announcement, following through to submission and follow up. She is responsible for keeping meticulous records on client history, needs and programs and meets hard deadlines of deliverables and grant application due **dates**.



Melissa Rodriguez – Grant Researcher/Form Writer

Melissa Rodriguez works tirelessly to research available grant funding opportunities for our clients.

As a Letter and Form Writer, Melissa Rodriguez assumes the responsibility of managing the multitude of standard forms and documents required for a grant submission.



Matt Voye – Technology Coordinator

Matt Voye serves as our Technology Coordinator. He manages our computer systems and ensures that our online systems including Microsoft administration and Adobe compatibility are fully integrated with all funding agency's grant submission portals. He creates our company's marketing campaigns including email and letter outreach. He creates all social media videos; engineers our social media presence and give a lively vibrant face to our company.

Grants Awarded from 2007 to 2018

Organization Name	Year	Grant Name	Grants Award
Tuscaloosa Housing Authority (AL)	2018	ROSS – Service Coordinator	\$216,595
Building Blocks Inc. (AL)	2018	ROSS – Service Coordinator	\$225,000
Wynne Housing Authority Resident	2018	ROSS – Service Coordinator	\$171,065
Housing Authority of the City of Hartford (CT)	2018	ROSS – Service Coordinator	\$450,000
Melbourne Housing Authority (FL)	2018	ROSS – Service Coordinator	\$225,000
Warner Robins HA Resident Council (GA)	2018	ROSS – Service Coordinator	\$225,000
Municipal Housing Agency of Council Bluffs (IA)	2018	ROSS – Service Coordinator	\$225,000
East Chicago Housing Authority (IN)	2018	ROSS – Service Coordinator	\$213,123
Housing Authority of the City of Fort Wayne (IN)	2018	ROSS – Service Coordinator	\$212,247
Housing Authority of the City of Monroe (LA)	2018	ROSS – Service Coordinator	\$216,000
St James Parish Housing Authority (LA)	2018	ROSS – Service Coordinator	\$340,949
Somerset Manor Residents Association (MD)	2018	ROSS – Service Coordinator	\$212,982
The Housing Authority of the City of Hattiesburg (MS)	2018	ROSS – Service Coordinator	\$225,000
Rockingham Housing Authority (NC)	2018	ROSS – Service Coordinator	\$225,000
PHA Resident Advisory Board (NH)	2018	ROSS – Service Coordinator	\$225,000
Housing Authority of the City of Kingsville (TX)	2018	ROSS – Service Coordinator	\$239,250
Cumberland Plateau Regional Housing Authority (VA)	2018	ROSS – Service Coordinator	\$204,270
Sheboygan Housing Authority (WI)	2018	ROSS – Service Coordinator	\$225,000
Housing Authority of the City of Hartford (CT)	2018	Family Unification Program (FUP)	\$743,831
Jacksonville Housing Authority (FL)	2018	Family Unification Program (FUP)	\$562,067
Lake County Housing Authority (IL)	2018	Family Unification Program (FUP)	\$382,028
Gainesville Housing Authority (FL)	2018	Family Unification Program (FUP)	\$308,696
Prichard Housing Authority (AL)	2018	Housing Counseling Grant	\$26,215
Lake County Housing Authority (IL)	2018	Housing Counseling Grant	\$26,791
Grand Rapids Urban League (MI)	2018	Housing Counseling Grant	\$30,368
Foothills Credit Counseling, Inc. (NC)	2018	Housing Counseling Grant	\$33,196
High Point Housing Authority (NC)	2018	Housing Counseling Grant	\$27,613
Open Door Counseling Center (OR)	2018	Housing Counseling Grant	\$52,772
Community Development & Improvement Corp. (SC)	2018	Housing Counseling Grant	\$22,616
Dublin Housing Authority (GA)	2017	Lead-Based Paint Capital Fund	\$1 million
North Bergen Housing Authority (NJ)	2017	Lead-Based Paint Capital Fund	\$1 million
Housing Authority of the City of Little Rock (AR)	2017	Mainstream Voucher Program	\$249,087
West Haven Housing Authority (CT)	2017	Mainstream Voucher Program	\$112,387
Housing Authority of the City of Hartford (CT)	2017	Mainstream Voucher Program	\$399,023
Housing Authority of New Smyrna Beach (FL)	2017	Mainstream Voucher Program	\$154,446
Gainesville Housing Authority (FL)	2017	Mainstream Voucher Program	\$207,192
Deland Housing Authority (FL)	2017	Mainstream Voucher Program	\$182,787
Municipal Housing Agency of Council Bluffs (IA)	2017	Mainstream Voucher Program	\$158,482
Housing Authority of the City of Pocatello (ID)	2017	Mainstream Voucher Program	\$116,094
Housing Authority of Champaign County (IL)	2017	Mainstream Voucher Program	\$191,329
Housing Authority of the City of Waukegan (IL)	2017	Mainstream Voucher Program	\$235,530
Lake County Housing Authority (IL)	2017	Mainstream Voucher Program	\$423,534
Fort Wayne Housing Authority (IN)	2017	Mainstream Voucher Program	\$237,653
Housing Authority of the City of Lafayette (LA)	2017	Mainstream Voucher Program	\$284,088
Lowell Housing Authority (MA)	2017	Mainstream Voucher Program	\$285,641
Falmouth Housing Authority (MA)	2017	Mainstream Voucher Program	\$210,647
Plymouth Housing Authority (MA)	2017	Mainstream Voucher Program	\$272,322
Bath Housing Authority (ME)	2017	Mainstream Voucher Program	\$144,213
Melvindale Housing Commission (MI)	2017	Mainstream Voucher Program	\$160,380
Housing Authority of the City of Waco (TX)	2017	Mainstream Voucher Program	\$214,650
Housing Authority of Texarkana (TX)	2017	Mainstream Voucher Program	\$145,892
Housing Authority of McKinney (TX)	2017	Mainstream Voucher Program	\$189,474
Saint James Parish Housing Authority (LA)	2018	Emergency Safety and Security Grant	\$153,626

Falmouth Housing Authority (MA)	2018	Emergency Safety and Security Grant	\$88,636
Flint Housing Commission (MI)	2018	Emergency Safety and Security Grant	\$250,000
Elizabeth Housing Authority (NJ)	2018	Emergency Safety and Security Grant	\$249,658
Gallup Housing Authority (NM)	2018	Emergency Safety and Security Grant	\$250,000
Albany Housing Authority (NY)	2018	Emergency Safety and Security Grant	\$248,290
Kirbyville Housing Authority (TX)	2018	Emergency Safety and Security Grant	\$250,000
Independence Housing Authority (MO)	2017	Jobs Plus Initiative	\$2.3 million
Monroe Housing Authority (LA)	2017	Jobs Plus Initiative	\$2.29 million
Rockport Housing Authority (IN)	2017	Emergency Safety and Security Grant	\$223,543
Huntsville Housing Authority (AL)	2017	Emergency Safety and Security Grant	\$195,925
Bradford County Housing Authority (PA)	2017	Emergency Safety and Security Grant	\$168,315
Thomson Housing Authority (GA)	2017	YouthBuild Grant	\$720,000
Eufaula Housing Authority (AL)	2017	YouthBuild Grant	\$1.1 million
Natchez Housing Authority (MS)	2017	YouthBuild Grant	\$720,000
Rockport Housing Authority (IN)	2017	Emergency Safety and Security Grant	\$223,543
Huntsville Housing Authority (AL)	2017	Emergency Safety and Security Grant	\$195,925
Bradford County Housing Authority (PA)	2017	Emergency Safety and Security Grant	\$168,315
Natchez Housing Authority (MS)	2017	Teen Pregnancy Prevention Program Grant	\$50,000
Palatka Housing Authority (FL)	2017	ROSS-Service Coordinator Grant	\$246,000
Thomaston Housing Authority Resident Council Inc. (GA)	2017	ROSS-Service Coordinator Grant	\$246,000
Falmouth Housing Authority (MA)	2017	ROSS-Service Coordinator Grant	\$246,000
Independence Housing Authority (MO)	2017	ROSS-Service Coordinator Grant	\$246,000
High Point Housing Authority (NC)	2017	ROSS-Service Coordinator Grant	\$492,000
Lenoir Housing Authority (NC)	2017	ROSS-Service Coordinator Grant	\$246,000
Bessemer Housing Authority (AL)	2017	Family Self-Sufficiency (FSS)	\$54,950
Huntsville Housing Authority (AL)	2017	Family Self-Sufficiency (FSS)	\$241,490
Tuscaloosa Housing Authority (AL)	2017	Family Self-Sufficiency (FSS)	\$121,589
Pine Bluff Housing Authority (AR)	2017	Family Self-Sufficiency (FSS)	\$127,000
Milton Housing Authority (FL)	2017	Family Self-Sufficiency (FSS)	\$69,262
Winter Haven Housing Authority (FL)	2017	Family Self-Sufficiency (FSS)	\$138,759
Waukegan Housing Authority (IL)	2017	Family Self-Sufficiency (FSS)	\$51,474
Lake County Housing Authority (IL)	2017	Family Self-Sufficiency (FSS)	\$223,406
Fort Wayne Housing Authority (IN)	2017	Family Self-Sufficiency (FSS)	\$128,195
Havre De Grace Housing Authority (MD)	2017	Family Self-Sufficiency (FSS)	\$69,262
Robstown Housing Authority (TX)	2017	Family Self-Sufficiency (FSS)	\$32,783
High Point Housing Authority (NC)	2017	Family Self-Sufficiency (FSS)	\$161,605
Easter Seals of Greater Houston (TX)	2017	Housing Counseling Grant	\$21,915
All American Foreclosure Solutions (FL)	2017	Housing Counseling Grant	\$20,132
Northern Pueblos Tribally Designated Housing (NM)	2017	Housing Counseling Grant	\$16,115
Prichard Housing Authority (AL)	2017	Housing Counseling Grant	\$15,906
High Point Housing Authority (NC)	2017	Housing Counseling Grant	\$19,501
Lake County Housing Authority (IL)	2017	Housing Counseling Grant	\$21,006
United Neighbors Inc. (IA)	2017	Housing Counseling Grant	\$16,115
Grand Rapids Urban League (MI)	2017	Housing Counseling Grant	\$17,411
Marketview Heights Association Inc. (NY)	2017	Housing Counseling Grant	\$20,337
Rockaway Development & Revitalization Corp (NY)	2017	Housing Counseling Grant	\$18,456
Foothills Credit Counseling Inc. (NC)	2017	Housing Counseling Grant	\$22,277
Open Door Counseling Center (OR)	2017	Housing Counseling Grant	\$31,656
Community Development & Improvement Corp (SC)	2017	Housing Counseling Grant	\$16,868
High Point Housing Authority (NC)	2016	ROSS for Education (ROED)	\$156,938
Prichard Housing Authority (AL)	2016	ROSS for Education (ROED)	\$106,049
Huntsville Housing Authority (AL)	2016	ROSS-Service Coordinator	\$492,000
Eufaula Housing Authority (AL)	2016	ROSS-Service Coordinator	\$165,800
West Haven Housing Authority (CT)	2016	ROSS-Service Coordinator	\$246,000
Lakeland Housing Authority (FL)	2016	ROSS-Service Coordinator	\$219,185
Winter Park Housing Authority (FL)	2016	ROSS-Service Coordinator	\$222,710
Dublin Housing Authority (GA)	2016	ROSS-Service Coordinator	\$205,689
St. John the Baptist Parish Housing (LA)	2016	ROSS-Service Coordinator	\$228,517
Bath Housing Authority (ME)	2016	ROSS-Service Coordinator	\$217,679
Melvindale Housing Commission (MI)	2016	ROSS-Service Coordinator	\$246,000
Canton Housing Authority (MS)	2016	ROSS-Service Coordinator	\$245,000

North Bergen Housing Authority (NJ)	2016	ROSS-Service Coordinator	\$246,000
Bradford County Housing Authority (PA)	2016	ROSS-Service Coordinator	\$220,153
Tioga County Housing Authority (PA)	2016	ROSS-Service Coordinator	\$220,153
Bryan Housing Authority (TX)	2016	ROSS-Service Coordinator	\$192,200
Port Arthur Housing Authority (TX)	2016	ROSS-Service Coordinator	\$229,381
Robstown Housing Authority (TX)	2016	ROSS-Service Coordinator	\$168,772
Huntsville Housing Authority (AL)	2016	Emergency Safety and Security Grant	\$247,367
Bessemer Housing Authority (AL)	2016	Emergency Safety and Security Grant	\$247,250
Havre De Grace Housing Authority (MD)	2016	Emergency Safety and Security Grant	\$246,000
Northern Pueblos Tribally Designated Housing (NM)	2016	Housing Counseling Grant	\$16,115
Prichard Housing Authority (AL)	2016	Housing Counseling Grant	\$15,906
High Point Housing Authority (NC)	2016	Housing Counseling Grant	\$19,501
Lake County Housing Authority (IL)	2016	Housing Counseling Grant	\$21,006
United Neighbors Inc. (IA)	2016	Housing Counseling Grant	\$16,115
Grand Rapids Urban League (MI)	2016	Housing Counseling Grant	\$17,411
Marketview Heights Association Inc. (NY)	2016	Housing Counseling Grant	\$20,337
Rockaway Development & Revitalization Corp (NY)	2016	Housing Counseling Grant	\$18,456
Foothills Credit Counseling Inc. (NC)	2016	Housing Counseling Grant	\$22,277
Open Door Counseling Center (OR)	2016	Housing Counseling Grant	\$31,656
Community Development & Improvement Corp (SC)	2016	Housing Counseling Grant	\$16,868
Bessemer Housing Authority (AL)	2016	Family Self-Sufficiency (FSS)	\$54,742
Huntsville Housing Authority (AL)	2016	Family Self-Sufficiency (FSS)	\$240,576
Pine Bluff Housing Authority (AR)	2016	Family Self-Sufficiency (FSS)	\$127,000
Milton Housing Authority (FL)	2016	Family Self-Sufficiency (FSS)	\$69,000
Winter Haven Housing Authority (FL)	2016	Family Self-Sufficiency (FSS)	\$138,000
Waukegan Housing Authority (IL)	2016	Family Self-Sufficiency (FSS)	\$50,819
Fort Wayne Housing Authority (IN)	2016	Family Self-Sufficiency (FSS)	\$120,000
Havre De Grace Housing Authority (MD)	2016	Family Self-Sufficiency (FSS)	\$69,000
Robstown Housing Authority (TX)	2016	Family Self-Sufficiency (FSS)	\$30,000
High Point Housing Authority (NC)	2016	Family Self-Sufficiency (FSS)	\$153,727
East Chicago Housing Authority (IN)	2016	Juvenile Re-Entry Assistance Program	\$100,000
Foothills Credit Counseling Inc. (NC)	2015	PNC Bank	\$5,000
Goldsboro Housing Authority (NC)	2015	Jobs Plus Pilot Program (JPPP) Grant	\$2.7 Million
Tuscaloosa Housing Authority (AL)	2015	ROSS-Service Coordinator	\$219,900
Warner Robins Housing Authority (GA)	2015	ROSS-Service Coordinator	\$177,792
Fort Wayne Housing Authority (IN)	2015	ROSS-Service Coordinator	\$193,872
Havre De Grace Housing Authority (MD)	2015	ROSS-Service Coordinator	\$246,000
South Portland Housing Authority (ME)	2015	ROSS-Service Coordinator	\$246,000
Natchez Housing Authority (MS)	2015	ROSS-Service Coordinator	\$219,699
Rockingham Housing Authority (NC)	2015	ROSS-Service Coordinator	\$163,749
Portsmouth Housing Authority (NH)	2015	ROSS-Service Coordinator	\$183,003
Sheboygan Housing Authority (WI)	2015	ROSS-Service Coordinator	\$238,479
Bessemer Housing Authority (AL)	2015	Family Self-Sufficiency Program	\$54,742
Pine Bluff Housing Authority (AK)	2015	Family Self-Sufficiency Program	\$86,500
Milton Housing Authority (FL)	2015	Family Self-Sufficiency Program	\$69,000
Winter Haven Housing Authority (FL)	2015	Family Self-Sufficiency Program	\$103,500
Collier County Housing Authority (FL)	2015	Family Self-Sufficiency Program	\$26,025
Waukegan Housing Authority (IL)	2015	Family Self-Sufficiency Program	\$50,819
Lake County Housing Authority (IL)	2015	Family Self-Sufficiency Program	\$222,561
Fort Wayne Housing Authority (IN)	2015	Family Self-Sufficiency Program	\$120,000
Havre De Grace Housing Authority (MD)	2015	Family Self-Sufficiency Program	\$69,000
Northwest Georgia Housing Authority (GA)	2015	Emergency Safety & Security Grant	\$247,788.00
Fort Fairfield Housing Authority (ME)	2015	Emergency Safety & Security Grant	\$124,797.00
Uniontown Housing Authority (AL)	2015	Emergency Safety & Security Grant	\$178,595.00
Northern Pueblos Tribally Designated Housing (NM)	2015	Housing Counseling Grant	\$12,448.00
Prichard Housing Authority (AL)	2015	Housing Counseling Grant	14,140.00
Community Housing Council of Fresno (CA)	2015	Housing Counseling Grant	\$16,364.00
All-American Foreclosure Solutions (FL)	2015	Housing Counseling Grant	\$15,717.00
Kingdom Community Inc. (IL)	2015	Housing Counseling Grant	\$15,396.00
Lake County Housing Authority (IL)	2015	Housing Counseling Grant	\$15,355.00
United Neighbors Inc. (IA)	2015	Housing Counseling Grant	\$14,260.00

Grand Rapids Urban League (MI)	2015	Housing Counseling Grant	\$15,348.00
Marketview Heights Association Inc. (NY)	2015	Housing Counseling Grant	\$14,351.00
Rockaway Development & Revitalization Corp (NY)	2015	Housing Counseling Grant	\$15,257.00
Foothills Credit Counseling Inc. (NC)	2015	Housing Counseling Grant	\$14,810.00
Open Door Counseling Center (OR)	2015	Housing Counseling Grant	\$22,039.00
Community Development & Improvement Corp (SC)	2015	Housing Counseling Grant	\$11,538.00
Easter Seals of Greater Houston Inc. (TX)	2015	Housing Counseling Grant	\$16,071.00
Marketview Heights Association Inc. (NY)	2015	Citizens Bank Foundation	\$5,000.00
Moenkopi Senior Center Inc. (AR)	2014	ROSS-Service Coordinator	\$246,000.00
Lagrange Housing Authority (GA)	2014	Emergency Safety & Security Grant	\$187,000.00
Fort Wayne Housing Authority (IN)	2014	Emergency Safety & Security Grant	\$248,718.00
Yazoo City Housing Authority (MS)	2014	Emergency Safety & Security Grant	\$250,000.00
Huntsville Housing Authority (AL)	2014	Family Self-Sufficiency Coordinator	\$170,145.00
Pine Bluff Housing Authority (AR)	2014	Family Self-Sufficiency Coordinator	\$85,779.00
Milton Housing Authority (FL)	2014	Family Self-Sufficiency Coordinator	\$68,424.00
Winter Haven Housing Authority (FL)	2014	Family Self-Sufficiency Coordinator	\$102,637.00
Collier County Housing Authority (FL)	2014	Family Self-Sufficiency Coordinator	\$25,808.00
Waukegan Housing Authority (IL)	2014	Family Self-Sufficiency Coordinator	\$50,395.00
Fort Wayne Housing Authority (IN)	2014	Family Self-Sufficiency Coordinator	\$118,999.00
Havre De Grace Housing Authority (MD)	2014	Family Self-Sufficiency Coordinator	\$68,424.00
Community Housing Council of Fresno (CA)	2014	Housing Counseling Grant	\$15,759.00
Kingdom Community Inc (IL)	2014	Housing Counseling Grant	\$14,821.00
Lake County Housing Authority (IL)	2014	Housing Counseling Grant	\$14,777.00
Fort Wayne Housing Authority (IN)	2014	Housing Counseling Grant	\$13,568.00
Community Development & Improvement Corporation	2014	Housing Counseling Grant	\$11,151.00
Memphis Consumer Credit Education Assoc. (TN)	2014	Housing Counseling Grant	\$13,165.00
Easter Seals of Greater Houston Inc (TX)	2014	Housing Counseling Grant	\$15,470.00
Partners in Community Building Inc. (IL)	2013	Supportive Services for Veterans Families	\$556,001.00
Potter County Housing Authority (PA)	2013	Multifamily Housing Service Coordinator	\$143,989.00
New River House LLC (VA)	2013	Multifamily Housing Service Coordinator	\$150,133.00
Trolinger House LLC (VA)	2013	Multifamily Housing Service Coordinator	\$150,133.00
Fort Wayne Housing Authority (IN)	2013	PH-FSS Coordinator	\$40,000.00
Havre De Grace Housing Authority (MD)	2013	PH-FSS Coordinator	\$69,000.00
Huntsville Housing Authority (AL)	2013	PH-FSS Coordinator	\$55,550.00
Lake County Housing Authority (IL)	2013	PH-FSS Coordinator	\$69,000.00
Winter Haven Housing Authority (FL)	2013	PH-FSS Coordinator	\$69,000.00
Bessemer Housing Authority (AL)	2013	HCV-FSS Coordinator	\$54,742.00
Huntsville Housing Authority (AL)	2013	HCV-FSS Coordinator	\$114,074.00
Fort Wayne Housing Authority (IN)	2013	HCV-FSS Coordinator	\$78,654.00
Lake County Housing Authority (IL)	2013	HCV-FSS Coordinator	\$150,977.00
Milton City Housing Authority (FL)	2013	HCV-FSS Coordinator	\$67,839.00
Tallahassee Housing Authority (FL)	2013	HCV-FSS Coordinator	\$51,465.00
Waukegan Housing Authority (IL)	2013	HCV-FSS Coordinator	\$49,964.00
Winter Haven Housing Authority (FL)	2013	HCV-FSS Coordinator	\$67,839.00
Canton Housing Authority (MS)	2013	ROSS-Service Coordinator	\$204,163.00
Orange Ave United Tenants Assoc (FL)	2013	ROSS-Service Coordinator	\$246,000.00
Dublin Housing Authority (GA)	2013	ROSS-Service Coordinator	\$216,000.00
Elizabeth Housing Authority (NJ)	2013	ROSS-Service Coordinator	\$492,000.00
Bradford County Housing Authority (PA)	2013	ROSS-Service Coordinator	\$246,000.00
Tioga County Housing Authority (PA)	2013	ROSS-Service Coordinator	\$246,000.00
McKinney Housing Authority (TX)	2013	ROSS-Service Coordinator	\$246,000.00
Bryan City Housing Authority (TX)	2013	ROSS-Service Coordinator	\$246,000.00
Port Arthur Housing Authority (TX)	2013	ROSS-Service Coordinator	\$246,000.00
Appleton Housing Authority (WI)	2013	ROSS-Service Coordinator	\$246,000.00
Community Development & Improvement Corporation	2013	Housing Counseling Grant	\$15,952.00
Foothills Credit Counseling (NC)	2013	Housing Counseling Grant	\$20,012.00
Kingdom Community Inc. (IL)	2013	Housing Counseling Grant	\$18,167.00
Lake County Housing Authority (IL)	2013	Housing Counseling Grant	\$19,643.00
Centro De Ayuda Para Los Hispana (FL)	2013	Housing Counseling Grant	\$18,167.00
Marketview Heights Association Inc. (NY)	2012	Housing Counseling Program	\$26,831.00
Lincoln Hills Development Corporation (IN)	2012	Housing Counseling Program	\$25,500.00

Margert Community Corporation (NY)	2012	Housing Counseling Program	\$25,648.00
Community Development & Improvement Corporation	2012	Housing Counseling Program	\$15,592.00
Neighborhood Housing Services of Jamaica(NY)	2012	Housing Counseling Program	\$26,831.00
Bessemer Non-Profit Development Corporation (AL)	2012	ROSS-Service Coordinator	\$486,000.00
Penobscot Indian Nation (MA)	2012	ROSS-Service Coordinator	\$243,000.00
East Orange Housing Authority (NJ)	2012	ROSS-Service Coordinator	\$243,000.00
Kingsville Housing Authority (TX)	2012	ROSS-Service Coordinator	\$243,000.00
Harrison Housing Authority (AR)	2012	HCV-FSS Coordinator	\$69,000.00
Winter Haven Housing Authority (FL)	2012	HCV-FSS Coordinator	\$69,000.00
Milton Housing Authority (FL)	2012	HCV-FSS Coordinator	\$69,000.00
Waukegan Housing Authority (IL)	2012	HCV-FSS Coordinator	\$50,819.00
Havre De Grace Housing Authority (MD)	2012	PH-FSS Coordinator	\$69,000.00
Winter Haven Housing Authority (FL)	2012	PH-FSS Coordinator	\$69,000.00
Mississippi Regional Housing Authority VII (MS)	2012	HCV-FSS Coordinator	\$71,909.00
Bessemer Housing Authority (AL)	2012	HCV-FSS Coordinator	\$54,742.00
City of Conway (AR)	2012	HCV-FSS Coordinator	\$34,500.00
Winnebago County Housing Auth (IL)	2012	HCV-FSS Coordinator	\$63,936.00
Pine Bluff Housing Authority (AR)	2011	PH-FSS Coordinator	\$28,500.00
Tri-City Housing Authority (GA)	2011	PH-FSS Coordinator	\$69,000.00
Lake County Housing Authority (IL)	2011	PH-FSS Coordinator	\$69,000.00
Havre De Grace Housing Authority (MD)	2011	PH-FSS Coordinator	\$69,000.00
Round Rock Housing Authority (TX)	2011	PH-FSS Coordinator	\$69,000.00
Moenkopi Senior Center Inc. (AZ)	2011	ROSS-Service Coordinator	\$240,000.00
Yazoo City Housing Authority (MS)	2011	ROSS-Service Coordinator	\$164,000.00
Hickory Housing Authority (NC)	2011	ROSS-Service Coordinator	\$240,000.00
Lake County Housing Authority (IL)	2011	HCV-FSS Coordinator	\$153,561.00
Milton Housing Authority (FL)	2011	HCV-FSS Coordinator	\$69,000.00
Round Rock Housing Authority (TX)	2011	HCV-FSS Coordinator	\$69,000.00
Conway Housing Authority (AR)	2011	HCV-FSS Coordinator	\$34,500.00
Winter Haven Housing Authority (FL)	2011	HCV-FSS Coordinator	\$69,000.00
Winnebago County Housing Authority (WI)	2011	HCV-FSS Coordinator	\$69,000.00
Jackson Housing Commission (MI)	2011	Emergency Safety & Security Grant	\$244,695.00
Pine Buff Housing Authority (AR)	2011	Emergency Safety & Security Grant	\$241,155.00
Jefferson City Housing Authority (MO)	2010	HCV-FSS Coordinator	\$69,000.00
Lake County Housing Authority (IL)	2010	HCV-FSS Coordinator	\$153,561.00
Milton Housing Authority (FL)	2010	HCV-FSS Coordinator	\$69,000.00
Tri-City Housing Authority (GA)	2010	PH-FSS Coordinator	\$69,000.00
Lake County Housing Authority (FL)	2010	PH-FSS Coordinator	\$29,383.00
Lake County Housing Authority (IL)	2010	PH-FSS Coordinator	\$69,000.00
Tioqa County Housing Authority (PA)	2010	ROSS-Service Coordinator	\$240,000.00
Wake County Housing Authority (NC)	2010	ROSS-Service Coordinator	\$240,000.00
Ashland Housing Authority (KY)	2010	ROSS-Service Coordinator	\$240,000.00
Bryan City Housing Authority (TX)	2010	ROSS-Service Coordinator	\$240,000.00
Outagamie County Housing Authority (WI)	2010	Multifamily Housing Service Coordinator	\$270,992.00
Tri-City Housing Authority (GA)	2009	PH-FSS Coordinator	\$68,000.00
Lake County Housing Authority	2009	ROSS-Service Coordinator	\$240,000.00
Chatham County Housing Authority (NC)	2009	RANE-Rental Assistance	\$332,820.00
Collier County Housing Authority (NC)	2009	RANE-Rental Assistance	\$199,813.00
Houston Housing Authority (TX)	2008	ROSS-Neighborhood Networks	\$250,000.00
Moenkopi Senior Center-Hopi Tribe (AZ)	2007	ROSS-Elderly	\$193,446.00
Rahway Housing Authority (NJ)	2007	ROSS-Elderly	\$250,000.00

References

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This contractual agreement is between **Comprehensive Grants Management (CGM)** and **Client Name Here**. **Comprehensive Grants Management** will provide grant-writing services for the following grants to include:

1. Provide listing of available and relevant grant funding opportunities.
2. Create a comprehensive application checklist with all needed documents.
3. Host a brief grant-writing kick-off meeting & assign roles per application checklist.
4. Request needed information from **Client Name Here** for all evaluation criteria.
5. Complete all mandatory and optional forms and certifications.
6. Create all partnership letters and MOUs and work with community partners to obtain signatures for letters and MOUs.
7. Write entire grant narrative for all narrative criterions.
8. Create budget and write budget narrative.
9. Submit entire application package to the Funding Agency by established due date.
10. Email entire application package with submission confirmation to the **Client Name Here**.
11. Create and provide deficiency response by email to **Client Name Here**, *if applicable*.
12. Create and provide response for the debriefing process, *if applicable*.
13. Provide post-submission communication by email and phone to discuss grant program.

* **Client Name Here** reserves the right to review the entire application package before submission to the Funding Agency.

* **Confidentiality Clause** all aspects of the grant application shall remain private and confidential and will not be disclosed to any third party for any reason.

* **Comprehensive Grants Management** will work only with **Client Name Here** if the Funding Agency is awarding only one grant; if more than one grant is to be awarded **CGM** will work with other clients.

* **Client Name Here** redress is limited to a free re-write of this grant application in the following fiscal year if there are **CGM** errors and/or omissions.

* **Comprehensive Grants Management** cannot guarantee a grant award. The Funding Agency is the only official source that can determine a grant awardee.

Client Name Here will make payment to **Comprehensive Grants Management** for above mentioned grant-writing services not to exceed ten (10) days after this contract is signed. **Client Name Here** will compensate **Comprehensive Grants Management** at \$100 per hour for work completed if contract is cancelled.

**Annual Grant Writing Contract
Up to 24 Grant Applications Over 12 Months**

Annual Cost	\$48,000
Contract Period	12 Months

Cereta Gibbons

Cereta Gibbons, 1/30/19

Title: Owner

Comprehensive Grants Management

Name/Date

Title: Insert Title Here

Client Name Here

Please sign and email this page to: Cereta@ComprehensiveGrants.com