

# Delavago Scruggs

## Grants & Compliance Mgr.

### EDUCATION AND TRAINING

#### **B.A. in Communications**

The American University

#### **Post Baccalaureate Studies include:**

Educational Administration,  
Oral Roberts University

Public Administration,  
University of the District of Columbia

### CAREER SUMMARY

Client and quality-focused consultant who provides management and strategic vision and leadership that drive operational processes, productivity, evidence based results/outcomes, and enhanced partnership value. Knowledge and experience in all stages of training and technical assistance.

### PROFESSIONAL EXPERIENCE

#### **Grants Manager**

2017-Present

Community Action Council of Howard County,  
MD

- Manage the grants operation:
  - Grant & Contract Writing, & Management
  - Serve as the primary compliance officer for all grants
  - Developing Partner/Funder Relationships
  - Serve as a primary resource for staff and program teams on award terms and conditions to ensure compliance with federal, state and, private and public donor regulations
  - Data Collection, Analysis & Reporting
  - Monitor grant periods and spending trends and work with staff and program teams to request and secure any award modifications on a timely basis
  - Ensure the timely processing of all grant closeouts
  - Directed the moving and relocation of our 110 workforce new brand new facilities, working with all vendors and contractors for a seamless transition. Named CAC 2018 Champion for this effort

#### **Trainer/Consultant Curriculum Developer**

2012-2016

- Developed and facilitated training to Federal Employees from varying agencies on subjects including:

#### **Knowledge, Skills and Abilities**

- Grants manager currently managing over 50 grants
- Managed and directed current employers moving of its headquarters and its 110 employees to brand new facility.
- Authored and nationally distributed a Nonprofit Guidebook on Resource & Grant Development.
- Written over 60 grant/contract proposals.
- Obtaining awards totaling \$75 million.
- Implemented a \$15 million dollar nationally recognized Grantee Program for the Center for Substance Abuse & Prevention Program (CSAP), that included the complete design of a sub-award/RFP process 4 years in row.
- Designed, developed and implemented 3 technical assistance programs.
- Managed 8 Annual Regional Grantee Conferences.

- Grant & Contract Writing for Beginners
- Leadership Development
- Developing & Establishing Partnerships
- Analysis: Principles & Practices
- Program Development, Monitoring & Evaluation
- Employee Communications & Relationships
- Developing Customer Relationships
- Data Collection, Analysis & Reporting

**National Relationship Management Consultant**

2011-2014

AARP, Inc., Washington, DC

- Served as a member of the National Strategic Initiative Team providing sales, partnership advising and implementation input.
- Used databases and strategic implementation of services to expand the reach of AARP into the African American community. Worked independently in 7 states including: FL, GA, SC, NC, PA, NY and MD.
- Represented AARP at national events as a Spokesperson (e.g. speaking to the Congressional Black Caucus Annual meeting, the NAACP, CNBC and numerous religious assemblies).

**Senior Program Director**

2004-2009

McFarland & Associates, Silver Spring, MD

- Led contract and program management efforts for \$15M+ Inter-Faith and Community-Based Logistics and Symposium contract for Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Substance Abuse Prevention (CSAP).
- Diligently planned, developed, and implemented an annual strategic work plan for HIV/AIDS initiative.
- Efficiently coordinated cohesive and unified efforts among Department of Health and Human Services (DHHS) officials and SAMHSA staff.
- Oversaw subcontractor relations from statement of work preparation and peer review through award notification and contract negotiations with 125+ faith and community-based organizations.
- Spearheaded training and technical support for more than 32 symposiums and/or grantee meetings and administered 25 sponsorship agreements with national church denominations aimed at reducing HIV/AIDS in faith and minority serving communities.
- Authored CSAP Faith-Based Annual Resource Guidebook and launched a campaign to educate national audiences in HIV/AIDS prevention via an interactive DVD.
- Maintained statistical data and generated regular reports in compliance with regulatory requirements.

**Director, Institute for Community Capacity Building**

2002-2004

Associated Black Charities, Baltimore, MD

- Administered portfolios for seven federal, state, and city grants and supported grantee organizations in defining methods of assessing organizational infrastructure system needs, resources, readiness, and gaps in service.
- Successfully secured three-year faith/community-based compassion capital grant from the Department of Health and Human Services (DHHS) to increase capacity of grass roots organizations to access federal funding, fortify infrastructure, and streamline service delivery.

- Designed award-winning “Catalytic Capacity-Building Training Series” and delivered 370 hours of instruction encompassing 50+ training days for grantees.
- Pioneered agency’s first Organizational Capacity Assessment Tool and prepared Technical Assistance Plan for grantees based upon assessment results.
- Directed Leaders 2000Plus program from recruiting and selecting Corporate, Community Leaders to creating curriculum for monthly meetings encompassing 7 counties in central Maryland.
- Resourcefully produced and implemented training programs for Ryan White Title I health care providers and consumers of health services.

**Manager of Capacity Building Initiatives**

2000-2002

Associated Black Charities, Baltimore, MD

- Instituted the Monthly Breakfast Series featuring technical assistance for providers in critical areas such as fiscal management of federal money and quality assurance.
- Provided technical assistance training in cooperation with the Baltimore City Health Department for 75+ providers.
- Managed the development and delivery of the IV Project LEAP (Leadership, Empowerment, Advocacy and Participation) for consumers.
- Piloted three Consumer Advisory Board trainings for providers and their consumer advisors.

**Site Supervisor**

1998-2000

Center of Hope Community Development Corporation, Washington, DC

- Negotiated contracts for property occupation.
- Engaged businesses and community based organizations in exploring and implementation solutions to improve quality of life issues in the community.

**Principal/Dean**

1995-1998

Greater Mount Calvary, Washington, DC

- Served as Principal of the Elementary School of a 200 student body.
- Served as Dean of the Calvary Bible Institute of a 900 student body.

**PROFESSIONAL AFFILIATIONS**

- Association for Talent Development (ATD formally ASTD)
- Project Management Institute (PMI)

