



Application for Appointment to Whatcom County Boards and Commissions

Public Statement

THIS IS A PUBLIC DOCUMENT: As a candidate for a public board or commission, the information provided will be available to the County Council, County Executive, and the public. All board and commission members are expected to be fair, impartial, and respectful of the public, County staff, and each other. Failure to abide by these expectations may result in revocation of appointment and removal from the appointive position.

Title	Miss
First Name	Dawna
Last Name	Morse
Today's Date	12/20/2021
Street Address	700 Springside Lane
City	BELLINGHAM
Zip	98226
Do you live in & are you registered to vote in Whatcom County?	Yes
Do you have a different mailing address?	<i>Field not completed.</i>
Primary Telephone	8584055159
Secondary Telephone	<i>Field not completed.</i>
Email Address	dawnamorse@gmail.com
1. Name of Board or Committee	Housing Advisory Committee
Position applied for	Housing Industry Representative
2. Do you meet the residency, employment, and/or affiliation requirements of the position for which you're applying?	Yes
3. Which Council district do you live in?	District 2
4. Are you a US citizen?	Yes

5. Are you registered to vote in Whatcom County?	Yes
6. Have you declared candidacy (as defined by RCW 42.17A.055) for a paid elected office in any jurisdiction within the county?	No
7. Have you ever been a member of this Board/Commission?	No
8. Do you or your spouse have a financial interest in or are you an employee or officer of any business or agency that does business with Whatcom County?	No
You may attach a resume or detailed summary of experience, qualifications, & interest in response to the following questions	SHC Resume (1).pdf - attached
9. Please describe your occupation (or former occupation if retired), qualifications, professional and/or community activities, and education	Please see resume.
10. Please describe why you're interested in serving on this board or commission	Passionate about affordable housing and as a new resident of Bellingham/Whatcom County, wish to get involved on the local level as well as be able to bring what I've learned and experienced through past employment to the region.
References (please include daytime telephone number):	Jessica Henderson-(858)-245-8973 Dani Halton-McMillin (607)-227-8898
Signature of applicant:	Dawna Morse
Place Signed / Submitted	Bellingham, WA

Dawna Morse

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QUALIFICATIONS SUMMARY

Health and human services professional with over 12 years of project and program management experience. Innovative with an array of skills in strategic vision implementation, business/financial acumen, talent acquisition and empowerment, leadership, performance analysis, problem solving, and quality assurance. Capabilities include:

- Research and analysis
- Strategic planning and execution
- Change management
- Technical & Policy Writing
- Data Collection
- Contract management
- Project management
- Budget administration
- Federal and State Regulations
- Program design and implementation
- Legislative analysis
- LIHTC
- Financial Modeling

EDUCATION, TRAININGS, AND CERTIFICATIONS

Western Governors University, 2014
MBA-Management and Strategy

Western Governors University, 2012
BA- Educational Studies- Adult Learning Theory

National Development Council, 2020
Rental Housing Finance Development Professional (RHFDP)- Certification
Housing Finance Development Professional (HFDP) Certification

PROFESSIONAL EXPERIENCE

Contract Financial Consultant, MirKa Investments, LLC, San Diego, CA

05/2021-Current

Assist affordable and market rate developers with financial guidance and assistance regarding affordable housing development and compliance. Provide operational and management organization consulting to MirKa investments; assist with setting up central processes and procedures. Apply for over \$200 million in financing over a 5-month period, including LIHTC and bonds. Ongoing problem-solving and trouble-shooting on project financing and development matters; assistance in obtaining conventional construction and permanent financing; preparation of financial projections for use by lenders and investors; solicitation of investor and lender proposals; collaboration with other development team members including architects, attorneys, lenders, investors, and public agencies; analysis and negotiation of financing terms and legal agreements with lenders and investor. Draft and implement stakeholder and community engagement plans.

Program Coordinator, County of San Diego, San Diego, CA 07/2019-05/2021

Develops, administers, coordinates, and manages special projects and homeless programs. Prepares program specifications and cost projections for housing solutions. Identifies/pursues revenue and funding sources by researching and proposing revenue operating programs. Administers and monitors the work performed by consultants and representatives of service contractor agencies. Reviews, tracks and evaluates technical research, legislation, laws, ordinances, development of guidelines, rules and policies relating to programs. Draft legislative analysis for the San Diego County Health and Human Services Agency. Develops, recommends, and implements departmental goals, objectives, needs assessments, and strategic plans related to special programs. Prepares presentations and board letters and summaries for elected officials, County executives, public groups, and the public. Supervision, training, on-boarding, and mentoring of employees. Research and evaluates new trends and technologies for program and policy improvements. Coordinates programs and activities with County departments, municipalities, government agencies, industry trade associations, and businesses. Performs budget, fiscal, or other organizational analysis to include the development, interpretation, and implementation of division budgets, policies, and procedures. Delivers presentation and training/outreach to county employees, policy makers, and representatives of outside agencies.

Housing Programs Analyst II, County of San Diego, San Diego, CA 03/2018-07/2019

Design, implementation, and distribution of NOFAs for developing affordable, permanent supportive housing, transitional, and emergency housing through local, state, and federal funding sources and excess County land. Drafting NOFA and loan documents, contract amendments, reviewing proposals, reviewing underwriting analysis, contract negotiations, and funding recommendations. Lead on analyzing access County land for affordable housing development based on location, land use, economic and environmental impact, and housing stock. Preparing briefings and presentations for executive staff and partners, including board letters and relevant attachments. SSC technical advisor for County Excess Land and lead on State funding program. Assist in onboarding and training new staff. Liaison between consultants and various County departments regarding housing programs. Research and analyze pending legislation and future funding sources, recommend policies and processes based on upcoming funding. HCDS representative for Health and Human Services Age Well Housing Team and HCDS Quarterly Newsletter. Received four employee recognition awards in a year period.

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Operations Manager- Housing Programs, *Community Housing Works*, San Diego, CA 05/2017-03/2018

Coordinate and administer contract procurement process and organize, prepare, and maintain contracts for Housing and Education programs. Contract management during life cycle to include development of RFP to contract negotiation, monitoring, and close-out. Supervise, train, and support partners, contractors, and staff on federal/state/local and organizational policies, procedures, and requirements. Conduct regular meetings with property management, principal agency, residents, partners and contractors to ensure the success of services. Conduct community needs assessment and establish outreach efforts to determine programmatic needs and community support. Execute on site and webinar-based trainings to service providers, property management team, executive staff, and direct service staff. Compile and analyze program data through use of MS Project, ACCESS, and YARDI. Conduct and analyze needs assessments and surveys; make recommendations on housing programs and policies as needed. Assist in annual budget planning of properties. Supervision of 10 staff, management of 14 complexes throughout California, as well as management of 4 partner contracts and MOUs. Ensure property compliance of funding sources, including HUD, CTAC, County of San Diego, City of San Diego, State HCD, and private funding partners. Develop internal tracking process through use of various databases and web-based services to monitor/track contract and program information. Purchase of property and community supplies, materials and equipment, food and services. Onboarding and regular training of staff and partners through classroom and internet-based learning. Work in collaboration with development team, asset management team, and property management to ensure the successful funding of, lease up, and operation of project. Monitor and audit service partners responsible for overseeing project-based voucher units, complete annual reporting, assist with tenant certification, lease up, and wait list eligibility.

Section 3 Program Analyst and Outreach, *San Diego Housing Commission*, San Diego, CA 10/2013-05/2017

Developed policies, procedures, and goals for program. Liaison to internal and external customers for Section 3 concerns and questions. Created new tracking systems, procedures, and methods of operation; compiled and analyzed data. Prepared program applications to secure Federal, State, and local funding commitments; assisted in the reporting of alternate funding sources and ensured compliance with Federal, State, local, funding agencies. Participated in the development of consultant requests for proposals for professional services; administered contracts after award; ensured contractor compliance. Prepared and submitted Housing Commission and Authority agenda reports, resolutions, ordinances, and correspondence. Ensured accurate records and files, developed storage of records and retention schedules. Developed in person and web-based presentations and trainings on Section 3, Federal and State prevailing wage requirements. Increased Section 3 Business Concern participation by 400 percent within 2 years and Section 3 Resident Hiring by 300 percent in 2 years. Reviewed projects for requirements, presented at pre- construction meetings and site walks. Onboarding, training, and supervision of two Section 3 interns.

Coordinator of Employment and Case Management Services, *Salvation Army, San Diego*, CA 10/2010-10/2015

Monitor local, state, and federal funding requirements and assist with monthly and annual reporting. Oversees the management, organization, and analysis of data; directed the development of ad hoc reports and standards. Grant research, application, award, and monitoring. Conducted regular audits on program files to ensure services were being delivered according to funding requirements. Certified Pro-Act trainer-provide training to staff in crisis prevention techniques. Drafted program participation policies and procedures assisted with resident onboarding and exiting interviews. Drafting of employee handbook, onboarding manuals, and job descriptions. Supervision of case management team, to include onboarding, performance evaluations, training, and termination.

Program Specialist, *San Diego Workforce Partnership*, San Diego, CA 07/2011-10/2013

Develop and implement RFP's, RFQ's, and MOU's for services rendered. Negotiation, execution and monitoring of contracts and programs to ensure local and federal goals and policies are being met. Coordination of procurement process for Youth Program, including program design, RFP development and review, scoring, awarding, pre-bid and post-award meetings. Grant research, application, award, and monitoring. Provide training and resources to providers regarding federal WIA regulations, CDBG, employment and labor laws, and employment best practices. Compile and analyze program data for reporting and contracting purposes. Develop and monitor budget of 15 programs. Keynote speaker and presenter at national conventions. Outreach to local businesses for program participation. Conduct surveys and needs assessments and develop programs based on outcomes.

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Senior Disability Program Navigator, *Job Works*, Inc, San Diego, CA 12/2009-07/2011

Generate employer and community organization involvement, specializing in outreach to develop new business partnerships and provide outstanding customer service to existing partners with a common goal of workforce development. Communicate and coordinate with appropriate staff to effectively manage all work-based learning opportunities and provide prompt and equitable service. Consistently generate new employer participation through targeted outreach efforts such as telephone, Internet, person-to-person recruitment, business publications, periodicals, professional/industry organizations, direct mailing, etc. to identify company prospects to offer work experience/employment opportunities. Conduct needs assessments in order to provide cross training on employer outreach, retention, industries, and job development techniques for school district staff. Provide follow up, and support job retention at worksite between employers and participants. Provide ADA and FEHA compliance assistance to local business and career centers. Ensure compliance with state and federal laws regarding employment practices and non-discrimination practices through one-stop career centers in SD County. Develop and implement ongoing training and resources to local staff and business. Train and oversee two employees.

Division Manager, *Toward Maximum Independence*, San Diego, CA 06/2007-12/2009

Network to local businesses for career placement and training of clients. Work closely with local agencies to provide resources to individuals with disabilities. Supervise 15 job coaches and 2 lead staff while providing extensive case management for 39 clients. Employee recruitment, onboarding, supervision, and performance assessments. Grant research, application, award, and monitoring. Development of staff and client schedules; ensure the balance of quality service with a balanced budget. Analyze and ensure local, state, and federal laws executed through management, auditing, and conducting on-site interviews with clients and employers.

