

**Minutes of  
Clay County Board of Supervisors  
Meeting Held Tuesday, March 14, 2023, at 9:00 a.m.**

**BE IT REMEMBERED** a regular meeting of the Clay County Board of Supervisors was held at the Clay County Courthouse, West Point, Mississippi, on Tuesday, March 14, 2023.

**PRESENT:**

Lynn D. Horton, Supervisor District 1, presiding  
Shelton Deanes, Supervisor District 4  
Joe Chandler, Supervisor District 5

Eddie Scott, Clay County Sheriff  
LaFrance Boyd, Deputy Clay County Chancery Clerk  
Angela Turner Ford, Board Attorney (appeared telephonically)

County Residents

The following proceedings were had:

**CALL TO ORDER/INVOCATION**

The meeting was called to order by Sheriff Scott. The welcome was given by Supervisor Horton with invocation provided by Chandler.

**ADOPTION OF AGENDA**

Motion by Supervisor Deanes to adopt the agenda as prepared. The motion was seconded by Supervisor Chandler.

(See Exhibit "A" - Agenda).

**AMENDMENT OF AGENDA**

Motion by Supervisor Deanes to call for amendments to the agenda. The motion was seconded by Supervisor Chandler.

**NO AMENDMENTS WERE ANNOUNCED**

**OPENING OF BIDS FOR GRANT WRITING SERVICES**

Two bids were submitted for consideration by the Board. The first bid opened was submitted by David F. Reed Grant Writing Consultants. The second bid opened was submitted by Horne Group Grant Management.

(Exhibit "B").

**PROPOSALS TO BE TAKEN UNDER ADVISEMENT**

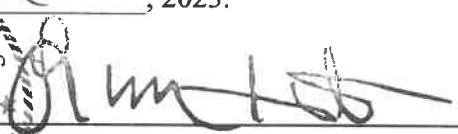
Following a discussion of the proposals submitted, Supervisor Deanes moved the proposals be taken under advisement for further study. The motion was seconded by Supervisor Chandler.

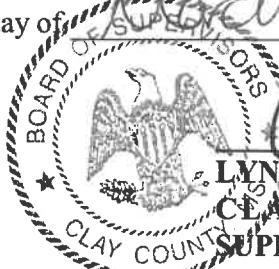
**RECESS**

Supervisor Deanes moved the Board recess until Thursday, March 23, 2023, at 9:00 a.m., meeting to be held at the Clay County Courthouse. The motion was seconded by Supervisor Chandler.

All motions were carried unanimously unless otherwise indicated.

DATED this the 14<sup>th</sup> day of March, 2023.

  
\_\_\_\_\_  
**LYNN D. HORTON, PRESIDENT**  
**CLAY COUNTY BOARD OF**  
**SUPERVISORS**



**ATTEST:**

  
\_\_\_\_\_  
**AMY G. BERRY, CHANCERY CLERK**  
**CLERK OF THE CLAY COUNTY**  
**BOARD OF SUPERVISORS**

# EXHIBIT A



***Clay County Board of Supervisors  
Agenda for Regular Meeting  
Tuesday, March 14, 2023, at 9:00 a.m.***

- Call to Order
- Welcome & Prayer
- Open Bids for Grant Writing Consultant Services Proposals at 9:00
- Recess until Thursday, March 23, 2023, at the Clay County Courthouse, at 9:00 a.m.

**AMMENDMENTS:**

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**Clay County Mississippi  
Grant Writing Consultant Service Proposal  
Bid Sheet**

	<b>Vendor</b>	<b>Proposal Amount</b>
1.		
2.		
3.		
4.		
5.		

# EXHIBIT B

**NOTICE OF GRANT WRITING CONSULTANT SERVICES PROPOSALS**

WHEREAS, the Clay County Board of Supervisors having met in regular session on the 9th day of February, 2023 did find as follows:

WHEREAS, a motion was made and duly seconded authorizing the Clerk to advertise for Notice for Grant Writing Consultant Services Proposals. It appears to the Board that sealed grant writing consulting proposals will be accepted *Tuesday, March 14, 2023 on or before 9:00 A. M.* in the Chancery Clerk's office located in the Clay County Courthouse at 365 Court Street, West Point, MS 39773 to be opened by the Board of Supervisors for their consideration and approval. All proposals should be mailed to: P. O. Box 815, West Point, MS 39773. All proposals should be clearly marked "Grant Writing Consultant Proposals". For questions and inquiries, please contact, Amy G. Berry, Chancery Clerk, at (662) 494-3124, or [aberry@claycounty.ms.gov](mailto:aberry@claycounty.ms.gov)

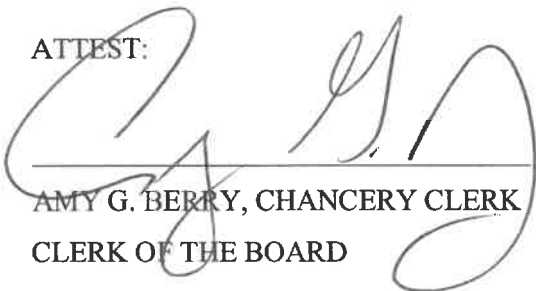
WHEREAS, the Clay County Board of Supervisors reserves the right to reject any and all proposals and to waive any and all formalities with the acceptance and rejection of the proposals.

IT IS THEREFORE ORDERED that Amy G. Berry, Clerk of the Board of Supervisors, be and is hereby directed to give notice by publication that the Board will receive sealed bid proposals for Grant Writing Consulting Services for the County on or before Tuesday, March 14, 2023 at 9:00 a.m.

SO ORDERED this the 9<sup>th</sup> day of February, 2023.

  
LYNN HORTON, PRESIDENT  
CLAY COUNTY BOARD OF SUPERVISORS

ATTEST:

  
AMY G. BERRY, CHANCERY CLERK  
CLERK OF THE BOARD

**Publication Date:**

02/25/2023

03/04/2023

**Affidavit of Publication**

STATE OF MISSISSIPPI } SS  
COUNTY OF CLAY }

Mollie Moore, being duly sworn, says:

That she is Classified Clerk of the Daily Times Leader, a daily newspaper of general circulation, printed and published in West Point, Clay County, Mississippi; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

February 25, 2023, March 04, 2023

That said newspaper was regularly issued and circulated on those dates.

SIGNED:

Mollie Moore  
Classified Clerk

Subscribed to and sworn to me this 4th day of March 2023.

Wendi Elise McMinn

Wendi Elise McMinn, Notary Public, Clay County, Mississippi

My commission expires: November 09, 2026

00008607 00100336

Amy Berry  
Clay County Chancery Clerk (DTL)  
P. O. Box 815  
West Point, MS 39773



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LYNN HORTON, PRESIDENT  
CLAY COUNTY BOARD OF SUPERVISORS

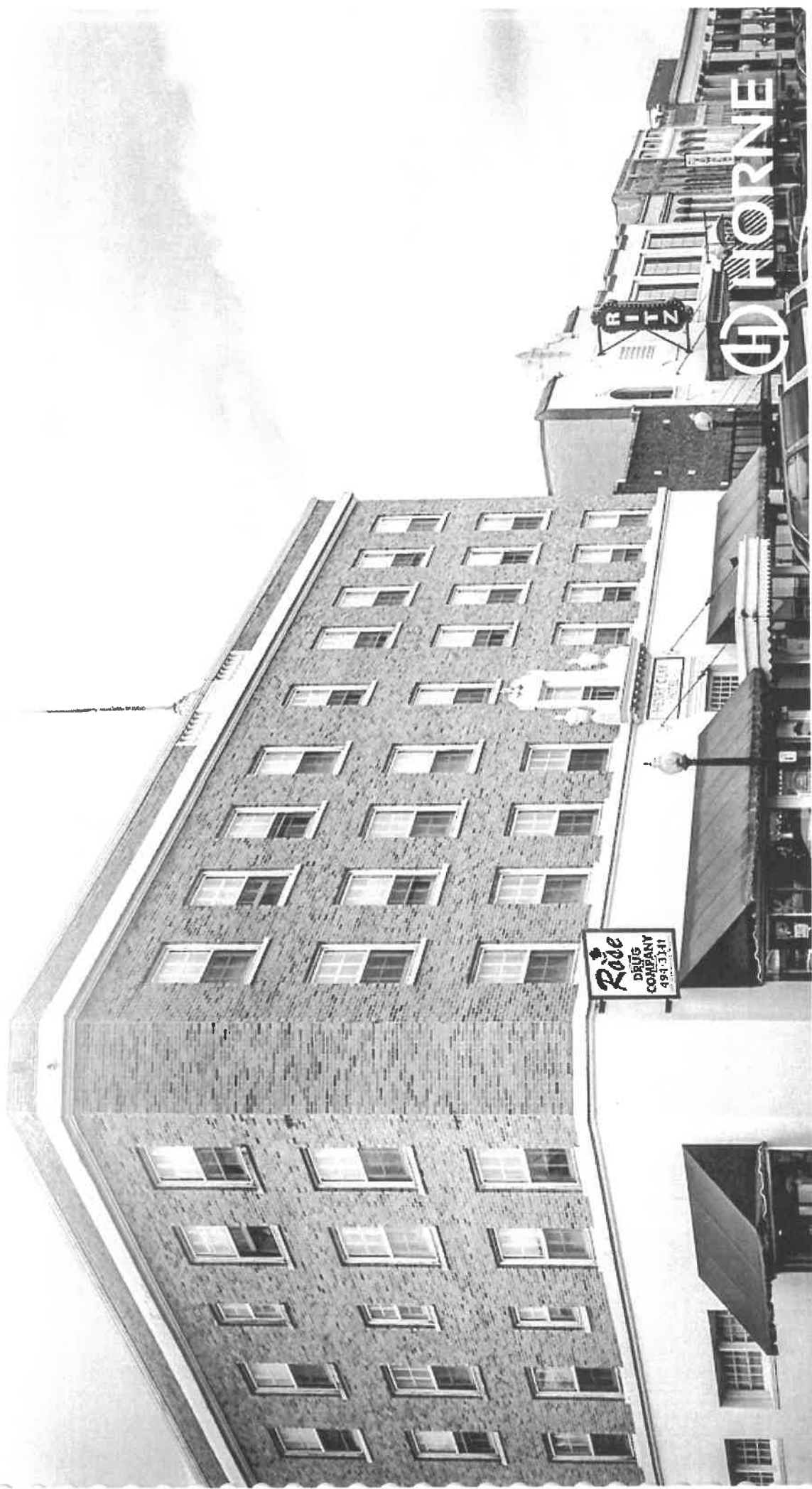
ATTEST:  
AMY G. BERRY, CHANCERY CLERK  
CLERK OF THE BOARD

Publication Dates:  
02/25/2023  
03/04/2023



# HORNE GRANTS MANAGEMENT

GRANT MANAGEMENT SERVICES  
FOR CLAY COUNTY, MISSISSIPPI





661 Sunnybrook Road  
Suite 100  
Ridgeland, MS 39157  
888.821.0702  
601.326.1000

**HORNE.com**

March 14, 2023

Lynn Horton  
Board of Supervisors  
Clay County, Mississippi

Dear Supervisor Horton:

Thank you for allowing us to propose HORNE's grants management services for Clay County, Mississippi. We appreciate the opportunity to help serve your County through innovative writing techniques and a grants management philosophy built on stewardship and informed by decades of experience.

HORNE strives to be much more than a vendor to our clients. Our goal is to contribute to your success as a collaborative advisor and partner. We strive to be your teammate in doing business. We believe we can bring new ideas and perspectives to help you continue to serve your constituents well, enhance your operations, and grow.

In the pages that follow, we hope to convey grants management solutions to accomplish your goals. Most importantly, however; we hope our proposal demonstrates the distinctiveness of our approach to the client experience.

Luke McAlpin will serve as your point of contact. He can be reached directly at 769.210.8359 or via email at Luke.McAlpin@HORNE.com. Patrick Gough will serve as the person authorized to obligate the firm in response to this request. He can be contacted at 601.326.1000 or via email at Patrick.Gough@HORNE.com

We look forward to hearing from you.

**Patrick Gough**  
*Partner*

**Luke McAlpin**  
*Senior Manager*

**Chris Richardson**  
*Manager*



HORNE.COM

695

# EXECUTIVE SUMMARY

**LET HORNE HANDLE THE RULES, LET CLAY COUNTY ENJOY THE RESOURCES.**

Since its inception, HORNE has provided exceptional service to our community. However, over the last 60 years, our community has grown. As tireless stewards of the resources and confidence entrusted to us, we are committed to doing our part to help our neighbors maximize available resources and thrive.

**WITH EXPERIENCE  
COMES ASSURANCES.**

HORNE is here to assist in capturing funds to make your community as strong as possible. We understand that you seek funding through grants because there are problems that need to be fixed. However, receiving grant funding depends on how well you present your need. No one knows your needs as you do, and we will tell your story and amplify your voice in every grant application.

## GRANT LIFE CYCLE

Knowing where to find the money is just the beginning. At HORNE, we navigate the web of laws and policies that surround it to secure those funds for our clients. As a professional services firm built on a foundation of public accounting, we follow our clients through the grant life cycle – from source to reporting.



**SUCCESSFUL GRANT APPLICATIONS BEGIN  
WELL BEFORE THE WRITING STARTS**

696

# GRANT WRITING SERVICES

Every year millions of dollars in federal grants go unawarded because county and local governments lack the staff and capabilities to properly identify and apply for these funds.

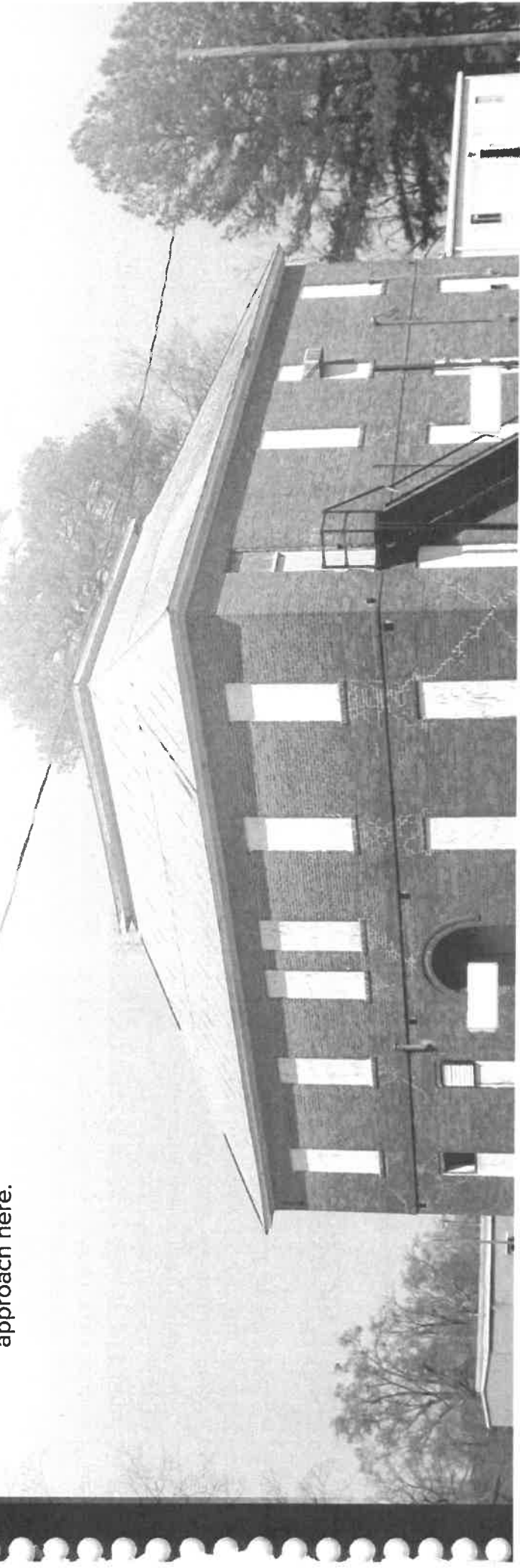
HORNE has vast experience in successfully applying for and obtaining federal funding through the grant process.

## **CUSTOMIZED**

Unlike other grant writing organizations, our experienced team of specialists works directly with you and your staff to custom-tailor applications to your specific situation and funding needs. No one knows your needs as well as you do, and our team works closely with you to tell your story and amplify your voice in every application.

## **WHAT WE DO:**

- ✔ IDENTIFY – We work with you to determine exactly what your needs are.
- ✔ RESEARCH – Successful grant applications begin well before the writing starts. We conduct extensive research to identify grants to fill those needs.
- ✔ APPLY – We write and submit applications with information specific to your county or municipality, no cookie-cutter approach here.



# GRANT MANAGEMENT SERVICES

Once you've received a grant, there is an intricate maze of rules and regulations that must be followed.

HORNE has successfully managed more than **\$105 billion in federal grant funding**. If needed, our team can advise in all federally mandated compliance monitoring and reporting requirements.

Our goal is to keep you compliant while ensuring against the clawback of funds.

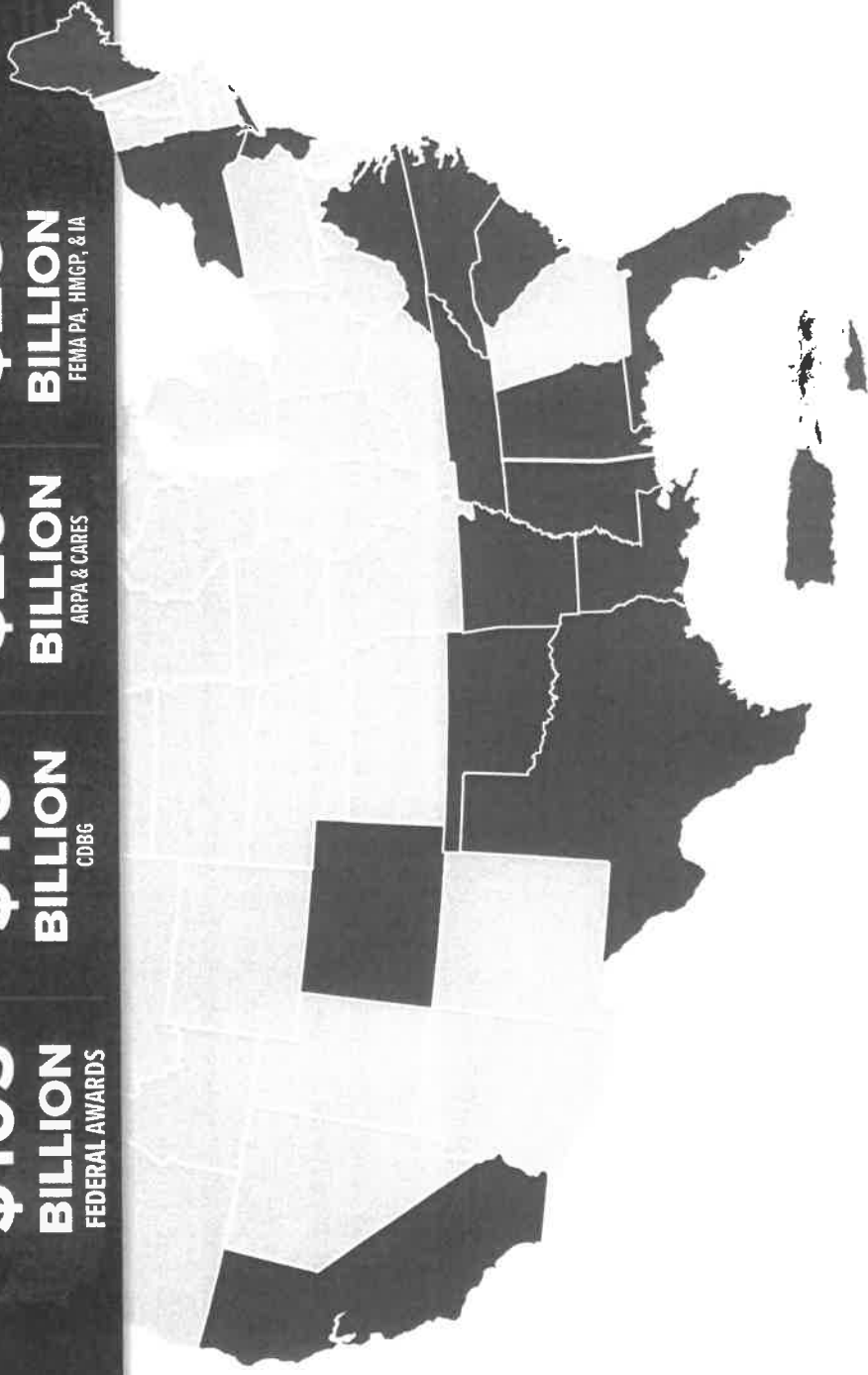
## HORNE'S GRANT MANAGEMENT EXPERIENCE

**\$105  
BILLION**  
FEDERAL AWARDS

**\$46  
BILLION**  
CDBG

**\$29  
BILLION**  
ARPA & CARES

**\$25  
BILLION**  
FEMA PA, HMGP, & IA



# ECONOMIC DEVELOPMENT

HORNE takes seriously our responsibility to ensure the citizens living in the communities we serve are provided with the best opportunities to live, work, and thrive. In addition to identifying and capturing funds to improve your County, HORNE wants to work closely with you to attract new business to Clay County.

## **WHAT WE DO:**

- ✔ IDENTIFY – We work with you to determine where your workforce strengths lie and what businesses or industries could make the biggest impacts.
- ✔ CONNECT – After identifying what industries will be best suited for your County, we will utilize our vast network of industry insiders to match you with businesses looking to expand or startup.
- ✔ ATTRACT – Once both the County and a business show a shared interest in working together, HORNE will advise on what measures should be utilized to ensure a new employer moves to Clay County.



# CERTAINTY IN PRICING

## SERVICE

- Grant Needs Investigatory Meetings
- Grant Identification and Research
- Grant Writing
- Post-award Consulting
- Economic Development Consulting

Not to exceed \$75,000

## TOTAL ANNUAL FEE

Our commitment to you is absolute. We are so certain in our ability to meet Clay County's needs that we guarantee our fee. If you don't feel you are receiving the value you expect, simply pay what you feel is appropriate.

# THE RIGHT TEAM



## PATRICK GOUGH, PARTNER

PATRICK.GOUGH@HORNE.COM | 601.326.1327

**Role Description:** Patrick Gough is a partner at HORNE and oversees HORNE's Compliance and Monitoring Team responsible for grant capture and management. Patrick will oversee all aspects of the grant management process. His experience includes:

- Over 20 years accounting and audit experience
- Extensive experience providing audit services to public and private clients
- Specializes in fund management and compliance services of government entities



## LUKE MCALPIN, SENIOR MANAGER

LUKE.MCALPIN@HORNE.COM | 769.210.8359

**Role Description:** Luke McAlpin is a senior manager at HORNE and provides direct oversight for HORNE's Grant Management Services Capture Team. His experience includes:

- Over 20 years of experience providing advisory services to government entities
- Securing funding for multi-million-dollar projects across the country
- Decades of experience as a public-private partnership liaison



## CHRIS RICHARDSON, MANAGER

CHRIS.RICHARDSON@HORNE.COM | 769.214.3110

**Role Description:** Chris Richardson is a Manager at HORNE and will be the primary research and grant identification specialist provided to Clay County. His experience includes:

- Over 20 years of experience with federal funding sources
- Extensive experience with county and municipal governments
- Former senior Congressional aide to United States Senator



## HARLEY BLACK, ASSOCIATE

HARLEY.BLACK@HORNE.COM | 769.201.3066

**Role Description:** Harley is an associate at HORNE and will work to identify and capture grant opportunities for Clay County. Her experience includes:

- Grant research for several state and local governments in Mississippi
- Grant application support and development for a multitude of HORNE clients



March 13, 2023

Ms. Amy G. Berry  
P.O. Box 815  
West Point, MS 39773

RE: Grant Writing Consultant Proposals

Ms. Amy G. Berry:

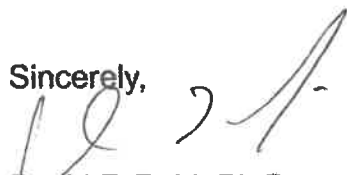
This letter is to apply for the Grant Writing Consultant position with the Clay County Board of Supervisors. I am a semi-retired college level educator with a doctorate in Sociology and a minor in Program Evaluation. While I have never performed grant writing full time, I have been moderately successful while serving as a full-time educator. My first successful grant proposal was funded by the Sage Foundation in 1987. I wrote several successful grant proposals for the Boys and Girls Club of West Point in 1997. While it has been some time since I have written a successful grant proposal, my writing skills have not diminished. I have spent the intervening years consulting for doctoral candidates in completing dissertations -- generally a minimum of 100 pages of rigorous narratives including tables, charts, graphs, and statistical analyses.

I generally require 10% of the total amount funded as the fee for my services. However, I will also bill by the hour at \$75 per hour due upon receipt of the proposal - generally between 10-20 hours depending on the complexity of the proposal/application. This hourly rate especially applies to searching for funding sources as requested. I do this because I have learned that many clients do not recognize the distinction between proposal writing and source searches, identification, and recommendations. Source searching is a time-consuming process (3-5 hours) that often does not result in actually preparing a proposal. In other words, if the client has already identified the source to which the proposal is to be submitted, no search fee is required.

It is important not to overlook the 'who you know' component of grant writing. In my experience, if board members take the initiative to make formal or informal contact with officials associated with the funding source before the proposal is submitted, the probability of success is dramatically increased.

Thank you for your time and consideration.

Sincerely,



David F. Reid, Ph.D.  
346 E. Westbrook St.  
West Point, MS 39773  
731-415-8686

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INTENTIONALLY