

## Sharon R. Elliott

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### Summary of Experience and Leadership

- Senior-level experience managing and administrating end-to-end grants and cooperative agreements.
- Led launch of new Office on Violence Against Women Financial Assistance to Victims (FAV) Program.
- Successfully provided leadership across office managing 34 staff in processing 312 FAV applications for basic minimum review, peer review, and programmatic review, and funding decisions.
- Assumed full responsibility for FAV while maintaining transitional housing (TH) program workload.
- Consistently mentor and coach new Grants Management Specialist assigned to TH and FAV programs.
- Consistently provide advice and guidance on grant programs, policies, regulations, procedures, and practices to Grants Management Specialists across office.
- Checks on work in progress and reviews completed work ensuring supervisor's instructions on work sequence, procedures, methods, and deadlines are met.
- Expertise in coordinating and monitoring all phases of the grant awards process; managing and administering grant awards according to laws, regulations and policies governing federal grants.
- Expertise in planning, negotiating, and administering grants involving discretionary and mandatory funding and statutory requirements.
- Expertise in performing cost analyses of proposals, preparing multi-year agreements with various terms, conditions, modifications, and funding arrangements.
- A keen eye for reviewing complex grant proposals, evaluating costs, and developing special provisions for competitive and noncompetitive grant awards.

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### Duties and Accomplishments

#### **US DOJ, Office on Violence Against Women | Grants Management Specialist | Aug 2009 – Current**

*The Office on Violence Against Women (OVW) administers grant programs authorized by the Violence Against Women Act (VAWA) of 1994 and subsequent legislation. These grant programs are designed to develop the nation's capacity to reduce domestic violence, dating violence, sexual assault, and stalking by strengthening services to victims.*

- Manage portfolio of up to 100 discretionary grants across states and US territories.
- Manage, provide oversight, and administration of the full range of functions related to pre-and post-award processes, including creating program plans and solicitations, setting guidelines for application reviews (peer review and internal programmatic review), providing funding recommendations to senior leadership, processing award packages, providing ongoing guidance and monitoring to grantee partners, and grant award close-outs.
- Serve as the main point of contact managing the terms and conditions of cooperative agreements.
- Collaborate closely with technical assistance providers to build the capacity of grantee partners, ensuring the successful implementation of program goals.
- Conduct annual risk assessments to inform site visit monitoring and planning.
- Review grantee progress and financial status reports regularly to ensure compliance and fiscal responsibility.
- Presented *Monitoring and Site Visits* for new staff onboarding.
- Collaborated with Federal Partners on inter-agency initiatives such as Housing Opportunities for Persons with AIDS (managed \$1.4M inter-agency agreement), and the Domestic Violence Housing and Technical Assistance Coalition.
- Managed grant awards for the Domestic Violence Homicide Initiative.
- Led Spring Call Funding Request resulting in a \$4M increase in program appropriations.
- Led implementation of Program Priority Area to serve survivors who were Women Veterans.
- Led implementation of the Letter of Experience as a Transitional Housing Program applicant requirement.
- Recommended office-wide tracking of priority areas.
- Served as Grant Management Specialist on STOP Formula Grant Program prior to work on Transitional Housing Discretionary Grant Program.

## **President's Commission on Law Enforcement and the Administration of Justice | Federal Program Manager (detail assignment) | Feb 2020 – Aug 2020**

*Selected by Department of Justice/Office on Violence Against Women (DOJ/OVW) Acting Director to serve on the President's Commission on Law Enforcement and the Administration of Justice in the Office of Community-Oriented Policing Services (COPS).*

- Made recommendations to the Attorney General as a key collaborator on the final report to the President.
- Federal Program Manager responsible for directing and overseeing working group designed to study law enforcement and administration issues. My work responsibility centered on victim services and law enforcement.
- Conducted a wide variety of research, comprehensive studies, and detailed analyses of the complex needs and systems around victim services.
- Provided direction for the day-to-day operations of the working group, including final responsibility for all written materials produced by the working group and managing logistical work plans.
- Collaborated with working group chair (First Assistant US Attorney) to plan agenda and structure of all working group meetings and activities.
- Briefed working group members on subject matter focus, including events and activities of the group.
- Identified subject matter experts and stewarded partnerships that would inform our work, including presentations from SME partners.

## **Office of Justice Programs | Budget Analyst (detail assignment) | Feb 2018 - July 2018**

*Selected by Department of Justice/Office on Violence Against Women (DOJ/OVW) Supervisor and Senior Management for the DOJ Leadership Excellence and Achievement Program (LEAP) to enhance knowledge of the Federal Budget and related processes in the Office of the CFO for the Office of Justice Programs.*

- Improved the quality of budget narratives by facilitating professional development engagements with the OJP team.
- Supported the development of FY2019 and FY2020 budget requests.
- Reviewed and analyzed budget requests and justifications.

## **NAHRO | Grants and On-Site Education Manager | Aug 2007 – Aug 2009**

*The National Association of Housing and Redevelopment Officials (NAHRO) is a nonprofit housing and community development industry organization. Served as Project Director for NAHRO's \$1M Technical Assistance Grant.*

- Managed all facets of program implementation, including marketing, budgeting, facilitation, and evaluation of a portfolio of technical assistance and training programs.
- Collaborated with subject-matter experts to address specific technical assistance needs for a cross-section of communities and stakeholders.
- Chaired NAHRO's Professional Development Marketing Sub-Committee.

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## **Training and Professional Development**

- Unified Financial Management Systems Training, 2023.
- DOJ Civil Rights Division Tester Training, 2022.
- DOJ Leadership Excellence Achievement Program (LEAP) Graduate, 2018.
- Federal Financial Management Training, 2018.
- Employee Engagement: How Effective Communication Can Build Trust and Maximize Engagement, 2019.
- DOJ Mentorship Program, 2015.

## **Volunteer Experience**

- DOJ Museum Focus Group, 2024.
- Anne Arundel County Police Accountability Board Member, 2022-Current.
- Small Business Owner / Bank Lender Tester for Department of Justice Civil Rights Division, 2023.
- DOJ Leadership Excellence and Achievement Program (LEAP), Alumni, Member at Large, Current.

- DOJ Leadership Excellence and Achievement Program (LEAP), Alumni, Vice-Chair, (2021-2023).
- DOJ Leadership Excellence and Achievement Program (LEAP), Action Learning Coach, 2019.