

# CAPABILITY STATEMENT



## COMPANY OVERVIEW

**Portfolio Alignment Partners (PAP)** delivers strategic consulting, IT leadership, and organizational transformation for public-sector clients. Our team specializes in bridging operational gaps, strengthening compliance, and driving technology-enabled improvements. PAP's unique methodology accelerates policy development, aligns IT initiatives with strategic goals, and ensures resilient IT operations.

## CORE COMPETENCIES

- Centralized Grants Management
  - Establish and maintain unified grants processes with centralized points of contact
  - Build and manage master grants lists and electronic repositories for documentation
  - Integrate grants administration with budgeting and financial reporting frameworks
- Program Development & Application Support
  - Identify and pursue diverse funding opportunities
  - Provide a structured process for evaluating and prioritizing grant opportunities based on strategic alignment, funding impact, and resource availability
  - Prepare and submit competitive applications and performance reports
  - Coordinate with agencies and stakeholders to strengthen submissions and outcomes
- Grants Monitoring & Reporting
  - Implement tracking dashboards to monitor expenditures and compliance in real time
  - Ensure timely submission of all required federal and state reports
  - Leverage data analytics to improve transparency and support decision-making
- Process, Procedure & Infrastructure Development
  - Develop and refine policies, SOPs, and workflows to streamline grants operations
  - Provide staff training to ensure sustainability of improved processes
  - Introduce and maintain technology solutions to enhance efficiency and accuracy
- Audit & Compliance Support
  - Conduct compliance reviews to identify and mitigate risks
  - Support organizations during audits and lead corrective actions to address findings
  - Align documentation with evolving federal and state regulatory requirements

## DIFFERENTIATORS

- Full Grants Lifecycle Expertise – Supporting clients from pre-award to closeout, including compliance and audits
- Data-Driven Oversight – Providing real-time tracking tools to enhance visibility and leadership decision-making
- Policy Acceleration – Rapidly creating and implementing grants policies, SOPs, and workflows
- Proven Recovery Capability – Remediating compliance gaps and building sustainable grants infrastructure
- Realistic Recommendations – Delivering solutions that align with staffing capacity and budget constraints

DUNS: [Insert]  
UEI: [Insert]  
CAGE Code: [Insert]

### NAICS Codes:

541611 – Administrative Management and General Consulting Services;  
541618 – Other Management Consulting Services;  
541990 – All Other Professional, Scientific, and Technical Services

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## PAST PERFORMANCE: HAMPTON COUNTY GRANTS ADMINISTRATION SUPPORT (2024–2025)

PAP successfully delivered comprehensive grants administration support to Hampton County during a period of organizational transition and compliance recovery. Under the leadership of Dr. Danielle Mincey as Interim Grants Administrator, PAP:

- Centralized the county's grants management function and streamlined departmental coordination
- Developed a master grants list and implemented an electronic repository for documentation control
- Submitted all delinquent reports, restoring compliance with federal and state agencies
- Prepared and submitted Performance Report PR-644515 for Award 2020UMWX0455
- Analyzed and organized documentation for ARPA, HUD, CDBG, HOME, SCORF, SCIC Roadway, Broadband, and other grants
- Delivered the Hampton County SCA Strategic Plan (2024 Vision Document) to guide economic development initiatives
- Enhanced reporting accuracy, ensured audit readiness, and strengthened fiscal accountability

These efforts resulted in improved compliance, greater transparency, and expanded funding opportunities for the County.

## CONCLUSION

Portfolio Alignment Partners stands ready to provide comprehensive grants administration services that improve compliance, increase funding opportunities, and strengthen internal capabilities. Our work with Hampton County demonstrates our ability to centralize processes, restore compliance, and build sustainable practices that position organizations for long-term success.