

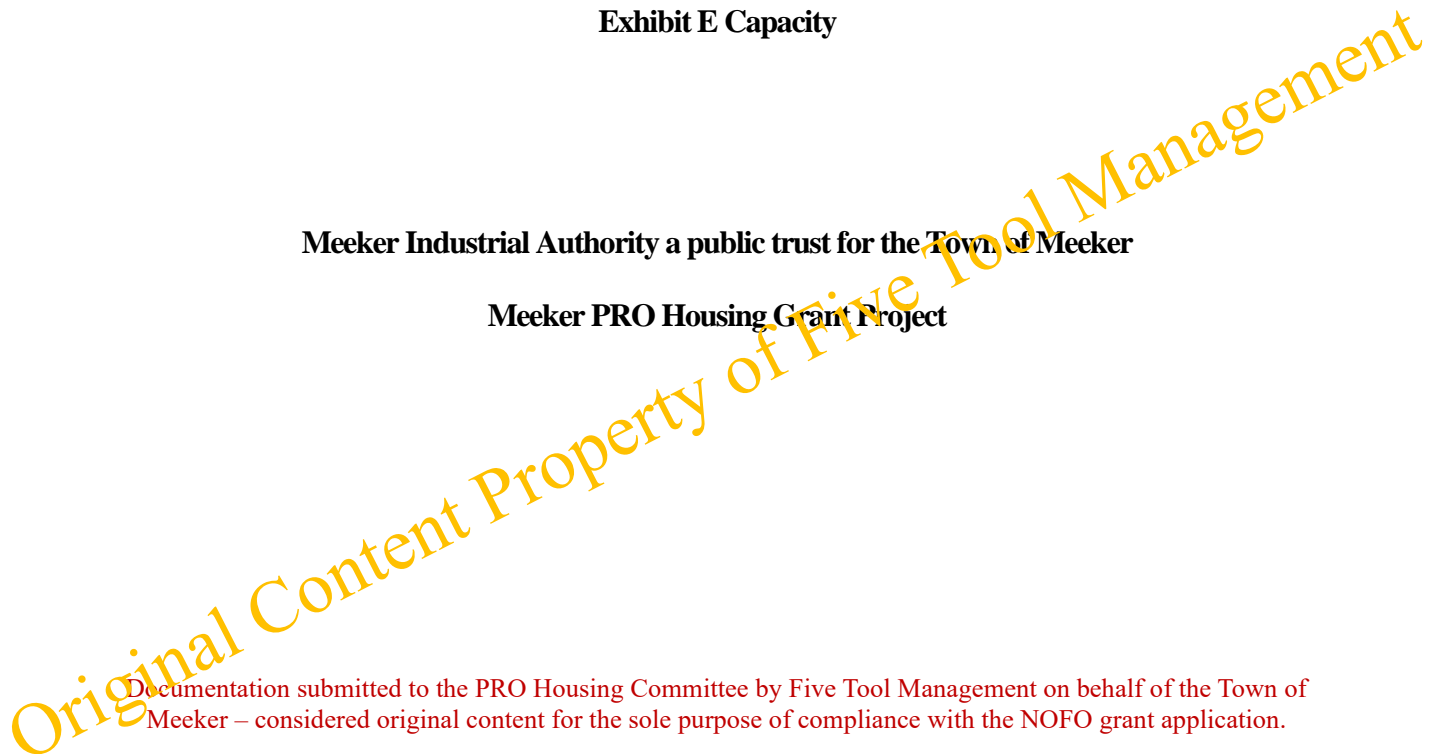
Documentation submitted to the PRO Housing Committee by Five Tool Management on behalf of the Town of Meeker – considered original content for the sole purpose of compliance with the NOFO grant application.



**Exhibit E Capacity**

**Meeker Industrial Authority a public trust for the Town of Meeker**

**Meeker PRO Housing Grant Project**

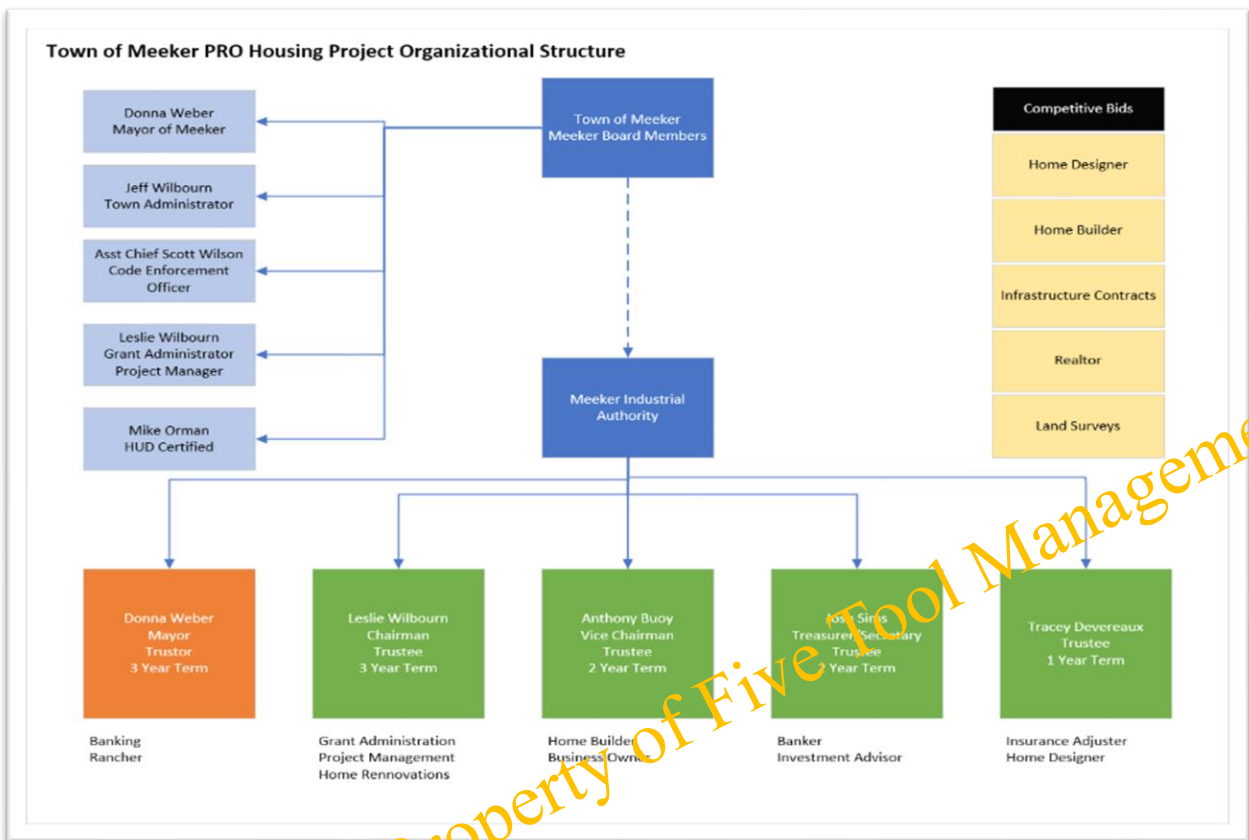


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**Factor (c): Capacity**

The Meeker Industrial Authority is committed to fulfilling the requirements of the PRO Housing Grant. The Trustees are residents of the Town of Meeker, living within a seven-mile radius of the town, and/or own and operate a business in the Town. Tracey Deveraux is serving a one-year term and has over 28 years of experience as an insurance adjuster. Anthony Buoy is serving a term of two-years and has owned and operated businesses in Meeker. Josh Sims is serving a term of two years and has over 15 years of banking experience. Donna Weber is serving a three-year term and is currently the Mayor and Trustor. Leslie Wilbourn is serving a term of three years, has over 25 years of project management experience, and is the Grant Administrator for the Town of Meeker. Each of the Trustees will be eligible to continue to serve with a succession for a term of three years, respectively. In the event of a vacancy in any trusteeship, the Trustees for the Meeker Industrial Authority will make recommendations to the Meeker Town Board, which will officially approve the recommended Trustee. The following diagram is the organizational chart of the Meeker Industrial Authority.

**Exhibit C – Diagram 1 – Organizational Chart**



The Meeker Town Board is the governing body that oversees the Meeker Industrial Authority. There are key individuals who report to the Meeker Town Board either through appointment, employment, or contracts through competitive bid that has occurred in preparation for the Meeker PRO Housing Project. This includes the Mayor Donna Weber, the Town Administrator, Jeff Wilbourn, the Grant Administrator/Project Manager, Leslie Wilbourn, the Code Enforcement Officer, Assistant Chief of Police, Scott Wilson, and Board Member and HUD Certified, Mike Orman.

**Exhibit E – Figure 1 – Meeker PRICE Main Project Team**

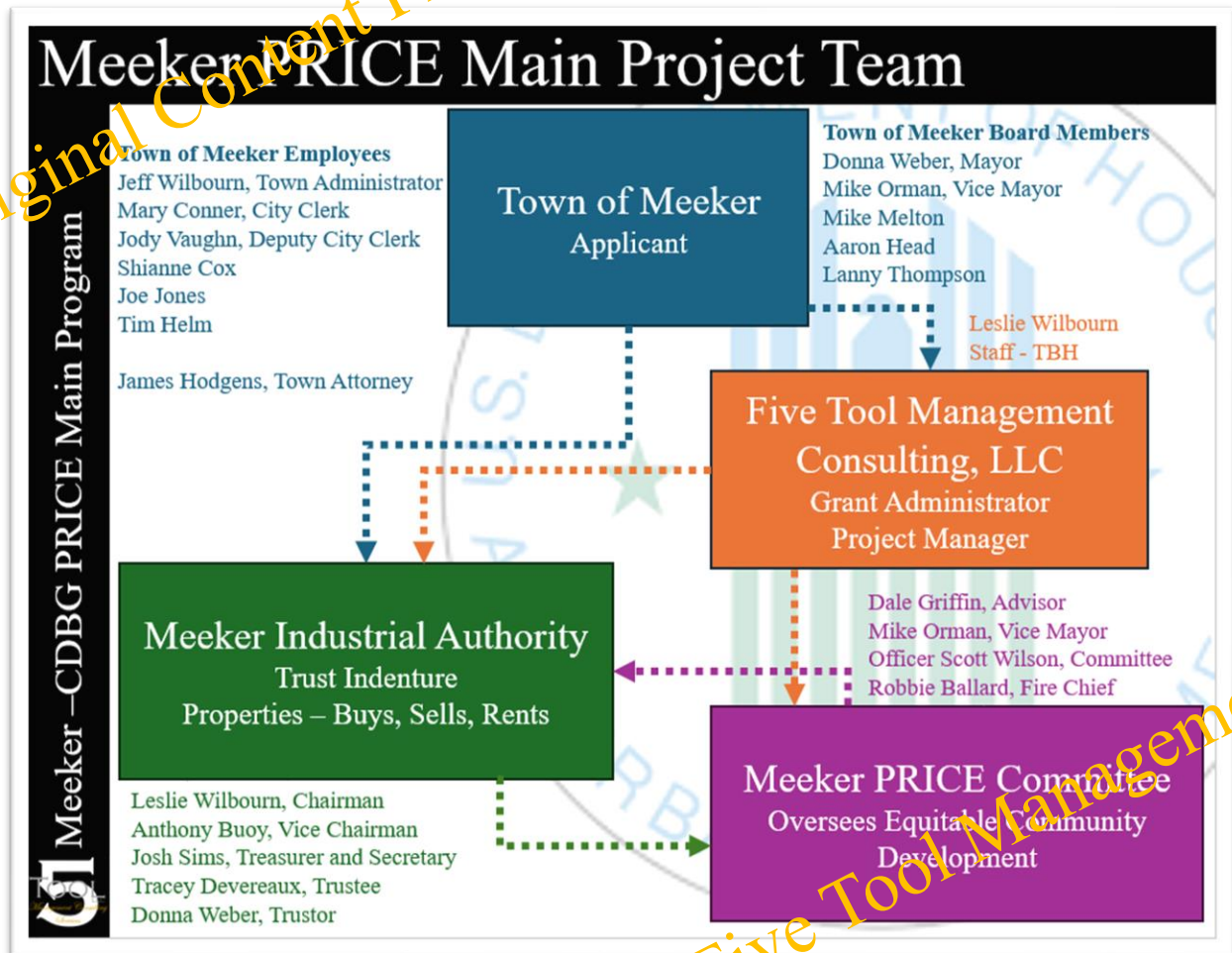


Exhibit E Figure 1 – Meeker PRICE Main Project Team provides the organizational structure of the project team along with the members of the project team. In total, there are over 75 years of project management experience on the core project team.

**SubFactor (c)(i): Staffing Plan**  
**Grant Administrator, Project Manager**

Twenty-five years of higher education administration experience, including but not limited to Human Resources, Financial Administration, Admissions, Registrar, Enrollment Management, Academic Advising, Financial Aid, and Student Financials. Six years of higher education data analytics experience. Twenty-seven years of project management experience focused on balancing resources, time, and budget to ensure projects are successfully completed on time and under budget within the academic calendar and student-lifecycle restrictions. Grant administration (research, writing, application submission, contracting, management, and pull-downs), including program evaluation. Three Box Solution and SMART (Specific, Measurable, Attainable, Realistic, and Time-Bound) methodology experience applied to business process re-engineering and system implementations.

Managed over 750 core Project Team Resources  
Managed 125 Implementation Consultants  
Executive Committee Member and Steering Committee Member  
Managed the Implementation and Support SOW – Total of 47.5 million dollar budget  
Managed the SOW – Consultant Hours and Expenses for Implementation and Upgrade

Provided strategy development, project planning, progress monitoring, timelines, prototyping, gap/fat analysis, business process mapping, testing, training, and presentation. Implemented the modules of PeopleSoft 7.6 Recruiting and Admissions, Student Records, Financial Aid, and Student Financials. Prepared a unique approach involving the campus in the prototyping and testing the new Student Administration system. Utilized business process mapping documentation to re-evaluate all Recruiting and Admissions and Student Records business processes to confirm integration between Financial Aid and Student Financials. Utilized opportunity flowcharting definitions in conjunction with current policies to standardize daily business activities to increase customer service, streamline large amounts of data entry, and increase data integrity.

**Five Tool Management Consulting Services, LLC.**  
**Owner (2020 – current)**

Leslie Wilbourn is the owner of Five Tool Management, which offers consulting services to higher education institution executives and policymakers while completing the required courses for a Ph.D. in Higher Education and Student Affairs (HESA) Educational Leadership and Policy Studies at Oklahoma State University.

**Grant Experience**

Certified Program Evaluator – Oklahoma State University  
Grantmanship – Oklahoma State University  
Community Development Block Grant Administrator – Certified  
State of Oklahoma Department of Commerce

***Vice Mayor – Town of Meeker Board Member***  
Oklahoma, License # 12865CGA

Veteran Administration (VA) approved appraiser.  
Appraisal Selection Roster - Housing and Urban Development (FHA) approved appraiser  
Approved by the Appraisal Branch of the Oklahoma Department of Transportation (ODOT)  
Approved by the Department of Interior – Bureau of Indian Affairs, Office of Appraisal Services  
Appraisal Qualification Board Certified Uniform Standards of Professional Appraisal Practice  
Instructor – Certification received 2002. Recertified through March 2025  
Experience in real estate appraisal since 1982, Experience in real estate research since 1977  
National Association of Independent Fee Appraisers since 1988, awarded IFA designation in  
1993, Independent Fee Appraiser Senior (IFAS) – awarded in 1998  
Independent Fee Appraiser-Counselor (IFAC) – awarded 7/20/2018  
Oklahoma City Metropolitan Association of Realtors.  
Member of the American Society of Appraisers’ Board of Governors, 2022-2026.  
Member of NAIFA Education & Research Trust – Present Chairperson

***Environmental Reviews***

Jeff Wilbourn, Town Administrator of Meeker, has a degree in Industrial Safety from the University of Central Oklahoma. Under his supervision and guidance, the Meeker PRICE Main Grant Project will complete and conduct all environmental reviews.

***Experience Racial Equality***

Attended, volunteered, and presented at The National Conference for Hidden Populations (NCHP) with a specific focus on college students with experience in foster care. The conference maintains its focus on students with foster care experience and has expanded to include college-going students who are members of one or more identified hidden populations. Annually, the conference brings together researchers and practitioners from multidisciplinary fields, and with diverse training, to collaborate on the important issues and problems facing higher education in its quest to support students of diverse backgrounds. NCHP creates a translational research space to identify and address critical issues impacting students with foster care experiences and other social journeys that often lead to being hidden in the system of higher education.