

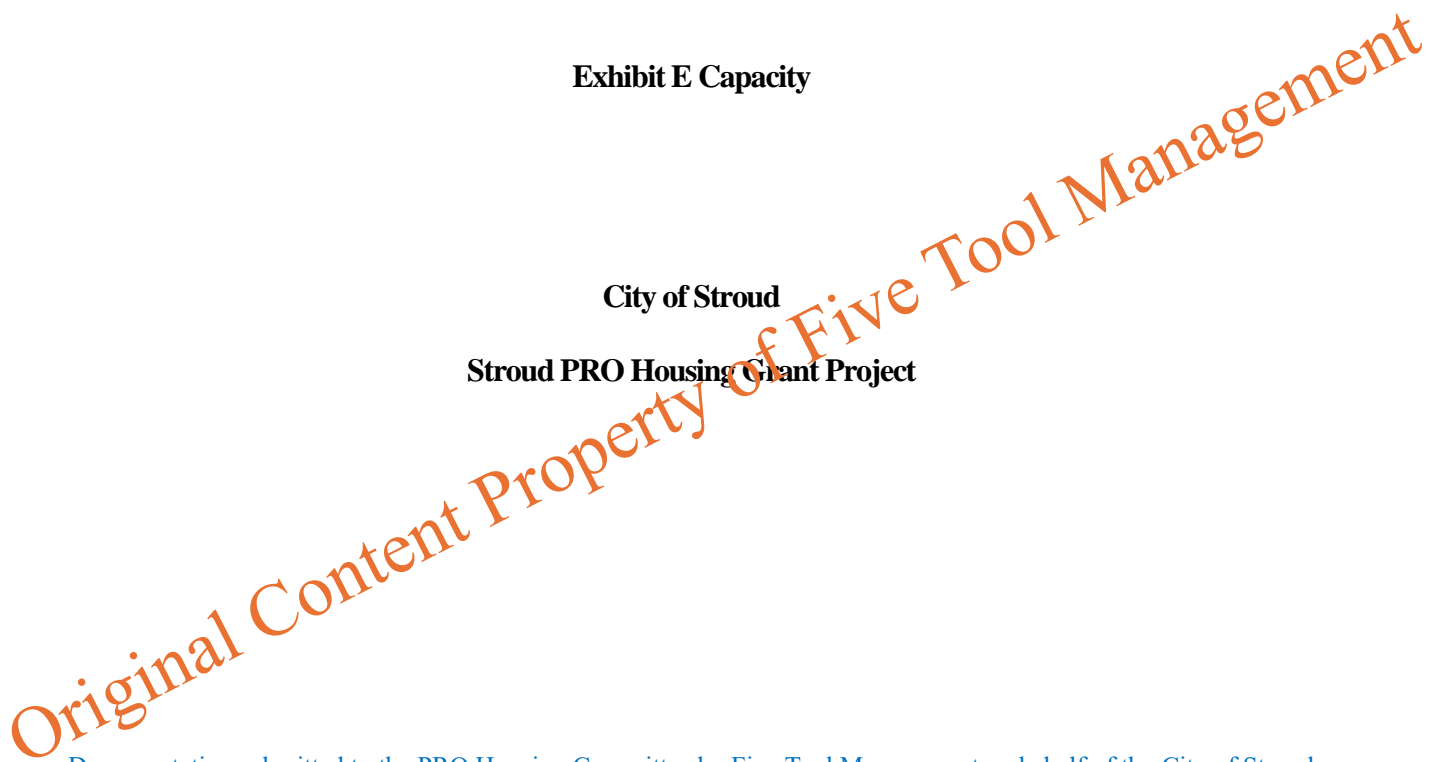
Documentation submitted to the PRO Housing Committee by Five Tool Management on behalf of the City of Stroud  
– considered original content for the sole purpose of compliance with the NOFO grant application.



**Exhibit E Capacity**

**City of Stroud**

**Stroud PRO Housing Grant Project**



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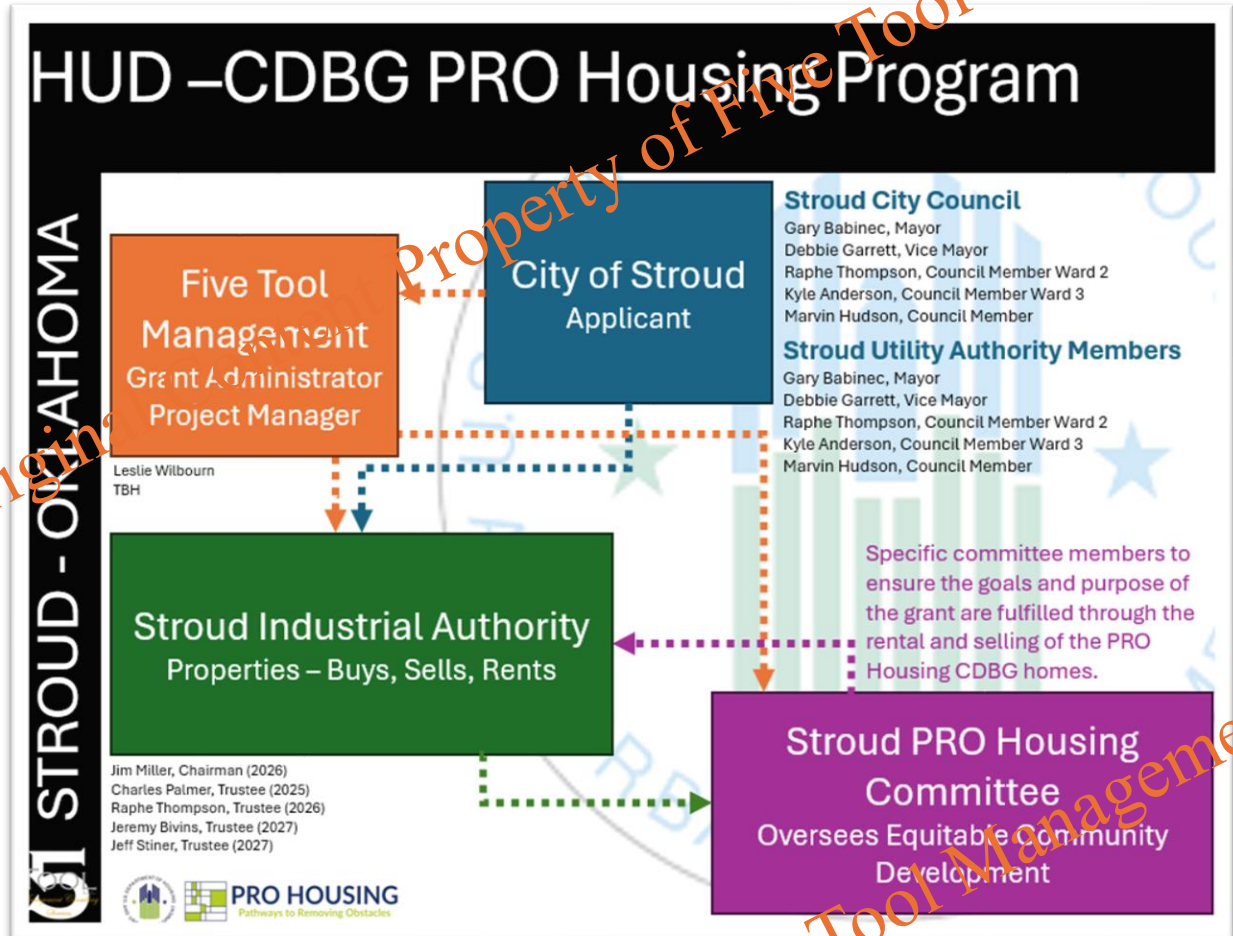
Stroud PRO Main Housing Project

FR-6800-N-98

**Factor (c): Capacity**

The following provides the structure and support for the PRO Housing Grant Application.

*Exhibit E – Figure 1 – Stroud PRO Housing Project Team*



**SubFactor (c)(i): Staffing Plan**

**Stroud City Council**

- Gary Babinec, Mayor
- Debbie Garrett, Vice Mayor
- Raphé Thompson, Council Member Ward 2
- Kyle Anderson, Council Member Ward 3
- Marvin Hudson, Council Member

**Stroud Utility Authority Members**

Exhibit E – Capacity

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Stroud Utilities Authority is a Title 60 Trust created to finance, operate, construct, and administer any public works, improvements, or facilities, including, without limitation, electric, water, sewer, garbage, and trash disposal facilities. The trustees are the same people presently constituting the mayor and members of the governing board of the City of Stroud.

Gary Babinec, Chairman  
Debbie Garrett, Vice Chairman  
Marvin Hudson, Trustee  
Raphe Thompson, Trustee  
Kyle Anderson, Trustee

### ***Stroud Industrial Authority***

The Stroud Industrial Authority's (SIA) mission is to promote and expand economic development in the City of Stroud by providing assistance with community, state, and federal resources that will stimulate the growth of the City of Stroud. SIA would like to invite you to look at the advantages the City of Stroud Oklahoma can offer a new and/or expanding business/industry.

Jim Miller, Chairman (2026)  
Charles Palmer, Trustee (2025)  
Raphe Thompson, Trustee (2026)  
Jeremy Bivin, Trustee (2027)  
Jeff Stiner, Trustee (2027)

### ***Stroud Housing Authority***

The Stroud Housing Authority's mission is to promote adequate and affordable housing and a sustainable living environment free from discrimination for the citizens of Stroud.

Vivian Henshaw (2024)  
Sandra Jones (2024)  
Tommy Smith (2024)  
Jeromye Jackson (2026)  
Sharon King (2026)

### ***Stroud Planning Commission***

The Planning Commission also serves as the City of Stroud's Zoning Board of Adjustment. The commission presides over public hearings of appeal or other matter(s) and has the authority to grant variances and special exceptions.

Kent Clovis, Chairman (2025)  
Vivian Henshaw, Member (2025)  
John Alexander, Member (2024)  
Mary Vickery, Member (2024)  
Linda Waller, Member (2025)

### ***Stroud Public Library Board***

Marilyn Wheeler (2025)  
Penny Cockrum (2025)

Exhibit E – Capacity

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Raquel LeMaster (2026)  
Marilyn Hudson (2026)  
Louise Gordon (2026)  
Caleb Ball (2027)  
Steve Brant (2027)

***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/fit 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.

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***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

***Director of Neighborhood Enhancement/Code Enforcement***

***City of Stroud***

**Oklahoma Code Enforcement Association** (6 years)

Code Enforcement Trainer (2012 – 2014).

**Administrative Assistant to Stroud City Manager** (2017 – Present)

Provide a full range of administrative and meeting support. Some assignments have close supervision and direction, while others rely on independent choices and immediate action.

**Certified Flood Plain Manager** (2009 – Present)

Operate an overall program of corrective and preventive measures for reducing flood damage through emergency preparedness plans, structure and stakeholder safety awareness and inspection, flood control works and floodplain management regulations.

**Director of Neighborhood Enhancement** (2007 – Present)

Code Enforcement is achieved through interpretation, inspection, and building safety code compliance through general supervision and independent direction. This work is reviewed through written reports, formal presentations, and results observation.

**Habilitation Training Specialist** (1999 – 2006)

Provide direct care, ensuring the safety of the individual client and the community, focusing on nutrition, medication, behavioral awareness, and social actions for individuals with Developmental Disabilities under minimal supervision.

***Personal Certifications and Awards***

Oklahoma Code Officer of the Year 2011

Oklahoma Certified Secondary Classroom Instructor

Certified Instructor – Crisis Prevention Intervention Institute

Certified ETL – Effective Teaching Learning Institute

Certified Code Enforcement Officer – Oklahoma Code Enforcement Association

Certified Flood Plain Manager – American Society of Floodplain Managers

Certified Flood Plain Manager – Oklahoma Floodplain Manager Association

FEMA – ICS 100