



Advocacy.
Consulting.
Grants.

1901 Pennsylvania NW #700
Washington, DC 20006
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ELIZABETH VELA

Professional Experience

TFG, Austin, TX. (November 2023 - Present)

Grants Analyst

Investigate and identify prospective funding sources and programs to support the Firm's client base. Assist with the preparation and submission of applications to Federal, State and Foundation funders. Help determine prospective funding sources with client priorities. Search previous and current appropriate bills for critical information pertaining to Federal grants. Monitor and track the release of funding opportunities. Maintain grant calendars for clients. Support the development of weekly grant publications, funding guides and funding opportunity summaries.

Grants Manager/Consultant, Austin, TX. (2021-November 2023)

Manage Federally Qualified Health Center and look-alike Service Area Competition (SAC) grant applications, school-based health center applications, changes in scope and needs assessments. Manage and submit affordable housing, Health Resources and Services workforce grants and other funding application and reporting projects. Develop and track budgets. Client organizations include health centers, universities and community-based nonprofit organizations.

State of Texas, Austin, TX. (2016-2021)

Program Specialist/Analyst

Served as analyst on Federal Funds team, interpreting federal regulation pertaining to federal funds for decision-makers. Assisted in tracking COVID-19-related federal funds received by health and human service (HHS) state agencies. Processed and analyzed HHS agency surveys reporting on receipt of COVID-19 funding and spending. Performed compliance analysis per allowable uses of funding, working extensively with state agency staff to document and track funds and spending to support reporting to legislators. Served on Instructions and Benefits workgroups, which involved managing tasks involving communication with state agencies, design of documents explaining complex regulation and policy issues, and work across the state systems to collect data. Reviewed and analyzed Legislative Appropriations Requests for performance measures and spending across biennia. Coordinated financial oversight in concert with manager for HHS grant spending.

Managed large legislatively mandated reporting projects on Transformation, Medicaid Cost Containment, utilization data collaboration across the HHS system, and Hurricane Harvey spending. This work involved delegating tasks to staff and managing performance metrics. Performed routine agency budget monitoring. Served on cost allocation team, coordinating and completing the Public Assistance Cost Allocation Plan (PACAP) updates for the agency. This work involved ensuring compliance with federal regulation around administrative spending. Performed extensive analysis and reporting on COVID-19 federal funding response. Represented the agency in grant-related meetings. Reported on expenditure of federal grants such as the Social Services Block Grant and Temporary Assistance to Needy Families.



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Served as Health and Human Services Subject Matter Expert. Wrote a variety of briefs and reports on health and human service issues, public health care expenditures, local government finance, and other aspects of state and local spending. Served as project manager for the design and implementation of legislatively mandated local government debt transparency legislation, gathering desired technical requirements for a reporting portal and delegating tasks to team members. Wrote rules for implementation of the legislation for incorporation into the Texas Administrative Code. Participated in testing for the portal. Managed local government transparency award program, Transparency Stars. Submitted successful application for 2017 Harvard Innovations in American Government Award for Transparency Stars.

Travis County Health and Human Services Department, Austin, TX. (July 2009- August 2015)

Planner

Served as legislative analyst for the Department. Performed evaluations, process reviews and group facilitations regarding social service programs. Served as project manager on Travis County American Community Survey data products, delegating tasks and projects to staff and interns. Managed public health contracts, performing contract negotiations, coordination of financial oversight with budget team members, monitoring, performance measure design, and implementation. Made site visits to contractors/grant recipients' facilities to meet staff, perform monitoring, collect documentation and build relationships. Performed detail-oriented work with contract documentation, including templates, exhibits, agreements, purchase requests, amendments, performance definition tools and work statements.

Served on departmental strategic planning team, managing outreach and input-gathering aspects of the project. Served on Core Coordinating and Data and Research Committees of the Austin/Travis County Community Health Assessment and Community Health Improvement Plan. Designed and implemented changes to TCHHS Request for Proposal process. Served as reviewer for City of Austin RFP processes. Worked in a team designing a public health data portal, which involved gathering technical and functional requirements and translating these to vendors and designers.

Planning Assistant, Williamson County and Cities Health District, Georgetown, TX 2001-2002

Prepared grant applications for community health department programming, including the establishment of community gardens, programs to combat obesity, and the Round Rock area's first Federally Qualified Health Center. Researched local health issues and compiled comprehensive public health indicator data for use by local agencies. Identified new grant opportunities and represented the department in grant-related meetings.

Intern, City of Austin Health and Human Services Department, Austin, 1999-2000



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Performed data analysis to formulate policy recommendations. Identified grant opportunities and served on team to complete a HUD Super NOFA and other grant applications.

EDUCATION

2000 **Master of Public Affairs**, The Lyndon B. Johnson School of Public Affairs, The University of Texas at Austin.

1996 **Bachelor of Arts**, Comparative Politics, Boston University.