

Sandra M. Wallace
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Israel Manor Inc. (IMI)

Director

08/15 to 04/16

Responsible to provide extensive programmatic and procedures leadership to church based events and community outreach center. Performs oversight for the day-to-day operations for all IMI programs, staff, and administrative responsibilities. Works with the IMI Board of Directors to advance goals to develop community outreach and revitalization, funding opportunities, health and wellness and early care and education. Responsible for coordination of construction and maintenance fixes for newly constructed building. Supports the board to pursue and advance the scope and possibilities of IMI to align with both Israel Baptist Church (IBC) and IMI's mission to "claim the least the last and the lost ..." and "be a beacon of hope and empowerment in the community".

Department of Human Services (DHS), District of Columbia Government

Child Care Services Division, Program Manager

01/08 to 11/12

Responsible for managing the District of Columbia's, Department of Human Services (DHS) Child Care Services subsidy program. Develop and implement strategic plans in alignment with DHS and Office of the State Superintendent (OSSE) goals, objectives and functional responsibilities. Provides daily oversight, programmatic, and operational leadership for Child Care Services Division. Ensures staff compliance and implementation of eligibility criteria in accordance with Federal and District guidelines for child care subsidy payments. Responsible for ensuring timely and accurate monthly payments to Child Care Providers. Determines methodologies for program efficiency and integrity. Prepares and ensures audit compliance, quality assurance and corrective action plans. Provides oversight for staff training, human resources, performance measures, emergency/risk management, budget and customer service requirements. Reviews and plan budget requirements to include staffing, supplies and equipment. Consult and work with OSSE to develop and implement the Child Care and Development Fund (CCDF) State Plan, a primary source of funding for the program.

Department of Human Services, District of Columbia Government

Office of the Director, ECEA Special Assistant

12/06 – 09/07

Responsible for the development, community and intergovernmental coordination, consultation, and delivery of the Child Care Development (CCDF) State Plan for early care and education programs, childcare subsidy payments, quality initiatives, and professional development within the Early Care and Education Administration. Developed and wrote criteria to receive grant funding for the early care and education community. Planned public hearings, devised community surveys, and coordinated intergovernmental roundtables in accordance with State Plan. Developed, reviewed and established existing and new positions descriptions for ECEA realignment for infants and toddlers with disabilities, pre-kindergarten, management support, and program quality/integrity divisions. Evaluated ECEA for efficiency and accurate personnel realignment for appropriate Human Resources classification

Deputy Mayor for Children, Youth, Families and Elders, District of Columbia Government

Community Outreach Coordinator

06/06 – 12/06

Assigned to the ODMCYFE, Human Capital Team to plan, develop and implement the District's New Communities, revitalization/redevelopment initiative to enhance mixed affordable housing in distressed communities. Developed and implemented the Human Capital Assessment plans to assess several hundred families in public housing/subsidized units. Managed Social Workers in the Strong Families Program to interview residents and assess social, economic and health barriers. Guided appropriate referral and counseling services for residents seeking alternative housing, training, education, employment, substance abuse, and supportive services. Collaborated and coordinated with city government, community organizations, and faith based partners to provide outreach and prepare residents for New Communities affordable/mixed housing revitalization initiative.

Department of Human Services (DHS), District of Columbia Government**Community Outreach Coordinator/Neighborhood Services Core Team 04/03 – 06/0**

Coordinated with several government agencies to plan, develop, and implement the New Communities affordable/mixed housing revitalization initiative under the direction of the City Administrator. Represented DHS' Office of the Director to provide guidance on human capital and leadership to residents. Worked with residents/community and city government to plan and develop strategies to address public safety, health, employment, training, and empowerment opportunities. Wrote and received grant funding for youth crime prevention initiative. Planned and developed several NS prevention/intervention projects. Implemented Resource Centers in at risk wards. Wrote agencies Annual NS Program report

Department of Human Services, District of Columbia Government**Office of Director, Special Assistant 06/02 – 04/03**

Prepared and generated workflow for agencies long range and short term projects for six DHS administrations. Assisted in the preparation of the agency's annual/supplemental budgets. Worked with management team to prepare testimony and provide supportive documentation for city council hearings. Provided assistance to DHS administrations responsible for residents with mental and developmental delays, public and financial assistance, homelessness, youth crime and child development. Lead person on DHS succession planning initiative.

Department of Human Services, District of Columbia Government**Family Services Administration (FSA) Homeless Coordinator 01/01 – 06/02**

Coordinated the homeless services continuum of care for housing and supportive services. Supported FSA Administrator to provide oversight to the Grantee. Provided city services to homeless residents living in and out of shelters. Partnered with government agencies, community providers and advocacy groups to modify shelter rules, regulations, and laws. Participated in capital budget/property management process to identify shelter sites. Assisted annually in the development of the Hypothermia Plan. Participated in planning the Ten Year Plan to End Homelessness initiative. Monitored shelter sites and programs for accountability/efficiency. Provided technical assistance to shelter providers/advocates on policy issues. Worked with the Homeless Emergency Plan team to revise shelter rules and guidance for displaced families and/or individuals.

District of Columbia Housing Authority, District of Columbia Government**Family Self Sufficiency Coordinator 04/97 – 01/01**

Designed, developed and implemented the DCHA Family Self-Sufficiency (FSS) Program. Administered program strategies to transition families from housing subsidies to economic independence. Developed DCHA FSS program policies and procedures. Collaborated with community, public and private sector to obtain resources/referrals for Program Coordinating Committee. Initiated homeownership, employment, education and training opportunities. Ensured families receive health, training, employment, childcare and related services. Managed funds for compliance, accounting, and distribution for all program financial responsibility and activity. Assisted in the development and the implementation of the programs financial component/escrow accounts. Wrote and prepared numerous grants to fund vouchers for Family Unification Program Mainstream Housing for Disabled Persons. Assist in preparing grants including numerous economic development projects, including HOPE VI.

Education

University of Maryland College Park
Bachelor of Science in Education

Volunteer Activities, Memberships & Certifications

Continental Society, Inc.; 25 Churches Healthy Communities; Ward 5 Civic Association, Ward 5 Democrats; Creative Dance Center; National Council of Negro Women (NCNW); National Forum for Black Public Administrators (NFBPA); Elizabeth Ministry; Parent's United/DCPS, PTA-Officer; Family Self Sufficiency, Maryland Association of Housing and Redevelopment Agencies MAHRA, Adolescent Behavior Mentor's Program; Women of Grace