

Sydney Debien

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Professional Experience

Management Analyst 5

Washington State Department of Natural Resources (DNR)

April 2023 – present

Olympia, Washington

- Review and analyze current agency and division policies, procedures, processes, and guidelines, and propose revisions to current, or the development of new, policies, procedures, and guidelines to the Forest Resilience Division Manager, DNR Executive Management, and outside entities.
- Develop grant and subaward processes and procedures, grant guidance, applications, agreements, and grant documentation. Ensure grant processes created are compliant with Federal Uniform Administrative Requirements, Federal Grant and Cooperative Agreement Programmatic & Administrative requirements, State of Washington laws and rules, and DNR Policy.
- Ensure compliance with federal rules and regulations through interpretation and communication of requirements to Grants Administration team, and Forest Resilience staff.
- Manage and oversee the federal grants processes: application, award, modification, and close-out.
- Provide direction in the interpretation of grant agreement and guidelines, state and federal statutes and rules, Forest Resilience Grants Program and Agency policies and procedures, as well as audit requirements and grantee relationships.
- Oversee and ensure compliance with state grants and federal subaward processes: application, award, and close-out.

Contracts & Procurement Specialist 3

Washington State Department of Natural Resources (DNR)

October 2022 – April 2023

Olympia, Washington

- Oversee the day-to-day operations associated with the Forest Resilience Division, Forest Regulation Division and Wildland Fire Management Division Community Resilience Program contracts and procurement program by ensuring control, accountability, and compliance as it relates to the suite of programs within the Divisions
- Provide leadership to Forest Resilience and Regulation Contracts & Procurement Specialists and to achieve program priorities and objectives. Set and maintain focus on program priorities and meeting deliverables. Develop work plans, assign and inspect work of staff. Establish work guidelines, expectations, and performance requirements.
- Oversee the day-to-day duties associated with the administration, management and compliance of DNR initiated Request for Applications (RFA) related to Forest Resilience Division federal and state funding

Contracts & Procurement Specialist 2

Washington State Department of Natural Resources (DNR)

Jan. 2020 – Oct. 2022

Olympia, Washington

- Developed the current Contracts and Procurement program for DNR Forest Resilience Division (FHRD), including a state-funded competitive grant program
- Responsible for the preparation, administration, management, and compliance of \$10.5 million across approximately 154 complex competitive solicitations, contracts, and agreements for the 21-23 Biennium
 - These contracts and agreements cover wide range of entities, including private contractors, non-profits, educational institutions, federally recognized Tribes, cities, conservation districts, and State and Federal agencies
- Created and maintained FHRD-specific contract templates, forms, resources, and processes to fit the Division's unique business needs while complying with the most current laws, regulations, and DNR policies
- Provided guidance, feedback, and technical assistance to FHRD staff in the preparation, review, negotiation, and approval of new and existing solicitations, contracts, and agreements
- Communicated with FHRD staff and contractors to ensure compliance with contract and agreement language, including when reviewing and approving invoices for payment

Grant & Contract Coordinator

Washington State Department of Natural Resources (DNR)

Jan. 2019 – Jan. 2020

Olympia, Washington

- Supported the Grant & Contract Supervisor in providing Federal grant administration services to the DNR Wildland Fire Management and Forest Resilience Divisions
- Coordinated with funding agencies, including the United States Forest Service, to establish & ensure terms and conditions of grant awards are met in support of the Divisions.
- Provided technical advice and guidance to DNR program managers on all phases of grant and contract requirements, development, and management.
- Responsible for the creation, management, and processing of grant reimbursements and invoice requests, and maintained grant and contract financial status information
- Prepared documents for all phases of the grant process, including applications, modifications, and grant closeout

Research Assistant

Washington State University Thurston County Extension

May 2018 – Dec. 2018

Lacey, Washington

- Seasonal, part-time position supporting the implementation of the Food Processing Facility Project, including drafting and testing survey questions for three different consumer audiences, interviewing and surveying those audiences, and participating in meetings with partners and stakeholders in the project.

Food Access Manager

Michigan Farmers Market Association (MIFMA)

Oct. 2017 – April 2018

East Lansing, Michigan

- Facilitated MIFMA's work to expand food access in Michigan farmers markets accepting Supplemental Nutrition Assistance Program (SNAP) benefits and other food assistance programs
- Lead MIFMA's implementation of the Food Navigator Program, which included training, supervising, and supporting seven Food Navigators working in farmers markets, creating and monitoring program budget, and completing financial reporting requirements
- Developed content for webinars and outreach materials for both MIFMA's food access work and the Food Navigator Program

Food Access Coordinator

Michigan Farmers Market Association (MIFMA)

July 2015 – Oct. 2017

East Lansing, Michigan

- Supported MIFMA's work to expand food access in Michigan farmers markets accepting Supplemental Nutrition Assistance Program (SNAP) benefits and other food assistance programs
- Supported MIFMA's implementation of the Food Navigator Program
- Provided training and technical assistance to market managers accepting SNAP benefits at their markets.

Student Intern

Michigan Agri-Business Association

Jan. 2015 – May 2015

East Lansing, Michigan

Student Employee

MSU Bakers

2012 – 2015

East Lansing, Michigan

Publications

Bramwell, S.G., Debien, S., Post, J., & Sitaker, M. (January 2020). *Feasibility of a Value-Added Processing Facility for Minimally Processed Vegetables and Fruit in South Puget Sound*. Washington State University.

https://s3.wp.wsu.edu/uploads/sites/2056/2020/03/ProcessingStudyFinal_20.01.31.pdf