

Gretchen Wolfe, Special Projects Administrator

Phoenix Community and Economic Development
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Gretchen Wolfe serves as the Special Projects Administrator for the Community and Economic Development Department and is responsible for overseeing the department's grant programs and Procurement and Contracts team. The American Rescue Plan Act (ARPA) programs encompass more than \$58 million in community investment and span the areas of workforce development, small business assistance, community college scholarships, and addressing the Digital Divide for elementary and high school students. In 2020, Gretchen also oversaw \$14 million in small business assistance programs funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. The Procurement and Contracts team conducts solicitations aimed at activating city-owned property in Downtown, along Valley Metro Light Rail corridor and other strategic locations in the city.

Gretchen has been with the city since 2005 and her previous assignments with the city include overseeing the certification and compliance program for small and disadvantaged businesses while in the Equal Opportunity Department and managing the procurement processes for restaurants and retail stores at Phoenix Sky Harbor International Airport while in the Aviation Department. Gretchen graduated from the University of Phoenix with both a Bachelor's and Master's degree in Business Administration.