

**COUNTY OF MILWAUKEE**  
**INTEROFFICE COMMUNICATION**

**DATE:** May 6, 2021

**TO:** Chairwoman Marcelia Nicholson, County Board Chair

**FROM:** Ashley Adsit, Department of Administrative Services, Director of Grants & Special Projects

**SUBJECT:** Request to create 1.0 FTE Senior Grants Analyst – Pandemic Relief in Grants & Special Projects Division

**Request:** Administrative Services requests to create 1.0 FTE Senior Grants Analyst – Pandemic Relief.

**Background/Position Duties:**

The American Rescue Plan Act of 2021 will provide \$183M in local aid to Milwaukee County to cover increased expenditures, replenish lost revenue and mitigate economic harm from the COVID-19 pandemic through 2024. Hiring the Senior Grants Analyst – Pandemic Relief is intended to ensure Milwaukee County is in the best position to effectively use and manage the aid to achieve impactful outcomes, making Milwaukee the healthiest county in Wisconsin.

The senior grant analyst will oversee and project manage the American Rescue Plan Act (ARPA) aid and other related grant funding received by Milwaukee County. This includes coordinating funding allocations across county departments and offices through an integrated work plan. Regular and ongoing budgetary and programmatic reporting will be facilitated by this individual. This individual will be an expert on ARPA allowable expenses, organize expenditure documentation, analyze budgets, perform claiming and reporting responsibilities, and respond to questions while working with departments and offices with ARPA allocations. This individual will support proposal and budget development for new grant funds.

On 03/06/2021, the U.S. Senate passed the American Rescue Plan Act of 2021 to provide additional relief to address the continued impact of COVID-19 (i.e., coronavirus disease 2019) on the economy, public health, state and local governments, individuals, and businesses. For this reason and timing, this position was not included in the most recent Adopted Budget.

**Fiscal Impact:**

For 2021, this position will be funded with previously approved County Board funds, from File 20-937 which provided \$5.0 million of funding for COVID-19 related expenses. In 2022, the position is intended to be funded with ARPA or other grant revenues. The anticipate date of hire is 08/09/2021 (pay period 16) with a salary of \$36,185 in 2021 and \$86,844 salary in subsequent years.

<u>Position requested:</u>	<u>Title code</u>	<u>Pay Range</u>	<u>Annual Salary Range</u>
<b>Senior Grants Analyst – Pandemic Relief</b>	TBD	33JM	\$63,690 - \$86,844

**Recommendation:** Administrative Services recommends that 1.0 FTE\_Senior Grants Analyst – Pandemic Relief be created in Grants & Special Projects Division. There is no tax levy impact to this request.

  
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Ashley Adsit, Director, Grants & Special Projects Division, Department of Administrative Services