

COUNTY OF MILWAUKEE
INTEROFFICE COMMUNICATION

DATE: May 11th 2021

TO: Chairwoman Marcelia Nicholson County Board Chair

FROM: Joseph Lamers, Director, DAS-PSB

SUBJECT: Request to Create 1.0 FTE Senior Grants Analyst – Pandemic Relief in Grants, Special Project Division

Duties/Background of Position:

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, and respond to questions while working with departments and offices with ARPA allocations. This individual will also support proposal and budget development for new grant funds.

Fitting the County's Strategic Plan:

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.

How does this request fit in the County's strategic plan? How does this request further the vision of achieving racial equity and becoming the healthiest county in Wisconsin?>

Fiscal Effect:

Anticipated date of hire: 08/09/2021

Current year and subsequent year costs: \$86,844 salary

Funding source if costs increase due to this action: For 2021, this position can 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.

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

The **Department of Administrative Services – Performance, Strategy, and Budget** recommends that Senior Grants Analyst – Pandemic Relief be created in Grants & Special Projects Division. There is no tax levy impact to this request.

JOSEPH LAMERS

Joseph, Director, Office of Performance, Strategy, and Budget