



SAN LUIS VALLEY
DEVELOPMENT RESOURCES GROUP
&
COUNCIL OF GOVERNMENTS

Job Description and Scope of Work

SLVCOG Regional Grants Navigator

San Luis Valley Council of Governments (SLVCOG) is seeking a qualified contractor to fill the Regional Grants Navigator (RGN) role, to develop a thorough understanding of the grant funding opportunities in the **Infrastructure Investment and Jobs Act** (IIJA or “Bipartisan Infrastructure Law”), as well as the **Inflation Reduction Act** (IRA) and to assist municipalities and counties within the 6 county SLVCOG Region in connecting to funding opportunities from these acts. The State of Colorado through the Governor’s office and OEDIT has allocated funds through SB22-15 to fund the RGN position and a cohort of parallel positions at each of the regions represented by Councils of Government across the state. Funding for the position is allocated annually by the legislature to OEDIT and may continue for up to 5 years.

Over 200 programs within the IIJA Act alone may be relevant to public entities in Colorado. Grant funded opportunities span a variety of specialties from Transit, Carbon Reduction, Road & Bridge projects, Wildfire Management, Environmental – abandoned mine reclamation, Natural Resources – ecosystem restoration, Waste Management- solid waste infrastructure, Water and Wastewater to name a few. These are funded through various federal or state agencies. The RGN can expect that many local governments are unfamiliar with the federal grant process as well as many of the categories which are created in the Acts and will request assistance in understanding whether their specific local or regional projects or programs match the terms of the many competitive grants, each of which will have specific requirements listed in Notices of Funding Opportunity (NOFO). The RGN applicant is expected to have relevant experience for this purpose.

The individual awarded the RGN position will report to the SLVCOG Executive Director, collaborate with OEDIT and their peers across the state, and be expected to help interested local agencies within the region understand what opportunities they may qualify for, and how and when to apply for those grant opportunities. Some of the RGN’s outreach will be to individual entities, and some will be collective outreach through hosting virtual meetings, webinars or other such communication tools. There will be some reporting requirements to the State regarding applications from across the Region. Some content area specialists in various state agencies will be available for more detailed assistance to local governments. While the RGN is expected to BE a resource, it is also expected that he or she connect interested parties with other resources.

San Luis Valley Council of Governments (SLVCOG) is a voluntary association of county and municipal governments that believes in the benefits of working together on a regional basis. SLVCOG serves 24 member jurisdictions in a 6-county region of south central Colorado.

The Regional Grants Navigator (RGN) will be responsible for the following Scope of Work:

SCOPE OF WORK

Proposed Service:

SLVCOG Regional Grants Navigator (RGN)

Applications:

Email a resume, three references and cover letter citing qualifications, approach to the scope of work and compelling reason why applicant is uniquely prepared and positioned for this full-time role to sstoeber@slvdrg.org no later than January 20th. Applications will be reviewed, and interviews conducted no later than Jan 27th. Applicants should be prepared to begin the role no later than February 2nd. Position is open until filled.

Description of Services to be Provided:

The INDIVIDUAL, serving in the capacity of SLVCOG Regional Grants Navigator will:

- Participate in on-boarding and role orientation to understand grant opportunities
- Research into various ARPA and IIJA grant opportunities focused on support to local governments
- Meet with other Regional Grants Navigator Specialists across the state to share best practices and identify application opportunities for individual public entities, or combinations that span multiple regions
- Participate in quarterly COG and Regional Grants Navigator Specialists “Lessons Learned Sessions,” which will be hosted by the State following quarterly reporting deadlines
- Meet with IIJA State Coordinator, State Recovery Officers, DOLA Regional Managers, Recovery staff, and other State and Federal employees to identify applicable federal funding opportunities and troubleshoot potential issues
- Build and maintain a contact list for each local government in your region and track outreach attempts and engagements
- Coordinate with other SLVCOG programs that are also tracking and helping agencies with this funding (Water Quality and Quantity Committee “QQ” and Mobility Manager)
- Become familiar with regional and local plans, objectives, and strategies to understand what grant opportunities are most relevant and should be prioritized while researching grant opportunities
- Conduct outreach calls and meetings to identify and cultivate projects that could be funded through IIJA or ARPA, emphasizing outreach to rural and underserved communities
- Facilitate grant writing and technical support, which may include grant writing workshops, virtual meetings, webinars and connecting communities to relevant grant writing experts.
- Input and track IIJA applications and awards in the State’s Salesforce database and provide quarterly reports on project progress
- Support ongoing monitoring and compliance related to ARPA, IIJA and IRA funding
- Serve as regional point of contact for questions and inquiries, and communicate available funding resources related to IIJA, IRA and ARPA
- Support all local governments in the region with the navigation of federal funding opportunities available through ARPA, IRA and IIJA
- Identify and assist collaborative groups of local governments and state agencies pursuing regional projects

Other Potential Scopes of Work:

- Provide grant writing support and technical assistance to local governments lacking the resources to do so themselves (as time allows)
- In future years as funds are advanced to the recipient, report on the use of these funds every quarter to OEDIT. These reports will be due April 14, 2023, July 14, 2023, September 13, 2023, and January 12, 2024
- In future years, monitor project work performance per outlined schedule of deliverables to ensure consistency with eligible activities
- Collaborate with collections of interested parties in developing creative approaches to secure funding for cross-jurisdictional and multi-party applications

Individual:

- RGN will be accountable to and for stipulations outlined
- RGN must be prepared to travel for in person meetings with personal automobile and valid driver's license and ability to travel across the Region, though most of the scope can be conducted remotely during business hours of a typical work week, some events may be outside of typical business hours

Work Experience/Skills/Knowledge:

Applicants should have a minimum of 5-years of experience in state, local government or grants management or combination of equivalent, relevant work; should have experience with federal grants, possess an understanding of the federal and state funding process, as well as basic understanding of state and local government structures and operations; should possess excellent communication skills, presentation skills and knowledge of MS Office, Outlook & Excel. Applicants with existing connections at state or local level within the region are preferred, as are applicants located within Huerfano, Chaffee, or Hinsdale counties. Knowledge of a specific content area is advantageous but not a requirement.

It is the policy of SLVCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.