

Classification: Grants Specialist-Advanced

Under the supervision of the Department of Administration –Division of Energy, Housing and Community Resources, Bureau of Housing (DOA/DEHCR/BOH) Director, this position manages and provides technical assistance, information and oversight administering the state and federally funded homeless assistance programs including HOME Tenant Based Rental Assistance (TBRA) Projects for Assistance in Transition from Homelessness (PATH) grant, Mental Health Block Grant, Shelter Plus Care, the CDBG- Social Security Outreach Access and Recovery (C-SOAR) and the Social Security Outreach Access and Recovery (SOAR) programs and other Bureau initiatives and performs special projects as assigned by the Bureau Director. This position also provides consultation, training, technical assistance, and recommendations on-site to grantees.

<u>Time</u>	<u>Goals and Worker Activities</u>
55%	<p>A. Conduct compliance monitoring of the HOME Tenant Based Rental Assistance (TBRA) Projects for Assistance in Transition from Homelessness (PATH) Grant, Mental Health Block Grant, Shelter Plus Care, and the Social Security Outreach, Access and Recovery (SOAR) program.</p> <p>A1. Coordinate and conduct monitoring visits to assure grantee contract compliance. Develop monitoring schedule based on risk analysis system.</p> <p>A2. Conduct field-monitoring visits to grantees and produce written monitoring reports to assure grantee compliance with state and federal guidelines and follow up with grantees on any findings and concerns.</p> <p>A3. Examine grantee projects, contracts, performance records and reports, files and other documentation as a means to assess performance and compliance with program requirements and objectives.</p> <p>A4. Review and analyze grantees financial records and reconcile any problems.</p> <p>A5. Analyze data obtained during a desk monitoring review or on-site monitoring visits and provide grantees with findings, deficiencies and overall performance through written correspondence within the prescribed deadline.</p> <p>A6. Respond to inquiries regarding the monitoring findings and compliance with state and federal regulations.</p> <p>A7. Review and approve grantee payment requests.</p> <p>A8. Recapture funds from grantees as a result of ineligible project determinations by establishing payment plans or requiring a lump sum repayment.</p> <p>A9. Complete and submit reports to Housing and Urban Development (HUD), Substance Abuse and Mental Health Services Administration (SAMHSA) and the Department of Health (DOH) as required.</p>
25%	<p>B. Oversee and administer the application process for the state and federally funded homeless assistance programs including: Projects for Assistance in Transition from Homeless; Mental Health Block Grant, Shelter Plus Care and CDBG and SSI Outreach, Access and Recovery Programs.</p> <p>B1. Review state and federal policies and regulations and develop and implement program changes as needed.</p> <p>B2. Develop, issue and review the Requests for Proposals and application materials for PATH and the Mental Health Block Grant funded programs.</p>

Classification: Grants Specialist-Advanced

- B3. Administer the application review process to ensure the highest priority needs are funded based on published application criteria and coordinate all activities associated with notifying applicants of funding decision and provide appropriate follow-up.
- B4. Develop required financial and statistical reporting forms and instruction for award recipient, verify completeness and accuracy of submitted forms, identify problems and work with grantees to correct and promptly process.
- B5. Maintain files for grant awards and contracts and maintain in contract budget summary sheets and produce various financial management worksheets as needed.
- B6. Administer the initial appeals process when an applicant appeals a funding decision.
- B7. Develop and maintain application and award spreadsheets for managing grants and generating grant documents.
- B8. Oversee contract preparation and execution and handle contract amendments and revised budget adjustments, including determining the appropriateness of grantee's requests for contract/budget amendments.
- B9. Examine grantee projects, contracts, performance records and reports, files and other documentation as a means to assess performance and compliance with program requirements and objectives.
- B10. Update and maintain grant award information into the federal Integrated Disbursement and Information System as necessary.
- B11. Attend and assist with setting up workshops, conferences, or training related to programs.
- 15% C. Assist in the administration of other state and federally funded homeless and special needs programs.
  - C1. Update program manuals and website information.
  - C2. Communicate information to grantees.
  - C3. Respond to requests for information and assistance and provide technical assistance to grantees as necessary.
  - C4. Present program information to grantees, applicants, and others at meetings/workshops.
  - C5. Handle phone, correspondence and email referrals from clients.
  - C6. Analyze reports, make recommendations for program improvements and develop reporting requirements as necessary.
- 5% D. Perform special assignments and projects as assigned by the Division Administrator, Deputy Division Administrator or Bureau Director.
  - D1. Serve as a Division's liaisons to committees, councils or workgroups at the Administrator's request.
  - D2. Act as the Division's liaison with the Wisconsin Council on Mental Health.
  - D3. Other duties as assigned.

Classification: Grants Specialist-Advanced

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of, and ability to manage, state and federal programs.
2. Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.
3. Ability to work effectively with diverse partners.
4. Ability to provide technical assistance to government officials, non-profit organizations and other agencies regarding the appropriate use of state and federal funds.
5. Ability to develop and implement training.
6. Ability to prepare and maintain records and reports for an effective administration of funding.
7. Ability to assess the performance of organizations and individuals to make appropriate improvements or take corrective action.
8. Ability to collect and analyze data and interpret information to proceed with appropriate actions.
9. Good working knowledge of Microsoft Office software products to monitor, analyze and communicate information.
10. Skill in negotiation, conflict resolution and consensus building with diverse stakeholders.
11. Knowledge of administrative codes and federal and state rules regarding contractual agreements.
12. Excellent interpersonal and written communication skills.
13. Ability to manage time and prioritize projects within established deadlines.

#### Special Requirements

- Must possess a valid driver's license that meets the State of Wisconsin's Risk Management standards, or have the ability to provide ones' own reliable transportation on a consistent basis
- Ability to travel to assigned counties, occasionally overnight, will be required