

Grants Specialist-series Class Concept

Title: Grants Specialist - series

Career Family: Loans and grants careers

Kind of work: Professional or professional-supervisory grants administration work.

Class-Series Concept (i.e., characteristics of work performed by positions in this class series)

Professional/supervisory grants planning, analysis and administration work. Positions plan, write, evaluate, administer, train and/or monitor grants/grant proposals/grant recipients for a grant-award authority or perform similar work for a grant-recipient agency. Positions identify possible grant projects, write/edit grant proposals, develop procedures and evaluation criteria for review of grant applications, review and evaluate grant applications for administrative requirements, approve requests to modify grant conditions, evaluate proposed research methodology, approve disbursement of grant monies, provide technical assistance to grantees, monitor the application process and administration of grants, conduct training for grant recipients, close out grants, conduct program evaluations and financial audits of grants.

Key Activities:

Advise/assist planner or prospective grantees in the identification and development of grant projects so that areas, if needed, are identified and addressed;

Develop information materials (e.g., "Requests for Proposals") regarding availability of grant-in-aid funds, program objectives, eligibility criteria, award criteria, and application procedures;

Write/edit narrative portion of grant proposals;

Develop line-item budgets for grant proposals;

Develop procedures and evaluation criteria for review of grant applications;

Review grant proposals for compliance with **administrative** requirements;

Evaluate the **technical** merit of grant proposals and prepare/present recommendations to grant-award authorities;

Approve/disapprove grantee requests for modifications to agreed-to objectives, methodology, timetable, and budget;

Design or evaluate research methodologies;

Conduct compliance reviews (e.g., on-site compliance reviews of grantee performance to assess progress toward expressed grant objectives in compliance with proposed methodology and applicable administrative policy and procedures);

Grants Specialist Supervisor

Sample of a Typical Position (Benchmark)*

Purpose: To manage and administer the IRRRB Grants Division. The incumbent oversees all aspects of the grant program including supervision of the Grants Division staff, budgets, guidelines, grant training, analyzing applications, monitoring projects, authorizing payments, meeting with communities and recommending projects to the Commissioner and legislative bodies.

Reports to: Commissioner of Iron Range Resources Rehabilitation Board (IRRRB)

Supervises:

Grants Specialist
Grants Specialist Intermediate
Grants Specialist Senior
Accounting Officer Intermediate
Clerk Typist 2
Contractors, engineers and architects associated with Grants projects.

Budget: \$125,000 budget for salaries, travel and supplies
Ten to twenty million dollar grants budget. Approximately 350-400 grants.

Clients:

- Indian tribal governments and non-profit organizations located in the Taconite Tax Relief Area.
- City and County administrators, city council members, corporate officers.
- State, federal, and local legislators.
- Attorney General's Office
- Grant recipients
- Federal grant officials
- Department of Administration, Department of Finance and other state agencies

* **This position is a composite of several positions.**

Principal Responsibilities

- I. **To supervise and direct grants program division staff.**

A-35%-A

1. Analyze work units needs and develop and implement short and long range work plans.
2. Determine work priorities, assign work, and monitor completion of work.
3. Evaluate work performance of employees.
4. Interview, hire, transfer, and promote employees.

5. Recommend the hiring, suspending, or discharge of employees.
6. Train and instruct employees in technical areas.
7. Mediate and adjust employees' grievances according to the requirements of the appropriate contract or plan.
8. Administer labor agreements and contracts negotiated with MAPE and AFSCME.
9. Prepare and oversee the Grants budget.

ANNOTATION: The percentage of time devoted to supervisory tasks varies by position, but supervisory positions perform most of the tasks described above. Refer to M.S. 179A.03 Subd. 17 for the statutory definition of supervisory employee.

II. Develop combined grants process (Community and School Prevention and Intervention Initiatives) to implement new initiatives funded by federal grant programs and the Minnesota legislature so that the monies can be distributed to grant applicants.

A-30%-A

1. Draft and implement new program guidelines.
2. Design and implement program specifications.
3. Determine fund award process and develop award and application specifications.
4. Provide technical assistance to grantees.
5. Approve or disapprove pre-applications and applications.
6. Meet with local and state government officials to discuss applications.
7. Authorize the expenditure of all grant monies.
8. Stop payments on projects when contract violations occur.

ANNOTATION: Grants Specialist Supervisors supervise employees who administer complex multifaceted grants. Responsibilities span the entire grant process from effectively recommending acceptance or rejection of the grant application to closing out the grant.

III. Provide grant program direction

A-35%-A

1. Represent the Agency at technical and advisory committee meetings with U.S. Department of Agriculture (USDA), USEPA, BWSR, MDA, Project Sponsors and others to develop interagency partnerships for the establishment of a statewide Tracking Program.
2. Develop guidance materials and policies to be used in targeting priority areas for BMP implementation.
3. Coordinate federal, state, and local activities to establish a computerized statewide program to track implementation of nonpoint BMPs
4. Develop statewide guidelines, guidance manuals, procedures and standards to ensure proper application by local planning groups and local units of government
5. Monitor BMP planning activities; identify problem areas; develop and review reports and recommend alternative actions.
6. Oversee program development by establishing program budget categories, develop grant application documents for the non-point source programs.
7. Prepare and oversee the Grants Program Budget.

ANNOTATION: Grants Specialist Supervisors coordinate statewide grants programs, establish program goals and objectives, recommend grant program policies and guidelines for approving grants, develop financial reporting systems, prepare and review grants budgets and fiscal documents, and direct the activities of consultants, project managers, and other grant program staff.

Grants Specialist Intermediate

Sample of a Typical Position (Benchmark)*

Purpose: Develop and administer the Lead Paint Abatement Grant Program for cities and state departments participating in the program.

Reports to: Director of Home Improvement Programs

Supervises: No one

Budget: \$2,190,000 in grant dollars

Clients:

Housing departments in Minneapolis, St. Paul and Duluth
Health departments and health agencies in Minneapolis, St. Paul and Duluth
Minnesota Department of Health
Minnesota Department of Jobs and Training
Minnesota Pollution Control Agency
WAB Teams
U.S. Department of Housing and Urban Development
National Center for Lead-Safe Housing
University of Cincinnati
Local Lead Abatement Contractors
Midwest Center for Occupational Health and Safety

*** This position is a composite of several positions.**

Principal Responsibilities

- I. **Monitor grant activities so that the objectives of the Lead-Based Paint Abatement Grant program are achieved.**

A - 65% - A

1. Monitor grant partner's performance to ensure compliance with terms of the Grant Agreement with the Department of Housing and Urban Development (HUD).
2. Provide monthly reports to agency management on progress of the program.
3. Visit city grant partners quarterly the first year of the project to review procedures and files for compliance with all aspects of the grant.
4. Review requests for funds to ensure that funds are drawn only when appropriate and within the parameters of HUD cash management guidelines.
5. Recommend to management actions to correct deficient performance by grant partners.

Intermediate level positions may independently administer routine grants, including initiating and closing grants. Typically, grants have singular issues and well defined parameters. If grants are more complex, Intermediates make fewer independent decisions about the content of grants and the distribution of funds. If deficiencies need correcting, the Intermediate makes recommendations to the grants administrator.

- II. Serve as liaison with HUD and the National Center for Lead-Safe Housing so that data and communications flow effectively between HUD, MHFA and the grant partners.**

A - 35% - A

1. Convene monthly meetings with grant partners to discuss and resolve issues related to program delivery.
2. Serve as clearinghouse for information from HUD and the National Center for Lead-Safe Housing.
3. Act as the clearinghouse for questions from grant partners to HUD or the Center.

Intermediates are expected to have sufficient knowledge of the grant process to independently research questions and interpret technical information to grantees.

Grants Specialist Coordinator

Sample of a Typical Position (Benchmark)*

Purpose: Administer all aspects of the grants covered by the Multi-Site Cooperative Agreement for solid waste management between the State and the U.S. Environmental Protection Agency (EPA). **Reports to:** Manager, Division of Ground Water and Solid Waste

Supervises: No supervisory authority

Budget: Grants totaling \$10 million in Federal Superfund and \$9 million in State Superfund

Clients:

- Project Officer and other appropriate representative of the U.S. Environmental Protection Agency (Region 5 and Headquarters)
- Other MPCA staff, including Fiscal Services
- Attorney General's Office
- Department of Administration, Department of Finance and other state agencies
- State legislators and local government officials
- Media Representative

* This position is a composite of several positions.

Principal Responsibilities

- I. **Secure Federal Superfund Cooperative agreements and grants and manage the following grants and cooperative agreements between the Federal government and the State:**
 - **Multi-Site Cooperative Agreement (MSCA)**
 - **New Brighton Cooperative Agreement**
 - **Reilly Tar Cooperative Agreement**
 - **Core Funding Cooperative Agreement**
 - **Consolidated Ground Water Grant**

A - 65% - A

1. Negotiate specific conditions of agreements with the U.S. EPA to ensure that National Priorities List sites and other funding needs are properly listed in EPA's Superfund Comprehensive Accomplishments Plan and the Federal Superfund spending plan.
2. Coordinate the application process for available funds to ensure budget and scope consistency among all funded projects and compliance with other EPA requirements.
3. Coordinate preparation and preparation of the annual Project List update to the MPCA Board for adoption. Ensure that the MPCA Board is adequately informed of the basis for the Project List so their concerns are minimized.

4. Coordinate development of additions to the Project List between annual updates and track/monitor changes to the Project List and fund balance of the State Superfund.
5. Coordinate revisions to Minnesota Rules Chapter 7044 on an as-needed basis. Coordinate specific language revisions and ensure compliance with Administrative Procedure Act by coordinating with the Attorney General's staff and the Reviser's Office on proper procedures.

ANNOTATION: Grants Specialist Coordinators administer complex grants. Grants at this level are multifaceted and may require coordinating several state agencies and/or levels of government. Grants may also cross academic disciplines. Responsibilities span the entire grant process from effectively recommending acceptance or rejection of the grant application to closing out the grant.

ANNOTATION: Some Coordinators have additional responsibilities for negotiating for grant money, recommending policies and guidelines for approving grants, and developing processes for monitoring grants.

II. Administer the MSCA and Core Funding Cooperative Agreement between the State and the U.S. EPA.

A - 35% - A

1. Take a lead role in developing the technical aspects for MSCA amendment applications, budgets and other administrative aspects of the applications.
2. Review MSCA amendment applications for compliance with the U.S. EPA policies and State requirements.
3. Develop the budgetary and other administrative aspects of MPCA's application for the CORE Funding Cooperative Agreement with the U.S. EPA.
4. Identify programmatic funding needs in the MPCA Superfund program and negotiate to maximize MPCA's share of available Federal Superfund money.
5. Review MSCA and Core Funding Cooperative Agreement amendment awards and recommend their acceptance/rejection by the Commissioner. Upon acceptance, coordinate the development of account numbers and spending plans. If the award is unacceptable, recommend changes to the award and negotiate with the U.S. EPA.
6. Develop a format for quarterly technical and financial progress reports to the U.S. EPA as required by the Cooperative Agreements.
7. Review quarterly progress and other reports for compliance.
8. Provide periodic instruction and training to site teams and other MPCA staff in accordance with the Division workplan to familiarize them with the terms and conditions of the MSCA and the Core Funding Cooperative Agreement.
9. Coordinate resolution of the U.S. EPA audits involving the MSCA and other cooperative agreements in a timely manner including developing and implementing appropriate actions to address EPA concerns.

ANNOTATION: The Coordinators role in administering grants is broad scope. Responsibilities include developing budgetary and administrative aspects of the process, identifying and negotiating funding for grants and ensuring compliance with rules and legislation. Taking a lead role in developing technical aspects of the grant process illustrates the Coordinator's advanced level of knowledge in all phases of grant administration.

Loans and Grants Career Family

This career family includes jobs concerned with the administration of a variety of grants and loans to finance government-sponsored programs such as housing, local government initiatives, and direct sales to the public; directs and coordinates the evaluation and monitoring of grant-funded programs; analyzes information on loan documents to ensure that the loan complies with appropriate guidelines such as financial condition, credit, property valuation.

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**Grants Specialist - series
“At-a-Glance”**

	Grants Spec (14-D:05L)	Grants Spec, Int. (14-D:07L)	Grants Spec, Sr. (14-D:10L)	Grants Spec, Coord. (14-D:13L)	Grants Spec Supervisor (16F:18K)
Scope/Impact of Work					
• Work group	←	←	←	←	←
• Grantees	←	←	←	←	←
• Grantor/grantees	←	←	←	←	←
Nature of Work Assignments					
• Recurring	←	←	←	←	←
• Non-recurring/ Similar	←	←	←	←	←
• Non-recurring/ Novel/ Complex	←	←	←	←	←
Administrative					
• Coordinate program activities	←	←	←	←	←
• Coordinate fiscal activities	←	←	←	←	←
• Supervise employees engaged in grants activities	←	←	←	←	←
Grants Process					
• Advise/assist other grants specialists	←	←	←	←	←
• Write/edit narrative portions of grant proposals	←	←	←	←	←
• Develop informational materials	←	←	←	←	←
• Conduct compliance reviews	←	←	←	←	←
• Review the objectives and eligibility criteria of grant-in-aid program	←	←	←	←	←
• Approve/disapprove disbursement of grant monies	←	←	←	←	←
• Provide technical assistance	←	←	←	←	←
• Conduct training sessions	←	←	←	←	←
• Review grant proposals for fiscal and program compliance	←	←	←	←	←
• Prepare supporting documentation	←	←	←	←	←
• Prepare staff draft report	←	←	←	←	←
• Deliver oral presentations	←	←	←	←	←
• Develop training materials	←	←	←	←	←
• Close grants	←	←	←	←	←
• Develop line-item budgets for grant proposals	←	←	←	←	←
• Evaluate the technical merit of proposals	←	←	←	←	←
• Approve/disapprove grantee requests	←	←	←	←	←
• Conduct program evaluations/audits of specific grants	←	←	←	←	←
• Conduct financial evaluations/audits of specific grants	←	←	←	←	←

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Grants Process - continued					
• Evaluate the administration and effectiveness of grant programs			←————→		
• Testify before grant committees/public forums			←————→		
• Coordinate the grants close-out process			←————→		
• Develop evaluation criteria			←————→		
• Develop grant management administrative procedures				←————→	
• Review and evaluate policy issues				←————→	
• Negotiate specific conditions of agreements to grantors				←————→	
• Draft proposed legislative language			←————→		
• Responsible for final draft				←————→	
• Prepare, review approve program and legislative budgets				←————→	
Problem Solving					
• <i>Deductive reasoning</i>					
Identify					
Summarize	←————→				
• <i>Inductive reasoning</i>					
Evaluate	←-----→				
Advise			←-----→		
			←-----→		
Degree of Control received					
• Immediate Supervision	←————→	-----→			
• General Supervision		←————→	-----→		
• Limited Supervision			←-----→		
• Administrative Direction				←-----→	-----→

Key: a solid line indicates work characteristic of the class
a dashed line indicates work characteristic of some positions

Review the objectives and eligibility criteria for grant-in-aid programs to determine compatibility with state local need;

Conduct **program** evaluations/audits of **specific** grants;

Conduct **financial** evaluations/audits of **specific** grants;

Evaluate the administration and effectiveness of grant-in-aid **programs**;

Approve/disapprove disbursement of grant monies;

Provide technical assistance to grantees with regard to the grant application process or administration of operational grants;

Conduct training sessions (e.g., financial management training for grant recipients);

Coordinate the grants close-out process so that records summarizing fiscal and program activities are in order;

Review and evaluate policy issues affecting grant-in-aid programs and prepare summary of evaluation and recommendations for grant-award authorities;

Develop grant management administrative procedures (application procedures, financial management procedures, etc.).

Number of levels in series: 5