



Job Description and Scope of Work AGNC

Regional Grants Navigator Contractor

Associated Governments of Northwest Colorado (AGNC) 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, counties, and special districts within the 4-county AGNC region to connect to funding opportunities from these acts. The State of Colorado through the Governor’s office and Office of Economic Development and International Trade (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, to 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 preparing to quickly develop expertise for this purpose.

The Contractor awarded the RGN position will report to the AGNC Executive Director, collaborate with OEDIT and their peers across the state, and be expected to help interested local agencies within the region understand to what opportunities they may qualify, 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 to connect interested parties with other resources.

AGNC is a voluntary association of county and municipal governments that believes in the benefits of working together on a regional basis. AGNC serves 21 member jurisdictions in a 4-county region of northwest Colorado.

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

SCOPE OF WORK

Contracted Service:

AGNC Regional Grants Navigator (RGN)

How To Apply:

Email a résumé, three references and cover letter citing qualifications, approach to the scope of work and compelling reason why the applicant is uniquely prepared and positioned for this full-time role to admin@agnc.org. Position is open until filled.

Description of Services to be Provided:

The CONTRACTOR, serving in the capacity of AGNC Regional Grants Navigator will:

- Participate in on boarding and role orientation to understand grant opportunities
- Research into various IJJA and IRA 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, for combinations of 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 IJJA State Coordinator, State Recovery Officers, Department of Local Affairs (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 AGNC programs that are also tracking and helping agencies with this funding.
- 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 IJJA or IRA, 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 IJJA and IRA applications and awards in the State’s Salesforce database and provide quarterly reports on project progress.
- Support ongoing monitoring and compliance related to IJJA and IRA funding.
- Serve as regional point of contact for questions and inquiries and communicate available funding resources related to IJJA and IRA.
- Support all local governments in the region with the navigation of federal funding opportunities available through IRA and IJJA.
- 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.
- 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 July 10, 2023, September 10, 2023, and January 10, 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.
- Assist with writing, submitting, and presenting Enterprise Zone Contribution Project applications as a separate public-private-partnership opportunity (funded by EDA Partnership Planning).

Independent Contractor:

- RGN is an independent contractor and will be accountable to and for stipulations outlined in the contract.
- 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 and state, 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. Flexibility will be required.
- RGN will Invoice AGNC once (or twice) each month at a standard hourly rate, providing a detailed list of activities not to exceed \$5,833/month, subject to review and funds allocated by OEDIT.

Work Experience/Skills/Knowledge:

Applicants should have a minimum of 3 years of experience in federal, state, or local government; grant management; or combination of equivalent, relevant work. Applicants should have experience with federal grants, possess an understanding of the federal and state funding process, as well as a basic understanding of state and local government structures and operations. Applicants should possess excellent communication skills, presentation skills and knowledge of MS Office applications. Applicants with existing connections at state or local level within the region are preferred, as are applicants located within Garfield, Mesa, Moffat, and Rio Blanco Counties.

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