

Summary of information and needs to support upcoming Grant Allocations

Purpose: FEMA has announced to Charlotte County funding for its Hurricane Ian DR-4673 Hazard Mitigation Grant Program. As well, the Inter-Agency Recovery Coordination Group (IRC) and the Inflationary Reduction Act have announced future grant funding (date TBD). This has placed the County in a good position but has also shed some light on areas needing additional assistance, as you will see below.

Current Team Approach: The Grants Team is comprised of a Grants Manager, Fiscal Services Manager, 5 Fiscal Services Analysts, 3 Departmental Grants Analysts, handling an average of over 140 Grants annually.

Current Capacity - Roles & Responsibilities: At present there are only 3 Departments with Grant Analyst Positions (Utilities, Human Services, Public Works). There are 5 Fiscal Service Analysts whose roles cover the financial aspects of each Grant, with 3 Fiscal Service Analysts who have taken on a dual role of Grants and Fiscal Analyst, due to the current lack of Grant Analysts. Witt O'Brien, the County's recovery vendor has been contracted to assist with Hurricane Ian Public Assistance and HMGP application submittals.

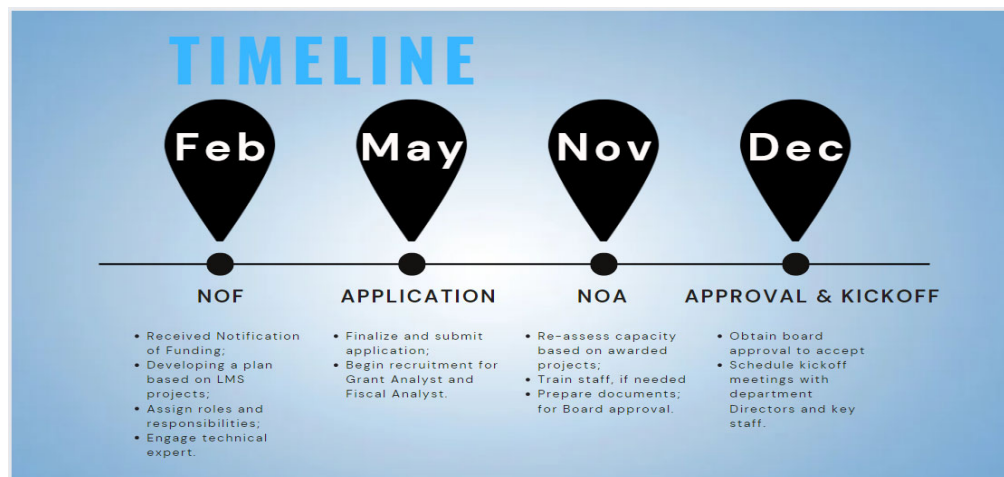
Staffing Challenges: In FY22, there were 173 grants managed between Fiscal and the departments. This was a 21% increase over the previous year. Some Fiscal Services Analysts are in a dual role capacity (which reduces timeliness and increases the potential for inaccuracy). There will be 50+ New HMGP projects forthcoming which have been identified by Charlotte County's Emergency Management and the Local Mitigation Strategy (LMS) Group. As well there will be Inter-Agency Coordination Group (IRC) and Inflationary Reduction Act (IRA) Grant Programs opening.

Programmatic and Fiscal Monitoring: Grants Team (Grants and Fiscal Services) will continue to monitor and process programmatic & financial agency reports. The Grants and Fiscal Teams will provide all necessary oversight. The Grants Team will be responsible for overseeing all aspects of the grants from pre-application to post-award (with the exception of Witt Obrien performing the grant writing). The Grants Team will ensure all approvals are obtained from application submission through award acceptance. Post award, the Fiscal Team will oversee the financial requirements of the agreements.

Phased Plan: An Accounting Specialist and Sr. Financial Analyst request will be submitted to Charlotte County's Human Resources Department for hiring 1 position for each immediately. Once hired, both positions will be trained and brought up to speed. As time progresses and Post Award gets closer, additional staff will be hired to complete the approved requests. The County will engage with Witt O'Brien for Pre-Award application submittals. As new opportunities arise, additional grant awards will require additional staffing.

Group Coordination Process: Grants and Fiscal will hold a project kickoff meeting for each HMGP project for both internal and external staff. Quarterly meetings will be held for all staff (internal and external). The Grants Analyst(s) will hold weekly to bi-weekly meetings with departmental stakeholders, project managers, engineering firms, grant management firm, FDEM and FEMA, when necessary.

Timeline:



Consulting and Personnel Costs:

- Technical Assistance application (WOB) \$360K
- 1 Accounting Specialist - \$71K per position
- 3 Senior Financial Analysts - \$112K per position
- 3 Grants Analyst - \$107K per position

Annual Budget:

\$360,000 – Grant Writing (Initial year only)

\$71,000 – Accounting Specialist

\$336,000 – Fiscal Senior Financial Analyst

\$321,000 – Grants Analyst

\$1,088,000 – Total

FY22 Statistics:

173 active Grants

5 Fiscal Analysts, 3 Grants Analysts

Average # of Grants: Fiscal Analyst 38, Grants Analyst 25

Recommendation: Maximum number of grant files per Analyst 25