DEPARTMENT: Social Services

Eff. Date 10/1/2022 **% of Year Remaining:** #N/A

ARPA NEW POSITION REQUEST FORM
2022 ARPA BUDGET
FORT BEND COUNTY, TEXAS

Use one form per request

Position Title/ Description: Grants Manager

Job Code:

Has Human Resources reviewed your request? (Yes/No) in process

Has Facilities reviewed your request? (Yes/No)

All New Positions need to be reviewed and signed off by Facilties Mgmt & Planning.

Hourly Salary	$31.28
Bi-Weekly	$2,502.40
Grade	11
Step	9
Policy Group	PH

	Annual Amount		# Requested 1
Salaries Costs	$65,312.64		$65,312.64
Overtime Costs			$0.00
Other Personnel Costs	$32,362.85		$32,362.85
Total Salaries & Personnel Costs	$97,675.49		$97,675.49

Category (drop down list)	Item Description	Cost	Quantity	TOTAL
65000 IT-DP	Laptop, dock, dual monitors,	$2,300.00	1	$2,300.00
65000 IT-DP	Cisco Phone Refurbished	$110.00	1	$110.00
65000 IT-DP	Cell Phone	$100.00	1	$100.00
65000 IT-DP	Cell Phone Service	$900.00	1	$900.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
				$0.00
			TOTAL	**$3,410.00**

Total Cost of Request $101,085.49

☐ Check Box if request has a page 2

Justification for Request: (attach additional document if necessary)

This is a critical position for a division highly dependent on grant funding to support the many needs of low income residents or those in emergency situations. Responsible for assisting with grant applications, grant reporting and compliance reviews. Writes grant applications, according to format required, and submits applications to funding agency to obtain funding. Researches grant opportunities and works with appropriate departmental adminstrators to complete application for existing and future programs. Works closely with supervisor to develop program goals, outline how grant funds are to be used, and explain pricedures nedessary to obtain funding. Assists with coordination and collevtion of data and documentation for reporting to granting agencies and local partners.

2022 Pro-Rated Cost		#N/A
2023 Cost	$	100,600
2024 Cost	$	103,600
Total		#N/A