



January 28, 2025

For Immediate Release

The Albemarle Commission Region R Council of Governments is seeking a Grant Project Coordinator (**this is a contracted position**) to support local governments in the Albemarle Commission's region to ensure the effective utilization of State and Local Fiscal Recovery Funds (SLFRF). This includes surveying local governments to assess their needs, providing targeted technical assistance, facilitating communication and collaboration, and preparing a comprehensive final impact report.

Deliverables include but are not limited to:

1. ****Needs Assessment Survey**** - Develop and distribute a survey to local governments in the region to assess SLFRF utilization, challenges, and technical assistance needs. - Analyze survey results and create a report summarizing findings to inform ongoing support efforts.
2. ****Virtual Toolkit Development**** - Create a simple, easy-to-access virtual toolkit containing resources such as reporting templates, FAQs, project planning guides, and compliance checklists.
 - Distribute the toolkit to local governments to streamline their efforts and provide clarity on SLFRF requirements.
3. ****Communication and Resource Sharing**** - Establish and manage an email list to provide regular updates, resources, and success stories to local governments.
 - Send at least one targeted email per month with actionable information related to SLFRF compliance and project ideas.
 - Collaborate on email platform costs if Albemarle Commission does not provide access to an existing platform.
4. ****AI Assistance**** - Offer guidance on leveraging AI tools to streamline tasks such as data analysis, reporting, and project management.

- Provide practical examples of AI applications tailored to the needs of local governments.
- Include virtual demonstrations or workshops for those interested in adopting AI-based solutions.

5. **Virtual Workshops** - Host virtual workshops as needed, starting in March 2025, based on findings from the survey. Topics may include:

- Reporting and compliance.
- Project planning and execution.
- SLFRF success stories and best practices.

6. **In-Person Stakeholder Meetings** - Conduct in-person meetings with stakeholders across the region to:

- Provide tailored support and guidance.
- Facilitate collaboration among stakeholders.
- Share resources and strategies for successful fund utilization. Meetings will be prioritized for counties receiving SLFRF funds, with flexibility based on needs.

7. **Final Impact Report** - Prepare a comprehensive report summarizing SLFRF utilization across the region, highlighting success stories, challenges, and lessons learned.

- Deliver the report to the Albemarle Commission by mid-September 2026.

This **contracted position** requires an individual with experience with grant coordination, working with government representatives and other stakeholders in the Albemarle Commission 10-county region, project management and/or can demonstrate experience in a role that can reasonably be correlated to this work to demonstrate competency. A valid driver's license and reliable transportation are required.

This contracted position is funded with funds provided by the American Rescue Plan Act of 2021. The contract is anticipated to be funded through September 30, 2026.

Interested individuals should submit their resume and cover letter to Amber Morse, Albemarle Commission Assistant Executive Director, at amorse@accog.org.

Open until filled.