

# Amy Dorsey

---

114 West 300 North Clearfield Utah 84015 | (435)237-7590 | maplesyrupsnowflake@yahoo.com | amy.dorsey@slcgov.com

## Profile

Grant Program Analyst with over ten years of successful experience in grant management and grant compliance. Proficient in government compliance, collaboration with various SLC departments and designing grant policies and processes.

## Experience

### **GRANT MANAGER | SALT LAKE CITY CORPORATION | JUNE 2023-PRESENT**

- Responsible for post grant management: contract routing, reimbursement requests, invoicing, interdepartmental communication, report submission and close out.
- Point person for grant module in Workday
- Assist in developing grant policies and procedures for the City.
- Assist Deputy Controller with audits.

### **GRANT ADMINISTRATOR | SALT LAKE CITY CORPORATION | FEBRUARY 2022-JUNE 2023**

- Responsible for the management and implementation of the American Recovery Plan Act (ARPA) funds. This includes:
- Grant reporting: both to the City and the US Treasury Department
- Grant compliance: ensuring the City follows all federal grant rules for spending ARPA funds. This includes the CFR 200, ARPA grant and any supplements.
- Collaboration with departments to establish project scopes and budgets, monitor expenditures and assist in interpreting grant language.
- Creation of grant process: from council approval to grant expenditures.
- Communication with outside entities to establish project scopes, budgets, contracts, monitor expenditures and reporting.
- Researching updated rules, audit procedures, reporting requirements and other information that will help the City spend ARPA funds in a creative way while still maintaining grant requirements.
- Research and answer any questions posed by council.
- Assist Department of Economic Development and Housing Stability with RFP process for community grants.
- Acted as lead for grants team in the testing and implementation of Workday.
- Prepare paperwork for audits.
- Reconcile payment amounts with journal entries, individual budgets, and federal report.

### **UTAH OFFICE FOR VICTIMS OF CRIME | DECEMBER 2016-FEBRUARY 2022**

**LEAD VOCA GRANT ANALYST: Oct. 2018 to Feb. 2022**

**Assisted in leading a team that managed, monitored, and reported on the Victims of Crime Act (VOCA) federal grant. Responsibilities included:**

- Creation of RFP: Met with stakeholders, hosted trainings throughout Utah, received and reviewed applications, finalized awards.
- Caseload of 40 grants: processed billings, monitored expenditures to ensure subrecipients followed federal requirements, state requirements and their individual contracts.
- Part of leadership team that established new processes for grant applications requirements.
- Assisted in developing new online grants management system for both grant applications and billing expenses
- Assisted in audits, site visits and general monitoring.
- Submitted federal reports.
- Assisted other team members determine eligibility.
- Received Certified Public Management certificate from Utah Valley University. The CPM course is offered to Utah State employees and offers courses that increases the capacity of its participants to effectively lead people, manage work processes and develop self - mastery.

**SASP GRANT ANALYST/GRANT MONITOR: Dec. 2016 to Sept. 2018**

**Responsible for all aspects of the management and implementation of the SASP grant (Sexual Assault Services Program). This included:**

- Development and training for RFP process
- Reviewed and finalized awards.
- Grant compliance with federal, state, and individual contract requirements
- Responsible for monitoring all UOVC grants which included: site visits, risk assessments, desk reviews and finance compliance.

**DIRECTOR OF DEVELOPMENT | SOUTH VALLEY SERVICES | DEC. 2014-DEC. 2016**

- Responsible for grant management and fundraising for the agency. This included:
- Development of grants submission and reporting calendar.
- Wrote, submitted, and reported on all grants for the agency.
- Connected with community leaders to actively pursue federal, state, and private grants.
- Organized and hosted fundraising event.
- Ensured all grant requirements were followed and eligible items were submitted for reimbursement.
- Trained employees and implemented new online data management system.

## **Education**

**MASTER OF SCIENCE | DEC. 2012 | CAPELLA UNIVERSITY. MINNEAPOLIS, MN**

**BACHELOR OF ARTS | DEC. 1989 | CENTRAL MICHIGAN UNIVERSITY. MT. PLEASANT, MI**

## **Activities and Interests**

Water sports, walking, movies, and pickle ball.