

BEFORE THE WASHINGTON UTILITIES AND TRANSPORTATION COMMISSION

DOCKET UE-240006

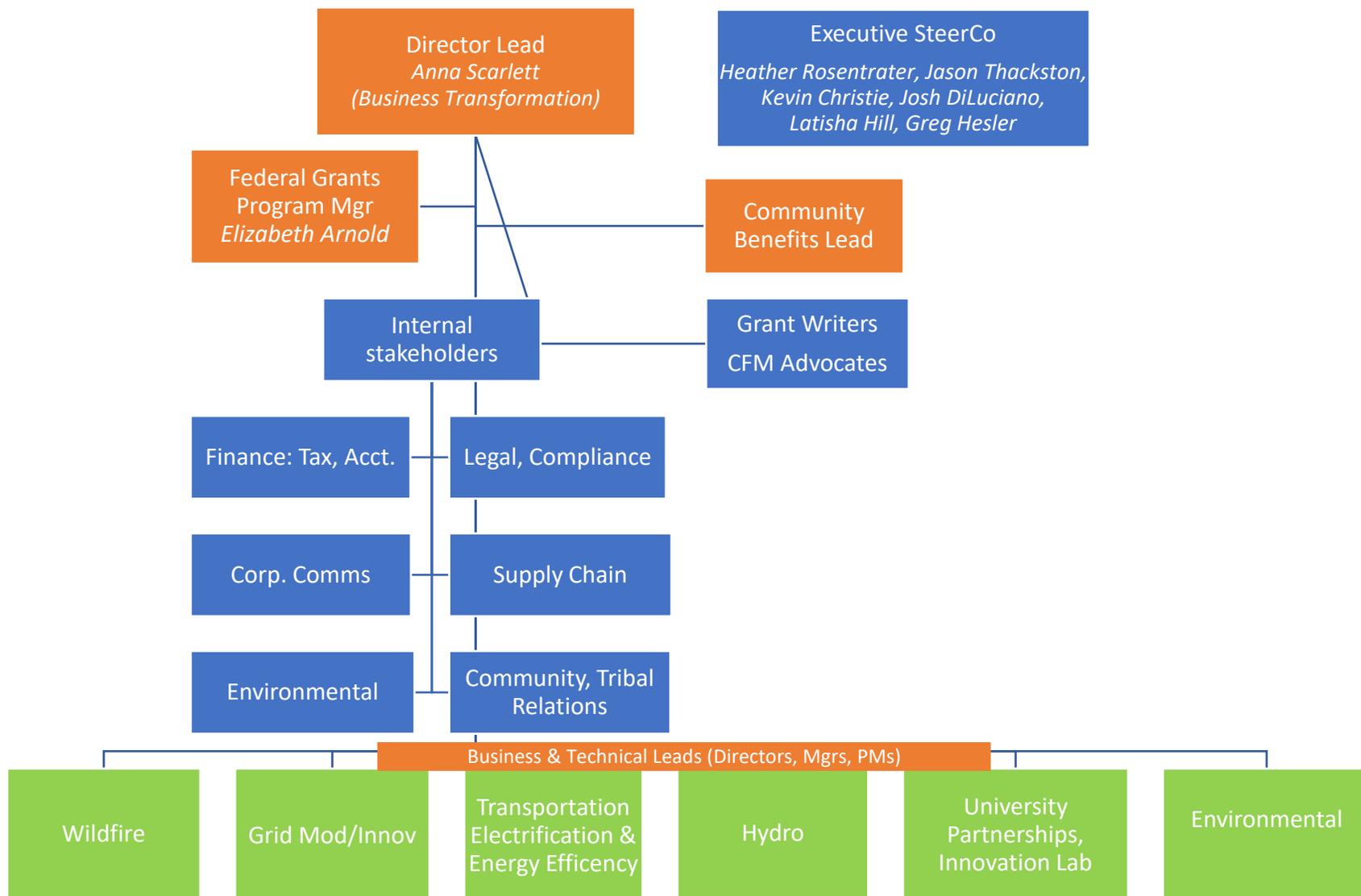
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EXH. AMS-4

ANNA M. SCARLETT

REPRESENTING AVISTA CORPORATION

Org Structure and roles for oversight of federal grants (IIJA/IRA direct & indirect)



Responsibilities:**1) Director Lead/Bus. Transformation Manager**

- a. Centralized lead of federal grant program
- b. Manage Program Manager
- c. Ensure all grants pursued are in alignment with corporate strategy and prior IIJA/IRA prioritization work completed
- d. Track current grant applications
- e. Ensure program meets with regulatory requirements (i.e. WA GRC Order)
- f. Coordinate with Government Relations and other internal/external stakeholders across all grants
- g. Oversight of grant writer and other consultants
- h. Review and approve grant materials prior to submission
- i. Grants.gov Organizational Account Owner (AOR) – Submitter/signatory of grant applications

2) Grants Manager

- a. Subject matter expert on IIJA, IRA and other federal grant opportunities
- b. Attend webinars and represent Avista at EEI and other forums
- c. Monitor grant opportunities and funding opportunity announcements
- d. Coordinate and communicate with grant writer and Avista stakeholders and SMEs
- e. Track deadlines, grant requirements, etc. and manage overall process and tracking sheet for specific grant applications
- f. Grants.gov Workspace manager – coordinator of grant materials for submission
- g. Compose, edit and review grant materials and prepare for submission (grant writing)
- h. Manage grant award and funding process, including financial reporting
- i. Provide documentation and data for regulatory agencies, including commissions and grantors
- j. Coordinate and track all direct and indirect grant activities (both federal and state) across Avista to ensure alignment with our strategies, priorities, and resources

3) Community Benefits Lead (could also be Grants Manager):

- a. SME on grant requirements regarding community benefits, Justice 40 and other equity-based requirements
- b. Gather and consolidate information and content for the community benefit portion of grant applications
- c. Coordinate internal stakeholders to gather information and ensure that content is complete, accurate, and able to successfully be implemented upon grant award
- d. Gather letters of support from external partners (Labor Unions, Community agencies, Tribes) working with internal points of contact as appropriate

4) Business Director Lead (for each grant area)

- a. Typically the Avista director of the specific area or project grant funds would be applied
- b. Monitor and identify specific grant opportunities with help of Grants Manager
- c. Together with Director Lead (Business Transformation) and Exec SteerCo, make final decision of which grants to pursue**
- d. Ensure applications are correct and complete
- e. Assign and oversee work of technical lead and team
- f. Business contact on grant applications
- g. Attend Exec SteerCo meetings. Present to Exec SteerCo and other groups as requested (ie: Biz Review, Board of Directors)

5) Technical Lead:

- a. Typically an Avista manager or project manager responsible for the specific area or project grant funds would be applied
- b. Responsible for gathering and ensuring accuracy of grant application content with the direction of grants program manager
- c. Lead of internal SME team, responsible for coordinating internal subject matter experts for compiling grant materials