



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: July 26, 2022
Subject: Position Request – JFO #3108

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. This grant is being held for the JFC meeting scheduled for July 28, 2022.

JFO #3108 – One (1) limited-service position to the VT Agency of Commerce and Community Development, Dept of Housing and Community Development from the U.S. Dept of Housing and Urban Development. Environmental Specialist I will maintain HUD grant compliance for new programs.

[Received July 26, 2022]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions prior to the JFC meeting scheduled for July 28, 2022.

STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: ACCD/Department of Housing & Community Development Date: 2/18/2022

Name and Phone (of the person completing this request): Ann Karlene Kroll 802-828-5225

Request is for:

- Positions funded and attached to a new grant.
[checked] Positions funded and attached to an existing grant approved by JFO # No JFO #, 1983 CFDA 14.269#14.269

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

U.S. Department of Housing and Urban Development (HUD), Recovery Housing Program, 2 allocations \$1,544,652
U.S. Department of Housing and Urban Development (HUD), HOME American Rescue Plan (ARP) Program \$9,564,691

2. List below titles, number of positions in each title, program area, and limited-service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Environmental Specialist I one (1) Grants Management May 20, 2020 to September 30, 2030
(based on AOT Environmental Specialist I)

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

To ensure the State has the demonstrated capacity to meet all the HUD requirements of these new programs and to be fully compliant with HUD. Likewise, to ensure meeting the State regulations and upcoming changes with DEC that impact environmental reviews. In addition, to provide the critical redundancy in the environmental review process to meet the demand of the workload in a timely manner to keep the production of affordable housing units on track along with all the other important community development municipal projects.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

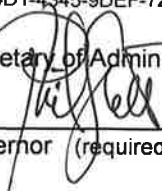
Signature of Agency or Department Head: Josh Hanford, Date: 2/22/2022
Aimee Pope, Digitally signed by Aimee Pope, Date: 2022.03.25 16:44:49 -04'00'

Approved/Denied by Department of Human Resources: Adam Greshin, Date: 2022.06.15 16:29:32 -04'00'

Approved/Denied by Finance and Management: Digitally signed by Jason Aronowitz, Date: 2022.06.15 15:48:56 -04'00'

Jason Aronowitz, Digitally signed by Jason Aronowitz, Date: 2022.06.15 15:48:56 -04'00'

Approved/Denied by Secretary of Administration



Date

7/25/22

Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

Comments:

RFR Form A
October 2003

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

This form is to be used by managers and supervisors to request classification of a **position** (filled or vacant) when the duties have **changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position)**, and by employees to request classification of their position.

This form was designed in Microsoft Word to download and complete on our computer. This is a Jorm-protected document, so information can only be entered in the shaded areas of the form.

If you prefer to fill out a hard copy of the form, contact your Personnel Officer.

To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.

- 6 Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- 6 The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- 4 Tell the facts about what an employee in this position is actually expected to do.
- & Give specific examples to make it clear.
Write in a way so a person unfamiliar with the job will be able to understand it.
Describe the job as it is now; not the way it was or will become.
- 4 Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

"An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a Concurrent filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____	Date Received (Stamp)
Action Taken: _____	
New Job Title _____	
Current Class Code _____	New Class Code _____
Current Pay Grade _____	New Pay Grade _____
Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____ Effective Date: _____
Comments: _____	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: _____ Employee Number:

Position Number: _____ Current Job/Class Title: _____

Agency/Department/Unit: _____ Work Station: _____ Zip Code: _____

Supervisors Name, Title, and Phone Number:

How should the notification to the employee be sent: _____ employee's work location _____ or _____ other address, please provide mailing address: _____

New Position/Vacant Position Information:

New Position Authorization: _____ Request Job/Class Title: Environmental Specialist I

Position Type: @Permanent or Limited / Funding Source: @ Core, Partnership, or Sponsored

Vacant Position Number: _____ Current Job/Class Title: _____

Agency/Department/Unit: en y o Com er e and Community De e o en Depa t ent o Hous ng and Community Development/Division of Grants Management Work Station: Montpelie/ Zip Code: 05620-0501

Supervisor's Name, Title and Phone Number: Ann Karlene Kroll, Director of Grants Management

Type of Request:

@ Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the most *critical* part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review.** Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

What it is: The nature of the activity.

- 6 How you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.

Why it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: (What) *Audits tax returns and/or taxpayer records.* (How) *By developing Investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayers business or residency.* (Why) *To determine actual tax liabilities.*

The Environmental Specialist (ES) will be under the daily supervision of the Environmental Officer and reports directly to the Director of Grants Management for the Federal Grants funded through the U.S. Department of Housing and Urban Development (HUD): Community Development Block Grant (CDBG); Home Investment Partnerships Program (HOME); Housing Trust Fund; Continuum of Care; Project Based Vouchers; and HUD Risk Share program. The ES, will assist the Environmental Officer to carryout the responsibilities as the state-wide authority on environmental issues for HUD programs, will work independently under the general supervision of the Environmental Officer to serve as a point of reference for all environmental compliance issues relative to the HUD programs with a main focus on the CDBG program (the Vermont Community Development Program). The ES must exercise independent discretion with oversight by the Environmental Officer in the following areas:

- a) Reviews and analyzes environmental documentation submitted by Responsible Entities (RE's) for project for compliance with the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act (NHPA) and other laws and authorities and Executive Orders to ensure that all projects are conducted pursuant to HUD's 24 CFR Part 58 and Part 51 regulations in order to authorize the release of funds;
- b) Perform Environmental Reviews (ER's), prepare NEPA-related documents, including Categorical Exclusion Statutory Checklists and Environmental Assessments for State-Direct projects;
- c) Assess the capacity of the RE's under 24 CFR Part 58 to review and conduct the ER at the local level, provide assistance when capacity is lacking and perform the ER when the capacity is not available;
- d) Conduct risk analysis using performance"measures to determine technical assistance needs, on-site assistance, and/or to provide monitoring if necessary of the environmental review procedures of grantees;
- e) Provide technical assistance within the state relating to environmental regulations, environmental assessment and review requirements, and policy development;
- f) Provide general guidance with specific project teams;
- g) Identify, develop and provide advice and training for technical consultants, potential

applicants, developers, staff and others assisting in the environmental review process;

h) Interact with the State Historic Preservation Office to ensure compliance with the National Historic Preservation Act, including management of the Programmatic Agreements for the CDBG and HOME Programs;

i) Interact with the Department of Environmental Conservation (DEC) as a point of compliance with the Phase I reports and any resulting additional reports and Corrective Action Plans, and now on the new PCB testing requirements;

j) Assist with public complaints and information on the 24 CFR Part 58 Environmental Review; and

k) Interact with the HUD Field Environmental Officer on an as needed basis for project reviews

Environmental Review (ER) refers to the process of reviewing a project for impact on the environment, as well as the environment on the project, and notifying the public of the findings of the impact. An ER is required for all federally-funded projects. The ER can influence the project design substantially; proposed projects have relocated to different sites, altered the scale, changed materials, as a result of the findings of an environmental review. Activities can range from large, complex mixed-use developments to scattered-site housing developments to single-family owner-occupied Tier II projects, infrastructure, and economic development projects undertaken by local governments.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The Environmental Specialist (ES) works with municipalities, developers, technical consultants, engineers, architects, hydrologists, archaeologists, historic preservationist consultants, program staff, housing management specialists, public housing authorities, other Federal and State Agencies to provide technical expertise at an advanced professional level relative to the National Environment Policy Act (NEPA), Section 106 of NHPA, and all other applicable regulations, and Executive Orders.

The ES works closely with the Environmental Program Manager (Grade 28) of the Waste Management and Prevention Division of the Department of Environmental Conservation on the review and analyses of Phase II reports and Corrective Action Plans (CAPS) to ensure the Vermont Statutory requirements are met.

The ES facilitates discussions with diverse groups who have specific and sometimes competing areas of interest in environmental issues. This may involve issues with the City of Burlington (VT's sole Entitlement community). The City has seen an increased interest in funding more projects that serve beneficiaries on a prorata basis with the City of Burlington and outside the metropolitan area. This creates the need to analyze the cumulative impact of projects on a much larger scale.

3. Are there licensing, registration, or certification requirements or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position requires a minimum of a Bachelor's Degree in Biology, Environmental Science, Environmental Policy, or Land-Use Planning, and three years of experience at a professional level in Environmental Science, Environmental Policy, or Land-Use Planning. This position requires advanced experience with the National Environmental Policy Act (NEPA). This involves additional ASTM training and in-depth training and at least three years experience working with U.S. Department of Housing and Urban Development (HUD) 24 CFR Part 58 and 51 Regulations. Note: Master's Degree in environmental studies, environmental law or engineering may be substituted for two years of experience.

The Environmental Specialist must have the education and training to be capable of providing a professional level of technical guidance regarding the following statutory and regulatory laws and authorities pertaining to environmental compliance:

1. National Environmental Policy Act (42 USC 4321 et. seq.)
2. Section 106 of National Historic Preservation Act [16 USC 470(f)]
3. Executive Order 11593 Protection and Enhancement of Cultural Environment
4. Flood Disaster Protection Act (42 USC 4002 et. seq.)
5. Executive Order 11988 Flood Plain Management
6. Executive Order 11990 Protection of Wetlands
7. Safe Water Drinking Act (42 USC 201, 300(f) et. seq.)
8. Endangered Species Act (16 USC 1531 et. seq.)
9. Farmland Protection Act (7 USC 4201 et. seq.)
10. HUD environmental standards (24 CFR Part 58) and (24 CFR 51)
 - a) Noise Abatement and Control
 - b) Siting HUD-Assisted Projects Near Hazardous Operations, Explosive or of a Flammable Nature
 - c) Siting of HUD-Assisted Projects in Runway Clear Zones
11. Executive Order 12372 on Interagency Coordination
12. Lead Based Paint Poisoning Prevention Act (42 USC 4821-4846)
13. Cost-Effective Energy Conservation and Effectiveness Standards (24 CFR 39)
14. Executive Order 12898 on Environmental Justice
15. HUD's Multi-family Housing MAP guide
16. ASTM Standards for Contamination
- *17. Analyzing the Cumulative impact of the projects
- * Newly added complex law that must be analyzed with each project

In addition, the ES must have:

1. Strong interpersonal and leadership skills, public involvement skills, and oral communication skills;
2. Excellent writing capabilities to write technically correct environmental documents with strong attention to detail
3. The ability to manage personal workflow of multiple projects, as well as the workflow of team members, to ensure that all is seamlessly coordinated and efficiently executed.
4. The ability to read, analyze, and interpret scientific works and technical data as well as complex laws and regulations
5. Strong leadership skills with the ability to train and mentor others in the course of developing environmental deliverables.
6. Must be proficient with Microsoft Word, Excel, Outlook, PowerPoint software, online platform, website maintenance and development, and the HUD online systems: Integrated Disbursement and Information System (IDIS) and the Disaster Recovery Grant Reporting System (DRGR), and the HUD Environmental Review Online System (HEROS) as that will be required to be used within the next several months, and this position will need to train the Grantees, as well.

The Environmental Review process is conducted through the online web-based Grant Electronic Application & Reporting System (GEARS), so the ES must have the ability to provide technical assistance to Grantees/Administrators, and manage the overall environmental review process through the GEARS system.

In addition to GEARS, in-depth knowledge of the technology and/or administrative procedures associated with the following federal programs: Vermont Community Development Program ((VCDP/CDBG), the HOME Investment Partnership Program (HOME), and the Housing Trust Fund. Basic knowledge and understanding of the Continuum of Care Program, the HUD Risk Share Program, and Project-Based Vouchers, as well as the other HUD programs.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

N/A

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

The position operates with a significant amount of autonomy under the general supervision of the Environmental Officer with oversight by the Grants Management Director. Work is driven through the Grants Management online system as Grantees/Applicants commence by opening an environmental review; this triggers and directs the ES's actions. The ES must be able to prioritize all tasks and responsibilities in a timely manner. The

Environmental Officer (EO) will assist with both their own and those of other team members. This involves various deadlines and competing demands of multiple grantees and programs to ensure compliance is achieved with federal and state regulations. This position will be assisting the EO as the team point person for sharing communication about workflow with other team members and to Director to ensure open lines of communication on projects and performance.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

& For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*

Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Competing demands of time and money by the Developers with projects and the need for the Federal funds that must undertake the environmental reviews that the Environmental Specialist will be analyzing to issue a release of funds.

Additionally, knowing how to handle situations when being pressured over timing issues with the acquisition of a parcel or property before an environmental review has been completed. Especially, when a Phase I report has identified serious contamination on the site. No funds can be expended until the environmental review had been completed.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services,*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget. \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The Environmental Specialist (ES) position will be given the authority over the release of the Tier I's for the Scattered-site rehabilitation projects. These have been numbering over 150 projects annually. These come from at least 5 different Homeownership Centers potentially at once and looking to be released immediately as low and moderate income homeowners are depending upon and need the work done on their homes such as a leaking roof, a new well, etc. The ES will be given the authority to sign-off on Exempt-

status, including Section 106 for Historic Preservation.

Additionally, assisting with the larger more complex projects the ES will be the direct lead and interact with Developers and Consultants to discuss the Federal regulations that may guide the project differently due to brownfield issues, noise issues to ensure affordable housing is built to maintain the highest environmental standards. No funds can be expended until the environmental review had been completed.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Conflict with interpretation of regulations that impact the timing or siting of a project	35%
No funds can be expended until the environmental review had been completed.	100%

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: hazards include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but do not alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Disseminate complex components of the HUD NEPA review process and put this knowledge into practice to review all the levels of environmental review records knowing we are funding work that impacts human lives;

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Have the ability to keep asking questions about the projects to ensure there is not something that has not been relayed or discovered to avoid costly mistakes or surprises; maintaining a positive attitude and support of all those with whom we interact to provide the best possible outcome and face of State Government.

3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

[Empty box for comment]

4. Suggested Title and/or Pay Grade:

Environmental Specialist I Grade 22

Supervisor's Signature (required): Am Karlene Kroll Date: 2/9/2022

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUG, work station?

Yes No If yes, please provide detailed information.

[Empty box for detailed information]

Attachments:

- Organizational charts are required and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pa/Grade:

Personnel Administrator's Signature (required): Jane Modica Date: 02/23/2022

Appointing Authority's Section:

Please review this completed job description but do not alter or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary in the space below).

Suggested Title and/or Pa/Grade:

Environmental Specialist I; PG 22

Josh Hanford

2/22/2022

Appointing Authority or Authorized Representative Signature (required)

Date

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383) HI-00515R of 20515R

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant Program

OMB Approval No. 2506-0193
exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) Vermont Nonentitlement	3a. Grantee's 9-digit Tax ID Number 03-6000264	3b. Grantee's 9-digit DUNS Number 809376288
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 109 State Street Suite 4 Montpelier, VT 05609-5901	4. Date use of funds may begin 1/17/2022	
	5a. Project/Grant No. 1 B-20-RH-50-0001	6a. Amount Approved \$753,000
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Robert Shumeyko		Grantee Name (Contractual Organization) Vermont Agency of Commerce and Community Development, Department of Housing and Community Development	
Title CPD Director		Title	
Signature x	Date (mm/dd/yyyy) 1/17/2022	Signature DocuSigned by: x <i>Jose Hanford</i>	Date (mm/dd/yyyy) 1/20/2022
7. Category of Title I Assistance for this Funding Action: CDBG Recovery Housing Program Grants		8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission 1/10/2022
		9b. Date Grantee Notified 1/17/2022	9c. Date of Start of Program Year NA
		10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number	
		11. Amount of Community Development	
		Block Grant	FY (2020)
		a. Funds Reserved for this Grantee	\$753,000
		b. Funds now being Approved	
		c. Reservation to be Cancelled (11a minus 11b)	

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency Vermont Agency of Commerce and Community Development, Department of Housing and Community Development 109 State Street, Suite 4 Montpelier, VT 05609-5901
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature x

HUD Accounting use Only

Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			V					Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By							

Funding Approval/Agreement

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Community Development Block Grant Program

OMB Approval No. 2506-0193
 exp 5/31/2018

Title I of the Housing and Community
 Development Act (Public Law 930383)
 HI-00515R of 20515R

1. Name of Grantee (as shown in item 5 of Standard Form 424) Vernont Nonentitlement	3a. Grantee's 9-digit Tax ID Number 03-6000264	3b. Grantee's 9-digit DUNS Number 809376288
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 109 State Street Suite 4 Montpelier, VT 05609-5901	4. Date use of funds may begin 1/17/2022	
	5a. Project/Grant No. 1 B-21-RH-50-0001	6a. Amount Approved \$791,652
	5b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Robert D. Shumeyko	Grantee Name (Contractual Organization) Vermont Agency of Commerce and Community Development, Department of Housing and Community Development
Title CPD Director	Title
Signature X	Digitally signed by: Robert Shumeyko
Date (mm/dd/yyyy) 1/17/2022	Signature DocuSigned by: Josh Hanford X
	Date (mm/dd/yyyy) 1/20/2022

7. Category of Title I Assistance for this Funding Action: CDBG Recovery Housing Program Grants	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission 1/10/2022	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified 1/17/2022	
		9c. Date of Start of Program Year N/A	
11. Amount of Community Development			
Block Grant		FY (2021)	
a. Funds Reserved for this Grantee		\$791,652	
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency Vermont Agency of Commerce and Community Development, Department of Housing and Community Development 109 State Street Suite 4 Montpelier, VT 05609-5901
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature X

HUD Accounting use Only

Batch	TAC	Program Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153										
	176										
		Y					Project Number		Amount		
		Y					Project Number		Amount		
Date Entered FAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code		Entered By	Verified By					

HOME ARP Grant Agreement

Title II of the Cranston-Gonzalez National Affordable Housing Act

Assistance Listings #14.239 – HOME Investment Partnerships Program

1. Grantee Name and Address Vermont 109 State Street Suite 4 Montpelier, VT 05609-5901			2. Grant Number (Federal Award Identification Number (FAIN)) M21-SP500100	
3a. Tax Identification Number 036000264		3b. Unique Entity Identifier (formerly DUNS) 809376288		
4. Appropriation Number 861/50205		5. Budget Period Start and End Date FY 2021 – 09/30/2030		
6. Previous Obligation (Enter "0" for initial FY allocation)				\$0
a. Formula Funds				\$
7. Current Transaction (+ or -)				\$9,564,691.00
a. Administrative and Planning Funds Available on Federal Award Date		\$478,234.55		
b. Balance of Administrative and Planning Funds		\$956,469.10		
c. Balance of Formula Funds		\$8,129,987.35		
8. Revised Obligation				\$
a. Formula Funds				\$
9. Special Conditions (check applicable box) <input type="checkbox"/> Not applicable <input type="checkbox"/> Attached		10. Federal Award Date (HUD Official's Signature Date) 09/20/2021		
11. Indirect Cost Rate*		12. Period of Performance Date in Box #10 - 09/30/2030		
<u>Administering Agency/Dept.</u>	<u>Indirect Cost Rate</u>	<u>Direct Cost Base</u>		
—	—%			
—	—%			
—	—%			
—	—%			

* If funding assistance will be used for payment of indirect costs pursuant to 2 CFR 200, Subpart E-Cost Principles, provide the name of the department/agency, its indirect cost rate (including if the de minimis rate is charged per 2 § CFR 200.414), and the direct cost base to which the rate will be applied. Do not include cost rates for subrecipients.

The HOME-ARP Grant Agreement (the "Agreement") between the Department of Housing and Urban Development (HUD) and the Grantee is made pursuant to the authority of the HOME Investment Partnerships Act (42 U.S.C. 12701 et seq.) and Section 3205 of the American Rescue Plan (P.L. 117-2) (ARP). HUD regulations at 24 CFR part 92 (as may be amended from time to time), the CPD Notice entitled "Requirements for the Use of Funds in the HOME-American Rescue Plan Program" (HOME-ARP Implementation Notice), the Grantee's HOME-ARP allocation plan (as of the date of HUD's approval), and this HOME-ARP Grant Agreement, form HUD-40093a, including any special conditions (in accordance with 2 CFR 200.208), constitute part of this Agreement. HUD's payment of funds under this Agreement is subject to the Grantee's compliance with HUD's electronic funds transfer and information reporting procedures issued pursuant to 24 CFR 92.502 and the HOME-ARP Implementation Notice. To the extent authorized by HUD regulations at 24 CFR part 92, HUD may, by its execution of an amendment, deobligate funds previously awarded to the Grantee without the Grantee's execution of the amendment or other consent. The Grantee agrees that funds invested in HOME-ARP activities under the HOME-ARP Implementation Notice are repayable in accordance with the requirements of the HOME-ARP Implementation Notice. The Grantee agrees to assume all of the responsibility for environmental review, decision making, and actions, as specified and required in regulation at 24 CFR 92.352 and 24 CFR Part 58, as well as the HOME-ARP Implementation Notice.

The Grantee must comply with the applicable requirements at 2 CFR part 200, as amended, that are incorporated by the program regulations and the HOME-ARP Implementation Notice, as may be amended from time to time. Where any previous or future amendments to 2 CFR part 200 replace or renumber sections of part 200 that are cited specifically in the program regulations or HOME-ARP Implementation Notice, activities carried out under the grant after the effective date of the 2 CFR part 200 amendments will be governed by the 2 CFR part 200 requirements, as replaced or renumbered by the part 200 amendments.

The Grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Universal Numbering System and System for Award Management (SAM) requirements in Appendix 1 to 2 CFR part 200, and the Federal Funding Accountability and Transparency Act (FFATA) in Appendix A to 2 CFR part 170.

Funds remaining in the grantee's Treasury account after the end of the budget period will be cancelled and thereafter not available for obligation or expenditure for any purpose. Per 31 U.S.C. 1552, the Grantee shall not incur any obligations to be paid with such assistance after the end of the Budget Period.

13. For the U.S. Department of HUD (Name and Title of Authorized Official) Robert D. Shumeyko, CPD Director		14. Signature x Digitally signed by: Robert Shumeyko	15. Date 09/21/2021
16. For the Grantee (Name and Title of Authorized Official) Josh Hanford, Commissioner		17. Signature y E-SIGNED by Josh Hanford on 2021-09-28 12:05:21 EDT	18. Date September 28, 2021

19. Check one: Initial Agreement Amendment #

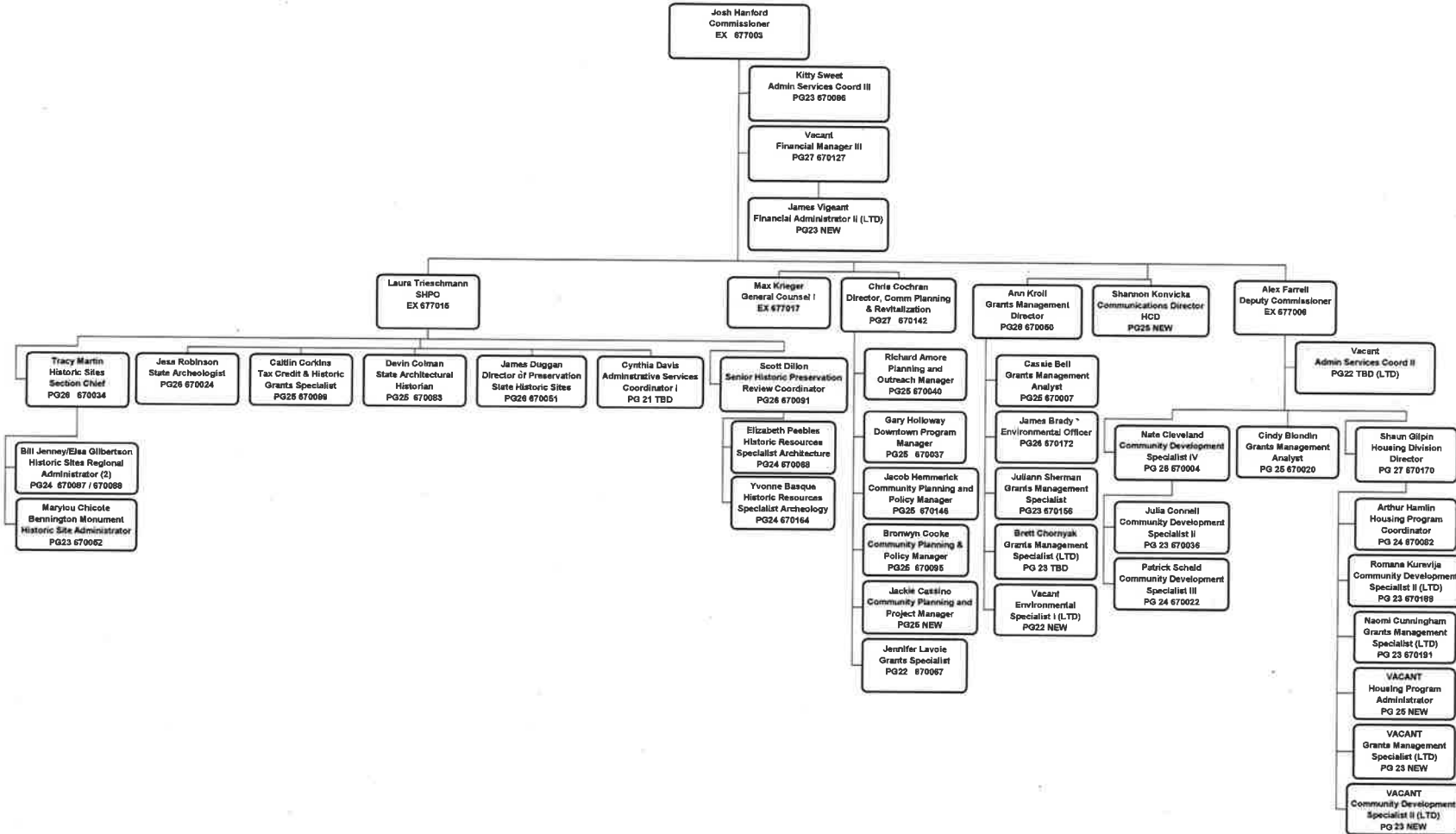
20. Funding Information: HOME ARP
Source of Funds Appropriation Code PAS Code Amount
 2021 861/50205 HMX \$9,564,691.00

21. Additional Requirements: These additional requirements are attached and incorporated into this Agreement. The Grantee agrees to these additional requirements on the use of the funds in 7., as may be amended from time to time by the Secretary.

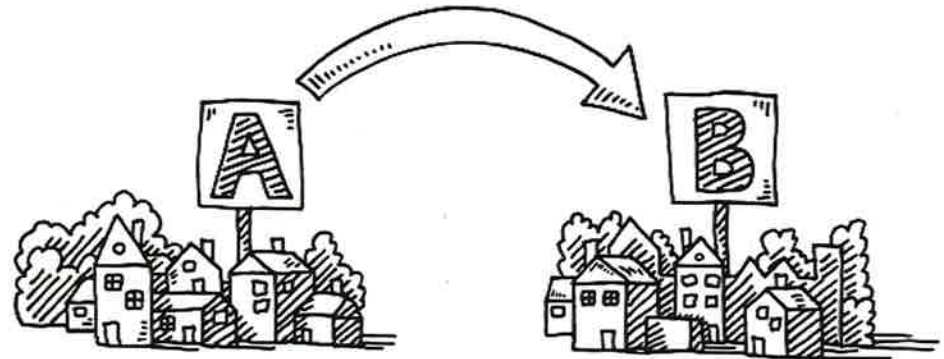
- a) As of the Federal Award Date, the Grantee may use up to the amount identified in 7.a. of this Agreement for eligible administrative and planning costs in accordance with the HOME-ARP Implementation Notice.
- b) Until the date of HUD's acceptance of the Grantee's HOME-ARP allocation plan, the Grantee agrees that it will not obligate or expend any funds for non-administrative and planning costs, in accordance with the HOME-ARP Implementation Notice.
- c) In accordance with the HOME-ARP Implementation Notice, as of the date of acceptance by HUD of the Grantee's HOME-ARP allocation plan, HUD shall make the amount identified in line 7. of this Agreement available to the Grantee.
- d) If the Grantee does not submit a HOME-ARP allocation plan or if the Grantee's HOME-ARP allocation plan is not accepted within a reasonable period of time, as determined by HUD, the Grantee agrees that all costs incurred and HOME-ARP funds expended by the Grantee will be ineligible costs and will be repaid with non-Federal funds.

22. Special Conditions

AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
 ORGANIZATION CHART
 FISCAL 2022 BUDGET
 DEPT OF HOUSING AND COMMUNITY DEVELOPMENT



Tax Data on Migration



Craig Bolio, Commissioner of Taxes



Key Question #1: Is Vermont experiencing more in-migration?

IRS Statistics of Income (SOI) Data

IRS Statistics on Income (SOI) Taxpayer Migration Data: 2016-2020						
	Loss	Loss	Gain	Gain	Net	Net
Years	Filers	AGI (1000s)	Filers	AGI (1000s)	Filers	AGI (1000s)
2016-2017	13,333	\$ 800,677	13,011	\$ 842,684	(322)	\$ 42,007
2017-2018	10,509	\$ 619,687	9,882	\$ 638,967	(627)	\$ 19,280
2018-2019	10,442	\$ 694,191	9,610	\$ 665,660	(832)	\$ (28,531)
2019-2020	10,426	\$ 691,179	11,883	\$ 1,139,630	1,457	\$ 448,451

Tax Department Residency Data

Vermont Department of Taxes Filer Loss and Gain: 2016-2020						
	Loss	Loss	Gain	Gain	Net	Net
Years	Filers	AGI (1000s)	Filers	AGI (1000s)	Filers	AGI (1000s)
2016-2017	29,850	\$ 944,146	32,018	\$ 981,317	2,168	\$ 37,170
2017-2018	28,882	\$ 936,287	32,266	\$ 1,143,954	3,384	\$ 207,667
2018-2019	29,547	\$ 1,113,683	34,411	\$ 1,171,504	4,864	\$ 57,821
2019-2020	30,169	\$ 1,121,465	34,293	\$ 1,609,884	4,124	\$ 488,419

Tax Department Residency Data Continued

New Vermont Resident Tax Filers by Income 2016 - 2021						
Income Group	2016	2017	2018	2019	2020	2021 (prelim)
Under 50K	NA	27,260	27,078	28,849	27,506	22,394
50K to 100K	NA	2,925	3,186	3,472	3,688	3,390
100K to 200K	NA	1,265	1,365	1,475	1,911	1,793
Over 200K	NA	568	637	615	1,188	960
Total	NA	32,018	32,266	34,411	34,293	28,537

Additional Supporting Data

- 2020 Decennial Census:
 - Increase in population by 17,336 over 2010
 - Increase in population by 2.8% over 2010
- Homestead Declarations
 - Total homestead declarations up slightly in CY 2020 and 2021, after decreasing in 2018 and 2019
 - Share of new homesteads increased slightly in CY 2020 and 2021
- Property Transfer Tax
 - Increase in overall property sales is well known
 - Increases in raw numbers of both new residences and prior residences sold as non-residences
 - Rate of change higher in residence → non-residence transition

Data Summary

- What the data tells us
 - Vermont is seeing an increase in resident taxpayers since 2020.
 - At least a portion of this increase appears due to in-migration
 - The new/additional taxpayers are showing higher incomes than those leaving, leading to additional income tax base between \$400m and \$500m
 - It appears the taxpayers are retaining the higher incomes after they move
- What the data doesn't tell us
 - Are these taxpayers going to stay in Vermont long term?



Key Question #2: Will Vermont keep these new taxpayers?

Staying Data

- Overall – much weaker data at this point to draw any conclusions
- Tax Department data isn't 'complete' until extension filings in October
 - Current data shows 40% of new resident filers in 2020 did not file a resident return in 2021, with higher income people more likely to have not filed
 - In 2019, this figure was 27%
- New IRS data won't be out until next year – and is 'old'

Staying Data - Census

	2000-2010 Pop Chg	2010-2020 Pop Chg
Stowe	-25	909
Dover	-286	674
Marlboro	100	644
Killington	-284	596
Winhall	67	413
Wilmington	-349	379
Warren	24	272
Stratton	80	224
Ludlow	-486	209
Peru	-41	156
Fairfield	91	153
Londonderry	60	150
Mount Holly	-4	148
Arlington	-80	140
Waitsfield	60	125
Dorset	-5	102
Andover	-29	101
Sunderland	106	100
Mendon	31	90
Total	-970	5,585

INTEROFFICE MEMORANDUM

TO: Kristin Clouser, Secretary - Agency of Administration
FROM: Josh Hanford, Commissioner - Department of Housing and Community Development
SUBJECT: Position Pool Request
Date: February 22, 2022

The Department of Housing and Community Development (DHCD) is requesting a new position to ensure that complex federally mandated environmental reviews are completed at the highest quality and in a timely manner. This position will work under the supervision of the DHCD Environmental Officer.

All Housing and Urban Development (HUD) funded projects are required to meet the standards of the National Environmental Policy Act (NEPA). Outside of Burlington, DHCD is delegated the regulatory authority to review and approve NEPA reviews on behalf of HUD. Approval of a complete NEPA review is required before a project can move to acquisition and/or implementation of a project that plans to use any HUD funding sources.

HUD funded projects that move through DHCD often include affordable housing and community development projects that are intended to improve the lives of Vermonters of all backgrounds. NEPA is a critical process to ensure that projects will not cause unintentional harm or lower quality of life to the end user or the surrounding environment. Examples include toxic materials on site or areas with high levels of noise, amongst other highly complex areas of review.

This position will ensure that the high quality of review continues to be met as new regulations come into practice. The Environmental Officer (EO), which is currently the only full-time position at DHCD undertaking environmental reviews, needs to be able to maintain an expert level of all regulations covered under NEPA. As the regulatory landscape changes, this is more difficult to achieve with the high volume of projects seen throughout the entire year. Project workload has increased not only due to new federal funding sources, but due to a response to a backlog of unmet housing needs throughout the state. There is no sign of this workload settling down in the foreseeable future. From 2020 to 2021, there was an approximate 62% increase in the Core Program alone. We saw over 160 Tier II Project Reviews for the Homeowner scattered sites during this past reporting period which is directly impacting low and moderate income homeowners.

This position would also create a critical redundancy in environmental review for when the EO is out of the office or if there is a personnel change. The transfer of institutional knowledge and training cannot occur if only one position exists at any given time. This will help ensure full compliance and meet HUD's standards for all our HUD Programs.