



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: December 21, 2009  
Subject: JFO #2414, #2415, #2416, #2417, #2418

No Joint Fiscal Committee member has requested that the following items be held for review:

**JFO #2414** — \$330,534 grant from the U.S. Department of Homeland Security to the Department of Public Safety. These grant funds will be used to purchase interoperable radio communications equipment and underwater surveillance equipment in order to enhance emergency response and underwater security capabilities. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).  
[JFO received 11/20/09]

**JFO #2415** — \$1,055,355 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to link Vermont's behavioral health information exchange with several justice databases from state and federal agencies in order to help prevent and combat crime. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).  
[JFO received 11/20/09]

**JFO #2416** — \$765,835 grant from the U.S. Department of Energy to the Public Service Board. These funds will be distributed to increase the capacity of the Public Service Board to manage an increase in regulatory activities resulting from the American Recover and Reinvestment Act. This grant is a competitive award under the American Recovery and Reinvestment Act.  
[JFO received 11/20/09]

**JFO #2417** — \$298,920 grant from the U.S. Substance Abuse and Mental Health Services Administration to the Judiciary. These grant funds will be used to establish an enhanced treatment and case management system and protocols for the Rutland Drug Court, including use of a risk and needs assessment tool.  
[JFO received 11/20/09]

**JFO #2418** — Request to establish one (1) limited service position in the Department of Public Safety. Funding for this position is provided by the \$3,061,782 Byrne Justice Assistance Grant awarded under the American Recovery and Reinvestment Act.

*[JFO received 12/3/09]*

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Thomas Tremblay, Commissioner  
James Volz, Chair  
Robert Greemore, Acting Court Administrator



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: November 24, 2009  
Subject: Grant Requests

Enclosed please find four (4) requests that the Joint Fiscal Office has received from the administration. If approved, these requests would result in the establishment of 4 new limited service positions (3.6 FTEs).

**JFO #2414** — \$330,534 grant from the U.S. Department of Homeland Security to the Department of Public Safety. These grant funds will be used to purchase interoperable radio communications equipment and underwater surveillance equipment in order to enhance emergency response and underwater security capabilities. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).

*[JFO received 11/20/09]*

**JFO #2415** — \$1,055,355 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to link Vermont's behavioral health information exchange with several justice databases from state and federal agencies in order to help prevent and combat crime. **One limited service position request is included in this submission.** This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).

*[JFO received 11/20/09]*

**JFO #2416** — \$765,835 grant from the U.S. Department of Energy to the Public Service Board. These funds will be distributed to increase the capacity of the Public Service Board to manage an increase in regulatory activities resulting from the American Recover and Reinvestment Act. **Three limiter service positions requests are included in this submission (2.6 FTEs). This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

*[JFO received 11/20/09]*

**JFO #2417** — \$298,920 grant from the U.S. Substance Abuse and Mental Health Services Administration to the Judiciary. These grant funds will be used to establish an enhanced treatment and case management system and protocols for the Rutland Drug Court, including use of a risk and needs assessment tool.

*[JFO received 11/20/09]*

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 8 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner  
Thomas Tremblay, Commissioner  
James Volz, Chair  
Robert Greemore, Acting Court Administrator

112 State Street  
4<sup>th</sup> Floor  
Montpelier, VT 05620-2701  
TEL: 802-828-2358



TTY/TDD (VT): 800-253-0191  
FAX: 802-828-3351  
E-mail: [psb.clerk@state.vt.us](mailto:psb.clerk@state.vt.us)  
Internet: <http://www.state.vt.us/psb>

State of Vermont  
**Public Service Board**

JFO 2416

MEMORANDUM

To: Joint Fiscal Committee

From: James Volz, Chairman

Two handwritten signatures in black ink, one appearing to be "J Volz" and the other "U of".

Re: Request for Expedited ARRA Approval

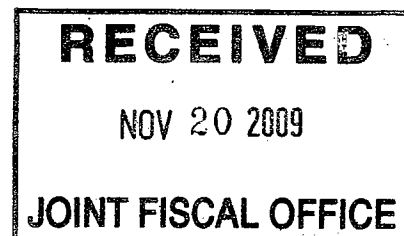
Date: November 3, 2009

---

The Public Service Board's ARRA grant allows the Board to increase personnel to manage significant increases in regulatory activity in electricity-related topical areas, such as renewable energy, energy efficiency, demand-response, smart grid, and energy storage.

The Board requests expedited approval of our ARRA funds because we have already begun to experience an increase in our workload due in part to the recent enactment of legislation designed to encourage the development of renewable energy. To help meet this increase, we would like to start the process of hiring as soon as possible. The hiring of utility analysts historically takes a significant amount of time due to the specialized nature of the job requirements. As we approach the holiday season that time frame is likely to extend even further.

Thank you for your consideration of this matter.



ARRA ACTIVITY ACCEPTANCE REQUEST

ARRA Competitive Grant (Alternate Form AA-1)  Other ARRA Activity (Not subject to AA-1 Process)

Revision?  Yes  No

INSTRUCTIONS: This form must be completed in its entirety and is required for all ARRA activities. All ARRA activities must be submitted to the Vermont Department of Public Service, 112 State Street 4th Floor, Montpelier, VT 05620-2701.

NOTE: Incomplete forms will be returned to departments and will result in the delay of spending authority release.

**1. Agency (ARRA-F):** **2. Department (ARRA-F):** Vermont, State of  
 DBA: Vermont Public Service Board, 112  
 State Street 4<sup>th</sup> Floor, Montpelier, VT  
 05620-2701 **3. DUNS # (ARRA-C):** 103396540

**4. Office Location:** **City/town:** Montpelier **County:** Washington

**5. ARRA Activity (ARRA 1-01):** ARRA State Regulatory Assistance **6. ARRA Code (ARRA 2-1):** 926130

**7. Legal Title of Grant:** State Electricity Regulators Assistance

**8. Federal Agency Award # (ARRA-B):** DE-0E0000161 **9. CFDA # (ARRA-E):** 81.122

**10. Federal Funding Agency's US Treasury Account Symbol (TAS):** (if provided by the federal funding agency)

**11. Federal (or VT) Funding Agency (ARRA-A):** U.S. DOE/NETL  
 Pittsburgh Campus  
 626 Cochrans Mill Road  
 PO Box 10940  
 Pittsburgh, PA. 15236-0940 **12. Award Date:** 11/1/2009

**13. Award Amount:** \$765,835 **14. Check if this amount is an estimate:**

**15. Grant Period (ARRA-H) From:** 11/1/2009 **To:** 10/31/2013

**16. Date by which ARRA funds must be:**  Obligated by Date: and/or  Spent by Date: 10/31/2013

**17. Purpose of Grant/ARRA Narrative (ARRA 2-02):**  
 Increase the capacity of the Vermont Public Service Board, the public utility commission for the State of Vermont, to manage an anticipated significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act of 2009: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.  
 Facilitate timely consideration by the Board of dockets and requests for regulatory action pertaining to the listed electricity-related topical areas.

**18. Area that will Benefit (name the state, county, city or school district):** Vermont

**19. Impact on existing program if grant is not Accepted:**  
 It will take materially longer for the Board to process and review applications in ARRA electricity-related topical areas, such as new renewable energy projects and smart grid projects.

**20. BUDGET INFORMATION (Note: the total of columns A+B+C must equal the total of columns D+E+F)**

Column Reference	A	B	C	D	E	F
	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	SFY 2011 & Beyond
<b>Expenditures:</b>						
Personnel Costs	\$0	\$101,885	\$493,920	\$0	\$161,318	\$434,487
3 <sup>rd</sup> Party Contracts	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$	\$37,600	\$132,430	\$	\$55,576	\$114,454
Grants/Sub-Awards	\$	\$	\$	\$	\$	\$
<b>Total Expenditures</b>	<b>\$</b>	<b>\$139,485</b>	<b>\$626,350</b>	<b>\$</b>	<b>\$216,894</b>	<b>\$548,941</b>
<b>Revenues:</b>						
State Funds:	\$	\$	\$	\$	\$	\$
Cash	\$	\$	\$	\$	\$	\$

In-Kind	\$	\$	\$	\$	\$
<b>ARRA Federal Funds:</b>	\$	\$	\$	\$	\$
(Direct Costs)	\$	\$139,485	\$626,350	\$	\$216,894
(Statewide Indirect)	\$	\$	\$	\$	\$
(Dept'l Indirect)	\$	\$	\$	\$	\$
<b>Sub-total ARRA Funds</b>	\$	\$	\$	\$	\$
<b>Other Funds:</b>	\$	\$	\$	\$	\$
(Other Federal)	\$	\$	\$	\$	\$
(list source)	\$	\$	\$	\$	\$
<b>Total Revenues</b>	\$	\$139,485	\$626,350	\$	\$216,894

Comments about expenditures or revenues may be made in the space provided below:

21. VISION Tracking Information:			
DeptID/Appropriation:	Other VISION Chartfield (funds, programs or projects)	Total Amount (all FYs)	Comments
225000000/21709	ARRA Elect Reg Asst	\$765,835	
		\$	
		\$	
		\$	
		\$	
<b>Total</b>		\$765,835	This Total MUST agree with the total of Item 10, columns A+B+C above

**PERSONAL SERVICE INFORMATION**

22. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

23. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Utilities Analyst/Staff Attorney	0	0	2	4,160
Administrative Services Technician II	0	0	1	1,248
<b>Total Positions</b>	0	0	3	5,408

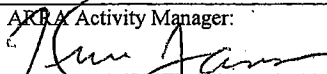
24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?  
 YES - Form attached or  No new positions created

25. Equipment and space for these positions:  Is presently available.  Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?  Yes  No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):  
 1.  To Preserve & create jobs & promote economic recovery.  
 2.  To assist those most impacted by the recession.  
 3.  To provide investment needed to increase economic efficiency by spurring technological advances in science & health.  
 4.  To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.  
 5.  To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

**28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES**

I/we certify that no funds beyond basic application preparation and filing costs ARRA Activity Manager:  Date: 10/30/2009

have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

Name: Kurt Janson	Title: General Counsel
Department Head:	Date: 11-6-09
Name: James Volz	Title: Chairman
Agency Secretary (if required):	Date:
Name:	Title:

**29. REVIEW BY FINANCE & MANAGEMENT** (continue on separate sheet if necessary)

<input checked="" type="checkbox"/> To Release Spending Authority in VISION:	FY 2010	Citation(s):
Analyst (initial): DJ	Date: 11-6-09	Commissioner Finance & Management initial: [Signature]
Director: [Signature]	Date: 11/6/09	Date: 11/13/09

*JFO approval with BAHBS appropriate 09 11-6-09*

\*\*\* Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 \*\*\*

**30. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Accepted	(Secretary's signature or designee)	Date: 12/10/09
<input type="checkbox"/> Rejected		Date:

**31. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/> Request to JFO	(Governor's signature or designee)	Date: 11/13/09
<input type="checkbox"/> Rejected		Date:

**32. SENT TO JFO**

<input type="checkbox"/> Sent to JFO	Date:
--------------------------------------	-------

\*\*\* Section 33 is a required section \*\*\*

**33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST** (check all that apply):

<input type="checkbox"/> Notice of Award or Proof of Award (REQUIRED)	<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Governor's Certification (if applicable)	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Form AA-1PN attached (if applicable)
	<input type="checkbox"/> Position Request Form(s)	



## ASSISTANCE AGREEMENT

1. Award No. DE-OE0000161		2. Modification No.		3. Effective Date 11/01/2009		4. CFDA No. 81.122	
5. Awarded To VERMONT, STATE OF Attn: BRENDA CHAMBERLIN 112 STATE STREET 4TH FLOOR MONTPELIER VT 056202701				6. Sponsoring Office U.S. DOE/NETL Maureen Davison, Contract Specialist 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940			7. Period of Performance 11/01/2009 through 10/31/2013
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority 31 USC 6304 - also see page 2 10 USC 2358			10. Purchase Request or Funding Document No. 10OE000053		
11. Remittance Address VERMONT, STATE OF Attn: BRENDA CHAMBERLIN 112 STATE STREET 4TH FLOOR MONTPELIER VT 056202701				12. Total Amount Govt. Share: \$765,835.00 Cost Share : \$0.00 Total : \$765,835.00		13. Funds Obligated This action: \$765,835.00 Total : \$765,835.00	
14. Principal Investigator James Volz, 802-828-2358 james.volz@state.vt.us		15. Program Manager Joseph L. Hanna Phone: 304-285-4482			16. Administrator U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940		
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury				18. Paying Office			19. Submit Reports To See Reporting Requirements
20. Accounting and Appropriation Data							
21. Research Title and/or Description of Project STATE ELECTRICITY REGULATORS ASSISTANCE (VT)							
22. Signature of Person Authorized to Sign				25. Signature of Grants/Agreements Officer			
23. Name and Title		24. Date Signed		26. Name of Officer John R. Golovach		27. Date Signed 10/30/2009	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-OE0000161

PAGE OF  
2 | 2

NAME OF OFFEROR OR CONTRACTOR  
VERMONT, STATE OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>DUNS Number: 103396540 DOE Award Administrator: Maureen Davison 412-386-5163 Maureen.Davison@netl.doe.gov</p> <p>Recipient Business Point of Contact: Brenda Chamberlin 802-828-1152 brenda.chamberlin@state.vt.us</p> <p>Project Period of Performance: 11/01/2009 thru 10/31/2013</p> <p>Block 9 Authority: PL 95-91 DOE Organization Act and PL 111-5 American Recovery and Reinvestment Act, of 2009</p> <p>Award under DE-FOA0000100 Recovery Act - State Electricity Regulators Assistance State of Vermont</p> <p>ASAP: Yes Extent Competed: NOT AVAIL FOR COMP Davis-Bacon Act: NO Delivery: 11/01/2009</p>				
	<p>Delivery Location Code: 02601 U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940</p> <p>Payment: Payment - Direct Payment from U.S. Dept of Treasury</p> <p>Fund: 05846 Appr Year: 2009 Allottee: 31 Report Entity: 220530 Object Class: 41000 Program: 3123764 Project: 2006070 WFO: 0000000 Local Use: 0000000 TAS Agency: 89 TAS Account: 0328</p>				

## ATTACHMENT 2

### STATEMENT OF PROJECT OBJECTIVES (SOPO)

#### A. OBJECTIVES

The objectives of this initiative are to: 1) increase the capacity of state PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas; 2) facilitate timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas; and 3) create jobs.

The initiative focuses on building state PUC capacity to ensure timely consideration by appropriate regulatory processes for ARRA electricity-related topical areas. Electricity-related ARRA topical areas include, but are not necessarily limited to: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, and demand response equipment, coal with carbon capture and storage, and transmission.

#### B. SCOPE OF WORK

The following activities are addressed:

- Increasing the capacity of the State PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas;
- Facilitating timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas

The projects will be assessed according to the following performance metrics:

- Number of electricity specialists hired by the PUC,
- Number of PUC electricity specialists trained in ARRA electricity-related topical areas, and
- Number of ARRA electricity-related dockets managed by the PUC

---

#### C. TASKS TO BE PERFORMED

Note: These are tasks that will be included in the Grant award; however subtasks may be added to the Project Management Plan, if needed, to help better describe the project approach.

##### **Task 1.0 - Project Management Plan**

The Recipient will prepare a Project Management Plan that details the work elements (e.g., administration of the grant, opening and managing dockets, conducting workshops or other proceedings on topics relevant to this FOA, etc.), required to manage and report on activities in accordance with the ARRA and grant requirements. This Plan will also document the project plan and budget for carrying out all Tasks and completing all Deliverables under this Grant. With the understanding that PUC workload is at times unpredictable, it is anticipated that this document will be periodically revised during the performance period, but at all times will provide sufficient detail to plan, carry out and monitor all project activities.

##### **Task 2.0 – Workforce Development Plan**

The Recipient will prepare and follow a Workforce Development Plan that results in development of in-house expertise within the PUC funded by this FOA. The Plan will address acquiring/hiring, retaining, and training personnel in electricity topic areas.

##### **Task 3.0 – ARRA Case Monitoring Reports**

The Recipient will provide quarterly reports summarizing the status of all ARRA electricity-related PUC activities (e.g., typical PUC work products, such as dockets, final orders, legal

findings, workshops, etc.) being serviced by staff supported with funding under this FOA. The reports shall include key dates for the PUC work products, as well as the work products themselves. Actual work products may not necessarily be included if a summary of each with a URL link to the PUC website for the full work product is provided. For example, the name of any docket and a link to the docket itself may be provided.

#### **D. DELIVERABLES**

Note: These are the deliverables that will be included in the Grant award; however additional deliverables may be added to the Project Management Plan, if needed, to help better describe the project approach.

**Deliverable 1.0** – Project Management Plan (Plan due 60 days after the award and revised as necessary throughout the performance period.)

**Deliverable 2.0** – Workforce Development Plan (Plan due 90 days after the award and revised periodically if necessary throughout the performance period.)

**Deliverable 3.0** – ARRA Case Monitoring Reports (The initial Report is due six months after the award and subsequent reports are due thereafter on 3 month intervals.)

**ATTACHMENT 4 - Budget Information - Non Construction Programs - Summary**

OMB Approval No. 0348-0044

<b>Section A - Budget Summary</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$765,835	\$0	\$765,835
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$765,835	\$0	\$765,835
<b>Section B - Budget Categories</b>						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$369,563				\$369,563	
b. Fringe Benefits	\$226,219				\$226,219	
c. Travel	\$71,213				\$71,213	
d. Equipment	\$0				\$0	
e. Supplies	\$7,799				\$7,799	
f. Contractual	\$87,216				\$87,216	
g. Construction	\$0				\$0	
h. Other	\$0				\$0	
i. Total Direct Charges (sum of 6a-6h)	\$762,010	\$0		\$0	\$762,010	
j. Indirect Charges	\$3,825				\$3,825	
k. Totals (sum of 6i-6j)	\$765,835	\$0		\$0	\$765,835	
7. Program Income	\$0				\$0	

**Section C - Non-Federal Resources**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.				\$0
10.				\$0
11.				\$0
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

**Section D - Forecasted Cash Needs**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864

**Section F - Other Budget Information**

21. Direct Charges	22. Indirect Charges
23. Remarks	

Previous Edition Usable SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Authorized for Local Reproduction

**Instructions for the SF-424A**

Public Reporting Burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

**Section C. Non-Federal Resources**

**Lines 8-11**—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)**—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)**—Enter the contribution to be made by the applicant.

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5**—Show the totals for all columns used.

**Section B. Budget Categories**

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Lines 6a-i**—Show the totals of Lines 6a to 6h in each column.

**Line 6j**—Show the amount of indirect cost.

**Line 6k**—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7**—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19**—Enter in Column (a) the same grant program titles shown in Column

Page 4 of 4 Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

#### **Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

runs for the current year or existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

#### **Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.



Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**ATTACHMENT 4 - Budget Information - Non Construction Programs - Year 1**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$283,828	\$0	\$283,828
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$283,828	\$0	\$283,828
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$137,218			\$137,218	
b. Fringe Benefits		\$83,534			\$83,534	
c. Travel		\$24,725			\$24,725	
d. Equipment					\$0	
e. Supplies		\$7,800			\$7,800	
f. Contractual		\$26,726			\$26,726	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$280,003	\$0	\$0	\$0	\$280,003
j. Indirect Charges		\$3,825				\$3,825
k. Totals (sum of 6i-6j)		\$283,828	\$0	\$0	\$0	\$283,828
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0	
9.				\$0	
10.				\$0	
11.				\$0	
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0	

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864	
17.					
18.					
19.					
20. Total (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864	

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges
23. Remarks	

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs -Year 2**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$273,453	\$0	\$273,453
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$273,453	\$0	\$273,453

Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$137,617			\$137,617	
b. Fringe Benefits		\$90,248			\$90,248	
c. Travel		\$19,294			\$19,294	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$26,294			\$26,294	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$273,453	\$0	\$0	\$0	\$273,453
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$273,453	\$0	\$0	\$0	\$273,453
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.	ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.					\$0
10.					\$0
11.					\$0
12.	Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

Section D - Forecasted Cash Needs						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter	
13.	Federal	\$273,453	\$64,349	\$75,628	\$74,392	\$59,084
14.	Non-Federal	\$0	\$0	\$0	\$0	\$0
15.	Total (sum of lines 13 and 14)	\$273,453	\$64,349	\$75,628	\$74,392	\$59,084

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project						
(a) Grant Program	Future Funding Periods (Years)					
	(b) First	(c) Second	(d) Third	(e) Fourth		
16.	ARRA State Regulators Assistance	\$273,453	\$127,692	\$80,864		
17.						
18.						
19.						
20.	Total (sum of lines 16-19)	\$273,453	\$127,692	\$80,864	\$0	

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs -Year 3**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81,122			\$127,692	\$0	\$127,692
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$127,692	\$0	\$127,692
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$63,008			\$63,008	
b. Fringe Benefits		\$34,958			\$34,958	
c. Travel		\$13,863			\$13,863	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$15,863			\$15,863	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$127,692	\$0	\$0	\$0	\$127,692
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$127,692	\$0	\$0	\$0	\$127,692
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.	ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.					\$0
10.					\$0
11.					\$0
12.	Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

Section D - Forecasted Cash Needs						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter	
13.	Federal	\$127,692	\$28,375	\$37,971	\$36,738	\$24,608
14.	Non-Federal	\$0	\$0	\$0	\$0	\$0
15.	Total (sum of lines 13 and 14)	\$127,692	\$28,375	\$37,971	\$36,738	\$24,608

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	ARRA State Regulators Assistance	\$127,692	\$80,864		
17.					
18.					
19.					
20.	Total (sum of lines 16-19)	\$127,692	\$80,864	\$0	\$0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs -Year 4**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$80,864	\$0	\$80,864
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$80,864	\$0	\$80,864
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$31,720			\$31,720	
b. Fringe Benefits		\$17,479			\$17,479	
c. Travel		\$13,332			\$13,332	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$18,333			\$18,333	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$80,864	\$0	\$0	\$0	\$80,864
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$80,864	\$0	\$0	\$0	\$80,864
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0	
9.				\$0	
10.				\$0	
11.				\$0	
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0	

Section D - Forecasted Cash Needs					
	Total for 1st year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$80,864	\$26,492	\$39,039	\$11,333	\$4,000
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$80,864	\$26,492	\$39,039	\$11,333	\$4,000

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance		\$0		
17.				
18.				
19.				
20. Total (sum of lines 16-19)		\$0	\$0	\$0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Copy

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: Public Service Board Date: 10/09/2009

Name and Phone (of the person completing this request): Brenda Chamberlin 802-828-1152

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

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

US Department of Energy – Recovery Act – State Electricity Regulators Assistance

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Utilities Analyst/Staff Attorney (Exempt as per PSB Pay Plan)	1		3.5 years/June 30, 2012
Utilities Analyst/Staff Attorney (Exempt as per PSB Pay Plan)	1		2 years/December 31, 2011
Administrative Technician II	1 (3/5 time)		2 years/December 31, 2011

\*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:

Primary purposes of initiative are to: increase the capacity of state PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas; facilitate timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas; create jobs; and train electricity specialists in ARRA electricity-related topical areas.

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 10-28-09  
Date

Molly Paulson  
Approved/Denied by Department of Human Resources 10/29/09  
Date

Jim Reardon  
Approved/Denied by Finance and Management 11/5/09  
Date

Tina Bell DB 11-4-09  
\_\_\_\_\_  
Date 11/5/09

RECEIVED NOV 11 2009

## Administrative Services Technician II

Assist the Clerk of the Board and the Deputy Clerk in the processing of Section 248 applications/petitions as they relate to renewable energy projects. Duties shall include the following:

- Maintain tracking log of Sec 248 applications
- Maintain Docket Entry Log for Sec 248 petitions (involves making daily entries of filings, and actions taken by the Board – a verbatim record is required under 30 VSA Sec. 6)
- Create master file, in hard copy & on computer system
- Prepare notices for newspaper publications (requires contact with newspapers for publication dates & deadlines, and drafting the notice)
- Prepare official notice to statutory parties for Sec 248(j) petitions (involves drafting the notice, and creating a service list of parties and interested persons)
- Prepare & send hearing notices for Sec 248 petitions (involves contacting parties to coordinate hearing dates, securing a location for the hearings, drafting the notice, and creating an official service list)
- Type orders and certificates of public good, and other correspondence as required
- Prepare final orders for issuance to parties and interested persons (requires attention to detail and accuracy)
- Conduct research needed to establish an historical/statistical data base of past Section 248 petitions, and maintain ongoing data base info

It is expected that the person in this position will have the ability to work independently, to understand and follow complex instructions, be able to deal with the pressure of meeting deadlines, and be able to communicate effectively.

---

**Announcement: DE-FOA-0000100**

**Activity Description: ARRA State Regulatory Assistance**

**Applicant:** The State of Vermont  
Vermont Public Service Board  
112 State Street  
Montpelier, VT 05620

**Date:** August 31, 2009.

**Funding Request:** \$765,835

**Total Project Cost:** \$765,835

**Project Period:** January 1, 2010 – December 31, 2013

**Organization Type:** State Government Agency

**Technical Point of Contact:**

Kurt Janson  
General Counsel  
802-828-2358  
[kurt.janson@state.vt.us](mailto:kurt.janson@state.vt.us)

**Business Point of Contact:**

Brenda Chamberlin  
Business Manager  
802-828-2358  
[brenda.chamberlin@state.vt.us](mailto:brenda.chamberlin@state.vt.us)

**Other Key Contact:**

Ann Bishop  
Chief Economist  
802-828-2358  
[ann.bishop@state.vt.us](mailto:ann.bishop@state.vt.us)

**Project Narrative**

**A. Objectives**

1. Increase the capacity of the Vermont Public Service Board (“Board”), the public utility commission for the State of Vermont, to manage an anticipated significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act of 2009 (“ARRA”): energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.
2. Facilitate timely consideration by the Board of dockets and requests for regulatory action pertaining to the listed electricity-related topical areas.
3. Create three new jobs, one full-time for three-and-one-half years, one full-time for two years, and one 3/5-time for two years.
4. Train sixteen Board staff in ARRA electricity-related topical areas so that regulators have the information needed for effective and timely regulatory decision-making.

**B. Scope of Work**

The Board has broad regulatory authority regarding electricity-related matters. For example, the Board supervises the rates, quality of service, and overall financial management of Vermont's twenty electric utilities. The Board is the siting authority for generation and transmission facilities, and it oversees the delivery of energy efficiency services by Vermont's statewide Energy Efficiency Utility.

Because of the Board's broad regulatory authority, the Board anticipates a significant increase in its workload in ARRA electricity-related topical areas over the next four years. Some highlights of the anticipated additional workload are:

- Siting of new renewable energy projects. The Board expects to receive hundreds of applications for new renewable energy system installations that will require Board review and approval. Most will be small systems installed at customers' homes or businesses. As a result, in addition to the work associated with reviewing applications, the Board expects significant resources will be required to assist applicants with completing applications, and responding to questions from members of the public about proposed projects.
- Smart grid. Vermont's electric utilities are working collaboratively to develop two ARRA smart grid applications. Full implementation of a smart grid in Vermont will require Board review and approval of: plans for large-scale deployments of Automated Metering Infrastructure systems; debt issuances; rate increases; and new rate designs. Smaller-scale implementation would likely require Board review and approval of some of these elements.
- Energy efficiency. It is necessary for the Board to ensure that new ARRA-funded energy efficiency programs are coordinated with, and build on, the state's existing energy efficiency programs. As a result, the Board expects to engage interested parties in policy discussions which could lead to Board proceedings or to changes by the Board to aspects of Vermont's Energy Efficiency Utility program.

### Hiring New Staff

The Board plans to use the ARRA State Electricity Regulators Assistance to hire three new staff: two utilities analysts<sup>1</sup> and one administrative support person. The Board will comply with the ARRA 2009 prevailing wage assurance (Davis-Bacon Act). We anticipate that the duties of the new staff would be as follows:

Utilities Analysts – The first utilities analyst, which is anticipated to be a three-and-one-half year full-time position, would function similarly to existing Board utilities analysts/hearing officers, with specific responsibility for applications for projects within ARRA electricity-related topical areas. This means that the first utilities analyst would: review applications and any responsive comments; conduct site visits, procedural conferences, workshops, public hearings, and evidentiary hearings; and draft procedural and substantive orders.

The second utilities analyst, which is anticipated to be a two-year full-time position, would primarily serve a very different role. Given the expected influx of new applications, many of which are anticipated to be filed by individuals with no or limited prior experience in submitting such applications, the addition of a "permit assistance specialist" utilities analyst position to work on projects within ARRA electricity-related topical areas will result in a much more efficient process, and will provide a substantial benefit to applicants and the public in navigating the Board's review process. This position would work with potential applicants (especially for smaller projects, in recognition of the limited resources and experience typical of such applicants) to assist in identifying the information necessary for the Board's review and in

---

<sup>1</sup> While this document refers only to utilities analysts, consistent with its past practice, the Board intends to advertise for Utilities Analysts/Staff Attorneys. If a new hire is an attorney, he/she will be a Staff Attorney. If a new hire is not an attorney, he/she will be a Utilities Analyst. Regardless of whether staff attorneys or utilities analysts are hired, the Board expects the positions' responsibilities will be largely the same.



answering applicants' questions about the application and the review process. This position would also be responsible for responding to inquiries from the public.

The Board anticipates that both utilities analysts would also work on other Board activities involving ARRA electricity-related topical areas, and that the duties and functions of both utilities-analyst positions may evolve over time because the nature of work on ARRA electricity-related topical areas may itself evolve.

Administrative Support – The administrative-support position, which is anticipated to be a two-year 3/5-time position, would be responsible for providing administrative support related to projects within ARRA electricity-related topical areas.

#### Training for New and Existing Staff

Training will greatly facilitate the Board's activities in ARRA electricity-related topical areas. It will expand the Board's capabilities in areas where additional workload is expected (such as reviewing siting applications for new renewable energy projects), as well as increase the Board's knowledge of such important and cutting-edge areas as energy efficiency and smart grid.

The Board intends to provide training to all existing and new electricity staff as follows: 16 staff in each of the first two years of this project, 15 staff in the third year, and 14 staff in the final year. This training will include a mixture of group training sessions at the Board by electricity experts brought in for that purpose, and individual training at appropriate courses around the country.

#### **C. Tasks to Be Performed and Deliverables**

The Board will prepare a Project Management Plan, a Workforce Development Plan, and quarterly ARRA Case Monitoring Reports as required by the Statement of Project Objectives included in the Funding Opportunity Announcement. These plans and reports will be provided to the U.S. Department of Energy's National Energy Technology Laboratory in accordance with the timeframes set forth in the Statement of Project Objectives.

#### **D. Performance Metrics**

The Board's performance under this award will be assessed according to the following performance metrics:

- Number of electricity specialists hired by the Board – Three; one full-time for three-and-one-half years, one full-time for two years, and one 3/5 time for two years.
- Number of Board electricity specialists trained in ARRA electricity-related topical areas – Expected to be 16 in the first two years of the award, 15 in the third year, and 14 in the final year; some will receive multiple training opportunities in a year.
- Number of ARRA electricity-related dockets and other official proceedings managed by the Board – 600 over the four-year award period; the actual number may be substantially smaller or larger, depending in large part on the number and type of ARRA-funded projects filed with the Board for approval.

### Budget Information - Non Construction Programs - Summary

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$765,835	\$0	\$765,835
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$765,835	\$0	\$765,835
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$369,563				\$369,563	
b. Fringe Benefits	\$226,219				\$226,219	
c. Travel	\$71,213				\$71,213	
d. Equipment	\$7,799				\$7,799	
e. Supplies	\$0				\$0	
f. Contractual	\$87,216				\$87,216	
g. Construction	\$0				\$0	
h. Other	\$0				\$0	
i. Total Direct Charges (sum of 6a-6h)	\$762,010		\$0		\$0	\$762,010
j. Indirect Charges	\$3,825					\$3,825
k. Totals (sum of 6i-6j)	\$765,835		\$0		\$0	\$765,835
7. Program Income		\$0				\$0

**Section C - Non-Federal Resources**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.				\$0
10.				\$0
11.				\$0
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

**Section D - Forecasted Cash Needs**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864

**Section F - Other Budget Information**

21. Direct Charges	22. Indirect Charges
23. Remarks	

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

**Instructions for the SF-424A**

Public Reporting Burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a **single** Federal grant program (Federal Domestic Assistance Catalog number) and **not requiring** a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a **single** program **requiring** budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in **Column (a)** and the respective catalog number on each line in Column (b).

For applications pertaining to **multiple** programs where one or more programs **require** a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For **new applications**, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

**Section C. Non-Federal Resources**

**Lines 8-11**—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)**—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)**—Enter the contribution to be made by the applicant.

For **continuing grant program applications**, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For **supplemental grants and changes** to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5**—Show the totals for all columns used.

**Section B. Budget Categories**

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Lines 6a-i**—Show the totals of Lines 6a to 6h in each column.

**Line 6j**—Show the amount of indirect cost.

**Line 6k**—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7**—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19**—Enter in Column (a) the same grant program titles shown in Column

Page 4 of 4 Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

#### **Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

minus for the current year or existing grants.

More than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

#### **Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.

**Vermont Public Service Board**

Budget explanation details

<b>Direct Labor</b>				<b>Explanation</b>	
	<i>Hours</i>	<i>Rate</i>			
New Staff - Utilities Analyst/Staff Attorney	7,280	29	214,744	1	Utilities Analyst/Staff Attorney-\$61K per year
New Staff - Utilities Analyst/Staff Attorney	4,160	26	109,990	1	Utilities Analyst/Staff Attorney-\$55K per year
New Staff - Administrative Position	2,496	18	44,828	1	Administrative Position-\$22K 3/5 time
<b>Total Direct Labor</b>			<b>\$ 369,563</b>		
Fringe Benefits (based on actual costs)			226,219		
Overhead			-		
<b>Subtotal</b>			<b>\$ 226,219</b>		
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>					
Contractual					
Training Expenses - Experts brought to Board	4	6,250	25,000		On-site expert expenses
Training Expenses - Tuition	52	1,196	62,216		Off-site tuition expenses
Travel Support for Trainees and Site Visits (Lodging, Transportation)	52	1,370	71,214		
Office equipment	3	2,600	7,799		office equipment for new staff
Other	-	-	-		
<b>Total Other Direct Costs</b>			<b>\$ 166,229</b>		
Total Direct			762,010		
State Administrative Fee (.5% per OMB)		3,825	3,825		
G&A			-		
<b>Total</b>			<b>\$ 765,835</b>		

**Year 1 2010**

<b>Direct Labor</b>					<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>			
New Staff - Utilities Analyst/Staff Attorney	2,080	29	60,008		<i>Expectation of hire by 1/15/2010</i>
New Staff - Utilities Analyst/Staff Attorney	2,080	26	54,995		<i>Expectation of hire by 1/15/2010</i>
New Staff - Administrative Position	1,248	18	22,214		<i>Expectation of hire by 1/15/2010</i>
<b>Total Direct Labor</b>			<b>\$ 137,218</b>		
Fringe Benefits (based on actual costs)			83,534		
Overhead	-	-	-		
<b>Subtotal</b>			<b>\$ 83,534</b>		
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>					
Contractual					
Training Expenses - Experts brought to Board	1	5,000	5,000		10 PSB staff to be trained
Training Expenses - Tuition	16	1,358	21,726		PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	16	1,545	24,725		
Office equipment	3	2,600	7,800		
Other	-	-	-		
<b>Total Other Direct Costs</b>			<b>\$ 59,251</b>		
Total Direct			280,003		
State Administrative Fee (.5% per OMB)	1	3,825	3,825		
G&A	-	-	-		
<b>Total</b>			<b>\$ 283,828</b>		

**Year 2 - 2011**

<b>Direct Labor</b>				<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>		
New Staff - Utilities Analyst/Staff Attorney	2,080	29	60,008	
New Staff - Utilities Analyst/Staff Attorney	2,080	26	54,995	
New Staff - Administrative Position	1,248	18	22,614	
<b>Total Direct Labor</b>			<b>\$ 137,617</b>	
Fringe Benefits (based on actual costs)			90,248	
Overhead	-	-	-	
<b>Subtotal</b>			<b>\$ 90,248</b>	
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>				
Contractual				
Training Expenses - Experts brought to Board	1	10,000	10,000	10 PSB staff trained
Training Expenses - Tuition	16	1,018	16,294	PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	16	1,206	19,294	
Office equipment	-	-	-	
Other	-	-	-	
<b>Total Other Direct Costs</b>			<b>\$ 45,588</b>	
Total Direct			273,453	
State Administrative Fee (.5% per OMB)	-	-	-	
G&A	-	-	-	
<b>Total</b>			<b>\$ 273,453</b>	



**Year 3 - 2012**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	2,080	30	63,008
New Staff - Utilities Analyst/Staff Attorney	-	-	-
New Staff - Administrative Position	-	-	-
<b>Total Direct Labor</b>			<b>\$ 63,008</b>
Fringe Benefits (based on actual costs)			34,958
Overhead	-	-	-
<b>Subtotal</b>			<b>\$ 34,958</b>
 <b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	5,000	5,000 10 PSB staff trained
Training Expenses - Tuition	10	1,086	10,863 PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	10	1,386	13,863
Office equipment	-	-	-
Other	-	-	-
<b>Total Other Direct Costs</b>			<b>\$ 29,726</b>
Total Direct			127,692
State Administrative Fee (.5% per OMB) G&A			
<b>Total</b>			<b>\$ 127,692</b>

**Year 4 - (2013)**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	1,040	31	31,720 1 position full-time for 6 months
New Staff - Utilities Analyst/Staff Attorney	-	-	-
New Staff - Administrative Position	-	-	-
<b>Total Direct Labor</b>		<b>\$</b>	<b>31,720</b>
Fringe Benefits (based on actual costs)			17,479
Overhead	-	-	-
<b>Subtotal</b>		<b>\$</b>	<b>17,479</b>
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	5,000	5,000 10 PSB staff trained
Training Expenses - Tuition	10	1,333	13,333 PSB staff may receive multiple trainings.
Travel Support for Trainees and Site Visits (Lodging, Transportation)	10	1,333	13,332
Office equipment	-	-	-
Other	-	-	-
<b>Total Other Direct Costs</b>		<b>\$</b>	<b>31,665</b>
Total Direct			80,864
State Administrative Fee (.5% per OMB) G&A			
<b>Total</b>		<b>\$</b>	<b>80,864</b>

**ARRA Prevailing Wage Statement**

Announcement: DE-FOA-0000100  
Activity Description: ARRA State Regulatory Assistance

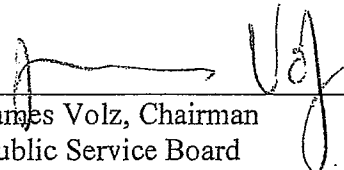
Applicant: The State of Vermont  
Vermont Public Service Board  
112 State Street  
Montpelier, VT 05620

Technical Point of Contact: Kurt Janson, General Counsel  
Business Point of Contact: Brenda Chamberlin, Business Manager

Date: August 31, 2009  
Funding Request: \$765,835  
Total Project Cost: \$765,835  
Project Period: January 1, 2010 – December 31, 2013  
Organization Type: State Government Agency

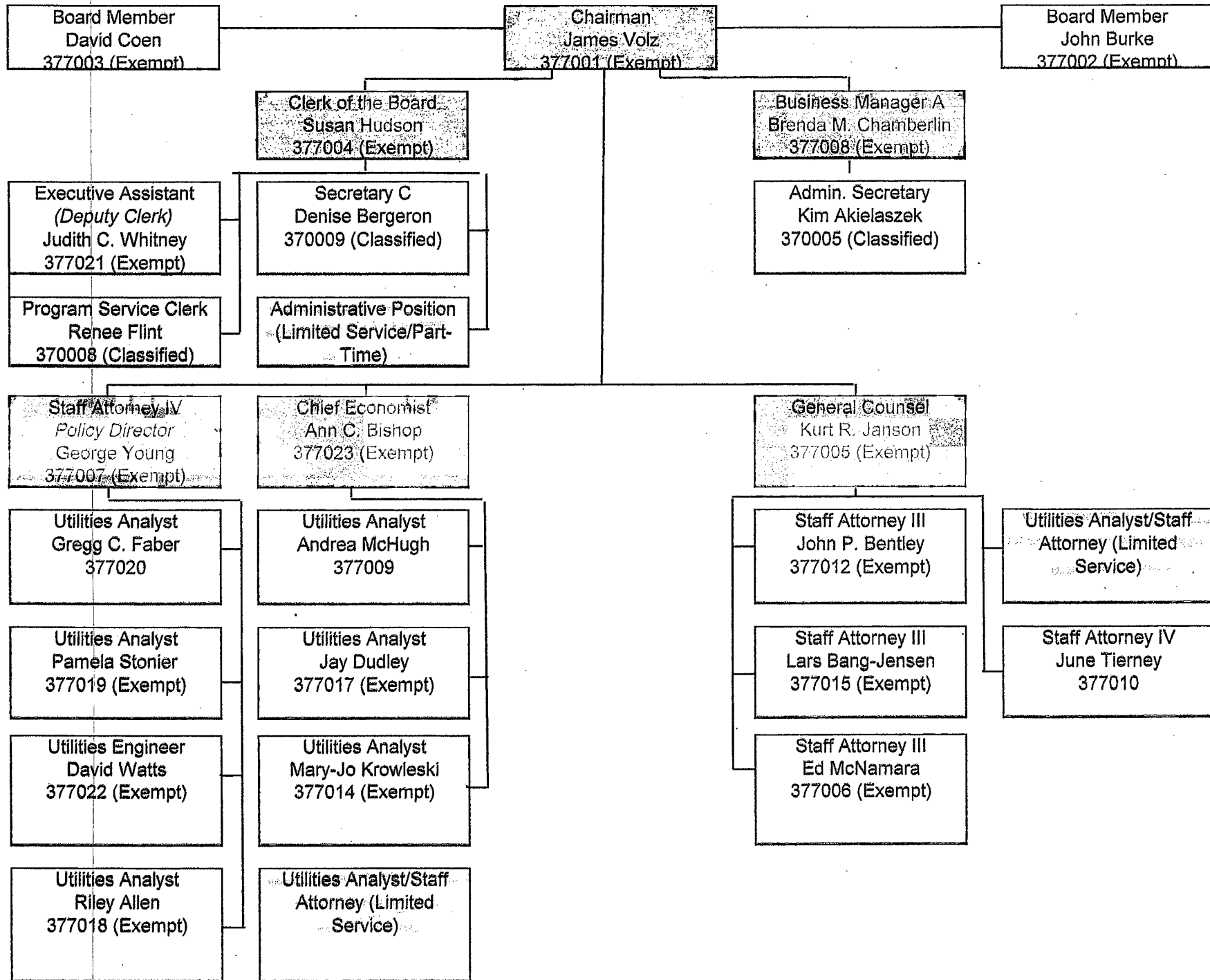
To whom it may concern,

In its application for this award, the Vermont Public Service Board asserts that it will comply with the ARRA 2009 prevailing wage assurance provisions (Davis-Bacon Act).

  
\_\_\_\_\_  
James Volz, Chairman  
Public Service Board

8-28-09  
\_\_\_\_\_  
Date

# Vermont Public Service Board Table of Organization



**ARRA Competitive Grant Application Notice**

Advanced notice of an agency or department's intent to submit an application for an ARRA Competitive grant is required. If you plan to apply for an ARRA Completeive Grant, this form must be submitted to the Governor's Economic Stimulus and Recovery Office (ESR) immediately. Advance notice is required for two purposes: 1) to provide linkages among grant proposals that will strengthen Vermont's competitive position, and 2) to provide the Governor's Office, ESR and F&M with the information necessary for the statewide ARRA reporting database.

<b>1. Agency (ARRA-F):</b>		<b>2. Department (ARRA-F):</b>		Public Service Board 02250
<b>3. ARRA Activity (ARRA 1-01):</b> State Electricity Regulators Assistance			<b>3a. ARRA Code (ARRA 2-1):</b>	
<b>4. Title of Grant Program:</b>		Recovery Act - State Electricity Regulators Assistance	<b>4a. CFDA # (ARRA-E):</b> 81.122	
<b>5. Federal Funding Agency (ARRA-A):</b> Department of Energy				
<b>6. Award Amount or Best Estimate:</b> \$765,835				
<b>7. Grant Period (ARRA-H) From:</b>		1/1/2010	<b>To:</b>	12/31/2013
<b>7a. Estimated Application Date:</b> 8/31/2009				
<b>8. Purpose of Grant/ARRA Narrative (ARRA 2-02):</b> Create capacity on the Public Service Board's staff to manage a significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act Of 2009: energy efficiency, renewable energy, energy stoarge, smart-grid, electrin and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.				
<b>9. Name of ARRA Activity Manager:</b> Kurt Janson				
<b>10. Do you know of any other entities in Vermont which are applying for funds under this program? If so, please list.</b> None				
<b>11. Are entities other than state agencies eligible to apply for funds under this program?</b> No				

**ARRA Code Definitions:**

**ARRA F:** Provide the Agency/Department name and VISION BU Code. Provide the Division or Program Name and VISION DeptID

**ARRA-1-01:** Provide a brief descriptive title of the project or activity to be funded in whole or in part with Recovery Act funds. If this award funds multiple projects or activities, provide a descriptive title that captures the general focus area, e.g., "community development," "comprehensive community mental health services to adults with a serious mental illness," etc.

**ARRA 2-1:** For awards primarily funding infrastructure projects or activities, as defined by the awarding agency, provide the North American Industry Classification System (NAICS) code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at <http://www.census.gov/naics/>. For all other awards, provide the National Center for Charitable Statistics "NTEE-NPC" code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at <http://nccsdataweb.urban.org/PubApps/nteeSearch>.

**ARRA-E:** Provide Catalog of Federal Domestic Assistance (CFDA) number on the provided by the awarding agency. If this award is being funded through multiple programs, provide each CFDA number.

**ARRA-A:** Provide the name of the awarding Federal agency and organizational element identified in the application document or otherwise instructed by the agency. The organizational element is a sub agency within an awarding Federal agency.

**ARRA-H:** Indicate the project/grant period established in the application document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please provide the total project/grant period, not the individual budget period or funding period.



**ARRA 2-02:** A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier sub award(s), including significant deliverables and, if appropriate, units of measure. For an award that funds multiple projects or activities, such as a formula block grant, the purpose and outcomes or results may be stated in broad terms.

**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**For Department of Personnel Use Only**

		Date Received (Stamp)
Notice of Action # _____		
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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title: Administrative Services Technician II

Agency/Department/Unit: Public Service Board GUC: 37

Pay Group: 01A Work Station: 121 Zip Code: 05620-2701

Position Type:  Permanent  Limited Service (end date) 12/31/2011

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal Funds

Supervisor's Name, Title and Phone Number: Susan Hudson, Clerk of the Board, 802-828-2358

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code 089180 Existing Job/Class Title: Administrative Services Technician II

b. Position authorized by:

- Joint Fiscal Office – JFO #  Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- ~~b. Date position became vacant:~~
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:
2. Provide a brief justification/explanation of this request:
3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
5. The name and title of the person who completed this form:
6. Who should be contacted if there are questions about this position (provide name and phone number):
7. How many other positions are allocated to the requested class title in the department:
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).



- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Brenda L. Chambers

10-13-09

Personnel Administrator's Signature (required)\*

Date

Jessie M. Johnson  
Supervisor's Signature (required)\*

10-13-09

Date

[Signature]  
Appointing Authority or Authorized Representative Signature (required)\*

10-28-09

Date

\* Note: Attach additional information or comments if appropriate.



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Representative Tony Klein  
Senator Virginia Lyons

From: Nathan Lavery, Fiscal Analyst

Date: November 24, 2009

Subject: JFO #2416

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, Representative Michael Obuchowski asked that I forward to you a copy of the enclosed American Recovery and Reinvestment Act grant materials and cover memo (JFO #2416 ). He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski  
Stephen Klein

112 State Street  
4<sup>th</sup> Floor  
Montpelier, VT 05620-2701  
TEL: 802-828-2358



TTY/TDD (VT): 800-253-0191  
FAX: 802-828-3351  
E-mail: [psb.clerk@state.vt.us](mailto:psb.clerk@state.vt.us)  
Internet: <http://www.state.vt.us/psb>

State of Vermont  
**Public Service Board**

JFO 2416

MEMORANDUM

To: Joint Fiscal Committee

From: James Volz, Chairman

A handwritten signature in black ink, appearing to be "J Volz", written over the "From:" line.

Re: Request for Expedited ARRA Approval

Date: November 3, 2009

---

The Public Service Board's ARRA grant allows the Board to increase personnel to manage significant increases in regulatory activity in electricity-related topical areas, such as renewable energy, energy efficiency, demand-response, smart grid, and energy storage.

The Board requests expedited approval of our ARRA funds because we have already begun to experience an increase in our workload due in part to the recent enactment of legislation designed to encourage the development of renewable energy. To help meet this increase, we would like to start the process of hiring as soon as possible. The hiring of utility analysts historically takes a significant amount of time due to the specialized nature of the job requirements. As we approach the holiday season that time frame is likely to extend even further.

Thank you for your consideration of this matter.

**RECEIVED**

NOV 20 2009

**JOINT FISCAL OFFICE**

VERMONT

ARRA ACTIVITY ACCEPTANCE REQUEST:  ARRA Competitive Grant (Alternate Form AA-1)  Other ARRA Activity (Not subject to AA-1 Process)

Revision?  Yes Revision Date:

INSTRUCTIONS: This form must be completed in its entirety and is required for all ARRA Competitive Grants and other ARRA activities. **DB: 66**

NOTE: Incomplete forms will be returned to the department and will result in the delay of spending authority release.

**BASIC ARRA INFORMATION**

1. Agency (ARRA-F): 2. Department (ARRA-F): Vermont, State of  
 DBA: Vermont Public Service Board, 112  
 State Street 4<sup>th</sup> Floor, Montpelier, VT  
 05620-2701 3. DUNS # (ARRA-C): 103396540

4. Office Location: City/town: Montpelier County: Washington

5. ARRA Activity (ARRA 1-01): ARRA State Regulatory Assistance 6. ARRA Code (ARRA 2-1): 926130

7. Legal Title of Grant: State Electricity Regulators Assistance

8. Federal Agency Award # (ARRA-B): DE-0E0000161 9. CFDA # (ARRA-E): 81.122

10. Federal Funding Agency's US Treasury Account Symbol (TAS): (if provided by the federal funding agency)

11. Federal (or VT) Funding Agency (ARRA-A): U.S. DOE/NETL  
 Pittsburgh Campus  
 626 Cochrans Mill Road  
 PO Box 10940  
 Pittsburgh, PA 15236-0940 12. Award Date: 11/1/2009

13. Award Amount \$765,835 14. Check if this amount is an estimate:

15. Grant Period (ARRA-H) From: 11/1/2009 To: 10/31/2013

16. Date by which ARRA funds must be:  Obligated by Date: and/or  Spent by Date: 10/31/2013

17. Purpose of Grant/ARRA Narrative (ARRA 2-02):  
 Increase the capacity of the Vermont Public Service Board, the public utility commission for the State of Vermont, to manage an anticipated significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act of 2009: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.  
 Facilitate timely consideration by the Board of dockets and requests for regulatory action pertaining to the listed electricity-related topical areas.

18. Area that will Benefit (name the state, county, city or school district): Vermont

19. Impact on existing program if grant is not Accepted:  
 It will take materially longer for the Board to process and review applications in ARRA electricity-related topical areas, such as new renewable energy projects and smart grid projects.

**20. BUDGET INFORMATION** (Note the total of columns A+B+C must equal the total of columns D+E+F)

Column Reference	A	B	C	D	E	F
	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		
Fiscal Year	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	SFY 2011 & Beyond
<b>Expenditures:</b>						
Personnel Costs	\$0	\$101,885	\$493,920	\$0	\$161,318	\$434,487
3 <sup>rd</sup> Party Contracts	\$0	\$0	\$0	\$0	\$0	\$0
Operating Expenses	\$	\$37,600	\$132,430	\$	\$55,576	\$114,454
Grants/Sub-Awards	\$	\$	\$	\$	\$	\$
<b>Total Expenditures</b>	<b>\$</b>	<b>\$139,485</b>	<b>\$626,350</b>	<b>\$</b>	<b>\$216,894</b>	<b>\$548,941</b>
<b>Revenues:</b>						
State Funds:	\$	\$	\$	\$	\$	\$
Cash	\$	\$	\$	\$	\$	\$

In-Kind	\$	\$	\$	\$	\$
<b>ARRA Federal Funds:</b>	\$	\$	\$	\$	\$
(Direct Costs)	\$	\$139,485	\$626,350	\$	\$216,894
(Statewide Indirect)	\$	\$	\$	\$	\$
(Dept'l Indirect)	\$	\$	\$	\$	\$
<b>Sub-total ARRA Funds</b>	\$	\$	\$	\$	\$
<b>Other Funds:</b>	\$	\$	\$	\$	\$
(Other Federal)	\$	\$	\$	\$	\$
(list source)	\$	\$	\$	\$	\$
<b>Total Revenues</b>	\$	\$139,485	\$626,350	\$	\$216,894

Comments about expenditures or revenues may be made in the space provided below:

**21. VISION Tracking Information:**

DeptID/Appropriation:	Other VISION Chartfield (funds, programs or projects)	Total Amount (all FYs)	Comments
225000000/21709	ARRA Elect Reg Asst	\$765,835	
		\$	
		\$	
		\$	
		\$	
<b>Total</b>		\$765,835	This Total MUST agree with the total of Item 10, columns A+B+C above

**PERSONAL SERVICE INFORMATION**

22. Will monies from this grant be used to fund one or more Personal Service Contracts?  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: \_\_\_\_\_ Agreed by: \_\_\_\_\_ (initial)

23. State Position Information and Title(s):	# Existing Positions Retained	Est. Annual Regular Hours	# Positions Created (New)	Est. Annual Regular Hours
Utilities Analyst/Staff Attorney	0	0	2	4,160
Administrative Services Technician II	0	0	1	1,248
<b>Total Positions</b>	0	0	3	5,408

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?  
 YES - Form attached or  No new positions created

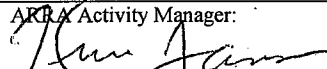
25. Equipment and space for these positions:  Is presently available.  Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?  Yes  No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):

1.  To Preserve & create jobs & promote economic recovery.
2.  To assist those most impacted by the recession.
3.  To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
4.  To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
5.  To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

**28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES**

I/we certify that no funds beyond basic application preparation and filing costs ARRA Activity Manager:  Date: 10/30/2009

have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:	Name: Kurt Janson		Title: General Counsel	
	Department Head:			Date:
	Name: James Volz		Title: Chairman	
	Agency Secretary (if required):			Date:
Name:		Title:		

**29. REVIEW BY FINANCE & MANAGEMENT** (continue on separate sheet if necessary)

<input checked="" type="checkbox"/>	<b>To Release Spending Authority in VISION:</b>	FY 2010	Citation(s):	
Analyst (initial):	Date:	Commissioner Finance & Management initial):	Date:	
Assigned ESR Director's Signature:			Date:	

*JFO approval with 139 HRS appropriate 03/16/09*

\*\*\* Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 \*\*\*

**30. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/>	Accepted	(Secretary's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:

**31. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Request to JFO	(Governor's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:

**32. SENT TO JFO**

<input type="checkbox"/>	Sent to JFO	Date:
--------------------------	-------------	-------

\*\*\* Section 33 is a required section \*\*\*

**33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST** (check all that apply):

<input type="checkbox"/> Notice of Award or Proof of Award (REQUIRED)	<input type="checkbox"/> Dept. project approval (if applicable)	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Request Memo	<input type="checkbox"/> Governor's Certification (if applicable)	<input type="checkbox"/> Request for Extension (if applicable)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Form AA-1PN attached (if applicable)
	<input type="checkbox"/> Position Request Form(s)	

## ASSISTANCE AGREEMENT

1. Award No. DE-OE0000161		2. Modification No.		3. Effective Date 11/01/2009		4. CFDA No. 81.122	
5. Awarded To VERMONT, STATE OF Attn: BRENDA CHAMBERLIN 112 STATE STREET 4TH FLOOR MONTPELIER VT 056202701				6. Sponsoring Office U.S. DOE/NETL Maureen Davison, Contract Specialist 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940			7. Period of Performance 11/01/2009 through 10/31/2013
3. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority 31 USC 6304 - also see page 2 10 USC 2358			10. Purchase Request or Funding Document No. 100E000053		
11. Remittance Address VERMONT, STATE OF Attn: BRENDA CHAMBERLIN 112 STATE STREET 4TH FLOOR MONTPELIER VT 056202701				12. Total Amount Govt. Share: \$765,835.00 Cost Share : \$0.00 Total : \$765,835.00		13. Funds Obligated This action: \$765,835.00 Total : \$765,835.00	
14. Principal Investigator James Volz, 802-828-2358 james.volz@state.vt.us		15. Program Manager Joseph L. Hanna Phone: 304-285-4482			16. Administrator U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940		
17. Submit Payment Requests To Payment - Direct Payment from U.S. Dept of Treasury			18. Paying Office			19. Submit Reports To See Reporting Requirements	
20. Accounting and Appropriation Data							
21. Research Title and/or Description of Project STATE ELECTRICITY REGULATORS ASSISTANCE (VT)							
For the Recipient				For the United States of America			
2. Signature of Person Authorized to Sign				25. Signature of Grants/Agreements Officer			
3. Name and Title		24. Date Signed		26. Name of Officer John R. Golovach		27. Date Signed 10/30/2009	

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DE-OE0000161

PAGE OF  
2 | 2

NAME OF OFFEROR OR CONTRACTOR  
VERMONT, STATE OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>DUNS Number: 103396540 DOE Award Administrator: Maureen Davison 412-386-5163 Maureen.Davison@netl.doe.gov</p> <p>Recipient Business Point of Contact: Brenda Chamberlin 802-828-1152 brenda.chamberlin@state.vt.us</p> <p>Project Period of Performance: 11/01/2009 thru 10/31/2013</p> <p>Block 9 Authority: PL 95-91 DOE Organization Act and PL 111-5 American Recovery and Reinvestment Act, of 2009</p> <p>Award under DE-FOA0000100 Recovery Act - State Electricity Regulators Assistance State of Vermont</p> <p>ASAP: Yes Extent Competed: NOT AVAIL FOR COMP Davis-Bacon Act: NO Delivery: 11/01/2009</p>				
	<p>Delivery Location Code: 02601 U.S. DOE/NETL Pittsburgh Campus 626 Cochrans Mill Road PO Box 10940 Pittsburgh PA 15236-0940</p> <p>Payment: Payment - Direct Payment from U.S. Dept of Treasury Fund: 05846 Appr Year: 2009 Allottee: 31 Report Entity: 220530 Object Class: 41000 Program: 3123764 Project: 2006070 WFO: 0000000 Local Use: 0000000 TAS Agency: 89 TAS Account: 0328</p>				



## ATTACHMENT 2

### STATEMENT OF PROJECT OBJECTIVES (SOPO)

#### A. OBJECTIVES

The objectives of this initiative are to: 1) increase the capacity of state PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas; 2) facilitate timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas; and 3) create jobs.

The initiative focuses on building state PUC capacity to ensure timely consideration by appropriate regulatory processes for ARRA electricity-related topical areas. Electricity-related ARRA topical areas include, but are not necessarily limited to: energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, and demand response equipment, coal with carbon capture and storage, and transmission.

#### B. SCOPE OF WORK

The following activities are addressed:

- Increasing the capacity of the State PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas;
- Facilitating timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas

The projects will be assessed according to the following performance metrics:

- Number of electricity specialists hired by the PUC,
- Number of PUC electricity specialists trained in ARRA electricity-related topical areas, and
- Number of ARRA electricity-related dockets managed by the PUC

#### C. TASKS TO BE PERFORMED

Note: These are tasks that will be included in the Grant award; however subtasks may be added to the Project Management Plan, if needed, to help better describe the project approach.

##### **Task 1.0 - Project Management Plan**

The Recipient will prepare a Project Management Plan that details the work elements (e.g., administration of the grant, opening and managing dockets, conducting workshops or other proceedings on topics relevant to this FOA, etc.), required to manage and report on activities in accordance with the ARRA and grant requirements. This Plan will also document the project plan and budget for carrying out all Tasks and completing all Deliverables under this Grant. With the understanding that PUC workload is at times unpredictable, it is anticipated that this document will be periodically revised during the performance period, but at all times will provide sufficient detail to plan, carry out and monitor all project activities.

##### **Task 2.0 – Workforce Development Plan**

The Recipient will prepare and follow a Workforce Development Plan that results in development of in-house expertise within the PUC funded by this FOA. The Plan will address acquiring/hiring, retaining, and training personnel in electricity topic areas.

##### **Task 3.0 – ARRA Case Monitoring Reports**

The Recipient will provide quarterly reports summarizing the status of all ARRA electricity-related PUC activities (e.g., typical PUC work products, such as dockets, final orders, legal

findings, workshops, etc.) being serviced by staff supported with funding under this FOA. The reports shall include key dates for the PUC work products, as well as the work products themselves. Actual work products may not necessarily be included if a summary of each with a URL link to the PUC website for the full work product is provided. For example, the name of any docket and a link to the docket itself may be provided.

#### **D. DELIVERABLES**

Note: These are the deliverables that will be included in the Grant award; however additional deliverables may be added to the Project Management Plan, if needed, to help better describe the project approach.

**Deliverable 1.0** – Project Management Plan (Plan due 60 days after the award and revised as necessary throughout the performance period.)

**Deliverable 2.0** – Workforce Development Plan (Plan due 90 days after the award and revised periodically if necessary throughout the performance period.)

**Deliverable 3.0** – ARRA Case Monitoring Reports (The initial Report is due six months after the award and subsequent reports are due thereafter on 3 month intervals.)

**ATTACHMENT 4 - Budget Information - Non Construction Programs - Summary**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$765,835	\$0	\$765,835
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$765,835	\$0	\$765,835

Section B - Budget Categories					
6. Object Class Categories	Grant Program, Function or Activity				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$369,563				\$369,563
b. Fringe Benefits	\$226,219				\$226,219
c. Travel	\$71,213				\$71,213
d. Equipment	\$0				\$0
e. Supplies	\$7,799				\$7,799
f. Contractual	\$87,216				\$87,216
g. Construction	\$0				\$0
h. Other	\$0				\$0
i. Total Direct Charges (sum of 6a-6h)	\$762,010		\$0	\$0	\$762,010
j. Indirect Charges	\$3,825				\$3,825
k. Totals (sum of 6i-6j)	\$765,835		\$0	\$0	\$765,835
7. Program Income	\$0		Page 1 of 4		\$0

<b>Section C - Non-Federal Resources</b>				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.				\$0
10.				\$0
11.				\$0
12. <b>Total</b> (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

<b>Section D - Forecasted Cash Needs</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. <b>Total</b> (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

<b>Section E - Budget Estimates of Federal Funds Needed for Balance of the Project</b>				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864
17.				
18.				
19.				
20. <b>Total</b> (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864

<b>Section F - Other Budget Information</b>	
21. Direct Charges	22. Indirect Charges

23. Remarks

**Instructions for the SF-424A**

Public Reporting Burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a single Federal grant program (Federal Domestic Assistance Catalog number) and not requiring a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a single program requiring budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in Column (a) and the respective catalog number on each line in Column (b).

For applications pertaining to multiple programs where one or more programs require a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For new applications, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5—Show the totals for all columns used.

**Section B. Budget Categories**

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Lines 6a-i—Show the totals of Lines 6a to 6h in each column.

Line 6j—Show the amount of indirect cost.

Line 6k—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal Resources**

Lines 8-11—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a)—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b)—Enter the contribution to be made by the applicant.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

Lines 16-19—Enter in Column (a) the same grant program titles shown in Column

Page 4 of 4 Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

#### **Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

tions for the current year or existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

#### **Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**ATTACHMENT 4 - Budget Information - Non Construction Programs -Year 1**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$283,828	\$0	\$283,828
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$283,828	\$0	\$283,828
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$137,218			\$137,218	
b. Fringe Benefits		\$83,534			\$83,534	
c. Travel		\$24,725			\$24,725	
d. Equipment					\$0	
e. Supplies		\$7,800			\$7,800	
f. Contractual		\$26,726			\$26,726	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$280,003	\$0	\$0	\$0	\$280,003
j. Indirect Charges		\$3,825				\$3,825
k. Totals (sum of 6i-6j)		\$283,828	\$0	\$0	\$0	\$283,828
7. Program income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.				\$0
10.				\$0
11.				\$0
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs -Year 2**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function of Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. ARRA State Regulators Assistance	81.122			\$273,453	\$0	\$273,453
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$273,453	\$0	\$273,453
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$137,617			\$137,617	
b. Fringe Benefits		\$90,248			\$90,248	
c. Travel		\$19,294			\$19,294	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$26,294			\$26,294	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$273,453	\$0	\$0	\$0	\$273,453
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$273,453	\$0	\$0	\$0	\$273,453
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0	
9.				\$0	
10.				\$0	
11.				\$0	
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0	

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$273,453	\$64,349	\$75,628	\$74,392	\$59,084
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$273,453	\$64,349	\$75,628	\$74,392	\$59,084

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$273,453	\$127,692	\$80,864	
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$273,453	\$127,692	\$80,864	\$0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges
23. Remarks	

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102



Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs - Year 3**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$127,692	\$0	\$127,692
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$127,692	\$0	\$127,692
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$63,008			\$63,008	
b. Fringe Benefits		\$34,958			\$34,958	
c. Travel		\$13,863			\$13,863	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$15,863			\$15,863	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$127,692	\$0	\$0	\$0	\$127,692
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$127,692	\$0	\$0	\$0	\$127,692
7. Program Income		\$0				\$0

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals	
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0	
9.				\$0	
10.				\$0	
11.				\$0	
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0	

Section D - Forecasted Cash Needs					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$127,692	\$28,375	\$37,971	\$36,738	\$24,608
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$127,692	\$28,375	\$37,971	\$36,738	\$24,608

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. ARRA State Regulators Assistance	\$127,692	\$80,864			
17.					
18.					
19.					
20. Total (sum of lines 16-19)	\$127,692	\$80,864	\$0	\$0	

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Applicant Name: Vermont Public Service Board

Award Number: FOA-DE-0000100

**Budget Information - Non Construction Programs -Year 4**

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$80,864	\$0	\$80,864
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$80,864	\$0	\$80,864

Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$31,720			\$31,720	
b. Fringe Benefits		\$17,479			\$17,479	
c. Travel		\$13,332			\$13,332	
d. Equipment		\$0			\$0	
e. Supplies		\$0			\$0	
f. Contractual		\$18,333			\$18,333	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$80,864	\$0	\$0	\$0	\$80,864
j. Indirect Charges		\$0				\$0
k. Totals (sum of 6i-6j)		\$80,864	\$0	\$0	\$0	\$80,864

7. Program Income		\$0				\$0
-------------------	--	-----	--	--	--	-----

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Section C - Non-Federal Resources					
	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8.	ARRA State Regulators Assistance		\$0	\$0	\$0
9.					\$0
10.					\$0
11.					\$0
12.	Total (sum of lines 8 - 11)		\$0	\$0	\$0

Section D - Forecasted Cash Needs						
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter	
13.	Federal	\$80,864	\$26,492	\$39,039	\$11,333	\$4,000
14.	Non-Federal	\$0	\$0	\$0	\$0	\$0
15.	Total (sum of lines 13 and 14)	\$80,864	\$26,492	\$39,039	\$11,333	\$4,000

Section E - Budget Estimates of Federal Funds Needed for Balance of the Project				
(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	ARRA State Regulators Assistance		\$0	
17.				
18.				
19.				
20.	Total (sum of lines 16-19)		\$0	\$0

Section F - Other Budget Information	
21. Direct Charges	22. Indirect Charges

23. Remarks

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)  
Prescribed by OMB Circular A-102

Copy

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: Public Service Board Date: 10/09/2009

Name and Phone (of the person completing this request): Brenda Chamberlin 802-828-1152

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

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

US Department of Energy – Recovery Act – State Electricity Regulators Assistance

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:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Utilities Analyst/Staff Attorney (Exempt as per PSB Pay Plan)	1		3.5 years/June 30, 2012
Utilities Analyst/Staff Attorney (Exempt as per PSB Pay Plan)	1		2 years/December 31, 2011
Administrative Technician II	1 (3/5 time)		2 years/December 31, 2011

\*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:

Primary purposes of initiative are to: increase the capacity of state PUCs to manage a significant increase in dockets and other regulatory actions resulting from ARRA electricity-related topical areas; facilitate timely consideration by PUCs of regulatory actions pertaining to ARRA electricity-related topical areas; create jobs; and train electricity specialists in ARRA electricity-related topical areas.

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 \_\_\_\_\_ Date 10-28-09

Molly Paulsen  
Approved/Denied by Department of Human Resources \_\_\_\_\_ Date 10/29/09

Jim Reardon  
Approved/Denied by Finance and Management \_\_\_\_\_ Date 11/5/09

Tom Kelly  
Approved/Denied by Finance and Management \_\_\_\_\_ Date 11/5/09

RECEIVED NOV 8 2009

## Administrative Services Technician II

Assist the Clerk of the Board and the Deputy Clerk in the processing of Section 248 applications/petitions as they relate to renewable energy projects. Duties shall include the following:

- Maintain tracking log of Sec 248 applications
- Maintain Docket Entry Log for Sec 248 petitions (involves making daily entries of filings, and actions taken by the Board – a verbatim record is required under 30 VSA Sec. 6)
- Create master file, in hard copy & on computer system
- Prepare notices for newspaper publications (requires contact with newspapers for publication dates & deadlines, and drafting the notice)
- Prepare official notice to statutory parties for Sec 248(j) petitions (involves drafting the notice, and creating a service list of parties and interested persons)
- Prepare & send hearing notices for Sec 248 petitions (involves contacting parties to coordinate hearing dates, securing a location for the hearings, drafting the notice, and creating an official service list)
- Type orders and certificates of public good, and other correspondence as required
- Prepare final orders for issuance to parties and interested persons (requires attention to detail and accuracy)
- Conduct research needed to establish an historical/statistical data base of past Section 248 petitions, and maintain ongoing data base info

It is expected that the person in this position will have the ability to work independently, to understand and follow complex instructions, be able to deal with the pressure of meeting deadlines, and be able to communicate effectively.

**Announcement: DE-FOA-0000100**

**Activity Description: ARRA State Regulatory Assistance**

**Applicant:** The State of Vermont  
Vermont Public Service Board  
112 State Street  
Montpelier, VT 05620

**Date:** August 31, 2009

**Funding Request:** \$765,835

**Total Project Cost:** \$765,835

**Project Period:** January 1, 2010 – December 31, 2013

**Organization Type:** State Government Agency

**Technical Point of Contact:**

Kurt Janson  
General Counsel  
802-828-2358  
[kurt.janson@state.vt.us](mailto:kurt.janson@state.vt.us)

**Business Point of Contact:**

Brenda Chamberlin  
Business Manager  
802-828-2358  
[brenda.chamberlin@state.vt.us](mailto:brenda.chamberlin@state.vt.us)

**Other Key Contact:**

Ann Bishop  
Chief Economist  
802-828-2358  
[ann.bishop@state.vt.us](mailto:ann.bishop@state.vt.us)

**Project Narrative**

**A. Objectives**

1. Increase the capacity of the Vermont Public Service Board (“Board”), the public utility commission for the State of Vermont, to manage an anticipated significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act of 2009 (“ARRA”): energy efficiency, electricity-based renewable energy, energy storage, smart grid, electric and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.

2. Facilitate timely consideration by the Board of dockets and requests for regulatory action pertaining to the listed electricity-related topical areas.

3. Create three new jobs, one full-time for three-and-one-half years, one full-time for two years, and one 3/5-time for two years.

4. Train sixteen Board staff in ARRA electricity-related topical areas so that regulators have the information needed for effective and timely regulatory decision-making.

**B. Scope of Work**

The Board has broad regulatory authority regarding electricity-related matters. For example, the Board supervises the rates, quality of service, and overall financial management of Vermont's twenty electric utilities. The Board is the siting authority for generation and transmission facilities, and it oversees the delivery of energy efficiency services by Vermont's statewide Energy Efficiency Utility.

Because of the Board's broad regulatory authority, the Board anticipates a significant increase in its workload in ARRA electricity-related topical areas over the next four years. Some highlights of the anticipated additional workload are:

- Siting of new renewable energy projects. The Board expects to receive hundreds of applications for new renewable energy system installations that will require Board review and approval. Most will be small systems installed at customers' homes or businesses. As a result, in addition to the work associated with reviewing applications, the Board expects significant resources will be required to assist applicants with completing applications, and responding to questions from members of the public about proposed projects.
- Smart grid. Vermont's electric utilities are working collaboratively to develop two ARRA smart grid applications. Full implementation of a smart grid in Vermont will require Board review and approval of: plans for large-scale deployments of Automated Metering Infrastructure systems; debt issuances; rate increases; and new rate designs. Smaller-scale implementation would likely require Board review and approval of some of these elements.
- Energy efficiency. It is necessary for the Board to ensure that new ARRA-funded energy efficiency programs are coordinated with, and build on, the state's existing energy efficiency programs. As a result, the Board expects to engage interested parties in policy discussions which could lead to Board proceedings or to changes by the Board to aspects of Vermont's Energy Efficiency Utility program.

### Hiring New Staff

The Board plans to use the ARRA State Electricity Regulators Assistance to hire three new staff: two utilities analysts<sup>1</sup> and one administrative support person. The Board will comply with the ARRA 2009 prevailing wage assurance (Davis-Bacon Act). We anticipate that the duties of the new staff would be as follows:

Utilities Analysts – The first utilities analyst, which is anticipated to be a three-and-one-half year full-time position, would function similarly to existing Board utilities analysts/hearing officers, with specific responsibility for applications for projects within ARRA electricity-related topical areas. This means that the first utilities analyst would: review applications and any responsive comments; conduct site visits, procedural conferences, workshops, public hearings, and evidentiary hearings; and draft procedural and substantive orders.

The second utilities analyst, which is anticipated to be a two-year full-time position, would primarily serve a very different role. Given the expected influx of new applications, many of which are anticipated to be filed by individuals with no or limited prior experience in submitting such applications, the addition of a "permit assistance specialist" utilities analyst position to work on projects within ARRA electricity-related topical areas will result in a much more efficient process, and will provide a substantial benefit to applicants and the public in navigating the Board's review process. This position would work with potential applicants (especially for smaller projects, in recognition of the limited resources and experience typical of such applicants) to assist in identifying the information necessary for the Board's review and in

---

<sup>1</sup> While this document refers only to utilities analysts, consistent with its past practice, the Board intends to advertise for Utilities Analysts/Staff Attorneys. If a new hire is an attorney, he/she will be a Staff Attorney. If a new hire is not an attorney, he/she will be a Utilities Analyst. Regardless of whether staff attorneys or utilities analysts are hired, the Board expects the positions' responsibilities will be largely the same.

answering applicants' questions about the application and the review process. This position would also be responsible for responding to inquiries from the public.

The Board anticipates that both utilities analysts would also work on other Board activities involving ARRA electricity-related topical areas, and that the duties and functions of both utilities-analyst positions may evolve over time because the nature of work on ARRA electricity-related topical areas may itself evolve.

Administrative Support – The administrative-support position, which is anticipated to be a two-year 3/5-time position, would be responsible for providing administrative support related to projects within ARRA electricity-related topical areas.

#### Training for New and Existing Staff

Training will greatly facilitate the Board's activities in ARRA electricity-related topical areas. It will expand the Board's capabilities in areas where additional workload is expected (such as reviewing siting applications for new renewable energy projects), as well as increase the Board's knowledge of such important and cutting-edge areas as energy efficiency and smart grid.

The Board intends to provide training to all existing and new electricity staff as follows: 16 staff in each of the first two years of this project, 15 staff in the third year, and 14 staff in the final year. This training will include a mixture of group training sessions at the Board by electricity experts brought in for that purpose, and individual training at appropriate courses around the country.

#### **C. Tasks to Be Performed and Deliverables**

The Board will prepare a Project Management Plan, a Workforce Development Plan, and quarterly ARRA Case Monitoring Reports as required by the Statement of Project Objectives included in the Funding Opportunity Announcement. These plans and reports will be provided to the U.S. Department of Energy's National Energy Technology Laboratory in accordance with the timeframes set forth in the Statement of Project Objectives.

#### **D. Performance Metrics**

The Board's performance under this award will be assessed according to the following performance metrics:

- Number of electricity specialists hired by the Board – Three; one full-time for three-and-one-half years, one full-time for two years, and one 3/5 time for two years.
- Number of Board electricity specialists trained in ARRA electricity-related topical areas – Expected to be 16 in the first two years of the award, 15 in the third year, and 14 in the final year; some will receive multiple training opportunities in a year.
- Number of ARRA electricity-related dockets and other official proceedings managed by the Board – 600 over the four-year award period; the actual number may be substantially smaller or larger, depending in large part on the number and type of ARRA-funded projects filed with the Board for approval.

### Budget Information - Non Construction Programs - Summary

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. ARRA State Regulators Assistance	81.122			\$765,835	\$0	\$765,835
2.						\$0
3.						\$0
4.						\$0
5. Totals		\$0	\$0	\$765,835	\$0	\$765,835
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel		\$369,563			\$369,563	
b. Fringe Benefits		\$226,219			\$226,219	
c. Travel		\$71,213			\$71,213	
d. Equipment		\$7,799			\$7,799	
e. Supplies		\$0			\$0	
f. Contractual		\$87,216			\$87,216	
g. Construction		\$0			\$0	
h. Other		\$0			\$0	
i. Total Direct Charges (sum of 6a-6h)		\$762,010	\$0	\$0	\$762,010	
j. Indirect Charges		\$3,825			\$3,825	
k. Totals (sum of 6i-6j)		\$765,835	\$0	\$0	\$765,835	
7. Program Income		\$0	Page 1 of 4			\$0



**Section C - Non-Federal Resources**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) Totals
8. ARRA State Regulators Assistance	\$0	\$0	\$0	\$0
9.				\$0
10.				\$0
11.				\$0
12. Total (sum of lines 8 - 11)	\$0	\$0	\$0	\$0

**Section D - Forecasted Cash Needs**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th quarter
13. Federal	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933
14. Non-Federal	\$0	\$0	\$0	\$0	\$0
15. Total (sum of lines 13 and 14)	\$283,828	\$66,743	\$72,743	\$77,409	\$66,933

**Section E - Budget Estimates of Federal Funds Needed for Balance of the Project**

(a) Grant Program	Future Funding Periods (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. ARRA State Regulators Assistance	\$283,828	\$273,453	\$127,692	\$80,864
17.				
18.				
19.				
20. Total (sum of lines 16-19)	\$283,828	\$273,453	\$127,692	\$80,864

**Section F - Other Budget Information**

21. Direct Charges	22. Indirect Charges
23. Remarks	

**Instructions for the SF-424A**

Public Reporting Burden for this collection of information is estimated to average 3.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Please do not return your completed form to the Office of Management and Budget; send it to the address

**General Instructions**

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the later case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

**Section A. Budget Summary Lines 1-4 Columns (a) and (b)**

For applications pertaining to a **single** Federal grant program (Federal Domestic Assistance Catalog number) and **not requiring** a functional or activity breakdown, enter on Line 1 under Column (a) the catalog program title and the catalog number in Column (b).

For applications pertaining to a **single** program **requiring** budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the catalog program title on each line in **Column (a)** and the respective catalog number on each line in Column (b).

For applications pertaining to **multiple** programs where one or more programs **require** a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

**Lines 1-4, Columns (c) through (g)**

For **new applications**, leave Columns (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For **continuing grant program applications**, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For **supplemental grants and changes** to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5**—Show the totals for all columns used.

**Section B. Budget Categories**

In the column headings (a) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Lines 6a-i**—Show the totals of Lines 6a to 6h in each column.

**Line 6j**—Show the amount of indirect cost.

**Line 6k**—Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7**—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income. The estimated amount of program income may be considered by the federal grantor agency in determining the total amount of the grant.

**Section C. Non-Federal Resources**

**Lines 8-11**—Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)**—Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)**—Enter the contribution to be made by the applicant.

**Section E. Budget Estimates of Federal Funds Needed for Balance of the Project**

**Lines 16-19**—Enter in Column (a) the same grant program titles shown in Column

(a) of Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

**Column (c)**—Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)**—Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)**—Enter totals of Columns (b), (c), and (d).

**Line 12**—Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f) Section A.

#### **Section D. Forecasted Cash Needs**

**Line 13**—Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14**—Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15**—Enter the totals of amounts on Lines 13 and 14.

funds for the current year or existing grants.

More than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20**—Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

#### **Section F. Other Budget Information**

**Line 21**—Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22**—Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23**—Provide any other explanations or comments deemed necessary.

**Vermont Public Service Board**

Budget explanation details

<b>Direct Labor</b>	<i>Hours</i>	<i>Rate</i>			<b>Explanation</b>
New Staff - Utilities Analyst/Staff Attorney	7,280	29	214,744		1 Utilities Analyst/Staff Attorney-\$61K per year
New Staff - Utilities Analyst/Staff Attorney	4,160	26	109,990		1 Utilities Analyst/Staff Attorney-\$55K per year
New Staff - Administrative Position	2,496	18	44,828		1 Administrative Position-\$22K 3/5 time
<b>Total Direct Labor</b>			<b>\$ 369,563</b>		
Fringe Benefits (based on actual costs)			226,219		
Overhead			-		
<b>Subtotal</b>			<b>\$ 226,219</b>		
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>					
Contractual					
Training Expenses - Experts brought to Board	4	6,250	25,000		On-site expert expenses
Training Expenses - Tuition	52	1,196	62,216		Off-site tuition expenses
Travel Support for Trainees and Site Visits (Lodging, Transportation)	52	1,370	71,214		
Office equipment	3	2,600	7,799		office equipment for new staff
Other	-	-	-		
<b>Total Other Direct Costs</b>			<b>\$ 166,229</b>		
Total Direct			762,010		
State Administrative Fee (.5% per OMB)		3,825	3,825		
G&A			-		
<b>Total</b>			<b>\$ 765,835</b>		

**Year 1 2010**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	2,080	29	60,008 <i>Expectation of hire by 1/15/2010</i>
New Staff - Utilities Analyst/Staff Attorney	2,080	26	54,995 <i>Expectation of hire by 1/15/2010</i>
New Staff - Administrative Position	1,248	18	22,214 <i>Expectation of hire by 1/15/2010</i>
<b>Total Direct Labor</b>			<b>\$ 137,218</b>
Fringe Benefits (based on actual costs)			83,534
Overhead	-	-	-
<b>Subtotal</b>			<b>\$ 83,534</b>
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	5,000	5,000 10 PSB staff to be trained
Training Expenses - Tuition	16	1,358	21,726 PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	16	1,545	24,725
Office equipment	3	2,600	7,800
Other	-	-	-
<b>Total Other Direct Costs</b>			<b>\$ 59,251</b>
Total Direct			280,003
State Administrative Fee (.5% per OMB)	1	3,825	3,825
G&A	-	-	-
<b>Total</b>			<b>\$ 283,828</b>

**Year 2 - 2011**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	2,080	29	60,008
New Staff - Utilities Analyst/Staff Attorney	2,080	26	54,995
New Staff - Administrative Position	1,248	18	22,614
<b>Total Direct Labor</b>			<b>\$ 137,617</b>
Fringe Benefits (based on actual costs)			90,248
Overhead	-	-	-
<b>Subtotal</b>			<b>\$ 90,248</b>
<b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	10,000	10,000 10 PSB staff trained
Training Expenses - Tuition	16	1,018	16,294 PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	16	1,206	19,294
Office equipment	-	-	-
Other	-	-	-
<b>Total Other Direct Costs</b>			<b>\$ 45,588</b>
Total Direct			273,453
State Administrative Fee (.5% per OMB)	-	-	-
G&A	-	-	-
<b>Total</b>			<b>\$ 273,453</b>

**Year 3 - 2012**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	2,080	30	63,008
New Staff - Utilities Analyst/Staff Attorney	-	-	-
New Staff - Administrative Position	-	-	-
<b>Total Direct Labor</b>			<b>\$ 63,008</b>
Fringe Benefits (based on actual costs)			34,958
Overhead	-	-	-
<b>Subtotal</b>			<b>\$ 34,958</b>
 <b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	5,000	5,000 10 PSB staff trained
Training Expenses - Tuition	10	1,086	10,863 PSB staff may receive multiple trainings
Travel Support for Trainees and Site Visits (Lodging, Transportation)	10	1,386	13,863
Office equipment	-	-	-
Other	-	-	-
<b>Total Other Direct Costs</b>			<b>\$ 29,726</b>
Total Direct			127,692
State Administrative Fee (.5% per OMB) G&A			
<b>Total</b>			<b>\$ 127,692</b>

**Year 4 - (2013)**

<b>Direct Labor</b>			<b>Explanation</b>
	<i>Hours</i>	<i>Rate</i>	
New Staff - Utilities Analyst/Staff Attorney	1,040	31	31,720 1 position full-time for 6 months
New Staff - Utilities Analyst/Staff Attorney	-	-	-
New Staff - Administrative Position	-	-	-
<b>Total Direct Labor</b>		<b>\$</b>	<b>31,720</b>
Fringe Benefits (based on actual costs)			17,479
Overhead	-	-	-
<b>Subtotal</b>		<b>\$</b>	<b>17,479</b>
 <b>Other Direct Costs (Justification for Equipment, Travel, and Contractual)</b>			
Contractual			
Training Expenses - Experts brought to Board	1	5,000	5,000 10 PSB staff trained
Training Expenses - Tuition	10	1,333	13,333 PSB staff may receive multiple trainings.
Travel Support for Trainees and Site Visits (Lodging, Transportation)	10	1,333	13,332
Office equipment	-	-	-
Other	-	-	-
<b>Total Other Direct Costs</b>		<b>\$</b>	<b>31,665</b>
Total Direct			80,864
State Administrative Fee (.5% per OMB)			
G&A			
<b>Total</b>		<b>\$</b>	<b>80,864</b>



**ARRA Prevailing Wage Statement**

Announcement: DE-FOA-0000100  
Activity Description: ARRA State Regulatory Assistance

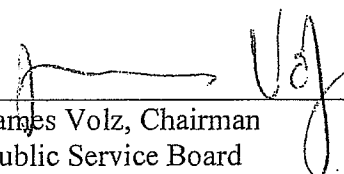
Applicant: The State of Vermont  
Vermont Public Service Board  
112 State Street  
Montpelier, VT 05620

Technical Point of Contact: Kurt Janson, General Counsel  
Business Point of Contact: Brenda Chamberlin, Business Manager

Date: August 31, 2009  
Funding Request: \$765,835  
Total Project Cost: \$765,835  
Project Period: January 1, 2010 – December 31, 2013  
Organization Type: State Government Agency

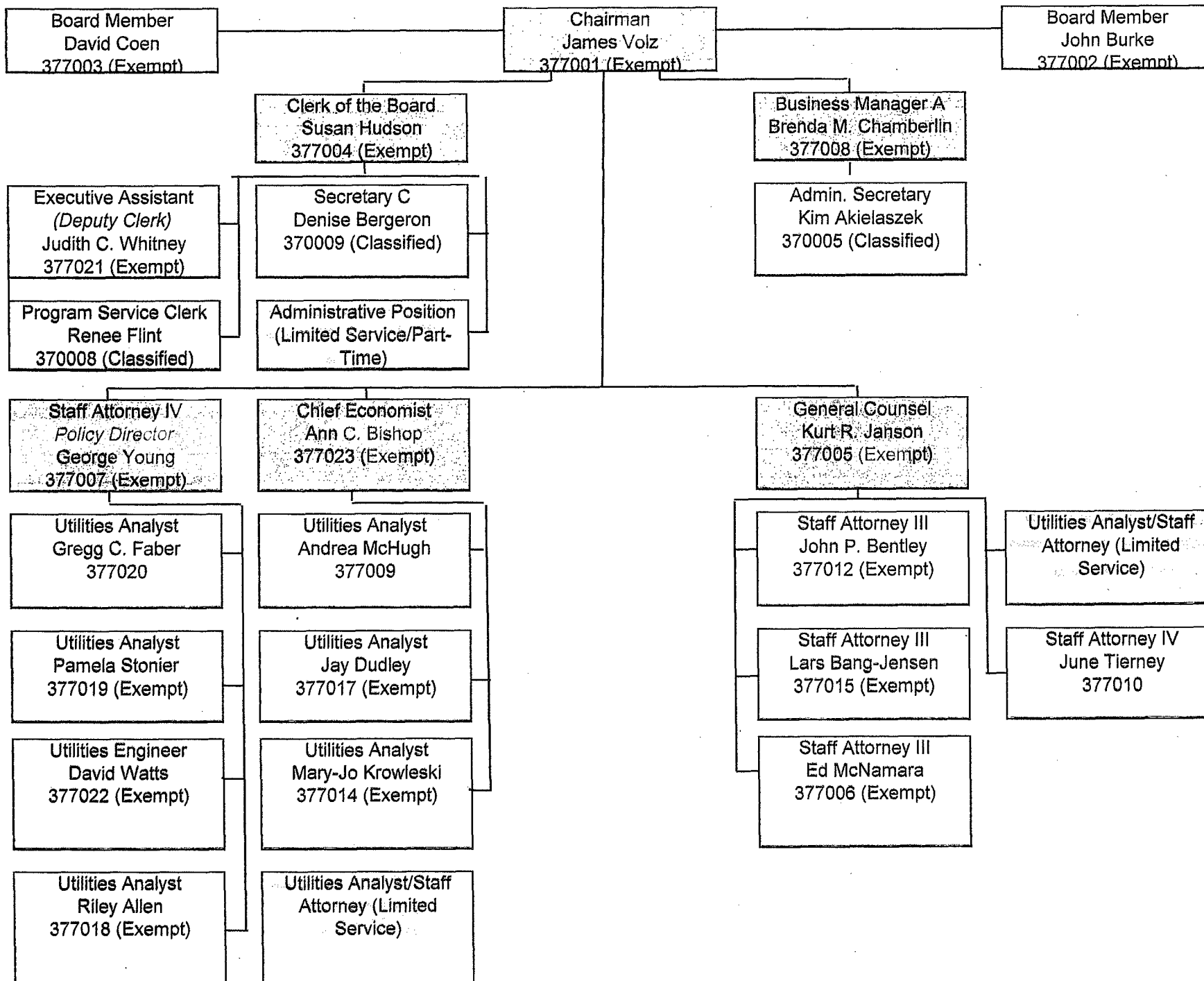
To whom it may concern,

In its application for this award, the Vermont Public Service Board asserts that it will comply with the ARRA 2009 prevailing wage assurance provisions (Davis-Bacon Act).

  
\_\_\_\_\_  
James Volz, Chairman  
Public Service Board

8-28-09  
\_\_\_\_\_  
Date

# Vermont Public Service Board Table of Organization



**ARRA Competitive Grant Application Notice**

Advanced notice of an agency or department's intent to submit an application for an ARRA Competitive grant is required. If you plan to apply for an ARRA Competitive Grant, this form must be submitted to the Governor's Economic Stimulus and Recovery Office (ESR) immediately. Advance notice is required for two purposes: 1) to provide linkages among grant proposals that will strengthen Vermont's competitive position, and 2) to provide the Governor's Office, ESR and F&M with the information necessary for the statewide ARRA reporting database.

<b>1. Agency (ARRA-F):</b>		<b>2. Department (ARRA-F):</b> Public Service Board 02250	
<b>3. ARRA Activity (ARRA 1-01):</b> State Electricity Regulators Assistance			<b>3a. ARRA Code (ARRA 2-1):</b>
<b>4. Title of Grant Program:</b>		Recovery Act - State Electricity Regulators Assistance	<b>4a. CFDA # (ARRA-E):</b> 81.122
<b>5. Federal Funding Agency (ARRA-A):</b> Department of Energy			
<b>6. Award Amount or Best Estimate:</b> \$765,835			
<b>7. Grant Period (ARRA-H) From:</b>		1/1/2010	<b>To:</b> 12/31/2013
<b>7a. Estimated Application Date:</b> 8/31/2009			
<b>8. Purpose of Grant/ARRA Narrative (ARRA 2-02):</b> Create capacity on the Public Service Board's staff to manage a significant increase in regulatory activity resulting from the following electricity-related topical areas stimulated by the American Recovery and Reinvestment Act Of 2009: energy efficiency, renewable energy, energy stoarge, smart-grid, electrin and hybrid-electric vehicles, demand-response equipment, transmission, and distribution.			
<b>9. Name of ARRA Activity Manager:</b> Kurt Janson			
<b>10. Do you know of any other entities in Vermont which are applying for funds under this program? If so, please list.</b> None			
<b>11. Are entities other than state agencies eligible to apply for funds under this program?</b> No			

**ARRA Code Definitions:**

**ARRA F:** Provide the Agency/Department name and VISION BU Code. Provide the Division or Program Name and VISION DeptID

**ARRA-1-01:** Provide a brief descriptive title of the project or activity to be funded in whole or in part with Recovery Act funds. If this award funds multiple projects or activities, provide a descriptive title that captures the general focus area, e.g., "community development," "comprehensive community mental health services to adults with a serious mental illness," etc.

**ARRA 2-1:** For awards primarily funding infrastructure projects or activities, as defined by the awarding agency, provide the North American Industry Classification System (NAICS) code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at <http://www.census.gov/naics/>. For all other awards, provide the National Center for Charitable Statistics "NTEE-NPC" code(s) that describe the Recovery Act projects or activities under this award. A searchable code list is at <http://nccsdataweb.urban.org/PubApps/nteeSearch>.

**ARRA-E:** Provide Catalog of Federal Domestic Assistance (CFDA) number on the provided by the awarding agency. If this award is being funded through multiple programs, provide each CFDA number.

**ARRA-A:** Provide the name of the awarding Federal agency and organizational element identified in the application document or otherwise instructed by the agency. The organizational element is a sub agency within an awarding Federal agency.

**ARRA-H:** Indicate the project/grant period established in the application document during which Federal sponsorship begins and ends. Note: Some agencies award multi-year grants for a project/grant period (e.g., 5 years) that are funded in increments known as budget periods or funding periods. These are typically annual increments. Please provide the total project/grant period, not the individual budget period or funding period.



# VERMONT

**ARRA 2-02:** A description of the overall purpose and expected outputs and outcomes or results of the award and first-tier sub award(s), including significant deliverables and, if appropriate, units of measure. For an award that funds multiple projects or activities, such as a formula block grant, the purpose and outcomes or results may be stated in broad terms.

**Request for Classification Action**  
**New or Vacant Positions**  
**EXISTING Job Class/Title ONLY**  
**Position Description Form C/Notice of Action**  
**For Department of Personnel Use Only**

		Date Received (Stamp)
Notice of Action # _____		
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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title: Administrative Services Technician II

Agency/Department/Unit: Public Service Board GUC: 37

Pay Group: 01A Work Station: 121 Zip Code: 05620-2701

Position Type:  Permanent  Limited Service (end date) 12/31/2011

Funding Source:  Core  Sponsored  Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% Federal Funds

Supervisor's Name, Title and Phone Number: Susan Hudson, Clerk of the Board, 802-828-2358

**Check the type of request (new or vacant position) and complete the appropriate section.**

**New Position(s):**

a. **REQUIRED:** Allocation requested: Existing Class Code 089180 Existing Job/Class Title: Administrative Services Technician II

b. Position authorized by:

- Joint Fiscal Office -- JFO #  Approval Date:
- Legislature -- Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate.

**Vacant Position:**

- a. Position Number:
- b. ~~Date position became vacant:~~
- c. Current Job/Class Code:  Current Job/Class Title:
- d. REQUIRED: Requested (existing) Job/Class Code:  Requested (existing) Job/Class Title:
- e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

**For All Requests:**

1. List the anticipated job duties and expectations; include all major job duties:
2. Provide a brief justification/explanation of this request:
3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well).

**Personnel Administrator's Section:**

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes  No
5. The name and title of the person who completed this form:
6. Who should be contacted if there are questions about this position (provide name and phone number):
7. How many other positions are allocated to the requested class title in the department:
8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.)

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).

- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Ronald L. Chambers

10-13-09

Personnel Administrator's Signature (required)

Date

Susan M. Hudson  
Supervisor's Signature (required)\*

10-13-09

Date

[Signature]  
Appointing Authority or Authorized Representative Signature (required)\*

10-28-09

Date

\* Note: Attach additional information or comments if appropriate.