



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: September 30, 2010
Subject: JFO #2458

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

JFO #2458 — Request from the Department of Public Service to establish one limited service position. This position will assist with reporting and monitoring requirements associated with ARRA energy initiatives; specifically including the administration of grants from the Clean Energy Development Fund. Funding for this position is available through an award from the American Recovery and Reinvestment Act that was included in the FY10 budget.
[JFO received 9/16/10]

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: David O'Brien, Commissioner



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JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: September 30, 2010
Subject: JFO #2458

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[JFO received 9/16/10]

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: David O'Brien, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: September 22, 2010
Subject: Grant Requests

Enclosed please find five (5) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of two (2) limited service positions.

JFO #2458 — Request from the Department of Public Service to establish one limited service position. This position will assist with reporting and monitoring requirements associated with ARRA energy initiatives; specifically including the administration of grants from the Clean Energy Development Fund. Funding for this position is available through an award from the American Recovery and Reinvestment Act that was included in the FY10 budget. Only the position requires JFC approval. **Expedited review of this item has been request by the Department. Joint Fiscal Committee members will be contacted by September 30 with a request to waive the statutory review period and accept this item.**

[JFO received 9/16/10]

JFO #2459 — \$17,899 grant from the University of Delaware Research Office to the Agency of Agriculture, Food and Markets. Funding will be used to improve the human resource management skills of managers at Vermont dairy farms through a series of regional workshops.

[JFO received 9/16/10]

JFO #2460 — \$506,000 grant from the U.S. Department of Justice to the Department of Public Safety. Funding will be used upgrade communications equipment and technology, including the purchase of narrow band capable mobile and portable radios for law enforcement officers, related to the interoperable communications platform.

[JFO received 9/16/10]

JFO #2461 — \$6,000 grant from the Brookdale Foundation to the Department of Children and Families – Family Services Division. Funding will be used to increase awareness of relatives who are serving as caregivers and to support the expansion of support groups and training opportunities by implementing a statewide interagency task force.

[JFO received 9/21/10]

JFO #2462 — \$81,459 grant from the University of Southern Maine – Office of Sponsored Research to the Department of Vermont Health Access. Funding will be used to expand the Blueprint for Health, including the use of Health Information Technology infrastructure, to evaluate and improve

the quality of health care delivered to children as part of rolling out the Pediatric Blueprint. **The establishment of one (1) limited service position is associated with this request.**

[JFO received 9/21/10]

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) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by October 6 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
David O'Brien, Commissioner
Roger Allbee, Secretary
Thomas Tremblay, Commissioner
Stephen Dale, Commissioner
Susan Besio, Commissioner

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

GRANT SUMMARY: State Energy Plan and the Energy Efficiency and Conservation Block Grant program (EECBG) grants, both under the American Recovery and Reinvestment Act (ARRA)

DATE: August 12, 2010

DEPARTMENT: Department of Public Service (PSD)

GRANT AMOUNT: \$31,592,500

GRANT PERIOD: April 17, 2009 – April 30, 2012 (SEP) and Sept 20, 2012 (EECBG)

GRANTOR/DONOR: U.S. Department of Energy (DOE)

POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Grants Specialist II (\$55,000 annual salary plus benefits) to facilitate ARRA grant program.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

Loss of ARRA funding if not disbursed by ARRA program deadline of September 20, 2012

COMMENTS:

Applicable grants were included for legislative review and approval in PSD's Vermont FY 2010 budget (2009 Special Session Act 1, Sec. B.235). PSD plan to spend \$31 million in DOE ARRA during FY 2010, FY 2011 and FY 2012 got off to a slow start and has \$30 million left to spend by ARRA deadline. Federal program managers at DOE have committed financial support for this position to enable Vermont to meet ARRA deadlines for the ARRA funding.

DEPT. FINANCE AND MANAGEMENT:

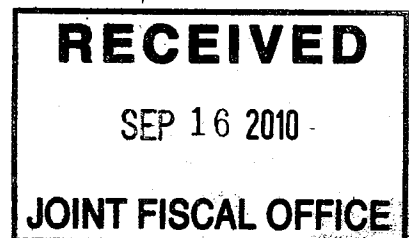
(INITIAL) SS 8/12/10

SECRETARY OF ADMINISTRATION:

(INITIAL) DB 8/12/10

SENT TO JOINT FISCAL OFFICE:

(DATE) TP 8/23/10





State of Vermont
Department of Public Service
112 State Street
Drawer 20
Montpelier, VT 05620-2601
TEL: 802-828-2811

FAX: 802-828-2342
TTY VT: 800-734-8390
email: vtdps@state.vt.us
<http://publicservice.vermont.gov/>

July 26, 2010

Commissioner James Reardon
Finance and Management
109 State Street
Montpelier, VT 05620

Mr. Stephen Klein
Joint Fiscal Office
120 State Street
Montpelier, VT 05620-2501

Dear Jim and Steve

Please accept this letter as a formal request from the CEDF Board, the CEDF Director and the Public Service Department for approval to add one limited service Grant Specialist position to the department of public service for ARRA energy initiatives. We are requesting to add a Grant Specialist position as the reporting/monitoring requirements associated with ARRA have been further defined and increased by U.S. Department of Energy (DOE) as we've progressed. Too, upon a site visit with a DOE project manager it was confirmed that additional staffing would be supported (through our current budget) and necessary.

CEDF co-chair Sam Swanson, Deputy Commissioner Stephen Wark and I all concur that these positions are necessary to meet the rigors of the grant management and reporting requirements imposed under ARRA.

Because of the workload demands imposed due to the granting of these funds, the department requires immediate permission to create and fill the full time limited service temporary position.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "David O'Brien".

David O'Brien
Commissioner
PSD



**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 Department Date: 07.26.2010

Name and Phone (of the person completing this request): Stephen Wark (802) 828-4052

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
SEP & EECBG Grant

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>
Grants Specialist II	1	Energy Resources & Finance	April 17, 2009 - April 30, 2012 (sep) & Sept 21, 2009 - Sept 20, 2012 (eecbg) Anticipated end date: 11/30/2012

*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:

This position is fully funded through ARRA by the Department of Energy and its purpose is to provide assistance with the Department's Grant Monitoring policies and procedures as well as to write and manage grant agreements and contracts. Too, reviewing and processing invoices, preparing quarterly and annual reports, along with ensuring compliance with requirements attached to American Recovery and Reinvestment Act (ARRA) funding.

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] _____ Date: 7/29/10
Signature of Agency or Department Head

[Signature: Molly Paulys] _____ Date: 7/30/10
Approved/Denied by Department of Human Resources

[Signature] _____ Date: 8/12/10
Approved/Denied by Finance and Management

[Signature] _____ Date: 8/23/10
Approved/Denied by Secretary of Administration

DBS/6/10

Comments: DHR approval is contingent upon F&M review and approval of funding.

REC'D AUG 04 2010

Department of Human Resources

Agency of Administration

Job Specifications

you are at: [Home](#) [HR Services](#) [Job Classification](#) [Job Specifications](#)

GRANTS SPECIALIST

Job Code: 521800

Pay Plan: Classified

Pay Grade: 22

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 02/06/2005

Class Definition:

Technical, fiscal, advisory and administrative work for a departmental agency within the State of Vermont. Duties include grant management, compliance monitoring, eligibility determination of funding and supervision. Supervision is exercised over subordinate professional and/or technical staff. Work is performed under the general supervision of an administrative supervisor.

Examples of Work:

Manages and oversees state and federal grants, monitors and approves program budget and ensures compliance with federal and state regulations. Drafts proposals for acquisition of grant funds from the federal government and other sources. Reviews and advises on programmatic requirements for grant applications and assists in the development of programs which meet eligibility requirements. Works with granting sources to refine and revise submissions as needed. Provides technical and advisory assistance to ensure compliance for program funds. Monitors grant expenditures to ensure consistency with grant requirements with applicable laws and regulations and to maximize use of available funds. Prepares written reports of findings, defines or recommends corrective action. Ensures that reporting requirements on grants are fulfilled. Participates in public hearings, meetings, and committees. May develop and implement systems to project income and to monitor expenditure of funds. May provide training to staff on requirements of grant funding. Performs related duties as required.

Environmental Factors: Duties are performed primarily in a standard office setting. On-site compliance reviews, hearings, meetings and committee obligations requires travel for which private means of transportation should be available. Some work outside of regular work schedule may be anticipated. A need to confront grantees with contract and grant requirements may arise frequently. Some pressure from deadlines may be anticipated

Minimum Qualifications

Knowledge, Skills and Abilities:

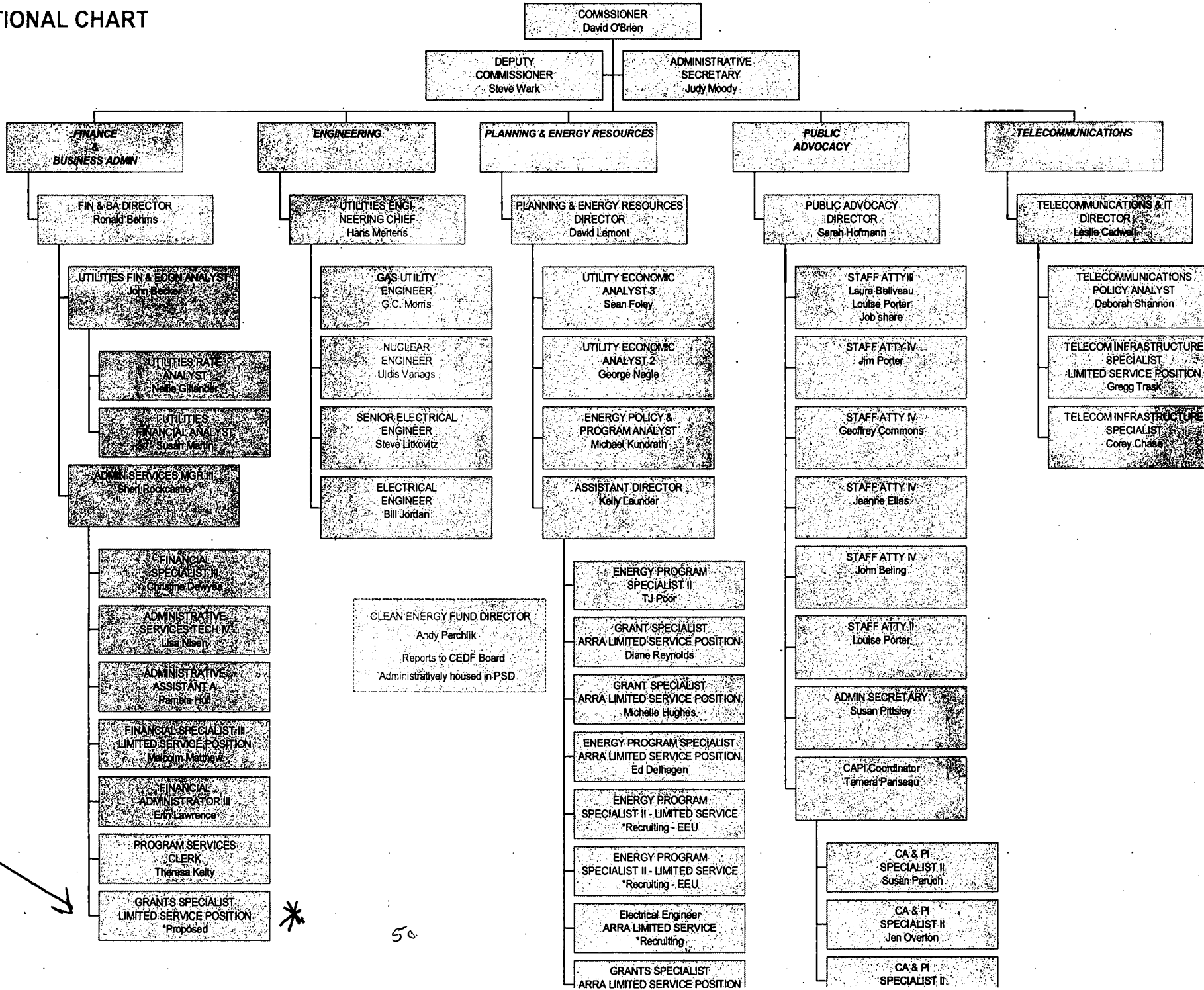
Working knowledge of financial management principals and practices, including accounting and budgeting procedures. Working knowledge of grant development and administration procedures. Working knowledge of state and federal fiscal monitoring procedures. Working knowledge of department programs and delivery systems. Ability to analyze grant requirements and to advise on required programmatic changes. Ability to draft grant applications. Ability to establish and maintain effective working relationships. Ability to communicate effectively.

Education and Experience:

Education: Bachelor's degree. Experience: Three years in the development, evaluation, administration, or fiscal monitoring of grants. Note: Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis. Note: Graduate work in public administration or accounting may be substituted for up to two years of the required experience on a semester for six months basis.

Special Requirements: n/a

DEPARTMENT OF PUBLIC SERVICE ORGANIZATIONAL CHART



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**STATE OF VERMONT
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DATE: August 12, 2010

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GRANTOR/DONOR: U.S. Department of Energy (DOE)

POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Grants Specialist II (\$55,000 annual salary plus benefits) to facilitate ARRA grant program.

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

Loss of ARRA funding if not disbursed by ARRA program deadline of September 20, 2012

COMMENTS:

Applicable grants were included for legislative review and approval in PSD's Vermont FY 2010 budget (2009 Special Session Act 1, Sec. B.235). PSD plan to spend \$31 million in DOE ARRA during FY 2010, FY 2011 and FY 2012 got off to a slow start and has \$30 million left to spend by ARRA deadline. Federal program managers at DOE have committed financial support for this position to enable Vermont to meet ARRA deadlines for the ARRA funding.

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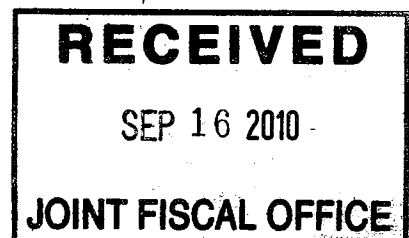
(INITIAL) EW 8/12/10

SECRETARY OF ADMINISTRATION:

(INITIAL) DB 8/12/10

SENT TO JOINT FISCAL OFFICE:

(DATE) TP 8/23/10





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July 26, 2010

Commissioner James Reardon
Finance and Management
109 State Street
Montpelier, VT 05620

Mr. Stephen Klein
Joint Fiscal Office
120 State Street
Montpelier, VT 05620-2501

Dear Jim and Steve

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Because of the workload demands imposed due to the granting of these funds, the department requires immediate permission to create and fill the full time limited service temporary position.

Thank you for your consideration.

Sincerely yours,

A handwritten signature in black ink, appearing to read "David O'Brien".

David O'Brien
Commissioner
PSD



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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] _____ Date: 7/29/10
Signature of Agency or Department Head

[Signature: Molly Paulys] _____ Date: 7/30/10
Approved/Denied by Department of Human Resources

[Signature: Susan] _____ Date: 8/12/10
Approved/Denied by Finance and Management

[Signature: Jan] _____ Date: 8/23/10
Approved/Denied by Secretary of Administration

DB 8/6/10

Comments: DHR approval is contingent upon F&M review and approval of funding.

REC'D AUG 04 2010

Department of Human Resources

Agency of Administration

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you are at: [Home](#) [HR Services](#) [Job Classification](#) [Job Specifications](#)

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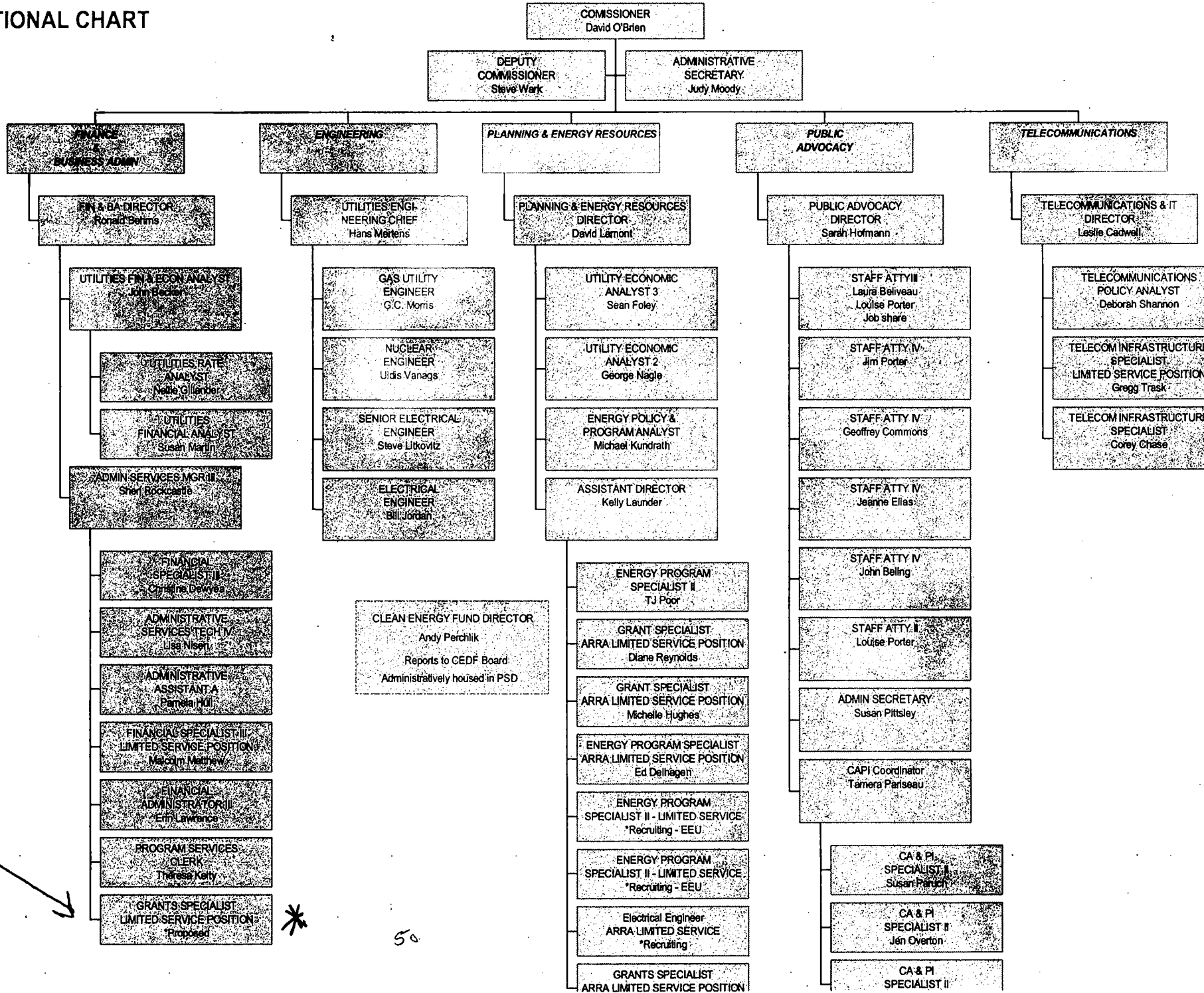
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Special Requirements: n/a

DEPARTMENT OF PUBLIC SERVICE ORGANIZATIONAL CHART



**STATE OF VERMONT
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DEPT. FINANCE AND MANAGEMENT:

(INITIAL)

SM 8/12/10

SECRETARY OF ADMINISTRATION:

(INITIAL)

~~TP~~ *DB* 8/12/10

SENT TO JOINT FISCAL OFFICE:

(DATE)

TP 8/23/10





State of Vermont
Department of Public Service
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David O'Brien
Commissioner
PSD



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Signature of Agency or Department Head Date 7/29/10



Approved/Denied by Department of Human Resources Date 7/30/10



Approved/Denied by Finance and Management Date 8/12/10



Approved/Denied by Secretary of Administration Date 8/23/10

DBS/10/10

Comments: DHR approval is contingent upon F&M review and approval of funding.

REC'D AUG 04 2010

Department of Human Resources

Agency of Administration

Job Specifications

you are at: [Home](#) [HR Services](#) [Job Classification](#) [Job Specifications](#)

GRANTS SPECIALIST

Job Code: 521800

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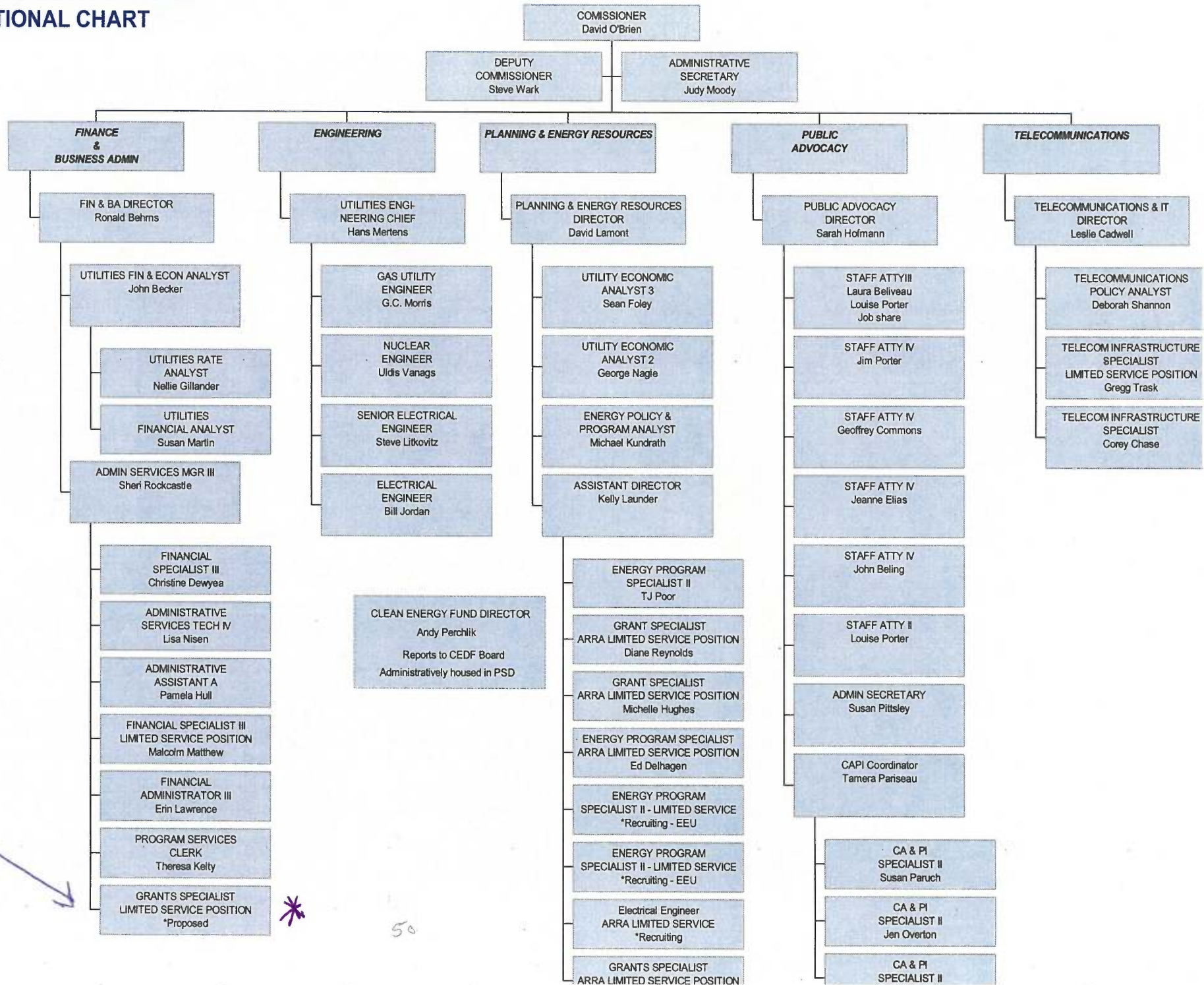
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Special Requirements: n/a

PARTMENT OF PUBLIC SERVICE ORGANIZATIONAL CHART



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VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Action
New or Vacant Positions
Existing Job Class/Titles ONLY
Position Description Form C

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the separate "Position Description Form A."
- Requests for full classification, to determine the appropriate pay grade for any job class must be submitted on "Position Description Form A."
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you will need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- All sections of this form are required to be completed unless otherwise stated.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office.

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

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

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: PSD GUC: 36030

Pay Group: 36A Work Station: Zip Code: 05620

Position Type: Permanent Limited Service (end date) 11/30/2012

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

Supervisor's Name, Title and Phone Number: Stephen Wark, Deputy Commissioner, 828-4052

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title: Grant Specialist 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: May draft and provide oversight for the Department's Grant Monitoring policies and procedures. May work extensively with energy efficiency and/or renewable energy grants and contracts. May be responsible for writing and managing grant agreements and contracts, reviewing and processing invoices, preparing quarterly and annual reports, and disseminating information. May work with grant recipients on various issues and work to ensure compliance with requirements attached to American Recovery and Reinvestment Act (ARRA) funding. May audit and enter invoice vouchers into the state's Vision payment system. Perform related duties as required.

2. Provide a brief justification/explanation of this request: We are requesting to add a Grant Specialist position as the reporting/monitoring requirements associated with ARRA have been further defined and increased by U.S. Department of Energy (DOE) as we've progressed. Too, upon a site visit with a DOE project manager it was confirmed that additional staffing would be supported (through our current budget) and necessary.

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). N/A

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: Sheri Rockcastle, Admin Service Mgr

6. Who should be contacted if there are questions about this position (provide name and phone number): Same: 828-4084

7. How many other positions are allocated to the requested class title in the department: 2

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.) No

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).

Personnel Administrator's Signature (**required**)*

Date

Supervisor's Signature (**required**)*

Date

Appointing Authority or Authorized Representative Signature (**required**)*

Date

* Note: Attach additional information or comments if appropriate.