



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: November 19, 2021
Subject: Grant Request – JFO #3077

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3077 – Two (2) limited-service positions to the Agency of Natural Resources, Department of Environmental Conservation: One (1) Environmental Analyst IV to design and implement Vermont's Clean Water Fund Initiatives and one (1) Contracts and Grant Administrator to administer ARPA funds that were awarded in Act 74 sec. G.700(a)(5). Positions fully funded through 12/31/2024. *[Note: These positions are considered program positions and are funded directly through the program/project funds awarded in Act 74 sec G.700(a).]*
[Received November 17, 2021]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by December 6, 2021, we will assume that you agree to consider as final the Governor's acceptance of this request.

**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: Agency of Natural Resources / Environmental Conservation Date: 10/19/2021

Name and Phone (of the person completing this request): Neil Kamman (802 490-6137) and Joanna Pallito (802) 490-6238

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):

United States Department of Treasury - American Rescue Plan Act funds and authorized to ANR/DEC under Act 74 Section G. 700(a)(5) - excerpt attached.

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> |
|--|-----------------------|--|--|
| Environmental Analyst IV (full-time) | 1 | Water Investment/Clean Water Initiative | 12/31/2024 |
| Contracts and Grants Administrator (part-time) | 1 | Administration and Innovation Division/Finance | 12/31/2024 |

*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:

The General Assembly has appropriated \$30M in APRA funding over the next three years to be allocated by the Clean Water Board. For SFY2022, the usage of the first \$10M (legislatively authorized under Act 74 Sec. G 700(a)(5)) of these ARPA funds has been allocated by the Board, and has cleared AoA/Guidehouse Review. Of these funds, ANR/DEC is receiving an additional \$6.5M in funds, necessitating additional FTE capacity for technical project management (full-time position - 1.0 FTE), grants/contracts management (part-time position - ~.50 FTE), federally-required ARPA reporting, and state-required clean water performance reporting.

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)).

Aimee Pope 10/19/2021
 Signature of Agency or Department Head Date
(Digital Signature of Aimee Pope)

Adam Greshin Date
 Approved/Denied by Department of Human Resources Date
(Digital Signature of Adam Greshin)

Kristin Clouser Date
 Approved/Denied by Finance and Management Date
(Digital Signature of Kristin Clouser)

Approved/Denied by Secretary of Administration Date

Neil Kamman 11/16/21
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

Act 74

Sec. G.700 WATER AND SEWER INVESTMENTS

(a) \$100,000,000 in fiscal year 2022 is appropriated from the American Rescue Plan Act (ARPA) - Coronavirus State Fiscal Recovery Funds as follows:

(1) \$10,000,000 for Stormwater Retrofit Projects as follows:

(A) \$5,500,000 to the Department of Environmental Conservation to provide three-acre stormwater permitting design and construction support for entities subject to the Vermont 3- 9050 Stormwater General Permit and to provide design and construction for practices necessary to restore impaired waters subject to flow restoration plans.

(B) \$1,000,000 to the Department of Forests, Parks and Recreation to support compliance with the 3-acre stormwater rule.

(C) \$3,500,000 to the Agency of Transportation for the implementation of three-acre and flow restoration protection and clean water compliance expenditures for transportation infrastructure and to fund the municipal grants in aid program to address stormwater runoff from municipal roads.

(2) \$10,000,000 to the Department of Environmental Conservation to support wastewater projects and pretreatment activities as follows:

(A) \$8,000,000 to support the design and construction of up to 10 community-scale water or decentralized wastewater projects, or both, to support underserved designated centers.

(B) \$2,000,000 to provide financial assistance to municipalities, Vermont businesses, and nonprofit entities to install or enhance pretreatment processes to address high strength or toxic wastes that otherwise require treatment at municipal expense by publicly owned treatment facilities.

(3) \$10,000,000 to the Department of Environmental Conservation to assist municipalities to design and construct projects to reduce or eliminate wet weather sewer overflows.

4) \$5,000,000 to make repairs or improvements to water and wastewater systems in Vermont homes to be allocated as follows:

(A) \$750,000 to the Department of Housing and Community Development to provide financial assistance or incentives for water system and water efficiency improvements as part of housing rehabilitation projects.

(B) \$4,250,000 to the Department of Environmental Conservation as follows:

(i) \$1,000,000 to increase the funds available for loan forgiveness to replace failed residential on-site wastewater and water supply systems.

(ii) \$3,250,000 to provide financial assistance or loan forgiveness to mobile home parks to improve drinking water, wastewater, stormwater, and drainage systems.

(5) \$10,000,000 to the Department of Environmental Conservation for allocation by the Clean Water Board established under 10 V.S.A § 1389, as part of their budget process in fiscal year 2022.

(6) \$50,000,000 to the Agency of Natural Resources shall carry forward to be used as follows:

A) \$20,000,000 for allocation by the Clean Water Board established under 10 V.S.A § 1389 as part of their budget process in fiscal year 2023 and 2024;

(B) \$30,000,000 for allocation in fiscal year 2023 and 2024 by the Department of Environmental Conservation for drinking water, sewer, and stormwater infrastructure projects, including dam safety improvements and CSO abatement. The Department shall provide the General Assembly a list of the projects allocated for funding during the annual budget development process for fiscal years 2023 and 2024.

(7) 5,000,000 to improve overall landscape resilience and mitigate flood hazards to be allocated as follows:

(A) \$4,880,000 to the Department of Public Safety, Division of Emergency Management to establish a statewide hazard mitigation program that includes funding hazard mitigation matching funds and a State-level buyout program for parcels ineligible for FEMA-related programs.

(B) \$120,000 to the Department of Environmental Conservation to provide technical assistance to the statewide hazard mitigation program.

(b) \$5,000,000 in fiscal year 2021 is appropriated from the General Fund to the Department of Environmental Conservation to reduce risk to public safety and the environment associated with State-owned dams.

(c) \$15,000,000 to be used to the extent capital funds have been appropriated to projects supporting water and sewer infrastructure in fiscal year 2022 and capital appropriations can be offset for reuse for future capital construction projects in the fiscal years 2022 – 2023 capital budget adjustment process. On or before December 15, 2021, the Commissioner of Finance and Management shall review and recommend water and sewer infrastructure projects funded in fiscal year 2022 that could be funded with ARPA funds to the Chairs of the House Committee on Corrections and Institutions and the Senate Committee on Institutions and to the Governor for the fiscal years 2022–2023 capital budget adjustment report.



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 _____ | Effective Date: _____ |
| Comments: | | 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: Environmental Analyst IV - PG 23

Agency/Department/Unit: ANR/DEC/Water Investment Division GUC:

Pay Group: 66ENV44 Work Station: Montpelier Zip Code: 05602

Position Type: Permanent Limited Service (end date) 12/31/2024

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 100% ARPA funds Act 74, Sec. G.700 (a)(5)

Supervisor's Name, Title and Phone Number: Emily Bird, Environmental Program Manager

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 145208 Existing Job/Class Title: Environmental Analyst IV - PG 23 - Limited Service through 12/31/2024

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) funding
for position is provided under Act 74 Sec. G.700 (a)(5)

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: Under supervision of the Clean Water Initiative Program, establish and implement a program established by the Vermont General Assembly's American Rescue Plan Act appropriations, to support implementation of the State of Vermont Clean Water Fund priorities. Major job duties include:

•Support CWIP Manager in development and implementation of annual American Rescue Plan Act (ARPA)-funded clean water initiatives and priorities to restore and protect Vermont's surface waters.

•Serve as a Technical Project Manager overseeing grant/contract agreements for American Rescue Plan Act (ARPA)-funded projects. This includes development of Requests for Proposals (RFPs), grant/contract agreements, as well as reviewing and approving deliverables for payment.

•Develop, utilize, and improve tracking and monitoring systems to ensure up-to-date programmatic and financial status of projects are documented, and that steady progress is made on multiple, dynamic projects.

•Assist the Clean Water Initiative Program in completing federally required ARPA reporting, and state-required clean water performance reporting, including tracking and accounting for the investments and results of all ARPA-funded clean water projects at DEC and across state government.

•Support CWIP manager in providing staff support to the Vermont Clean Water Board and associated interagency coordination as part of the annual clean water budget process, including incorporation of ARPA funds in the annual clean water budget over the ARPA performance period and navigating ARPA eligibility review and approval processes.

•Support crosscutting CWIP team functions as it relates to ARPA-funded initiatives, including incorporation of improved environmental justice and diversity, equity, and inclusion practices in administration of ARPA funds and support of clean water project-related communications and annual reporting.

2. Provide a brief justification/explanation of this request: The program described by the above duties was proposed by the Governor, approved for appropriation by the General Assembly, and approved by Agency of

Administration for use of ARPA support. The work is substantial and there is not capacity within DEC to otherwise conduct the work. Successful administration of this appropriation is reliant on this capacity.

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). **Not supervisory**

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).

DocuSigned by:
Barb Morway
1025C52EAT7347E

Personnel Administrator's Signature (required)*

10/18/2021

Date

DocuSigned by:
Emily Bird
255916AB0F08495

Supervisor's Signature (required)*

10/18/2021

Date

DocuSigned by:
Peter Walke
93DDCF0B3F8946A

Appointing Authority or Authorized Representative Signature (required)*

10/18/2021

Date

* Note: Attach additional information or comments if appropriate.

Act 74

Sec. G.700 WATER AND SEWER INVESTMENTS

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(7) 5,000,000 to improve overall landscape resilience and mitigate flood hazards to be allocated as follows:

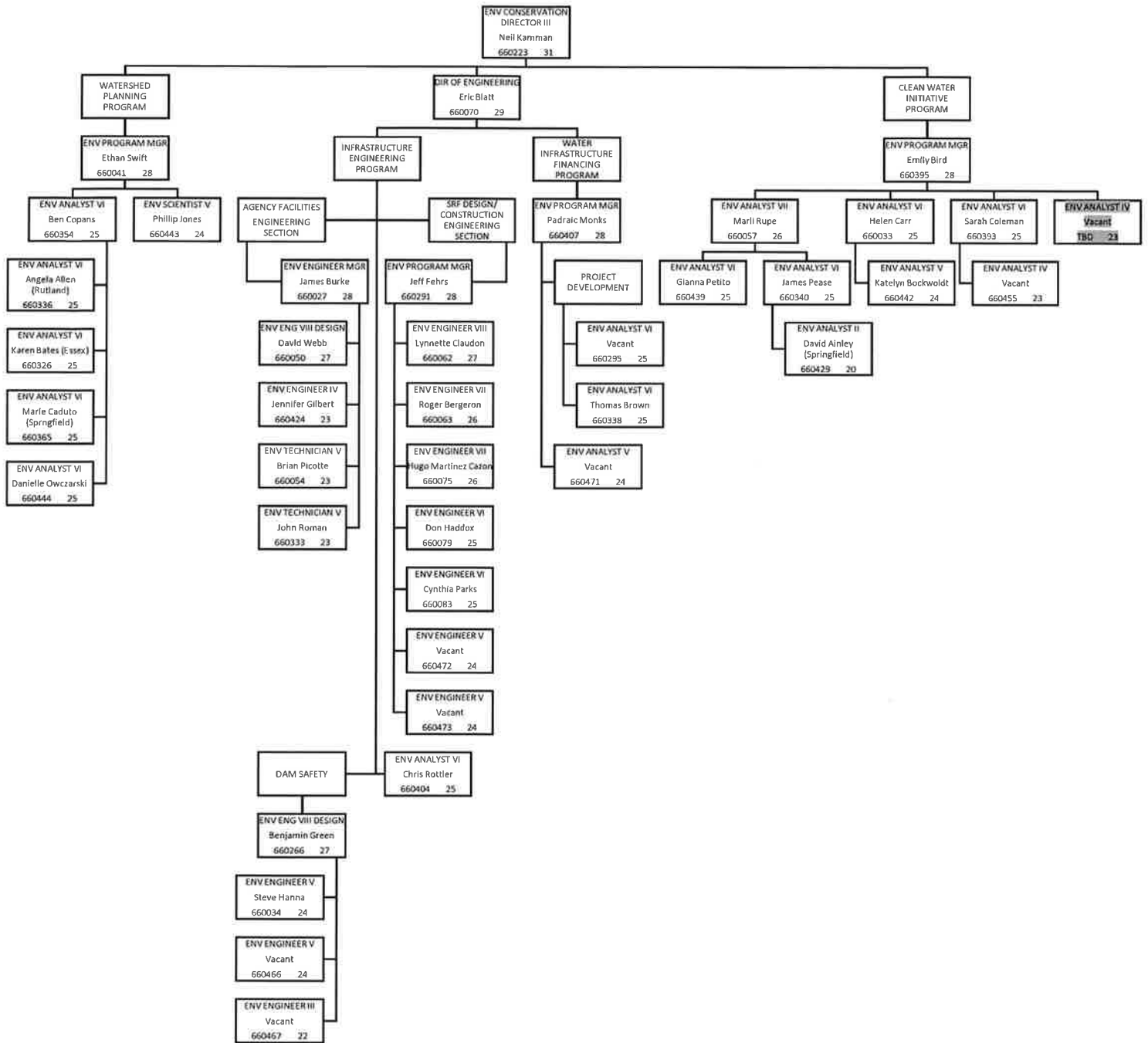
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Proposed Department of Environmental Conservation Water Investment Division





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

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- 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.
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**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 _____ | Effective Date: _____ |
| Comments: | | 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: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) ARPA funds Act 74, Sec. G.700 (a)(5)

Supervisor's Name, Title and Phone Number:

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:

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session) funding for this Part-Time position is provided under Act 74 Sec. G.700 (a)(5)

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: Drafts and processes contracts, grant agreements, memoranda, requests for information, quotes and proposals. Maintains tracking systems for work in process. Prepares recommendations to agency appointing authorities and legal counsel for approval of notices to proceed, amendment requests, sole source and bidder contracts and grant agreements. Determines if justification is adequate for amendment requests for contracts and grants. Confers regularly with the State's Risk Management Division and the Attorney General's Office on matters involving insurance coverage, protection from liability and other legal and procedural issues. Provides guidance and training to agency or department staff on procurement procedures for standard bidding, simplified bidding, small purchases, and sole source contracting. Provides guidance and training to agency or department staff on state and federal grant procedures. Provides contract and grant administrative and technical support to agency/department staff, grantees, contractors and consultants. Provides problem solving, creative solutions, and innovative responses to unique situations that arise. Provides assistance to contract, grant and business managers to ensure invoices are compliant with the statements of work. Represents the agency/department at trainings, conferences and meetings regarding grants and contracts. Prepares oral and written presentations, reports, and multimedia presentations as needed. Provides recommendations, input and feedback on policy and procedures relative to grants, contracts and agreements and implements any changes that result. Recommends revisions of the personal service contract or grant specifications to the hiring or granting authority. Reviews and comments on the scopes of work, for services or products. Participates in the resolution of language disputes for grant agreements and personal service contracts. Oversees or personally performs preparation and processing of grant agreements, requests for proposal documents, and personal service contracts. Participates in the consultant and contractor selection process, which may include short-listing, review and analysis of technical proposal, and clarification of submitted documents. Position is to be part-time at (.50 FTE) based on work to be performed.

2. Provide a brief justification/explanation of this request: Part-time position is funded under Act 74 Sec. G.700 (a)(5) and is needed to be created for administering grants/contracts out related to the Clean Water Implementation ARPA funded program work that was authorized and funded under this appropriation.

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: Tracy LaFrance

6. Who should be contacted if there are questions about this position (provide name and phone number):
Tracy LaFrance, 802-498-7074

7. How many other positions are allocated to the requested class title in the department: 1

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).
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DocuSigned by:
Barb Morway
7025C52EA72347E...

Personnel Administrator's Signature (required)*

10/18/2021

Date

DocuSigned by:
Tracy LaFrance
E617C73D82884E5...

Supervisor's Signature (required)*

10/16/2021

Date

DocuSigned by:
Peter Walke
93DDCF083F6946A...

Appointing Authority or Authorized Representative Signature (required)*

10/18/2021

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**Department of Environmental Conservation
Administration & Innovation Division**

