



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: January 19, 2010
Subject: JFO #2423

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

JFO #2423 — Request to **establish three (3) limited service positions** in the Department of Public Service. These positions are intended to provide administrative, financial, and technical support associated with increased workload generated by American Recovery and Reinvestment Act (ARRA) grants. Funding for these positions is provided by \$717,606.20 from the Energy Efficiency and Conservation Block Grants awarded under the American Recovery and Reinvestment Act, and approved in Sec. B.235 of Act 1 of the 2009 Special Session.
[JFO received 12/16/09]

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: Davis O'Brien, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Tony Klein

From: Nathan Lavery, Fiscal Analyst

Date: December 22, 2009

Subject: JFO #2423

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 22, 2009
Subject: Grant Requests

Enclosed please find two (2) requests that the Joint Fiscal Office has received from the administration. If approved, these requests would result in the establishment of 3 new limited service positions and create 12 new temporary positions, while maintaining 2 other temporary positions.

JFO #2423 — Request to **establish three (3) limited service positions** in the Department of Public Service. These positions are intended to provide administrative, financial, and technical support associated with increased workload generated by American Recovery and Reinvestment Act (ARRA) grants. Funding for these positions is provided by \$717,606.20 from the Energy Efficiency and Conservation Block Grants awarded under the American Recovery and Reinvestment Act, and approved in Sec. B.235 of Act 1 of the 2009 Special Session.

[JFO received 12/16/09]

JFO #2424 — \$497,000 grant from the U.S. Department of Agriculture Forest Service to the Vermont Department of Forests, Parks & Recreation. These funds will be used to maintain or create jobs through the conducting of forest health management activities on federal forest lands and recreational sites on National Forest Service lands. **The establishment of twelve (12) temporary positions is associated with this request, as is the retention of two existing positions.** This grant is awarded under the American Recovery and Reinvestment Act and **expedited review of this item has been requested.** 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 12/21/09]

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

cc: James Reardon, Commissioner
Davis O'Brien, Commissioner
Jason Gibbs, Commissioner

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

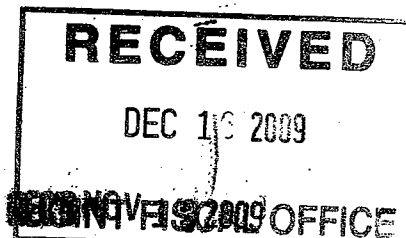
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

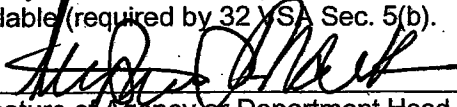
3. Justification for this request as an essential grant program need:

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

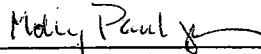


STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

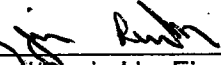
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 V.S.A. Sec. 5(b)).



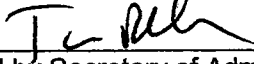
Signature of Agency or Department Head 11.20.09
Date



Approved/Denied by Department of Human Resources 11/30/09
Date



Approved/Denied by Finance and Management 12/16/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

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:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) **PRIOR** to receipt of all ARRA Formula/Block Grants, and
- 3) **PRIOR** to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F): 2. Department (ARRA-F): Public Service:02240

3. ARRA Activity (ARRA 1-01): **ECEBG- Program Administration** 3a. ARRA Code (ARRA 2-1): **813312**

4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants

4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy 5a. Award Date:?

6. Award Amount or Best Estimate: \$717,606.20 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
From: 9/21/09 To: 9/20/12

7a. Date by which ARRA funds must be: Obligated by Date: Within 18 months of date of award and/or Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0	\$	\$	\$	\$	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-IPN attached (if applicable)
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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 _____
Comments: _____	Effective Date: _____
	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: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

**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: _____
Working Conditions: _____	Accountability: _____
	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.)

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)
- Other (explain) -- Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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:

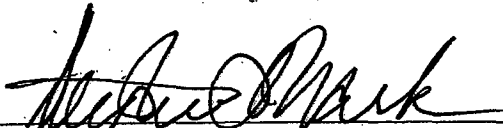
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

11.20.2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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

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Agency/Department: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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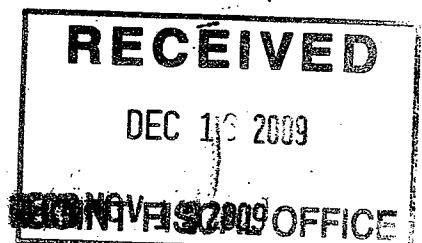
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

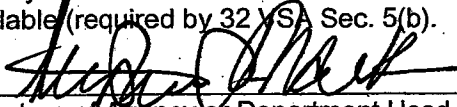
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The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



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

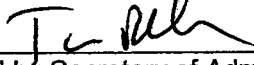
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 V.S.A. Sec. 5(b)).



Signature of Agency or Department Head 11.20.09
Date

Approved Denied by Department of Human Resources 11/30/09
Date

Approved Denied by Finance and Management 12/6/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

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:
 1) acceptance of all ARRA Discretionary Grants, and
 2) **PRIOR** to receipt of all ARRA Formula/Block Grants, and
 3) **PRIOR** to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F): 2. Department (ARRA-F): Public Service:02240
 3. ARRA Activity (ARRA 1-01): EECBG- Program Administration 3a. ARRA Code (ARRA 2-1): 813312
 4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants
 4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128
 5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy 5a. Award Date?:
 6. Award Amount or Best Estimate: \$717,606.20 6a. Check if this amount is an estimate:
 7. Grant Period (ARRA-H) From: 9/21/09 To: 9/20/12
 7a. Date by which ARRA funds must be: Obligated by Date: Within 18 months of date of award and/or Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
 There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
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Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required **ONLY** when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

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

18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

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

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: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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**)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

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: Financial Specialist III

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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:

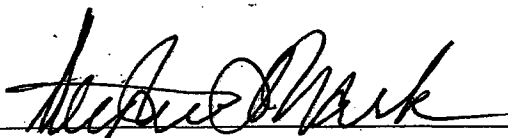
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

11.20.2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

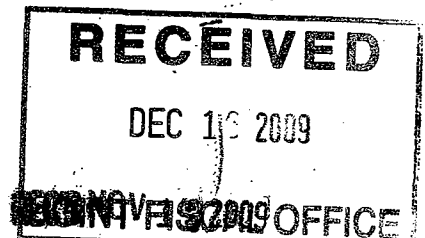
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

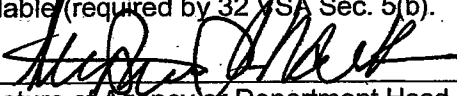
3. Justification for this request as an essential grant program need:

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

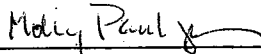


STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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



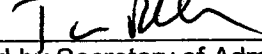
Signature of Agency or Department Head 11.20.09
Date



Approved/Denied by Department of Human Resources 11/30/09
Date



Approved/Denied by Finance and Management 12/16/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

ARRA ACTIVITY ACCEPTANCE REQUEST:	<input type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input checked="" type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F):		2. Department (ARRA-F): Public Service:02240			
3. ARRA Activity (ARRA 1-01): EECBG- Program Administration			3a. ARRA Code (ARRA 2-1): 813312		
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants					
4a. Federal Agency Award # (ARRA-B): DE-EE0000859			4b. CFDA # (ARRA-E): 81.128		
5. Federal (or VT) Funding Agency (ARRA-A):		U.S. Department of Energy		5a. Award Date:?	
6. Award Amount or Best Estimate: \$717,606.20			6a. Check if this amount is an estimate: <input checked="" type="checkbox"/>		
7. Grant Period (ARRA-H)		9/21/09		To: 9/20/12	
From:					
7a. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: Within 18 months of date of award and/or <input checked="" type="checkbox"/> Spent by Date: 36 months of date of award					

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:

There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0	\$	\$	\$	\$	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

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

**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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

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.)

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)

Other (explain) -- Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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:

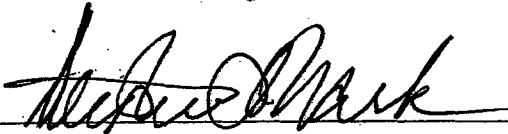
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

11-20-2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

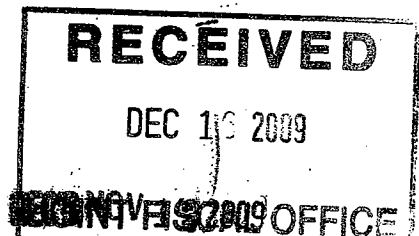
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

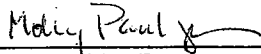


STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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



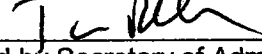
Signature of Agency or Department Head 11.20.09
Date



Approved/Denied by Department of Human Resources 11/30/09
Date



Approved/Denied by Finance and Management 12/16/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

ARRA ACTIVITY ACCEPTANCE REQUEST:	<input type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1)	<input checked="" type="checkbox"/> Other ARRA Activity (Not subject to AA-1 Process)
Revision? <input type="checkbox"/> Yes	Revision Date:	

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F):	2. Department (ARRA-F): Public Service:02240	
3. ARRA Activity (ARRA 1-01): EECBG- Program Administration	3a. ARRA Code (ARRA 2-1): 813312	
4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants		
4a. Federal Agency Award # (ARRA-B): DE-EE0000859	4b. CFDA # (ARRA-E): 81.128	
5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy	5a. Award Date:?	
6. Award Amount or Best Estimate: \$717,606.20	6a. Check if this amount is an estimate: <input checked="" type="checkbox"/>	
7. Grant Period (ARRA-H) From: 9/21/09	To: 9/20/12	
7a. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: Within 18 months of date of award and/or <input checked="" type="checkbox"/> Spent by Date: 36 months of date of award		

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):

This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:

There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0	\$	\$	\$	\$	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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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 _____
Comments: _____	Effective Date: _____
	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: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

**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.)

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)

Other (explain) -- Provide statutory citation if appropriate. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

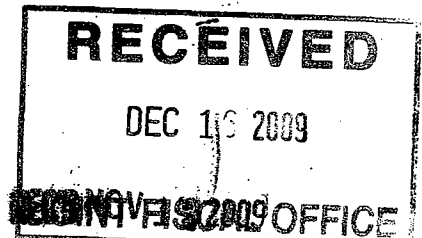
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

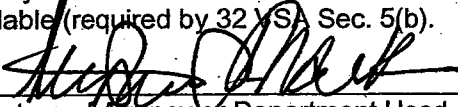
3. Justification for this request as an essential grant program need:

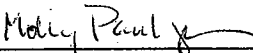
The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

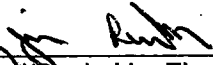


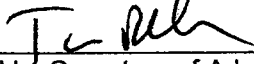
STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form

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)).

 11.20.09
Signature of Agency or Department Head Date

 Molly Paul 11/30/09
 Approved/ Denied by Department of Human Resources Date

 12/16/09
 Approved/ Denied by Finance and Management Date

 12/9/09
Approved/ Denied by Secretary of Administration Date

Comments:

Tracking 68

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:

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F): 2. Department (ARRA-F): Public Service:02240

3. ARRA Activity (ARRA 1-01): EECBG- Program Administration 3a. ARRA Code (ARRA 2-1): 813312

4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants

4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy 5a. Award Date:?

6. Award Amount or Best Estimate: \$717,606.20 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H) From: 9/21/09 To: 9/20/12

7a. Date by which ARRA funds must be: Obligated by Date: Within 18 months of date of award and/or Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
 There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←-----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0	\$	\$	\$	\$	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

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

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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.09
Date

* Note: Attach additional information or comments if appropriate.

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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Financial Specialist III

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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:

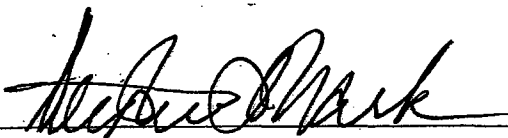
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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)*

11.20.2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

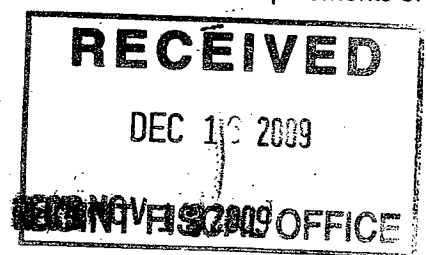
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

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

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.



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

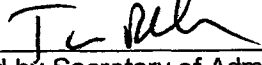
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 V.S.A. Sec. 5(b)).



Signature of Agency or Department Head 11.20.09
Date

Approved / Denied by Department of Human Resources 11/30/09
Date

Approved / Denied by Finance and Management 12/16/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

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:
 1) acceptance of all ARRA Discretionary Grants, and
 2) **PRIOR** to receipt of all ARRA Formula/Block Grants, and
 3) **PRIOR** to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F): 2. Department (ARRA-F): Public Service:02240

3. ARRA Activity (ARRA 1-01): **EECBG- Program Administration** 3a. ARRA Code (ARRA 2-1): **813312**

4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants

4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy 5a. Award Date:?

6. Award Amount or Best Estimate: \$717,606.20 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
 From: 9/21/09 To: 9/20/12

7a. Date by which ARRA funds must be: Obligated by Date: Within 18 months of date of award and/or Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
 There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0					
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:		Date:
The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1			
15. SECRETARY OF ADMINISTRATION			
<input type="checkbox"/>	Check One Box: Accepted	(Secretary's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:
16. ACTION BY GOVERNOR			
<input type="checkbox"/>	Check One Box: Request to JFO	(Governor's signature or designee)	Date:
<input type="checkbox"/>	Rejected		Date:
17. SENT TO JFO			
<input type="checkbox"/>	Sent to JFO		Date:
18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):			
<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award		<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

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: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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**)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

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: Financial Specialist III

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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:

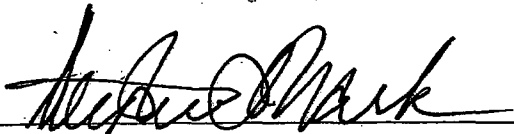
- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, 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**)*

11-20-2009
Date

* Note: Attach additional information or comments if appropriate.

JFO 2423

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: Department of Public Service Date: 11/02/09

Name and Phone (of the person completing this request): Sheri Rockcastle - 828-4084

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 Dept of Energy
Energy Efficiency and Conservation Block Grants under The American Recovery & Reinvestment Act
(ARRA-EECBG)

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>
Financial Specialist III	1	ARRA EECBG	12/01/09 to 11/31/12
Grants Specialist	2	ARRA EECBG	12/01/09 to 11/31/12

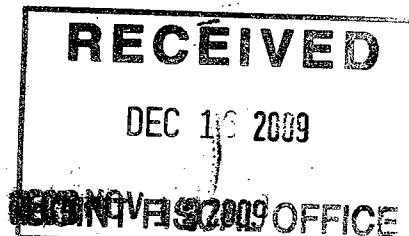
*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

(Will use existing classified job specifications for the this position, types of work performed match the Financial Special III job specifications)

Positions requested:
Financial Specialist III - Job Code 08940 - Page Grade 21

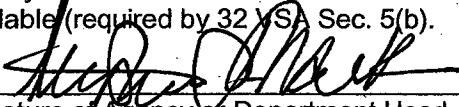
3. Justification for this request as an essential grant program need:

The PSD will be responsible for performing the administrative processing, Federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated invoices will be processed through the PSD; the expected volume of activity is 10 times the normal volume. These positions are essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

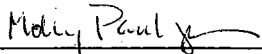


**STATE OF VERMONT
Joint Fiscal Committee Review
Limited Service - Grant Funded
Position Request Form**

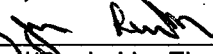
I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).



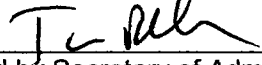
Signature of Agency or Department Head 11-20-09
Date



Approved/Denied by Department of Human Resources 11/30/09
Date



Approved/Denied by Finance and Management 12/16/09
Date



Approved/Denied by Secretary of Administration 12/9/09
Date

Comments:

Tracking 68

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:
 1) acceptance of all ARRA Discretionary Grants, and
 2) **PRIOR** to receipt of all ARRA Formula/Block Grants, and
 3) **PRIOR** to receipts of all ARRA funding for Individual Entitlement Programs.

NOV 16 2009

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

BASIC ARRA INFORMATION

1. Agency (ARRA-F): 2. Department (ARRA-F): Public Service:02240

3. ARRA Activity (ARRA 1-01): **EECBG- Program Administration** 3a. ARRA Code (ARRA 2-1): **813312**

4. Legal Title of Grant: Energy Efficiency and Conservation Block Grants

4a. Federal Agency Award # (ARRA-B): DE-EE0000859 4b. CFDA # (ARRA-E): 81.128

5. Federal (or VT) Funding Agency (ARRA-A): U.S. Department of Energy 5a. Award Date:?

6. Award Amount or Best Estimate: \$717,606.20 6a. Check if this amount is an estimate:

7. Grant Period (ARRA-H)
 From: 9/21/09 To: 9/20/12

7a. Date by which ARRA funds must be: Obligated by Date: Within 18 months of date of award and/or Spent by Date: 36 months of date of award

8. Purpose of Grant/ARRA Narrative (ARRA 2-02):
 This program area will allow for funding of positions necessary to accomplish administrative, financial, technical and program-related tasks.

9. Impact on existing program if grant is not Accepted:
 There would be significant delays in the release of ARRA funds due to staffing shortages.

10. BUDGET INFORMATION

Fiscal Year	←-----State Fiscal Year-----→			←----Federal Fiscal Year-----→		Comments
	SFY 2009	SFY 2010	SFY 2011 & Beyond	FFY 2009	FFY 2010	
Expenditures:						
Personnel Costs	\$0	\$263,474.10	\$263,474.10	\$0	\$263,474.10	\$263,474.10 balance to be used for FFY 2011
3 rd Party Contracts	\$0	\$62,500	\$62,500	\$0	\$62,500	\$62,500 balance to be used in FFY 2011
Operating Expenses	\$0	\$32,829	\$32,829	\$0	\$32,829	\$32,829
Grants/Sub-Awards	\$0	\$	\$	\$	\$	
Total	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011
Revenues:						
State Funds:	\$0	\$	\$	\$	\$	
Cash	\$0	\$	\$	\$	\$	
In-Kind	\$0	\$	\$	\$	\$	
ARRA Federal Funds:	\$0	\$	\$	\$	\$	
(Direct Costs)	\$0	\$358,803.10	\$358,803.10	\$0	\$358,803.10	\$358,803.10 balance to be used in FFY 2011

For ESR Use Only:	Assigned ESR Director's Signature:	Date:
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The following sections are required ONLY when Form ESR-2 is used in lieu of Form AA-1

15. SECRETARY OF ADMINISTRATION

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

16. ACTION BY GOVERNOR

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

17. SENT TO JFO

<input type="checkbox"/>	Sent to JFO		Date:
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18. ARRA GRANT DOCUMENTATION REQUIRED (check all that apply):

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award	<input type="checkbox"/> Grant Agreement <input type="checkbox"/> Governor's Certification (if applicable) <input type="checkbox"/> Notice of Donation (if any)	<input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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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: _____
	Working Conditions: _____	Accountability: _____
	Total: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Grants Specialist

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 521800 Existing Job/Class Title: Grants Specialist

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: 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.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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)*

11.20.09

Date

* Note: Attach additional information or comments if appropriate.

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: _____
Working Conditions: _____	Accountability: _____
	Total: _____

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title: Financial Specialist III

Agency/Department/Unit: Department of Public Service GUC: 36005

Pay Group: 36A Work Station: 112 State Street Montpelier Zip Code: 05620-2601

Position Type: Permanent Limited Service (end date) 11/31/2012

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

Supervisor's Name, Title and Phone Number: Sheri Rockcastle - 828-4084

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 089040 Existing Job/Class Title: Financial Specialist III

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. The ARRA funds appropriated to the PSD will be transferred to the Clean Energy Development Fund and 10 V.S.A 6523 allows the PSD up to 5% of funds appropriated to be used for administration, in addition legislation passed in Bill S.1 allows the Clean Energy Development Fund Board to use up to 10% of ARRA funds for administrative purposes.

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: Performs technical accounting duties such as making cost allocations to various cost centers and auditing financial documents for federal programs, special projects, grants, and loans for compliance with specifications. Compiles financial data for the preparation of financial reports. Assists in preparing budgets for programs. Prepares financial schedules. Posts, balances and reconciles accounting records. Processes financial transactions, invoices, disbursements, receipts either manually or by data processing methods. Processes financial transactions, disbursements, receipts, expenditures and fund transfer requests. Makes corrections in accounting records. Performs and edits financial and statistical analysis for review. Prepares payroll. Maintains time and attendance records. Maintains inventory records. Calculates accounting adjustments. Performs related duties as assigned.

2. Provide a brief justification/explanation of this request: The PSD will be responsible for performing the administrative processing, federal reporting, financial monitoring, and reporting duties associated with the ARRA EECBG Grant totaling \$9.6 million. The ARRA funds will be disbursed through grants and loans for renewable energy and energy efficiency projects. These grants and the associated financial duties required to process payments and monitor financial activity will be handled by the PSD; the expected volume of activity is 10 times the normal volume. This position is essential for the PSD to effectively handle the increased workload associated with the ARRA funds and meet the requirements of ARRA for rapid deployment of funds.

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, Administrative Services Manager

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

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).
- 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**)*

11.20.2009

Date

* Note: Attach additional information or comments if appropriate.