



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Rebecca Buck, Staff Associate *RB*
Date: May 4, 2006
Subject: Status of Position Request

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

JFO #2257 – Request from the Department of Environmental Conservation to establish one (1) new limited service position: Environmental Scientist III. This sponsored position is 100% federally funded and associated with a continuing FEMA Community Assistance Program grant.
[JFO received 04/04/06]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, 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: Linda Morse
Thomas Torti
Jeffrey Wennberg
Molly Paulger
Laurie Grimm

From: "Gould, Jill" <Jill.Gould@state.vt.us>
To: "Michael Obuchowski" <OBIE.LCPO2.VTLC@leg.state.vt.us>
Date: 4/10/2006 1:53:11 PM
Subject: RE: Question from Rep. Obuchowski regarding JFO #2257

Representative Obuchowski,

Please accept the below information in response to your question regarding the relationship between JFO #2257 and H.890.

H.890 is a rewrite of 20 VSA Chap. 1; essentially the functions and responsibilities of the Division of Emergency Management. Only to the extent that the administration of the National Flood Insurance Program in VT is an integral and necessary component of the state's flood hazard avoidance and mitigation strategy, is this position related to, supportive of, and consistent with the provisions of H.890.

The oversight of the FEMA Community Assistance Program (CAP) has always been conducted by ANR since its inception around 1970 (enabled under 10 VSA Chap. 37 and Chap. 32). It is called Community Assistance Program because the NFIP is administered by local governments and is coordinated and technically supported by the state through the office of the State NFIP Coordinator. This is the primary reason why the NFIP is such a critical element in the state's flood hazard avoidance and mitigation portfolio; that local governments become mutually supportive partners with the state through enrollment in the NFIP.

This new FEMA funded CAP position will be specifically for the purpose of strengthening this partnership and providing technical support, training, and interpretation of federal requirements for our municipal partners. The objectives of the NFIP are also convergent with ANR's objectives of river corridor management, restoration, and protection which are, in turn, supportive of the objectives of the VT Division of Emergency Management as expressed in H.890.

If you have any further questions, please let me know..

Jill Gould
DEC Business Manager
802.241.3810
jill.gould@state.vt.us

-----Original Message-----

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Friday, April 07, 2006 12:07 PM
To: Gould, Jill
Cc: Michael Obuchowski; Steve Klein; Wennberg, Jeff; Clark, Sarah
Subject: Re: Question from Rep. Obuchowski regarding JFO #2257

Hi Jill-- Representative Obuchowski has the following questions with regard to JFO #2257 (new limited service position: Environmental Scientist III associated with continuing FEMA Community Assistance Program grant):

How does this position fit with the emergency management bill (H-890) that was referred to house appropriations committee on 04/06/06? Is

there any relationship between this position and H-890?

Please cc me on your response to Representative Obuchowski. Thanks.

--Becky

CC: "Steve Klein" <SKLEIN.LCPO1.VTLC@leg.state.vt.us>, "Wennberg, Jeff" <Jeff.Wennberg@state.vt.us>, "Clark, Sarah" <Sarah.Clark@state.vt.us>, "Rebecca Buck" <rbuck@leg.state.vt.us>, "Cahoon, Barry" <Barry.Cahoon@state.vt.us>, "McLean, Wally" <Wally.McLean@state.vt.us>, "Chadwick, Steve" <Steve.Chadwick@state.vt.us>

From: Michael Obuchowski
To: Rebecca Buck
Date: 4/7/2006 2:47:13 PM
Subject: Re: Question from Rep. Obuchowski regarding JFO #2257

Thank you.

>>> Rebecca Buck 4/7/2006 12:06 PM >>>

Hi Jill-- Representative Obuchowski has the following questions with regard to JFO #2257 (new limited service position: Environmental Scientist III associated with continuing FEMA Community Assistance Program grant):

How does this position fit with the emergency management bill (H-890) that was referred to house appropriations committee on 04/06/06? Is there any relationship between this position and H-890?

Please cc me on your response to Representative Obuchowski. Thanks. --Becky

MEMORANDUM

For govt file

To: Representative Robert Dostis
From: Rebecca Buck *RB*
Date: April 6, 2006
Subject: JFO #2257 (Environmental Conservation position)

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed request and cover memo. He is requesting you provide him with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein

*Obi
Looks good to
me.
Robert*



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: April 6, 2006

Subject: Position Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2257 – Request from the Department of Environmental Conservation to establish one (1) new limited service position: Environmental Scientist III. This sponsored position is 100% federally funded and associated with a continuing FEMA Community Assistance Program grant.

[JFO received 04/04/06]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like this item held for legislative review. Unless we hear from you to the contrary by April 20 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: Michael Smith, Secretary
James Reardon, Commissioner
Linda Morse, Administrative Assistant
Thomas Torti, Secretary
Jeffrey Wennberg, Commissioner
Molly Paulger, Classification Manager
Laurie Grimm, Human Resources Specialist

INFORMATION NOTICE

The following item was recently received by the Joint Fiscal Committee:

JFO #2257 – Request from the Department of Environmental Conservation to establish one (1) new limited service position: Environmental Scientist III. This sponsored position is 100% federally funded and associated with a continuing FEMA Community Assistance Program grant.

[JFO received 04/04/06]

STATE OF VERMONT
POSITION APPROVAL FORM

JFO#
2257

DEPARTMENT: Environmental Conservation

DATE: March 29, 2006

GRANT/DONATION (brief description and purpose):

The position is part of the FEMA Community Assistance Program grant.

GRANTOR/DONOR:

FEMA

GRANT PERIOD:

Now to 9/30/2006. DEC has a letter of intent from FEMA to continue the position funding beyond 9/30/2006.

AMOUNT/VALUE: \$38,480

POSITION REQUESTED (LIMITED SERVICE): One Environmental Scientist III

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: The state match for this grant is covered by the ongoing base costs of the river corridor program.

DEPT. FINANCE AND MANAGEMENT:

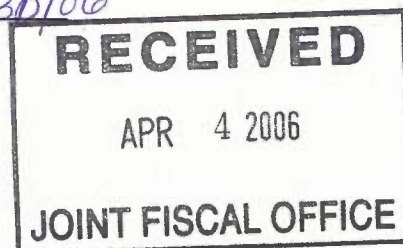
SECRETARY OF ADMINISTRATION:

SENT TO JOINT FISCAL OFFICE:

(INITIAL) lmj

(INITIAL) MCS

(DATE) 3/30/06





State of Vermont

Agency of Administration

DEPARTMENT OF FINANCE & MANAGEMENT

109 State Street
Montpelier, Vermont 05602
(802) 828-2376

TO: Mike Smith, Mike Bertrand and Jim Reardon
FROM: Sarah Clark *SC*
DATE: March 16, 2006
SUBJECT: Sponsored Limited Service Position for DEC

DEC is requesting a limited service position (environmental scientist III) that will be fully funded with federal dollars from FEMA. The position is part of the FEMA Community Assistance Program grant. Historically, this program has been under-funded by FEMA in Vermont. This is an attempt by FEMA to provide adequate funding for the program. Though the grant expires on 9/30/2006, FEMA has written a letter expressing its intention to maintain the program in the future. The state match for the grant is already provided in the ongoing base costs of the river corridor program.

Recommendation: Approve Position Request.

Attachments:
ANR request memo, position request form.

SM 3/23/06

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

Approved/Denied by  Secretary of Administration

 Date

3-23-06

Comments:

This position is requested to fulfill the obligations of the Community Assistance Program Grant. Although the current grant expires on 9/30/06, we anticipate the program will be renewed annually on an ongoing basis. See attached letter from FEMA Director of Mitigation and Flood Insurance for FEMA Region 1.

From: "Gould, Jill" <Jill.Gould@state.vt.us>
To: <rbuck@leg.state.vt.us>
Date: 4/4/2006 9:08:06 AM
Subject: JFO request for a position under the FEMA CAP grant

Becky,

Sarah asked me to give you more complete information on the recent submission requesting a new sponsored position on the FEMA Community Assistance Program (CAP) grant.

I incorrectly checked the "new grant" box rather than the "existing grant" box.

In fact, this request is due to a base funding increase for a long established grant from FEMA. We have been receiving this grant for many years.

Please let me know if you any additional questions regarding this issue..

Thanks,

Jill Gould
DEC Business Manager
802.241.3810
jill.gould@state.vt.us

CC: "Clark, Sarah" <Sarah.Clark@state.vt.us>, "Wennberg, Jeff" <Jeff.Wennberg@state.vt.us>, "Chadwick, Steve" <Steve.Chadwick@state.vt.us>

STATE of VERMONT
AGENCY of NATURAL RESOURCES
DEPARTMENT of ENVIRONMENTAL CONSERVATION
~ Commissioners Office ~

MEMORANDUM

Tel: (802) 241-3808

Fax: (802) 244-5141

To: Sarah Clark, Financial Analyst - *COPY*
Department of Finance and Management

ORFWN → Molly Ordway-Paulger, Director of Compensation & Classification Management
Department of Human Resources

From: Jeffrey Wennberg, Commissioner *Jeff Wennberg*
Department of Environmental Conservation

Date: February 21, 2006

Subject: Request for limited service sponsored position

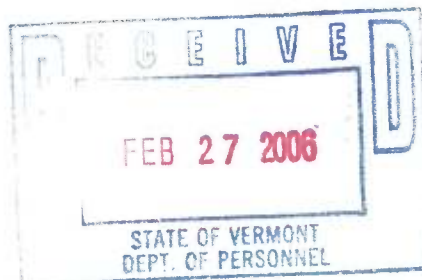
Please accept this request for a sponsored limited service position.

Attached is a separate memo from the Water Quality Division with more background and a proposed organization chart.

Also attached are copies of the current and past years' federal grant award and budgets and a letter from the FEMA Region 1 Director of Mitigation and Flood Insurance. These documents show the increase in funding for this grant in the current federal fiscal year, and the intention of FEMA to make the grant increased funding a sustainable and ongoing allocation to the State of Vermont.

Thank you for your consideration in this matter. I am available for any additional questions

c. Jill Gould, Gloria Abbiati



REC'D MAR 09 2006

Page 2

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8005 7 S 88
MAY 19 1988
FBI - MEMPHIS

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

O.M.B. NO. 3087-0206
Expires February 28, 2004

1. AGREEMENT NO. EMB-2006-GR-0854	2. AMENDMENT NO.	3. RECIPIENT NO. 03-6000274	4. TYPE OF ACTION <input checked="" type="checkbox"/> GRANT <input checked="" type="checkbox"/> AWARD <input type="checkbox"/> CA <input type="checkbox"/> AMENDMENT	5. CONTROL NO.
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6. RECIPIENT NAME AND ADDRESS VT Department of Environmental Conservation Water Quality Division 103 South Main Street, 1 South Bldg. Waterbury, VT 05671-0401	7. ISSUING FEMA OFFICE AND ADDRESS Department of Homeland Security FEMA Region I 89 High Street, 6th Floor Boston, MA 02110-2320	8. PAYMENT OFFICE AND ADDRESS N/A
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9. NAME OF RECIPIENT PROJECT OFFICER Margaret Torizzo	PHONE NO. 802-241-3757	10. NAME OF FEMA PROJECT OFFICER Robert Archila	PHONE NO. 617-858-7528
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11. EFFECTIVE DATE OF THIS ACTION February 1, 2006	12. METHOD OF PAYMENT <input checked="" type="checkbox"/> HHS, SMARTLINK <input type="checkbox"/> SF 270 <input type="checkbox"/> OTHER	13. ASSISTANCE ARRANGEMENT <input type="checkbox"/> COST REIMBURSEMENT <input checked="" type="checkbox"/> COST SHARING <input type="checkbox"/> OTHER	14. PERFORMANCE PERIOD From: 10/01/06 To: 09/30/08 BUDGET PERIOD From: 10/01/06 To: 09/30/08
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15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + or (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
CAP	97.023	2006-76-5521F1-8012-4101 D	\$ -	\$ 124,000.00	\$ 124,000.00	\$ 41,333.00
TOTALS →			\$ -	\$ 124,000.00	\$ 124,000.00	\$ 41,333.00

b. To describe changes other than funding data or financial changes, attach schedule and check here

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) YES NO

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN
This assistance is subject to the terms and conditions attached to this award notice or incorporated by reference in program legislation or regulation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title) Jeffrey Wennberg, Commissioner	DATE 2/16/06
18. FEMA SIGNATORY OFFICIAL (Name and Title) Kenneth L. Horak, Acting Regional Director	DATE 2/16/06

**Community Assistance Program (CAP - SSSE)
Budget Detail**

		Budget Period		From:	To:
				10/01/05	09/30/06
Position Number	Position Title	Annual Salary 2006	% to Grant	Salary Expense	Fringe Benefits
660025	Environmental Scientist V, AC: Water Quality	46,371.31	100%	46,371.31	17,203.76
660999	Environmental Scientist III, AC: Water Quality	38,480.00	100%	38,480.00	14,276.08
660999	Management / Administrative Support	54,702.00	7.02%	3,840.08	1,424.67
		Total FTEs -->	2.07		
Personnel (listed above)				subtotal	\$ 88,691
Fringe Benefits (based on employee actual) (incl. FICA, retirement, workers' comp & personal insurance)		Rate		subtotal	\$ 32,905
		37.10%			
Travel (does not include BGS fleet lease payments; see "Other")					
~ In-State Travel			500		
~ Out-of-State Travel			2,700		
			subtotal	\$	3,200
Equipment (Items with a unit cost under \$5,000 are included due to limitations of accounting system.)					
~ IT Equipment & Software Replacement / Upgrades (divisional allocation)			1,047		
~ Miscellaneous Equipment			1,100		
			subtotal	\$	2,147
Supplies					
~ Miscellaneous Material & Supplies			17		
~ Office Supplies			880		
			subtotal	\$	897
Contractual (Sub-Awards)					
			0		
			0		
			subtotal	\$	-
Other					
~ Trainings and Conferences			1,500		
~ BGS Fleet Lease Payments			5,436		
~ Dues & Registrations			231		
~ Electronic Data Processing			339		
~ Fee-for-Space			4,568		
~ Insurance			391		
~ Postage, Freight & Express			105		
~ Printing & Duplicating			390		
~ Rentals - Miscellaneous			585		
~ Telephone & Internet Services			1,350		
~ Other Services			150		
			subtotal	\$	15,046
Indirect Charges (based on % of personnel costs)		Rate		subtotal	\$ 22,448
		25.31%			
GRAND TOTAL				Total	\$ 165,333
		Federal Share	75%	\$	124,000
		Non-Federal Share	25%	\$	41,333

16W*

52,79



FEMA

January 23, 2006

Commissioner Jeffrey Wennberg
VT Department of Environmental Conservation,
103 South Main St, 1 South, Waterbury, VT 05676

Re: Community Assistance Program (CAP) Grant for FFY 2006

Dear Commissioner Wennberg:

As you may be aware, the FEMA has announced that State of Vermont FFY-2006 CAP allocation is \$124,000 (federal share). This is an increase from past years in your CAP grant allocation. Presently, we are working with the State to process the paperwork and execute a formal grant agreement.

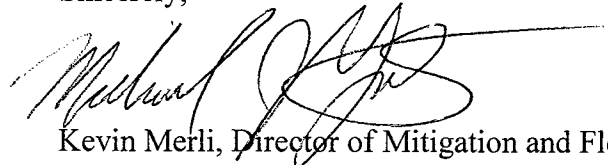
Vermont can consider this to represent a sustained funding level. As noted in a prior communication from Robert Archila, FEMA Region 1 CAP Coordinator, over the 30+ year history of the National Flood Insurance Program (NFIP), few, if any, state CAP allocations have ever been reduced in this region. There is no reason to expect this to change. For the past several years FEMA has consistently "flat" funded Vermont's NFIP program. I consider this increase a necessary and sustainable correction considering inflation and cost of living adjustments that were not recognized in our CAP funding levels.

FEMA allocated this increase in personnel and operational funds to enable the State to provide the minimum technical, educational, and compliance related support for Vermont's NFIP-enrolled communities.

With the allocation of these additional resources I look forward to a strengthened partnership with the State of Vermont and the improved administration of the NFIP by municipal governments.

Thanks for your commitment. If you have any questions please contact my staff CAP coordinator and/or Vermont NFIP liaison, respectively, Robert Archila (617-959-7525) and G. Fred Vanderschmidt (617-832-4784).

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Merli", with a long horizontal line extending to the right.

Kevin Merli, Director of Mitigation and Flood
Insurance FEMA Region 1

CC: Jill Gould, Business Manager, VT DEC
Margaret Torrizo, Vermont NFIP Coordinator, VT DEC
Barry Cahoon, State River Management Engineer VT DEC

FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT

O.M.B. NO. 3067-0206
Expires February 29, 2004

1. AGREEMENT NO. EMB-2005-GR-0833	2. AMENDMENT NO. 0003	3. RECIPIENT NO. 03-6000274	4. TYPE OF ACTION <input checked="" type="checkbox"/> GRANT <input type="checkbox"/> CA <input type="checkbox"/> AWARD <input checked="" type="checkbox"/> AMENDMENT	5. CONTROL NO.
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6. RECIPIENT NAME AND ADDRESS VT Department of Environmental Conservation Water Quality Division 103 South Main Street, 1 South Bldg. Waterbury, VT 05671-0401	7. ISSUING FEMA OFFICE AND ADDRESS Department of Homeland Security FEMA Region I 99 High Street, 6th Floor Boston, MA 02110-2320	8. PAYMENT OFFICE AND ADDRESS N/A
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9. NAME OF RECIPIENT PROJECT OFFICER Margaret Torlizzo	PHONE NO. 802-241-3757	10. NAME OF FEMA PROJECT OFFICER Robert Archila	PHONE NO. 617-956-7525
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11. EFFECTIVE DATE OF THIS ACTION April 14, 2005	12. METHOD OF PAYMENT <input checked="" type="checkbox"/> HHS, SMARTLINK <input type="checkbox"/> SF 270 <input type="checkbox"/> OTHER	13. ASSISTANCE ARRANGEMENT <input type="checkbox"/> COST REIMBURSEMENT <input checked="" type="checkbox"/> COST SHARING <input type="checkbox"/> OTHER	14. PERFORMANCE PERIOD From: 10/01/04 To: 09/30/05 BUDGET PERIOD From: 10/01/04 To: 09/30/05
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15. DESCRIPTION OF ACTION
a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + or (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
CAP	97.023	2005-05-5521FI-9012-4101 D	\$ 76,500.00	\$ 500.00	\$ 77,000.00	\$ 25,666.67
TOTALS →			\$ 76,500.00	\$ 500.00	\$ 77,000.00	\$ 25,666.67

b. To describe changes other than funding data or financial changes, attach schedule and check here

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address) YES NO

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN
This assistance is subject to the terms and conditions attached to this award notice or incorporated by reference in program legislation or regulation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
Jeffrey Wennberg, Commissioner *Jeffrey Wennberg for SW* DATE *5/11/05*

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Kenneth L. Horak, Acting Regional Director *Kenneth L. Horak* DATE *5/11/05*

**Community Assistance Program (CAP-SSSE)
Budget Detail**

Position Number	Position Title	Annual Salary 2005	% to Grant	Budget Period	From:	To:
				Salary Expense	10/01/04	09/30/05
660025	Environmental Scientist V, AC: Water Quality	44,240.00	100%	44,240.00		16,528.06
665xxx	Environmental Engineer III, AC: Water Quality	36,733.00	28%	10,432.17		3,897.46
660999	Management / Administrative Support	41,525.00	4.51%	1,871.47		699.18

Temp

14.33

Total FTEs --> 1.33

Personnel (listed above) subtotal \$ **56,543**

Fringe Benefits (based on employee actual)
(incl. FICA, retirement, workers' comp & personal insurance) Rate
37.36% subtotal \$ **21,125**

Travel
 ~ In-State Travel 2,667
 ~ Out-of-State Travel 1,000
 subtotal \$ **3,667**

Equipment
(Items with a unit cost under \$5,000 are included due to limitations of accounting system.)
 ~ IT Equipment & Software Replacement / Upgrades (divisional allocation) 670
0
 subtotal \$ **670**

Supplies
 ~ Miscellaneous Supplies 290
 ~ Office Supplies 380
 subtotal \$ **670**

Contractual
 0
0
 subtotal \$ **-**

Other
 ~ ASFPM Membership 95
 ~ ASFPM Conference Registration 505
 ~ CFM Exam 105
 ~ Fee-for-Space 2,690
 ~ O&M Services / Information Technology 2,725
 ~ Printing & Duplicating 90
 ~ Telephone & Internet Services 650
 ~ Other Services 150
 subtotal \$ **7,010**

Indirect Charges (based on % of personnel costs) Rate
22.96% subtotal \$ **12,982**

GRAND TOTAL Total \$ **102,667**

Federal Share 75% \$ **77,000**
 Non-Federal Share 25% \$ **25,667**

Agency of Natural Resources
Department of Environmental Conservation

Water Quality Division
Building 10 North
802-241-3777

MEMORANDUM

To: Jill Gould, DEC Business Manager

Through: Wally McLean, WQD Director *WMM c 2/22/2006*

From: Barry Cahoon, VT Rivers Program Manager *Barry*

Date: 2/21/06

Subject: FEMA Community Assistance Program (CAP) Position

In response to the information that you requested (email attached):

1) An organization chart with the new position drawn in along with request title.

See attached.

2) A brief description of the grant and the duties of the new position and the outcomes projected.

The purpose of the Community Assistance Program – State Support Services Element (CAP-SSSE) is to provide, through a State grant mechanism, a means to ensure that communities participating in the National Flood Insurance Program (NFIP) are achieving the flood loss reduction goals of the NFIP. CAP-SSSE is intended to accomplish this by funding States to provide technical assistance to NFIP communities and to evaluate community performance in implementing NFIP floodplain management activities with the additional goal of building community floodplain management expertise and capability.

The duties of the position include: review proposals for development within a floodplain in order to ascertain compliance with FEMA NFIP regulations and Vermont Act 250; prepare and deliver comments on proposed development to municipalities in accordance with and as required by 24 V.S.A 4424; provide assistance to communities in developing and adopting NFIP compliant floodplain management ordinances; conduct field work/site inspections and provide direct technical engineering assistance to communities and individuals to resolve floodplain management issues related to the NFIP; prepare, develop, and present outreach, workshops, and other training and education for local officials to support implementation and enforcement of community floodplain management regulations; to represent the State in public meetings to promote hazard identification and local and State planning initiatives; and research, collect,

analyze, and enter NFIP information into the FEMA Community Information System (CIS) and the VT DEC floodplain management database.

The outcomes projected include:

- Improved community compliance with NFIP obligations
- Empowerment of local officials through enhanced local NFIP administrative capabilities and state technical assistance
- Enhanced protection of flood plains and river corridors thereby avoiding flood hazards and water quality degradation

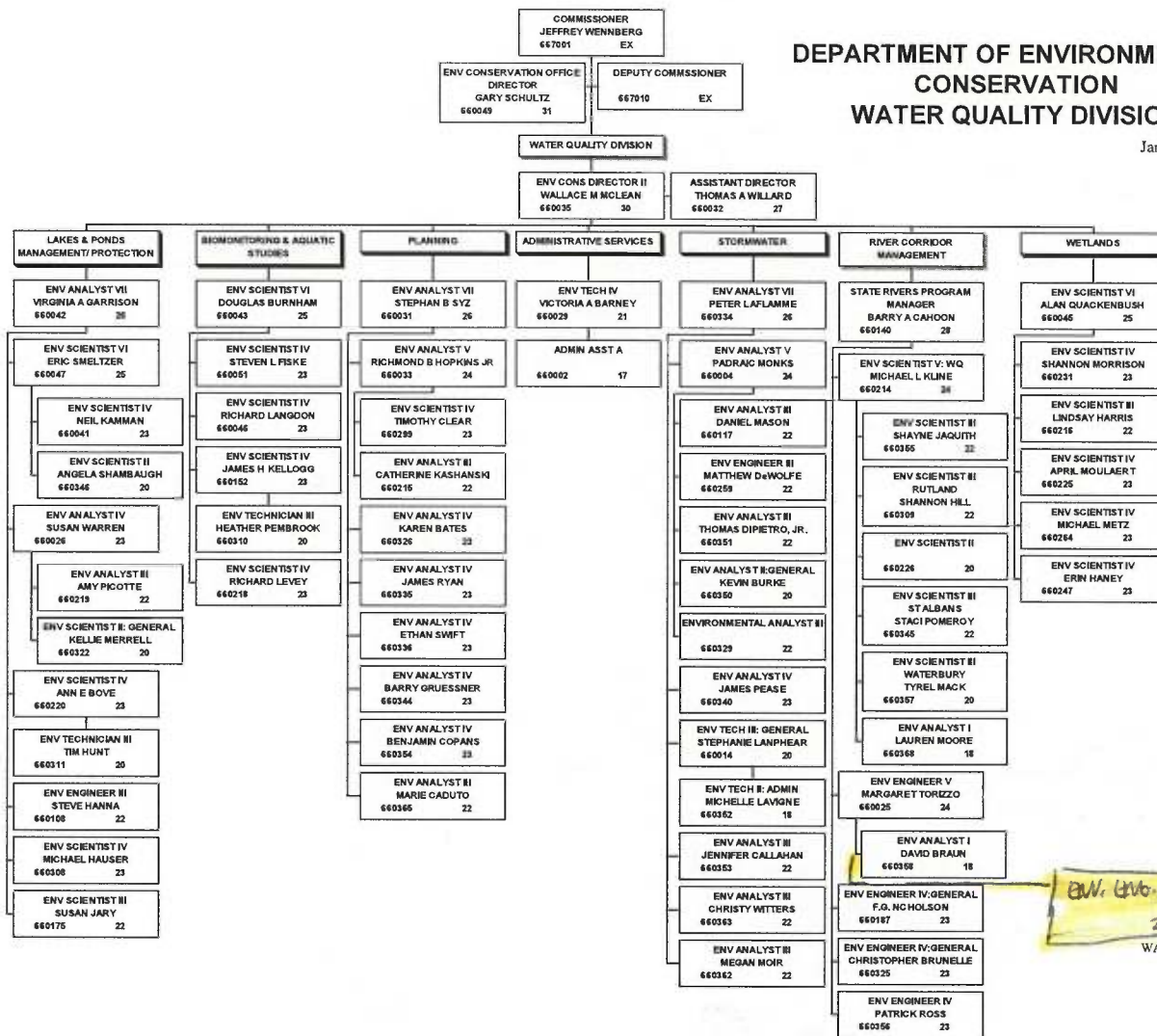
3) Since this grant is a 75/25, please define how the match will be obtained from base costs already being incurred and confirm that no increase in state dollars is needed to maintain this position.

Existing general funded staff, primarily Barry Cahoon and Ty Mack, who presently expend significant time in support of the NFIP, will code appropriately to show the necessary level of expenditure of state match for the new CAP position. It is my understanding that this represents presently uncommitted state match.

cc: Margaret Torizzo

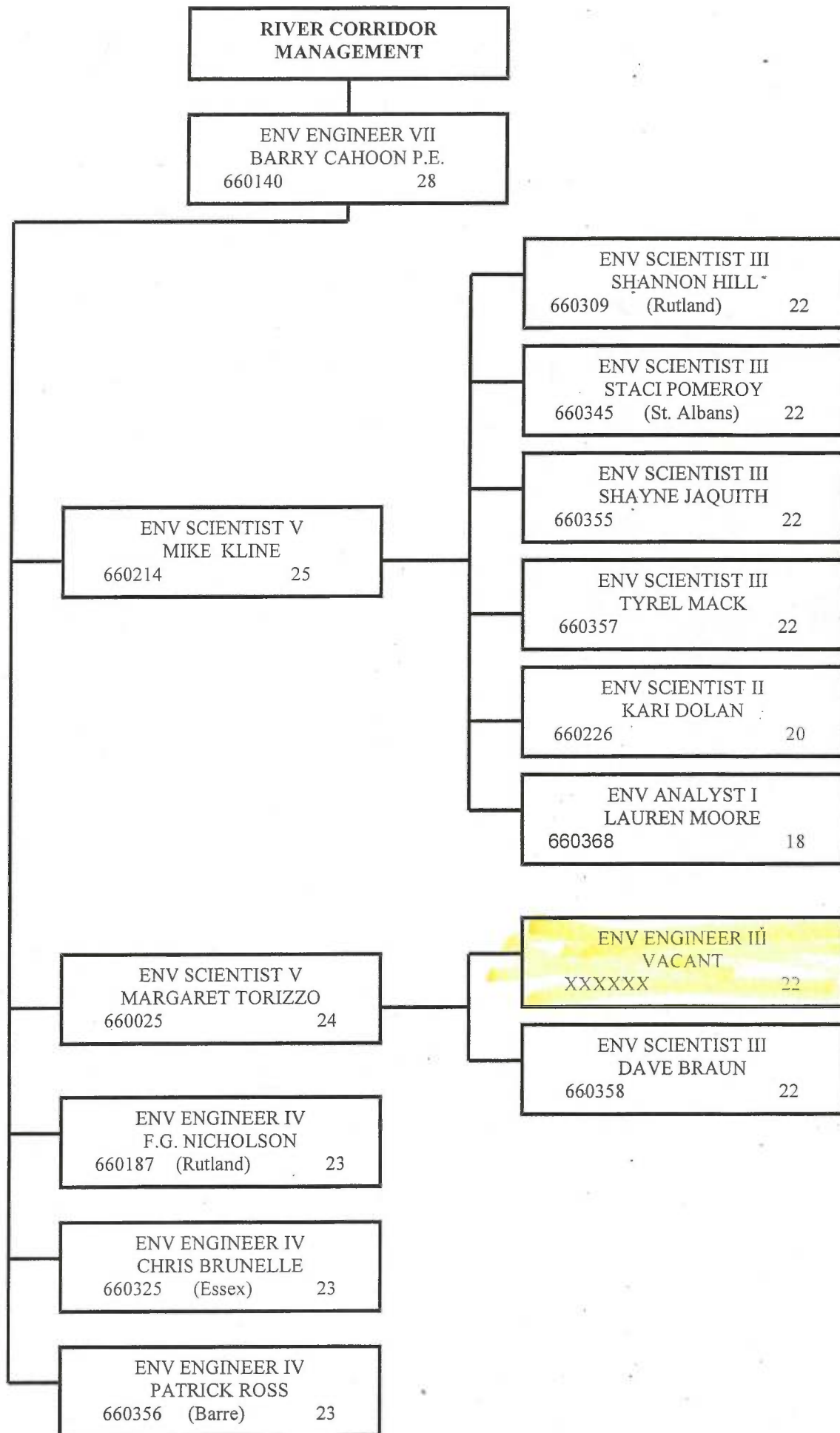
DEPARTMENT OF ENVIRONMENTAL CONSERVATION WATER QUALITY DIVISION

January 9, 2006



ENV. ENG. III
22

WATER QUALITY
DEC 6



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: Environmental Engineer III

Agency/Department/Unit: ANR/DEC/WQD GUC:

Pay Group: Work Station: Waterbury Zip Code: 05671-0408

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) 25% General Fund, %75 Federal FEMA CAP-SSSE

Supervisor's Name, Title and Phone Number: Margaret Torizzo, National Flood Insurance Program Coordinator, 241-3759

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code 146506 Existing Job/Class Title: Environmental Engineer 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.

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: The duties of the position include: review proposals for development within a floodplain in order to ascertain compliance with FEMA NFIP regulations and Vermont Act 250; prepare and deliver comments on proposed development to municipalities in accordance with and as required by 24 V.S.A 4424; provide assistance to communities in developing and adopting NFIP compliant floodplain management ordinances; conduct field work/site inspections and provide direct technical engineering assistance to communities and individuals to resolve floodplain management issues related to the NFIP; prepare, develop, and present outreach, workshops, and other training and education for local officials to support implementation and enforcement of community floodplain management regulations; to represent the State in public meetings to promote hazard identification and local and State planning initiatives; and research, collect, analyze, and enter NFIP information into the FEMA Community Information System (CIS) and the VT DEC floodplain management database.

2. Provide a brief justification/explanation of this request: Current staffing level within the floodplain management program is insufficient to discharge its responsibilities and obligations under the Federal Emergency Management Agency Community Assistance Program Agreement and Guidance (see attached). This position is required in order to provide comments on proposed development in a floodplain to municipalities in a timely manner as required by 24 V.S.A §4424 as well as to perform required programmatic responsibilities of funding provided through the Federal Emergency Management Agency Community Assistance Program.

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: Margaret Torizzo, National Flood Insurance Program Coordinator

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

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

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) 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

Margaret Torizzo

2/21/06

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

Date

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

Date

* Note: Attach additional information or comments if appropriate.



VERMONT DEPARTMENT OF
Human Resources

center

state employee

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ENVIRONMENTAL ENGINEER III

Job Code: 146506

Pay Plan: CLS Salary Administration Plan

Pay Grade: 22

Occupational Category: Engineering and Architecture

Effective Date: 01/04/2000

Class Definition:

Engineering work at a journey professional level for the Department of Environmental Conservation. Duties involve the engineering review and analysis of environmental policies, programs, activities, and data in a variety of department regulatory, non-regulatory, and engineering programs. Duties entail the collection and analysis of engineering data, evaluation of conceptual engineering plans and the preparation and evaluation of engineering design and construction plans and specifications. Work at this level differs from lower level engineering in the complexity of projects; degree of independence, responsibility, and accountability; and level of expertise and breadth of knowledge required. May act as a lead worker, overseeing the work of temporary, contractual, or classified employees at a lower level. Work is performed under the direction of a higher-level technical or administrative superior. Oversight engineering work will be provided by a Registered Professional Engineer.

Examples of Work:

Independently, following general policies and guidance, plans, develops, and implements engineering plans and programs; reviews and analyses proposed projects and plans for

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Search input field with a search button.

consistency with policies, statutes, regulations, rules, and environmental impact; researches, collects, analyses, and enters information into and maintains data bases, and prepares reports; prepares environmental impact statements and recommendations for corrective actions/alternatives; reviews and processes grant/loan applications; and prepares, develops, presents, and distributes informational and educational materials. Researches engineering and administrative issues. Conducts field work, including project reviews, site inspections, investigations and makes regulatory compliance recommendations, including enforcement in regulatory programs. Participates in the training of staff, and represents the state in public meetings and in legal proceedings. Recommends technical and administrative program changes. Performs related duties as required.

Environmental Factors:

Duties are largely performed in an office setting; however, some field travel may be necessary for which private means of transportation must be available. Field work may involve exposure to chemicals, gases, hazardous liquid and solid waste and construction sites during all weather conditions; and may involve traversing rough terrain and bodies of water. Some work outside of regular working hours, including attendance at public meetings, may be required. Strong differences of opinion may be encountered on a regular basis.

Minimum Qualifications:Knowledge, Skills and Abilities

Considerable knowledge of engineering systems analysis and evaluation.

Considerable knowledge of the scientific method of observation and analysis.

Considerable knowledge of planning principles and procedures.

Considerable knowledge of data gathering techniques and various systems for organizing and interpreting such data.

Considerable knowledge of the laws, regulations, rules, policies and programs of the Vermont Department of Environmental Conservation applicable to area of assignment.

Knowledge of state and federal environmental laws and regulations and Department programs.

Working knowledge of engineering economics.



Working knowledge of computer uses and potential in data management and program planning.

Working knowledge of word processing and spread sheet computer programs.

Working knowledge of statistical concepts and procedures.

Working knowledge of the basic principles of environmental management and protection.

Working knowledge of the basic principals of ecology.

Knowledge of the principles of thermodynamics.

Ability to read and understand engineering plans and specifications.

Ability to evaluate engineering reports, plans and specification.

Ability to communicate effectively both orally and in writing.

Ability to read and understand technical writing.

Ability to understand and interpret complex and technical information.

Ability to plan, organize, implement, and administer data gathering systems.

Ability to present research findings in clear, objective, written report form.

Ability to establish and maintain effective working relationships

Education and Experience

Education: Bachelor's degree in environmental, sanitary, chemical, water resources, civil or mechanical engineering.

Experience: Three years of professional experience in environmental, sanitary, water resources, chemical, civil or air pollution engineering.

OR

Education: Bachelor's degree in any field of engineering.

Experience: Four years of professional experience in environmental, sanitary, chemical, water resources, civil or air pollution engineering.

NOTE: Graduate level coursework in environmental, sanitary, water resources, chemical, civil or air pollution engineering may be substituted for up to two years of the experience requirement on a semester for six months basis.

OR

Experience: Two years experience as an Environmental Engineer II

Special Requirements

n/a

Back

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Map Modernization. Neither MMMS nor CAP-SSSE funds can be used for conducting floodplain studies or developing floodplain maps.

9. **Coordination with Other State Programs and Agencies:** States are encouraged to coordinate with other State administered programs that impact floodplain management such as the Flood Mitigation Assistance Program, the Hazard Mitigation Grant Program, the Pre-Disaster Mitigation Program, the State Dam Safety Program, and other State land use and water resources programs including periodic meetings among State agencies. Coordination with other State agencies on adoption and implementation of State Executive Orders and regulations that meet State NFIP requirements is also encouraged.
10. **Assistance to Communities in Responding to Disasters:** States are encouraged to provide post disaster assistance and support to NFIP communities. Examples of these activities include: technical assistance implementing substantial damage requirements, including use of the Substantial Damage Estimating Software; assistance to communities enrolling into the NFIP; general floodplain management technical assistance; assistance with the promotion and use of the NFIP Increased Cost of Compliance (ICC) coverage, and assistance with a variety of hazard mitigation initiatives. Generally, these activities are not included in the annual CAP-SSSE Agreement, but negotiated if and when a disaster occurs. The CAP-SSSE Agreement must be modified to reflect these changes.

VI. Reporting Requirements: States are required to report at least semi-annually to the Regions to demonstrate progress in meeting agreed upon performance measures contained in the Five-Year Plans. Some Regions may require quarterly reporting to satisfy unique Regional grants management requirements. Regions are held accountable for funds expended through CAP-SSSE and must require that their States document work so that progress can be tracked. States are expected to cooperate with Regions by submitting documentation or other evidence that demonstrates completion of approved activities. States must provide a final status report on meeting their performance measures to the Region by December 30, 2006. These reports will be developed in close coordination with the CAP-SSSE Workgroup, FEMA Regions, and the NSP.

Regions will provide CAS at FEMA Headquarters with an end of fiscal year progress report that will be due no later than January 30, 2007. The end of year report will address State progress in meeting established performance measures. The format for this annual report will be discussed in by the CAP-SSSE Workgroup and forwarded to the Regions in the 4th quarter of FY-2006. The Regional Office and the States will work closely with the NSP to generate this yearly report.

VII. Other Information: CAP-SSSE funds are restricted in their use. They can only be used for activities that support the NFIP by fostering effective floodplain management programs in participating communities and providing assistance to non-participating communities in enrolling in the NFIP.

States are encouraged to have at least one full time person dedicated to CAP-SSSE or other floodplain management activities to help maintain this expertise and capability. FEMA highly encourages state floodplain management personnel to attain CFM credentials and CAP-SSSE funds may be utilized for this purpose. If a State does not have the necessary expertise and capability to conduct CAP-SSSE activities, the Region and State are required to develop a

FY 2006 CAP-SSSE Guidance

- 5. Community Assistance Visits and Community Assistance Contacts:** States participating in CAP-SSSE are required to conduct CAVs and CACs. The Regions will work with each State to determine the number and location of CAVs and CACs to be performed each year. Regions and States are encouraged to make maximum use of the CAC process and other contacts with communities to identify potential compliance problems and needs for technical assistance. States are required to provide appropriate follow-up to CAVs and CACs by providing technical assistance to correct program deficiencies and remedy violations to the maximum extent possible. States must coordinate with Regions, as necessary, to clarify what follow-up is to be provided. States are expected to refer community compliance problems that they are unable to resolve to the Regional Office. FEMA Manual 78104.4, *National Flood Insurance Program Guidance for Conducting Community Assistance Contacts and Community Assistance Visits*, August 1989, provides guidance on planning for, conducting and providing follow-up for these activities. Regions are also encouraged to use the CAV/Compliance Course CD that was distributed in 2004 for additional assistance in preparing for and conducting CAVs. All CAVs and CACs are required to be entered into CIS so that FEMA can monitor this important floodplain management activity.
- 6. Outreach, Workshops, and Other Training:** States are encouraged to conduct outreach, workshops, and other training for local officials to support implementation and enforcement of community floodplain management regulations, to promote hazard identification, and local and State planning initiatives. States should conduct workshops and other training and outreach opportunities on a schedule and at locations that are coordinated with the FEMA Region, and outlined in the Five-Year Plan. States are permitted to use CAP-SSSE funds to allow State employees that are involved in floodplain management activities to take the ASFPM Certified Floodplain Manager (CFM) exam. CAP-SSSE funds can be used to cover initial exam and biannual CFM renewal fees. However, individual ASFPM membership fees are not covered by CAP-SSSE funding. States are encouraged to sponsor and proctor CFM exams in coordination with ASFPM. Later in FY 2006, States may be required to enter outreach and training information into CIS as new screens are developed for this purpose.
- 7. General Technical Assistance:** States are encouraged to provide general technical assistance to communities and individuals to resolve floodplain management issues related to the NFIP. General technical assistance also includes assisting communities in joining the NFIP Community Rating System (CRS) and in undertaking activities credited by CRS.
- 8. Mapping Assistance:** As part of the Flood Map Modernization process, States must work with the Regions to develop flood mapping priorities, scope flood hazard studies, and participate in community meetings held as part of the mapping process. In addition to CAP-SSE grants, States are eligible for MMMS funding to meet these Flood Map Modernization responsibilities. The CAP-SSSE plans must be developed separately from but in coordination with the MMMS plans to ensure that MMMS is used to supplement CAP-SSSE activities and that States will meet all of their responsibilities under Flood

FY 2006 CAP-SSSE Guidance

action. The FY-2004 CAP-SSSE Guidance required that State Coordinators have their State model ordinances evaluated by their State Attorney General's Office to ensure that the automatic adoption of flood maps is legal in their State. Many States have either not yet completed this activity, or have provided information that is vague and inconclusive. In the absence of a clear, concise, legal opinion stating that automatic adoption is legal in any given State, FEMA will assume that automatic adoption is not legal in that State. The results of the opinions received so far were provided to the Regions and will be updated as more opinions are submitted. If there are any questions about this, please do not hesitate to call Mike Grimm, CAS Section Chief, at FEMA Headquarters.

- c. Model Building Codes - More and more communities are adopting a model building code (i.e., the International Building Code and other I-Codes or the National Fire Protection Association Building and Safety Code), which contains the minimum flood resistant design and construction requirements of the NFIP. States are encouraged to consult the document, "*Reducing Flood Losses Through the International Code Series: Meeting the Requirements of the National Flood Insurance Program.*" This document will assist States when reviewing floodplain management regulations in communities that have adopted one of the model building codes. It can also be used to compile a guidance package for communities that may want to meet the minimum NFIP regulatory requirements through a combination of building codes, zoning requirements, etc.
3. **Ordinance Assistance:** States participating in CAP-SSSE must assist communities in developing and adopting floodplain management ordinances that comply with the NFIP. This includes necessary ordinance revisions based upon new hazard data provided by FEMA as well as incorporating any future changes in NFIP floodplain management criteria. If a Regional Office is not requiring State involvement in the ordinance revision process, Five-Year Plans must say the Regional Office has the lead on ordinance revisions and is ultimately responsible for ensuring that the flood maps are adopted. In cases where a State has not assumed responsibility for the ordinance revision process, this item must be specifically identified in the State Five-Year Plan Gap Analysis.
 4. **Entering Floodplain Management Data in the Community Information System (CIS):** Regional Offices are to ensure that all information is entered into CIS. Regions should require States to update and enter information into the CIS as part of their reporting requirements under the agreement. This is to include entering information on ordinance adoption, Community Assistance Visits (CAVs) and Community Assistance Contacts (CACs), training, general technical assistance, and updating all other fields they are authorized to update. FEMA Headquarters uses CIS to determine whether communities have adopted compliant ordinances and will make decisions to suspend communities based primarily on checking the CIS ordinance screen. Therefore, as communities adopt new flood maps it is imperative that States and Regions enter the necessary information into CIS in a timely manner. This will become increasingly important as CIS will be enhanced and used to update the MIP in the near future.

FY 2006 CAP-SSSE Guidance

Map Modernization and applicable post-disaster activities and update their Five-Year Plans as new data are available.

- c. Gap Analysis/Best Practices – With assistance from the NSP, FEMA provided MALTs to the States to assist them in conducting a gap analysis. The Regions can call upon the NSP to assist in updating the MALTs as needed. Additionally, FEMA urges States to consult ASFPM's *Effective State Programs and Floodplain Management 2003: State and Local Programs*, for examples of best practices in floodplain management, gap analysis methods, and self-evaluations that can be performed by States at www.floods.org/. The Five-Year Plans should document any best practices that the State is undertaking using CAP-SSSE funds.

2. State Model Ordinance Research and Development: In preparation for Flood Map Modernization, States and Regions must get ready for the large number of communities that will be required to adopt a compliant ordinance to avoid suspension from the NFIP. Therefore, at the discretion of the Regional Office, States must develop or update their State model floodplain management ordinance and have it approved by the Regional Office. The State model ordinance must contain the minimum requirements outlined in 44 CFR Section 60.3 and contain any State related floodplain management provisions.

- a. Adoption of Digital Data - Section 107 of the Flood Insurance Reform Act of 2004 states that for the purposes of flood insurance and floodplain management, FEMA digital flood hazard data and paper maps are interchangeable and legally equivalent provided that they meet FEMA accuracy standards. States are encouraged to consult with their State Attorney General to ascertain whether digital data may be adopted in lieu of paper maps, and to share their findings on this issue with their Regional Office. In turn, the Regions will inform CAS as information on adoption of digital data become available from the States.
- b. Automatic Adoption - NFIP regulations require that community floodplain management regulations be legally enforceable. This includes adopting the current revised FIRM and FIS. Many State and Regional model ordinances have a provision in the ordinance that allows for flood map revisions to be automatically adopted. Many State model ordinances have provisions adopting the current FIRM and FIS and "all subsequent revisions." The purpose of these provisions is to avoid the need to amend community floodplain regulations each time the FIRM is revised. This practice may not be legal in all states since it may violate due process or procedural requirements of state enabling legislation. If a State wants to include this provision in their model ordinance or has communities that have adopted this provision, they must obtain a legal review to determine if the provision is legal in their State. They can use their in-house counsel or request their State Attorney General to conduct a legal review of this provision to whether it complies with enabling legislation and constitutional requirements. The State legal opinion may be very important for future development and consistency in FIRM adoption. States that do not have this provision in their model ordinance and do not have communities using this provision do not have to take further

FY 2006 CAP-SSSE Guidance

IV. Performance Measurement Development: FEMA created a CAP-SSSE Workgroup in the early part of 2004 that consisted of FEMA Headquarters and Regional personnel, representatives from the Association of State Floodplain Managers (ASFPM), State agencies, and the National Service Provider (NSP). The Workgroup designed an outline for the Five-Year Plans, and established NFIP performance metrics that will be used to evaluate CAP-SSSE activities. This outline was presented at the annual ASFPM conference in Biloxi, Mississippi, in May 2004. States were required to have their Five-Year Plans completed by September 30, 2004, so that the plans could be implemented in FY 2005. During 2005, the Five-Year Plans were submitted, reviewed, and summarized. The Regions were given both Regional Summaries and State Summaries of these initial plans, with assistance from the NSP. These summaries included checklists to provide States with feedback for use in developing their FY 2006- FY 2010 plans.

V. Eligible Activities and Requirements: Regional Offices are to determine the appropriate levels of effort in each activity to ensure that performance metrics are being met. FEMA is requiring certain metrics, and encouraging others, for some of the CAP-SSSE activities as described below.

1. **Performance Measurement/Five-Year Plan Updates:** The performance measure that FEMA must meet under the Flood Map Modernization Initiative is as follows: **“Ensure that a minimum of 93 percent of communities adopt their flood maps by the FIRM effective date.”** Therefore, all State Five-Year Plans **must** contain a performance measure that is equal to or more stringent than the FEMA requirement. This means that States must include a mandatory adoption metric of 93 percent or higher in their Five-Year Plans starting in FY 2006.
 - a. Additional Performance Metrics - FEMA strongly encourages States to adopt the performance measure “Increase the percentage communities that adopt the new flood maps prior to the 30-day letter being sent.” Regions are encouraged to develop incentives for States to adopt and successfully implement this performance measure. [*Please note: 30-day letters are now sent out 60 days prior to the map effective date so early coordination is required to meet this metric.*]
 - b. Workload Changes – Flood Map Modernization and the need to provide NFIP-related post-disaster assistance have significant impacts on projected State workloads. The Mapping Information Portal (MIP) www.hazards.gov should be consulted when developing and updating the FY 2006 plans. On the MIP, FEMA's Multi-Year Flood Hazard Identification Plan (MHIP) is available on the MIP and should be reviewed as part of the CAP-SSSE Five-Year Planning process. The MHIP provides schedules and projections of which communities will be mapped (restudies, digital conversions, etc.) by fiscal year. In addition, the Community Assistance Section (CAS) at FEMA Headquarters provided the Regions with Map Adoption Lead Time (MALT) charts based on MHIP projections. Regions and States must use these tools to understand and assign workload priorities and coordinate CAP-SSE activities with Flood Map Modernization Management Support (MMMS) grant activities. States should work with the Regions to continually review their workload as related to Flood

FY 2006 CAP-SSSE Guidance

This guidance updates the Community Assistance Program – State Support Services Element (CAP-SSSE) guidance issued in FY 2005. While the basic program elements have essentially stayed the same, there are some new procedures to follow in FY 2006, as described below.

I. Purpose of CAP-SSSE: The purpose of this program is to provide, through a State grant mechanism, a means to ensure that communities participating in the National Flood Insurance Program (NFIP) are achieving the flood loss reduction goals of the NFIP. CAP-SSSE is intended to accomplish this by funding States to provide technical assistance to NFIP communities and to evaluate community performance in implementing NFIP floodplain management activities with the additional goal of building State and community floodplain management expertise and capability.

II. Authorities and Background: The CAP-SSSE Program derives its authority from the National Flood Insurance Act of 1968, as amended, the Flood Disaster Protection Act of 1973, and from 44 CFR Parts 59 and 60. The National Flood Insurance Act of 1968 prohibits the Director from providing flood insurance in a community unless that community adopts and enforces floodplain management measures that meet or exceed minimum criteria in 44 CFR Part 60.3. These floodplain management measures can take the form of floodplain management ordinances, building codes, or zoning provisions. The Act also directs FEMA to work closely with and provide any necessary technical assistance to States and communities participating in the NFIP. CAP-SSSE through its State partnering agreement is designed to make State personnel available to assist and supplement FEMA Regions in providing technical assistance to NFIP communities and in monitoring, evaluating, and pursuing corrective actions by communities in the performance of local floodplain management responsibilities. State officials can be particularly effective in delivering these services to communities due to their knowledge and familiarity with State governing authorities and how these interrelate with local floodplain management ordinances as well as their knowledge of related State programs.

III. Processes: FEMA Regional Offices and the designated State agency negotiate a CAP-SSSE Agreement (Agreement) that specifies activities and products to be completed by a State in return for CAP-SSSE funds. In addition, since 2005, each State is required to develop a Five-Year Floodplain Management Plan (Five-Year Plan) describing the activities to be completed using CAP-SSSE funding as well as how the required performance metrics will be met. The Agreement is intended to reflect the Five-Year plan, FEMA's needs, and the State's role in providing technical assistance to communities, evaluating community performance and, where possible, should integrate the expertise of the State on how best to build and maintain community floodplain management capability. The Agreement is subject to amendments and modifications when approved by both parties. Performance standards that address quality of service are to be developed and measured. The CAP-SSSE Agreement is not intended to fund all floodplain management activities undertaken by the State NFIP Coordinating Agency, only those activities that the Region identifies. States are expected to continue to perform other duties and responsibilities of the State NFIP Coordinating Agency and support State floodplain management programs and initiatives using their own resources and funding.

information in preparing, conducting, and providing follow-up for CAVs. CAVs will be prioritized for those communities with the most repetitive loss properties, the most development, and those with the highest likelihood of compliance problems. For other communities, VT DEC will make maximum use of the CAC process and other contacts with communities to identify potential compliance problems and needs for technical assistance. VT DEC will provide appropriate follow-up to CAVs and CACs by providing technical assistance to correct program deficiencies and remedy violations to the maximum extent possible. VT DEC will coordinate with the FEMA Regional Office, as necessary, to clarify what follow-up is to be provided. VT DEC will refer community compliance problems that they are unable to resolve to the FEMA Regional Office. All CAVs and CACs will be entered into the Community Information System (CIS).

6. Outreach, Workshops, and Other Training

VT DEC will conduct outreach, workshops, and other training for local officials to support implementation and enforcement of community floodplain management regulations, to promote hazard identification, and local and State planning initiatives. VT DEC will maintain at least one staff person with ASPFM Certified Floodplain Manager credentials. VT DEC will sponsor and proctor at least one CFM exam annually in coordination with ASFPM.

7. General Technical Assistance

VT DEC will continue to provide direct technical assistance to communities and individuals to resolve floodplain management issues related to the NFIP. General technical assistance will also include assisting communities in participating in the NFIP Community Rating System (CRS) and in undertaking activities credited by CRS.

8. Mapping Assistance

VT DEC will participate in the development of mapping priorities, the scoping of flood hazard studies, and in community meetings held as a part of the Map Modernization process.

9. Coordination with Other State Programs and Agencies

VT DEC will coordinate with other State Administered programs that impact floodplain management such as the Flood Mitigation Assistance Program, The Hazard Mitigation Grant Program, the Pre-Disaster Program, the State Dam Safety Program, and other State land use and water resource programs including periodic meetings among State agencies. VT DEC will coordinate with the Vermont Emergency Management and participate on the State Hazard Mitigation Committee.

10. Assistance to Communities in Responding to Disasters

VT DEC will provide post disaster assistance to and support to communities including assistance to communities enrolling in the NFIP, general floodplain management technical assistance, assistance with the promotion and use of the NFIP ICC coverage, as well as assistance with a variety of hazard mitigation initiatives. These activities will be negotiated with FEMA if and when a disaster occurs and the CAP-SSSE Agreement will be modified accordingly.

FY 2006 CAP-SSSE Agreement

The purpose of the Community Assistance Program – State Support Services Element (CAP-SSSE) is to provide, through a State grant mechanism, a means to ensure that communities participating in the National Flood Insurance Program (NFIP) are achieving the flood loss reduction goals of the NFIP. CAP-SSSE is intended to accomplish this by funding States to provide technical assistance to NFIP communities and to evaluate community performance in implementing NFIP floodplain management activities with the additional goal of building community floodplain management expertise and capability. Eligible activities and requirements were outlined in the FY 2006 CAP-SSSE Guidance. VT DEC will perform the following floodplain management activities and requirements:

1. Performance Measurement/Five-Year Plan Updates

VT DEC will concentrate on meeting the performance measures that were selected for each eligible floodplain management activity and placed in the Vermont 5-year Floodplain Management Strategic Plan. VT DEC will use MHIP projections and MALT charts to assign and coordinate CAP-SSSE workload activities with the Flood Map Modernization Management Support activities. VT DEC will update the Five-Year Floodplain Management Plan annually or more frequently as needed to ensure linkage with the Vermont Multi-Hazard Map Modernization Plan.

2. State Model Ordinance Research and Development

VT DEC will continue to improve the State model ordinance and have any revisions approved by the Regional Office.

3. Ordinance Assistance

VT DEC will provide assistance to communities in developing and adopting NFIP compliant floodplain management ordinances. This will include necessary ordinance revisions based upon new hazard data provided by FEMA through Map Modernization as well as incorporating any future changes in NFIP floodplain management criteria.

4. Entering Floodplain Management Data in the Community Information System

VT DEC will update and enter all NFIP information into the Community Information System (CIS) in a timely manner including: information on ordinance adoption, Community Assistance Visits (CAVs) and Community Assistance Contacts (CACs), training, general technical assistance, and other fields as allowed. Data that is needed to evaluate progress towards meeting the performance criteria in the FY-2005 CAP-SSSE Agreement and the 5-Year Management Plan will also be input.

5. Community Assistance Visits and Community Assistance Contacts

VT DEC will conduct CAVs and CACs. VT DEC will work with the Regional Office to determine the number and location of CAVs and CACs to be preformed each year. FEMA manual 78104.4, *National Flood Insurance Program Guidance for Conducting Community Assistance Contacts and Community Assistance Visits*, August 1989, and the CAV/Compliance Course CD ROM, distributed in 2004, will both be consulted for

FY 2006 CAP-SSSE Guidance

remedial plan. If at the conclusion of the plan, the necessary expertise and capability has not been developed by the State, the following year's CAP-SSSE funding can be reduced or withheld.

There is a 25 percent non-federal match for all States receiving CAP-SSSE funds. As long as CAP-SSSE continues and a State maintains skill capability and meets performance goals, a State should expect to receive funding. However, annual funding levels may vary depending on needs, State capability, performance, and Regional priorities.

The Regional Office will also be required to provide weekly grant allocation reports to FEMA Headquarters for subsequent reporting to DHS.

VIII. Funding Distribution: See attachment.

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

- **This form is to be used by management to request the allocation of a new position, or reallocation of a vacant position, to an EXISTING class title.**
- Employee requests must be submitted on the same form as "Position Description Form A."
- Requests for full classification, to determine the appropriate job class for any job class must be submitted on "Position Description Form A."
- This form was designed to be used on your computer. This is a form-protected document, with certain areas of the form.
- To move from field to field, use the arrow keys. Each form field has a limited number of characters. Mark a checkbox.
- Where additional space is needed, attach a separate page, and number the responses to the form. Please contact your Personnel Officer if you have any questions.
- All sections of this form are required.
- The form must be complete, and it will be returned to the department's personnel office.

See note re: Salary on position request form & see flag = ANRZ's statement re: Salary MJP

