



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: March 26, 2024
Subject: LSP Request – JFO #3195

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

JFO #3195: One (1) limited-service position, Environmental Scientist III to the Agency of Natural Resources, Department of Environmental Conservation. The position will support high-priority efforts to reduce the spread of aquatic invasive species in public waters in the Lake Champlain Basin and is funded through additional federal funds received under an existing EPA grant for work in the Lake Champlain Basin program. Funding is for one-year with anticipation that funding will renew and be available for the foreseeable future. Position requested is through 12/31/2028. *[Received March 19, 2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by **April 15, 2024**, we will assume that you agree to consider as final the Governor's acceptance of this request.

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Natural Resources / Department of Environmental Conservation Date: September 19, 2023

Name and Phone (of the person completing this request): Oliver Pierson, 802 490 6198

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # Act78/FY24Budget

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

US Environmental Protection Agency, VT DEC Lake Champlain Basin Program, see attached documentation (this grant was already approved under our FY24 Budget (Act 78) but has since been provided additional funding under the federal award for this work.

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Environmental Scientist III	(1)	Watershed Management Division/Lakes and Ponds Program	Grant Period is 7/1/2023 to 12/31/2028, funding allocation for the position is \$150,000 for <u>one year</u> and is anticipated up to 3 years. The funding will support high-priority efforts to reduce the spread of aquatic invasive species in public waters in the Lake Champlain Basin as outlined in the attached documentation.

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

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

Please see attached memo outlining the justification for this position request.

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)).

9/20/2023

Signature of Agency or Department Head _____ Date _____

Aimee Pope _____

Funding for 1 year results in 1 year LS position

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin _____

Approved/Denied by Department of Finance and Management _____ Date _____

Sarah Clark _____

Approved/Denied by Secretary of Administration _____ Date _____

[Signature] _____

Approved/Denied by Governor (required as amended by 2019 Leg. Session) _____ Date _____

[Signature] _____

Comments:



Vermont Department of Environmental Conservation
Watershed Management Division

Agency of Natural Resources

MEMORANDUM

TO: Kristin Clouser, Secretary, Agency of Administration (AoA)

THROUGH: Nick Krammer, Budget & Management Analyst, Dept. of Finance & Management, AoA

THROUGH: Aimee Pope, Deputy Director for Classification, Dept. of Human Resources, AoA

THROUGH: Neil Kamman, Acting Commissioner, Dept. of Environmental Conservation

FROM: Julie S. Moore, Secretary, Agency of Natural Resources

DATE: 9/13/2023

RE: Request to establish limited-service position

This memo requests establishment of one limited-service position within the Watershed Management Division (WSMD) Lakes and Ponds Program (L&P Program) of the Department of Environmental Conservation (DEC), Agency of Natural Resources (ANR). Provided in this memo is background, a statement and substantiation of need, identified funding source, and justification for use of the JFO position process.

Background with Statement & Substantiation of Need:

Environmental Scientist III (Job code: 145806 – Pay Grade 22): The L&P Program is seeking a limited-service Aquatic Invasive Species Technician (Environmental Scientist III) to support aquatic invasive species prevention efforts in waters of the Lake Champlain Basin.

Under Vermont State Law (10 V.S.A. § 1453), the Agency of Natural Resources is required to establish and maintain an aquatic nuisance control (ANC) program that protects the water resources of the state from the spread of aquatic invasive species (AIS) and related negative environmental and economic impacts. This program resides within the Department of Environmental Conservation’s Lakes and Ponds Program and has had as many as four “full time equivalent staff” working in the AIS prevention and outreach / ANC permit issuance section. Due to various staffing shifts within the WSMD since 2019 and funding limitations, there are currently only two staff working on the ANC program (Position 660311 for AIS prevention and management and Position 660308 for ANC Permitting), and recently a new position (660259) focused on AIS

prevention outside of the Lake Champlain basin was added in the FY24 budget that is currently out for recruitment. However, over the last five years, the threats to Vermont waters from AIS, the program budget from federal and state funding sources, the number of municipalities requesting funding to control AIS, and the complexity of AIS management efforts have all increased. Over 100 Vermont water bodies are now infested with AIS, with a steadily increasing trajectory. Use of motorized vessels, the principal vector for spreading AIS, is at an all-time high, meaning that the threat of increased spread is present. Demand from municipalities for ANC Grants is also higher than ever before, and additional base funding of \$500k for these grants from the general fund was provided in the SFY2024 budget, complementing motorboat registration fees and federal grant dollars, means there is an increased workload to administer these grants. Additionally, increasing grant awards from federal partners (US Army Corp of Engineers, US Environmental Protection Agency, US Fish & Wildlife Services) and related program requirements is increasing demands on staff for AIS prevention outcomes, further straining the capacity of the existing FTE staff.

Relying on three FTEs to implement the ANC program creates significant risk for DEC as there is the chance that we will not be able to identify or respond to an aquatic invasive species outbreak in a timely manner, nor maintain or leverage additional federal funding sources to build the capacity for the program, which in turn could generate significant public outcry and criticism. While the DEC was recently able to contain a new zebra mussel infestation in Lake Dunmore, these types of incidents along with the pressing need to assist partners with existing infestations strain our capacity to respond effectively. As new infestations begin to occur with greater frequency, which is a credible risk given recent trends, DEC will struggle to respond to the challenge with our current staffing levels.

This position request will result in a right sizing of the resources available to meet the AIS prevention demands, budget and grant management requirements, and rapid response / early detection needs, and is a critical to reinforcing the ANC/AIS Section of the Lakes and Ponds Program. As mentioned previously, Vermont DEC is also in the process of recruiting for a new expert to jointly on AIS prevention statewide (outside of the Lake Champlain Basin) as well as monitoring the frequency and magnitude of cyanobacteria, a type of aquatic nuisance, using SFY2024 general funds (Position 660529). With the creation of the position being requested in this memo, focusing on the Lake Champlain Basin, the new statewide AIS / cyanobacteria position, and the two existing positions (660311 and 660308), the AIS/ANC program will finally be back to full strength.

Source of Funds:

The estimated cost of this position outlined above is an Environmental Scientist III (PG 22) would be approximately \$150,000 annually and will be funded utilizing additional federal funds being received under an existing Environmental Protection Agency Grant for work in the Lake Champlain Basin Program. While there is only one year of funding guaranteed in our current EPA grant we are requesting the position to be limited service for three years from the authorization so that we can take advantage of anticipated funds as all indications are that this funding source is secure for the foreseeable future well into Federal Fiscal Year (FFY) 2025 and beyond based on the attached U.S. EPA grant award documentation.

Justification for use of JFO process:

This position request was not included in the Department of Environmental Conservation's SFY 2024 budget request for reasons outlined below, and it is apparent the JFO process is the optimal solution to fulfilling this programmatic need allowing us to move forward on this critical work as quickly as possible. These include:

- The decision to make funding available in the EPA grant for this purpose (AIS prevention in Vermont) was only taken up in May of 2023 and was therefore too late to be included in the SFY2024 budgetary process.
- DEC has evaluated the reallocation of existing resources within programs to meet the program specific need outlined above. The determination was made that existing capacity was not available to meet this need and to delay until the next legislative session will jeopardize greatly the work that needs to be performed.

Should you have any questions or require any additional information, please do not hesitate to contact me. Thank you for your support in this regard.

Attachments

Cc: Joanna Pallito/Kim McKee, Administration & Innovation Division Director, DEC
Tracy LaFrance, Financial Director IV, DEC
Pete LaFlamme, Watershed Management Division Director, DEC
Meg Klinefelter, Financial Director IV, ANR



VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Employee Name: Employee Number:
 Position Number: Current Job/Class Title:
 Agency/Department/Unit: Work Station: Zip Code:
 Supervisor's Name, Title, and Phone Number:
 How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
 - Champlain Basin AIS Specialist
 Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
 Vacant Position Number: Current Job/Class Title:
 Agency/Department/Unit: ID = Work Station: Zip Code:
 Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review**. Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

Duty: Provide technical assistance to partners and stakeholders, including lakeshore property owners, lake/watershed associations, the general public, and other State agencies on all aspects of Aquatic Invasive Species (AIS) prevention and management work in the Lake Champlain Basin, including:

- Respond to requests for technical information and assistance regarding aquatic nuisance species management.

Duty: Support the implementation of the AIS Prevention and Management Program, including:

1. Support the implementation of AIS Spread Prevention, early detection, rapid response and control efforts
2. Provide regular education and outreach to the general public, stakeholders, and partners regarding AIS, with a specific focus on invasive species currently in VT and potential new invaders, and the best management techniques for their control
3. Oversee, Develop, and Manage existing AIS Programs (water chestnut and grant in aid programs including greeters) so that at least \$450,000 of grants are awarded with a mix of MBR and USACE funds by April 1 each year, greeters are trained by June 1, final reports are submitted by December 31, and grants are closed out by February 1 of the following year
4. Manage the administrative components of the state's AIS Management Program so that an annual work plan and budget is developed by the start of the state fiscal year, staffing needs for the field season are identified by January 1 and submitted to DEC leadership for approval by February 1, and a Operational Safety Plan is developed, kept up-to-date, and complied with.
5. During the summer field season, provide technical and administrative support for the projects within the Aquatic Invasive Species Program. The projects include traveling to waterbodies throughout Vermont to complete aquatic (invasive) species surveys and assisting with the oversight of contracted harvesting crews while maintaining safety

protocols for motorboat transport and other water surveying (SCUBA) techniques. The incumbent will also perform other duties as needed by the AIS Program that will include water chestnut monitoring and management, education and outreach, and complex data entry and analysis. Preference will be given to those with previous experience in AIS spread prevention efforts and those familiar with motorized watercraft.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

Collaborate closely with lakes and ponds program aquatic invasive species section lead, AIS field technicians, ECO Americorps Service Members, and interns to ensure that the AIS prevention and management program is successfully implemented

Provide information and respond to questions from the lakeshore and municipal stakeholders to ensure they have a thorough understanding of all aspects of the aquatic nuisance control under 10 VSA 50.

Communicate effectively with aquatic nuisance control (ANC) grant in aid program grantees to ensure grant agreement compliance and take corrective action if grantees are not in compliance

Collaborate closely with local, state, and federal partners involved in the AIS Prevention and Management Program, including grantees, municipalities, lake associations, EPA, Lake Champlain Basin Program, US Fish and Wildlife, Vermont Fish and Wildlife, and US Army Corps of Engineers Staff.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This job requires the following specialized skills:

- Geographic Information Skills for map-making and spatial analysis in ESRI ArcMap.
- Statistical analysis skills and software package skills to perform statistical analyses.
- Advanced graphing and other data presentation experience for conveying results of monitoring programs.
- Significant experience with operation of motor boats, canoes, trucks and trailering, maintaining safety of self and crew members for boating in extreme weather conditions, when water temperatures are as low as 7 degrees Celsius.
- Expertise in the operation of a \$5,000 decontamination unit used for cleaning vessels after boating in contaminated waters.
- Ability to carry a canoe or 40-50 pound backpack long distances into remote lakes and ability to navigate rough four wheel drive roads.

- Ability to use a variety of specialized lake sampling gear and navigational equipment.
 - Writing and public speaking skills in order to communicate findings to the public and fellow scientists
 - Lab analysis, data entry, database management, and quality control review skills
 - CPR, First Aid, Vermont Boating License, lab safety training
- Volunteer and crew coordination and leadership skills
- Logistical planning and organizational skills to coordinate diverse field activities throughout Vermont

4. Do you supervise?

In this question “supervise” means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

The incumbent in this position does not supervise.

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position requires considerable amounts of work to be conducted independently. However, the incumbent will work closely with Kim Jensen, AIS Program Lead for the DEC Lakes & Ponds Program, on issues that cannot be entirely addressed without additional programmatic input as AIS prevention and management work often requires incorporating a multitude of viewpoints and technical data. Kim Jensen will work with the incumbent in this position to identify issues regarding AIS prevention and management where the incumbent should take the lead, and also delegate work to the incumbent that is related to implementing AIS prevention work required for the Lakes and Ponds Program.

The incumbent will discuss his/her work plan with their supervisor and adjust the plan based on a shared interpretation of the needs for successful AIS prevention work on Vermont's lakes and ponds. Once the work plan is established, the incumbent will work largely on his or her own or in collaboration with other AIS staff to complete it. The incumbent will initiate new approaches to permit review and issuance based on data analysis, existing rules and requirements, paperwork minimization, and increased understanding of the relevant scientific literature.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

Support to the coordination of a complex and time-sensitive statewide AIS prevention program is a significant mental demand as there are literally hundreds of moving parts, regular changes to schedules, and incessant questions from partners, technicians, and volunteers. Therefore the incumbent is required to interact regularly with a wide range of individuals, including experts and lay people, where he/she needs to be able to communicate to them specific technical concerns and logistical requirements so that the AIS prevention work gets done to meet our quality control requirements and then is shared with the public in a clear way to influence lake management and protection actions. The technical review process of ANC permit applications is typically completed at an independent level as well as communicating technical issues to a variety of stakeholders. In addition to working with the wide breadth of skill levels of affected members of the public, the incumbent needs to be able to efficiently communicate and portray ANC permitting decision to other State employees. and needs to be cognizant of other program / division / department / agency perspectives to ensure permitting decisions or AIS prevention decision made by the Lakes and Ponds Program will not be in significant conflict with the regulations or goals of those other entities.

The incumbent must balance those needs with the need to stay current on field biology skills that range from operating boats in extreme weather conditions, to snorkeling and scuba diving, as well as detailed knowledge of biological taxonomy. This requires maintaining the physical and mental fitness required to move nimbly between field biology and data science activities.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

The mission of the WSMD is to protect, maintain, enhance and restore the quality of Vermont's surface water resources. The mission of the Lakes and Ponds Program, as stated in its strategic plan, is to protect, maintain, enhance, and restore the health of Vermont lakes and ponds so that these water bodies can provide a range of uses to Vermonters. Accurate and well-interpreted permitting decisions are imperative in order to

demonstrate that we are complying with statutory requirements and managing our waters in an effective manner.

The work the incumbent will do ensures that our program successfully implements the requirements of the ANC statute and supports the realization of AIS prevention and management goals.

Millions of dollars are spent on AIS projects in Vermont each year. The incumbent's work is critical to understanding whether these projects are actually achieving expectations for water quality restoration and protection. The incumbent must also share this information with the public and serve as a point of contact for frequent engagement and questions around these issues from hundreds of Vermonters.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

Type	How Much of the Time?
Stress associated with working in all kinds of weather conditions in remote locations with little to no access to help if equipment breaks or someone gets hurt.	4-5 months of the year working in the field on lakes, often in challenging climatic conditions
Stress of managing and analyzing a large and diverse collection of data sets and troubleshooting often-urgent problems that can impact data accuracy and integrity, as they arise	5 months of the year in the office
Stress of explaining complex scientific findings to diverse audiences both through presentations and reports.	2-3 weeks per year

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
4WD through rough terrain, and/or, snorkeling in cold water or waters with leeches, and/or, hiking with heavy loads and portaging canoes to otherwise inaccessible sites, and/or, spending long hours in boats in direct sunlight, extreme heat, rain, sleet or snow, and/or, sitting for hours in canoe without lumbar support, and/or driving for long hours before and after physical exertion of sampling.	March-May (5 days per week for 5 weeks), July, August and October (4 days per week)

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
Carry canoe or backpack with gear and water samples	60 pounds total	March-May (5 days per week for 5 weeks), July, August and October (4 days per week)
Loading sampling gear into and out of canoe, motorboat and truck, including full motorboat gas tank	up to 40 pounds	March-May (5 days per week for 5 weeks), July, August and October (4 days per week)

- d) What working positions (sitting, standing, bending, reaching) or types of effort (hiking, walking, driving) are required?

Type	How Much of the Time?
Sitting/Driving	65%
Hiking, portaging and paddling, reaching and bending to collect samples	35%

Additional Information:

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

This position is unusual in that it requires an extremely high level of understanding of a diversity of limnological and biological science, familiarity with a large population of lakes across Vermont, knowledge of advanced data science and computer programming skills and the ability to engage with and lead a large number of volunteers to perform community-based participatory research.

Employee's Signature (**required**): _____ Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

Supporting the implementation of the state's aquatic invasive species prevention and management program, which limits the spread of invasive species and responds to new infestations is the most important job duty for this position.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Considerable knowledge of the laws, regulations, rules, policies and technologies of assigned programs.
Considerable knowledge of data gathering techniques and various systems for organizing and interpreting such data.
Ability to understand and interpret complex and technical information.
Ability to present research findings in clear, objective, written report form.
Ability to work effectively with diverse groups who have specific and sometimes competing areas of interest in environmental issues.
Considerable knowledge of the basic principles of environmental management and protection.
Ability to train other employees in all aspects of assigned programs.
I consider these 7 KSA areas as the most important for an employee in this job as without solid skills in these areas, the employee will not successfully complete his or her work. The person in this position is responsible for executing a large range of very technical tasks, communicating the results of that work to the public, and supervising and managing seasonal technicians to do the same. These seven KSAs are key qualifications for an employee to be successful in this role.

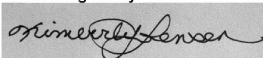
3. Comment on the accuracy and completeness of the responses by the employee. List below any missing items and/or differences where appropriate.

The responses are very accurate and comprehensive. Overall, this RFR is well-justified and makes a compelling case for the position to be reclassified.

4. Suggested Title and/or Pay Grade:

Environmental Scientist III/ Pay Grade 22

Supervisor's Signature (required):

DocuSigned by:

045DD97A0A2E477...

Date: 9/8/2023

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor, GUC, work station?

Yes No If yes, please provide detailed information.

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**): DocuSigned by:
Cheryl Dopp
3BAACB2EE6DE433... Date: 9/14/2023

Appointing Authority's Section:

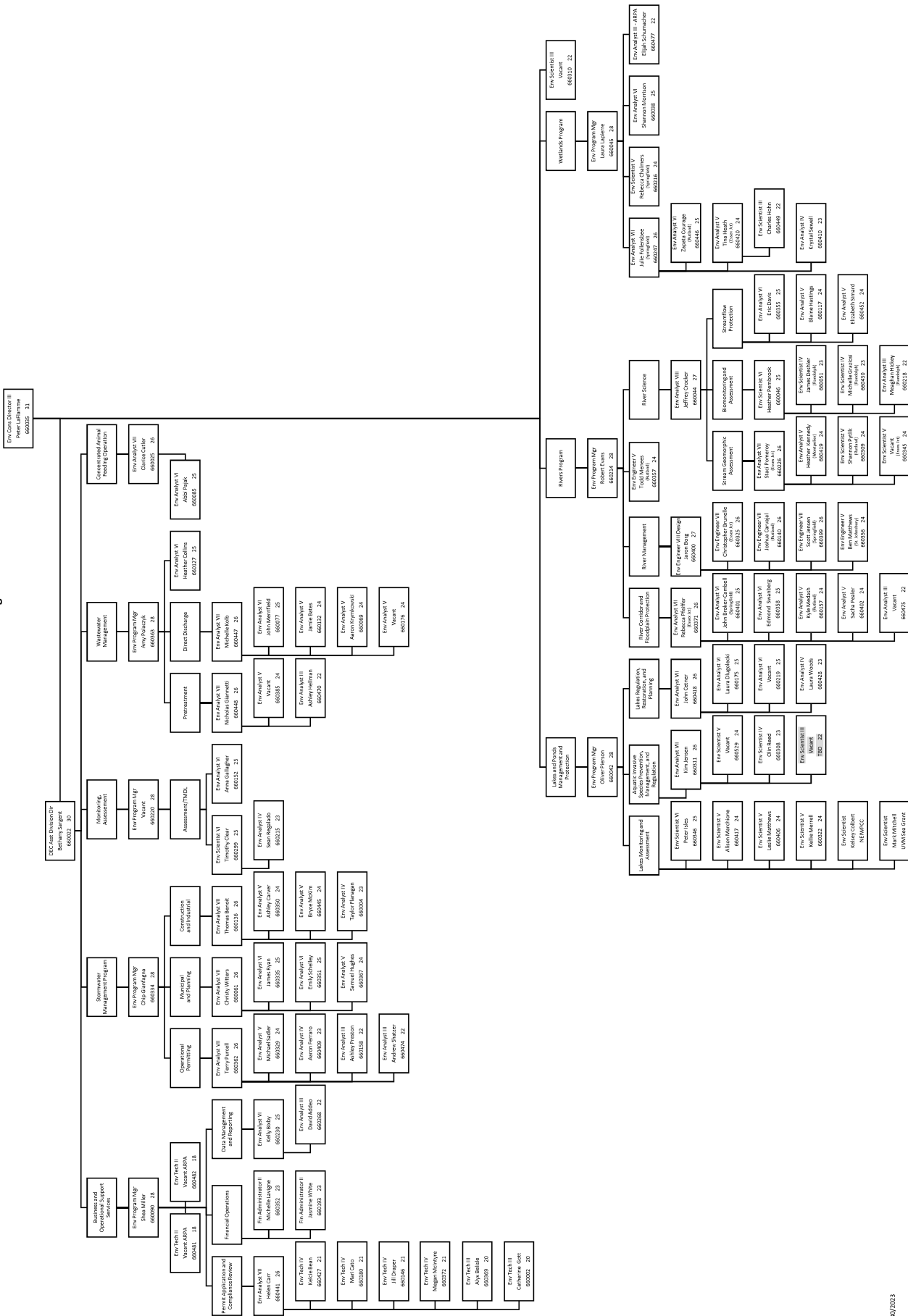
Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.


Suggested Title and/or Pay Grade:

DocuSigned by:
Neil Kamman
9A74234DA48745E... 9/11/2023

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

Proposed Department of Environmental Conservation Watershed Management Division



	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement	GRANT NUMBER (FAIN): 00A01265 MODIFICATION NUMBER: 0 PROGRAM CODE: LC	DATE OF AWARD 08/02/2023
		TYPE OF ACTION New	MAILING DATE 08/07/2023
		PAYMENT METHOD: ASAP	ACH# 10114
		RECIPIENT TYPE: State	
RECIPIENT: Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522 EIN: 03-6000274		PAYEE: Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522	
PROJECT MANAGER Sarah Coleman 1 National Life Drive Davis 3 Montpelier, VT 05620-3522 Email: Sarah.Coleman@vermont.gov Phone: 802-272-1491		EPA PROJECT OFFICER Bryan Dore 5 Post Office Square, Suite 100 Boston, MA 02109-3912 Email: Dore.Bryan@epa.gov Phone: 617-918-1211	
EPA GRANT SPECIALIST Flower Armijo Mission Support Division 5 Post Office Square, Suite 100 Boston, MA 02109-3912 Email: Armijo.Flower@epa.gov Phone: 617-918-1923			
PROJECT TITLE AND DESCRIPTION Federal Fiscal Year 2023 VT DEC Lake Champlain Basin Program See Attachment 1 for project description.			
BUDGET PERIOD 07/01/2023 - 12/31/2028	PROJECT PERIOD 07/01/2023 - 12/31/2028	TOTAL BUDGET PERIOD COST \$15,604,872.00	TOTAL PROJECT PERIOD COST \$15,604,872.00
NOTICE OF AWARD			
<p>Based on your Application dated 06/27/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$11,703,654.00. EPA agrees to cost-share <u>75.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$11,703,654.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA, Region 1, EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912		ORGANIZATION / ADDRESS U.S. EPA, Region 1, WD R1 - Region 1 5 Post Office Square, Suite 100 Boston, MA 02109-3912	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official Arthur Johnson - Director, Mission Support Division			DATE 08/02/2023

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$0	\$11,703,654	\$11,703,654
EPA In-Kind Amount	\$0	\$0	\$0
Unexpended Prior Year Balance	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
Recipient Contribution	\$0	\$3,901,218	\$3,901,218
State Contribution	\$0	\$0	\$0
Local Contribution	\$0	\$0	\$0
Other Contribution	\$0	\$0	\$0
Allowable Project Cost	\$0	\$15,604,872	\$15,604,872

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.481 - Lake Champlain Basin Program	Clean Water Act: Sec. 120	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2301LZC028	2324	B	01L	000B66	4183	-	-	\$11,703,654
									\$11,703,654

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$529,584
2. Fringe Benefits	\$262,615
3. Travel	\$10,927
4. Equipment	\$20,000
5. Supplies	\$14,580
6. Contractual	\$4,066,000
7. Construction	\$0
8. Other	\$10,545,945
9. Total Direct Charges	\$15,449,651
10. Indirect Costs: 0.00 % Base -	\$155,221
11. Total (Share: Recipient <u>25.00</u> % Federal <u>75.00</u> %)	\$15,604,872
12. Total Approved Assistance Amount	\$11,703,654
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$11,703,654
15. Total EPA Amount Awarded To Date	\$11,703,654

Attachment 1 - Project Description

Funding this award will help to implement the Lake Champlain Management Plan in the Vermont portion of the Lake Champlain Basin as identified in Clean Water Act Section 120. These projects will help improve and/or evaluate the water quality and ecological health of the Lake Champlain Basin by conducting Lake Champlain's long-term water quality and cyanotoxin monitoring program, coordinating with the Lake Champlain Basin Program, acquiring priority wetlands for restoration and conservation, and water chestnut mapping and removal. Work to support implementation of the 2016 Lake Champlain Total Maximum Daily Load for phosphorus will also address loading through Best Management Practice implementation, continued support of priority wetland restoration and conservation, enhanced agricultural practice implementation, and the planning, design, and construction of green stormwater infrastructure at public schools and Vermont state colleges in the Lake Champlain Basin. Activities to be performed with this award include continuation of Vermont's participation in the Lake Champlain's long-term water quality and cyanotoxin monitoring program, Lake Champlain Basin Program coordination, priority wetland acquisition, and water chestnut mapping and removal. Subrecipient deliverables, which will also benefit all residents of the Lake Champlain Basin, include addressing phosphorus loading through BMP implementation, continued support of priority wetland restoration and conservation, enhanced agricultural practice implementation, and the planning, design, and construction of green stormwater infrastructure at public schools and Vermont state colleges in the Lake Champlain Basin. Anticipated deliverables include data collected to analyze long-term water quality trends for Lake Champlain Data to evaluate successes of the Lake Champlain Management plan, Opportunities For Action, strategies/goals, progress towards the Lake Champlain Phosphorus TMDL Implementation Plan, and management activities around the Basin; reduction in water chestnut presence to stop the spread of aquatic invasive species; assessment of private, non-municipal roads with associated maps to prioritize bmp implementation that will reduce phosphorus loading; support watershed groups and partners in the Lake Champlain Basin to increase technical expertise, capacity, and workforce development to support clean water project implementation and funding initiatives; design and/or implementation of stormwater treatment practices to support Municipal Separate Storm Sewer Systems communities and reduce stormwater runoff, phosphorus, and pollutant loading to the Lake Champlain Basin; research and development of tools for Onsite Wastewater Treatment Systems' site evaluation and design in fine-textured soils leading to increase knowledge of best practices for onsite wastewater system design, and installation; continued support of Vermont's Lake Wise evaluator training, natural shoreland erosion control trainings, and Best Management Practice installation site identification to improve lake water quality and shoreland habitat; acquisition of 3-5 wetland sites for restoration to reduce phosphorus loading to the watershed and improve natural function; support for Vermont's Farm agronomic Practices Program, engineering services, technical assistance, and farmstead best management practices program, and Conservation Reserve Enhancement Program to improve water quality through implementation of production area and best management practices that will reduce nutrient loading; and construction of stormwater practices at Vermont public schools and colleges to reduce phosphorus loading from developed lands and increase visibility and community knowledge

of stormwater practices and standards. Intended beneficiaries include the populations living in and around the Lake Champlain Basin, visitors and recreators of the Basin, and populations relying on the health of the Basin's ecosystems. Activities to be implemented through subawards include rent for the Gordon House, the home office location of the Lake Champlain Basin Program in Grand Isle, Vermont; organizational capacity grant requests for assistance program; grants to MS4 communities for stormwater projects; Memorandum of Agreements with Vermont Fish and Wildlife Department and the Agency of Agriculture, Food, and Markets to implement subaward programs; and Department of Environmental Conservation Pollution Control Grants and/or Clean Water funded projects.

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at:

<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Correspondence Condition

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): rtpfc-grants@epa.gov
- MBE/WBE reports (EPA Form 5700-52A): **Grant Specialist on Page 1 of Award Document AND Larry Wells, Disadvantaged Business Utilization Program Manager: r1_mbewbereport@epa.gov**
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: **Grants Specialist and Project Officer on Page 1 of Award Document**
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **Project Officer on Page 1 of Award Document**

Programmatic Conditions

A. Performance Reporting and Final Performance Report

In accordance with 40 C.F.R. 31.40 for State, local and tribal governments, 40 C.F.R. 30.51 for other recipients, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

1. **Semi-annual progress reports:** Starting with the first full reporting period after the issuance of the award, the recipient shall submit semi-annual progress reports (electronically) to the EPA Project Officer within thirty days after each six-month anniversary of the award, through the life of the assistance agreement. Reporting periods shall be

the 6-month periods from October 1 to March 31 and April 1 to September 30. Progress reports shall document progress in writing and in pictures, for the project during the immediately preceding reporting period and must contain sufficient information in order to ascertain that the workplan is being carried out as specified in the assistance agreement. Progress reports shall describe all of the following that apply:

- (a) Comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan;
- (b) Object Class Category changes;
- (c) Corrective actions;
- (d) Projected new work;
- (e) Percent completion of scheduled work;
- (f) Percent of budgeted amounts spent;
- (g) Any change in principal investigator;
- (h) Any change needed in project period,
- (i) Date and amount of latest drawdown request; and
- (j) Delays or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement workplan.

The EPA Project Officer must be able to determine that all mission support products, services, information or data generation and use, including technology development and verification, is performed in accordance with EPA policies and the assistance agreement.

2. Final Report: The Final Report shall incorporate project outputs and summarize the nature and extent of the project, methodologies employed, significant events and experiences, a compilation of the data collected, and results achieved. Results shall include the cumulative results achieved during the project period for all applicable OFA measures described in element 1 of the Semiannual Progress Report condition above. The final report shall also include analysis of the data, conclusions, and recommendations. The final report shall incorporate photo documentation of the project and environmental progress under the project at appropriate phases, and appropriate illustrations, diagrams, charts, graphs, and maps to express the data and findings. In order for the report writing costs to be eligible under the award, they must be incurred before the project end date. Electronic and paper versions of the **Final Report shall be submitted no later than 120 days after the end of the project period.** All work products shall carry attribution to the OFA for funding assistance and should also acknowledge significant contributions by others. If applicable, the Final Report shall include:

- A database (Excel or similar format) of field and laboratory data including but not limited to latitude-longitude, date, time, field observations, parameter data, laboratory analysis, QA duplicates/replicates
- Model files including input-output data, model code, model output, and peripheral and post-processing utilities.

3. Subaward Performance Reporting:

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

- I. Summaries of results of reviews of financial and programmatic reports.
- II. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
- III. Environmental results the subrecipient achieved.
- IV. Summaries of audit findings and related pass-through entity management decisions.
- V. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR 200.339 Remedies for Noncompliance.

B. Minimum Matching Share Requirement. This award and the resulting federal funding share as shown under "Notice of Award" above is based on estimated costs requested in the recipient's application. While actual total costs may differ from these estimates, the recipient is required to provide no less than 25% of the final total allowable award budget.

C. Cybersecurity Condition

State Grant Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

D. Requesting Travel Costs

Time and travel costs along with participation in professional meetings and conferences funded under this agreement shall be reviewed by the EPA Project Officer in advance. Although EPA may have approved this type of activity as a component of the workplan, the recipient (or its representative) seeking to attend professional meetings and conferences not covered/approved in the original scope of work, must notify the EPA Project Officer identified on the first page of this agreement.

Travel Narrative

Specifically, **at least 30 days** in advance, the recipient shall notify the EPA Project Officer of any travel plans not previously detailed in the approved workplan by providing the Project Officer with a description of the event, the location of the event, the event sponsor, travel dates, the recipient's role in the event, the number of travelers and an itemized travel breakdown of costs ((per diem, mileage, lodging, parking/tolls, airfare). The request should also include a justification describing why this travel is a necessary part of this assistance agreement. The recipient understands that any travel revisions contributing to a rebudgeting of funds from other cost categories exceeding 10% of the total budget, or an increase in grant funds requires a formal amendment to this agreement.

International Travel (see also EPA General Term and Condition titled "Foreign Travel")

The recipient must request approval for International travel not approved in the workplan by submitting a request to the Project Officer **at least 30 days** in advance of incurring foreign travel costs. The recipient understands that if it incurs international travel costs of any kind without EPA's prior approval, it does so at its own risk.

E. Signage Requirements

The recipient is required to place a sign at each on-the-ground protection or restoration project supported under this award displaying the EPA logos in a manner that informs the public that the project is funded in part or wholly by the EPA. The sign must be placed in a visible location that can be directly linked to the work taking place and must be maintained in good condition throughout the project period and for a reasonable time after the agreement project period, as determined by the recipient.

Recipients are required to comply with the sign specifications provided by the EPA Office of Public Affairs (OPA) available at: <https://www.epa.gov/grants/epa-logo-seal-specifications-signage-produced-epa-assistance-agreement-recipients>. If the EPA logo is displayed along with the logos of other participating entities, the EPA logo must not be displayed in a manner that implies that EPA itself is conducting the project. Instead, the EPA logo must be accompanied with a statement indicating that the recipient received financial assistance from EPA for the project. As provided in the sign specifications from OPA, the EPA logo is the preferred identifier for assistance agreement projects and use of the EPA seal requires prior approval from the EPA. To obtain the appropriate EPA logo or seal graphic file, the recipient should send a request directly to OPA and include the EPA Project Officer in the communication. Instructions for contacting OPA is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo>.

State agencies and agencies of political subdivisions of states must comply with 2 CFR 200.323, Procurement of recovered materials when procuring signage for projects funded by EPA assistance agreement. EPA encourages other recipients to use recycled or recovered materials when procuring signs.

Signage costs are considered an allowable cost under this assistance agreement provided that the costs associated with signage are reasonable. Additionally, to increase public awareness of projects serving communities where English is not the predominant language, recipients are encouraged to translate the language on signs (excluding the EPA logo or seal) into the appropriate non-English language(s). The costs of such translation are allowable, provided the costs are reasonable.

F. Public or Media Events

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events or news releases publicizing the accomplishments or significant events as a result of this agreement, and provide the opportunity for attendance and participation or a statement by federal representatives with at least fifteen (15) working days' notice.

G. Health, Safety, and Environmental Compliance

All health, lab and field activities conducted for this project must be in accordance and compliance with all applicable health, safety and environmental laws, regulations and guidelines.

H. Management Practice

The recipient agrees to properly operate and maintain any best management practices or management practices implemented through this award in accordance with design standards and specifications. Further, when designing, implementing, and/or maintaining the project funded by this award, the recipient agrees to: 1) consider the potential impacts of climate change (e.g., increasing temperatures, higher water levels, more frequent and intense storms, greater wave energy, etc.) on the planned project; and 2) to the maximum extent feasible, incorporate resilience to the potential impacts of climate change into the design, implementation, and operations of the project.

I. Disposition of Wastes

Disposal of all wastes will be in accordance with State and Federal regulations and is the responsibility of the recipient.

J. Timely Fiscal Expenditures

The recipient must ensure funds are expended timely commensurate to the progression of Project Activities. To ensure compliance with unliquidated obligations (ULO) policies, the recipient must **notify the EPA Project Officer** of potential drawdown delays that exceed 180 days.

K. QUALITY ASSURANCE -

The recipient will develop Quality Assurance Project Plans (QAPP) for all applicable projects and tasks involving environmental information in accordance with the most current National requirement documents (<https://www.epa.gov/quality/agency-wide-quality-program-documents>) and Regional requirement documents (<https://www.epa.gov/quality/region-1-quality-systems-documents>). Other EPA guidance documents provided at these sites may be helpful in meeting the requirements. The term "environmental information" refers to any measurement or data that describe environmental processes, conditions, or location; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental information include data collected directly from measurements, produced from models, and compiled from other sources such as databases or the literature. The QAPP must be approved by EPA prior to any data gathering work or use, except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers. Unless an alternate schedule was previously agreed upon, no later than 60 days prior to the scheduled commencement of data collection and/or data

generation activities, the recipient will submit a QAPP electronically to the following:

EPA Project Officer/Tribal Coordinator (see page 1 of assistance agreement for contact information) and Regional Quality Assurance Branch via R1QAPPs@epa.gov

**If electronic submission is unavailable, please contact the Project Officer/Tribal Coordinator for submittal instructions.*

For organizations having an EPA-approved Quality Management Plan (QMP), the recipient will submit an annual update letter to EPA documenting progress over the year and any changes to the QMP. Annual update letters will be sent every year for four years until the expiration of the QMP (five years from initial EPA approval). Annual QA update letters will be sent to the EPA Project Officer/Tribal Coordinator and the RQAM on the anniversary of the approval of the QMP by the RQAM; or on another mutually agreeable schedule. In addition, for multi-year projects, the grantee shall confirm that the QAPP is current and accurate.

L. Geospatial Data

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at <https://www.fgdc.gov/>

Location information (address information, latitude and longitude values, coverage, geospatial metadata, and other coordinate information) shall be reported for all areas of interest in this agreement (ex: sampling sites/areas, restoration sites/areas, etc.). All reports and supplemental data, text, and graphics shall be submitted to the EPA Project Officer in digital format as follows:

[a] Original electronic copy on CD or Email Attachments. Macintosh and Windows are acceptable. All major word processing and desktop publishing formats are acceptable. Digital graphics should be submitted in their original form. Any special fonts used within the document should also be provided, **OR** [b] Hypertext markup language, (HTML) **OR** [c] "PDF" version.

M. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements](#), Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

N. Real Property

In accordance with 2 CFR 200.311, title to real property acquired or improved under this agreement will vest upon acquisition in the recipient. This property must be used for the originally authorized purpose as long as needed for that purpose, during which time the recipient must not dispose of or encumber its title or other interests.

Disposition. When real property is no longer needed for the originally authorized purpose, the recipient must obtain

disposition instructions from EPA. The instructions will provide for one of the following alternatives:

- (1) Retain title after compensating EPA. The amount paid to EPA will be computed by applying EPA's percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property. However, in those situations where recipient is disposing of real property acquired or improved with a Federal award and acquiring replacement real property under the same Federal award, the net proceeds from the disposition may be used as an offset to the cost of the replacement property.
- (2) Sell the property and compensate EPA. The amount due to EPA will be calculated by applying EPA's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses. If the Federal award has not been closed out, the net proceeds from sale may be offset against the original cost of the property. When recipient is directed to sell property, sales procedures must be followed that provide for competition to the extent practicable and result in the highest possible return.
- (3) Transfer title to EPA or to a third party designated/approved by EPA. The recipient is entitled to be paid an amount calculated by applying the recipient's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.