



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DWD*  
Date: September 13, 2018  
Subject: Position and Grant Requests – JFO #2924- #2926 and a Pre-Spending Notification

Enclosed please find four (4) items, including four (6) limited-service positions, which the Joint Fiscal Office has received from the administration. One of these items is a pre-spending notification that requires no action by the Joint Fiscal Committee and is for informational purposes only.

**JFO #2924** – Two (2) limited-service positions within the VT Dept. of Environmental Conservation (DEC). The positions would be titled and assigned as follows: one (1) Environmental Analyst III within the Watershed Division and one (1) Grants Management Specialist within the Administration & Innovation Division. The positions would be funded through ongoing U.S. EPA *Lake Champlain Basin Program (LCBP) grant dollars that were recently re-awarded through 9/30/2019*. DEC believes that this ongoing source of funds will continue into the foreseeable future but is requesting that the positions be authorized for two years from the final approval date, which would go to roughly 9/30/2020. The environmental analyst would assist with DEC's ongoing Lake Champlain clean-up efforts including project management, evaluating invoices, project milestone reviews and reporting to State and Federal agencies. The grants specialist would oversee the administration of the additional LCBP grant dollars, which are approximately \$4,000,000 greater than in prior grant awards.  
*[JFO received 9/07/18]*

**JFO #2925** – Four (4) limited-service positions within the VT Military Department. The four positions would be titled Security Guard and would contribute to the protection of military facilities throughout Vermont. The Military Department is requesting approval of the new positions prior to the official award of federal dollars for the positions but would not hire them until the additional federal dollars are guaranteed. The Army National Guard Force Protection Federal Program Manager has requested an increase in security dollars for Vermont but the final decision hinges on Congressional and Presidential approval of the military budget.  
*[JFO received 9/12/18]*

**JFO #2926** – \$20,000 from the Governor's Highway Safety Association and the Foundation for Advancing Alcohol Responsibility to the VT Agency of Transportation. The funds would be used in state FY2019 to provide training to law enforcement to help reduce drug-impaired driving.  
*[JFO received 9/13/18]*

**Pre-Spending Notice** – The Agency of Transportation sent over a letter informing the Joint Fiscal Office that approximately \$50,000 in State funds is being used towards “required planning, airspace reviews, environmental and other permitting requirements, and engineering design,” which is all needed in order to apply for grants-in-aid for airports from the Federal Aviation Administration (FAA). The Agency is preparing a grant application to fund a new terminal facility at the Morrisville-Stowe Airport. If the grant is awarded, the Joint Fiscal Committee will ultimately need to approve the acceptance of grant funds.

*[JFO received 9/01/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by September 27, 2018 we will assume that you agree to consider as final the Governor’s acceptance of these requests.

JFO 2924

RECEIVED  
SEP 07 2018  
JOINT FISCAL OFFICE

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: ANR/Dept. of Environmental Conservation Date: 7/12/18

Name and Phone (of the person completing this request): Tracy LaFrance, Financial Director, (802) 498-7074

Request is for:  
 Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # 2147

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
U.S. Environmental Protection Agency, Lake Champlain Basin Program: This grant contains projects that will support implementation projects to help improve and/or evaluate the water quality and ecological health of the Lake Champlain Basin.

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

Two (2) positions: (1) Environmental Analyst III in the Watershed Management Division, Clean Water Implementation Program and (1) Grants Management Specialist, Administration & Innovation Division. Both positions will be funded with federal Lake Champlain Basin Program grant award dollars. The LCBP federal grants are awarded annually and in 2 year budget/project periods. This award ends 7/31/2021.

\*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 Justification memo.

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

[Signature] \_\_\_\_\_ Date: 7/12/18  
Signature of Agency or Department Head

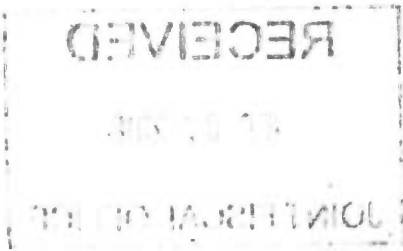
[Signature] \_\_\_\_\_ Date: 7/27/18  
Approved/Denied by Department of Human Resources

[Signature] \_\_\_\_\_ Date: 5 Sept 18  
Approved/Denied by Finance and Management

[Signature] \_\_\_\_\_ Date: 9/5/18  
Approved/Denied by Secretary of Administration

Comments:

AUG 01 2018



**Agency of Natural Resources  
Department of Environmental Conservation**

**Commissioner's Office  
1 National Life Drive, Main 2  
Montpelier, VT 05620-3520  
802-828-0546**

**MEMORANDUM**

To: Joint Fiscal Committee

From: Emily Boedecker, Commissioner, Department of Environmental Conservation *ELB*

Date: July 10, 2018

Subject: Request to establish two Limited Service Positions

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This memo requests establishment of two limited service positions within the VT Department of Environmental Conservation (DEC), one within the Watershed Management Division (WSMD) and one within the Administration and Innovation Division (A&I) to be dedicated to the efforts required through our federal Lake Champlain Basin Program award from the U.S. Environmental Protection Agency (U.S. EPA). These positions are necessary to support full implementation of the grant as well as the DEC strategic priorities. Provided in the following 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:***

***(1) Environmental Analyst III***

The WSMD's Clean Water Initiative Program (CWIP) manages multi-million clean water improvement grant programs. These funds are essential in helping the state meet its federal and state statutory requirements to restore degraded surface waters, including the Lake Champlain Cleanup Plan (referred to as the Phosphorus Total Maximum Daily Loads for Vermont Segments of Lake Champlain), the Vermont Clean Water Act (Act 64 of 2015), and the State's Combined Sewer Overflow Policy. The CWIP is at maximum capacity to manage existing grant funds. Additional funds for clean water restoration projects require an increase in staff to cover project delivery costs. Tasks for the additional staff include providing technical project management, evaluating and approving invoices, overseeing achievement of project milestones, tracking project performance, and preparing periodic reports to federal and state agencies. The additional staff will also assist in grant review and project selection to ensure that clean water investments are targeted based on pollutant reduction potential and cost-effectiveness. The staff will work closely with project proponents, including municipalities, to develop the grant agreements and scope of work. The staff will aid in the tracking and reporting to the US Environmental Protection Agency, the state legislature and the public. The staff will use the state public portal to keep the public engaged in project implementation. The position would cost \$95,000 per year, and would be funded using the increase in funding in our Lake Champlain Basin Program federal grant of \$4,000,000. We are seeking the position to be limited service for two years from the authorization.

## ***(1) Grants Management Specialist***

Administration and Innovation, Financial Operations Grants Unit: The request for the part time (25-30 hours) Grants Management Specialist position within the DEC's A&I Financial Operations section, will assist us in the financial and administrative management of this grant as well as the myriad of pass through agreements that will be involved under this expanded LCBP federal award. This new position will help us to manage the expected increase in workload related to financial management and compliance during the grant and contract administration process related to this increase in funding coming into our Department. Revenue to cover the cost of the position in SFY 19 and SFY 20 will come from the \$4,000,000 increase in Lake Champlain Basin Grant funding. The projected timeline of the administration of this funding is currently two years, and then we would evaluate the continuing need of this new position at the conclusion of SFY 20 and therefore we are seeking the position to be limited service for two years from authorization should our request be approved.

### ***Source of Funds***

The estimated cost of these limited service positions outlined above is an Environmental Analyst III (PG 22) and a part time (25-30 hour) Grants Management Specialist (PG 22) for a combined total of approximately \$190,000 based on the average department wide salary, fringe and related operating costs.

Despite expected variability in Federal grant receipts, we have already been notified that we have been awarded this additional funding and all indications are that this particular funding source is secure for the foreseeable future, well into FFY2020. In fact, we have been receiving LCBP awards consistently from U.S. EPA for almost two decades now. In consideration that these funds have already been awarded to DEC as part of the FFY 2018 federal budget allocations, and are expected to be utilized within a 2 year period to meet specific project deliverables, it is critical that we request these two limited service positions at this time to ensure this program work can begin immediately.

### ***Justification for use of JFO process***

There are two significant reasons that these specific position requests were not included in the Department of Environmental Conservation's SFY 19 budget request, and for which it would be debilitating to the program and the required federal project deliverables to wait and pursue the SFY 19 budget adjustment or SFY 20 budget process.

- 1) While the SFY 19 budget did build in anticipation of the more typical annually awarded LCBP federal funds, the additional program-specific project efforts outlined above were not yet identified with a concrete plan to how best address the issues and through which recipient(s) for administering.
- 2) In addition, it was not apparent what if any additional amount of funding within the \$4,000,000 funds would be available to address these specific efforts outlined above. This coupled with other recent uncertainties at the federal level, and in particular the U.S. EPA's budget, it required us to pause and be exceptionally cautious on proceeding forward with these otherwise critical program needs. We are now

very confident and have clarity that this LCBP funding from U.S. EPA has been obligated and will be largely directed to VT DEC for administering these efforts over the next two years.

We would lose extremely valuable time in meeting the efforts and requirements under our agreement with U.S. EPA if this request were to proceed via the SFY 19 budget adjustment or SFY 20 budget process. In the end, it was apparent that the JFO request was the optimal solution to fulfilling this resource need and meeting our critical programmatic requirements.

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

#### Attachments

Cc: Joanna Pallito, Administrative Services Director, DEC  
Steve Chadwick, Administrative Services Director, ANR

|  |  |   |  |
|--|--|---|--|
|   | <b>U.S. ENVIRONMENTAL<br/>PROTECTION AGENCY</b><br><br><b>Grant Agreement</b>  | <b>GRANT NUMBER (FAIN):</b> 00A00481<br><b>MODIFICATION NUMBER:</b> 0<br><b>PROGRAM CODE:</b> LC  | <b>DATE OF AWARD</b><br>07/19/2018                 |
|  |  | <b>TYPE OF ACTION</b><br>New  | <b>MAILING DATE</b><br>07/26/2018                  |
|  |  | <b>PAYMENT METHOD:</b><br>ASAP  | <b>ACH#</b><br>10114                               |
| <b>RECIPIENT TYPE:</b><br>State  |  | <b>Send Payment Request to:</b><br>U.S. EPA Las Vegas Finance Center<br>4220 South Maryland Parkway, Building C, Room 503<br>Las Vegas, NV 89119<br>LVFC-grants@epa.gov |  |
| <b>RECIPIENT:</b><br>Vermont D.E.C.<br>1 National Life Drive<br>Main Building, 2nd Floor<br>Montpelier, VT 05620<br>EIN: 03-6000274  |  | <b>PAYEE:</b><br>Vermont D.E.C.<br>1 National Life Drive<br>Main Building, 2nd Floor<br>Montpelier, VT 05620  |  |
| <b>PROJECT MANAGER</b><br>Bethany Sargent<br>1 National Life Drive<br>Main Building, 2nd Floor<br>Montpelier, VT 05620<br>E-Mail: Bethany.Sargent@vermont.gov<br>Phone: 802-490-6131   | <b>EPA PROJECT OFFICER</b><br>Bryan Dore<br>5 Post Office Square, Suite 100, OEP06-1<br>Boston, MA 02109-3912<br>E-Mail: Dore.Bryan@epa.gov<br>Phone: 617-918-1211 | <b>EPA GRANT SPECIALIST</b><br>Julie Ross<br>Grants Management Office, OARM05-5<br>E-Mail: Ross.Julie@epa.gov<br>Phone: 617-918-1317                                    |  |
| <b>PROJECT TITLE AND DESCRIPTION</b><br>Federal Fiscal Year 2018 Vermont Lake Champlain Basin Program<br><br>Funding this project will help implement the Lake Champlain Management Plan in the Vermont portion of the Lake Champlain Basin. This grant contains projects that will help improve and/or evaluate the water quality and ecological health of the Lake Champlain Basin, including long-term water quality monitoring and biological monitoring, monitoring for cyanotoxins in the lake and its tributaries, Vermont Lake Champlain Basin Program coordination, controlling the spread of the aquatic invasive water chestnut, using green stormwater infrastructure to address combined sewer overflows, municipal stormwater assessments, optimizing wastewater treatment processes to reduce phosphorus, wetland restoration implementation, and a Best Management Practice (BMP) challenge for agriculture producers in the Lake Champlain basin of Vermont.  |  |   |  |
| <b>BUDGET PERIOD</b><br>07/01/2018 - 09/30/2019  | <b>PROJECT PERIOD</b><br>07/01/2018 - 09/30/2019   | <b>TOTAL BUDGET PERIOD COST</b><br>\$5,395,632.00   | <b>TOTAL PROJECT PERIOD COST</b><br>\$5,395,632.00 |
| <b>NOTICE OF AWARD</b>   |  |   |  |
| Based on your Application dated 06/25/2018 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$4,046,724. EPA agrees to cost-share 75.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$4,046,724. 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. |  |   |  |
| <b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>   |  | <b>AWARD APPROVAL OFFICE</b>  |  |
| <b>ORGANIZATION / ADDRESS</b><br>EPA New England<br>5 Post Office Square, Suite 100<br>Boston, MA 02109-3912   |  | <b>ORGANIZATION / ADDRESS</b><br>U.S. EPA, Region 1<br><br>5 Post Office Square, Suite 100<br>Boston, MA 02109-3912   |  |
| <b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  |  |   |  |
| Digital signature applied by EPA Award Official for Arthur Johnson - Acting Director, Office of Administration and Resource Management<br><br>Fred Weeks - Award Official delegate   |  |   | <b>DATE</b><br>07/19/2018                          |

## EPA Funding Information

| FUNDS                         | FORMER AWARD | THIS ACTION  | AMENDED TOTAL |
|-------------------------------|--------------|--------------|---------------|
| EPA Amount This Action        | \$           | \$ 4,046,724 | \$ 4,046,724  |
| EPA In-Kind Amount            | \$           | \$           | \$ 0          |
| Unexpended Prior Year Balance | \$           | \$           | \$ 0          |
| Other Federal Funds           | \$           | \$           | \$ 0          |
| Recipient Contribution        | \$           | \$           | \$ 0          |
| State Contribution            | \$           | \$ 1,348,908 | \$ 1,348,908  |
| Local Contribution            | \$           | \$           | \$ 0          |
| Other Contribution            | \$           | \$           | \$ 0          |
| Allowable Project Cost        | \$ 0         | \$ 5,395,632 | \$ 5,395,632  |

| Assistance Program (CFDA)             | Statutory Authority       | Regulatory Authority                  |
|---------------------------------------|---------------------------|---------------------------------------|
| 66.481 - Lake Champlain Basin Program | Clean Water Act: Sec. 120 | 2 CFR 200<br>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 |
| -         | 1801LZC011 | 1819 | B            | 01L                 | 000B66 | 4183         |              |                   | 4,046,724                 |
|           |            |      |              |                     |        |              |              |                   | 4,046,724                 |



## Budget Summary Page

| Table A - Object Class Category<br>(Non-construction)              | Total Approved Allowable<br>Budget Period Cost |
|--|--|
| 1. Personnel   | \$251,603                                      |
| 2. Fringe Benefits   | \$86,307                                       |
| 3. Travel  | \$3,000  |
| 4. Equipment   | \$0  |
| 5. Supplies  | \$17,622                                       |
| 6. Contractual   | \$449,500                                      |
| 7. Construction  | \$0  |
| 8. Other   | \$4,525,933                                    |
| 9. Total Direct Charges  | \$5,333,965                                    |
| 10. Indirect Costs: <u>24.51%</u> Base                             | \$61,667                                       |
| 11. Total (Share: Recipient <u>25.00%</u> Federal <u>75.00%</u> .) | \$5,395,632                                    |
| 12. Total Approved Assistance Amount                               | \$4,046,724                                    |
| 13. Program Income   | \$0  |
| 14. Total EPA Amount Awarded This Action                           | \$4,046,724                                    |
| 15. Total EPA Amount Awarded To Date                               | \$4,046,724                                    |

## **Administrative Conditions**

### **A. GENERAL ADMINISTRATIVE 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-2-2017-or>. 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 <http://www.epa.gov/grants/grant-terms-and-conditions>.

### **B. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES**

#### **GENERAL COMPLIANCE, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in 40 CFR, Part 33.

#### **MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

The recipient agrees to complete and submit a "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements" report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Office of Small and Disadvantaged Business Utilization's Home Page at <https://www.epa.gov/resources-small-businesses>

MBE/WBE reporting is required in annual reports. Reporting is required for assistance agreements where there are funds budgeted for procuring construction, equipment, services and supplies, including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category with a cumulative total that exceed the threshold amount of \$150,000, including amendments and/or modifications. The recipient must make reporting a requirement of all sub-awards/loans. All procurement actions are reportable, not just that portion which exceeds \$150,000.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For the final report, recipients are instructed to check the box titled "annual" and the box indicated for the "last report" of the project in section 1B of the form. Annual reports are due by October 30th of each year. Final reports are due by October 30th or 90 days after the end of the project period, whichever comes first.

The reporting requirement is based on total procurements. Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

MBE/WBE reports should be sent to:

**U.S. Environmental Protection Agency – Region I  
5 Post Office Square – Suite 100 (OARM05-5)  
Boston, MA 02109-3912  
Attn: Mr. Larry Wells, Disadvantaged Business Utilization Program Manager**

**Email: [Wells.Larry@epa.gov](mailto:Wells.Larry@epa.gov)**

Based on EPA's review of the planned budget, this award meets the conditions above and is subject to the Disadvantaged Business Enterprise (DBE) Program reporting requirements. However, if the recipient believes this award does not meet these conditions, it must provide a justification and budget detail within 21 days of the award date clearly demonstrating that, based on the planned budget, this award is not subject to the DBE reporting requirements to the Regional or Headquarters point of contact defined in the correspondence condition, if applicable.

This provision represents an approved deviation from the MBE/WBE reporting requirements as described in 40 CFR, Part 33, Section 33.502; however, the other requirements outlined in 40 CFR Part 33 remain in effect, including the Good Faith Effort requirements as described in 40 CFR Part 33 Subpart C, and Fair Share Objectives negotiation as described in 40 CFR Part 33 Subpart D and explained below.

#### **FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE participation in procurement under the financial assistance agreements.

In accordance with 40 CFR, Section 33.411 some recipients may be exempt from the fair share objectives requirements described in 40 CFR, Part 33, Subpart D. Recipients should work with their DBE coordinator, if they think their organization may qualify for an exemption.

#### **Current Fair Share Objective/Goal**

The dollar amount of this assistance agreement or the total dollar amount of all of the recipient's financial assistance agreements in the current federal fiscal year from EPA is \$250,000, or more. The **Vermont Department of Environmental Conservation** has negotiated the following, applicable MBE/WBE fair share objectives/goals with EPA as follows:

| <b>Vermont</b> | <b>MBE</b> | <b>WBE</b> |
|----------------|------------|------------|
| Combined Goals | 1.85%      | 3.52%      |

#### **Negotiating Fair Share Objectives/Goals**

In accordance with 40 CFR, Part 33, Subpart D, established goals/objectives remain in effect for three fiscal years unless there are significant changes to the data supporting the fair share objectives. The recipient is required to follow requirements as outlined in 40 CFR Part 33, Subpart D when renegotiating the fair share objectives/goals.

#### **SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing

date.

(c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

#### **CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

#### **BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

#### **C. EXTENSION OF PROJECT/BUDGET PERIOD EXPIRATION DATE**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under 2 CFR 200.308 (d)(2). Therefore, if a No-Cost Time Extension is necessary to extend the period of availability of funds the recipient must submit a written request to the EPA at least 10 days prior to the budget/project period expiration dates. **The written request must include:** a written justification describing the need for additional time and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required by the administrative and programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no cost time extension request.

The extension request must be submitted to the EPA Project Officer and EPA Grants Specialist listed on Page 1 of your Award Document.

#### **D. PRE-AWARD COSTS**

In accordance with 2 CFR 1500.8, the grantee may charge pre-award costs (both Federal and non-Federal matching shares) incurred from **07/01/2018** to the actual award date provided that such costs were contained in the approved application and all costs are incurred within the approved budget period.

### **Programmatic Conditions**

#### **1. Semiannual Reporting.**

In accordance with EPA regulations, (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 semi annual progress reports to the EPA Project Officer within thirty days after each six-month anniversary of the award. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

In addition, the report shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

## **2. Subaward Reporting.**

The recipient must report on its subaward monitoring activities under 2 CFR 200.331(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.331(e), 2 CFR 200.207 and the 2 CFR Part 200.338 Remedies for Noncompliance.

## **3. Final Program Report.**

In accordance with EPA regulations (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 to the EPA Project Officer within 90 days after the expiration or termination of the approved project period a final report and at least one reproducible copy suitable for printing. The final report shall document project activities over the entire project period and shall include brief information on each of the following areas: 1) a comparison of actual accomplishments with the anticipated outputs/outcomes specified in the assistance agreement work plan; 2) reasons why anticipated outputs/outcomes were not met; and 3) other pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs. The recipient agrees that it will notify EPA of problems, delays, or adverse conditions which materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan.

## **4. Quality Assurance.**

The recipient has developed its Quality Management Plan (QMP) and submitted the QMP to EPA for review and approval. The recipient shall provide responses, consistent with a mutually agreeable schedule, to written comments from EPA concerning its QMP. This award of financial assistance and any further assistance during the budget period is contingent upon adequate progress toward achieving approval of the QMP. The response to comments should be sent to the EPA Project Officer and Regional Quality Assurance Manager.

Under this award, the recipient will develop Quality Assurance Project Plans (QAPP), or equivalent documents defined by the QMP, for all applicable projects and tasks involving environmental data in accordance with the most current National and Regional requirement documents ([http://www.epa.gov/quality/qa\\_docs.html](http://www.epa.gov/quality/qa_docs.html) and

<http://epa.gov/ne/lab/qa/qualsys.html>, respectively). Other EPA guidance documents provided at these sites may be helpful in meeting the requirements. The term "environmental data" refers to any measurement or information that describe environmental processes, conditions, or location; ecological or health effects and consequences; or the performance of environmental technology. For EPA, environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as data bases 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 30 days prior to the scheduled commencement of data collection and/or data generation activities, the recipient will submit a Quality Assurance Project Plan to the following:

- Bryan Dore, EPA Project Officer (see page 1 of assistance agreement for name and address) and
- Nora Conlon, Regional Quality Assurance Manager (EQA)  
U.S. Environmental Protection Agency  
11 Technology Drive  
North Chelmsford, MA 01863

## **5. 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 [http://www.epa.gov/fem/lab\\_comp.htm](http://www.epa.gov/fem/lab_comp.htm) or a copy may also be requested by contacting the EPA project officer for this award.

## **6. State Grant Cybersecurity Condition.**

(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 200.331(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.

#### **7. Information Collection.**

EPA and the recipient agree to comply with the requirements of the Paperwork Reduction Act in completing the project. If the scope of work includes a survey, a questionnaire or similar information-gathering activity, the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 *et seq.* ), requires EPA to obtain Office of Management and Budget (OMB) clearance prior to the recipient's collection of information by means of identical questions posed to 10 or more persons.

The recipient will provide to the EPA Project Officer the following information before information applicable to the requirement is pursued: (1) description of the information to be collected; (2) explanation of the need for the information; and (3) to whom the survey is being directed.

#### **8. Copyright.**

In accordance with 40 CFR 31.34 for State, local and Indian Tribal governments or 40 CFR 30.36 for other recipients, EPA has the right to reproduce, publish, use, and authorize others to use copyrighted works or other data developed under this assistance agreement for Federal purposes.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, tribal and local governments that carry out delegated Federal environmental programs as "co-regulators" or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other grantees to carry out Federal grants provided the use is consistent with the terms of EPA's authorization to the other grantee to use the copyrighted works or other data.

Under Item 6, the grantee acknowledges that EPA may authorize another grantee(s) to use the copyrighted works or other data developed under this grant as a result of:

- a. the selection of another grantee by EPA to perform a project that will involve the use of the copyrighted works or other data or;
- b. termination or expiration of this agreement.

In addition, EPA may authorize another grantee to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

#### **9. Geospatial Data.**

Data produced under this project will adhere to the requirements of EPA's National Geospatial Data Policy (NGDP) (see [http://www.epa.gov/esd/ggc/pdf/epa\\_natl\\_geo\\_data\\_policy.pdf](http://www.epa.gov/esd/ggc/pdf/epa_natl_geo_data_policy.pdf)). This Policy applies to all EPA organizations, grantees, agents working on behalf of EPA, and partner states of EPA who design, develop directly or indirectly, compile, operate, or maintain EPA information collections developed for environmental program support. Refer to this policy for details on requirements for quality assurance project plans (QAPPs), geospatial data accuracy and geospatial metadata. Specifically, the grantee must provide documentation for all produced

data, including source information for each digital data layer (i.e., scale and accuracy, map projection, coordinate system, etc.), and specific information about the data layer itself (i.e., method used, geographic extent of data layer, file format, date of creation, staff contact, description and definition of data fields and their contents, related files, if any, and description of data quality and quality assurance methods used). The EPA Metadata Editor (EME) was developed to simplify and standardize metadata development and is a recommended tool for streamlining production of the required metadata. The EME and related training materials can be downloaded from <http://www.epa.gov/geospatial/eme.html>. Specific technical guidance on geospatial deliverables and acceptable formats can be found at <http://www.epa.gov/region02/gis/r2gisdeliverables.html>.

#### **10. Report Acknowledgement.**

The recipient agrees that any reports, documents, publications or other materials developed for public distribution supported by this assistance agreement shall contain the following statement:

"This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document."

#### **11. Sufficient Progress.**

EPA will measure sufficient progress by examining the performance required under the workplan in conjunction with the milestone schedule, the time remaining for performance within the project period and/or the availability of funds necessary to complete the project. EPA may terminate the assistance agreement for failure to ensure reasonable completion of the project within the project period.

#### **12. 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.



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

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

**Request for Classification Action  
New or Vacant Positions  
EXISTING Job Class/Title ONLY  
Position Description Form C/Notice of Action  
For Department of Personnel Use Only**

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number:  Current Job/Class Title:

Agency/Department/Unit:  GUC:

Pay Group:  Work Station:  Zip Code:

Position Type:  Permanent  Limited Service (end date)

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

Supervisor's Name, Title and Phone Number:

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

**New Position(s):**

- a. **REQUIRED:** Allocation requested: Existing Class Code  Existing Job/Class Title:

b. Position authorized by:

Joint Fiscal Office – JFO #  Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) -- Provide statutory citation if appropriate.

**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 position focuses on administration of federal and state grant awards that target the protection and restoration of water quality in the Lake Champlain basin. Duties include: (1) Coordinate the preparation of Lake Champlain Basin Program's annual budget for the State of Vermont and grant application process to the U.S. Environmental Protection Agency (EPA); (2) Assist in the development of grant agreements and contracts for state and federally-funded projects, including projects funded by the Lake Champlain Basin Program; (3) Assist in preparing detailed workplans and quality assurance project plans (QAPPs) for federally-funded projects, in coordination with the Lake Champlain Basin Program and EPA; (4) Coordinate the preparation of quarterly, semi-annual and annual progress reports; (5) Assist in preparing and reviewing federal budget quarterly reports; (6) Review and approve invoices for state and federally-funded projects; (7) Serve as grant manager that involves verifying completion of project milestones, tracking project performance, approving invoices, preparing periodic reports, assisting grant-making process, working with partners, including municipalities, to develop the grant agreements and scope of work; (8) Assist in public outreach and communications.

2. Provide a brief justification/explanation of this request: The position is crucial to create staff capacity necessary to administer an additional \$3.4 million federal funds made available to the State of Vermont to implement clean water restoration projects. This position administer and manage projects that support implementation of the Phosphorus Total Maximum Daily Loads (TMDLs) for Vermont Segments of Lake Champlain -- a federally-mandated water pollution control plan to restore water quality in the Lake Champlain basin. This position will support timely and efficient administration and management of these federal funds, which may increase the likelihood of future federal funds being diverted to restore Lake Champlain.

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: Kari Dolan, Department of Environmental Conservation Clean Water Initiative Program Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Emily Bird, (802) 490-4083

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.) N/A. This position will not affect the supervisor's management-level designation.

**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).

Barbara Mosway  
Personnel Administrator's Signature (required)\*

8/23/18  
Date

Emily Bird  
Supervisor's Signature (required)\*

8/23/18  
Date

e-Signed by Emily Boedecker  
on 2018-08-28 16:37:35 GMT

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

\_\_\_\_\_  
Date

\* Note: Attach additional information or comments if appropriate.

### **ENVIRONMENTAL ANALYST III**

**Job Code:** 145101

**Pay Plan:** Classified

**Pay Grade:** 22

**Occupational Category:** Life, Physical & Social Science

**Effective Date:** 08/10/1999

**Class Definition:** Planning, analytical, and administrative work at a journey professional level for the Department of Environmental Conservation. Duties involve the technical review and analysis of environmental policies, programs, activities, and data in a variety of department regulatory, non-regulatory, scientific, and engineering programs. Work at this level differs from lower level analysts in the complexity of projects; degree of independence, responsibility, and accountability; 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.

**Examples of Work:** Independently, following general policies and guidance, plans, develops, and implements environmental plans and programs; reviews and analyzes proposed projects and plans for consistency with policies, statutes, regulations, rules, and environmental impact; researches, collects, analyzes, and enters information into, and maintains, data bases and draft 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 technical 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, 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 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 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 principles of ecology.

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:**

Bachelor's degree in a biological-life or physical science, engineering, or an environmental or natural resources field AND three (3) years or more at a professional level in an environmental or natural resources field.

OR

Master's degree in a biological-life or physical science, engineering, or an environmental or natural resources field AND one (1) years or more at a professional level in an environmental or natural resources field.

OR

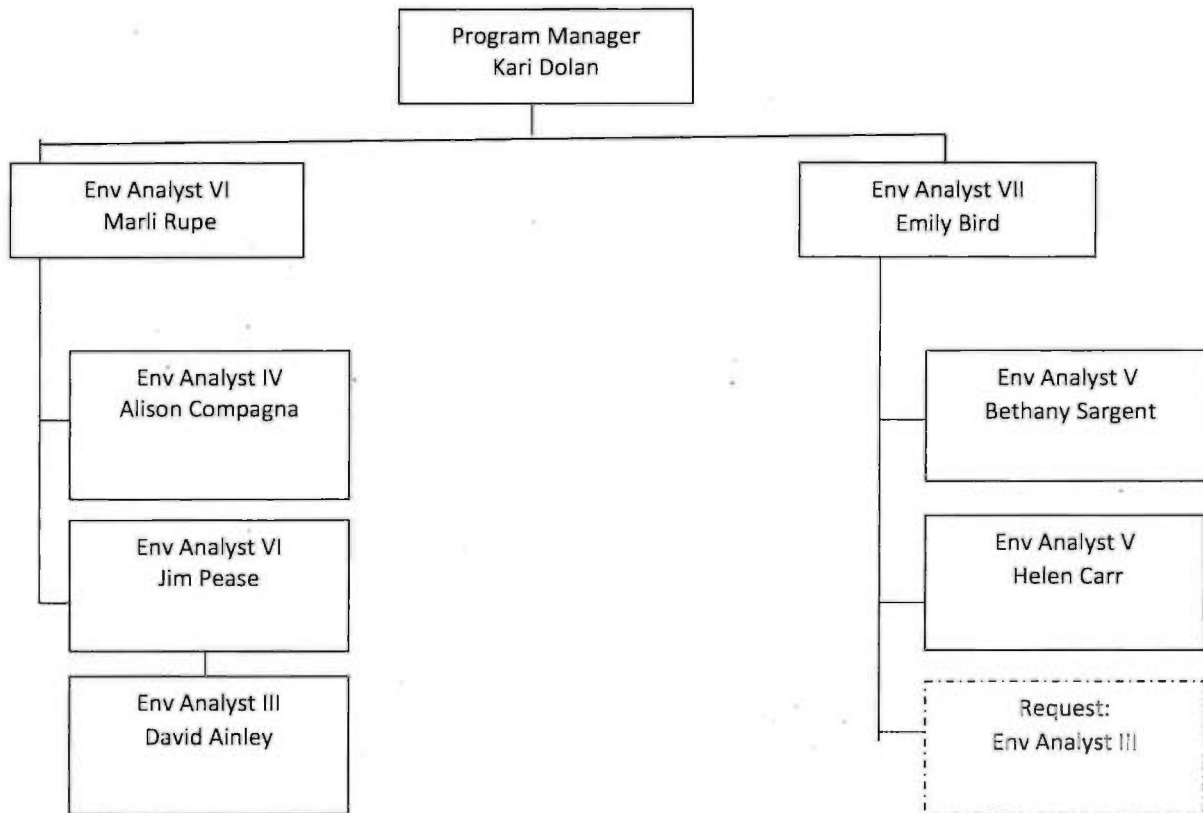
Two (2) years or more of experience as an Environmental Analyst II.

**Special Requirements:** n/a

**MEMORANDUM**

**FROM:** Kari Dolan  
**DATE:** July 10, 2018  
**RE:** DEC Clean Water Initiative Program Organizational Chart  
**CC:** Pete LaFlamme, Mary Borg, Joanna Pallito, Tracy LaFrance

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

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) No

**Attachments:**

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Barbara Morway  
Personnel Administrator's Signature (required)\*

8/23/18  
Date

Tracy LaFrance  
Supervisor's Signature (required)\*

8/23/18  
Date

e-Signed by Emily Boedecker  
on 2018-08-28 16:37:35 GMT  
Appointing Authority or Authorized Representative Signature (required)\*

Date

\* Note: Attach additional information or comments if appropriate.

- 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: Review, approve and issue contracts and grants for DEC in compliance with Bulletin 3.5, Bulletin 5 and all other federal and state policies. Manage the release of the request for proposals; Support the grant review process that involves ensuring that all proposals are reviewed, distributing all proposals to appropriate staff for review; occasionally taking part in the review if needed, compiling evaluations for final grant committee meeting; and, occasionally participating in the grant review committee if needed. Ensure grants and contracts have specific performance based work plans, timelines, and deliverables consistent with program goals and objectives. Assist staff and external partners in the processing of grant agreements. Managing grants and contracts including processing invoices, amendment paperwork and any other administrative change requests. Monitor grantees in compliance with the Department's granting plan.

2. Provide a brief justification/explanation of this request: The position will be needed when we receive a new Federal grant that will require us to pass-through funding to a potentially large pool of grantees and/or contractors. Compliance with all State and Federal regulations is a vital function for our Department. Having the position filled allows us the capacity to manage this new Federal funding.

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: David Pasco, Financial Manager II

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

**Request for Classification Action  
New or Vacant Positions  
EXISTING Job Class/Title ONLY  
Position Description Form C/Notice of Action  
For Department of Personnel Use Only**

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

**Position Information:**

Incumbent: **Vacant or New Position**

Position Number: N/A Current Job/Class Title: N/A

Agency/Department/Unit: ANR/DEC GUC: 06140

Pay Group: Taskgroup=DECAIDFIN Work Station: Mort peler Zip Code: 0620-3522

Position Type:  Permanent  Limited Service (end date) Two years from hire date

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

Supervisor's Name, Title and Phone Number: David Pasco, Financial Manager II, 4 90-611 2

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

**New Position(s):**

a. REQUIRED: Allocation requested: Existing Class Code 04 001 Existing Job/Class Title:

Grants MANAGEMENT SPECIALIST

b. Position authorized by:

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

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

## JOB SPECIFICATIONS

### GRANTS MANAGEMENT SPECIALIST

Job Code: 049601

Pay Plan: Classified

Pay Grade: 23

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: 12/10/2013

**Class Definition:** Consultative, administrative, and technical work at a professional level involving the development, management, monitoring and closeout of major federal and state grant programs for various state agencies/departments. Positions in this class are responsible for training and technical assistance to municipal and regional officials, program administrators, state managers and other professional staff. Duties may focus on some or all of the following: Grants management, on-site compliance monitoring, financial audits management, environmental review, and programs clearance. Work is performed under the general supervision of financial executive(s) in various state agencies/departments.

**Examples of Work:** Schedules, attends, and evaluates grantee compliance against appropriate standards. Provides written reports of grantee compliance with federal, state and local laws and regulations. Prepares monitoring letters, provides followup resolution and recommends clearance to the Director. Conducts review of final program reports, interim and final audits, and other closeout data for all applicable grant programs. Prepares determination letters and recommends solutions where appropriate. Provides compliance management and technical assistance to all grantees in the conduct of all program activities. Assists municipalities, grant administrators, independent contractors, and Department staff to understand and comply with federal and state requirements. Develops written materials; conducts training workshops, on-site technical assistance, and consultation. Participates in the compliance review of grant applications. Performs related duties as required.

**Environmental Factors:** Work is performed primarily in an office setting and in a variety of field situations including large group meetings. Some private means of transportation should be available since occasional travel outside of the worksite will be required. Meetings with various advisory committees, public interest groups, municipal officials and program staff as well as basic position functions may entail significant evening hours. Urgent deadlines can be anticipated.

#### Minimum Qualifications

**Knowledge, Skills and Abilities:** Knowledge of the principles and practices of public administration and programs management, including accounting and program evaluation.

Knowledge of the organizational structure and management techniques of local government.

Working knowledge of grant administration and compliance monitoring.

Awareness of computer applications to programs management and grant administration.

Ability to prepare, present, and interpret financial data.

Ability to interpret and apply complex laws, rules, and regulations.

Ability to establish and maintain effective working relationships.

Education and Experience:

Bachelor's degree with coursework in financial management, grants administration or program evaluation AND three (3) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

OR

Master's degree or higher in business or public administration AND two (2) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

OR

Two years or more of full-time college coursework OR an associate's degree with coursework in financial management, grants administration or program evaluation AND five (5) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

OR

High School diploma or equivalent AND seven (7) years or more at a professional level in accounting, financial auditing work, grants administration, or in a role with responsibility for management of financial affairs, or a governmental accounting system.

Special Requirements: n/a

