



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 23, 2012
Subject: Position Request

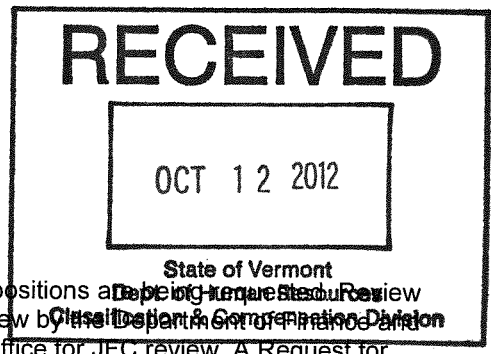
Enclosed please find one (1) item that the Joint Fiscal Office has received from the administration.

JFO #2588 – Request to establish **one (1) limited service position** in the Department of Economic, Housing and Community Development. This position will be responsible for administering Community Development Block Grant Disaster Recovery (CDBG-DR) funding associated with Tropical Storm Irene. Funding for this position is available through the CDBG-DR program and this position is necessary because the use of CDBG-DR funds requires more oversight than regular CDBG funding.
[JFO received 10/22/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by November 9 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2588

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 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: ACCD/Economic Housing and Community Development Date: 10/12/2012

Name and Phone (of the person completing this request): Ann Karlene Kroll, Director of Grants Management

Request is for:

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

(The CDBG grant is annually renewed and has NO JFO #.)

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
U. S. Department of Housing and Urban Development (HUD)
Community Development Block Grant Disaster Recovery (CDBG-DR); Grant Agreement #B-12-DT-50-0001
CDBG-DR funding in the amount of \$21,660,211
2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Grants Management Specialist	1	Grants Management	04/23/2011-09/30/2017

*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:

To provide assurance to HUD that the State has the capacity to carryout the CDBG-DR Program, to meet the additional technical assistance, monitoring, reporting and grant administration mandates associated with the \$21.6M allocation for statewide recovery activities. Though the basis of the CDBG-DR is founded upon the regular CDBG Program Statutes and Regulations, there are far greater and more in-depth oversight responsibilities.

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)).

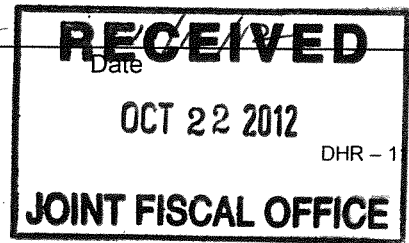
Tennifer John Signature of Agency or Department Head Date 10/12/12

Molly Paul Approved/Denied by Department of Human Resources Date 10/12/12

[Signature] Approved/Denied by Finance and Management Date 10/15/12

[Signature] Approved/Denied by Secretary of Administration Date 10/15/12

Comments:



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

Received 10/12/12
Pending JFO
Approval

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: **NEW** Current Job/Class Title: **N/A**

Agency/Department/Unit: **ACCD/Economic, Housing and Community Development** GUC: **67213**

Pay Group: **67A** Work Station: **Montpelier** Zip Code: **05602**

Position Type: Permanent Limited Service (end date) **June, 2016**

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

Supervisor's Name, Title and Phone Number: **Ann Kroll, Director of Grants Management 828-5225**

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code **049600** Existing Job/Class Title: **Grants Management Specialist**

b. Position authorized by:

- Joint Fiscal Office – JFO # Approval Date:
- Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)
- Other (explain) -- Provide statutory citation if appropriate. Limited service position request for federally funded Community Development Disaster Recovery program from HUD.

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: Consultative, administrative, and technical work at a professional level involving the development, management, monitoring and closeout of major federal and state grant programs for the Department of Housing and Community Affairs. 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 focus on grants management, on-site compliance monitoring, financial audits management, environmental review, labor standards/Davis-Bacon, procurement, contracts, and programs' clearance. Work is performed under the general supervision of the Grants Management Director. Coordinates and/or participates in the on-site monitoring system of the grantees. 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 follow up resolution and recommends clearance to the Director. Conducts review of final program reports, interim and final audits, and other closeout data for all Department 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. May review environmental clearance and issue Environmental Release of Funds letters. 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.

2. Provide a brief justification/explanation of this request: Required to meet the additional technical assistance, monitoring, reporting and grant administration requirements associated with the \$21.6 million of the Community Development Block Grant Disaster Recovery (CDBG-DR) allocation and statewide recovery program. See attached HUD Grant Agreement and the Method of Distribution referencing the Administrative allowance that will cover the position as 100% federal sources. See position pool request dated 9/28/12.

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Community Development Block Grant Program

OMB Approval No.
 2506-0193 (exp 1/31/2015)

1. Name of Grantee (as shown in item 5 of Standard Form 424) State of Vermont		3a. Grantee's 9-digit Tax ID Number: 03-8000274	3b. Grantee's DUNS Number: 809800683	4. Date use of funds may begin (mm/dd/yyyy): 04/23/2011
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) State of Vermont One National Life Drive - Sixth Floor Montpelier, VT 05620-0501		5a. Project/Grant No. 1 B-12-DT-50-0001 DF3		6a. Amount Approved \$21,660,211.00
		5b. Project/Grant No. 2		6b. Amount Approved
		5c. Project/Grant No. 3		6c. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Robert D. Shurneyko		Grantee Name Noelle Mackay	
Title Director		Title Commissioner	
Signature 		Signature 	
Date (mm/dd/yyyy) 08/30/2012		Date (mm/dd/yyyy) 09/05/2012	

7. Category of Title I Assistance for this Funding Action (check only one) <input type="checkbox"/> a. Entitlement, Sec 106(b) <input checked="" type="checkbox"/> b. State-Administered, Sec 106(d)(4) <input type="checkbox"/> c. HUD-Administered Small Cities, Sec 106(d)(2)(B) <input type="checkbox"/> d. Indian CDBG Programs, Sec 106(a)(1) <input type="checkbox"/> e. Surplus Urban Renewal Funds, Sec 112(b) <input type="checkbox"/> f. Special Purpose Grants, Sec 107 <input type="checkbox"/> g. Loan Guarantee, Sec 108	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy) 07/23/12	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number	
		9b. Date Grantee Notified (mm/dd/yyyy) 01/20/12		
11. Amount of Community Development Block Grant		9c. Date of Start of Program Year (mm/dd/yyyy) N/A		
a. Funds Reserved for this Grantee		FY (12)	FY ()	FY ()
b. Funds now being Approved		\$21,660,211.00		
c. Reservation to be Cancelled (11a minus 11b)				

12a. Amount of Loan Guarantee Commitment now being Approved	12b. Name and complete Address of Public Agency
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency
	Title
	Signature

HUD Accounting use Only												
Batch	TAC	Program	Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153											
	176											
			Y					Project Number		Amount		
			Y					Project Number		Amount		
								Project Number		Amount		
Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By							

III. Method of Distribution (77FR22586)

The State of Vermont has been allocated \$21,660,211 in CDBG-DR funds for the purpose of assisting recovery in the most impacted and distressed communities following flooding in the Spring of 2011 and Tropical Storm Irene which covers Disaster Declarations DR-#1995, DR-#4001, and DR-#4022. The state will use the funds to address unmet needs in the areas of housing; economic recovery; municipal infrastructure, facilities, and land restoration; and planning.

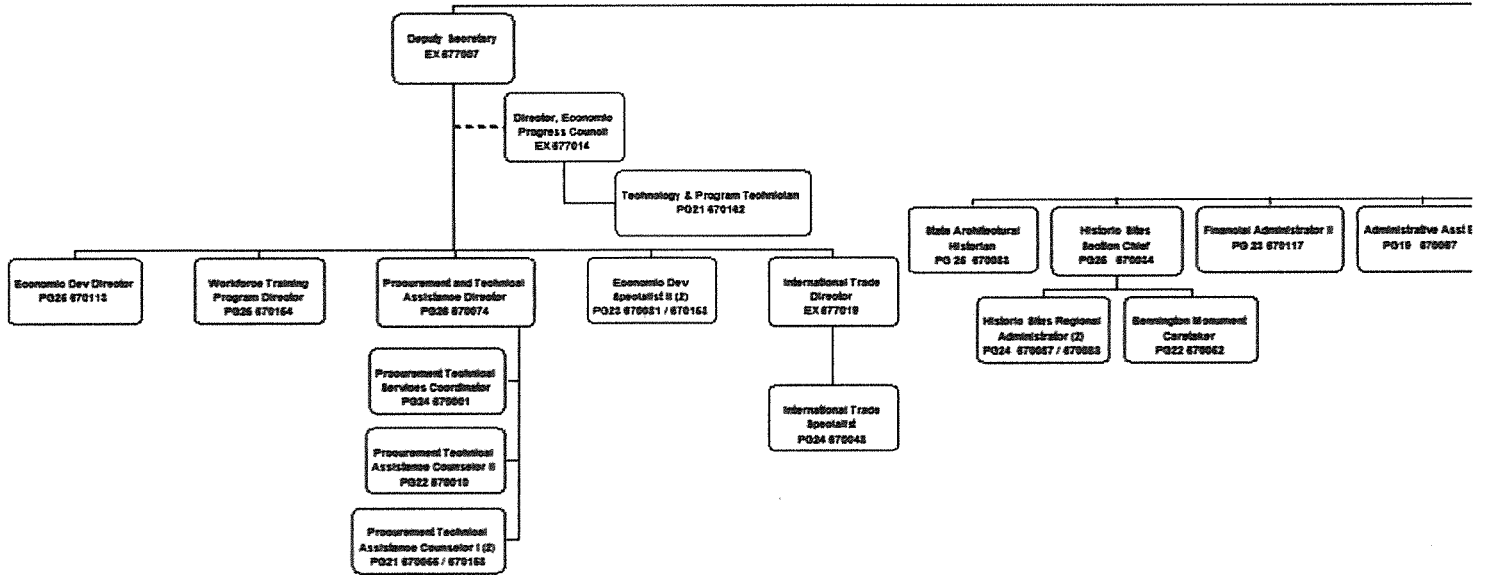
HUD is requiring all states receiving CDBG-DR funds to direct the assistance to the most impacted and distressed areas. Accordingly, Vermont must use 80% (\$17,328,169) of the allocation in Washington, Windsor and Windham.* The remaining 20%, (\$4,332,042) is available for recovery efforts in all other counties that received presidential disaster declarations. A disaster was declared in every county in Vermont for purposes of FEMA's Public Assistance program. Counties receiving Individual Assistance declarations are Addison, Bennington, Caledonia, Chittenden, Franklin, Lamoille, Orange, Orleans, Rutland, Washington, Windham, and Windsor.

The state will use 5% of the allocation (\$1,083,011) for administration to ensure the appropriate and compliant management of the program over the next five years. The balance of \$20,577,200 will be allocated for of housing; economic recovery; municipal infrastructure, facilities, and land restoration; and planning as outlined below:

Proposed CDBG-DR Distribution

Grants and Administration	Amount	Proposed Allocation (targeted)	Washington, Windham and Windsor Counties 80% Target*	All other Counties 20%
Competitive Grants: Economic Recovery	\$3,000,000			
Competitive Grants: Housing	\$1,750,000			
Competitive Grants: Municipal Infrastructure, etc	\$2,250,000			
Competitive Grants: Planning	\$1,000,000			
Total Competitive Grants	\$8,000,000		\$5,984,412	\$2,015,588
State Direct Grants: HMGP buyouts	\$5,862,530	85-15%	\$4,982,273	\$880,257
State Direct Grants: Housing Recovery	\$3,398,649	70-30%	\$2,379,054	\$1,019,595
State Direct Grants: Mobile Home Financing	\$500,000	80-20%	\$400,000	\$100,000
State Direct Grants: Economic Recovery, Tourism Marketing	\$250,000	100%	\$250,000	\$0
State Direct Grants: Economic Recovery, Downtown Assistance	\$400,000	75-25%	\$300,000	\$100,000
Total State Direct Grants	\$10,411,179		\$8,311,327	\$2,099,852
Contingency	\$2,166,021		\$2,166,021	
State Administration	\$1,083,011	80-20%	\$866,409	\$216,602
Total Allocation	\$21,660,211		\$17,328,169	\$4,332,042

*Allocations under Public Law 112-55 state that 80% of the State allocation (\$17,328,169) be spent in the "most impacted and distressed areas..." which were determined to be Washington and Windsor counties. As of July 18, 2012, HUD broadened that determination to allow the State to use up to \$4,500,000 in Windham County out of the \$17,328,169. This determination was based on data of unmet needs in Windham County not previously captured by HUD's analysis.



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