



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Daniel Dickerson, Fiscal Analyst
Date: October 16, 2014
Subject: Grant Request #2710, #2711, #2712, #2713, #2714

Enclosed please find five (5) items that the Joint Fiscal Office has received from the administration.

JFO #2710 – \$99,957 grant from the U.S. Food and Drug Administration to the Vermont Agency of Agriculture, Division of Food Safety and Consumer Protection. The purpose of this grant is to continue to help Vermont dairy farmers prepare for a highly contagious disease outbreak such as Foot and Mouth Disease (FMD), and to maintain business continuity during such an outbreak. The funding will also allow Vermont to host a New England regional emergency exercise that tests the various milk movement triggers and the state-wide economic impact associated with adjusting those triggers on individual farms.

[JFO received 10/10/14]

JFO #2711 – \$20,000 grant from the U.S. Department of Agriculture to the Vermont Agency of Agriculture. The funding provided will allow the Agency of Agriculture to cover the cost of testing sick Vermont pigs that exhibit clinical signs consistent with Porcine Epidemic Diarrhea (PED). It will also allow VAAF to purchase necessary disinfectant and hog handling equipment and supplies that will be used to manage animals and decontaminate infected Vermont barns, and will facilitate the development of a statewide swine working group to discuss issues pertinent to swine health.

[JFO received 10/10/14]

JFO #2712 – **One (1) limited service position** in the Vermont Agency of Human Services, Department of Disabilities, Aging and Independent Living. The position title is Quality Improvement Coordinator and will provide support to the Project Manager and Project Director with duties to include the ongoing development and maintenance of an accurate, expansive system of continuous quality improvement, including process and outcome analysis, and preparation of reports measuring quality and consistency of services through the Aging and Disabilities Resource Connection (ADRC) The position is funded for one year through an allocation of existing US Dept. of Health and Human Services grant funding.

[JFO received 10/15/14]

JFO #2713 – **Two (2) limited service positions** in the Vermont Agency of Commerce and Community Development, Department of Housing and Community Development. The position titles are (1) Senior Grants Management Analyst and (2) Grants Management Specialist. The positions will deal

primarily with administering and disbursing two allocations of Community Development Block Grant (CDBG) funding (approximately \$40 million) related to Tropical Storm Irene and the spring floods of 2011. The positions are funded for three years from the CDBG monies.

[JFO received 10/15/14]

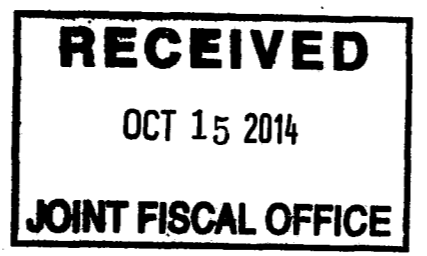
JFO #2714 – One (1) limited service position in the Vermont Agency of Human Services, Department for Children and Families. The position title is Domestic Violence Specialist and will provide case consultation, recommendations and expertise to DCF social workers, supervisors and central office staff, on cases where domestic violence, sexual abuse and child abuse coexist, and to provide general consultation to community agencies. The position is funded for three years through an allocation of grant funding from the US Dept. of Justice, Office on Violence Against Women.

[JFO received 10/15/14]

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; 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 October 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2713

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: ACCD/Housing and Community Development Date: 10/3/14

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 # N/A

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
The U.S. Dept. of Housing and Urban Development (HUD) provides an annual allocation Community Development Block Grant (CDBG). The State has received supplemental CDBG funding for Disaster Recovery; Grant #B-12-DT-50-0001 in the amount of \$21,660,211, and Grant #B-13-DS-50-0001 in the amount of \$17,932,000.

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>
Senior Grants Management Analyst	1	Grants Management	04/23/2011-12/10/2017
Grants Management Specialist	1	Grants Management	04/23/2011-12/10/2017

*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:
In response to HUD Office of Inspector General Final Audit Report dated September 29, 2014 Finding that "the State lacked the staffing capacity to administer Disaster Recovery Programs in accordance with all the program requirements,..." Though the basis of the CDBG-DR funding is founded upon the regular CDBG Program Statutes and Regulations, there are far greater and more in-depth oversight responsibilities required.

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] 10/3/14
Signature of Agency or Department Head Date

[Signature] 10/7/14
Approved/Denied by Department of Human Resources Date

[Signature] 10/13/14
Approved/Denied by Finance and Management Date

[Signature] 10/13/14
Approved/Denied by Secretary of Administration Date

Comments: _____

OCT 09 2014 DHR - 11/7/05

State of Vermont
Department of Housing and Community Development
Agency of Commerce and Community Development
Deane C. Davis Building – 6th Floor [phone] 802-828-3211
One National Life Drive
Montpelier, VT 05620-0501

Memorandum

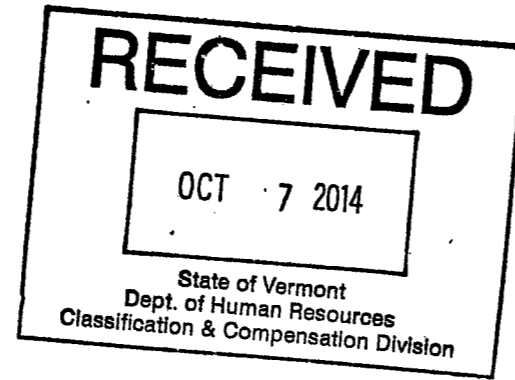
To: Jim Reardon, Commissioner
Department of Finance and Management

From: Jennifer Hollar, Deputy Commissioner
Department of Housing and Community Development

cc: Noelle MacKay, Commissioner, DHCD
Heather Campbell, DF&M
Ann Karlene Kroll, Grants Management Director, DHCD
Molly Paulger, DHR

Date: October 3, 2014

Subject: Limited Service Disaster Recovery Grants Management Positions



DHCD respectfully requests authorization for two limited service positions for the administration of two allocations (\$21.6m and \$17.9m) of CDBG Disaster Recovery funding from HUD related to Tropical Storm Irene and the spring floods of 2011. The request is based on the recommendations of the Office of the Inspector General following an audit of the CDBG Disaster Recovery Program and our own assessment of the staffing resources needed to ensure proper monitoring and oversight. The additional capacity is necessary for DHCD to administer the \$40 million program and ensure the program is in compliance with HUD regulations. The Secretary of Administration has indicated his support for this request.

The OIG report found that DHCD has insufficient "capacity to administer the disaster recovery programs in accordance with all program requirements" and recommended hiring additional staff. The Department appreciates the support of the Agency of Administration and the General Assembly for the limited service positions previously authorized for the program. In light of uncertain federal budgets and tight state fiscal climate, we initially tried to operate the program too leanly and have found we are not able to meet HUD's regulatory requirements at this staffing level. Two additional positions are required – a Senior Grants Management Analyst and a Grants Management Specialist.

Funding for the positions will come from the administrative allowance from our two CDBG Disaster Recovery Grants from HUD, which are in place. Enclosed please find:

1. CDBG-DR Grant Agreements and Methods of Distribution
2. OIG Report
3. Limited Service Position Request Form



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

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

Position Information:

Incumbent: **Vacant or New Position**

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

Agency/Department/Unit: GUC: 67213

Pay Group: 67A Work Station: Montpelier Zip Code: 05620-0501

Position Type: Permanent Limited Service (end date) 09/30/2017

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

Supervisor's Name, Title and Phone Number: Ann Karlene Kroll, Director of Grants Management (802) 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 Programs from HUD, and based on the Office of the Inspector General Final Audit Report Finding that "the State lacked the capacity to administer Disaster Recovery Programs in accordance with all the program requirements." Though the basis of the CDBG-DR funding is founded upon the regular CDBG Program Statutes and Regulations, there are far greater and more in-depth oversight responsibilities that are required, especially with the DR2 funds that has the additional pressure of a compressed timeline for expenditure and completion of projects within two years.

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 grant programs for the Department of Housing and Community Development. 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, labor standards/Davis-Bacon, procurement, contracts, evaluates grantee compliance against appropriate standards. Provides written reports of grantee compliance with federal, state and local laws and regulations. Prepares monitoring reports, provides follow up resolution and recommends clearance to the Director. Conducts review of final program reports, interim and final audits, and other closeout data. 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 provides consultation. Participates in the compliance review of grant applications. 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.

2. Provide a brief justification/explanation of this request: Required to meet the additional technical assistance, oversight monitoring, timely reporting to HUD, grant administration requirements associated with the \$40 million of Community Development Block Grant Disaster Recovery (CDBG-DR) funding allocation and statewide recovery program, and the current Office of Inspector General (OIG) Audit Finding we are under due to lack of staffing capacity to meet all the program requirements. See the HUD Grant Agreement; the OIG Report; and the State's Action Plan Method of Distribution referencing the Administrative allowance that will cover the position as 100% federal source.

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: Ann Karlene Kroll

6. Who should be contacted if there are questions about this position (provide name and phone number): Ann Karlene Kroll, Director of Grants Management

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.) N/A

Attachments:

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

Personnel Administrator's Signature (required)*

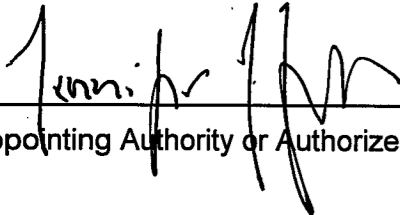
Date

Ann Karlene Kroll

Supervisor's Signature (required)*

10/3/14

Date


Appointing Authority or Authorized Representative Signature (required)*

10/3/14
Date

* Note: Attach additional information or comments if appropriate.

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

Notice of Action # _____	Date Received (Stamp) _____
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Position Information:

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

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Pay Group: 67A Work Station: Montpelier Zip Code: 05620-0501

Position Type: Permanent Limited Service (end date) 09/30/2017

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

Supervisor's Name, Title and Phone Number: Ann Karlene Kroll, Director of Grants Management
(802)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 060000 Existing Job/Class Title:
Senior Grants Management Analyst

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 Programs from HUD, and based on the Office of the Inspector General Final Audit Report Finding that "the State lacked the capacity to administer Disaster Recovery Programs in accordance with all the program requirements." Though the basis of the CDBG-DR funding is founded upon the regular CDBG Program Statutes and Regulations, there are far greater and more in-depth oversight responsibilities that are required, especially with the DR2 funds that has the additional pressure of a compressed timeline for expenditure and completion of projects within two years.

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, analytical, technical, and administrative responsibilities at an advanced professional level for the Department of Housing and Community Development. Duties involve scheduling and conducting onsite monitoring; providing technical expertise to the grantees, administrators, consultants, staff and management with regard to regulatory compliance; particularly in the areas of Financial Management, Labor Standards, such as Davis-Bacon and Wage compliance, meeting Part 85 Procurement Standards, and contracts, conducting formalized training for municipal and regional officials, consultants, program administrators, state managers, and Department staff in all areas of program compliance; Provides written reports of grantee compliance with federal, state and local laws and regulations. Prepares monitoring reports, provides follow up resolution and recommends clearance to the Director. Develops written materials, conducts trainings workshops, on-site technical assistance, provides consultation. Oversees the HUD integrated disbursement and information system (IDIS) to draw funds to reimburse grantees. Work is performed under the general direction of the Director of Grants Management. Must have ability to communicate effectively, orally and in writing; analyze and interpret complex and technical information and data; establish and maintain effective working relationships; work effectively with diverse groups who have specific and sometimes competing areas of interest; and speak effectively in a public forum and provide training to grantees.

2. Provide a brief justification/explanation of this request: Required to meet the additional technical assistance, oversight monitoring, timely reporting to HUD, grant administration requirements associated with the \$40 million of Community Development Block Grant Disaster Recovery (CDBG-DR) funding allocation and statewide recovery program, and the current Office of Inspector General (OIG) Audit Finding we are under

due to lack of staffing capacity to meet all the program requirements. See the HUD Grant Agreement; the OIG Report; and the State's Action Plan Method of Distribution referencing the Administrative allowance that will cover the position as 100% federal source.

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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: Ann Karlene Kroll, Director of Grants Management

6. Who should be contacted if there are questions about this position (provide name and phone number): Ann Karlene Kroll, Director of Grants Management (802) 828-5225

7. How many other positions are allocated to the requested class title in the department: 1

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

Attachments:

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

Personnel Administrator's Signature (required)*

Date



Supervisor's Signature (required)*

10/3/14

Date

Jennifer H

Appointing Authority or Authorized Representative Signature (required)*

10/9/14

Date

* Note: Attach additional information or comments if appropriate.

**AGENCY OF COMMERCE AND COMMUNITY DEVELOPMENT
 ORGANIZATION CHART
 FISCAL 2015 BUDGET
 DEPT OF HOUSING AND COMMUNITY DEVELOPMENT**

