



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: March 26, 2024  
Subject: LSP Request – JFO #3197

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

**JFO #3197:** One (1) limited-service position, Environmental Analyst IV, to the Agency of Natural Resources, Department of Environmental Conservation. The position will manage the increase in funding and the resulting increase in projects for the Healthy Homes program which provides financial assistance to low to moderate income homeowners to address failed or inadequate water, wastewater, drainage and storm water issues. A portion of the American Rescue Plan Act – Coronavirus State Fiscal Recovery Funds appropriated in Act 78 of 2023, funds this position through 12/31/2026. *[Received March 19, 2024]*

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

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

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

Agency/Department: Agency of Natural Resources / Environmental Conservation Date: \_\_\_\_\_

Name and Phone (of the person completing this request): Adam Miller (802-777-2852) and Joanna Pallito (802-490-6238)

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # Act78SecB.1103(j)

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

United States Department of Treasury - American Rescue Plan Act funds and authorized to ANR/DEC under Act 78 Section B.1103(j) - excerpt attached

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> |
|--|-----------------------|---|--|
| Environmental Analyst IV (full-time)   | 1                     | Environmental Compliance / Assistance / Healthy Homes | 12/31/2026                                       |

\*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:

The General Assembly has appropriated an additional \$6.1M in ARPA funding over the next three years to be allocated as part of ANR's Healthy Homes program to provide financial assistance to low to moderate income homeowners and manufactured housing community resident / owners to address failed or inadequate water, wastewater, drainage, and stormwater issues. This increase in funding and number of projects (ranging from \$20k - \$1.25M / project) will require additional FTE capacity for technical project management, monitoring / reporting, and administration (full-time position - 1.0 FTE).

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: 10/30/23

Signature of Agency or Department Head \_\_\_\_\_ Date \_\_\_\_\_

Harold Schwartz \_\_\_\_\_ Date: 11 2 23

Approved/Denied by Department of Human Resources \_\_\_\_\_ Date \_\_\_\_\_

**Adam Greshin** Digitally signed by Adam Greshin  
Date: 2024.02.21 12:11:41 -05'00' \_\_\_\_\_ Date \_\_\_\_\_

Approved/Denied by Finance and Management \_\_\_\_\_ Date \_\_\_\_\_

Sarah Clark \_\_\_\_\_ Date: 2/23/2024 | 10:09:05 EST

Approved/Denied by Secretary of Administration \_\_\_\_\_ Date \_\_\_\_\_

[Signature] \_\_\_\_\_ Date: 3/19/24

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

Comments: \_\_\_\_\_

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Program established by 2021 Acts and Resolves No. 55, Sec. 25 for fiscal years 2024 through 2026.

(j) In fiscal year 2024, the amount of \$6,100,000 American Rescue Plan Act (ARPA) – Coronavirus State Fiscal Recovery Funds is appropriated to the Department of Environmental Conservation for the Healthy Homes Initiative. Funds shall be used to make repairs or improvements to drinking water, wastewater, or stormwater systems for Vermonters who have low to moderate income or who live in manufactured housing communities, or both.

(k) In fiscal year 2024, the amount of \$1,000,000 General Fund is appropriated to the Department of Environmental Conservation for Polyfluoroalkyl Substances (PFAS) technical assistance. Funds shall be used to support statewide groundwater Polyfluoroalkyl Substances (PFAS) remediation efforts.

(l) In fiscal year 2024, the amount of \$5,000,000 Environmental Contingency Fund #21275 is appropriated to the Department of Environmental Conservation for statewide Polyfluoroalkyl Substances (PFAS) groundwater remediation.

(m) In fiscal year 2024, the amount of \$850,000 Transportation Fund is appropriated to the Agency of Transportation for a grant to Green Mountain Transit to operate routes on a zero-fare basis and prepare for the transition to tiered-fare service.



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 _____  |
| Comments:  | Effective Date: _____   |
|  | Date Processed: _____   |
| Willis Rating/Components:  | Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ |
|  | 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:

Generally responsible for the project work of DEC's Healthy Homes American Rescue Plan Act (ARPA) including but not limited to:

- Project administration.
- Grant application package compilation including drafting / compilation of grant application, scoring criteria, and certification requirements.
- Meeting with potential applicants, stakeholders, officials, and other members of the public with regards to the Healthy Homes project.
- Institution of a statewide template contract with a series of contractors to conduct needs assessments for water / wastewater solutions at mobile home parks and for under-represented / underserved communities and individuals.
- Plans, develops, and implements projects in support of DEC's Healthy Homes Initiative as it relates to water and wastewater solutions.
- Reviews and analyzes grant applications, project plans, and plans for conformity with environmental and financial policies, statutes, administrative requirements under the guidance of a grant application review team,
- Researches, collects, analyzes, and enters information into and maintains databases and reports.
- With the assistance of a review/implementation team, reviews and processes grant / loan applications and prepares, develops, and presents informational and educational materials to communities, affected individuals, potential permit / project applicants, etc.
- Researches and makes improvement recommendations for project, environmental, and administrative issues as it relates to the ARPA Healthy Homes program.
- Develops and maintains technical and administrative expertise as it relates to the ARPA Healthy Homes program as well as the Accessible Assistance section of VTDEC's Environmental Assistance Office.

- Provides opinion, advice, and training to Department management and staff, outside parties, and the public as it relates to the ARPA Healthy Homes program as well as portions of the Accessible Assistance section of VTDEC's Environmental Assistance Office.

- Functions as part of a team that works with internal staff, outside parties, and the public to make compliance recommendations, both assistance and enforcement, as it relates to projects in the ARPA Healthy Homes Program.

- Provides leadership, guidance, and motivation to specific project teams as it relates to the ARPA Healthy Homes Program, ARPA, environmental assistance, and environmental assistance to underserved / under-represented populations.

- Trains staff as appropriate and represents the State in public meetings related to the ARPA Healthy Homes Program.

- Develops and implements technical and administrative program changes as it relates to the ARPA Healthy Homes Program as well as the Accessible Assistance Section of VTDEC's Environmental Assistance Office

- Performs other related duties as required.

2. Provide a brief justification/explanation of this request: This position will work as part of a team to help administer and manage about \$47 million of ARPA funding related to water / wastewater solutions, grants, contracts, technical assistance, and needs assessment services for underserved / under-represented Vermonters (i.e., manufactured housing community (mobile home park) residents and low income Vermont homeowners). Failure to hire this position will create a gap in staff capacity which would ultimately lead to VTDEC not being able to allocate this ARPA funding to individuals / communities that undoubtedly need this financial assistance.

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: Adam Miller, Environmental Conservation Director II

6. Who should be contacted if there are questions about this position (provide name and phone number): Marjorie Klark, Marjorie.Klark@vermont.gov, 802-622-4765

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

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

#### Attachments:

Organizational charts are **required** and must indicate where the position reports.

Class specification (optional).

For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.

Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

DocuSigned by:

*Cheryl Dopp*

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

9/25/2023

Date

DocuSigned by:

*Marjorie Clark*

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

9/22/2023

Date

DocuSigned by:

*Neil Hamman*

9A74234DA48745E...

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

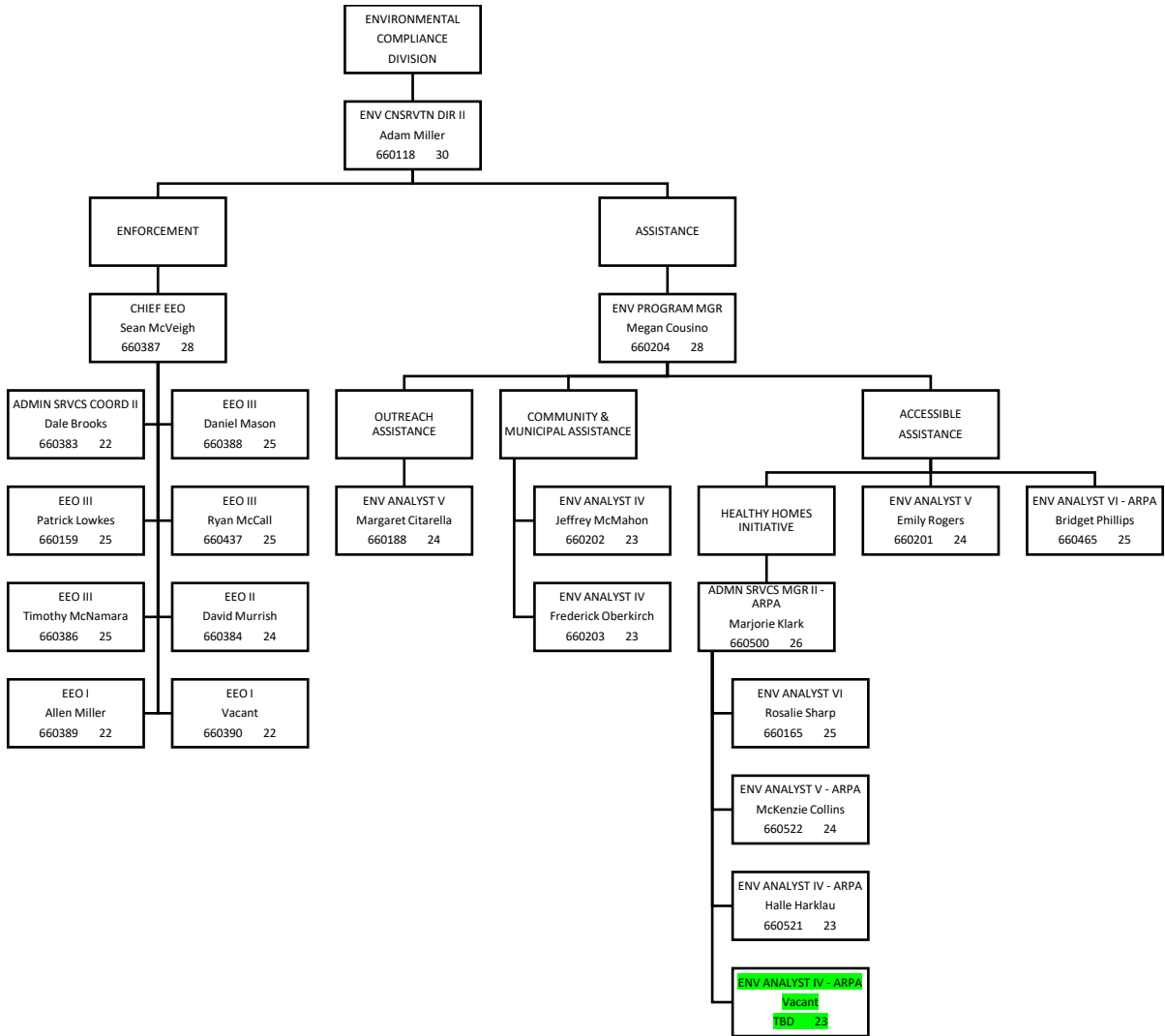
9/23/2023

Date

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



## Proposed Department of Environmental Conservation Environmental Compliance Division



## Department of Environmental Conservation Environmental Compliance Division

