



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: January 16, 2024
Subject: Grant/LSP Requests – JFO #3177 and JFO #3178

Enclosed please find two (2) items, which the Joint Fiscal Office has received from the Administration. ***The Agency of Natural Resources has requested an expedited review of JFO #3177 and #3178. Please respond by Friday, January 19, 2024.***

JFO #3177: \$2,543,564.00 to the Agency of Natural Resources, Secretary's Office from the U.S. Environmental Protection Agency. Funding is phase one of a two-phase funding opportunity aimed to support Vermont with climate change mitigation planning efforts. A comprehensive climate action plan will be developed, to overlap with and be synonymous to the required update to Vermont's Climate Action Plan in 2025.

[Received January 12, 2024]

JFO #3178: \$456,436.00 to the Agency of Natural Resources, Secretary's Office from the U.S. Environmental Protection Agency. Funds will support (1) limited-service position, Environmental Analyst IV. This position will serve as administrative lead developing the updated Climate Action Plan with the Vermont Climate Council and perform added work required by the EPA grant. Position is funded through 6/30/2027.

[Received January 11, 2024]

[Please note the above requests were awarded as one \$3,000,000.00 grant from the EPA. The Agency separated out the costs for the limited-service position under the guidance of the Department of Finance and Management.]

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions. If there has been no response by January 19, 2024, members will be polled.

**State of Vermont**

Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376
[fax] 802-828-2428

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

| | | | | | |
|---|--------------|---|--------------------------------|--------------|-----------------|
| Grant Summary: | | To fund a position that will support the Agency of Natural Resources new Climate Pollution Reduction Grant and the associated deliverables. This position is critical to ensure the added work of this grant is completed on schedule articulated by the Environmental Protection Agency. Additionally, and most fundamental to this position, is the development of the comprehensive climate action plan deliverable which is aligned with the statutorily required update to Vermont's Climate Action Plan. As such, this position will play a critical link in assuring coordination between the two efforts where there is currently no dedicated staff. | | | |
| Date: | | 12/18/2023 | | | |
| Department: | | ANR-Secretary's Office | | | |
| Legal Title of Grant: | | Climate Pollution Reduction Program - Federal Fiscal Year 2023 | | | |
| Federal Catalog #: | | 66.046 | | | |
| Grant/Donor Name and Address: | | U.S. Environmental Protection Agency, 5 Post Office Square, Suite 100, Boston, MA 02109-3912 | | | |
| Grant Period: | | From: | | To: | |
| | | 7/1/2023 | | 6/30/2027 | |
| Grant/Donation | | \$456,436 | | | |
| | SFY 1 | SFY 2 | SFY 3 | Total | Comments |
| Grant Amount: | \$53,454 | \$111,647 | \$291,335 | \$456,436 | |
| Position Information: | | # Positions | Explanation/Comments | | |
| | | 1 | 1 FTE Environmental Analyst IV | | |
| Additional Comments: | | 100% Federally funded - no State match required. | | | |
| Department of Finance & Management | | Adam Greshin Digitally signed by Adam Greshin Date: 2023.12.22 DocuSigned by: 04AB832CD55C738... | | (Initial) | |
| Secretary of Administration | | Sarah Clark | | (Initial) | |
| Sent To Joint Fiscal Office | | | | Date | |



| | | |
|---|--|--|
| STATE OF VERMONT | | |
| FINANCE & MANAGEMENT GRANT REVIEW FORM | | |
| | | |






1 National Life Drive, Davis 2, Montpelier, VT 05620-3901
(802) 828-1294 | <https://anr.vermont.gov/>

MEMORANDUM

To: Kristin Clouser, Secretary, Agency of Administration

Through: Nick Kramer, Budget and Management Analyst, Department of Finance and Management
Harold Schwartz, Director, HR Operations, Department of Human Resources

From: Julie Moore, Secretary, Agency of Natural Resources  ^{DS}

Date: November 21, 2023

Re: AA-1 Request for Grant Acceptance – Limited-Service Position Funded by an EPA Climate Pollution Reduction Grant

This memo requests grant acceptance for \$456,436 of a \$3M EPA grant and establishment of one limited-service position within the Agency of Natural Resources Climate Action Office.

Grant Acceptance Request:

Grant acceptance is requested through a separate AA-1 for \$2,543,564 of a \$3M U.S. Environmental Protection Agency (EPA) Climate Pollution Reduction planning grant. This grant is phase one of a two-phase funding opportunity aimed to support Vermont with climate change mitigation planning efforts.

Position Request:

One limited-service Environmental Analyst IV position is requested to support the Climate Pollution Reduction Grant to ensure that Vermont can perform the added work required by this grant and to complete work on the schedule articulated by the EPA. This position is fully funded by the EPA planning grant with no State match required.

Vermont is required to develop a Comprehensive Climate Action Plan (CCAP) as the final deliverable for this grant which is an economy-wide climate action plan. The CCAP timeline is aligned with the state's statutory requirement to update the Climate Action Plan (CAP) and as such, the two efforts will be coordinated closely to ensure alignment and understanding by Vermonters. This position will be responsible for developing clear processes, deadlines, and systems to coordinate the drafting of these comprehensive planning documents and support drafting by the Vermont Climate Council and state staff. As such they will serve as administrative lead on development of the updated CAP with the Vermont Climate Council. This will require meeting public meeting laws and will present unique challenges related to collaborative drafting. Without this position the Climate Action Office will not have a point person to ensure the CCAP is aligned with the CAP. This would create confusion around the need for both documents and would result in a lack of clarity around the overlapping components versus the differences between the plans.

Justification for use of the JFO process:

This funding opportunity was announced after the FY24 State budget was developed, therefore the Agency could not include the funding and position in the FY24 State budget process. Funding was awarded on July 1, 2023, and the Climate Action Office would like to fill the position as soon as possible to ensure that the office has the needed to capacity to leverage and implement the expected phase two Climate Pollution Reduction Grant funding with applications due to the Environmental Protection Agency by April 1, 2024 and anticipated in fall 2024. The capacity will also be focused on the development of processes needed to facilitate the development of the CCAP and updated CAP which will be advanced starting in early 2024 through the summer of 2025.

If you have any questions regarding this request, please do not hesitate to contact Kristin Freeman, ANR Financial Manager, at kristin.freeman@vermont.gov or 802-636-7463.

Thank you in advance for your time.

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| BASIC GRANT INFORMATION | | | | |
|---|-----------------|--|-------------------|-----------|
| 1. Agency: | | Agency of Natural Resources | | |
| 2. Department: | | Secretary's Office | | |
| 3. Program: | | ANR - Secretary's Office - Climate Action Office | | |
| 4. Legal Title of Grant: | | Climate Pollution Reduction Program - Federal Fiscal Year 2023 | | |
| 5. Federal Catalog #: | | 66.046 | | |
| 6. Grant/Donor Name and Address: U.S. Environmental Protection Agency, 5 Post Office Square, Suite 100, Boston, MA 02109-3912 | | | | |
| 7. Grant Period: | From: | 7/1/2023 | To: | 6/30/2027 |
| 8. Purpose of Grant: The purpose of this grant is two-fold. First, the funds will support prioritization of climate planning work related to climate change mitigation in Vermont in service of accessing additional federal resources. The second component, and the focus of this request, is to support a position that will support the Agency of Natural Resources new Climate Pollution Reduction Grant and the associated deliverables. This position is critical to ensure the added work of this grant is completed on schedule articulated by the Environmental Protection Agency. Additionally, and most fundamental to this position, is the development of the comprehensive climate action plan deliverable which is aligned with the statutorily required update to Vermont's Climate Action Plan. As such this position will play a critical link in assuring coordination between the two efforts where there is currently no dedicated staff. | | | | |
| 9. Impact on existing program if grant is not Accepted: If the position is not supported, VT will be challenged to meet the statutory requirements of adopting the next Climate Action Plan and realizing the additional federal funding the state has access to by participating in the planning grant. This position is critical to setting up the processes and administrative services to advance the comprehensive planning documents. | | | | |
| 10. BUDGET INFORMATION | | | | |
| | SFY 1 FY 24 | SFY 2 FY 25 | SFY 3 FY 26-27 | Comments |
| Expenditures: | | | | |
| Personal Services | \$45,379 | \$94,781 | \$247,323 | |
| Operating Expenses | \$8,075 | \$16,866 | \$44,012 | |
| Grants | \$ | \$ | \$ | |
| Total | \$53,454 | \$111,647 | \$291,335 | |
| Revenues: | | | | |
| State Funds: | \$0 | \$0 | \$0 | |
| Cash | \$0 | \$0 | \$0 | |
| In-Kind | \$0 | \$0 | \$0 | |
| Federal Funds: | \$53,454 | \$111,647 | \$291,335 | |
| (Direct Costs) | \$45,379 | \$94,781 | \$247,323 | |
| (Statewide Indirect) | \$0 | \$0 | \$0 | |
| (Departmental Indirect) | \$8,075 | \$16,866 | \$44,012 | |
| Other Funds: | \$0 | \$0 | \$0 | |
| Grant (source) | \$0 | \$0 | \$0 | |
| Total | \$53,454 | \$111,647 | \$291,335 | |

STATE OF VERMONT REQUEST FOR GRANT (*) ACCEPTANCE (Form AA-1)

| | | | |
|--------------------------|------------|----------------|----------|
| Appropriation No: | 6100010000 | Amount: | \$53,454 |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | | \$ |
| | | Total | \$53,454 |

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? ☐ Yes ☒ No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

| | | |
|--|--------------------|--------------------------|
| 12. Limited Service Position Information: | # Positions | Title |
| | 1 | Environmental Analyst IV |
| | | |
| | | |
| Total Positions | 1 | |

12a. Equipment and space for these positions: ☒ Is presently available. ☐ Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

| | | |
|--|-------------------------------|------------------|
| I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable): | Signature: <i>Julie Moore</i> | Date: 11/21/2023 |
| | Title: Secretary | |
| | Signature: | Date: |
| | Title: | |

14. SECRETARY OF ADMINISTRATION

| | | |
|---|--|------------------|
| <input checked="" type="checkbox"/> Approved: | (Secretary or designee signature) <i>Sarah Clark</i> | Date: 12/29/2023 |
|---|--|------------------|

15. ACTION BY GOVERNOR

| | | |
|--|--|---------------|
| <input checked="" type="checkbox"/> Accepted | <i>[Signature]</i> (Governor's signature) | Date: 1/10/24 |
| <input type="checkbox"/> Rejected | | |

16. DOCUMENTATION REQUIRED**Required GRANT Documentation**

| | |
|---|---|
| <input checked="" type="checkbox"/> Request Memo | <input type="checkbox"/> Notice of Donation (if any) |
| <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input checked="" type="checkbox"/> Notice of Award | <input type="checkbox"/> Request for Extension (if applicable) |

STATE OF VERMONT REQUEST FOR GRANT ^(*) ACCEPTANCE (Form AA-1)

| | |
|--|---|
| <input checked="checked" type="checkbox"/> Grant Agreement | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| <input checked="checked" type="checkbox"/> Grant Budget | |
| End Form AA-1 | |
| (*) The term “grant” refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5). | |

VERMONT DEPARTMENT OF PERSONNEL

Request for Classification Review Position Description Form A

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

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

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

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

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

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

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

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 Secretary's Office Date: November 21, 2023

Name and Phone (of the person completing this request): Kristin Freeman, Financial Manager, 802-636-7463

Request is for:

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

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

U.S. Environmental Protection Agency, Climate Pollution Reduction Program Grant, \$3M grant award

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

| Title* of Position(s) Requested | # of Positions | Division/Program | Grant Funding Period/Anticipated End Date |
|---------------------------------|----------------|-----------------------|--|
| Environmental Analyst IV | 1 | Climate Action Office | Grant start date: 7/1/23 Grant end date: 6/30/27 |

*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:

One position is requested to perform the added work required by the EPA grant and to complete work on the EPA required schedule. This position serves as administrative lead developing the updated Climate Action Plan (CAP) with the Vermont Climate Council. This will require meeting public meeting laws and will present unique challenges related to collaborative drafting. Without this position, the Climate Action Office will not have a point person to ensure the Comprehensive Climate Action Plan is aligned with the CAP. This would create confusion around the need for both documents and would result in a lack of clarity around the overlapping components versus the differences between the plans.

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

Julie Moore 11/21/2023
 Signature of Agency or Department Head Date

Harold Schwartz 12/13/23
 Approved/Denied by Department of Human Resources Date

Adam Greshin Digitally signed by Adam Greshin
 Date: 2023.12.22 11:15:31 -05'00'
 Approved/Denied by Finance and Management Date

Sarah Clark 12/29/2023 | 1:15:18 EST
 Approved/Denied by Secretary of Administration Date

[Signature] 1/10/24
 Approved/Denied by Governor (required as amended by 2019 Leg. Session) Date

Comments:

Request for Classification Review Position Description Form A

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: _____ | | |

Incumbent Information:

 Employee Name: Employee Number:

 Position Number: Current Job/Class Title:

 Agency/Department/Unit: Work Station: Zip Code:

 Supervisor's Name, Title, and Phone Number:

 How should the notification to the employee be sent: ☐ employee's work location or ☐ other address, please provide mailing address:

New Position/Vacant Position Information:

 New Position Authorization: Request Job/Class Title: Environmental Analyst IV

 Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ Sponsored

 Vacant Position Number: Current Job/Class Title:

 Agency/Department/Unit: Natural Resources Work Station: Montpelier Zip Code: 05602

 Supervisor's Name, Title and Phone Number: Jane Lazorchak, Director, (802) 505-0561

Type of Request:

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

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

1. Job Duties

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

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

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

This is a limited service position tied directly to the Climate Pollution Reduction (CPR) Grant planning grant and the deliverables required. The job duties are as follows:

Support the mitigation team of the Climate Action Office (CAO) in developing competitive implementation grants tied to the Priority Climate Action Plan (PCAP) developed by Vermont as the first deliverable of the CPR planning grant. In doing so, this position will coordinate with divisions and programs in ANR eligible for the funding, as well as other state Agencies such as the Public Service Department, Agency of Transportation, and the Agency of Agriculture and Food Markets to lift up priority actions to be included.

Support the administrative needs and programmatic development tied to implementation grants which EPA has signaled will be awarded to all states. These awards will be between \$2-\$500 million.

Support the Climate Change Data and Progress Analyst in the CAO to track the cobenefits of actions in the PCAP and develop a plan to communicate them.

Support the development of a Quality Assurance Project Plan for Vermont's implementation grant.

Support the coordination of larger strategies which underpin the success of all mitigation actions such as workforce planning and engagement with Vermonters.

Coordinate the development of the Comprehensive Climate Action Plan which is expected to be an economy-wide climate action plan and will be aligned Vermont's Climate Action Plan which is statutorily required to be updated on the same schedule.

Develop clear processes, deadlines, and systems to coordinate the drafting of these comprehensive planning documents to support drafting by the Vermont Climate Council and state staff.

Serve as administrative lead on development of the updated Climate Action Plan with the Vermont Climate Council. This will require meeting public meeting laws and will present unique challenges related to collaborative drafting.

Serve on CPR grant planning team and coordinate communication with the Environmental Protection Agency on deadlines and deliverables.

2. Key Contacts

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

State Agencies who work in the climate mitigation space such as the Public Service Department, Agency of Transportation, Agency of Agriculture and Food Markets, and Agency of Commerce and Community Development. In addition, this position will serve as a key liaison with the Vermont Climate Council which is made up of 15 legislatively appointed members and eight administration officials. Finally, this position will support communication on the CPR grant to the Inter-Agency Advisory Board to the CAO.

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

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

No

4. Do you supervise?

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

No

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

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

This position will be directed by the Director of the CAO and the Climate Change Mitigation Program Manager closely to support the desired outcomes. Weekly check ins will be needed and work will be articulated and managed closely.

6. Mental Effort

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

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

This position will need coordinate work products across divisions in ANR, other state agencies, and with external partners. It will require a high mental effort to manage the varied tasks and multiple perspectives.

7. Accountability

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

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

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

For example:

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

This position will support the development and oversight of Vermont's implementation grant for CPR grant which will range from \$2-\$500 million. In the interim, it is directly tied to meeting the deliverables of the \$3 million planning grant.

8. Working Conditions

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

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

| Type | How Much of the Time? |
|-----------------------------|-----------------------|
| Meeting statutory deadlines | 20% |
| | |
| | |

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

disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|------|-----------------------|
| none | |
| | |
| | |

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

| Type | How Heavy? | How Much of the Time? |
|------|------------|-----------------------|
| none | | |
| | | |

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

| Type | How Much of the Time? |
|------|-----------------------|
| none | |
| | |

Additional Information:

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

nothing to add

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

Supervisor's Section:

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

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

As the supervisor of this position, I have documented my considerations through the preapration of the preceding sections.

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

Above

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

N/A

4. Suggested Title and/or Pay Grade:

Environmental Analyst IV - Climate Planning Coordinator/Pay Grade 23

Supervisor's Signature (**required**): Jane Lazorchak Date: 8/11/23

Personnel Administrator's Section:

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

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

☐ Yes ☒ No If yes, please provide detailed information.

Attachments:

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

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

Suggested Title and/or Pay Grade:

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

DocuSigned by:

Cheryl Dopp

3BAACB2EE6DE433...

Date: 8/17/2023

Appointing Authority's Section:

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

Suggested Title and/or Pay Grade:

DocuSigned by:



660847D6D5144F2...

8/23/2023

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

Date

EPA CPRG Budget - New Limited-Service Environmental Analyst Position

| | Year 1 | Year 2 | Year 3-4 | Total |
|------------------------------------|---------------|----------------|-----------------|----------------|
| Salary - New Environmental Analyst | 27,551 | 57,545 | 150,159 | 235,255 |
| Fringe - New Environmental Analyst | 17,828 | 37,236 | 97,165 | 152,228 |
| Indirect | 8,075 | 16,866 | 44,012 | 68,953 |
| Total | 53,454 | 111,647 | 291,335 | 456,436 |



State of Vermont
Department of Human Resources
120 State Street, 5th Floor
Montpelier, VT 05620-2505
humanresources.vermont.gov

Agency of Administration

[phone] 802-828-3696
[fax] 802-828-3409

MEMORANDUM


TO: Nicolas Kramer, Budget Analyst, Department of Finance & Management
FROM: Harold Schwartz, Director of Operations
DATE: 12/13/23
SUBJECT: ANR CPRG Request for Limited Service Position

Position is not specified in the indicated grant, per se, but personnel and fringe benefit costs are specified., and the requesting entity has indicated that the position (and cost details) are provided in the grant budget (see attached. Spreadsheet "Federal Budget CPRG..."). . They have indicated that "the position is included in the grant budget. There are three positions named in the grant budget, two existing positions and the limited-service environmental analyst position that we are requesting."

Response to inquiry as to the possible use of a vacant Limited Service position which is not currently under recruitment, (position #660514), is as follows:

"Position #660514 was part of a position request package from 2022 related to the Infrastructure Investment and Jobs Act/Bipartisan Infrastructure Law (IIJA/BIL) federal funding incoming to the Department. More specifically this position was related to work related to oversee environmental assessment and cleanup and Brownfield and Superfund sites. The amount of IIJA/BIL funding originally anticipated when the position request was coordinated did not materialize in full and since DEC did not receive the full anticipated funding this position was not filled.

Aimee Pope, Deputy Secretary Doug Farnham, and F&M Commissioner Greshin indicated on numerous occasions that the IIJA/BIL positions were only authorized for this purpose and that they couldn't be converted to any other use. Otherwise, DEC would have used the position to address other position needs within the Department. Another IIJA/BIL funding period is anticipated in this next Federal funding cycle where DEC hopes obtain the funding to recruit for this vacant position"

| | | | | | |
|---|---|--|--|--|-----------------------------------|
|  | U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement | | GRANT NUMBER (FAIN): 00A01253 MODIFICATION NUMBER: 0 PROGRAM CODE: 5D | DATE OF AWARD 07/24/2023 | |
| | | | TYPE OF ACTION New | | MAILING DATE 07/27/2023 |
| | | | PAYMENT METHOD: ASAP | | ACH# 10114 |
| | | | | | |
| RECIPIENT TYPE: State | | | Send Payment Request to: Contact EPA RTPFC at: rtpfc-grants@epa.gov | | |
| RECIPIENT: Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522 EIN: 03-6000274 | | | PAYEE: Vermont D.E.C. 1 National Life Drive Main Building, 2nd Floor Montpelier, VT 05620-3522 | | |
| PROJECT MANAGER | | EPA PROJECT OFFICER | | EPA GRANT SPECIALIST | |
| Jane Lazorchak 1 National Life Drive Davis 2 Montpelier, VT 05620-3522 Email: Jane.Lazorchak@Vermont.gov Phone: 802-505-0561 | | Madeline Isenberg 5 Post Office Square, Suite 100 Boston, MA 02109-3912 Email: Isenberg.Madeline@epa.gov Phone: 617-918-1271 | | Flower Armijo Mission Support Division 5 Post Office Square, Suite 100 Boston, MA 02109-3912 Email: Armijo.Flower@epa.gov Phone: 617-918-1923 | |
| PROJECT TITLE AND DESCRIPTION Climate Pollution Reduction Program - Federal Fiscal Year 2023 See Attachment 1 for project description. | | | | | |
| BUDGET PERIOD 07/01/2023 - 06/30/2027 | PROJECT PERIOD 07/01/2023 - 06/30/2027 | TOTAL BUDGET PERIOD COST \$3,000,000.00 | TOTAL PROJECT PERIOD COST \$3,000,000.00 | | |
| NOTICE OF AWARD <p>Based on your Application dated 04/26/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$3,000,000.00. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$3,000,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p> | | | | | |
| ISSUING OFFICE (GRANTS MANAGEMENT OFFICE) | | AWARD APPROVAL OFFICE | | | |
| ORGANIZATION / ADDRESS | | ORGANIZATION / ADDRESS | | | |
| U.S. EPA, Region 1, EPA New England 5 Post Office Square, Suite 100 Boston, MA 02109-3912 | | U.S. EPA, Region 1, EPA New England R1 - Region 1 5 Post Office Square, Suite 100 Boston, MA 02109-3912 | | | |
| THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY | | | | | |
| Digital signature applied by EPA Award Official Arthur Johnson - Director, Mission Support Division | | | | DATE 07/24/2023 | |

| FUNDS | FORMER AWARD | THIS ACTION | AMENDED TOTAL |
|-------------------------------|--------------|-------------|---------------|
| EPA Amount This Action | \$0 | \$3,000,000 | \$3,000,000 |
| EPA In-Kind Amount | \$0 | \$0 | \$0 |
| Unexpended Prior Year Balance | \$0 | \$0 | \$0 |
| Other Federal Funds | \$0 | \$0 | \$0 |
| Recipient Contribution | \$0 | \$0 | \$0 |
| State Contribution | \$0 | \$0 | \$0 |
| Local Contribution | \$0 | \$0 | \$0 |
| Other Contribution | \$0 | \$0 | \$0 |
| Allowable Project Cost | \$0 | \$3,000,000 | \$3,000,000 |

| Assistance Program (CFDA) | Statutory Authority | Regulatory Authority |
|---|-------------------------|-------------------------------------|
| 66.046 - Climate Pollution Reduction Grants | Clean Air Act: Sec. 137 | 2 CFR 200, 2 CFR 1500 and 40 CFR 33 |

[illegible]

Budget Summary Page

| Table A - Object Class Category (Non-Construction) | Total Approved Allowable Budget Period Cost |
|--|--|
| 1. Personnel | \$381,973 |
| 2. Fringe Benefits | \$246,535 |
| 3. Travel | \$12,720 |
| 4. Equipment | \$0 |
| 5. Supplies | \$20,000 |
| 6. Contractual | \$1,228,616 |
| 7. Construction | \$0 |
| 8. Other | \$998,200 |
| 9. Total Direct Charges | \$2,888,044 |
| 10. Indirect Costs: 0.00 % Base - | \$111,956 |
| 11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %) | \$3,000,000 |
| 12. Total Approved Assistance Amount | \$3,000,000 |
| 13. Program Income | \$0 |
| 14. Total EPA Amount Awarded This Action | \$3,000,000 |
| 15. Total EPA Amount Awarded To Date | \$3,000,000 |

Attachment 1 - Project Description

This agreement provides funding under the Inflation Reduction Act (IRA) to The Vermont Agency of Natural Resources, Climate Action Office to develop a comprehensive, economy-wide climate mitigation plan or update an existing plan in collaboration with air pollution control districts, and large and small municipalities statewide, and tribal governments that will support actions to reduce greenhouse gases (GHG) and harmful air pollutants and to conduct meaningful engagement with low-income and disadvantaged communities. Specifically, the recipient will design and implement priority and comprehensive actions to mitigate climate change. The work that will take place to implement the Climate Pollution Reduction Grant is built upon the framework of the Vermont Global Warming Solutions Act, long established programmatic work related to greenhouse gas emissions analysis and reduction like the Annual Vermont Greenhouse Gas Emissions Inventory and the Vermont Carbon Budget, and a recently adopted Initial Vermont Climate Action Plan. Public engagement and stakeholder outreach is also a core tenant of the newly formed Climate Action Office and will be integrated into the development and implementation of the Priority Climate Action Plan (PCAP) and Comprehensive Climate Action Plan (CCAP). In general, activities include the development, updating, and evaluation of plans to reduce climate pollution (i.e., to reduce GHG emissions and/or enhance carbon sinks). Specific activities include reducing GHG emissions from the transportation, buildings, regulated utility, industrial, commercial, and agricultural sectors; encouraging smart growth and related strategies; achieving long-term sequestration and storage of carbon and promote best management practices to achieve climate mitigation, adaptation, and resilience on natural working lands; achieve net zero emissions by 2050 across all sectors; reduce energy burdens for rural and marginalized communities; limit the use of chemicals, substances, or products that contribute to climate change; and building and encouraging climate adaptation and resilience of Vermont communities and natural systems. Three key deliverables will be produced and submitted over the course of the four-year program period, including: a Priority Climate Action Plan (PCAP), due March 1, 2024; a Comprehensive Climate Action Plan (CCAP), due two years from the date of the award; and a Status Report, due at the close of the grant period.

The expected outcomes include a PCAP and CCAP that identifies: tons of pollution (GHGs and co-pollutants) reduced over the lifetime of the measures; tons of pollution (GHGs and co-pollutants) reduced annually; and tons of pollution (GHGs and co-pollutants) reduced with respect to low-income and disadvantaged communities. Other expected outcomes include: increased public awareness and education; encourage smart growth and related strategies; reduced energy burdens for rural and marginalized communities; improved resilience and adaptation; improved air quality; and improved health.

The intended beneficiaries include all residents and visitors to the state of Vermont through six key principles: 1) Ensuring Inclusive, Transparent, and Innovative Engagement in the development of the plan and associated policies and program; 2) Creating Accountable and Restorative recommendations that recognize inequality and seek to resolve

them using clearly identified strategies; 3) Moving at The Speed of Trust where candor and

honesty are recognized as essential for public trust and preparing Vermonters for transition to a sustainable climate future; 4) Incorporating Solidarity to create inclusionary spaces for all traditions and cultures, particularly for Indigenous communities, recognizing them as integral to a healthy and vibrant Vermont; 5) Prioritizing The Most Impacted First through recommendations that address the needs of impacted and frontline communities first, providing the greatest benefits of transitions to these communities; 6) Developing Supports for Workers, Families, and Communities that consider and plan for potential impacts on workers, families and their communities based on the implementation of Vermont's Climate Action Plan. Sub-award to the Vermont Public Service Department for staff costs: The Public Service Department is the State's Energy Office and is charged with developing and updating the Vermont Comprehensive Energy Plan, which is a companion document to the Vermont Climate Action Plan and is required to be consistent with the Climate Action Plan pursuant to the Vermont Global Warming Solutions Act. The PSD needs additional staff capacity to support the growth in deployment of actions to support reducing emission from the thermal sector which we anticipate being a high priority through the development of the PCAP. This capacity will also support complementary work to engage Vermonters and coordinate any necessary updates to the Comprehensive Energy Plan as a component of the Comprehensive Climate Action Plan deliverable under the CPRG. This sub-award will be dedicated to supporting that work at PSD.

Sub-award to a Vermont Regional Planning Commission (RPC): To incorporate the energy and climate planning of Vermont municipalities and regional planning organizations into the PCAP and CCAP, ANR will execute a sub-award to a Vermont RPC to conduct two phases of planning work. Phase 1 will include a survey of all existing municipal and regional climate and energy plans to be submitted to ANR so that these plans can be incorporated by reference into the PCAP. Phase 2 will include technical and policy support for municipalities and other RPCs to update or adopt climate and energy plans for incorporation into the CCAP. Both deliverables under Phases 1 and 2 will be critical to inform the PCAP accurately and adequately and CCAP deliverables and ensure that these entities can access the CPRG implementation funding and be covered under the PCAP and CCAP. Additionally, RPCs will be a critical partner in engagement to municipalities across both phases of the sub-award.

Administrative Conditions

National Administrative Terms and Conditions

General Terms and Conditions

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

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

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

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

A. Correspondence Condition

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

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

B. Pre-Award Costs

In accordance with 2 CFR 1500.9, the recipient may charge otherwise allowable pre-award costs (both Federal and non-Federal matching shares) incurred from **07/01/2023** 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

Climate Pollution Reduction Grants Specific Programmatic Terms and Conditions

A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports – Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on

each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

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

Performance Reports - Frequency

Quarterly performance reports are required to be submitted electronically to the EPA Project Officer within 30 calendar days after the reporting period (every three-month period). Quarterly reports are due according to the following schedule. If a due date falls on a weekend or holiday, the report will be due on the next business day. If a project start date falls within a defined reporting period, the recipient must report for that period by the given due date unless otherwise noted. This quarterly reporting schedule shall be repeated for the duration of the award agreement.

July 1 – September 30 Reporting Period: report due date October 30 (note, in year 1, this reporting period should begin at the project start date)

October 1 – December 31 Reporting Period: report due date January 30

January 1 – March 31 Reporting Period: report due date April 30

April 1 – June 30 Reporting Period: report due date July 30

The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

Subaward Performance Reporting

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

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 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

B. DELIVERABLES AND REQUIREMENTS

States that accept an award are required to produce and electronically submit the following three deliverables by the date specified:

- 1.) By March 1, 2024, a Priority Climate Action Plan (PCAP), which is a narrative report that includes a focused list of near-term, high-priority, implementation ready measures to reduce Greenhouse Gas (GHG) pollution and an analysis of GHG emissions reductions that would be achieved through implementation. These initial plans can focus on a specific sector or

selected sectors, and do not need to comprehensively address all sources of GHG emissions and sinks in the jurisdiction. The PCAP must include: a GHG inventory; quantified GHG reduction measures; a low-income and disadvantaged communities benefits analysis; and a review of authority to implement.

2.) A Comprehensive Climate Action Plan (CCAP), due 2 years from the date of the award. The CCAP is a narrative report that should touch on all significant GHG sources/sinks and sectors present in a state or metropolitan area, establish near-term and long-term GHG emission reduction goals, and provide strategies and identify measures to achieve those goals. Each CCAP must include: a GHG inventory; GHG emissions projections; GHG reduction targets; quantified GHG reduction measures; a benefits analysis for the full geographic scope and population covered by the plan; a low-income and disadvantaged communities benefits analysis; a review of authority to implement; a plan to leverage other federal funding; and, a workforce planning analysis.

3.) A Status Report, due at the closeout of the 4-year grant period. This report should include the implementation status of the quantified GHG reduction measures included in the CCAP; any relevant updated analyses or projections supporting CCAP implementation; and, next steps and future budget/staffing needs to continue CCAP implementation.

States must coordinate with municipalities and air pollution control agencies within their state to include priority measures that are implementable by those entities. States are further encouraged to similarly coordinate with tribes. In all cases, the lead organization for a state or metropolitan area PCAP funded through the CPRG program must make the PCAP available to other entities by March 1, 2024 for their use in developing an implementation grant application.

State lead organizations must involve stakeholder groups and the public in the process for developing the PCAP and CCAP. Potential stakeholders include urban, rural, and underserved or disadvantaged communities as well as the general public, governmental entities, federally recognized tribes, Port Authorities, labor organizations, community and faith-based organizations, and private sector and industry representatives.

C. Cybersecurity Condition

State Grant Cybersecurity

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

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

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

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

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to

the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

D. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements](#).

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

E. Public or Media Events

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events related to activities accomplished as a result of this agreement, and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

F. Geospatial Data Standards

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

G. Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement a Quality Assurance (QA) planning document in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

"Environmental information operations" is a collective term for work performed to collect, produce, evaluate, or use environmental information or the design, construction, operation, or application of environmental technology. For EPA, environmental information includes direct measurements of environmental parameters or processes, analytical testing of environmental conditions, information provided by models, information compiled from other sources such as databases, software applications, or existing literature, the development of environmental software, tools, or models, or the design, construction, operation, or application of environmental technology.

The QAPP must be approved by EPA prior to environmental information operations, except under circumstances requiring immediate action to protect human health and the environment or operations conducted under police powers. Unless an alternate schedule has been agreed upon, QAPPs are to be submitted at least 60 days before project activities begin. QAPPs are submitted electronically to the following:

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

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

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

H. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that Vermont State Agency of Natural Resources Climate Action Office received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

I. Pre-Award Costs

In accordance with 2 CFR 1500.8, the grantee may charge pre-award costs incurred from **07/01/2023** 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.

