



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: August 11, 2025
Subject: Grant/LSP Request– JFO #3262

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***The Agency of Commerce and Community Development has requested an expedited review of JFO #3262. Please respond by Friday, August 15, 2025.***

JFO #3262: \$67,845,000.00 to the Agency of Commerce and Community Development, Department of Housing and Community Development from the U.S. Department of Housing and Urban Development. Funds will be used for disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the most impacted and distressed areas resulting from the flooding events which occurred July 9 - July 21, 2023. The request includes two (2) limited-service positions, two (2) Grants Management Analysts, to ensure compliance and manage sub awards to affected communities.

[Received 08/05/2025, expedited review requested 08/05/2025]

[NOTE: *The packet includes a pre-spending notice. Though the formal grant agreement has not yet been received, the Administration has approved the request. The formal award letter is expected mid-August and the department is working closely with H.U.D. to ensure grant compliance.]*

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. If we do not have a response by **Friday, August 15, 2025**, members will be polled.



State of Vermont**Department of Housing and Community Development**

One National Life Drive

Deane C. Davis Building, 6th Floor Montpelier, VT 05620-0501

802-828-1093

www.accd.vermont.gov

TO: Joint Fiscal Committee
FROM: Alex Farrell, Commissioner, Department of Housing & Community Development
DATE: August 5, 2025
SUBJECT: Expedited Review Requested for CDBG Disaster Recovery Funds

Members of the Joint Fiscal Committee,

I am writing to request expedited review of the Community Development Block Grant – Disaster Recovery (CDBG-DR) grant. The Department of Housing & Community Development has received approval of our CDBG-DR Action Plan from the U.S. Department of Housing & Urban Development (HUD).

The Department is working closely with HUD to ensure speedy, efficient, and effective implementation of these funds, as well as to ensure that we are implementing all necessary measures for grant compliance. The Department is also working very closely with municipalities and regional partners across the state to ensure that communities have ample support to access these funds. Pre-applications from eligible communities are due to be submitted by the end of the day today, August 5, 2025. As of this writing, 37 pre-applications have been received, and our team will commence review immediately and continue working closely with applicants.

It is critical that the Department is able to move into implementation as expeditiously as possible given the ongoing threat to communities in need of climate adaptation, and given the scope and scale of the recovery need from the July 2023 flooding.

Thank you for your consideration and review.

Sincerely,

A handwritten signature in black ink, appearing to read "Alex Farrell".

Alex Farrell
Commissioner, Department of Housing and Community Development



**State of Vermont**

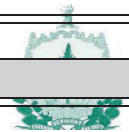
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

Agency of Administration

[phone] 802-828-2376

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:	The allocation for the State of Vermont under Public Law No: 118-158 on 12/21/2024 (The Disaster Relief Supplemental Appropriations Act) for Community Development Block Grant Disaster Recovery funds (CDBG-DR). The funds are specified to be used for: “disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the most impacted and distressed (MID) areas resulting from a qualifying major disaster that occurred in 2023.” The Grant will be for a period of 6 years once the Agreement is signed with HUD. As of 7/25/2025, an official grant award letter has not yet been received. The grant agreement is expected to be finalized in mid-August.				
Date:	7/25/2025				
Department:	ACCD HCD				
Legal Title of Grant:	Community Development Block Grant-Disaster Recovery				
Federal Catalog #:	14.228				
Grant/Donor Name and Address:	U.S. Department of Housing and Urban Development Washington, D C				
Grant Period:	From:	7/1/2025	To:	6/30/2030	
Grant/Donation	\$67,845,000				
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$46,481,974	\$19,635,724	\$1,727,302	\$67,845,000	Spending authority will be contingent upon receiving a grant award letter from HUD.
Position Information:	# Positions	Explanation/Comments			
	2				
Additional Comments:					



STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		
Department of Finance & Management	Adam Greshin <small>Digitally signed by Adam Greshin Date: 2025.07.27 18:40:44 -04'00'</small>	(Initial)
Secretary of Administration	Nick Kramer <small>E710487A28FB404...</small>	(Initial)
Sent To Joint Fiscal Office	Anna Reinold	Date
	<div>REVIEWED <small>By Anna Reinold at 5:30 pm, Aug 01, 2025</small></div>	

Jason Aronowitz
Digitally signed by Jason Aronowitz
Date: 2025.07.25
17:10:54 -04'00'



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

BASIC GRANT INFORMATION				
1. Agency:	Commerce and Community Development			
2. Department:	Housing and Community Development			
3. Program:	Community Development Block Grant-Disaster Recovery			
4. Legal Title of Grant:	Community Development Block Grant-Disaster Recovery			
5. Federal Catalog #:	14.228			
6. Grant/Donor Name and Address: U.S. Department of Housing and Urban Development Washington, D C				
7. Grant Period:	From:	7/1/2025	To:	6/30/2030
8. Purpose of Grant: The allocation for the State of Vermont under Public Law No: 118-158 on 12/21/2024 (The Disaster Relief Supplemental Appropriations Act) for Community Development Block Grant Disaster Recovery funds (CDBG-DR). The funds are specified to be used for: “disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the “most impacted and distressed” (MID) areas resulting from a qualifying major disaster that occurred in 2023”. The Grant will be for a period of 6 years once the Agreement is signed with HUD.				
9. Impact on existing program if grant is not Accepted: Pressure to attempt to fund Disaster-related projects from the regular CDBG Program that is already over subscribed and level-funded going into FY26 there is no additional funds.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 26	FY 27	FY 28-30	
Personal Services	\$931,974	\$642,974	\$1,727,302	Admn =\$3,392,250
Operating Expenses	\$50,000	\$40,000	\$0	
Grants	\$45,500,000	\$18,952,750	\$0	
Total	\$46,481,974	\$19,635,724	\$1,727,302	This includes the remaining fiscal years in the grant which totals \$67,845,000
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$46,481,974	\$19,635,724	\$1,727,302	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	

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

Grant (source)	\$	\$	\$	
Total	\$	\$	\$	

Appropriation No:	711001000	Amount:	\$46,481,974
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$46,481,974

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: Lindsay Kurrle Agreed by: LHK (initial)

12. Limited Service Position Information:	# Positions	Title
	2	Grants Management Analyst
Total Positions	2	

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: <u>Nate Formalarie</u>	Date: 7/25/2025
	Title: Nate Formalarie, Deputy Commissioner	
	Signature: <u>Lindsay Kurrle</u>	Date: 7.25.25
	Title: Lindsay Kurrle, Secretary	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> NK <input type="checkbox"/>	Approved:	(Secretary or designee signature) <u>Nick Kramer</u> <small>E710467A28FB104...</small>	Date: 7/28/2025 4:13:14
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <u>[Signature]</u>	Date: 8/1/25
<input type="checkbox"/>	Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input checked="" type="checkbox"/> Form AA-1PN attached (if applicable)
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).	



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

Agency of Administration

[phone] 802-461-9903
[fax] 802-828-3409

MEMORANDUM

TO: Jason Aronowitz, Budget Analyst, Department of Finance and Management
FROM: David Fuller, Deputy Director of Classification and Position Management
DATE: 7/25/2025
SUBJECT: ACCD Limited Service Positions Request

I have reviewed the attached documentation submitted by ACCD for two Grants Management Analyst positions. Per the Department submission these two new positions will be funded through a "US Department of Housing and Urban Development, Community Development Block Grant, Disaster Recovery." The form AA-1 states that the funds for these positions are available from 7/1/2025 through 6/30/2031. A meeting was held with ACCD Deputy Commissioner Nate Formalarie on 7/25/25 to discuss further details surrounding this request. Deputy Commissioner Formalarie states that ACCD has an approved Action Plan and expects an award letter for this grant to be arriving in the near future with the Grant Agreement arriving in Mid-August.

Please let me know if you have any questions.



**State of Vermont
Department of Housing and Community Development**

Deane C. Davis Building, 6th Floor
One National Life Drive, Montpelier, VT 05620-0501

accd.vermont.gov/community-development/funding-incentives/vcdp

*Agency of Commerce and
Community Development*

INTEROFFICE MEMORANDUM

TO: SARAH CLARK, SECRETARY OF ADMINISTRATION, AND JOINT FISCAL COMMITTEE

FROM: ANN KARLENE KROLL, DHCD FEDERAL PROGRAMS DIRECTOR

SUBJECT: REQUEST FOR APPROVAL FOR ACCEPTANCE OF HUD COMMUNITY DEVELOPMENT
BLOCK GRANT – DISASTER RECOVERY (CDBG-DR) GRANT FUNDING
FOR JULY 2023 PRESIDENTIALLY DECLARED DISASTER DR-4720

DATE: JULY 17, 2025

CC: ALEX FARRELL, COMMISSIONER, DHCD
NATE FORMALARIE, DEPUTY COMMISSIONER DHCD
DANIEL DICKERSON, ADMINISTRATIVE SERVICES DIRECTOR ACCD
JANE MODICA, HUMAN RESOURCES ADMINISTRATOR

The Agency of Commerce and Community Development, Department of Housing and Community Development respectfully requests approval to accept the CDBG-DR Grant from the U.S. Department of Housing and Urban Development (HUD) for \$67,845,000 in funding that supports the disaster recovery and mitigation efforts related to the Presidentially declared disaster DR-4720.

CDBG-DR exists only when Congress appropriates funding for such programs as Presidentially declared disasters under Title IV of the Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C.5121 et seq.). CDBG-DR is implemented through Federal Register Notices and, where appropriate, regulations for the annual CDBG program which can be found at 24 CFR 570 for the State Program.

Since the foundation of the CDBG-DR program is based on the regulations of the CDBG Program, which is administered by the Vermont Agency of Commerce and Community Development, Department of Housing and Community Development, the CDBG-DR funding will also be administered by ACCD.

The CDBG-DR funding provides for disaster relief for unmet needs, long-term recovery and restoration of housing, economic revitalization, infrastructure, and mitigation in the most impacted and distressed



July 15, 2025

Community Development Block Grant-Disaster Recovery (CDBG-DR) Grant

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(MID) areas resulting from severe storms, flooding, landslides, and mudslides of DR-4720 that occurred in the State during the weather and flooding events from July 9 through July 21, 2023.

Specifically, the HUD MID areas are Lamoille and Washington Counties, and the State-identified MID areas are Caledonia, Orleans, Rutland, Windham, and Windsor Counties. The HUD and State priorities are complementary as both are seeking to identify communities heavily impacted by the disaster, with a minimum of 80% of the CDBG-DR allocation to be used in the HUD-identified MID areas while up to 20% of the allocation will be used in the Grantee-identified MID areas. Additionally, the State is required to spend a minimum of 15% of funding on mitigation activities. These funds do not need to have a tie-back to the storm, unlike the CDBG-DR allocation, but must be used to address mitigation activities through stand-alone activities or to supplement program activities.

The State will use 5% (\$3,392,250) for administration to ensure the appropriate and compliant management of the VCDP CDBG-DR program over the next six years.

As per the attachments, Limited-Service Positions Request, we anticipate hiring two new staff to provide additional capacity to assist in carrying out the myriad of responsibilities associated with the federal regulations, to provide technical assistance to the applicants/grantees to be successful with their projects, and to ensure the State of Vermont is fully compliant with HUD as well. For instance, it will be a mandatory requirement for both the State and any of our recipients to attend a two-day in person Fraud, Waste and Abuse Training with the HUD Office of the Inspector General before any grant funds can be drawn.

The remaining balance of \$64,452,750 will be allocated for the established programs of housing, municipal infrastructure, mitigation, and planning to address unmet needs in each category.

At a minimum, 70% of program funds must meet the Low- and Moderate-Income (LMI) National Objective. The Housing Construction and Rehabilitation program will seek to prioritize the new construction of housing units to be made available to LMI households at or below 80% of area median income while the rehabilitation projects will prioritize the renovation and restoration of housing units occupied by LMI households.

Likewise, infrastructure in support of housing will also seek to prioritize going for the development of affordable housing for LMI households at 80% of area median income.

Municipal infrastructure projects will also seek to prioritize support of LMI households wherever possible or use the National Objective of Urgent Need for the reconstruction or construction of public facilities, such as water/sewer, road and culverts.

The CDBG-DR Mitigation set aside activities that do not have to have a direct tie-back to the DR-4720 are defined as activities that increase resilience to disasters and reduce or eliminate the long-term risk of



July 15, 2025

Community Development Block Grant-Disaster Recovery (CDBG-DR) Grant

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loss of life, injury, damage to and loss of property, and suffering and hardship, and lessening the impact of future disasters.

The CDBG-DR funds received by the State of Vermont must be spent within six years from the date which the grant agreement is signed with HUD. The anticipated completion date will be June 30, 2030.

Thank you very much for considering this request. Please do not hesitate to contact me at 802-505-1338 or at annkarlene.kroll@vermont.gov should you need additional information.

Attachments: CDBG-DR Notice of Allocation of Funding From HUD

AA-1PN Spending – Pre-Notice

AA-1 Grant Acceptance

Limited-Service Positions Request

RFR for Grants Management Analyst

Organization Chart



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

Print 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: Commerce & Community Development/Housing & Community Dev Date: _____

Name and Phone (of the person completing this request): Ann Karlene Kroll (802) 505-1338

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. Department of Housing and Urban Development, Community Development Block Grant, Disaster Recovery

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

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Grants Management Analyst	2	Grants Management	July 1, 2025 through June 30, 2031

*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

To ensure the State has the demonstrated capacity to meet all the HUD requirements of the CDBG-DR funding and to be fully compliant with HUD. In addition, to provide the necessary technical assistance to our customer base of municipalities, nonprofit and for profit organizations many of whom have no knowledge of the HUD basic CDBG Regulations, let alone all the new regulations that have come with the DR funding.

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)).

July 25, 2025

Signature of Agency or Department Head _____ Date _____

David Fuller

Digitally signed by David Fuller
Date: 2025.07.25 15:04:35 -04'00'

Approved/Denied by Department of Human Resources _____ Date _____

Adam Greshin

Digitally signed by Adam Greshin
Date: 2025.07.27 18:42:57 -04'00'

Approved/Denied by Finance and Management _____ Date _____

Nick Kramer

7/28/2025 | 4:13:14 EDT

Approved/Denied by Secretary of Administration _____ Date _____

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

Comments:

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

PURPOSE & INSTRUCTIONS:

*This form is intended solely as notification to the Joint Fiscal Committee of the unavoidable need to spend State funds in advance of Joint Fiscal Committee approval of grant requests and with the intent of securing a federally or privately funded grant award. Pre-notification is required for expenditures of state funds beyond basic grant application preparation and filing costs. Expenditure of these state funds does not guarantee that a grant will be awarded to the State of Vermont, or that a future grant award will be accepted by the Joint Fiscal Committee. If a grant award is subsequently received, a completed **Form AA-1 Request for Grant Acceptance** must be submitted to the Joint Fiscal Committee for review and approval before spending or obligating additional funds.*

BASIC GRANT INFORMATION

1. Agency: Commerce and Community Development

2. Department: Housing and Community Development

3. Program: Community Development Block Grant-Disaster Recovery

4. Legal Title of Grant: Community Development Block Grant-Disaster Recovery

5. Federal Catalog #: 14.228

6. Grant/Donor Name and Address:

U.S. Department of Housing and Urban Development

7. Grant Period: **From:** 7/1/2025 **To:** 6/30/2030

8. Purpose of Grant:


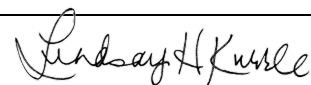
The allocation for the State of Vermont under Public Law No: 118-158 on 12/21/2024 (The Disaster Relief Supplemental Appropriations Act) for Community Development Block Grant Disaster Recovery funds (CDBG-DR). The funds are specified to be used for:

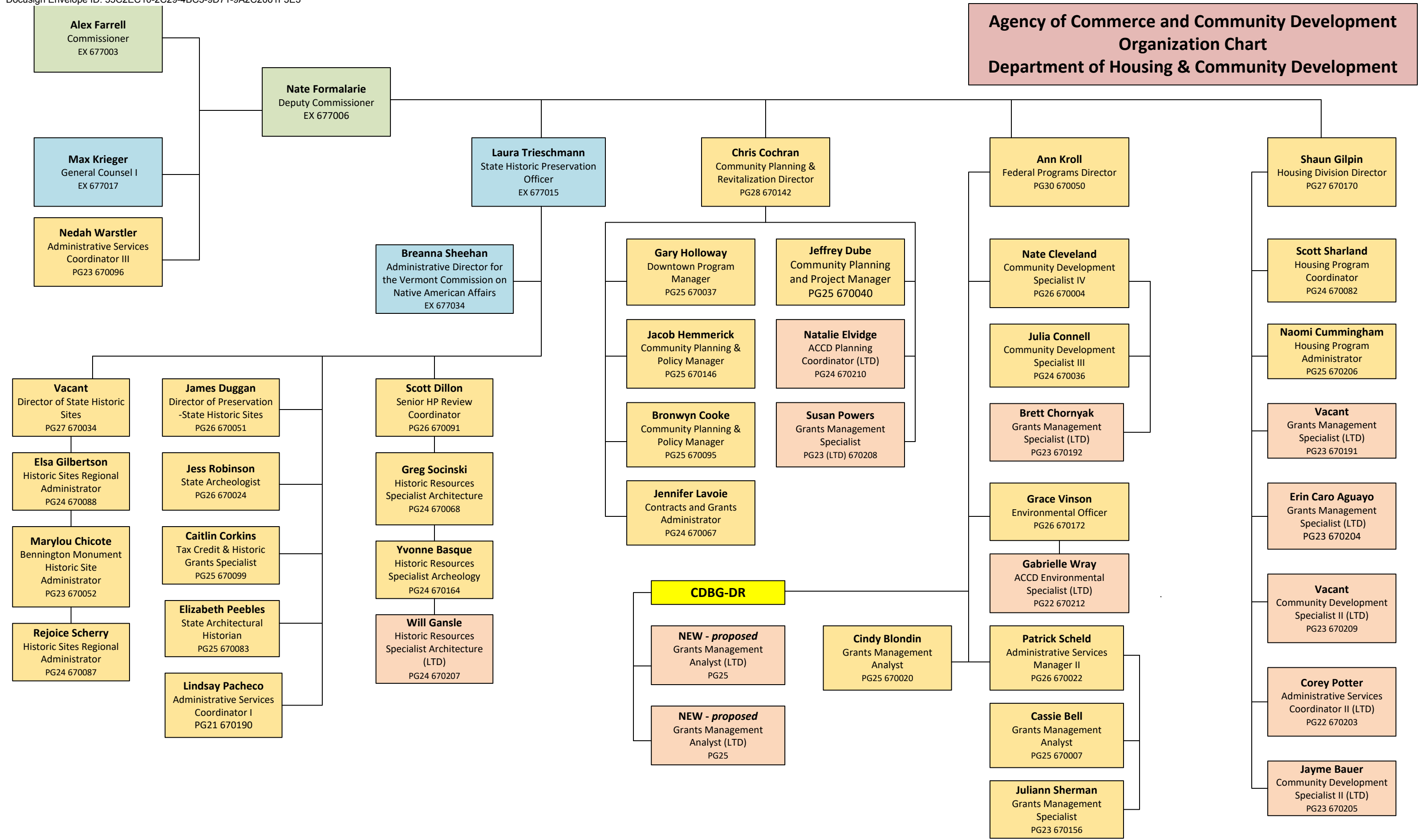
“disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the “most impacted and distressed” (MID) areas resulting from a qualifying major disaster that occurred in 2023 or 2024”. The Grant will be for a period of 6 years once Agreement is signed with HUD.

9. STATE FUNDS TO BE SPENT IN ADVANCE OF GRANT ACCEPTANCE BY JOINT FISCAL:

Expenditures:	FY 26	Required Explanation/Comments
Personal Services	\$236,168.00	(Include type of expenditures to be incurred, i.e. training, planning, proposal development, etc.) The State has contracted with Guide House to assist with the data research to inform the Action Plan, and to assist in the writing and overall development of the draft Action Plan to be submitted to HUD. Likewise, to ensure the State has the demonstrated capacity to meet all the HUD requirements of the CDBG-DR funding and to be fully compliant with HUD we will hire a Temporary staff immediately to assist with the development of the Program Policies that must be in place, provide the necessary technical assistance to our customer base of municipalities, nonprofit and for profit organizations many of whom have no knowledge of the HUD basic CDBG Regulations, let alone all the new regulations that have come with the DR funding, to assist them with the submittal of applications through the online Grants management System. This will enable a more timely undertaking of the DR Program once the State has an executed Grant Agreement with HUD, Assumptions: 6
Operating Expenses	\$20,000.00	
Grants	\$0.00	
Total	\$246,168.00	

STATE OF VERMONT GRANT SPENDING PRE-NOTICE (Form AA-1PN)

		payperiods, 240 hours @29.87 hourly rate (Grade 25) for the Temporary staff and \$229,000 for Guide House, and computer and cell phone set-up and IT costs, etc.
10. AUTHORIZATION AGENCY/DEPARTMENT		
I/We certify that spending these State funds in advance of Joint Fiscal Approval of a Grant is unavoidable, and that a completed Form AA-1 Request for Grant Acceptance will be submitted for Joint Fiscal Committee approval if a grant award is received for this program:	Signature: 	Date: 7.25.25
	Title: Nate Formalarie, Deputy Commissioner	
	Signature: 	Date: 7/25/25
	Title: Lindsay Kurrle, Secretary	
11. ATTACHMENTS: Attach relevant documentation that demonstrates the necessity of this expenditure. (example: funding opportunity guidelines require training, etc.)		
Distribution: Original - Joint Fiscal Office; Copy 1 – Department Grant File; Copy 2 – Attach to Form AA-1 (if grant is subsequently received).		
(End Form AA-1PN – Grant Spending Pre-Notice – Form AA-1PN)		



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.

**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 _____		Effective Date: _____
Date _____		Date Processed: _____
Comments: _____		
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: Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ SponsoredVacant Position Number: Current Job/Class Title: Agency/Department/Unit: Work Station: Zip Code: Supervisor's Name, Title and Phone Number: **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.*

The major responsibilities for this position include researching federal regulations and developing policies that align with the Programs to be funded with Community Development Block Grant-Disaster Recovery (CDBG-DR) funding, writing procedures to inform applicants/grantees how to apply and carry out the CDBG-DR Programs, evaluation of grant applications, writing analyses of the applications; interpretation of complex financial statements, review of environmental review conditions and monitoring for compliance and completion; drafting Grant Agreements/Amendments for the review by the General Counsel and the Director before being offered to the Grantees; monitoring of the grantees performance, providing technical assistance to Community Development and other Grants Management staff with complex projects, and with regard to the compliance standards of the federal Labor Standards, including Davis-Bacon requirements and reporting; procurement and contracting standards and requirements; final program report reviews and clearance; issuance of Certificates of Program Clearance; reviewing and approving requisitions for payment; back-up for drawing the federal funds through the HUD Systems; will manage a grant portfolio of projects and maintaining reconciliation of the Community Development Block Grant Program (CDBG); and HOME Investment Partnership Program (HOME) in the HUD Integrated Disbursement and Information System (IDIS) and CDBG-DR and the Recovery Housing Program (RHP) in the Disaster Recovery Grant Reporting System (DRGR).

The work is performed at an advanced professional level involving policy development and analysis, evaluation, compliance and financial review and monitoring of Federal programs that are awarded through the U.S. Department of Housing and Urban Development (HUD) to the State of Vermont, Agency of Commerce and Community Development, Department of Housing and Community Development, and ultimately through a competitive process to a municipality or organization to carry-out a project, participates in the compliance review of grant applications.

The Federal Programs and annual allocations are as follows:

Community Development Block Grant - Disaster Recovery (CDBG-DR) - \$67,885,000

Community Development Block Grant Program (CDBG) - \$7,485,780

HOME Investment Partnership Program (HOME) - \$3,014,372

HOME- American Rescue Plan (ARP) - \$9,544,167

Recovery Housing Program - \$2,759,657, this includes FY23, 24 and 25

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*.

U.S.Dept. of Labor; HUD Regional Officials, with regard to Labor Standards or obtaining additional wage classifications or disputes; Municipal Officials, Non-Profit/For Profit Organizations, Grant Administrators, Developers with regard to all project elements and meeting the regulations of the CDBG/CDBG-DR Program or identifying how a project could be structured to work within the confines of the CDBG/CDBG-DR regulations; Attorneys, Architects, Engineers, Contractors, Appraisers, Cost Estimators, other State Agencies at various points throughout projects.

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.

The HUD Systems are security-controlled and do require specialized training, authorization and clearance by HUD for federal security purposes. The online Grants Management System, Grants Electronic Application Reporting System (GEARS) is a web-based system that does require additional computer skills to navigate the system and adequately provide technical assistance to the grantees to maneuver through the system for all things grant-related from applications to grant agreements to responding to special conditions, requisitioning funds, to progress reports.

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:

N/A

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.

Priorities are frequently pre-determined by applicants, developers, organizations, and municipalities with the submission of their projects for funding, making it somewhat difficult to control the workload and develop scheduled priorities. There will be competing deadlines and needs of multiple grantees and programs. Quite often the applications are discussed in joint meetings to prioritize technical assistance needs.

There are set schedules for reviewing requisitions and drawing funds for requisitions that can be planned around for both the grantees and the administrative requisitions for internal staffing costs.

It is a collaborative effort to establish onsite monitoring and technical assistance visits, and then once conducted a schedule is outlined to complete the report and issue the report as an upload through GEARS for the Grantees to review and respond to accordingly.

There is an expectation of the core responsibilities of the position are known and a certain level of independent judgement is used to ensure the work is completed under the direction of the Director.

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.*

The complexity of the federal regulations for the CDBG and CDBG-DR Programs are vast and must be thoroughly understood and interpreted correctly to ensure eligibility and allowability of the expenditure of the CDBG and CDBG-DR funds.

Reviewing and approving requisitions is extremely stressful from the standpoint of meeting the deadlines for the processing; however, more stressful is ensuring not missing something, or approving an ineligible cost that ultimately could put the Program at risk with HUD.

The competing deadlines both internally and externally with meeting the demands of the grantees needs on their schedules, and to maintain the responsiveness to the internal staff and reporting.

The position must have the ability to keep abreast of more than 65-80 open grants at any time with various project partners and often interfaces with multiple state and federal funding agencies and processes that involve considerable mental demands including concurrent reviews of diverse projects under tight timelines.

Other mental stressors associated with the position is the constant changes in the Federal Regulations or HUD interpretations that affect the projects. The employee must be aware of these changes, seek training through the provided webinars, and then disseminate the information to colleagues and grantees.

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 is responsible for critical compliance requirements of the Vermont Community Development Program funded under the Community Development Block Grant Program (CDBG) and the CDBG-DR Program requirements. The Labor Standards/Davis-Bacon enforcement can result in restitution, legal action, with the potential of debarment of contractors from federally funded projects for non-compliance. Under the CDBG-DR the Duplication of Benefit, the repayment of any duplication through the Subrogation Agreements with ensuing legal action.

There is shared responsibility with the DHCD Federal Programs Director for the financial management of the open grants in IDIS and DRGR of over \$97,590,000 between CDBG, RHP, CDBG-DR, HOME and HOME-ARP.

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?
Stress factors associated with this position are due to ensuring correct interpretation of the Federal laws and regulations as they relate to the CDBG and CDBG-DR Programs. Misinterpretation of these laws may have severe consequences and jeopardize projects and funding the State receives from HUD.	Daily

- 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?
Onsite monitoring inspections of projects under construction - need to wear a hardhat, breathing dust and high noise levels	once or twice a month

- 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?
Sitting	65%
Driving	10%

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.

--

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?

Once proficient in the position, serve as the lead to ensure the most current information is available from which to work, provide to staff and grantees to be fully compliant with HUD through trainings, materials and data. This position is pivotal from the pre-application stage through completion of a successful project.

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?

Ability to disseminate complex and numerous federal regulations and distill them down to an understandable level to make it possible so no one is excluded from accessing the HUD Programs; ability to provide technical assistance in such a manner as to realize a positive outcome; and most importantly be patient with those who process information more slowly and ask numerous questions to more fully understand an issue.

Critical to be a solid team player, always functioning in the mode of not adding to the stress of others, asking the question, "what's next?"

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 - this is a Management-only request

4. Suggested Title and/or Pay Grade:

I would recommend the Title of the Position be Grants Management Analyst and that it be at a Pay Grade 25 given the scope of responsibility within Grants Management and the CD staff levels, and parity with other Agency staff.

Supervisor's Signature (**required**): Ann Karlene Kroll Date: June 19, 2025

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).

No, this will not affect other positions.

Suggested Title and/or Pay Grade:

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

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:

Grants Management Analyst/ Pay Grade 25



6.20.25

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

Date



U.S. Department of Housing and Urban Development

MASSACHUSETTS STATE OFFICE, NEW ENGLAND AREA
Office of Community Planning and Development
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street - Fifth Floor
Boston, Massachusetts 02222-1092

Ann Karlene Kroll
Director of Grants Management, Department of Housing and Community Development
Vermont Agency of Commerce and Community Development
One National Life Drive, Deane C. Davis Building, 6th Floor
Montpelier, Vermont, 05620-0501

Dear Director Kroll:

The Department is providing this notification to inform you that HUD has allocated Community Development Block Grant Disaster Recovery (CDBG-DR) funds to your jurisdiction for disasters that occurred in 2023 or 2024.

The Disaster Relief Supplemental Appropriations Act, 2025 (Public Law 118-158) approved on December 21, 2024, makes available an allocation of CDBG-DR funds for applicable jurisdictions. These CDBG-DR funds are for necessary expenses for activities authorized under title I of the Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) related to disaster relief, long-term recovery, restoration of infrastructure and housing, economic revitalization, and mitigation in the "most impacted and distressed" areas resulting from a qualifying major disaster that occurred in 2023 or 2024. Your jurisdiction's available amount is listed below:

CDBG-DR Amount	\$67,845,000
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CDBG-DR grant funds are supplemental funds appropriated by Congress and allocated by HUD to support long-term recovery and mitigation in disaster-impacted communities. CDBG-DR grants are designed to help States, units of general local government, or Indian tribes recover from Presidentially declared disasters, especially in low- and moderate-income areas. CDBG-DR assistance may be used for a broad range of recovery activities, and HUD is positioned to assist you in your efforts to address the recovery and mitigation needs of communities and neighborhoods that have the greatest unmet needs or that face challenges to recover.

The Department is committed to being your partner throughout the planning and implementation process for the use of these funds. The Department has published a *Federal Register* Notice, at https://www.hud.gov/program_offices/comm_planning/cdbg-dr/regulations, which specifies the process and requirements for accessing and implementing your CDBG-DR allocation. The Department requires grantees to submit an action plan detailing the use of their CDBG-DR funds. This plan must include the criteria for eligibility, and how the use of these funds will address long-term recovery and restoration of infrastructure and housing, economic revitalization, and mitigation in the most impacted and distressed areas. The action plan must

identify unmet recovery needs and address mitigation activities. Grantees may also submit an admin-only action plan to HUD, to access the admin portion of the grant award.

Additionally information and resources about the Universal Notice, which is applicable for your award, can be found at https://www.hud.gov/program_offices/comm_planning/cdbg-dr/universal_notice_grantees.

The jurisdiction's Chief Elected Official determines the CDBG-DR administering agency. Please confirm that your agency will be administering the CDBG-DR funds for your jurisdiction. If not, please provide contact information for the agency that will be responsible for administering the CDBG-DR funding.

Grantees can request FEMA data for planning purposes to assist in analyzing unmet needs for Action Plan development. There are two paths request this data, via DocuSign or processing the documents via e-mail (paper). Grantees can find information on how to access this data by becoming signatories to the HUD and FEMA Computer Matching Agreement, at https://www.hud.gov/program_offices/comm_planning/cdbg-dr/data-sharing. Please e-mail the jurisdiction's point of contact for data requests to CDBGdr@hud.gov.

The Department remains committed to assisting the Commonwealth of Vermont in its efforts to address recovery needs and looks forward to working with you and your staff in partnership to achieve this goal. If you have any questions regarding the information in this letter or would like to inquire why your jurisdiction received this letter, please contact Claire Morehouse, Senior Community Planning and Development Representative, at (617) 994-8358 or by email at claire.o.morehouse@hud.gov.

Sincerely,



Adam C. Ploetz
Field Office Director
Office of Community Planning and Development

Digitally signed by: ADAM
PLOETZ
Date: 2025.01.24 17:12:09
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State of Vermont
Agency of Administration
 State Recovery Office
 Pavilion Office Building
 109 State Street, 5th Floor
 Montpelier, VT 05609-0201
www.aoa.vermont.gov

Douglas Farnham, Chief Recovery Officer

TO: Representative Emilie Kornheiser, Joint Fiscal Committee Chair

FROM: Douglas Farnham, Chief Recovery Officer

DATE: July 25, 2025

RE: Community Development Block Grant - Disaster Recovery Acceptance

Signed by:
A handwritten signature in blue ink that reads "Douglas Farnham".
 41948B1C0A36415...

I am writing in support of the grant acceptance package filed to accept the Community Development Block Grant – Disaster Recovery (CDBG-DR) funding by the Agency of Commerce and Community Development (ACCD) for the July 2023 floods (DR-4720). Shortly after the Notice of Federal Opportunity was posted, the Recovery Office began working closely with ACCD to ensure the action plan which was submitted to the Department of Housing and Urban Development (HUD) was crafted to maximize the opportunity this presents to move Vermont's recovery forward.

This is achieved through several key elements of the plan – the first being a strong focus on investment in resilient housing and infrastructure to support new housing. Vermont was experiencing a housing crisis prior to the 2023 floods and multiple events over the course of 2023 and 2024 have only exacerbated the pressures on our housing market. Several hundred buyouts are in process, and while they are necessary for risk reduction, they create direct pressure on our existing housing stock. The second is allocating only 5% of the award to administrative costs to ensure 95% of funding goes towards project work.

Considering the numerous requirements by HUD and the long-term capital nature of the projects which will be implemented, the creation of two limited services positions for the 6-year term of the award represents a reasonable investment. This is also made possible by leveraging contracted staff for surge capacity when necessary.

I fully support the action plan constructed by ACCD and approved by HUD and recommend approval of acceptance of this federal award by the Joint Fiscal Committee.

