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

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

[JFO received 10/22/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by **November 9** we will assume that you agree to consider as final the Governor’s acceptance of these requests.
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 to be created. Review and approval by the Department of Human Resources must be obtained prior to review by the Joint Fiscal Office of Finance and Administration. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

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

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

Request is for:

☑ Positions funded and attached to a new grant.
☒ Positions funded and attached to an existing grant approved by JFO #_____________________

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):
   U. S. Department of Housing and Urban Development (HUD)
   Community Development Block Grant Disaster Recovery (CDBG-DR); Grant Agreement #B-12-DT-50-0001
   CDBG-DR funding in the amount of $21,660,211

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

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

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

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

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

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

Signature of Agency or Department Head
Jennifer
Date 10/12/12

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

Approved/Denied by Finance and Management
Date 10/12/12

Approved/Denied by Secretary of Administration
Date

Comments:
Position Information:

Incumbent: **Vacant or New Position**
Position Number: **NEW** Current Job/Class Title: **N/A**
Agency/Department/Unit: **ACCD/Economic, Housing and Community Development**
GUC: 67213
Pay Group: **57A** Work Station: **Montpelier** Zip Code: **05602**
Position Type: ☑ Permanent ☑ Limited Service (end date) **June, 2016**
Funding Source: ☑ Core ☐ Sponsored ☑ Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.) **Federal 100%**
Supervisor's Name, Title and Phone Number: **Ann Kroll, Director of Grants Management 828-5225**

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

☑ New Position(s):

a. REQUIRED: Allocation requested: Existing Class Code **049600** Existing Job/Class Title: **Grants Management Specialist**
b. Position authorized by:
Vacant Position:

a. Position Number:

b. Date position became vacant:

c. Current Job/Class Code:  

current Job/Class Title:

d. REQUIRED: Requested (existing) Job/Class Code:  

Requested (existing) Job/Class Title:

e. Are there any other changes to this position; for example: change of supervisor, GUC, work station? Yes  No  If Yes, please provide detailed information:

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties:  Consultative, administrative, and technical work at a professional level involving the development, management, monitoring and closeout of major federal and state grant programs for the Department of Housing and Community Affairs. Positions in this class are responsible for training and technical assistance to municipal and regional officials, program administrators, state managers and other professional staff. Duties focus on grants management, on-site compliance monitoring, financial audits management, environmental review, labor standards/Davis-Bacon, procurement, contracts, and programs' clearance. Work is performed under the general supervision of the Grants Management Director. Coordinates and/or participates in the on-site monitoring system of the grantees. Schedules, attends, and evaluates grantee compliance against appropriate standards. Provides written reports of grantee compliance with federal, state and local laws and regulations. Prepares monitoring letters, provides follow up resolution and recommends clearance to the Director. Conducts review of final program reports, interim and final audits, and other closeout data for all Department grant programs. Prepares determination letters and recommends solutions where appropriate. Provides compliance management and technical assistance to all grantees in the conduct of all program activities. May review environmental clearance and issue Environmental Release of Funds letters. Assists municipalities, grant administrators, independent contractors, and Department staff to understand and comply with federal and state requirements. Develops written materials, conducts training workshops, on-site technical assistance, and consultation. Participates in the compliance review of grant applications. Performs related duties as required.

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

**Title I of the Housing and Community Development Act (Public Law 930383)**

**HI-00515R of 20515R**

<table>
<thead>
<tr>
<th>1. Name of Grantee (as shown in item 5 of Standard Form 424)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Vermont</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Grantee's Complete Address (as shown in item 5 of Standard Form 424)</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Vermont One National Life Drive - Sixth Floor Montpelier, VT 05620-0501</td>
</tr>
</tbody>
</table>

**Grants Agreement:** This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions/addendums, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 38. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

**U.S. Department of Housing and Urban Development (By Name)**

**Grantee Name:** Robert D. Shumayo

**Title:** Director

**Signature:**

**Date (mm/dd/yyyy):** 08/30/2012

**8. Special Conditions (check one)**

- None

- Attached

**Signature:**

**Date (mm/dd/yyyy):** 09/05/2012

**Loan Guarantee Acceptance Provisions for Designated Agencies:**

The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.

**HUD Accounting use Only**

<table>
<thead>
<tr>
<th>Batch</th>
<th>TAC</th>
<th>Program</th>
<th>Y</th>
<th>A Reg Area</th>
<th>Document No.</th>
<th>Project Number</th>
<th>Category</th>
<th>Amount</th>
<th>Effective Date (mm/dd/yyyy)</th>
<th>F</th>
</tr>
</thead>
<tbody>
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<td>176</td>
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</tbody>
</table>

**Date Entered PAS (mm/dd/yyyy):**

**Date Entered LOCSS (mm/dd/yyyy):**

**Batch Number:**

**Transaction Code:**

**Entered By:**

**Verified By:**

**Form:** HUD-7082 (11/10)
III. Method of Distribution (77FR22586)

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

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

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

**Proposed CDBG-DR Distribution**

<table>
<thead>
<tr>
<th>Grants and Administration</th>
<th>Amount</th>
<th>Proposed Allocation (Targeted)</th>
<th>Washington, Windsor and Windham Counties 80% Target*</th>
<th>All other Counties 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Grants: Economic Recovery</td>
<td>$3,000,000</td>
<td></td>
<td>$5,984,412</td>
<td>$2,015,588</td>
</tr>
<tr>
<td>Competitive Grants: Housing</td>
<td>$1,750,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive Grants: Municipal Infrastructure, etc</td>
<td>$2,250,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Competitive Grants: Planning</td>
<td>$1,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Competitive Grants</strong></td>
<td><strong>$8,000,000</strong></td>
<td><strong>$5,984,412</strong></td>
<td><strong>$2,015,588</strong></td>
<td></td>
</tr>
<tr>
<td>State Direct Grants: HMGP buyouts</td>
<td>$5,862,530</td>
<td>85-15%</td>
<td>$4,982,273</td>
<td>$880,257</td>
</tr>
<tr>
<td>State Direct Grants: Housing Recovery</td>
<td>$3,398,649</td>
<td>70-30%</td>
<td>$2,529,056</td>
<td>$1,019,595</td>
</tr>
<tr>
<td>State Direct Grants: Mobile Home Financing</td>
<td>$500,000</td>
<td>80-20%</td>
<td>$400,000</td>
<td>$100,000</td>
</tr>
<tr>
<td>State Direct Grants: Economic Recovery, Tourism Marketing</td>
<td>$250,000</td>
<td>100%</td>
<td>$250,000</td>
<td>$0</td>
</tr>
<tr>
<td>State Direct Grants: Economic Recovery, Downtown Assistance</td>
<td>$400,000</td>
<td>75-25%</td>
<td>$300,000</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total State Direct Grants</strong></td>
<td><strong>$10,411,179</strong></td>
<td><strong>$8,311,327</strong></td>
<td><strong>$2,099,852</strong></td>
<td><strong>$100,000</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td>$2,166,021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State Administration</strong></td>
<td><strong>$1,083,011</strong></td>
<td><strong>$866,499</strong></td>
<td><strong>$216,602</strong></td>
<td><strong>$381,679</strong></td>
</tr>
<tr>
<td><strong>Total Allocation</strong></td>
<td><strong>$21,660,211</strong></td>
<td><strong>$17,328,169</strong></td>
<td><strong>$4,332,042</strong></td>
<td><strong>$4,332,042</strong></td>
</tr>
</tbody>
</table>

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