



The State of New Hampshire  
**Department of Environmental Services**



Sam

**Robert R. Scott, Commissioner**

May 27, 2021

**FEB 21 198**

The Honorable Ken Weyler, Chairman  
 Fiscal Committee of the General Court  
 State House  
 Concord, NH

His Excellency, Governor Christopher T. Sununu  
 and the Honorable Council  
 State House  
 Concord, New Hampshire 03301

**REQUESTED ACTIONS**

1. Pursuant to RSA 14:30-a, VI, authorize the Department of Environmental Services (NHDES) to accept and expend \$50,000,000 in federal funds from the American Rescue Plan Act of 2021 (ARPA) to fund investments in drinking water, and wastewater infrastructure, effective as of July 1, 2021 through June 30, 2023, upon Fiscal Committee and Governor & Council approval. Funding is 100% Federal Funds. The Budget Table is shown on page 2 of this request.
2. Pursuant to the provisions of RSA 124:15,I, authorize NHDES to establish seven full time temporary positions effective as of July 1, 2021 through June 30, 2023, upon Fiscal Committee and Governor & Council approval. The positions were approved by the Division of Personnel on April 29, 2021. A copy of the approval documentation is attached.

Classification Title	Position #	Labor Grade	Salary Range
Business Administrator II	9T3089	24	\$48,769 - \$68,952
Accountant II	9T3091	18	\$38,200 - \$52,845
Civil Engineer III	9T3092	24	\$48,769 - \$68,952
Env Program Manager	9T3093	27	\$55,555 - \$79,170
Environmentalist III	9T3094	23	\$46,761 - \$65,949
Environmentalist III	9T3095	23	\$46,761 - \$65,949
Sanitary Engineer III	9T3097	31	\$65,949 - \$94,867

ARPA Program  
 03-44-44-440010-24xx<sup>1</sup>  
 Fiscal Years 2022-2023

Class	Budget Category	Current Budget	Requested Action	Revised Budget
<b>Income</b>				
000-40xxxx	Federal Funds	\$0	(\$50,000,000)	(\$50,000,000)
<b>Expenditures</b>				
18-500106	Overtime	0	40,000	40,000
20-500200	Current Expense	0	24,937	24,937
22-500255	Bldg Rent-Other than State	0	3,700	3,700
24-500225	Maint. Other than Bldg/Grnds	0	3,000	3,000
27-582703	Transfers to DOIT	0	88,740	88,740
28-582814	Transfers to General Services	0	63,396	63,396
30-500321	Equipment	0	28,171	28,171
37-500174	Technology-Hardware	0	19,380	19,380
38-500175	Technology Software	0	12,360	12,360
39-500188	Telecommunications	0	17,549	17,549
40-500800	Indirect Costs	0	149,349	149,349
41-500801	Audit Set-Aside	0	50,000	50,000
42-500620	Additional Fringe Benefits	0	75,555	75,555
46-500463	Consultants	0	300,000	300,000
50-500109	Temporary Personnel	0	591,004	591,004
59-500117	Full Time Temporary	0	814,694	814,694
60-500601	Benefits	0	776,426	776,426
66-500544	Employee Training	0	6,800	6,800
70-500705	In-State Travel	0	9,500	9,500
72-500574	Grants -- Federal	0	36,260,000	36,260,000
80-500710	Out of State Travel	0	3,500	3,500
85-588581	Interagency Grants	0	161,939	161,939
102-500731	Contracts - Program Services	0	500,000	500,000
301-5040xx	Loans	0	10,000,000	10,000,000
	<b>Total</b>	<b>\$0</b>	<b>\$50,000,000</b>	<b>50,000,000</b>

<sup>1</sup>All direct program costs will be accounted for using activity 00FRF602WB4401A and all administrative and indirect costs will be accounted for using activity 00FRF602WB4401Z.

3. Subject to approval of Item #1, authorize the Department of Environmental Services to enter into a Memorandum of Agreement with the NH Department Fish and Game (VC# 311244-B001) in an amount of not to exceed \$293,665 to provide funding for one position to assist with timely protected wildlife reviews related to NHDES infrastructure permits, effective as of July 1, 2021 through December 31, 2024, upon Governor & Council approval, predicated on the future extension of funding by the Fiscal Committee and Governor & Council beyond June 30, 2023. 100% Federal Funds.

Funding is available in the account as follows with the authority to adjust encumbrances in each of the State Fiscal Years through the Budget Office, if needed and justified. Funding for FY22-25 is contingent upon continuing appropriation and availability of funds.

	<u>FY 22</u>	<u>FY23</u>	<u>FY24</u>	<u>FY25</u>
03-44-440010-24xx-085-588575	\$78,506	\$83,433	\$87,109	\$44,617
Dept of Environmental Services, ARPA Program, Interagency Federal Fund Grants				

#### EXPLANATION

The American Rescue Plan Act (ARPA) of 2021, is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by President Biden on March 11, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic and the ongoing recession.

The Act defines eligible uses of the state and local funding, including responding to public health emergency, responding to workers performing essential work during the COVID -19 emergency, providing revenue relief to states and making investments in water, sewer and broadband infrastructure.

Based on planning between the Department, legislative leadership, and the Governor's Office, a portion of the ARPA funds have been initially allocated to NHDES to invest in the drinking water and wastewater infrastructure of New Hampshire. This initial appropriation will allow NHDES to stand up the program by having the necessary staff in place to manage the infrastructure program and begin to award grant funding to entities. NHDES is developing a detailed use plan for the ARPA funds based on interim guidance from the US Treasury Department.

Some of these funds will be allocated to the Fish & Game Department to enable these agencies to work collaboratively with NHDES to achieve the primary goal of facilitating necessary water and sewer infrastructure improvements by providing support to help ensure timely processing of statutorily required protected threatened and endangered species consultations for associated land resource management permits.

Current staffing resources are not sufficient to deal with these new responsibilities given the magnitude of the funds being awarded for major drinking water and wastewater infrastructure projects, as grants, loans, and contracts and extensive financial and compliance monitoring being placed on NHDES to comply with federal transparency requirements.

NHDES is requesting to budget these funds as shown below:

- Class 018 To cover the cost for overtime for personnel.
- Class 020 To cover costs for public outreach, postage, office supplies, field supplies, and vehicle use.
- Class 022 To cover costs for rented office equipment.
- Class 024 To cover repairs of field equipment and other instrumentation.
- Class 027 To cover costs for Department of Information Technology services.
- Class 028 To cover costs for state office building rent and related services.
- Class 030 To cover costs for office and field equipment.
- Class 037 To cover the costs for computers for new staff.
- Class 038 To cover the costs for software for new staff.
- Class 039 To cover the costs of telecommunications.
- Class 040 To cover the program share of statewide indirect costs.
- Class 041 To cover the cost of Audit Set-Aside charges related to the federal program
- Class 042 To cover the program share of additional fringe benefit costs.
- Class 046 To cover the cost of outside engineering firms to assist with major projects
- Class 050 These funds are available in support of expanded or new program activities not previously budgeted. Employee support from existing NHDES programs will be used to conduct activities under this program. FAQ 48 from US Treasury states that payroll and benefits of employees managing new grant programs established with FRF is an allowable use, therefore, these funds will be used to supplant funding for the following positions, which are currently budgeted.

Position #	Title	Account 03-44-44-	Funding Mix	Amount
9T2909	Aministrator III	444010-7428	100% Other	\$ 31,346
9T2912	Env Technician III	444010-7428	100% Other	26,155
9T2913	Sanitary Engineer III	444010-7428	100% Other	42,570

9T2983	Administrator III	444010-8873	100% Other	25,448
9T2985	Environmentalist IV	444010-8873	100% Other	65,016
40492	Hydrogeologist IV	444010-8893	100% Other	32,018
9T2655	Administrator IV	444010-8893	100% Other	35,588
9T2669	Civil Engineer VI	444010-8893	100% Other	34,174
41225	Administrator III	441018-4718	100% Federal	40,341
19124	Administrator IV	441018-4790	100% Other	43,108
19868	Env. Program Manager	441018-4790	100% Other	32,437
18324	Administrator III	441018-2002	100% Federal	50,954
12051	Civil Engineer VI	441018-4788	100% Other	34,180
12130	Sanitary Engineer III	441018-4788	100% Other	32,766
12114	Environmentalist IV	442010-7602	100% Federal	45,014
30001	Env Program Manager	442010-3642	100% Federal	19,889
			TOTAL	\$ 591,004

Funding in the amount of \$591,004 which is budgeted for the current positions, will either be lapsed or closed to control resulting in a net zero increase in budgeted funds.

- Class 059 To cover the costs for the seven full-time temporary positions for coordination and execution of NHDES's management of investments in drinking and clean water infrastructure projects.
- Class 060 To cover benefits for full-time and part-time personnel.
- Class 066 To cover costs for employee training.
- Class 070 To cover instate travel to project sites and outreach/public meetings.
- Class 072 To cover grants to entities for infrastructure projects.
- Class 080 To cover out-of-state technical training travel costs for staff.
- Class 085 To cover costs associated with F&G assistance being provided to the department with permitting of projects.
- Class 102 To cover costs for cybersecurity assessments and analysis.
- Class 301 To cover the cost of loans for drinking & clean water infrastructure projects.

The following is intended to address the seven questions required by the Fiscal Committee with respect to the acceptance of federal and other funds in which new positions are established or extended:

1. **List All Personnel by Classification, Labor Grade, and Salary:** Seven fulltime, temporary positions as listed below:
  - **Business Administrator II** (LG 24, \$48,769 - \$68,952) to oversee all accounting and reporting activities of the American Rescue Plan Act (ARPA) program. This position will also research and ensure

compliance with all federal ARPA requirements, set up budgets, complete cash flows, fiscal and/or G&C requests as well as oversee the staff processing and reviewing transactions. This position will also review amortization schedules and final loan/grant documents to ensure correctness.

- **Accountant II** (LG 18, \$38,200 - \$52,845) to process transactions related to the ARPA program and prepare supporting financial reports, calculate income drawdowns, and maintain detailed financial records for this program. This includes but is not limited to reconciliation of subsystems to NHFIRST, calculate and prepare draws for expenditure reimbursement; analyze, audit and ensure accurate grant records and proper authorizations; prepares, processes and maintains all contract payments, disbursement requests, deposits and transfers of expenditures as necessary.
- **Civil Engineer III** (LG 24, \$48,769 - \$68,952) to review wastewater infrastructure engineering plans and perform oversight of the permitting and construction of wastewater infrastructure. This position would also be responsible for ensuring wastewater infrastructure projects are designed and constructed in accordance with applicable state statutes and rules. This position will provide support to the senior staff in the Design Review and Construction Management sections of the Wastewater Engineering Bureau.
- **Environmental Program Manager** (LG 27, \$55,555 - \$79,150) to provide project management and administration of the funds provided to communities for the planning, design and construction of wastewater infrastructure projects, in conjunction with loans funded under the Clean Water State Revolving Fund (CWSRF) program. Responsibilities to include, but not limited to, soliciting and processing project applications, funding agreements, and disbursements. This position will work closely with CWSRF staff of the Wastewater Engineering Bureau.
- **Environmentalist III** (LG 23, \$46,761 - \$65,949) to provide reviews of grant and loan programs associated with ARPA to ensure compliance with state and federal laws, rules and policies, relative to stormwater and hazard resilience projects. Responsibilities include performing review of funding applications and analyzing their scope of work, budget and project content to determine completeness and eligibility, and recommending appropriate action. This position would also be responsible for providing technical assistance to federal and state agencies, funding recipients, municipalities, community groups and individuals.
- **Environmentalist III** (LG 23, \$46,761 - \$65,949) to provide reviews of grant and loan programs associated with ARPA to ensure compliance with state and federal laws, rules and policies. Responsibilities include performing review of funding applications and analyzing their scope of work, budget and project content to determine completeness and eligibility, and recommending appropriate action. This position would also be responsible for providing technical assistance to federal and state agencies, funding recipients, public water systems and municipal groups and individuals.

- **Sanitary Engineer III** (LG 31, \$63,999-\$88,101) to review water supply infrastructure engineering plans and oversight of the permitting and construction of water supply infrastructure funded by ARPA. This position would also be responsible for reviewing applications for grants and loans and management of awarded grants and loans related to the work funded by ARPA.
2. ***Explain the Nature, Need, and Duration of the Program:*** The American Rescue Plan Act of 2021 is providing funds to states through the Coronavirus State Fiscal Recovery Fund to assist states with the economic impacts of the pandemic. To this end, this portion of those funds is earmarked for water and sewer infrastructure improvement investments. The program runs through December 31, 2024.
  3. ***What is the Relationship to Existing Programs?***  
The ARPA funds will complement the existing Clean Water and Drinking Water State Revolving Fund programs as well as the Drinking Water/Ground Water Trust Fund in providing grants/loans for water and sewer infrastructure improvements.
  4. ***Has a Substantially Similar Program been Requested of the Legislature and Denied?*** No.
  5. ***Why was this Program and Its Funding Not Included in the Operating Budget?*** The federal grant funds were not available at the time the department created its FY22/23 Operating budget request. Management of the overall ARPA funds is being coordinated through GOEFFR.
  6. ***Can any Portion of the Funds Be Utilized if Either, None, or Only Part of the Positions are Authorized?*** No, the contracts, loans and grant portions of the requested funding could not be effectively awarded without approval of the positions. Current staff resources would preclude timely review and processing of work scope authorizations, reports, engineering plans and loan/grant applications. Current staffing is not sufficient to allow timely execution of the work required under the federal requirements.
  7. ***What is the Estimate of the Amount of Funding Required to Continue the Positions in Future Years?***  
It is anticipated that the positions are likely to continue until the ARPA funding expires on December 31, 2024. The estimated cost of these positions in FY 24/25 is \$910,541.

We respectfully request your approval of these items.

  
Robert R. Scott, Commissioner  
NH Department of Environmental Services





## SUPPLEMENTAL JOB DESCRIPTION

**CLASSIFICATION:** Business Administrator II

**FUNCTION CODE:** 1262-440

**POSITION TITLE:** Business Administrator II

**DATE ESTABLISHED:** 4/27/21

**POSITION NUMBER:** 9T3089

**DATE OF LAST AMENDMENT:**

**SCOPE OF WORK:** Plans and oversees the fiscal and budgetary activities of the American Rescue Plan Act (ARP) within the Administrative Services Unit, Grants Management Section, and with guidance from the Business Administrators of the State Revolving Fund (SRF) and Fund Accounting Sections.

### ACCOUNTABILITIES:

- Plans and develops the financial and administrative functions for the multiple American Rescue Plan federal programs.
- Establishes procedure manuals and reporting formats for the accounting activities and internal controls of the federal programs.
- Plans and prepares the state and federal budget, including creating cash flows and expenditure projections.
- Researches federal, state, and agency requirements and guidelines and presents solutions and goals to maintain the efficiency and financial stability of ARP.
- Reviews the preparation of federal financial reports, federal fund drawdown reports and other related reports to ensure federal and state requirements are met.
- Reviews Governor & Council and Fiscal Committee requests to accept and budget funds and makes necessary budget adjustments to ensure efficient fiscal operations.
- Evaluates the work efforts of the Accountant IV including responsibility for training and performance evaluations.
- Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with a major study in accounting, business administration, or public administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Business Administrator II**

**Position #9T3089**

**Page 2**

**Experience:** Five years' professional experience in accounting or business administration involving fiscal management, including two years of supervisory or administrative experience. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**PREFERRED WORK TRAITS:** Knowledge of the principles, methods and techniques of business management. Knowledge of public administration including budget preparation, personnel administration, purchasing and accounting activities. Knowledge of the rules, regulations, procedures, and practices of the agency concerned. Knowledge of office management and the preparation and negotiation of leases and contracts. Ability to prepare and supervise preparation of budgetary and purchasing requests. Ability to express ideas clearly and concisely. Ability to establish and maintain successful working relationships with subordinates and the public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

_____	_____	_____
Employee's Name	Employee's Signature	Date Reviewed

Supervisor's Name and Title: S. Ireland, Business Administrator III

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

_____	_____
Supervisor's Signature	Date Reviewed

_____	_____
Agency Human Resources	Date Approved/Revised

_____	_____
Appointing Authority's Signature	Date Reviewed/Approved

**Reserved for DOP and Designees Only**

<u>Janice Day</u>	<u>4/27/21</u>
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_____	_____
Division of Personnel	Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

**CLASSIFICATION:** Accountant II

**FUNCTION CODE:** 0042-440

**POSITION TITLE:** Accountant II

**DATE ESTABLISHED:** 4/27/21

**POSITION NUMBER:** 9T3091

**DATE OF LAST AMENDMENT:**

**SCOPE OF WORK:** Develops accounting methods for the preparation of federal financial reports and the calculation of income drawdowns, and maintains financial records within the Administrative Services Unit, Grants Management Section.

### **ACCOUNTABILITIES:**

- Reconciles, analyzes and audits monthly expenditures of the Section's accounts on data systems such as NHFIRST and Oracle and ensures accurate grant records and proper authorization of expenditures.
- Tracks and prepares necessary documents to transfer expenditures, and makes adjustments to ensure accurate fund balances. Performs program tracking within accounts and prepares monthly reports to program managers.
- Calculates and prepares Automated Standard Application for Payment (ASAP) and related forms to drawdown federal funds to cover expenses in multiple American Rescue Plan (ARP) programs on a timely basis.
- Prepares, processes, and maintains all contract payments for the department's federal programs.
- Processes payment requests to loan and grant recipients for all programs to ensure timely disbursement of funds. Creates, updates and maintains loan, grant and contract folders for all programs. Enters the disbursements into the Loan and Grant Tracking System and NHFIRST.
- Prepares deposits for payments received in the ARP program to ensure timely allocation of funds. Enters the deposits into the Loan and Grant Tracking System and NHFIRST.
- Assists Program Managers and the Accountant IV with financial and budgetary reports as well as preparation of the biennial budget. Computes and compiles financial data to satisfy reporting requirements, preparing periodic financial and budgetary reports for federal agencies and program staff using the appropriate forms.
- Transfers and processes bi-weekly payroll expenditures to correctly allocate the Section's accounts, including coding, allocating time, and creating reports as required.
- Communicates with and provides guidance to diverse program managers to resolve fiscal and accounting problems or issues in accordance with state procedures and guidelines.
- Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in accounting or business administration. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in accounting or auditing work, including some experience in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education.

**License/Certification:** None required.

**PREFERRED QUALIFICATIONS:** Prior experience with NHFIRST is preferred. Advanced proficiency with Microsoft Outlook, Excel and Word.

**PREFERRED WORK TRAITS:** Ability to be flexible, multi-task, adapt quickly to changes in priorities, pay attention to detail, and establish and maintain effective working relationships with NHDES employees, staff at other state agencies, and customers.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Accountant IV

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Agency Human Resources

\_\_\_\_\_  
Date Approved/Revised

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date Reviewed/Approved

**Reserved for DOP and Designees Only**

*Janece Day*

4/27/21

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

**CLASSIFICATION:** Civil Engineer III

**Function Code:** 2023-442

**POSITION TITLE:** Wastewater Project Engineer

**Date Established:** 4/27/21

**POSITION NUMBER:** 9T3092

**Date of Last Amendment:**

**SCOPE OF WORK:** Monitors and reviews engineering projects in the Design Review Section as a project engineer for the Wastewater Engineering Bureau, serving municipally-owned wastewater treatment facilities (WWTFs) and collections systems.

### **ACCOUNTABILITIES:**

- Reviews pollution abatement design plans for projects including, but not limited to, those involving collection, treatment and disposal of sewage or storm water to ensure conformance with agency rules and policies.
- Reviews sewer connection permit applications for projects submitted in accordance with Env-Wq 700 Standards for Design and Construction for Sewerage and Wastewater Treatment Facilities.
- Supervises the inspection and monitoring of construction projects and the preparation of project records which document the quality and quantity of the completed construction.
- Writes technical reports for project development, develops relevant Fact Sheets, and reviews Operation and Maintenance Manuals.
- Updates, maintains and evaluates data submitted by municipalities and used by the bureau to ensure permit compliance and to evaluate operational measures.
- Conducts inspections of regulated entities to verify information submitted in applications and gather additional information required to develop permits.
- Provides input for programs and policies to assist communities with sustainability initiatives and programs for their wastewater infrastructure through the implementation of improvements in asset management, energy efficiency, climate resiliency, flood protection and emergency response.
- Collaborates with wastewater infrastructure owners, professional engineers, other state bureaus, departments and government agencies to promote and improve wastewater infrastructure practices.
- Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from an accredited institute of higher education with a major study in civil engineering.

**Experience:** Two years of post baccalaureate experience in civil engineering.

**OR**

**Education:** Bachelor's degree from an accredited institute of higher education with a major study in civil engineering.

**Experience:** Four years of post baccalaureate experience in civil engineering.

**OR**

**Education:** Associate's degree from an accredited institute of higher education with a major study in civil engineering or civil engineering technology.

**Experience:** Four years of experience in civil engineering at a level equivalent to Civil Engineer I (or higher), plus two additional years of experience in a position comparable to an Engineering Technician.

**License/Certification:**

1. Must possess an Engineer-in-Training Certificate issued by the NH Office of Professional Licensure and Certification.
2. Must possess a valid driver's license and/or have access to transportation for statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:**

I have reviewed the content of this supplemental job description with my supervisor.

Employee's Name	Employee's Signature	Date Reviewed

Supervisor's Name and Title: D. Greene, SE III, Position #12130

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature	Date Reviewed

Agency Human Resources	Date Approved/Revised

Appointing Authority's Signature	Date Reviewed/Approved

**Reserved for DOP and Designees Only**

<i>Jamie Day</i>	
	4/27/21

Division of Personnel	Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

**CLASSIFICATION:** Environmental Program Manager

**FUNCTION CODE:** 4105-442

**POSITION TITLE:** Clean Water Grants Program Manager

**DATE ESTABLISHED:** 4/27/21

**POSITION NUMBER:** 9T3093

**DATE OF LAST AMENDMENT:**

**SCOPE OF WORK:** Administers the NH State Clean Water Grants Program which provides financial assistance, in the form of grants, to municipalities and other divisions of government engaged in the planning, design, and construction of pollution abatement facilities. Assists with administration of the Clean Water State Revolving Fund (CWSRF) Program capitalization grants.

### ACCOUNTABILITIES:

- Manages the day-to-day activities of the Clean Water Grants Program including direct interaction with personnel to ensure that Clean Water Grants Program projects, applications and grants are managed efficiently and in accordance with state requirements.
- Interprets and explains technical and administrative requirements of the Clean Water Grants Program to municipal administrators, engineering consultants, the Legislature, governmental agencies, and the general public; and interfaces with same to ensure timely design and construction of publicly owned pollution abatement projects.
- Acts as liaison between applicants and DES Wastewater Engineering Bureau Design Review and Construction Management, and Administrative Services Unit, and formulates policy and guidance based on state Clean Water Grants Program regulations.
- Evaluates both short and long-term program goals as part of comprehensive strategy planning to integrate Clean Water Grants Program and CWSRF Program priorities, as well as interface with State Aid Grant (SAG) Program.
- Implements diverse program initiatives to ensure that a broad range of funding options is available to municipalities to solve pollution abatement problems.
- Prepares budgetary requests and applicable supporting documents to respond to legislative requests for the Clean Water Grants Program.
- Analyzes program operations for both efficiency and effectiveness, prepares and provides periodic reports which include programmatic and fiscal information, and recommends appropriate changes.
- Coordinates with the CWSRF Program and SAG Program to assure that Clean Water Grants Program recipients receive maximum benefits from a combination of grants and loans.
- Coordinates with the CWSRF Program to assure that funding applicants receive maximum benefits from a combination of grants and loans, and assists the CWSRF Program to process loan actions, disbursements, environmental reviews, authorization to award letters, and other tasks as needed.
- Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in biology or a related environmental science or in civil, sanitary, environmental, public health engineering or a related engineering field.

**Experience:** Five years' experience performing administrative, engineering, financial or environmentally related duties for a public or private organization, three years of which must have been in a management or supervisory position dealing with program administration, program planning or program engineering. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Must possess a valid driver's license and have access to transportation for statewide travel.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

\_\_\_\_\_  
Employee's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: Administrator III, Position #18324

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Agency Human Resources

\_\_\_\_\_  
Date Approved/Revised

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date Reviewed/Approved

**Reserved for DOP and Designees Only**

*Jamie Day*

4/27/21

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved



## SUPPLEMENTAL JOB DESCRIPTION

**CLASSIFICATION:** Environmentalist III

**FUNCTION CODE:** 4096-442

**POSITION TITLE:** Environmentalist III

**DATE ESTABLISHED:** 4/27/21

**POSITION NUMBER:** 9T3094

**DATE OF LAST AMENDMENT:**

**SCOPE OF WORK:** Assists in the planning, coordination and evaluation of grant programs and revolving loan programs for public water system projects administered by the Public Water System Sustainability Section of the Drinking Water and Groundwater (DWGW) Bureau.

### **ACCOUNTABILITIES:**

- Performs reviews of grant and loan programs to ensure compliance with state and federal laws, rules and policies.
- Develops materials for the implementation of the section's asset management, climate adaptation and sustainability practices in the drinking water industry.
- Performs review and database entry of environmental data collected and managed by the Public Water System Sustainability Section for use in federal and statewide reporting and other related initiatives.
- Provides technical assistance to federal and state agencies, funding recipients, public water systems and municipal groups and individuals.
- Plans workshops and trainings including managing registrations, obtaining speakers, and preparing agendas and evaluations.
- Performs review of funding applications and analyzes their scope of work, budget and project content to determine completeness and eligibility, and recommends appropriate action.
- Prepares funding assistance agreement documents, tracks project deadlines and updates funding program databases.
- Assists with updating forms and posting documents on the agency website.
- Uses computer models and programs to monitor, analyze and interpret data. Tracks information, prepares reports and application forms and develops and maintains standard operating procedures related to Bureau funding programs.
- Recommends changes in administrative rules or agency policy for drinking water sustainability activities. Continually seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary or redundant actions.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in environmental affairs, environmental engineering, environmental science or environmental studies; biology or ecology; resource management; wastewater management; or water resources management. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Four years' experience as an Environmental Engineer or Environmentalist in any of the fields listed above under education.

**License/Certification:** Must possess a valid driver's license for performing professional field work.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

\_\_\_\_\_  
Employee's Name    Employee's Signature    Date Reviewed

Supervisor's Name and Title: L. Adorno, Environmental Program Manager

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature    Date Reviewed

\_\_\_\_\_  
Agency Human Resources    Date Approved/Revised

\_\_\_\_\_  
Appointing Authority's Signature    Date Reviewed/Approved

**Reserved for DOP and Designees Only**

*Janice Day*    4/27/21

\_\_\_\_\_  
Division of Personnel    Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

**Classification:** Environmentalist III

**Function Code:** 4096-442

**Position Title:** Watershed Management Specialist

**Date Established:** 4/27/21

**Position Number:** 9T3095

**Date of Amendment:**

**SCOPE OF WORK:** Provides technical assistance to state, regional, municipal and local organizations implementing watershed management measures, gathers and interprets environmental data relating to climate resilience and water quality, reports on findings and makes recommendations.

### ACCOUNTABILITIES:

- Communicates the environmental priorities of the NHDES' watershed management program and activities at the national, regional, state and local level.
- Provides technical assistance, outreach and meeting facilitation to federal and state agencies, municipalities, stakeholder organizations and individuals regarding watershed management and resiliency issues.
- Works with state agencies, municipalities and stakeholder organizations to identify and implement administrative rule, policy and program changes to improve climate resiliency and environmental management.
- Interprets and synthesizes environmental data using relational databases, models, GIS and statistical analysis to determine validity of data and relationship to climate resiliency, environmental management, and ecosystem services.
- Analyzes the ecological, biological, social, economic and historic environment of the area and evaluates the short-term and long-term environmental benefits and losses resulting from proposed policies, activities and other changes; prepares appropriate reports and documentation.
- Works with project proponents to document the progress of climate adaptation and watershed management projects toward the objective of climate resiliency and water quality improvement.
- Monitors and summarizes environmental data relevant to semi-annual performance reports to track work plan progress and meet federal requirements.
- Develops grant proposals to support climate resiliency and watershed management implementation activities. Implements activities in support of watershed management bureau's climate resiliency and watershed management priorities.
- Coordinates the preparation and review of grant program materials. Administers grants and contracts for the delivery of required services.
- Continuously seeks to improve practices to add quality and value in support of the Department's mission while identifying and eliminating unnecessary and redundant actions.

### MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree from a recognized college or university with major study in biology, chemistry, environmental science, environmental engineering, forestry, natural resources, water resources management, hydrology, geology, or a related environmental science associated with environmental protection. Each additional year of approved normal education may be substituted for one year of required work experience.

**Experience:** Four years' experience as an Environmental Engineer or Environmentalist in a field related to water quality, environmental science, hydrology, geology, or biology.

**License/Certification:** Eligibility for a driver's license for performing professional field work.

**PREFERRED QUALIFICATIONS:** Familiarity with tools for analysis of environmental data including GIS, relational databases, and computer models. Familiarity with social science methods and economic analysis. Excellent communications skills including written and oral communications. Experience giving presentations.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

_____	_____	_____
Employee's Name	Employee's Signature	Date Reviewed
Supervisor's Name and Title: <u>C. Williams, Environmental Program Manager</u>		

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

_____	_____
Supervisor's Signature	Date Reviewed

_____	_____
Agency Human Resources	Date Approved/Revised

_____	_____
Appointing Authority's Signature	Date Reviewed/Approved

**Reserved for DOP and Designees Only**

<i>Janice Day</i>	4/27/21
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_____	_____
Division of Personnel	Date Approved

## SUPPLEMENTAL JOB DESCRIPTION

**Classification:** Sanitary Engineer III

**Function Code:** 8043-442

**Position Title:** Sanitary Engineer III

**Date Established:** 4/27/21

**Position Number:** 9T3097

**Date of Last Amendment:**

**SCOPE OF WORK:** Implements, directs and evaluates all technical, project management and construction oversight aspects of the state's Drinking Water Infrastructure grant and loan programs. Performs highly responsible sanitary engineering work in the Public Drinking Water Program.

### **ACCOUNTABILITIES:**

- Provides technical input and oversight to ensure that grant management and project construction is managed efficiently and effectively and in accordance with state and federal requirements, directly evaluating and supervising the work performance of DES staff.
- Formulates a comprehensive plan and coordinates the implementation of program objectives with NHDES staff responsible for financial administration, and assists designated Public Utility Commission (PUC) staff with dockets that have significant impact and involvement with DES objectives.
- Reviews engineering plans and specifications, technical reports and studies; conducts technical evaluation and provides technical assistance for public water systems to achieve compliance with EPA and State design and operation requirements.
- Conducts sanitary surveys as required under the federal and state Safe Drinking Water Act at large, complex municipal public water systems to ensure compliance and promote treatment optimization.
- Monitors and controls drinking water construction activities financed by the Drinking Water and Ground Water (DWGW) Bureau and prepares appropriate programs and financial and technical reports in order to efficiently monitor and report on funding-related activities both internally and externally.
- Performs inspections, attends on-site meetings and otherwise performs and tracks all necessary components of construction and project management oversight.
- Oversees and coordinates DWGW activities related to Water System Security internally and with other bureaus and state and federal agencies and evaluates program operations for effectiveness and efficiency.
- Continuously seeks to improve practices to add quality and value in support of the NHDES' mission while identifying and eliminating unnecessary or redundant actions.

### **MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in civil, chemical, sanitary, environmental or public health engineering.

**Experience:** Seven years' experience as a professional sanitary, civil, or environmental engineer, four of which shall have been in a supervisory capacity. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**Sanitary Engineer III**

**9T3097**

**Page 2**

**License/Certification:** Must possess a valid driver's license and/or have access to transportation for statewide travel. Must either be a Licensed Professional Engineer in the State of NH, or a Licensed Professional Engineer in another state and obtain licensure in NH within one year of employment.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed the content of this supplemental job description with my supervisor.

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date Reviewed

Supervisor's Name and Title: R. Skarinka, Civil Engineer VI

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Agency Human Resources

\_\_\_\_\_  
Date Approved/Revised

\_\_\_\_\_  
Appointing Authority's Signature

\_\_\_\_\_  
Date Reviewed/Approved

**Reserved for DOP and Designees Only**

*Janece Day*

\_\_\_\_\_  
4/27/21

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved

**MEMORANDUM OF AGREEMENT**  
**between the**  
**NH DEPARTMENT OF ENVIRONMENTAL SERVICES**  
**and the**  
**NH FISH AND GAME DEPARTMENT**

**Title:** Water Infrastructure Project Support

**I. Purpose of Agreement:**

This Memorandum of Agreement (MOA) describes the regulatory support activities associated with infrastructure projects that have been agreed to between the Department of Environmental Services (NHDES) and the Fish and Game Department (NHFG). This MOA will allow NHDES and NHFG to work collaboratively to achieve the primary goal of facilitating necessary water and sewer infrastructure improvements by providing support to help ensure timely performance of consultations for protected wildlife by NHFG for land resource management permits.

**II. Timeline of Agreement:**

This MOA duration extends from the date of approval by Governor and Executive Council of the State of New Hampshire (Effective Date) through December 31, 2024, unless terminated by either party, or extended in writing by subsequent agreement of the parties and acceptance by Governor and Council.

For the purposes of this MOA, NHDES and NHFG agree to cooperate as follows:

**III. Department of Environmental Services**

The Department of Environmental Services agrees to:

1. Provide NHFG with funding as described in the Funding, Costs and Payment section.
2. Maintain a prioritized list of land resource management permit applications that require wildlife consultations or other related reviews by NHFG.
3. Provide complete applications and other required pertinent information to NHFG to ensure that reviews and consultations by the NHFGD can be performed in an efficient manner.

**IV. Fish and Game Department**

The Fish and Game Department agrees to:

1. Recruit and retain an additional full-time Biologist I to facilitate timely processing and resolution of land resource management permits related to NHDES funded water and sewer infrastructure projects. NHFG agrees to implement the obligations set forth in Paragraphs IV.3-7 of this Section beginning on the start date of the retained Biologist I.

2. Assign responsible staff within the NHFG to serve as a liaison with NHDES for the purpose of carrying out this Agreement.
3. Perform protected wildlife consultations for land resource management permitting and other review functions based on priorities established in conjunction with NHDES. NHFG review priorities may be adjusted as necessary based on discussions with NHDES to accommodate needs such as emergency authorizations or requests for expedited reviews per Env-C 209.07.
4. For water and sewer infrastructure projects, within 30 calendar days of receiving a complete Alteration of Terrain permit application from NHDES and any additional information from the applicant as may be required under NHFG Rules (FIS 1000), provide recommendations for conservation measures, if any, or provide to the applicant and NHDES a list of any additional information needed from the applicant for NHFG to complete its review, and any initial recommendations for conservation measures, as necessary.
5. Within 14 calendar days of receiving all requested information from an applicant, provide NHDES with final recommendations for conservation measures.
6. NHFG shall make its best efforts, as available resources allow, to comply with the timeframes set forth in Paragraphs IV.4 and IV.5 for all other Alteration of Terrain permit applications.
7. Extract relevant information from wildlife assessment reports submitted with land resource management permit applications, if any, and provide this information to the NH Natural Heritage Bureau for inclusion in the confidential Natural Heritage Database.

#### **V. Mutual Agreement of the Parties**

It is further understood and agreed to between NHDES and NHFG that:

1. The parties will maintain communication via regular meetings between program staff to ensure collaboration on work that is being conducted.
2. This MOA may be modified in writing at any time by mutual consent of both parties and approval by the Governor and Council.
3. In the event that changes in either State or Federal laws or regulations occur which render the performance of portions of this MOA illegal, void, impractical or impossible, those responsibilities shall be removed from this MOA but such removal shall not affect the other provisions and obligations contained within the remainder of this MOA.
4. The parties will review this MOA at least once each year to determine whether the MOA should be revised, renewed, or terminated.
5. The parties will maintain a shared spreadsheet to track land resource management permit applications, and meet as needed to discuss the status of wildlife assessments and priorities.
6. The parties will participate in joint public hearings, when required, for permits or rulemaking related to land resource management.
7. The parties will resolve in a timely manner compliance issues, citizen concerns, and comments from other agencies pertaining to wildlife consultations.



**VI. Funding, Costs and Payment:**

NHDES shall pay NHFG for costs associated with a Biologist I, Labor Grade 21, on a quarterly basis. In the event that this MOA does not become effective, NHDES shall be under no obligation to pay for costs incurred or services performed. The total budget shall not exceed \$293,665 over the course of this MOA as shown in Attachment A. Any unused funds from one fiscal year may be carried over to future years within the MOA period.

The NHFG shall maintain supporting documentation for all costs incurred for a period of three years beyond the end of this MOA for federal reporting and auditing purposes. Supporting documentation includes but is not limited to detailed time sheets which identify hours worked on this project, vendor invoices, and other related supporting documents.

Federal funds paid under this MOA are from the American Rescue Plan Act of 2021 passed through the Secretary of the Treasury to the State of New Hampshire. All applicable requirements, regulations, provisions, terms and conditions of this federal grant, including but not limited to, the Department of Treasury Interim Final Rules under 31 CFR Part 35, are hereby adopted in full force and effect between NHDES and NHF&G.

**VII. AMENDMENTS**

This agreement may only be amended by mutual, written agreement of both NHDES and NHFG.

**VIII. TERMINATION**

This agreement may only be terminated by either NHFG or NHDES upon providing written notice to the other at least sixty (60) days prior to termination.

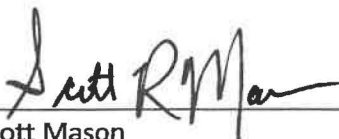
IN WITNESS WHEREOF, the respective parties have hereunto set their hands on the dates indicated.



Robert R. Scott  
Commissioner  
NH Department of Environmental Services

5/27/21

Date



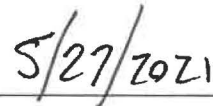
Scott Mason  
Executive Director  
NH Fish and Game Department

5-25-21

Date

Reviewed and approved as to form, substance, and execution:

  
\_\_\_\_\_  
Assistant Attorney General

  
\_\_\_\_\_  
Date

**ATTACHMENT A**

Estimated Budget for the NHDES to support a position in the NHFG for State Fiscal Years 2022-2025. The Budget includes funding for salaries, benefits, equipment, and related operating costs

<i>Estimated Budget By Fiscal Year</i>	
FY 2022	\$ 78,506
FY 2023	83,433
FY 2024	87,109
FY 2025*	44,617
TOTAL:	\$ 293,665
* Grant Ends on 12/31/24 which is half of one state fiscal year	