

**State of Vermont**  
**Agency of Administration**  
**Department of Finance & Management**  
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*Adam Greshin, Commissioner*

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**TO:** Department Business Managers  
**FROM:** Adam Greshin, Commissioner, Department of Finance and Management, &  
Doug Farnham, Chief Operations Officer, Agency of Administration  
**DATE:** July 19, 2021  
**RE:** Funding for ARPA Administrative Positions

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In Act 74 (FY22 Big Bill) Section G.801, \$6.5 million ARPA was appropriated to the Agency of Administration “to address the statewide costs of administering these (ARPA) funds, including the costs of related limited service positions.” Specific positions were authorized in Section G.802. To enable the funding for these positions, Finance & Management and the Agency of Administration require departments to use IDT Fund 21500 and interdepartmental grant transfers, as follows:

- Departments submit excess receipt requests for spending authority in IDT Fund 21500.
- Departments spend out of IDT.
- At the end of each quarter, departments submit transfer requests for funding of the quarter’s expenditures to their budget analyst. Finance & Management reviews the requests and makes a recommendation to the Secretary of Administration for approval.
- Once approved, AOA follows VISION Procedure #7 and initiates a TSF interdepartmental grant transfer to departments as a funding source for the expenditures in IDT.
- AOA debits a grant expense account code in ARPA and departments credit IDT revenue account 495000 in IDT.

This should be a familiar VISION procedure for department business offices. Please keep in mind the following guidelines:

- Excess receipt requests should be as detailed as possible – i.e. what position, what function, how long, etc.
- Hiring should not occur before program approval has been received. Departments have submitted ARPA program questionnaires which are being reviewed by AOA and the Governor’s staff for eligibility and priority. Finance & Management and AOA have established the above procedures for funding administrative expenses, however approval for hiring and implementation in most cases is still forthcoming.

We welcome your questions or comments.

