

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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Department of Public Safety Date: 11/26/2018

Name and Phone (of the person completing this request): Jessica Stolz, 802-595-1463

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # 2212

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

Department of Homeland Security, Homeland Security Grant Program, See attached Grant Acceptance Documents for funding information.

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>
Homeland Security Program Planner	1	Vermont State Police, Homeland Security Unit	8/31/2021

*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:

Currently we do not have anyone to manage our Critical Infrastructure Program for Vermont, which is critical to the preparedness of Vermont. Additionally, we do not have anyone to conduct critical outreach to organizations that may be targets of violent extremist. This position will have the responsibility to carry out both tasks.

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] _____ Date 1/24/19
Signature of Agency or Department Head

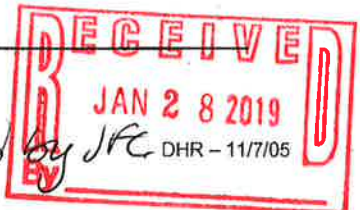
[Signature] _____ Date 1/28/19
Approved/Denied by Department of Human Resources

[Signature] _____ Date 5 Feb 19
Approved/Denied by Finance and Management

[Signature] _____ Date 2-5-19
Approved/Denied by Secretary of Administration

Comments:

DTHR will determine proper classification once approved



Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		
New Job Title _____		
Current Class Code _____	New Class Code _____	
Current Pay Grade _____	New Pay Grade _____	
Current Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____	
New Mgt Level _____ B/U _____ OT Cat. _____	EEO Cat. _____ FLSA _____	
Classification Analyst _____	Date _____	Effective Date: _____
Comments: _____		Date Processed: _____
Willis Rating/Components: _____	Knowledge & Skills: _____	Mental Demands: _____
	Working Conditions: _____	Accountability: _____
	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 Sponsored
Vacant 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.*

Coordinating, planning and research work at a professional level involving the development of comprehensive statewide plans for emergency preparedness and population/critical infrastructure protection.

Work is performed under the supervision of the Homeland Security Unit and supervisory staff. Duties involve coordination and extensive interaction with Public Safety and Emergency Management personnel, private and non-profit organizations, along with officials in the federal, state and local government. The position encompasses organizational and operational analysis functions, extensive liaison services and related consulting services to public safety agencies, first responders, program managers, critical infrastructure, non-profit organizations and other private sector entities. Assignments which include involvement throughout the state and with various organizations is expected. The role includes the maintenance of the Vermont Critical Infrastructure Plan, including the criteria used to identify Critical Infrastructure and the list of Critical Infrastructure within the State, outreach and education to organizations or locations that may be targets of Violent Extremist, as well as other duties as assigned.

Coordinates planning activities with the ultimate goal being to achieve and maintain comprehensive statewide Weapons of Mass Destruction (WMD) and counter-terrorism Preparedness. Coordinates state and federal Homeland Security programs that are funded by the U.S. Department of Homeland Security. Interacts and coordinates with personnel assigned to each program area and integrates planning activities among programs to prevent duplications and assure efficient use of planning activities and research resources. Organizes projects and activities within program areas to achieve federal, state and local planning, WMD and counter-terrorism preparedness goals. Oversees required preparation of reports. Provides guidance in the development of prevention and protection plans and response systems with an emphasis on WMD and counter-terrorism plans; oversees maintenance of plans and capabilities at state and local levels. Performs related work as required.

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*.

Designs and implements research methods, planning formats, operational procedures and prevention and protection management techniques to improve capability of participating state, local and private organizations. Acts as state liaison with federal program managers, for programs and projects that overseen. Arranges for delivery and Coordinates with the State Training Administrator for training of state, local and private/non-profit officials, when requested. The target audience for outreach is emergency responders, emergency managers and planners, and public/elected officials, private sector and non-profit organizations. Tasks will include marketing potential outreach opportunities and required grant reporting. This position is instrumental in the effective facilitation and implementation of the Homeland Security outreach program.

Facilitates presentations to state, local, private sector and non-profits, in matters related to Homeland Security. Provides administrative support, and oversight to counter-terrorism, homeland security, and all-hazards training programs by conducting outreach to those with an interest in Homeland Security.

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.

This position must be certified in Protected Critical Infrastructure Information handling through the U.S. Department of Homeland Security.

4. Do you supervise?

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

No Supervision will be required.

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.

Work priorities result from the Homeland Security Strategic Plan and are developed further through regular meetings with the Supervisor. Much of the work is completed individually. Specific work tasks come from the needs identified as a result of outreach and coordination meetings with local communities, private sector or non-profit organizations. Deliverables

from these work tasks that the Planner is responsible for include agendas for meetings, minutes from meetings, or new or updated plans. There are other assignments outside of the critical infrastructure and outreach realm that are assigned by a supervisor that may require quick turn around or other special requirements to complete. These tasks will be more closely monitored by the supervisor.

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.*

As a Program Planner, the responsibility exists to continually challenge the communities and organizations we work with in order to best prepare them for an incident.

This job can be very challenging as it is sometimes difficult to motivate volunteers or organizations to put time and effort into projects that are not first on their priority list. Many of the first responders in Vermont are volunteers who have other full-time jobs and family responsibilities, while private sector are employed full-time. Often times, meetings will have to be held on the weekend or at night in order to accommodate the volunteer schedules. This must be balanced with the needs of the private sector. Another challenge to this job are the many personalities that are encountered and different ideas on what communities and organizations should be doing to prevent and protect from incidents. Being able to coordinate people and ideas so that everyone is validated and all issues are addressed is a great skill to have in this position.

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.*

There are parts of this position that will require a budget to carry out. Since there is no budget currently set aside for these activities, budgets will have to be coordinated with

other Homeland Security Unit staff to develop an overall programmatic budget based on the needs. The Program Planner must work within established budgets once established and are held accountable by the the Homeland Security Program Manager and Federal Department of Homeland Security through a process of reporting expenditures online

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?
Dealing with strong personalities and difficult people	50%
Working under tight deadlines	30%
Dealing with difficult and sometimes emotional topics	100%

- 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?
Adverse Weather (outside site visits)	10%

- 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?
Outreach materials	50 lbs	10%

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

Type	How Much of the Time?
Sitting/working at a desk/attending meetings/driving	75%
Standing	25%

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?

The most important piece of this position is the maintenance of the Vermont Critical Infrastructure Plan, including the criteria used to identify Critical Infrastructure and the list of Critical Infrastructure within the State, outreach. Currently this maintenance is assigned as an additional responsibility of a state employee and does not have the attention that is necessary to be prepared to prevent or respond to an incident.

An almost as important responsibility for this position is to provide an opportunity for education to organizations or locations that may be targets of Violent Extremist, as well as providing other outreach to vulnerable communities. Again, this is currently being completed as an additional responsibility, without the proper attention being paid.

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?

The most important knowledge for this position is the present Homeland Security landscape within the United States, as it pertains to Critical Infrastructure. It is necessary to possess this knowledge to understand the importance of this position and to be able to work each day to improve Vermont's ability to prevent an incident from happening.

It is also important to understand the structure of Vermont and how the volunteer nature of first response in Vermont impacts the ability for prevention and protection to occur.

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

The information contained in this RFR are accurate and complete.

4. Suggested Title and/or Pay Grade:

Homeland Security Program Planner/24

Supervisor's Signature (required):



Date: January 21, 2019

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

Suggested Title and/or Pay Grade:

As reviewed by Committee

Personnel Administrator's Signature (required): R Royce Date: 1/23/2019

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:

[Signature] Date: 1/25/19

Appointing Authority or Authorized Representative Signature (required)

Date



Thomas Anderson
Vermont Department of Public Safety
45 State Drive
Waterbury, VT 05671 - 1300

Re: Grant No.EMW-2018-SS-00070

Dear Thomas Anderson:

Congratulations, on behalf of the Department of Homeland Security, your application for financial assistance submitted under the Fiscal Year (FY) 2018 Homeland Security Grant Program has been approved in the amount of \$4,980,000.00. You are not required to match this award with any amount of non-Federal funds.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Agreement Articles (attached to this Award Letter)
- Obligating Document (attached to this Award Letter)
- FY 2018 Homeland Security Grant Program Notice of Funding Opportunity.

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

In order to establish acceptance of the award and its terms, please follow these instructions:

Step 1: Please log in to the ND Grants system at <https://portal.fema.gov>.

Step 2: After logging in, you will see the Home page with a Pending Tasks menu. Click on the Pending Tasks menu, select the Application sub-menu, and then click the link for "Award Offer Review" tasks. This link will navigate you to Award Packages that are pending review.

Step 3: Click the Review Award Package icon (wrench) to review the Award Package and accept or decline the award. Please save or print the Award Package for your records.

System for Award Management (SAM): Grant recipients are to keep all of their information up to date in SAM; in particular, your organization's name, address, DUNS number, EIN and banking information. Please ensure that the DUNS number used in SAM is the same one used to apply for all FEMA awards. Future payments will be contingent on the information provided in the SAM; therefore, it is imperative that the information is correct. The System for Award Management is located at <http://www.sam.gov>.

If you have any questions or have updated your information in SAM, please let your Grants Management Specialist (GMS) know as soon as possible. This will help use to make the necessary updates and avoid any interruptions in the payment process.

Thomas Dinanno

THOMAS GEORGE DINANNO GPD Assistant Administrator

U.S. Department of Homeland Security
Washington, D.C. 20472



AGREEMENT ARTICLES
Homeland Security Grant Program

GRANTEE: Vermont Department of Public Safety
PROGRAM: Homeland Security Grant Program
AGREEMENT NUMBER: EMW-2018-SS-00070-S01

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Article I - Summary Description of Award

The purpose of the FY 2018 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience.

The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of \$3,980,000, and Operation Stonegarden (OPSG) funding in the amount of \$1,000,000. The following shall receive Operation Stonegarden subawards for the following amounts: State of Vermont, \$1,000,000. These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

Article II - Acknowledgment of Federal Funding from DHS

Recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article III - Activities Conducted Abroad

Recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article IV - Age Discrimination Act of 1975

Recipients must comply with the requirements of the *Age Discrimination Act of 1975* (Title 42 U.S. Code, Section 6101 et seq.), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article V - Americans with Disabilities Act of 1990

Recipients must comply with the requirements of Titles I, II, and III of the *Americans with Disabilities Act*, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C. Sections 12101- 12213).

Article VI - Best Practices for Collection and Use of Personally Identifiable Information (PII)

Recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Recipients may also find the DHS Privacy Impact Assessments: [Privacy Guidance](#) and [Privacy template](#) as useful resources respectively.

Article VII - Civil Rights Act of 1964 - Title VI

Recipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article VIII - Civil Rights Act of 1968

Recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (See 42 U.S.C. Section 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Section 100.201.)

Article IX - Copyright

Recipients must affix the applicable copyright notices of 17 U.S.C. Sections 401 or 402 and an acknowledgement of U.S. Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article X - Debarment and Suspension

Recipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, and 2 C.F.R. Part 180. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XI - Drug-Free Workplace Regulations

Recipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 CFR part 3001, which adopts the Government-wide implementation (2 CFR part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 8101).

Article XII - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or federal financial assistance award terms and conditions, or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XIII - Education Amendments of 1972 (Equal Opportunity In Education Act) - Title IX

Recipients must comply with the requirements of Title IX of the Education Amendments of 1972 (20 U.S.C. Section 1681 et seq.), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F.R. Part 19

Article XIV - Energy Policy and Conservation Act

Recipients must comply with the requirements of The Energy Policy and Conservation Act (42 U.S.C. Section 6201) which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XV - False Claims Act and Program Fraud Civil Remedies

Recipients must comply with the requirements of The False Claims Act (31 U.S.C. Section 3729-3733) which prohibits the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. Section 3801-3812 which details the administrative remedies for false claims and statements made.)

Article XVI - Federal Debt Status

Recipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances, and benefit overpayments. (See OMB Circular A-129.)

Article XVII - Federal Leadership on Reducing Text Messaging while Driving

Recipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XVIII - Fly America Act of 1974

Recipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. Section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974* (49 U.S.C. Section 40118) and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981 amendment to Comptroller General Decision B-138942.

Article XIX - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, (15 U.S.C. Section 2225a), recipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, as amended, (15 U.S.C. Section 2225).

Article XX - Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Recipients must comply with the *Title VI of the Civil Rights Act of 1964* (42 U.S.C. Section 2000d et seq.) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

Article XXI - Lobbying Prohibitions

Recipients must comply with 31 U.S.C. Section 1352, which provides that none of the funds provided under an federal financial assistance award may be expended by the recipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXII - National Environmental Policy Act

Recipients must comply with the requirements of the National Environmental Policy Act (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which requires recipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article XXIII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in social service programs administered or supported by DHS or its component agencies, enabling those organizations to participate in providing important social services to beneficiaries. Recipients must comply with the equal treatment policies and requirements contained in 6 C.F.R.

Part 19 and other applicable statutes, regulations, and guidance governing the participations of faith-based organizations in individual DHS programs.

Article XXIV - Non-supplanting Requirement

Recipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XXV - Notice of Funding Opportunity Requirements

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. Recipients must comply with any such requirements set forth in the program NOFO.

Article XXVI - Patents and Intellectual Property Rights

Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. Section 200 et seq. All recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. Section 401.14.

Article XXVII - Procurement of Recovered Materials

Recipients must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXVIII - Rehabilitation Act of 1973

Recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. Section 794), as amended, which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article XXIX - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of the recipient's currently active grants, cooperative agreements, and procurement contracts from all federal assistance offices exceeds \$10,000,000 for any period of time during the period of performance of this federal financial assistance award, the recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXX - Reporting Subawards and Executive Compensation

Recipients are required to comply with the requirements set forth in the government-wide Award Term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXI - SAFECOM

Recipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article XXXII - Terrorist Financing

Recipients must comply with E.O. 13224 and U.S. law that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Recipients are legally responsible to ensure compliance with the Order and laws.

Article XXXIII - Trafficking Victims Protection Act of 2000

Recipients must comply with the requirements of the government-wide award term which implements Section 106(g) of the *Trafficking Victims Protection Act of 2000*, (TVPA) as amended by 22 U.S.C. Section 7104. The award term is located at 2 C.F.R. Section 175.15, the full text of which is incorporated here by reference.

Article XXXIV - Universal Identifier and System of Award Management (SAM)

Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A.

Article XXXV - USA Patriot Act of 2001

Recipients must comply with requirements of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act* (USA PATRIOT Act), which amends 18 U.S.C. Sections 175-175c.

Article XXXVI - Use of DHS Seal, Logo and Flags

Recipients must obtain permission from their DHS FAO, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XXXVII - Whistleblower Protection Act

Recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C Section 2409, 41 U.S.C. 4712, and 10 U.S.C. Section 2324, 41 U.S.C. Sections 4304 and 4310.

Article XXXVIII - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. Section 200.313.

Article XXXIX - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. Please call the FEMA/GMD Call Center at (866) 927-5646 or via e-mail to ASK-GMD@dhs.gov if you have any questions.

Article XL - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
2. Recipients must give DHS access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, recipients have been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency (LEP)), sex, age, disability, religion, or familial status, recipients must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS FAO and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hq.dhs.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.

6. In the event courts or administrative agencies make a finding of discrimination on grounds of race, color, national origin (including LEP), sex, age, disability, religion, or familial status against the recipient, or recipients settle a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS FAO and the CRCL office by e-mail or mail at the addresses listed above.

The United States has the right to seek judicial enforcement of these obligations.

Article XLI - Assurances, Administrative Requirements, Cost Principles, and Audit Requirements

DHS financial assistance recipients must complete either the OMB Standard Form) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions.

DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations, Part 200, and adopted by DHS at 2 C.F.R. Part 3002.

Article XLII - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. Section 200.308. For awards with an approved budget greater than the simplified acquisition threshold as defined at 2 C.F.R Section 200.88 (currently \$250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XLIII - Operation Stonegarden Program Hold

The recipient is prohibited from drawing down or reimbursing sub-recipients of Operation Stonegarden (OPSG) funding provided through this award until each unique, specific, or modified county level, tribal or equivalent Operations Order or Fragmentary Order (Frago) has been reviewed by FEMA/GPD and Customs and Border Protection/United States Border Patrol (CBP/USBP). The recipient will receive the official notification of approval from FEMA/GPD.

BUDGET COST CATEGORIES

Personnel	\$0.00
Fringe Benefits	\$0.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$4,825,750.00
Construction	\$0.00
Indirect Charges	\$154,250.00
Other	\$0.00

Obligating Document for Award/Amendment

1a. AGREEMENT NO. EMW-2018-SS-00070-S01
 2. AMENDMENT NO. ***
 3. RECIPIENT NO. 036000264
 4. TYPE OF ACTION AWARD
 5. CONTROL NO. WX03515N2018T, WX03516N2018T, WX03930N2018T

6. RECIPIENT NAME AND ADDRESS
 Vermont Department of Public Safety
 45 State Drive
 Waterbury, VT, 05671 - 1300
 7. ISSUING FEMA OFFICE AND ADDRESS
 FEMA-GPD
 400 C Street, SW, 3rd floor
 Washington, DC 20472-3645
 POC: 866-927-5646
 8. PAYMENT OFFICE AND ADDRESS
 FEMA Finance Center
 430 Market Street
 Winchester, VA 22603

9. NAME OF RECIPIENT PROJECT OFFICER
 Natalie Elvidge
 PHONE NO. 802-585-9021
 10. NAME OF FEMA PROJECT COORDINATOR
 Central Scheduling and Information Desk
 Phone: 800-368-6498
 Email: Askcsid@dhs.gov

11. EFFECTIVE DATE OF THIS ACTION
 09/01/2018
 12. METHOD OF PAYMENT
 PARS
 13. ASSISTANCE ARRANGEMENT
 Cost Reimbursement
 14. PERFORMANCE PERIOD
From: 09/01/2018
To: 08/31/2021
Budget Period
 09/01/2018 08/31/2021

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON-FEDERAL COMMITMENT
Homeland Security Grant Program	97.067	2018-FA-GG01-P410-4101-D	\$0.00	\$3,980,000.00	\$3,980,000.00	See Totals
Homeland Security Grant Program	97.067	2018-FA-GH01-P410-4101-D	\$0.00	\$0.00	\$0.00	See Totals
Homeland Security Grant Program	97.067	2018-FA-GG02-P410-4101-D	\$0.00	\$1,000,000.00	\$1,000,000.00	See Totals
TOTALS			\$0.00	\$4,980,000.00	\$4,980,000.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
 N/A

16 a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

Homeland Security Grant Program recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
 Rhonda Camley, Ms

DATE

18. FEMA SIGNATORY OFFICIAL (Name and Title)

A handwritten signature in black ink, appearing to read "Shenuaz Wong". The signature is written in a cursive, flowing style.

SHENAUZ SUBRINA WONG , Assistance Officer

Mon Sep 10 17:29:09 GMT
2018

DATE
Wed Aug 15 17:59:23 GMT
2018



State of Vermont
Department of Human Resources

Request to Extend Limited-Service Positions

This is a form-protected document, so information can only be entered in the shaded areas. Use your tab key to access the proper fields. All fields are unlimited in length.

Please complete this form and attach any pertinent documentation.

Department: Dept of Public Safety

Date: 8/24/12

Request Prepared by: Phyllis Martin

Position #: 330307 Position Title: Training Coord & Program Planner PG: 23

Current Limited Service Ending Date: 06/20/2010

Original Funding Grant Information: Homeland Security Grant Program

Title of Original Funding Grant: Homeland Security Grant Program

Original Approval through:

Legislature [] Information: []
Joint Fiscal [] JFO #: 2212
3 VSA § 2222(i) - Pool []

Date of Original Approval: July 2005

Requested Ending Date: 01/31/13

Please describe any changes made to original funding source - dates, program authorizations etc. or changes in actual funding source that would support a change in ending date :

This position is currently funded through Homeland Security Grant Program_09; award # 2009-SS-T9-0075

I certify that the above cited grant funds are available to support the limited service position listed for the time period requested. I further certify that both space and equipment are available for the position and time period involved.

Secretary/Commissioner or Authorized Agent

Date

Homeland Security Program Planner

Job Code: NEW

Pay Plan: Classified

Pay Grade:

Occupational Category: Administrative Services, HR & Fiscal Operations

Effective Date: January, 2019

Class Definition:

Coordinating, planning and research work at a professional level involving the development of comprehensive statewide plans for emergency preparedness and population/critical infrastructure protection.

Work is performed under the supervision of the Homeland Security Unit and supervisory staff. Duties involve coordination and extensive interaction with Public Safety and Emergency Management personnel, private and non-profit organizations, along with officials in the federal, state and local government. The position encompasses organizational and operational analysis functions, extensive liaison services and related consulting services to public safety agencies, first responders, program managers, critical infrastructure, non-profit organizations and other private sector entities. Assignments which include involvement throughout the state and with various organizations is expected. The primary role includes the maintenance of the Vermont Critical Infrastructure Plan, including the criteria used to identify Critical Infrastructure and the list of Critical Infrastructure within the State, outreach and education to organizations or locations that may be targets of Violent Extremist, as well as other duties as assigned.

Examples of Work:

Coordinates planning activities with the ultimate goal being to achieve and maintain comprehensive statewide Weapons of Mass Destruction (WMD) and counter-terrorism Preparedness. Coordinates state and federal Homeland Security programs that are funded by the U.S. Department of Homeland Security. Interacts and coordinates with personnel assigned to each program area and integrates planning activities among programs to prevent duplications and assure efficient use of planning activities and research resources. Organizes projects and activities within program areas to achieve federal, state and local planning, WMD and counter-terrorism preparedness goals. Oversees required preparation of reports. Provides guidance in the development of prevention and protection plans with an emphasis on WMD and counter-terrorism. Designs and implements research methods, planning formats, operational procedures and prevention and protection management techniques to improve capability of participating state, local and private organizations. Acts as state liaison with federal program managers, for programs and projects that overseen. Arranges for delivery and Coordinates with the State Training Administrator for training of state, local and private/non-profit officials, when requested. The target audience for outreach is emergency responders, emergency managers and planners, and public/elected officials, private sector and non-profit organizations. Tasks will include marketing potential outreach opportunities and required grant reporting. This position is instrumental in the effective facilitation and implementation of the Homeland Security outreach program.

Facilitates presentations to state, local, private sector and non-profits, in matters related to Homeland Security. Provides administrative support, and oversight to counter-terrorism, homeland security, and all-hazards training programs by conducting outreach to those with an interest in Homeland Security. Performs related work as required.

Environmental Factors:

Normal office working conditions generally prevail with some required travel to various locations throughout the State. Frequent work schedule changes are required, as are possible overnight stays and occasional weekend coverage. Considerable in-state travel is required, and private means of transportation must be available. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Out-of-state travel will be required occasionally. Occasional work outdoors requiring ability to work outside and during any kind of weather. Exercises and actual emergencies may require performance outside of normal duty hours. On-call status may be required during certain periods.

Minimum Qualifications:

Knowledge of Homeland Security, all hazards approach, with a focus on WMD and counter-terrorism prevention and protection.

Working knowledge of research methods and techniques.

Working knowledge of individual and group dynamics.

Working knowledge of the principles and procedures involved in program planning.

Working knowledge of administrative principles and practices.

Ability to logically analyze problems, interpret information, determine alternatives and present solutions.

Ability to communicate effectively orally and in writing.

Ability to prepare both informal and technical written report.

Ability to establish and maintain effective working relationships.

Ability to meet deadlines.

Preferred Qualifications:

Working knowledge of the nature and effects of various types WMD and counter-terrorism incidents.

Education and Experience:

Bachelor's degree AND one (1) or more years of experience in coordinating and providing Homeland Security or emergency management planning and/or project management, INCLUDING working with local or state government or emergency response organizations or non-profits or private organizations in the prevention and protection of all hazards incidents, including WMD or counter-terrorism.

OR

Associate's degree AND three (3) or more years of experience in coordinating and providing Homeland Security or emergency management planning and/or project management, INCLUDING working with local or state government or emergency response organizations or non-profits or private organizations in the prevention and protection of all hazards incidents, including WMD or counter-terrorism.

OR

High school graduation or equivalent AND five (5) or more years of experience in coordinating and providing Homeland Security or emergency management planning and/or project management, INCLUDING working with local or state government or emergency response organizations or non-profits or private organizations in the prevention and protection of all hazards incidents, including WMD or counter-terrorism.

Special Requirements:

Candidates must pass any level of background investigation applicable to the position to include Security Clearance, finger-print supported Criminal Records, Motor Vehicle records, Personal History, Credit and any additional background check(s).

Must pass a federal secret clearance to retain employment. This may take longer than the normal six (6) month probationary period but employment in this position may be terminated for failure to obtain a secret clearance. Employment in this position may also be terminated if the employee is not able to maintain a secret clearance.

Must be certified in Protected Critical Infrastructure Information (PCII) within 6 months of being hired.

Director
Vermont State Police
Colonel Birmingham

Criminal Division
Major Trudeau

Bureau of Criminal Investigation
Captain Hill

Major Crime Unit
Captain Dunlap

Special Investigations
Captain Lane

A Troop BCI West Lt. Letourneau	A Troop BCI East Lt. Cooper	B Troop BCI West Lt. Trayh	B Troop BCI East Lt. Abright	Technology Investigation Unit Lt. Bumham	MCU North Lt. Baxter	MCU South Lt. Schmidt	VIC Lt. Lown	NIU South Lt. Daniels	NIU North Lt. Randall	TISU Jessica Stolz
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Det. Sg. (5) BCI	Det. Sg. (5)	Det. Sg. (4)	Det. Sg. (5)	Det. Sg. Polymorph (2)	Det. Sg. (2) TIV	Det. Sg. (1) CPU	Det. Sg. (3) MCJ (1) CSST (1) SCHE	Det. Sg. (2) MCJ (3) CSST	Det. Sg. (1) VIC (1) JTTF	Det. Sg. (2) NIU	Det. Sg. (2) NIU (0) DEA	NIU Natalie EMidge	TISU Program Planner VACANT
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Det. Troopers (7)	Det. Troopers (5)	Det. Troopers (5)	Det. Troopers (5)	Det. Troopers (3) TIV (1) FBI Cyber	Det. Troopers (2)	Det. Trooper (1)	Det. Trooper (1) FBI TF (5) Herold	Det. Trooper (2) Herold (2) DEA
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Det. Sergeant (1) #340256	Det. Sergeant (1) #340090 Poly	Det. Sergeant (2) #340261 #340025	Det. Sergeant (1) #340178
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