

From: Rebecca Buck
To: pmartin@dps.state.vt.us
Subject: Re: Question from Phyllis Martin Public Safety 241-5392

Hi Phyllis. I'm back in the office and after a brief chat with Steve Klein we both agree it's not a big problem that the request should have been for a MM "C". We don't get too crazed about the "A" "B" or "C" category as long as the main position being requested doesn't change.

It would make a difference if you realized you really needed something really different like an "administrative assistant" or "trooper", etc. Then we'd probably ask you to hold up the hiring process and resubmit the position request. So as far as we're concerned you're all good to go with the MM C. Just so our records are up to date I'll print off this e-mail and place it in the JFO #2292 item file. Thanks for keeping us informed.

--Becky

>>> Steve Klein 7/18/2007 8:36 AM >>>

Can they wait til Monday and we talk with Becky. I am thinking we might write an authorizing letter rather than opening it up

>>> Sandy Noyes 7/18/2007 8:33 AM >>>

They had submitted a grant for a position of Motor Mechanic A. This was approved.

They made an error when they submitted a request - it should of been for a Motor Mechanic C. That way they could go out and advertise for a MM A, B or C. The funding supports a Motor Mechanic C. However, if they find someone who qualifies for the job as a Motor Mechanic A, they would hire them. But they would prefer to advertise with all options; a, b, or c.

Is there a quick fix for advertising at all these levels?

Sandra J. Noyes
Joint Fiscal Office
1 Baldwin Street, Dr 33
Montpelier VT 05633-5701
(802) 828-5968

CC: Barrett, Stephanie; Belliveau, Maria; Klein, Steve



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: July 11, 2007

Subject: Status of Position Request

No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2292 – Request from the Department of Public Safety to establish one (1) new limited service position—Motor Equipment Mechanic A. Two funding sources will be used to support this sponsored position: federal funds from the Emergency Management Performance grant will fund 40% and Fire Safety Prevention Funds will provide the remaining 60%.

[JFO received 06/11/07]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Linda Morse
Kerry Sleeper
Molly Paulger
Jenny Audet

From: Michael Obuchowski
To: Rebecca Buck
Date: 6/27/2007 9:30 AM
Subject: Re: 2 week request to hold date for JFO #2292

Okay, go for it.

>>> Rebecca Buck 6/27/2007 6:11 AM >>>

Here's what I have you asking and their response. Marc's response is at the end of the "original message" I've copied in. I thought I had this covered so if I've missed something just let me know.

-----Original Message-----

From: Rebecca Buck [<mailto:rbuck@leg.state.vt.us>]
Sent: Monday, June 18, 2007 11:26 AM
To: Jacinthe Pellerin; Phyllis Martin
Cc: Michael Obuchowski; Steve Klein
Subject: Question from Rep. Obuchowski re: JFO #2292

Good morning Phyllis and Jacinthe:

Representative Michael Obuchowski has the following question with regard to JFO # 2292 (new limited service position: Motor Equipment Mechanic A): Will approval of this position displace any other private sector arrangement(s) or contract(s) the department of public safety currently has? Please cc me on your response to Representative Obuchowski. Thank you. --Becky

Representative Obuchowski,

Approval of this position will not displace any other private sector arrangements nor any contracts currently in place for the Department of Public Safety.

Please let me know if you have further questions concerning this position request.

A.Marc Metayer
Deputy Commissioner
Vermont Department of Public Safety

>>> Michael Obuchowski 6/27/2007 9:03 AM >>>

Don't recall receiving all the answers to my questions. If you have answers, please forward for review.

>>> Rebecca Buck 6/27/2007 5:49 AM >>>

Good morning Obie. Today is the 2 week request to hold date for JFO #2292 (Public Safety limited service position: Motor Equipment Mechanic A). Are you ok with this position request item to proceed? --Becky

From: "A Marc Metayer" <mmetayer@dps.state.vt.us>
To: <obie@leg.state.vt.us>
Date: 6/18/2007 11:48 AM
CC: "Jacinthe Pellerin" <jpelleri@dps.state.vt.us>, "Buck, Rebecca" <RBUCK@I...

-----Original Message-----

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Monday, June 18, 2007 11:26 AM
To: Jacinthe Pellerin; Phyllis Martin
Cc: Michael Obuchowski; Steve Klein
Subject: Question from Rep. Obuchowski re: JFO #2292

Good morning Phyllis and Jacinthe:

Representative Michael Obuchowski has the following question with regard to JFO # 2292 (new limited service position: Motor Equipment Mechanic A):

Will approval of this position displace any other private sector arrangement(s) or contract(s) the department of public safety currently has?

Please cc me on your response to Representative Obuchowski. Thank you.
--Becky

Representative Obuchowski,

Approval of this position will not displace any other private sector arrangements nor any contracts currently in place for the Department of Public Safety.

Please let me know if you have further questions concerning this position request.

A.Marc Metayer

Deputy Commissioner

Vermont Department of Public Safety

Tel: 802-241-5272

mmetayer@dps.state.vt.us

From: Rebecca Buck
To: jpelleri@dps.state.vt.us; pmartin@dps.state.vt.us
Subject: Question from Rep. Obuchowski re: JFO #2292

Good morning Phyllis and Jacinthe:

Representative Michael Obuchowski has the following question with regard to JFO # 2292 (new limited service position: Motor Equipment Mechanic A):

Will approval of this position displace any other private sector arrangement(s) or contract(s) the department of public safety currently has?

Please cc me on your response to Representative Obuchowski. Thank you. --Becky

CC: Klein, Steve; Obuchowski, Michael

From: Michael Obuchowski
To: Rebecca Buck
Date: 6/18/2007 11:19 AM
Subject: Re: Your questions regarding JFO #2292

Thank you.

>>> Rebecca Buck 6/18/2007 8:11 AM >>>
Good Monday morning Obie.

In response to your phone questions:

- 1) Yes, JFC is only being asked to approve the limited service position (Public Safety-- Motor Equipment Mechanic A). FYI-- if you also were being asked to approve funding, that specific dollar amount would be noted in my cover memo. When I do my cover memo I've tried to remain consistent and only put in what JFC was being asked to approve.
- 2) After the request was initially received here I had questions and needed additional information before I could begin the JFC request for approval process. In response to my questions, it came to my attention that the position was funded via a 60/40 split and not a 50/50 split as initially submitted. As a result of the change in funding split I felt I needed some sort of "official sign off" from the department to the administration which corrects the funding split. A copy of the memo on public safety letter head and signed by the deputy commissioner is in the JFO #2292 file folder for the hard copy records.
- 3) Your question regarding whether or not establishing this position will displace any other private sector or contractual arrangements will be forwarded to the department this morning. --Becky



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STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: June 13, 2007

Subject: Position Request

Enclosed please find one (1) request which the Joint Fiscal Office recently received from the Administration:

JFO #2292 – Request from the Department of Public Safety to establish one (1) new limited service position—Motor Equipment Mechanic A. Two funding sources will be used to support this sponsored position: federal funds from the Emergency Management Performance grant will fund 40% and Fire Safety Prevention Funds will provide the remaining 60%.

[JFO received 06/11/07]

The Joint Fiscal Office has reviewed this submission and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like this item held for committee review. Unless we hear from you to the contrary by June 27 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Kerry Sleeper, Commissioner
Molly Paulger, Classification Manager
Jenny Audet, Classification Program Technician

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TEL. NO. 802-244-6941
FAX NO. 802-241-5377

MEMORANDUM

Date: June 7, 2007
To: Finance and Management *A. M. Metayer*
From: A. Marc Metayer, Deputy Commissioner, Dept. of Public Safety
RE: Funding allocation, Public Safety Motor Equipment Mechanic
Funding period: 10/1/06 through 9/30/08

The split funding allocation for the above named position is noted below. This position request was submitted on the Limited Service, Grant Funded Position Request Form and dated April 19, 2007.

Funding allocation:

Emergency Management Planning Grant (EMPG) – 40%
Fire Safety Prevention Funds – 60%

The original position request was submitted incorrectly with a funding split of 50% EMPG funds and 50% Fire Safety Prevention Funds.

Thank you.

PeopleSoft GL
 Report ID: VTGLS002
 Ledger: --
 As of Year
 Fund:

VT TRIAL BALANCE ALL BUSINESS UNITS
 2007 and period

Page No. 1
 Run Date 6/1/2007
 11 Run Time 11:29:26

Account	Description	Transaction Debit	Transaction Credit
100001	Cash on Hand	0	0
100105	Interunit Cash Account	801,230.60	0
100106	Intraunit Cash Account	74,499.03	0
100110	BGS-Interunit Cash	0	498,805.64
100115	VCI-Interunit Cash	0	1,610.90
100125	GovNET-Interunit Cash	0	73,760.57
100130	Personnel-Interunit Cash	0	2,503.38
100135	Libraries-Interunit Cash	0	395
100140	FinOps-UC Interunit Cash	0	3,846.14
100150	Single Audit Interunit Cash	0	328
100155	Public Safety Interunit Cash	3,648.40	0
100160	Sec of State-Interunit Cash	0	4,800.00
100165	VISION/HR Development	0	43,458.29
100175	DMV Interunit Cash	0	695
101002	Depository Account	6,782,429.88	0
101004	Vendor Account - Check	0	771
101010	I/U Cash Distribution	0	0
101028	Vendor Account - EFT		
101050	AR I/U Cash Distribution		
101094	Payroll Clearing Account		
110001	Accounts Receivable		
200001	Accounts Payable - Vendor		
303005	Res Encumbrances		
303008	Reserved for Pre-Encumbrance		
304000	Unreserved		
417640	Sales Finance Investigator		
417670	Plans Review Fees		
417705	Fire Prevention Inspection		
417710	Fire Prevention Change/Use		
417715	Boiler Stickers		
424140	Electrical Inspections		
424160	Plumbing Inspections		
462500	Other Revenues		
500000	Classified Employees		
500010	Exempt		
500020	Other Regular Employees		
500040	Temporary Employees		
500060	Overtime		
500070	Shift Differential		
501000	FICA - Classified Employees		
501010	FICA - Exempt		
501020	FICA - Other		
501040	FICA - Temporaries		
501500	Health Ins - Classified Empl	243,100	
501510	Health Ins - Exempt	3,530	
501520	Health Ins - Other	328	
502000	Retirement - Classified Empl	147,307.76	
502010	Retirement - Exempt	4,152.76	
502020	Retirement - Other	371	
502500	Dental - Classified Employees	23,379.07	
502510	Dental - Exempt	341.4	
503000	Life Ins - Classified Empl	4,146.29	
503010	Life Ins - Exempt	178.53	
503020	Life Ins - Other	8.91	
503500	LTD - Classified Employees	507.19	
503510	LTD - Exempt	126.23	
504000	EAP - Classified Empl	914.34	
504010	EAP - Exempt	28.44	
505200	Workers Comp - Ins Premium	53,800.00	
505500	Unemployment Compensation	2,758.00	

*talked w/ Phyllis
 05-29-07*

*need this all
 & then at 421,600?*

*1/2 of \$36,000 salary is
 \$18,000*

*actually @ 40% of \$60,000
 40% of 60,000 = 24,000
 24,000 + 18,000 = 42,000
 42,000 = split fund*

506000 Per Diem	1,850.00	0
507600 Other Contr and 3rd Pty Serv	11,574.20	0
510200 Disposal	332.46	0
510210 Rubbish Removal	348.45	0
510400 Custodial	900	0
512000 Repair & Maint - Buildings	2,500.00	0
512300 Rep & Maint - Motor Vehicles	17,251.69	0
513000 Rep&Maint-Info Tech Hardware	10,318.47	0
513010 Repair & Main-OfficeTechEquip	105	0
513020 Rep&Maint-Data Processg Equip	18.33	0
513200 Other Repair & Maint Serv	9,474.18	0
514000 Rent Land & Bldgs-Office Space	98,182.57	0
514010 Rent Land&Bldgs-Non-Office	600	0
514500 Rental of Equipment & Vehicles	610.51	0
514550 Rental - Auto	453	0
514650 Rental - Office Equipment	6,958.95	0
515000 Rental - Other	4,673.27	0
515010 Fee For Space Charge	50.08	0
516000 Insurance other than Empl Bene	68.79	0
516010 Insurance - General Liability	14,332.00	0
516020 Insurance - Auto	11,536.79	0
516500 Dues	3,743.52	0
516550 Licenses	400	0
516600 Communications	15,615.32	0
516610 Data Circuits	3,946.20	0
516670 IT Inter Svc Cost DII Other	6,808.00	0
516671 IT Inter Svc Cost-VISION/ISD	38,662.00	0
516672 IT Inter Svc Cost DII Telephon	27,296.24	0
516673 IT Inter Svc Cost DII Data Tel	304.53	0
516813 Advertising - Print	1,840.56	0
516820 Advertising - Job Vacancies	2,109.50	0
517000 Printing and Binding	8,765.93	0
517005 Printing & Binding-BGS Copy Ct	2,065.55	0
517010 Printing-Promotional	293.56	0
517020 Photocopying	2,416.97	0
517050 Process&Printg Films,Microfilm	309.06	0
517100 Registration for Meetings&Conf	6,095.85	0
517200 Postage	17,512.11	0
517300 Freight & Express Mail	507.72	0
517400 Instate Conf, Meetings, Etc	738.85	0
517410 Catering/Meals Cost	2,430.98	0
517500 Outstate Conf, Meetings, Etc.	2,020.00	0
518000 Travel-Inst-Auto Mileage-Emp	34,028.76	0
518010 Travel-Inst-Other Transp-Emp	9,382.00	0
518020 Travel-Inst-Meals-Emp	6	0
518030 Travel-Inst-Lodging-Emp	489.1	0
518040 Travel-Inst-Incidentals-Emp	27.25	0
518300 Travl-Inst-Auto Mileage-Nonemp	902.1	0
518500 Travel-Outst-Auto Mileage-Emp	485.05	0
518510 Travel-Outst-Other Trans-Emp	602.9	0
518520 Travel-Outst-Meals-Emp	867.89	0
518530 Travel-Outst-Lodging-Emp	495.54	0
518540 Travel-Outst-Incidentals-Emp	25.9	0
519000 Other Purchased Services	10,061.94	0
519040 Moving State Agencies	821.5	0
520000 Office Supplies	16,957.22	0
520100 Vehicle & Equip Supplies&Fuel	4,035.56	0
520110 Gasoline	31,324.49	0
520500 Other General Supplies	8,109.60	0
520510 IT & Data Processing Supplies	8,818.10	0
520520 Cloth & Clothing	4,707.70	0
520540 Educational Supplies	300.7	0
520550 Electronic	173.31	0
520590 Fire, Protection & Safety	5,728.90	0
520600 Recognition/Awards	146.11	0
520700 Food	1,050.16	0

521000 Natural Gas	1,095.51	0
521100 Electricity	7,154.26	0
521300 Other Energy	13.25	0
521320 Propane Gas	1,318.07	0
521500 Books&Periodicals-Library/Educ	362.78	0
521510 Subscriptions	974.34	0
521520 Other Books & Periodicals	212.25	0
521800 Household, Facility&Lab Suppl	362.85	0
521820 Paper Products	183.17	0
522200 Hardware-Other Info Technology	5,945.16	0
522210 Info Tech Purchases-Hardware	5,470.74	0
522220 Software - Other	0	0
522430 Communications Equipment	294.9	0
522600 Vehicles	153,847.09	0
522700 Furniture & Fixtures	1,495.90	0
523620 Single Audit Allocation	328	0
523640 Registration & Identification	2,485.20	0
550200 Gr, Awards, Scholarships&Loans	0	0
551000 Interest Expense	297.84	0
551060 Late Interest Charge	1,062.03	0

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO #
2292

GRANT SUMMARY: FY 2007 Emergency Management Performance Grant program
(EMPG) (2007-EM-E7-0049) DKS

DATE: May 14, 2007

DEPARTMENT: Department of Public Safety

GRANT AMOUNT: \$1,696,587

GRANT PERIOD: October 1, 2006 – September 30, 2008

GRANTOR/DONOR: U.S. Department of Homeland Security

POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Motor Equipment Mechanic A (\$36,000 annual salary plus benefits: 50% federally funded with EMPG funding which has been in place since before 1995 and is expected to be available in the foreseeable future and 50% special funds from the Fire Safety Prevention Fund)

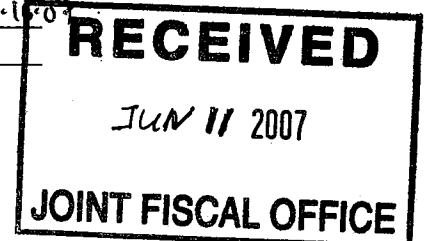
ANY ON-GOING, LONG-TERM COSTS TO THE STATE:

None for the period of the agreement.

COMMENTS:

DEPT. FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION:
SENT TO JOINT FISCAL OFFICE:

(INITIAL) MB
(INITIAL) MB
(DATE) 5/16/07



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LEGAL COUNSEL

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FAX NO. 802-241-5377

MEMORANDUM

Date: April 19, 2007
To: Molly Ordway Paulger, Classification, DHR
From: Phyllis Martin, Human Resources, DPS *PM*
Re: Position Request

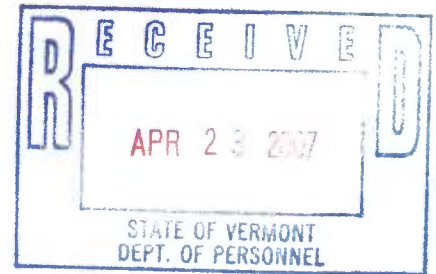
Please find attached a Limited Service, Grant Funded Position Request to create a Public Safety Motor Equipment Mechanic A. The funding sources are the EMPG grant and Fire Safety Prevention funds. The following documents are attached:

- Position Request with Justification documentation
- Form A, Request for Classification Review with organization chart
- EMPG grant application with budget
- EMPG grant approval

Please let me know if you need additional information. Thank you.

*David -
Position request from
Public Safety. It looks
like an existing grant -
but I defer to you
on the funding - the
position makes
sense based on
the request.*

*Thank you
Molly*



REC'D MAY 08 2007



**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: Dept of Public Safety Date: 4/19/07

Name and Phone (of the person completing this request): Phyllis Martin 2415392

Request is for:

- Positions funded and attached to a new grant.
- xx Positions funded and attached to an existing grant approved by JFO #EMPG grant ongoing funding, initial grant 1950's (no JFO number available).

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

US Dept of Homeland Security, Emergency management Performance Grant (EMPG) – 50% funding
Fire Safety Prevention Fund #21901 – 50% funding

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>
Public Safety Motor Equipment Mechanic	1 pos	VSP/Fleet Services	EMPG Grant period: 10/1/06-9/30/08

*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:

See attached.

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

Signature of Agency or Department Head Date 4/19/07

Molly Paul
* Approved/Denied by Department of Human Resources Date 4/24/07

Jim Ruddy
Approved/Denied by Finance and Management Date 5/16/07

[Signature]
Approved/Denied by Secretary of Administration Date 5-16-07



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

Comments:

* This request makes a great deal of sense from an HR - Staffing - position perspective. I approve this based on position need only. I defer all funding / budget / grant approval to the Budget Analyst. Thank you. MOP 4/24/07

From: David Tiffit, VSP Fleet Administrator
To: Major Bruce Lang, VSP Executive Officer

Subj: NEW MECHANIC POSITION

Encl: (1) Position Request Form

1. It is requested that a new Mechanics position be created in the Fleet Services section of the Vermont State Police. It is envisioned that this position will be two tiered, starting as a Mechanic A position and as the mechanic progresses and completes qualifying training, progress to a Mechanic B position.

2. Back Ground: The Fleet Services Section is responsible for accounting for, maintaining records, monitoring repair cost, performing repairs and coordinating with vendors for repairs and repair parts on over 400 pieces of equipment in the Public Safety inventory. All of this equipment comes through the Fleet Garage for outfitting, striping, inspection and registration. With the purchase of new vehicles and equipment for the vehicles, as well as the addition of the Fire Safety Division to the Department Public Safety, performing these functions has become increasingly more difficult and time consuming for the three mechanics to accomplish. This delay has had a negative impact on the Divisions ability to perform their respective missions because they are waiting for vehicles to be repaired. In addition it causes the Divisions to spend more money on mileage reimbursement and in making repairs to vehicles that are scheduled for replacement but the replacement vehicle is not yet ready for issue.

3. Justification: The new mechanic position will allow us to complete the outfitting of the vehicles more expeditiously as well as allow us to complete timely repairs on damaged equipment. It is anticipated that the new position will also present us with the opportunity to save on wear and tear of vehicles by allowing us to create a mobile repair capability for Emergency Lights and help the department save monies by reducing the amount of vehicles that have to travel to Fleet Services for those repairs. As an added bonus it will give the shop supervisor the ability to manage personnel schedules to ensure all can take time off for vacation or educational opportunities while not sacrificing the ability to provide a significant repair service to the members of the department.

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: JFO 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.*

All work must be performed at the semi-skilled and skilled level under the supervision of the shop supervisor and other more experienced mechanics.

Must be able to pass a background check prior to employment.

Automotive Repairs:

Repairs police and department vehicles including mechanical, electrical and hydraulic issues by performing diagnostic testing and repairs on vehicles. All diagnostics and repairs require accuracy. Lifting up to 80 lbs is required on many repairs.

Brake Systems - Performs diagnostics and repairs of computer controlled and mechanical controlled brake systems to ensure a safe and reliable vehicle is placed in public service.

Exhaust Systems- Performs repairs by replacing catalytic converters, sensors and resonators to ensure vehicle operates safely and meets required regulations.

Engines- Assist in diagnostics testing on extremely technical gasoline and diesel engines to ensure proper identification of problems needing correction. Orders parts and conducts repairs using manuals, specialized tools and equipment to ensure proper installation of repair parts and optimum operation of equipment.

Fuel Systems - Performs diagnostics and repairs to electronic and manual fuel systems. Conducts repairs of throttle bodies, multi port fuel injection systems, sequential port fuel injection systems and carburetors to ensure proper operation of equipment.

Body - Repairs and or replaces body, frame, steering and suspension parts as required to return the vehicle to standard configuration and ensure safe operations. May be required to coordinate with external vendors for service when repairs exceed internal capabilities.

Glass - Repairs and replaces door glass and mirrors to ensure proper visibility and safety. In addition replaces door glass insulation to ensure sound deadening and air infiltration restrictions.

Electrical - Performs diagnostics using computerized equipment as well as manual troubleshooting procedures to locate and repair electrical problems. Repairs and replaces wiring, batteries, sensors, motors, alternators, starters, lights, sirens, and other electrical components as required to ensure proper operation of the vehicle.

Restraint Systems - Repairs/replaces vehicle safety components to comply with federal

and state regulations. Performs work on air bag systems, passive restraint systems, sensors and computers to ensure operator and passengers are provided required safety features.

Transmission - Performs diagnostics and repairs on automatic and manual transmissions and transaxles. Replaces or repairs sensors, electronic controls and filters to ensure proper operation and improve longevity.

Differentials- Diagnoses and repairs differential problems by manually inspecting components and testing electrical items to ensure proper operation.

Tires - Inspects and replaces tires as required. Removes tires and wheels from the vehicle, removes and replaces tires from the wheel using a tire machine. Balances the tires and replaces them on the vehicle. Special care is used to ensure directional tires are mounted properly and that speed rated tires are used on those vehicles requiring them. All procedures require attentiveness to ensure equipment is mounted properly to ensure safe operations of the vehicle

Vehicle conditioning- Must be able to work with cleaning agents to prepare vehicle for reissue or sale.

Police package options- Diagnoses and performs repairs to specialized equipment and wiring. Performs repairs to Heavy Duty brake, suspension, and electrical charging systems. In-depth knowledge of basic operations is required to facilitate repairs of the heavy-duty components.

Emergency Equipment:

Light Bars - Installs and wires numerous styles of light bars. Special attention is required to ensure that each is wired properly because of different wiring standards used. Proper operation is essential for the safety of the operator and to ensure visibility by all.

Portable Lights- Troubleshoots and repairs portable lights by replacing bulbs, fuses and correcting wiring problems that occur. Proper operation is required to ensure availability of use at a moments notice.

Siren Systems- Installs and maintains siren system and troubleshoots problems and repairs or replaces components as required. Repairs wiring problems to ensure proper operation that is required by police standards.

Alternating Headlight Systems- Maintains the alternating headlight systems installed in the vehicles by diagnosing problems in wiring, or replacing components as required. Proper operation is essential to safety/visibility during hazardous conditions and routine operations associated with police work.

Siren Speakers- Maintains siren speaker system by troubleshooting electrical problems and replacing components, fuses or repairing wiring as required. Proper operation is essential to police operations.

Camera Systems- Installs camera systems in police vehicles. Requires installing wires and controls to ensure proper operations. Additionally, requires ensuring cameras are mounted properly for accurate use of the system by operators and to ensure video cameras will record accurate data when in operation.

Cages- Installs and maintains special purpose cages in vehicles for the K-9, Arson and Truck Team units. This entails preparing the vehicle for the cage by removing and adding components to facilitate proper mounting. Proper operations are essential to the Officer and the safety of all involved.

Radio Trays and Consoles- Installs radio trays or consoles in all vehicles and removes

them from vehicles being disposed of. In addition the mechanic is required to inspect and repair and electrical problems associated with the Radio Trays.

Decals - Installs Vermont State Police door shields, stripes and lettering when new vehicles are purchased and removes them when vehicles are disposed of. Does specialized marking for some cars to distinguish them from others as required by higher headquarters. Proper marking of a vehicle is required for identification and easy visibility.

AC/DC Conversion Systems - Installs AC/DC conversion systems in vehicles to allow for the use of special equipment. Troopers use this system to access current information, log reports and operate lights.

Deck Lights - Installs and trouble shoots deck lights from Federal Systems and Whelan. Ensures units are wired correctly for proper operation and troubleshoots lights that do not work. These lights are important in that they provide proper rear directed safety lights in police cars.

Strobe Systems- Installs and wires strobe lighting systems from Federal Systems and Whelan. Wiring is complicated by the sequence in which the strobes need to work. Front strobe with headlights and rear strobes with rear deck lights. A in-depth understanding of electrical systems is required. These lights offer proper notification to others of a stopped police car and gives them time to react.

Prisoner Restraint Points - Required to install eyelets into the vehicle floor or other solid points. Prisoner Restraint points are necessary at times to restrain violent prisoners.

Shotgun Mounts- Installs shotgun mounts in new vehicles and removes them from vehicles being disposed of. Location and ease of operation is essential to the Police Officer so care in installation is necessary.

Anti Theft Systems - Installs and repairs TREMCO police package systems. Operation is important to ensure police vehicles are not stolen.

Spot Lights - Installs Spot lights and is responsible for routine maintenance. Spot light operation is essential for scene illumination.

Wrecker:

Repairs - Performs diagnostics and repairs on a heavy-duty wrecker. Repairs are made to a heavy-duty hydraulic system, heavy-duty diesel engine, heavy-duty drive train, and emergency lighting system to ensure vehicle is ready to go for emergency operations.

Recovery Equipment- Preventive maintenance and repairs are performed on the main winch, chains, tie down straps and emergency lighting to make sure equipment is safe to use and is ready for emergency operations.

Mobile Crime Lab - Performs repairs on the vehicle to ensure the mobile crime laboratory is operational. The Lab is essential to police investigations.

Mobile Command Post- Performs mechanical and electrical maintenance on the command post to ensure proper operation in time of need.

Equipment Operations:

Police Vehicles- Must have a valid operators license to be able to test vehicles after completion of repairs. Superb quality control is essential to having a quality maintenance program and keeping safe vehicles on the road.

Wrecker- Operation of the wrecker may be required and the mechanic may spend as much as 8 hours on the road retrieving a vehicle. The ability to drive long distances and operate heavy equipment is essential to safe and productive operations.

Forklift- Operating and performing preventive maintenance checks and services on the forklift are required to move extremely heavy items. e.g. engines or transmissions. In addition when items are sent to a salvage yard many require the use of a forklift to move them. The ability to judge distances and operate a forklift is essential to safe operations and to prevent injury.

Water Pumps- The mechanic must have a working knowledge of the operations of water pumps. Emergency management equipment must be maintained and ready for immediate use. This requires that the water pumps be operated and tested on a routine basis to ensure they will be ready during an emergency.

Generators- The mechanic must have a working knowledge of the operation of power generators. Emergency Management generators must be maintained and ready for use. They need to be operated on a routine basis to make sure they will be ready in an emergency.

Car Lifts- The shop car lifts are operated by the mechanic daily. Safe operation is essential to minimize injury. In addition, these lifts must be inspected to make sure that there are no defective components that may fail.

Power Tools- The mechanic is often required to utilize power tools in making repairs to the cars. Power tools are used when buffing out scrapes, grinding off metal or when drilling a hole. Safe operation is essential to prevent injury and perform a quality repair or installation of a component.

Air Tools- The mechanic operates air tools on a daily basis. Examples of air tools used are; air ratchet, air impact wrench, and air chisel. These tools reduce the time it takes to perform repairs and limits the negative ergonomic impact on the mechanic. Safe use of these tools is essential to productivity and mechanic well-being. Hearing protection is required when operating many of these items.

Welders- After some training the mechanic will be required to properly perform welding operations when doing some repairs to vehicles. Welding is done using two different methods of welding, Wire feed and stick. Welding is often used when installing a new exhaust system. Safe operation is a must for individual and facility safety.

Gas Torches- the mechanic will be required to properly operate Oxygen and Acetylene torches to heat or cut away metal objects heating or cutting away objects is often the only way to continue repairs. Safe operation of this equipment is required to ensure a safe work environment and avoid injuries.

Air Conditioning Reclaimer/Recharger- The mechanic must be able to operate the reclaimer/recharger according to federal law as to not discharge any refrigerant in to the air. The reclaimer/recharger is used to keep the air conditioning system working properly in the vehicles.

Coolant Recycler- The mechanic will use the coolant recycler whenever repairs are done to the cooling system. Using the recycler eliminates the need to dispose of hazardous waste and re-uses good engine coolant.

FM Emergency Radios - periodically the mechanic may be required to use the vehicle radio. This often happens when test-driving a vehicle or when operating the wrecker to recover a disabled vehicle. Proper radio protocol must be followed per department directives.

Solvent Cleaning Tank- Mechanics will be required to properly use the solvent cleaning tank to clean parts they are working on. It is imperative that the proper safety equipment

be worn during its use to prevent injury to the individual.

Paint Booth- The mechanic may be required to utilize the paint spray booth and must be willing to learn how to use a paint spray gun, protective clothing, respirator, and operate the booth in accordance with standard operating procedures. The ability to follow/comply with state and federal regulations is a must.

Technical Manuals- The mechanic must be able to access, read, interpret and follow written and computerized repair manuals for each vehicle. Compliance with the repair procedures will ensure a quality product is returned to service.

Plow Truck- During the winter months there will be a requirement for the mechanic to operate the plow truck. The purpose is to remove snow from the parking area and allow safe movement of the vehicles requiring repairs in the compound.

Building Operations:

Cleaning - The mechanic is required to clean the work area. A clean environment is also a safe work environment. In addition, the mechanic is required to immediately clean any oil and gas spills and to follow all hazardous disposal procedures.

Disposal of Oils- The mechanic is often required to perform oil changes to the vehicles. Upon completion of the oil change the mechanic is required to place the used oil in the appropriate storage container for disposal. In addition the oil filter is required to be drained prior to disposal.

Alarm Activation/De-activation- the mechanic will be assigned a pass code for the alarm system and must protect this code at all times. The mechanic may be required to activate or deactivate the alarm during normal working hours, as well as after hours. Proper operation is essential to prevent loss of state property.

Preservation of Evidence:

Mechanics are often required to transport vehicles and contents from a crime scene to a secure location for storage and possible protection.

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*.

- Works with Vermont State Police stations throughout the state in coordinating vehicle repairs.
- Works closely with vendors in ordering and parts for repairs.
- _ Works closely with local repair facilities to conduct repairs that exceed the shop's capabilities.
- Works closely with other mechanics to make timely repairs.
- Works closely with the Administrative Assistant to ensure accurate repair data is entered into the vehicle tracking and maintenance program.

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.

- Requires a valid Vermont State Drivers license
- Must be able to operate Power and Air powered tools
- Must be able to drive for long distances.
- Must be able to operate a fork lift.
- Must be or be able to be licensed to perform Vermont State vehicle safety inspections
- Must be able to use sophisticated diagnostic equipment and techniques.

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:

not applicable

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.

The supervisor works side by side with the mechanic and decides the priority of work that is done at the shop. Mechanics are assigned work assignments by the supervisor daily. The mechanic has to work independently on many tasks. Critical thinking is often required when dealing with electrical wiring problems.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

The most mentally demanding task performed by the mechanic is troubleshooting the electrical system. This involves following a wire diagram and often tracing wires to find the fault. This often take a high level of reasoning ability to perform.

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.*

The importance of this position can not be over stated. The mechanic keeps the State Police/DPS vehicles in tip top operational condition and ready to respond to emergency situations.

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?
Meeting deadlines and quality standards	Daily
Maintaining Knowledge of new equipment and maintenance procedures	Daily
Risk of Injury while performing daily tasks	Daily

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Hazardous waste, oil, antifreeze, battery acid, fuel, propane, petroleum cleaners, brake clean, paint thinner and detergents. Fumes from the same cleaners, painting equipment and vehicle undercoating.	Daily
Physical contact while working on equipment.	

possible cuts, abrasions, burns or injury	
Hazardous waste, oil, antifreeze, battery acid, fuel, propane, petroleum cleaners, brake clean, paint thinner and detergents. Fumes from the same cleaners, painting equipment and vehicle undercoating.	Daily
Physical contact while working on equipment. possible cuts, abrasions, burns or injury	Intermittent
Noise from power and air tools. Noise from equipment operations, fork lifts and painting equipment.	Daily/Weekly
Air Conditioning Refrigerants - R12 and R134A	Intermittent
Blood born pathogens/illnesses from dealing with accident vehicles or crime scene vehicles	Intermittent

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?
Lifting Vehicle Parts	up to 80 lbs	Daily
Changing tires	up to 80 lbs	Weekly

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

Type	How Much of the Time?
Long term Standing, Bending, Working Overhead, Driving and Walking	Daily
Long term sitting required for driving wrecker.	Intermittent

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: _____

page copied twice -
see next copy of page 10

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?

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?

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

4. Suggested Title and/or Pay Grade:

Public Safety Motor Equipment Mechanic PG 13

Supervisor's Signature (required): _____ Date: _____

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.

guc 33002

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).

n/a

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?

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?

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

4. Suggested Title and/or Pay Grade:

Public Safety Motor Equipment Mechanic PG 13

Supervisor's Signature (required): Devin [Signature] Date: 4/17/07

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.

guc 33002

Attachments:

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n/a

Suggested Title and/or Pay Grade:

Public Safety Motor Equipment Mechanic PG 13

Personnel Administrator's Signature (required):



Date:

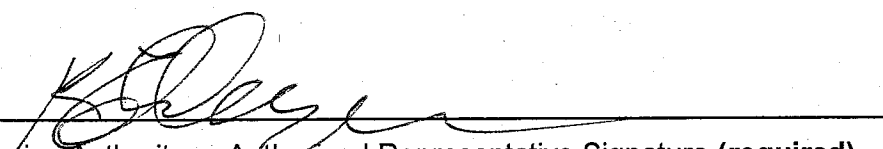
4/2007

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:

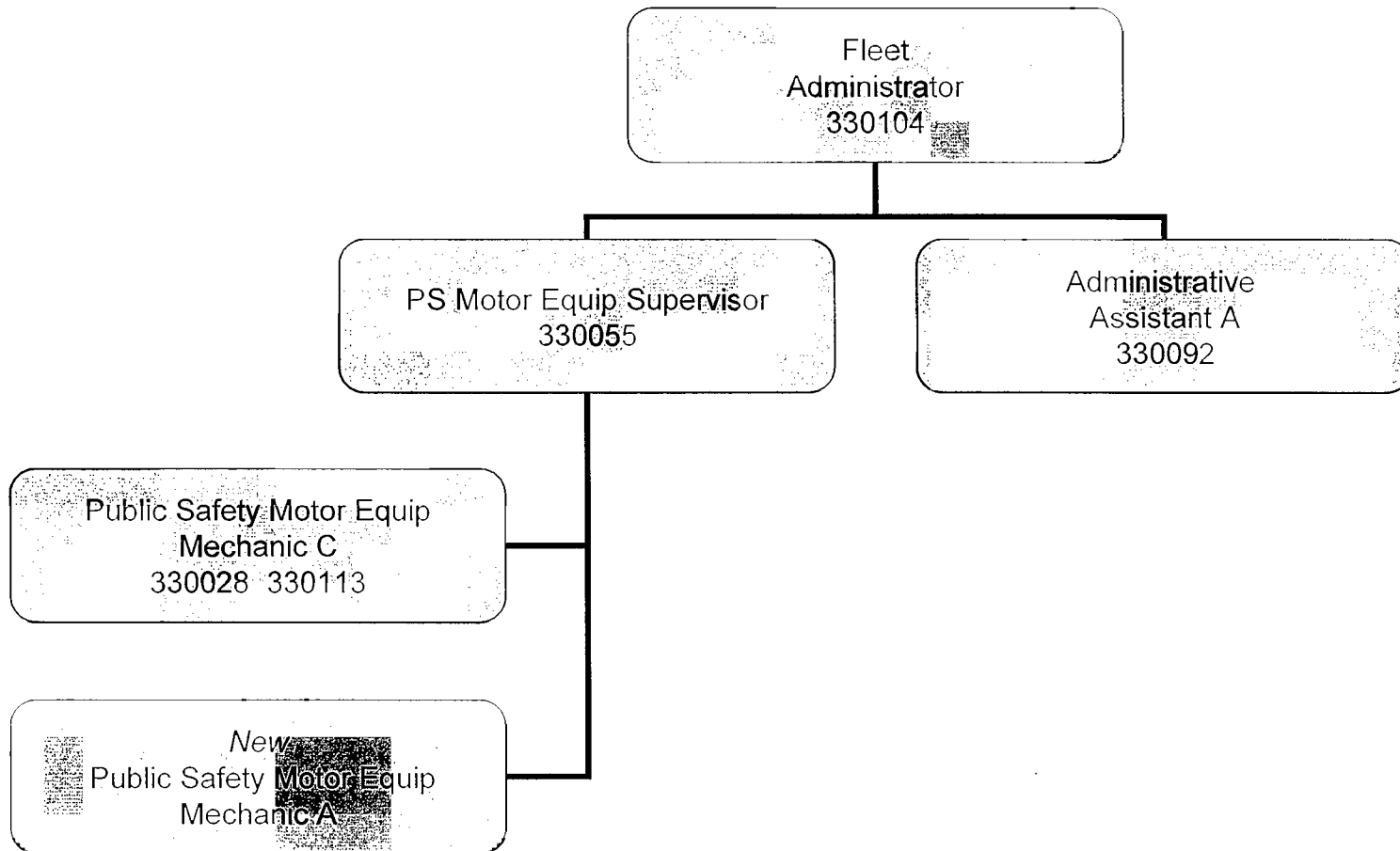
Appointing Authority or Authorized Representative Signature (required)






Date

4/19/07

Dept of Public Safety
VSP/Support Services/Fleet Services
FY 07



Created fund source
EMPG07
Allocated fund source
Budget JE 867160
Ruf
4/4/07

 Department of Homeland Security Preparedness Directorate Office of Grants and Training		Grant		PAGE 1 OF 2																	
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2007-EM-E7-0049																			
		5. PROJECT PERIOD: FROM 10/01/2006 TO 09/30/2008 BUDGET PERIOD: FROM 10/01/2006 TO 09/30/2008																			
		6. AWARD DATE 02/27/2007		7. ACTION																	
1A. GRANTEE IRS/VENDOR NO. 036000274		8. SUPPLEMENT NUMBER 00		Initial																	
		9. PREVIOUS AWARD AMOUNT \$ 0																			
3. PROJECT TITLE FY 2007 Emergency Management Performance Grant Program		10. AMOUNT OF THIS AWARD		\$ 1,696,587																	
		11. TOTAL AWARD		\$ 1,696,587																	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).																					
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Department of Homeland Security Appropriations Act, 2007, P. L. 109-295																					
15. METHOD OF PAYMENT PAPRS																					
AGENCY APPROVAL			GRANTEE ACCEPTANCE																		
16. TYPED NAME AND TITLE OF APPROVING DHS OFFICIAL Corey D. Gruber Acting Assistant Secretary, Office of Grants and Training			18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Kerry Sleeper Commissioner																		
17. SIGNATURE OF APPROVING DHS OFFICIAL 			19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 		19A. DATE 3/26/07																
AGENCY USE ONLY																					
20. ACCOUNTING CLASSIFICATION CODES <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>E</td> <td>EM</td> <td>25</td> <td>00</td> <td>00</td> <td></td> <td>1696587</td> </tr> </tbody> </table>				FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT	7	E	EM	25	00	00		1696587	21. EM07V40046	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.	REG.	SUB.	POMS	AMOUNT														
7	E	EM	25	00	00		1696587														

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)

To: Accts 3/26/07
 The ag't +
 special conditions
 were faxed to
 OJP Control Desk
 3/26 @ 4:30PM Laurie.





Department of Homeland Security
Preparedness Directorate
Office of Grants and Training

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 2

PROJECT NUMBER 2007-EM-E7-0049

AWARD DATE 02/27/2007

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Grant Operations Financial Management Guide.
2. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
3. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of G&T.
4. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for emergency management preparedness efforts.
5. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Fiscal Year 2007 Emergency Management Performance Grants (EMPG) Program Guidance and Application Kit and must support the goals and objectives included in the EMPG Work Plan.
6. States should use the Emergency Management Accreditation Program (EMAP) Standard (April 2006), Nationwide Plan Review, National Response Plan, National Incident Management System (as published by DHS on March 1, 2004), state homeland security strategies, the Interim National Preparedness Goal and the Target Capabilities List as a basis for developing EMPG work plans and performance evaluations.
7. When implementing G&T funded activities, the recipient must comply with all federal civil rights laws, to include Title VI of the Civil Rights Act, as amended. The recipient is required to take reasonable steps to ensure persons of limited English proficiency have meaningful access to language assistance services regarding the development of proposals and budgets and conducting G&T funded activities.
8. The grantee agrees to comply with the Buy American Act (41 U.S.C. 10a). Grants authorized under the Stafford Act, including EMPG, must follow the standards of the Buy American Act. This Act requires that all materials purchased be produced in the United States, unless such materials are not available, or such a purchase would not be in the public interest.

Handwritten signature and date: 5/26/07



Department of Homeland Security
Preparedness Directorate
Office of Grants and Training

**GRANT MANAGER'S MEMORANDUM, PT. I:
PROJECT SUMMARY**

Grant

PROJECT NUMBER
2007-EM-E7-0049

PAGE 1 OF 1

This project is supported under Department of Homeland Security Appropriations Act, 2007, P. L. 109-295

1. STAFF CONTACT (Name & telephone number)

Lynn Bagorazzi
(202) 786-9514

2. PROJECT DIRECTOR (Name, address & telephone number)

Laurie Smith
Grants Manager
103 South Main Street
Waterbury, VT 05671
(802) 241-5419

3a. TITLE OF THE PROGRAM

FY 2007 Emergency Management Performance Grant Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

FY 2007 Emergency Management Performance Grant Program

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2006 TO: 09/30/2008

8. BUDGET PERIOD

FROM: 10/01/2006 TO: 09/30/2008

9. AMOUNT OF AWARD

\$ 1,696,587

10. DATE OF AWARD

02/27/2007

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

Through this accord, the Vermont Department of Public Safety will use grant funding in the amount of \$1,696,587 from the Fiscal Year 2007 Emergency Management Performance Grant Program (EMPG) to support the emergency management mission areas and structure individual emergency management programs based on identified needs and priorities to strengthen their capabilities, while simultaneously addressing issues of national concern as identified both in the National Priorities and the Target Capabilities List, as outlined in the State's EMPG Work Plan.



Department of Homeland Security, Preparedness Directorate

Office of Grants and Training

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Alan Fisher, NEPA Coordinator

Subject: Categorical Exclusion for Vermont Department of Public Safety

The U.S. Department of Homeland Security (DHS), Preparedness Directorate's Office of Grants and Training (G&T) must consider the environmental impacts of a grant action under the National Environmental Policy Act (NEPA). NEPA requires that any federally funded grant activity be reviewed for potential environmental impact within the place of performance of the project. As stated in the assurances agreed to by your organization at the time of award, recipients of the Fiscal Year 2007 Emergency Management Performance Grants are subject to compliance with NEPA.

DHS has identified several categories of actions that do not individually or cumulatively have a significant impact on the human environment and therefore do not require an Environmental Assessment (EA) or Environmental Impact Statement (EIS). These categorical exclusions allow grantees to avoid unnecessary analysis, process, and paperwork and concentrate their resources on those proposed actions having real potential for environmental concerns. For an action to be categorically excluded, grantees must satisfy three conditions:

1. The entire action must clearly fit within one or more of the categories of excludable actions listed in DHS Management Directive 5100.1, Environmental Planning Program.
2. The scope of the action has not been segmented to be a small piece of a larger action in order to avoid the appearance of significance.
3. No extraordinary circumstances with potentially significant impacts relating to the proposed action exist.

Activities that involve greater potential for environmental effect require a Record of Environmental Consideration. Projects in the following categories require grantees to complete a NEPA Compliance Checklist addressing the environmental issues for each project funded by G&T grants:

- Acquisition, installation, maintenance, operation, evaluation, removal, or disposal of security equipment to screen for or detect dangerous individuals or dangerous or illegal materials at existing facilities.
- Acquisition, installation, maintenance, operation, evaluation, removal, or disposal of target hardening security equipment, devices, or controls to enhance the

physical security of existing critical assets.

Use of EMPG funds for construction is generally prohibited; however, limited construction and renovation activities for an emergency operations center (EOC) is allowable. Written approval must be provided by G&T prior to the use of any EMPG funds for construction or renovation.

Activities conducted using G&T grant funding that require specific documentation of NEPA compliance must be coordinated between the grantee and the G&T Preparedness Officer.



Department of Homeland Security, Preparedness Directorate
Office of Grants and Training

February 27, 2007

Washington, D.C. 20531

Mr. Kerry Sleeper
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101

Dear Mr. Sleeper:

I am pleased to inform you that the Office of Grants and Training has approved the application for funding under the FY 2007 Emergency Management Performance Grant Program in the amount of \$1,696,587 for Vermont Department of Public Safety. Through this accord, the Vermont Department of Public Safety will use grant funding in the amount of \$1,696,587 from the Fiscal Year 2007 Emergency Management Performance Grants (EMPG) to support the emergency management mission areas and structure individual emergency management programs based on identified needs and priorities to strengthen their capabilities, while simultaneously addressing issues of national concern as identified both in the National Priorities and the Target Capabilities List, as outlined in each State's EMPG Work Plan.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, Lynn Bagorazzi, Program Manager at (202) 786-9514;
- Financial Questions, the Office of Grant Operations (OGO) at 866 - 9 ASK OGO or 866-927-5646, or send an email to ask-OGO@dhs.gov; and
- Payment Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.oc@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

Corey D. Gruber
Acting Assistant Secretary, Office of Grants and Training

Enclosures

**APPLICATION FOR
FEDERAL ASSISTANCE**

OMB Approval No. 0348-0043

		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application Preapplication <input type="checkbox"/> Construction <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction <input type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Vermont Department of Public Safety		Organizational Unit: Emergency Management Division	
Address (give city, county, state, and zip code): 103 South Main Street Waterbury, VT 05671-2101		Name and telephone number of person to be contacted on matters involving this application (give area code): Barbara Farr (802) 244-5376	
6. EMPLOYER IDENTIFICATION NUMBER (EN): 03 - 6000264		7. TYPE OF APPLICANT: (enter appropriate letter in box) A	
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) <input type="checkbox"/> <input type="checkbox"/> A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration Other (specify): _____		A. State H. Independent School Dist. B. County I. State Controlled Institution of Higher Learning C. Municipal J. Private University D. Township K. Indian Tribe E. Interstate L. Individual F. Intermunicipal M. Profit Organization G. Special District N. Other (Specify) _____	
		9. NAME OF FEDERAL AGENCY: Homeland Security Grant Program	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 97 - 042		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: State and Local Emergency Management Program	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Statewide			
13. PROPOSED PROJECT: Start Date Ending Date 10/01/06 09/30/08		14. CONGRESSIONAL DISTRICTS OF: a. Applicant b. Project Statewide Statewide	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 1,696,587	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____	
b. Applicant	\$ 1,512,587		
c. State	\$ 40,000	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372 <input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 144,000		
e. Other	\$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
f. Program Income	\$		
g. TOTAL	\$ 3,393,174		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Type Name of Authorized Representative Kerry Sleeper		b. Title Commissioner	c. Telephone Number (802) 244-8721
d. Signature of Authorized Representative		e. Date Signed December 28, 2006	

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Authorized for Local Reproduction

Standard Form 424 (REV. 7-97)
Prescribed by OMB Circular A-102

FEDERAL EMERGENCY MANAGEMENT AGENCY
SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS

O.M.B. No. 3067-0206
Expires February 29, 2004

FOR
FY 2007

CA FOR (Name of State)
Vermont

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II FEMA Form 20-16B, Assurances-Construction Programs
- Part III FEMA Form 20-16C, Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV SF LLL, Disclosure of Lobbying Activities (If applicable)

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

Barbara Farr

Typed Name of Authorized Representative

Director Vermont Emergency Management

Title

December 20, 2006

Signature of Authorized Representative

Date Signed

NOTE By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

Paperwork Burden Disclosure Notice

"Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472."

FEDERAL EMERGENCY MANAGEMENT AGENCY BUDGET INFORMATION--NONCONSTRUCTION PROGRAMS			See reverse for Paperwork Burden Disclosure Notice	Page 1 of 1	OMB No. 3067-0206 Expires February 29, 2004
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED Federal Emergency Management Agency Region 1		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101	
4. EMPLOYER IDENTIFICATION 03-6000264		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/01/06 Ending Date: 09/30/08	
7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:					
8. FEDERAL RATE SHARING (%) \longrightarrow		50.00 %		%	
9. PROGRAM ACRONYM \longrightarrow					
CFDA NUMBER \longrightarrow		97.042			
10. Object Class		a. Personnel	1,421,232		1,421,231.67
		b. Fringe Benefits	419,735		419,735.34
		c. Travel	88,813		88,812.53
		d. Equipment	225,766		225,766.01
		e. Supplies	98,029		98,029.48
		f. Contractual	630,889		630,888.89
		g. Construction			
		h. Other	508,710		508,710.34
		i. Total Direct Charges (10a to 10h)	3,393,174		3,393,174.26
		j. Indirect Charges			
		k. Total (Sum of 10i & 10j)	3,393,174		3,393,174.26
Source		l. Federal Share	1,696,587		1,696,587.13
		<i>Non-Federal Resources:</i>			
		m. Applicant	1,512,587		1,512,587.13
		n. State	40,000		40,000.00
		o. Local	144,000		144,000.00
		p. Other Sources			
		q. Total (Sum of 10l to 10p)	3,393,174		3,393,174.26
Income		r. Program Income			
Indirect Cost		s. Detail on Indirect Cost Type of Rate (mark "X" in one box) <input type="checkbox"/> Provisional-Final <input type="checkbox"/> Predetermined <input type="checkbox"/> Fixed with Carry-Forward Rate: % Total Amount of Indirect Cost: _____ Base:			
11. Signature of Authorizing Official		12. Name and Title (Type or print) Barbara Farr Director of Emergency Management		13. Telephone Number (Area code, Number and Extension) 802-241-5376	
				Date Report Submitted December 20, 2006	

WORKSHEET FOR BUDGET NARRATIVE
NONCONSTRUCTION PROGRAMS

OBJECT CLASS CATEGOR *Personnel*

Page 1 of 10 pages

1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101	
4. EMPLOYER IDENTIFICATION 03-6000-264		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08	
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:	
10. ACTIVITY:		11. TASK:			

(a) POSITION TITLE	(b) POSITION NUMBER	(c) POSITION TYPE	(d) HIRE DATE	(e) VACANCY DATE	(f) DATE OF SALARY INCREASE	(g) WORK YEARS	(h) ANNUAL SALARY	(i) TOTAL STATE & FEDERAL SAL		(j) TOTAL STATE & FEDERAL SAL		
								% OF SALARY	97.042 Federal	% OF SALARY	97.042 State	
Director (BF)							76,571.35	100%	76,571.35			
Deputy Director-Ops/Log (PC)							64,371.49	100%	64,371.49			
Deputy Director-Planning (RN)							65,411.35	100%	65,411.35			
Field Operations Chief (RS)							57,395.90	100%	57,395.90			
Public Info Officer (MB)							28,778.48	100%	28,778.48			
Financial Officer (NS)							52,370.50	100%	52,370.50			
IT Specialist 1I (JM)							41,402.19	100%	41,402.19			
Mitigation Specialist - SHMO (RD)							52,249.71	100%	52,249.71			
Mitigation Coordinator (BW)							49,342.56	100%	49,342.56			
Mitigation Specialist - Planner (AS)							40,790.98	100%	40,790.98			
Grants Specialist (CB)							41,722.40	100%	41,722.40			
Administrative Assistant B (KB)							35,407.71	100%	35,407.71			
Administrative Assistant-B-TEMP (Vacant)							4,596.00	100%	4,596.00			
Switchboard/Receptionist (SC)							31,384.79	100%	31,384.79			
EM Specialist (TW)							46,187.86	100%	46,187.86			
EM Specialist II (RB)							6,000.00	100%	6,000.00			
Communications Off (Bradley) (S)							43,200.00		21,600.00		21,600.00	
Motor Mechanic (S)							36,000.00		14,400.00		21,600.00	
RERP Manager (RERP Fund) (JA)							70,379.35			100%	70,379.35	
RERP EM Program Specialist (RERP Fund) (LS)							74,328.53			100%	74,328.53	
RERP Staff Assistant (RERP Fund) (JH)							49,720.56			100%	49,720.56	
RERP Administrative Assistant B (KS)							37,868.70			100%	37,868.70	
RERP EM Specialist (RERP FUND) (TW)							3,588.80			100%	3,588.80	
RERP EPZ Trainer (RERP Fund) (RC)							39,096.16			100%	39,096.16	
RERP Local EPZ Planner (RERP Fund) (DH)							49,389.01			100%	49,389.01	
RERP Local EPZ Coordinator (RERP Fund) (Vacant)							34,268.88			100%	34,268.88	
RERP Administrative Assistant B (DS)							32,401.51			100%	32,401.51	
RERP Trainers (RERP Fund) (11 Temps)							16,706.77			100%	16,706.77	
Compliance Officer (HazChem Fund) (RB)							66,966.57			100%	66,966.57	
HazMat Team Coord. (HazChem Fund) (CH)							116,248.90			100%	116,248.90	
HazMat Field Personnel (HazChem Fund)							57,084.65			100%	57,084.65	
							0.000	1,421,231.67		729,983.28		691,248.40
								1,421,231.68				899,331.60

Comments:

NONCONSTRUCTION PROGRAMS

OBJECT CLASS CATEGORY: *Fringe Benefits*

1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED 02-6000618 DUNS # 80-936-6692		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101	
4. EMPLOYER IDENTIFICATION 03-6000-264		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO.		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08	
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:	
		10. ACTIVITY:		11. TASK:	

OPTION #1

12. (a)	(b) 97.042 Federal	(c) 97.042 State			
TOTAL SALARY	725,387.28	676,826.88			
PERCENTAGE APPLIED	28%	28%			
FRINGE BENEFITS	203,108.44	189,511.53			

OPTION #2

13. (a)	(b)	(c) 97.042	(d) 97.042			
DESCRIPTION	AMOUNT					
TEMP FICA Payment Only - EMPG	4,596.00	344.70				
TEMP FICA Payment Only - RERP	16,706.77		1,253.01			
TEMP FICA Payment Only - HazMat	116,248.90		8,718.67			
Workman's Comp - EMPG	7,044.00	7,044.00				
Unemployment- EMPG	1,155.00	1,155.00				
Workman's Comp - RERP	8,600.00		8,600.00			
	154,350.67	8,543.70	18,571.68	0.00		0.00
TOTAL		211,652.14	208,083.20	0.00		0.00

211,652.14

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY <i>Supplies</i>	Page 5 of 10 pages
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED	3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101	
4. EMPLOYER IDENTIFICATION 03-6000-264	5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692	6. BUDGET PERIOD. (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08	7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:
8. PROGRAM AND CFDA NUMBER: 97.042	9. FUNCTION:	10. ACTIVITY:	11. TASK:

(a) DESCRIPTION OF SUPPLIES	(b) UNIT COST	(c) QUANTITY	(d) UNIT DESCRIPTION	(b X c) = (e) TOTAL COST	(f) SUPPLY COSTS	(g) SUPPLY COSTS
					97.042 22% Federal	97.042 78% State
SUPPLIES		1				
Education & Training	13,500.00	1		13,500.00	✓ 3,000.00	10,500.00
Electronic Data Processing	9,000.00	1		9,000.00	✓ 2,000.00	7,000.00
Gasoline	27,000.00	1		27,000.00	✓ 6,000.00	21,000.00
Miscellaneous	20,382.66	1		20,382.66	✓ 4,529.48	500.00
Office Supplies	63,000.00	1		63,000.00	✓ 14,000.00	5,000.00
				0.00	0.00	0.00
Registration, Dues, & Subscriptions	45,000.00	1		45,000.00	✓ 10,000.00	1,000.00
Cloth & Clothing	13,500.00	1		13,500.00	✓ 3,000.00	10,500.00
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				0.00		
				191,382.66	✓ 42,529.48	55,500.00

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY <i>Contractual</i>		Page 6 of 10 pages		
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED	3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101				
4. EMPLOYER IDENTIFICATION 03-6000-264	5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692	6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08	7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:			
8. PROGRAM AND CFDA NUMBER: 97.042	9. FUNCTION:	10. ACTIVITY:	11. TASK:			
12.				(b X c) = (e)	(f) CONTRACTUAL COSTS	(g) CONTRACTUAL COSTS
(a)	(b)	(c)	(d)		97.042	97.042
NARRATIVE DESCRIPTION	UNIT COST	QUANTITY	UNIT DESCRIPTION	TOTAL COST	50%	50%
CONTRACTUAL					22%	78%
22% Fed/78% State					Federal	State
Mobile Support Unit (V)	22,500.00			22,500.00	5,000.00	17,500.00
				0.00	0.00	0.00
50% Fed/50% State						
State Geologist-Mit Programs (S)	80,000.00			80,000.00	40,000.00	40,000.00
				0.00	0.00	0.00
				0.00	0.00	0.00
22% Fed/78% State						
Communications Maintenance	31,500.00			31,500.00	7,000.00	24,500.00
				0.00	0.00	0.00
COOP/COG (V)	50,000.00			50,000.00	50,000.00	
Field Positions (2.5) (V)	150,000.00			150,000.00	150,000.00	
				0.00	0.00	0.00
Misc Vendor Contracts (V)	18,000.00			40,000.00	8,888.89	
				0.00	0.00	0.00
				0.00	0.00	0.00
				374,000.00	260,888.89	82,000.00

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY <i>SLA Counties</i>		Page 7 of 10 pages						
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code)						
FEMA Region 1		EMB-2003-GR-0805		Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101						
4. EMPLOYER IDENTIFICATION		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO.		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08						
03-6000-264		02-6000618 DUNS # 80-936-6692		7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:						
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		10. ACTIVITY:						
				11. TASK:						
A.	B.	C. NUMBER OF PAID PERSONNEL			D. TOTAL ESTIMATED EXPENSES				E. PERSONNEL COSTS	F. PERSONNEL COSTS
	(State or Local Organization)	(1)	(2)	(1 + 2) = (3)	(1)	(2)	(3)	(1 + 2 + 3) = (4)	97.042	97.042
TEN	NAME OF APPLICANT	FULL TIME	PART TIME	TOTAL	PERSONNEL	TRAVEL	ALL OTHER	TOTAL	50% Federal	50% State
	RPCs	0		0				0.00	-	0.00
	Addison County Regional Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Bennington County Regional Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Central Vermont Regional Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Chittenden County Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Lamoille County Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Northeastern Vermont Development Association	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Northwest Regional Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Rutland Regional Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Southern Windsor County Regional Planning Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Two-Rivers-Ottawaquechee Regional Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Windham Regional Commission	0		0	24,000.00			24,000.00	12,000.00	12,000.00
	Vermont Center for Geographic Information (VCGI)	0		0	24,000.00			24,000.00	12,000.00	12,000.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
		0		0				0.00	-	0.00
	GRAND TOTAL	0	0	0	288,000.00	0.00	0.00	288,000.00	144,000.00	144,000.00

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY <i>Construction</i>	Page 8 of 10 pages	
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED	3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101		
4. EMPLOYER IDENTIFICATION 03-6000-264	5. RECIPIENT ACCOUNT NUMBER OR I.D. NO.	6. BUDGET PERIOD (Month, Day, Year) Beginning Date: Ending Date:	7. Mark "X" in Appropriate Box <input type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:	
8. PROGRAM AND CFDA NUMBER: 97.042	9. FUNCTION:	10. ACTIVITY:	11. TASK:	
12.	(a)	(b)	(c) CONSTRUCTION COSTS	(d) CONSTRUCTION COSTS
NARRATIVE DESCRIPTION	TOTAL COST	97.042 #DIV/0! Federal	97.042 #DIV/0! State	
NO CONSTRUCTION FOR 2007				
		0.00	0.00	0.00

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY <i>Other</i>		Page 9 of 10 pages	
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1	2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED	3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101			
4. EMPLOYER IDENTIFICATION 03-6000-264	5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692	6. BUDGET PERIOD (Month, Day, Year) Beginning Date: 10/1/06 Ending Date: 9/30/08	7. Mark "X" in Appropriate Box <input checked="" type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:		
8. PROGRAM AND CFDA NUMBER: 97.042	9. FUNCTION:	10. ACTIVITY:	11. TASK:		
12.				(f)	(g)
(a)	(b)	(c)	(d)	(b X c) = (e)	OTHER COSTS
NARRATIVE DESCRIPTION	UNIT COST	QUANTITY	UNIT DESCRIPTION	TOTAL COST	97.042 45% Federal
OTHER					97.042 55% State
Printing and Duplicating	42,238.38	1		42,238.38	✓18,031.00
Postage	11,448.83	1		11,448.83	✓5,150.00
Communications/Telephone	136,052.03	1		136,052.03	✓61,200.00
Communications - Dispatch	93,591.35	1		93,591.35	✓42,100.00
Insurance	16,959.83	1		16,959.83	✓7,629.00
Rentals - Office Space & Machines	139,451.11	1		139,451.11	✓62,729.00
Other Purchased Services/Supplies	30,407.19	1		30,407.19	✓13,678.00
Single Audit/FMS Assess/Devel	19,523.03	1		19,523.03	✓8,782.00
Repair/Maintenance	13,338.43	1		13,338.43	✓6,000.00
Furniture & Fixtures	6,669.22	1		6,669.22	✓3,000.00
				0.00	
				509,679.36	228,299.00
					280,411.34

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGORY: <i>Indirect Costs</i>		Page 10 of 10 pages	
1. PROGRAM AGENCY AND ORGANIZATION ELEMENT TO WHICH REPORT IS SUBMITTED FEMA Region 1		2. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED		3. RECIPIENT ORGANIZATION (Name and complete address, including zip code) Vermont Department of Public Safety - EM Division 103 South Main Street Waterbury, VT 05671-2101	
4. EMPLOYER IDENTIFICATION 03-6000-264		5. RECIPIENT ACCOUNT NUMBER OR I.D. NO. 02-6000618 DUNS # 80-936-6692		6. BUDGET PERIOD (Month, Day, Year) Beginning Date: Ending Date:	
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		7. Mark "X" in Appropriate Box <input type="checkbox"/> New Budget <input type="checkbox"/> Revised Budget. Enter Grant Number in Box 2 above Date of Budget Revision:	
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		10. ACTIVITY:	
8. PROGRAM AND CFDA NUMBER: 97.042		9. FUNCTION:		11. TASK:	
OPTION #1					
12. EFFECTIVE PERIOD OF RATE AGREEMENT		(b) TOTAL PERSONNEL & FRINGE BENEFITS #REF!		(d) INDIRECT COSTS CLAIMED #REF!	
		(c) NEGOTIATED RATE		(e) TOTAL PERSONNEL & FRINGE BENEFITS NEGOTIATED RATE	
				(f) 97.042	
				(g) 97.042	
NOTE: VEM DOES NOT USE INDIRECT COST - THEREFORE THIS SHEET DOES NOT NEED TO BE COMPLETED OR PRINTED.					
				INDIRECT COSTS CLAIMED #REF!	
OPTION #2					
13. EFFECTIVE PERIOD OF RATE AGREEMENT		(b) COMMENTS		(c) TOTAL DIRECT CHARGES #REF!	
				LESS	
				LESS	
				LESS	
				TOTAL #REF!	
				NEGOTIATED RATE #REF!	
				INDIRECT COSTS CLAIMED 0.00	
				#REF!	
				#REF!	
OPTION #3					
14. EFFECTIVE PERIOD OF RATE AGREEMENT		(b) COMMENTS		(c) BASE	
				NEGOTIATED RATE	
				INDIRECT COSTS CLAIMED 0.00	
				0.00	
				0.00	
				BASE	
				NEGOTIATED RATE	
				INDIRECT COSTS CLAIMED 0.00	
				0.00	
				0.00	
				BASE	
				NEGOTIATED RATE	
				INDIRECT COSTS CLAIMED 0.00	
				0.00	
				0.00	
				TOTAL INDIRECT COSTS CLAIMED #REF!	
				TOTAL STATE & FEDERAL INDIRECT COSTS CLAIMED #REF!	