

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

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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: June 4, 2007

Subject: Status of Position Request

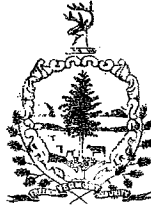
No Joint Fiscal Committee member has requested that the following item be held for review:

JFO #2289 – Request from the Department of Public Safety to establish one (1) new limited service position—Southern Exercise Coordinator. This sponsored position is 100% federally funded and associated with the continuing Homeland Security grant program.

[JFO received 05/03/07]

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



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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: May 4, 2007

Subject: Position Request

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

JFO #2289 – Request from the Department of Public Safety to establish one (1) new limited service position—Southern Exercise Coordinator. This sponsored position is 100% federally funded and associated with the continuing Homeland Security grant program.

[JFO received 05/03/07]

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 May 18 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

INFORMATION NOTICE

The following item was received by the Joint Fiscal Committee:

JFO #2289 – Request from the Department of Public Safety to establish one (1) new limited service position—Southern Exercise Coordinator. This sponsored position is 100% federally funded and associated with the continuing Homeland Security grant program.

[JFO received 05/03/07]

**STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM**

JFO#
2289

GRANT SUMMARY: FY 2006 Homeland Security Grant Program (HSGP) that consists of the State Homeland Security Program (SHSP - \$7,220,000), the Law Enforcement Terrorism Prevention Program (LETPP - \$3,520,000) and the Citizen Corps Program (CCP - \$167,921) (2006-GE-T6-0014)

DATE: ~~November 10, 2006~~
April 13, 2007

DEPARTMENT: Department of Public Safety

GRANT AMOUNT: \$10,907,921

GRANT PERIOD: July 1, 2006 – June 30, 2008

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

POSITIONS REQUESTED (LIMITED SERVICE):
One (1) Southern Exercise Coordinator (100% federally funded)

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:
None for the period of the agreement.

COMMENTS:
Establishes Southern Exercise Coordinator in multi-year Homeland Security grant program.

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

(INITIAL) ~~MS~~ 4/20/07
(INITIAL) ~~MS~~ 4/23/07
(DATE) ~~MS~~



From: "Jacinthe Pellerin" <jpelleri@dps.state.vt.us>
To: "Rebecca Buck" <rbuck@leg.state.vt.us>
Date: 5/3/2007 7:53 AM
Subject: RE: Request to establish Southern Exercise Coordinator position in Public Safety

CC: "Phyllis Martin" <pmartin@dps.state.vt.us>, "Steve Klein" <SKLEIN@leg.st...
Yes it is until we get a new FFY grant which would extend the end date to the end date of the new grant, etc....

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Thursday, May 03, 2007 7:36 AM
To: Jacinthe Pellerin
Cc: Phyllis Martin; Steve Klein; David Beatty
Subject: RE: Request to establish Southern Exercise Coordinator position in Public Safety

Jacinthe. Is the anticipated end date is for this position June 30, 2008?

Thanks--Becky

>>> "Jacinthe Pellerin" <jpelleri@dps.state.vt.us> 5/2/2007 4:22 PM >>>

Becky,

1. David is in the process of issuing a new cover sheet with corrected date.
2. The HR form was sent to DHR 2/16/07
DHR approved 3/7/07
DHR to David on 3/12/07
David requested more information on grant funding from DPS
4/13/07 David did a cover letter
David forward to Becky
3. It's the Federal 2006 Homeland Security Grant which ends 6/30/08
4. PG 23 (Step 1 = \$19.07 -> Step 15 = \$29.79)

- Date was not changed from old request cloned to create this cover letter - DWB 5-3-07

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Wednesday, May 02, 2007 10:49 AM
To: Jacinthe Pellerin; Phyllis Martin; Beatty, David
Cc: Steve Klein
Subject: Request to establish Southern Exercise Coordinator position in Public Safety

I'm not sure who wants to answer the following:

1) The grant position acceptance form that comes from F & M has a date of November 10, 2006. Why is this form dated November 10, 2006 and signed off by F & M & the Sec'y of Admin in April? I need some type support document or memo providing an explanation.

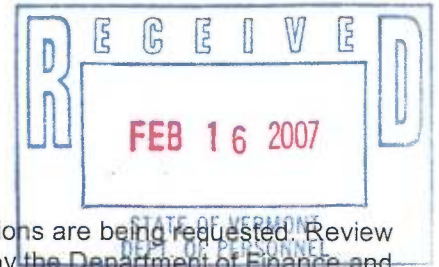
2) Same issue with request to Human Resources form. Commissioner of Public Safety filled out form in January and there seems to have been some sort of delay before F & M & Sec'y of Admin signed off in April.

3) On the Human Resources form item #2. I'm a bit unclear as to the anticipated end date for the position. The form submitted to DHR looks like it refers to the grant funding period and not the position end date as it states "FY06 end at close of FY08". Clarification as to intended end date for this position would be helpful.

4) Also while I'm not requesting it now, you all need to be prepared for the question as to a salary range for this position.

Whoever wants to respond to any or all of the above would be fine. I just need something on the above before I can start the process.
Thanks. --Becky

**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: VT State Police / Public Safety Date: January 21, 2007

Name and Phone (of the person completing this request): Lt. Stephen Poirot 802-483-2602

Request is for:

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

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

Department of Homeland Security, FY 2006 Homeland Security Grant Program (details submitted with form A and C)

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>
Southern Exercise <u>Coordinator</u>	1	Public Safety Homeland Security Unit	FY 06 end at close of FY 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: The mission and scope of the Vermont Department of Public Safety's Homeland Security Unit continues to grow and expand. There is currently one exercise planner that is providing service to the entire state. With increased focus on training and exercise for all hazards including terrorism and weapons of mass destruction, it is no longer practical for one person to accomplish this task at a statewide level. A second Exercise Planner would make it possible to deliver an effective training and exercise program to state and local first responders throughout the State of Vermont. This goal is consistent with the State Homeland Security Strategy.

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 1/29/07

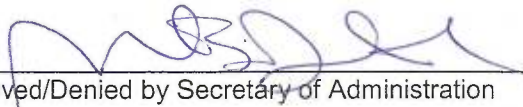
* Approved/Denied by Department of Human Resources _____ Date 3/7/07

Approved/Denied by Finance and Management _____ Date 4/20/07



LEB J e 5001

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




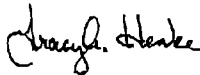

4-23-07

Approved/Denied by Secretary of Administration


Date

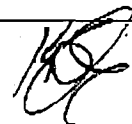
Comments:


* The approval of DHR is contingent upon Finance approval. The supporting budget documentation does not appear consistent with a JFO request, however if Finance is comfortable with budget into Fam comfortable with the position request.

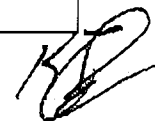
 <p>Department of Homeland Security Preparedness Directorate Office of Grants and Training</p>		Grant		PAGE 1 OF 3			
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2006-DE-T6-0014					
		5. PROJECT PERIOD: FROM 07/01/2006 TO 06/30/2008 BUDGET PERIOD: FROM 07/01/2006 TO 06/30/2008		7. ACTION Initial			
1A. GRANTEE IRS/VENDOR NO. 036000274		8. SUPPLEMENT NUMBER 00		9. PREVIOUS AWARD AMOUNT \$ 0			
3. PROJECT TITLE FY 2006 Homeland Security Grant Program		10. AMOUNT OF THIS AWARD \$ 10,907,921		11. TOTAL AWARD \$ 10,907,921			
		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 DHS Appropriations Act of 2006 (P.L. 109-90)							
15. METHOD OF PAYMENT LCES							
AGENCY APPROVAL			GRANTEE ACCEPTANCE				
16. TYPED NAME AND TITLE OF APPROVING DHS OFFICIAL Tracy A. Henke 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 7/17/06		
AGENCY USE ONLY							
20. ACCOUNTING CLASSIFICATION CODES				21. MU06V40050			
FISCAL YEAR	FUND CODE	BUD. ACT.	OFF.	DIV. REG.	SUB.	POMS	AMOUNT
6	T	GL	25	00	00	00	3520000
6	T	GC	25	00	00	00	167921
6	T	GR	25	00	00		7220000

Posted to
Funding
source
HSGP 2006
Ray
8/2/06

	Department of Homeland Security Preparedness Directorate Office of Grants and Training	AWARD CONTINUATION SHEET Grant	PAGE 2 OF 3
PROJECT NUMBER 2006-08-T6-0014		AWARD DATE 06/30/2006	
SPECIAL CONDITIONS			
<ol style="list-style-type: none"> 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 further agrees to comply with the standards put forth in OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments. 5. 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. 6. Recipient acknowledges that G&T reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (a) the copyright in any work developed under an award or sub-award; and (2) any rights of copyright to which a recipient or sub-recipient purchases ownership with Federal support. The recipient agrees to consult with G&T regarding the allocation of any patent rights that arise from, or are purchased with, this funding. 7. The recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the Office of Grants and Training, U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security." The recipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security." 8. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project. 9. The recipient agrees that federal funds under this award will be used to supplement, but not supplant, state or local funds for homeland security preparedness. 10. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Fiscal Year (FY) 2006 Homeland Security Grant Program (HSGP) Guidance and Application Kit. Allocations and use of grant funding must support the goals and objectives included in the State and/or Urban Area Homeland Security Strategies. Allocations and use of grant funding must also support the Investments identified in the Investment Justifications which were submitted as part of the FY 2006 HSGP application. 11. FY 2006 HSGP Grantees may only fund Investments that were included in the FY 2006 Investment Justification that was submitted to DHS and evaluated through the peer review process. 			


 7/17/06

	Department of Homeland Security Preparedness Directorate Office of Grants and Training	AWARD CONTINUATION SHEET Grant	PAGE 3 OF 3
PROJECT NUMBER 2006-GE-T6-0014		AWARD DATE 06/30/2006	
<i>SPECIAL CONDITIONS</i>			
<p>12. The recipient must submit to G&T within 60 days of the grant award a prioritization of Investments through the Initial Strategy Implementation Plan based upon the final grant award amounts and a certification that funds have been obligated to local units of government (to include the identification of sub-grantees and sub-award amounts). Failure to provide this information within 60 days may result in G&T withholding grant funds from further draw down. The recipient thereafter must update and submit this information to G&T on a semi-annual basis.</p> <p>13. The recipient is prohibited from transferring funds between programs (State Homeland Security Program, Urban Area Security Initiative, Law Enforcement Terrorism Prevention Program, Citizen Corps Program, and Metropolitan Medical Response System).</p> <p>14. Grantee shall provide such information as may be requested by DHS to ensure compliance with any applicable environmental laws and regulations. Grantee shall not undertake any construction project without the approval of DHS, as required by the grant guidance.</p> <p>15. All statewide information sharing and analysis centers leveraging FY 2006 HSGP funds must establish connectivity with the DHS Homeland Security Operations Center (HSOC) via the Homeland Security Information Network (HSIN). HSIN must serve as the primary vehicle by which information/intelligence is shared with DHS as part of the fusion process across the Federal, State, local, regional, tribal and private sectors.</p> <p>16. Grantees may not draw down funds against any investments that scored among the bottom 15% of all State and Urban Area Investments as determined through the peer review process until approved through DHS. Information in the Effectiveness Profile and feedback from the peer review panels should be utilized as a tool to update the Investments.</p>			

 7/17/06

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

Washington, D.C. 20537

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), 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 2006 Homeland Security Grant Program, Urban Areas Security Initiative, Law Enforcement Terrorism Prevention Program, Citizens Corps Program, or Metropolitan Medical Response System 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,


AF 2/17/08

operation, evaluation, removal, or disposal of target hardening security equipment, devices, or controls to enhance the physical security of existing critical assets.

Use of HSGP funds for construction is prohibited; however, for those projects that specifically address enhanced security at critical infrastructure facilities, such as improved perimeter security, minor construction or renovation necessary for guard facilities, fencing, and related efforts, project construction and renovation not exceeding \$1,000,000 is allowable, as deemed necessary by the Secretary of Homeland Security. Such construction and renovation shall be strictly limited and allowable when it is a necessary component of a security system. Written approval must be provided by G&T prior to the use of any HSGP funds for construction or renovation.

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

KAC 2/17/06

 <p>Department of Homeland Security Preparedness Directorate Office of Grants and Training</p>	GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY	
	Grant	
PROJECT NUMBER 2006-GP-T6-0014	PAGE 1 OF 1	
This project is supported under DHS Appropriations Act of 2006 (P.L. 109-90)		
1. STAFF CONTACT (Name & telephone number) Lynn Bagorazzi (202) 786-9514	2. PROJECT DIRECTOR (Name, address & telephone number) Kerry Sleeper Commissioner - Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101 (802) 244-8718	
3a. TITLE OF THE PROGRAM FY 2006 Homeland Security Grant Program	3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE) 00, 00,	
4. TITLE OF PROJECT FY 2006 Homeland Security 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: 07/01/2006 TO: 06/30/2008	8. BUDGET PERIOD FROM: 07/01/2006 TO: 06/30/2008	
9. AMOUNT OF AWARD \$ 10,907,921	10. DATE OF AWARD 06/30/2006	
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 \$10,907,921 from the Fiscal Year 2006 Homeland Security Grant Program (HSGP) for costs related to preparedness activities associated with implementing the State Homeland Security Strategy, any respective Urban Area Security Strategies, and the Investments identified during the application period. The HSGP consists of the State Homeland Security Program (SHSP), in the amount of \$7,220,000; the Law Enforcement Terrorism Prevention Program (LETPP), in the amount of \$3,520,000; and the Citizen Corps Program (CCP), in the amount of \$167,921. Together, these programs provide an integrated mechanism to enhance the coordination of National Priority efforts to prevent, respond to, and recover from terrorist attacks, major disasters, and other emergencies.		

KSE 2/17/06



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

June 30, 2006

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 2006 Homeland Security Grant Program in the amount of \$10,907,921 for Vermont Department of Public Safety.

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,

A handwritten signature in black ink that reads "Tracy A. Henke".

Tracy A. Henke
Assistant Secretary, Office of Grants and Training

Enclosures

FY 2006 Homeland Security Grant Program

HS GP	P/G	Category	State/Local	Amount
	76111	M&A	State	216,600
	76121	Planning	State	260,000
	76122	Planning	Local	150,000
	76131	Training	State	50,000
	76132	Training	Local	300,000
	76141	Exercise	State	150,000
	76142	Exercise	Local	250,000
	76151	Equipment	State	200,000
	76152	Equipment	Local	1,082,800
	76162-812	VCOMM-M&A	Local	50,000
	76162-822	VCOMM-Planning	Local	400,000
	76162-852	VCOMM-Equipment	Local	4,110,600
				<u>7,220,000</u>

LETPP

	76211	M&A	State	105,600
	76221	Planning	State	100,000
	76231	Training	State	50,000
	76232	Training	Local	250,000
	76241	Exercise	State	25,000
	76251	Equipment	State	50,000
	76252	Equipment	Local	0
	76262-812	VCOMM-M&A	Local	50,000
	76262-822	VCOMM-Planning	Local	0
	76262-852	VCOMM-Equipment	Local	2,889,400
				<u>3,520,000</u>

KEY

First # : 7 for appropriation

Second # : 6 for 2006 grant

Third # : 1 for HS GP or 2 for LETPP

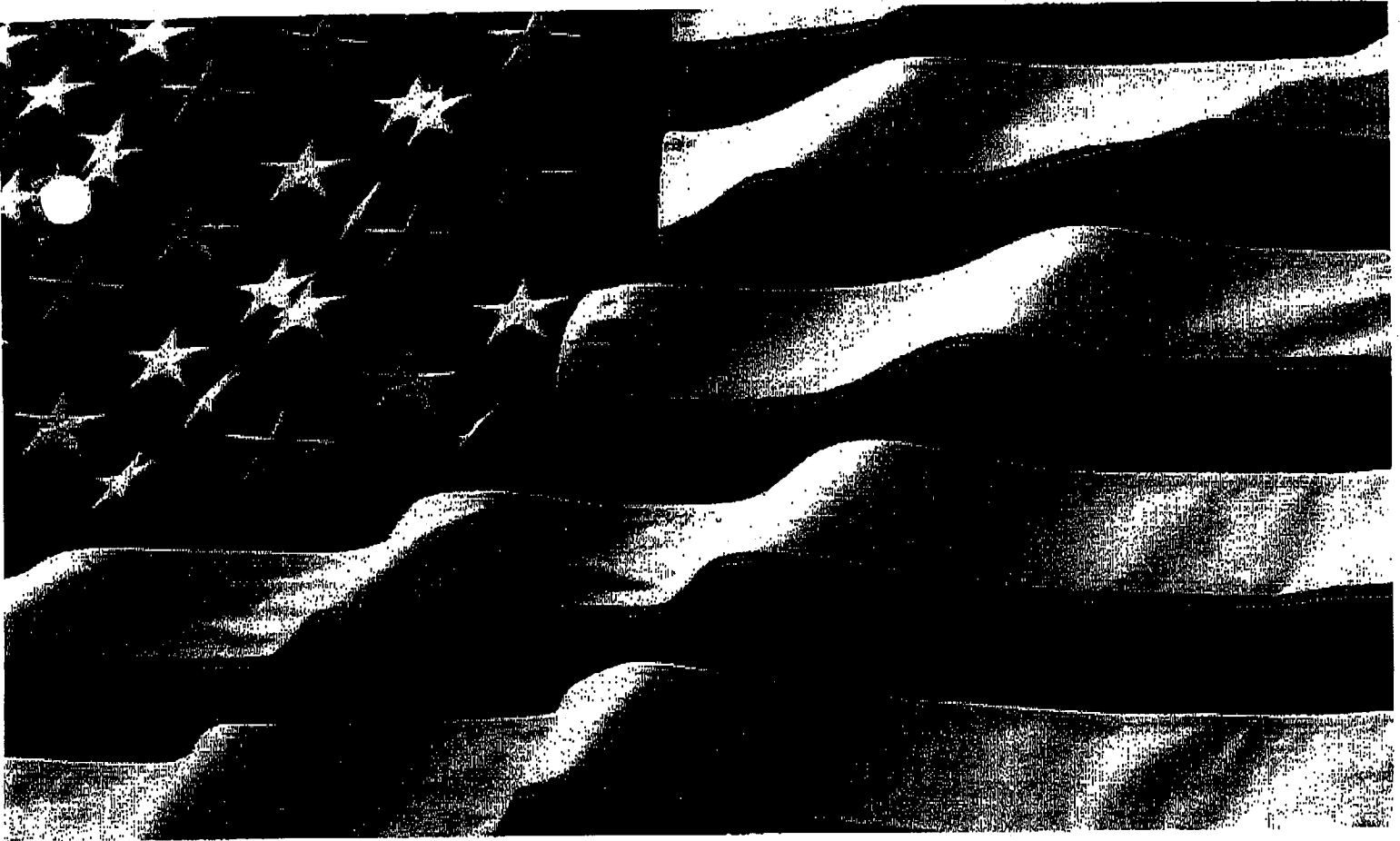
Fourth # : 1 for M&A, 2 for Planning, 3 for Training, 4 for Exercise, 5 for Equipment, 6 for VCOMM

Fifth # : 1 for State, 2 for Local

EM	31836	Citizen Corps		167,921
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			Total	10,907,921
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Revised
in
Vision
8/15/06
RJK



FY 2006 Homeland Security Grant Program

Program Guidance and Application Kit

December 2005



**Homeland
Security**

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FY 2006 HOMELAND SECURITY GRANT PROGRAM – DECEMBER 2, 2005

Table 8 – SHSP Allowable Equipment Categories

#	Category Title	#	Category Title
[1]	Personal Protective Equipment	[12]	CBRNE Incident Response Vehicles
[2]	Explosive Device Mitigation and Remediation Equipment	[13]	Terrorism Incident Prevention Equipment
[3]	CBRNE Operational and Search and Rescue Equipment	[14]	Physical Security Enhancement Equipment
[4]	Information Technology	[15]	Inspection and Screening Systems
[5]	Cyber Security Enhancement Equipment	[16]	Agricultural Terrorism Prevention, Response and Mitigation Equipment
[6]	Interoperable Communications Equipment	[17]	CBRNE Prevention and Response Watercraft
[7]	Detection Equipment	[18]	CBRNE Aviation Equipment
[8]	Decontamination Equipment	[19]	CBRNE Logistical Support Equipment
[9]	Medical Supplies and Limited Types of Pharmaceuticals	[20]	Intervention Equipment
[10]	Power Equipment	[21]	Other Authorized Equipment
[11]	CBRNE Reference Materials		

C.4. Training

FY 2006 SHSP funds may be used to enhance the capabilities of State and local emergency preparedness and response personnel through development of a State homeland security training program. Allowable training-related costs include:

1. Establishment of support for, conduct of, and attendance at preparedness training programs within existing training academies/institutions, universities, or junior colleges. Preparedness training programs are defined as those programs related to prevention, protection, response, and or recovery from natural, technical, or manmade catastrophic incidents, supporting one or more Target Capabilities in alignment with national priorities as stated in the Goal. Examples of such programs include but are not limited to CBRNE terrorism, critical infrastructure protection, cyber security, and citizen preparedness.
2. Overtime and backfill costs associated with attendance at G&T-sponsored and approved training courses. SHSP may also be used for training citizens in awareness, prevention, protection, response, recovery skills

C.5. Exercises

SHSP funds may be used to design, develop, conduct, and evaluate exercises that:

- Provide homeland security preparedness personnel and volunteers a venue to practice prevention, protection, response, and recovery activities.
- Evaluate prevention and response plans, policy, procedures, and protocols, including NIMS and NRP.
- Assess the readiness of jurisdictions to prevent and respond to terrorist attacks.
- Encourage coordination with surrounding jurisdictions in prevention, protection, response, and recovery activities.

FY 2006 HOMELAND SECURITY GRANT PROGRAM - DECEMBER 2, 2005

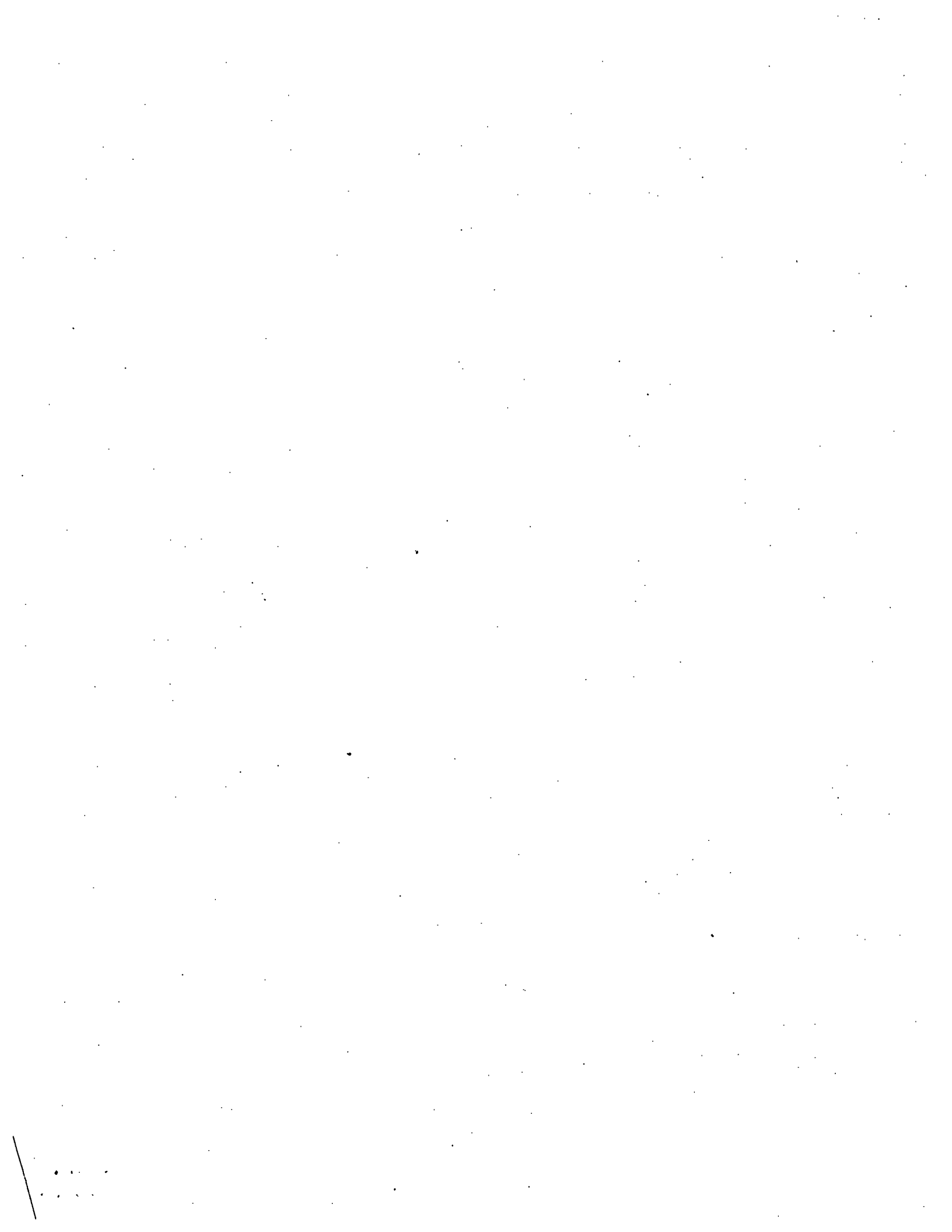
C.6. Personnel

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.

Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the entire FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

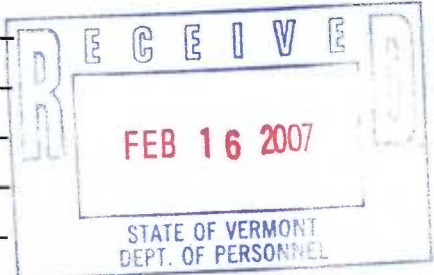
C.7. Management and Administration

No more than 5 percent of the State's allocation under SHSP may be used for M&A. Local jurisdiction subgrantees may retain and use up to 3 percent of their subaward from the State for local M&A purposes. States may pass through a portion of the State M&A allocation to local subgrantees in order to supplement the 3 percent M&A allocation allowed on subgrants. However, no more than 5 percent of the total subaward may be expended by subgrantees on M&A costs.



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.

ST B20
APR

FEB 10 2000

10 11 12

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.*

The Southern Exercise Program Planner will be responsible for developing Homeland Security Exercise & Evaluation Program (HSEEP) compliant exercises within the southern part of the state. This will be accomplished by reviewing applications submitted by local first responders or governmental entities, granting awards to locals based on applications, forming a work plan for these exercises and then following HSEEP requirements to plan, conduct, write situation manuals, create PowerPoints, write After Action Reports and develop an improvement program with the local organizations. Following these methods for exercising will allow the state of Vermont to compare response preparedness across the state to determine where more training or equipment is needed to better prepare responders to handle a disaster, man-made or natural. The Southern Exercise Program Planner will work closely with the Northern Exercise Program Planner to accomplish common goals identified in the Multi-year Exercise Plan established by the Vermont Homeland Security Unit. Additional duties related to Homeland Security planning will be required as directed by a supervisor.

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*.

The Southern Exercise Program Planner will collaborate with the Northern Exercise Program Planner to ensure that the goals of the State are met. Most interactions, outside of the Homeland Security Unit staff, will be with those receiving exercise assistance: first responders, municipal government, Local Emergency Planning Committees (LEPC), Regional Planning Commissions (RPC), state agencies and departments such as Department of Health, Department of Agriculture, Agency of Transportation, Agency of Natural Resources, Vermont Emergency Management, etc. The Southern Exercise Program Planner will facilitate exercises, follow the progress of Improvement Plans within the local communities, and participate in local planning meetings with LEPC's when necessary.

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.

A solid working knowledge of the HSEEP is necessary to accurately and effectively fulfill this job position. Proficiency with Microsoft Office products is required. Microsoft PowerPoint presentations will be required for all of the exercises that are developed. Microsoft Word and Excel will be used for documentation, databases and other reports related to this position. National Incident Management System, Incident Command System and Weapons of Mass Destruction courses will be required upon appointment.

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:

This Position will require the facilitation and supervision of exercise participants. Supervision of employees is not performed in this position. However, there will be some requirement to follow up and advise members of local communities and planning committees regarding the exercise development process.

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.

Priorities are developed as a part of the Multi-year Exercise Plan that is reviewed and approved by the Commissioner of Public Safety. Many times, there will be much independence to work individually or with the other Exercise Program Planner. Work assignments will come from local communities who submit applications and are awarded exercises. Deliverables from these work assignments that the Planner will be responsible for include agendas for meetings, minutes from meetings, situation manuals, After Action Reports, and Improvement Plans. There will be other assignments outside of the exercise realm that will be tasked 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.*

This job can be very challenging as it requires various strategies to entice the participant involvement. Many of the participants in Vermont are volunteers who have other full-time jobs and family responsibilities. Often times, meetings will have to be held on the weekend or at night in order to accommodate their schedules. Another challenge to this job are the many personalities that are encountered and different ideas on how communities should be exercised. Because of HSEEP, there are set standards that must be followed if Federal Homeland Security funds are going to be utilized. 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.*

Each exercise that is developed by the Southern Exercise Program Planner will have a budget that accompanies it. The Southern Exercise Program Planner will have to coordinate with the Northern Exercise Program Planner to develop an overall programatic budget based on the exercise funds allocated to the exercise program. Each Planner must work within their budgets and are held accountable by the State Homeland Security Unit 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?
------	-----------------------

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:

PG 23

Supervisor's Signature (required):

Lt. Stephen Perry
Cpt. Chris Kumpf

Date: *1-3-07*

1-4-2007

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).

Suggested Title and/or Pay Grade:

Homeland Security Exercise Planner PG/23 or TBD

Personnel Administrator's Signature (required):

Deborah J. Bruce Date: 1/25/07


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.

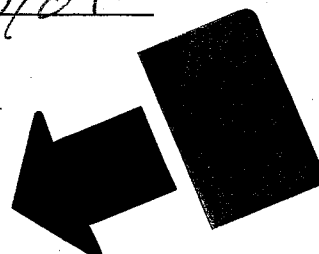
[Empty box for clarifying information and/or additional comments]

Suggested Title and/or Pay Grade:

[Empty box for suggested title and/or pay grade]


Appointing Authority or Authorized Representative Signature (required)

1/29/07
Date



Request for Classification Action
New or Vacant Positions
EXISTING Job Class/Title ONLY
Position Description Form C/Notice of Action
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: _____	

Position Information:

Incumbent: **Vacant or New Position**

Position Number: Current Job/Class Title:

Agency/Department/Unit: GUC:

Pay Group: Work Station: Zip Code:

Position Type: Permanent Limited Service (end date)

Funding Source: Core Sponsored Partnership. For Partnership positions provide the funding breakdown (% General Fund, % Federal, etc.)

Supervisor's Name, Title and Phone Number:

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

New Position(s):

a. **REQUIRED:** Allocation requested: Existing Class Code Existing Job/Class Title:

b. Position authorized by:

Joint Fiscal Office – JFO # Approval Date:

Legislature – Provide statutory citation (e.g. Act XX, Section XXX(x), XXXX session)

Other (explain) -- Provide statutory citation if appropriate. Commissioner Kerry Sleeper

Vacant Position:

a. Position Number:

b. Date position became vacant:

c. Current Job/Class Code: Current Job/Class Title:

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

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

For All Requests:

1. List the anticipated job duties and expectations; include all major job duties: Developing, coordinating, planning and research work at a professional level involving the development of comprehensive statewide plans and exercises for emergency preparedness and population/critical infrastructure protection. Work is performed under the supervision of the Vermont Department of Public Safety, Homeland Security Director and Southern Field Manager. Duties involve coordination, extensive interaction and various other Homeland Security duties with personnel in Public Safety, Emergency Management, and other federal, state and local government and entities.

2. Provide a brief justification/explanation of this request: The mission and scope of the Vermont Department of Public Safety's Homeland Security Unit continues to grow and expand. A second exercise planner position to provide service to the southern half of the state or Public Safety Districts C and D is therefore needed to provide said services.

3. If the position will be supervisory, please list the names and titles of all classified employees reporting to this position (this information should be identified on the organizational chart as well). N/A

Personnel Administrator's Section:

4. If the requested class title is part of a job series or career ladder, will the position be recruited at different levels? Yes No

5. The name and title of the person who completed this form: Lieutenant Stephen Poirot, Southern Field Manager

6. Who should be contacted if there are questions about this position (provide name and phone number): Lieutenant Stephen D. Poirot @ (802) 483-2606 or (802) 241-5096

7. How many other positions are allocated to the requested class title in the department: 1

8. Will this change (new position added/change to vacant position) affect other positions within the organization? (For example, will this have an impact on the supervisor's management level designation; will duties be shifted within the unit requiring review of other positions; or are there other issues relevant to the classification process.) N/A

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Class specification (optional).
- For new positions, include copies of the language authorizing the position, or any other information that would help us better understand the program, the need for the position, etc.
- Other supporting documentation such as memos regarding department reorganization, or further explanation regarding the need to reallocate a vacancy (if appropriate).

Deborah J Bruce

Personnel Administrator's Signature (required)*

1/25/07

Date

Lt. Stephen P...

Supervisor's Signature (required)*

Cpt. Chris Kempf

1-3-07

Date

1-4-2007

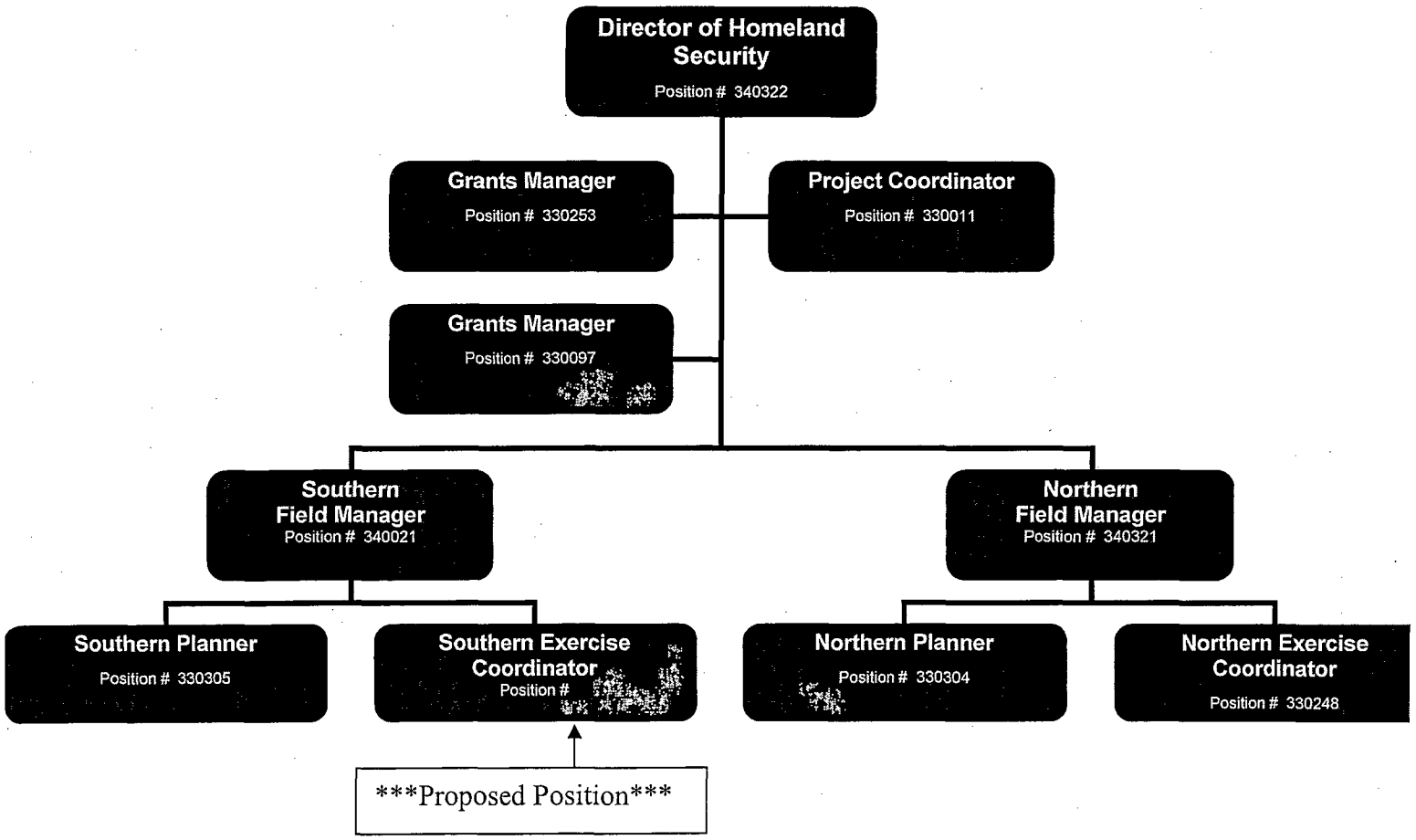
[Signature]

Appointing Authority or Authorized Representative Signature (required)*

1/29/07

Date

* Note: Attach additional information or comments if appropriate.



EXISTING Job INFORMATION

HOMELAND SECURITY PROGRAM PLANNER

Job Code: 601700

Pay Plan: CLS Salary Administration Plan

Pay Grade: 23

Occupational Category: Admin. Svcs. HR & Fiscal Oper.

Effective Date: 03/09/2004

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 Vermont Department of Public Safety, Homeland Security Director. Duties involve coordination and extensive interaction with Public Safety and Emergency Management personnel along with officials at in federal, state and local government.

Examples of Work:

Coordinates planning activities with the ultimate goal being to achieve and maintain comprehensive statewide Weapons of Mass Destruction (WMD) Preparedness. Coordinates state and federal Homeland Security and emergency management programs that are funded by the Office of Domestic Preparedness (ODP) and the Federal Emergency Management Agency (FEMA). Interacts and coordinates with personnel assigned to each program area and integrates planning activities among programs to prevent duplication and assure efficient use of planning activities and research resources. Organizes projects and activities within program areas to achieve federal, state and local planning and WMD preparedness goals. Oversees required preparation of reports. Provides guidance in the development of emergency plans and response systems for all hazards with an emphasis on WMD plans; oversees maintenance of plans and capabilities at state and local levels. Designs and implements research methods, planning formats, operational procedures and response management techniques to improve emergency response capability of participating state, local and private organizations. Provides state liaison with federal program managers. Arranges for delivery of planning related training for state and local officials, when requested. Performs related work as required.

Environmental Factors:

Normal office working conditions generally prevail with some required travel to various localities throughout the State. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Drills and actual emergencies may require performance outside of normal duty hours. On-call status may be required during certain periods.

Minimum Qualifications:

Knowledge, Skills and Abilities

Knowledge of the concept and purposes of WMD preparedness planning.

Working knowledge of research methods and techniques.

Awareness of the nature and effects of various types of natural disasters and WMD incidents.

Awareness of the principles and procedures involved in program planning.

Awareness 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 reports.

Ability to establish and maintain effective working relationships.

Education and Experience

Education: Bachelor's degree.

Experience: Three years at or above a technical level involving program planning dealing with emergency situations in public situations.

OR

Education: Associate's degree.

Experience: Five years at or above a technical level involving program planning dealing with emergency situations in public situations.

Special Requirements

n/a

Job Code: 601700

Proposed Job Description

Pay Plan: CLS Salary Administration Plan

Pay Grade: 23

Occupational Category: Admin. Svcs. HR & Fiscal Oper.

Effective Date: 03/09/2004

Class Definition:

Developing, coordinating, planning and research work at a professional level involving the development of comprehensive statewide plans and exercises for emergency preparedness and population/critical infrastructure protection. Work is performed under the supervision of the Vermont Department of Public Safety, Homeland Security Director. Duties involve coordination and extensive interaction with Public Safety and Emergency Management personnel along with officials ~~at~~ in federal, state and local government.

Deleted: C

Examples of Work:

Coordinates planning and exercise activities with the ultimate goal being to achieve and maintain comprehensive statewide Weapons of Mass Destruction (WMD) and All-Hazard Preparedness. Coordinates state and federal Homeland Security and emergency management exercise programs that are funded by the Office of Grants and Training (G&T) and the Federal Emergency Management Agency (FEMA). Interacts and coordinates with personnel assigned to each program area and integrates planning activities among programs to prevent duplication and assure efficient use of planning and exercise activities and research resources. Organizes projects and activities within program areas to achieve federal, state and local planning and preparedness goals. Oversees required preparation of reports. Provides guidance in the development of emergency plans, exercises, and response systems for all hazards; oversees maintenance of plans, exercises, and capabilities at state and local levels. Designs and implements research methods, planning formats, operational procedures and response management techniques to improve emergency response capability of participating state, local and private organizations. Provides state liaison with federal program managers. Arranges for delivery of planning related training and exercises for state and local officials, when requested. Performs other Homeland Security related work as required.

Deleted: Domestic Preparedness (ODP)

Deleted: WMD

Deleted: with an emphasis on WMD plans

Environmental Factors:

Normal office working conditions generally prevail with required travel to various localities throughout the State. Incumbents should possess a valid Vermont driver's license and have some private alternative means of transportation available. Meetings, exercises and actual emergencies will require performance outside of normal duty hours.

Deleted: some

Deleted: Drills

Deleted: may

On-call status may be required during certain periods.

Minimum Qualifications:

Knowledge, Skills and Abilities

Knowledge of the concept and purposes of WMD/All-Hazard preparedness planning and exercising

Working knowledge of the Homeland Security Exercise & Evaluation Program (HSEEP).

Working knowledge of research methods and techniques.

Awareness of the nature and effects of various types of natural disasters and WMD incidents.

Awareness of the principles and procedures involved in program planning.

Awareness 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 reports.

Ability to establish and maintain effective working relationships.

Education and Experience

Education: Bachelor's degree.

Experience: Three years at or above a technical level involving program planning and exercising dealing with emergency situations in public situations.

Deleted: planning

OR

Education: Associate's degree.

Experience: Five years at or above a technical level involving program planning and exercising dealing with emergency situations in public situations.

Special Requirements

n/a

C.6. Personnel

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.

Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the entire FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

C.7. Management and Administration

No more than 5 percent of the State's allocation under SHSP may be used for M&A. Local jurisdiction subgrantees may retain and use up to 3 percent of their subaward from the State for local M&A purposes. States may pass through a portion of the State M&A allocation to local subgrantees in order to supplement the 3 percent M&A allocation allowed on subgrants. However, no more than 5 percent of the total subaward may be expended by subgrantees on M&A costs.

DATE:	04/13/07		Department of Public Safety			
State_08			Homeland Security - Summary		214007NNNN	
As of:	07/01/07		Budgets			
		Account Code	SFY_06 Actuals	SFY_07 Appropriation	SFY_08 Requested	# of POS
Federal Fund Regular Salaries			175,528	208,915	327,811	6
Transportation Fund Regular Salaries			280,197	249,692	292,729	4
TOTAL Regular Salaries			455,725	458,607	620,540	10
Overtime	4,53,54,57,58,6B,6C,6F,6G,6X,99		164,595	374,327	295,256	1
Shift Differential	N2,N3,P2,P3,6T,69,70,71,72		0	500	0	
Call-In	1F,1G,16,17,61,62,63,64		188	3,500	0	
Stanby/On Call	1A,AB,18,7A,7B,7C,7D,7F		0	11,700	0	
Health Habit Stipen	9H		1,050	2,400	2,400	
Special Team Pay	98		0	0	400	
Merit Bonus	91		500	0	0	
Weekend Duty Pay	8W,9W		9,120	9,700	11,440	
Temporary Employees	500040		11,049	28,800	58,800	
FICA	501000		46,019	68,318	75,718	
Health Ins	501500		61,159	72,015	93,529	
Retirement	502000		61,420	87,136	97,936	
Dental	502500		5,273	5,117	7,303	
Life Ins	503000		1,870	2,118	2,139	
LTD	503500		135	135	196	
EAP	504000		242	243	308	
Employee Clothing Allowance	504510		390	1,500	1,500	
Workers Comp - Ins Premium& Med	505200		31,651	14,106	21,606	1,764
Per Diem	506000		320	0	0	
Other Contr & Contr&3rd Pty Serv	507NNN		358,680	373,350	160,000	
TOTAL PERSONAL SERVICES			1,209,386	1,513,572	1,449,071	10
=====						
Disposal/Rubbish Removal/Snow Re	510NNN		300	0	300	
Repair & Maint. - Buildings	512000		265	0	300	
Repair & Maint. - Motor Vehicles	512300		3,384	7,500	3,400	
Repair & Maint. - Info Tech Hardwar	5130NN		2,145	0	118,900	
Other Repair & Maint Serv	513200		3,739	500	3,800	
Rentals	514NNN		4,414	0	4,400	
Fee for Space Charge	515010		0	2,750	3,784	
Insurances	5160NN		1,139	5,632	4,955	
Dues	516500		18	3,100	3,100	
Communications & Internet & IT Inte	5166NN		119,245	68,628	119,350	
Printing and Binding & Photocopying	5170NN		2,503	900	2,600	
Registration for Meetings & Conf	517100		2,270	6,250	6,250	
Postage	517200		1,194	3,300	2,500	
Freight & Express Mail	5173NN		1,132	4,150	4,150	
Instate Conf, Meetings, Etc.	517400		18,177	5,000	18,200	
Travel-In-State	5180NN		23,854	11,550	23,800	
Travel-Out of State	5185NN		42,575	33,450	52,704	
Other Purchased Services	519000		3,247	2,250	3,300	
Dry Cleaning	519020		547	2,150	550	
PS-Misc Expenditure	519030		2,141	0	2,200	
Office Supplies	520000		6,371	7,950	5,500	
Vehicle & Equip Suppies & Fuel	520100		1,813	1,600	0	
Gasoline	520110		4,104	8,050	4,150	

	Account Code	SFY_06 Actuals	SFY_07 Appropriation	SFY_08 Requested	# of POS
Building Maintenance Supplies/Small	5202NN	0	450	450	
Other General Supplies	520500	109,173	99,750	109,200	
IT & Data Processing Supplies	520510	53,926	25,750	52,900	
Cloth & Clothing&Work Boots & Sho	52052N	1,844	22,900	22,900	
Educational	520540	103	300	300	
Electronic	520550	5,129	58,732	58,732	
Photo Supplies	520560	437	800	800	
Fire, Protection, Safety	520590	22,054	50,000	50,000	
Food	520700	7,752	500	7,800	
Subscriptions & Other Books & Peri	521510	707	1,100	1,100	
Household, Facility & Lab Suppl&Me	5218NN	381	0	400	
Hardware-Other Info Technology	5222NN	288,203	4,055,390	6,000,000	
Other Equipment & Communication	5224NN	363,401	0	0	
Vehicles	522600	386,533	0	0	
Furniture & Fixtures	522700	65,334	0	0	
Single Audit	523620	8,126	11,050	11,050	
Registration & Identification	523640	1,620	0	1,700	
Financial Mgmt Sys Assessment	523800	0	1,049	17,775	
FMS Development Assessment	523820	0	1,371	6,540	
Bank Service Charges	524000	18	50	0	
Late Interest Charges	551060	194	200	200	
TOTAL OPERATING EXPENSES		1,559,512	4,504,102	6,730,040	
Grants to Municipalities & Other Grants		12,293,869	14,838,700	1,050,000	
TOTAL EM EXPENDITURES		15,062,767	20,856,374	9,229,111	
EM FUNDING SOURCE BY MAJOR OBJECT CODES		SFY_06 Actuals	SFY_07 Appropriation	SFY_08 Requested	# of POS
GENERAL P/S		384,907	409,757	418,073	4
FEDERAL P/S		824,479	1,103,815	1,030,998	6
TOTAL P/S		1,209,386	1,513,572	1,449,071	10
GENERAL O/E		12,648	25,400	13,000	
FEDERAL O/E		1,546,864	4,478,702	6,717,040	
TOTAL O/E		1,559,512	4,504,102	6,730,040	
FEDERAL GRANTS		12,293,869	14,838,700	1,050,000	
TOTAL GRANTS		12,293,869	14,838,700	1,050,000	
TOTAL SP SUMMARY OF EXPENDITURES		15,062,767	20,856,374	9,229,111	10
GENERAL		397,555	435,157	431,073	4
FEDERAL		14,665,212	20,421,217	8,798,038	6
TOTAL FUNDING SOURCES		15,062,767	20,856,374	9,229,111	10

DATE:	04/13/07	Department of Public Safety				
State_08		HS - Federal 214007NNNN / 22005				
As of:	07/01/07	Budgets				
		Account Code	SFY_06 Actuals	SFY_07 Appropriation	SFY_08 Requested	# of POS
Personal Services						
Emergency Comm Ctr Super			165			
Federal Program Administrator			80,734	81,203	93,891	2
HS Program Planner			94,159	127,712	233,920	4 new position in sfy 07
Grants Man Spec			470			
TOTAL Regular Salaries			175,528	208,915	327,811	6
Overtime	4,53,54,57,58,6B,6C,6F,6G,6X,99		164,595	362,975	295,256	
Call-In	1F,1G,16,17,61,62,63,64		188			
Weekend Duty Pay	8W,9W		3,710			
Temporary Employees	500040		11,049	28,800	58,800	
FICA	501000		25,931	37,080	52,980	
Health Ins	501500		24,130	29,558	48,502	
Retirement	502000		33,242	46,100	67,984	
Dental	502500		1,928	1,772	4,249	
Life Ins	503000		779	1,027	1,114	
EAP	504000		131	132	196	
Workers Comp - Ins Premium& Med	505200		24,268	14,106	14,106	
Per Diem & OT Personal Servs	506NNN		320			
Other Contr & Contr&3rd Pty Serv	507NNN		358,680	373,350	160,000	
TOTAL PERSONAL SERVICES			824,479	1,103,815	1,030,998	6
Disposal/Rubbish Removal/Snow Re	510NNN		300		300	
Repair & Maint. - Buildings	512000		265		300	
Repair & Maint. - Motor Vehicles	512300		3,384	4,850		
Repair & Maint. - Info Tech Hardware	5130NN		2,145		118,900	
Other Repair & Maint Serv	5124/5132NN		3,739	500	3,800	
Rentals	514/5/NNN		4,335		4,400	
Fee for Space Charge	515010			2,750	3,784	
Insurances	5160NN			1,432	3,805	
Dues	5165NN		18	3,100	3,100	
Communications & Internet & IT Inte	5166NN		115,708	64,628	115,800	
Printing and Binding & Photocopying	5170NN		2,503	900	2,600	
Registration for Meetings & Conf	517100		2,270	6,250	6,250	
Postage	517200		482	2,500	2,500	
Freight & Express Mail	5173NN		1,132	4,150	4,150	
Instate Conf, Meetings, Etc.	517400		18,177	5,000	18,200	
Travel-In-State	5180/3NN		23,757	10,550	23,800	
Travel-Out of State	5185/7NN		42,341	32,450	52,704	
Other Purchased Services	519000		3,247	2,250	3,300	
Dry Cleaning	519020		5	1,150		
PS-Misc Expenditure	519030		2,141		2,200	
Office Supplies	520000		5,440	4,950	5,500	
Vehicle & Equip Suppl & Fuel	520100		1,807	1,600		
Gasoline	520110			2,050		
Building Maintenance Supplies/Smal	5202NN			450	450	
Other General Supplies	520500		109,173	99,750	109,200	
IT & Data Processing Supplies	520510		52,865	24,250	52,900	
Cloth & Clothing&Work Boots & Sho	52052N		1,844	22,900	22,900	
Educational	520540		103	300	300	
Electronic	520550		5,129	58,732	58,732	
Photo Supplies	520560		437	800	800	
Fire, Protection, Safety	520590		22,054	50,000	50,000	
Food & Support of Persons in State	5207/5233NI		7,752	500	7,800	
Subscriptions & Other Books & Peric	5215NN		707	1,100	1,100	
Household, Facility & Lab Suppl&Me	5218NN		381		400	
Hardware-Other Info Technology	5222NN		288,203	4,055,390	6,000,000	
Other Equipment & Communication	5224NN		363,401			
Vehicles	522600		386,533			
Furniture & Fixtures/Property & Build	5221/5227NI		65,334			
Single Audit	523620		8,126	11,050	11,050	
Registration & Identification	523640		1,620		1,700	
Financial Mgmt Sys Assessment	523800			1,049	17,775	
FMS Development Assessment	523820			1,371	6,540	
Late Interest Charges	551060		6			
TOTAL OPERATING EXPENSES			1,546,864	4,478,702	6,717,040	
Grants to Municipalities & Other Grants			12,293,869	14,838,700	1,050,000	
TOTAL HS-FEDERAL EXPENDITURES			14,665,212	20,421,217	8,798,038	