



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: August 31, 2006

Subject: Status of Position Request

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

JFO #2264 – Request from the Department of Public Safety, Division of Emergency Management to establish one new limited service position: Education and Public Information Officer. This sponsored position is 100% federally funded and associated with a continuing Emergency Management Planning grant.
[JFO received 08/01/06]

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: "Barbara Farr" <bfarr@dps.state.vt.us>
To: "Michael Obuchowski" <obie@leg.state.vt.us>
Date: 8/7/2006 3:36:19 PM
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2264

Dear Rep. Obuchowski - Jacinthe has responded to questions 1 and 4 and I will respond to 2 and 3 below. Thank you for your interest in this position.

2) Who currently handles public information and education? What are the current public info and education duties and how are they currently being handled?

Vermont Emergency management has cobbled together an interim Public Information Officer (PIO) position from whoever is available to provide information at the time it is needed. Rob Shell, one of our duty officers, communications person and volunteer coordinator, acts as our interim point of contact when available. I am often times the spokesperson for VEM as is Marc Metayer, the DPS Deputy Commissioner, or a duty officer. None of us have formal training in this area. We have a host of information that needs to be disseminated to the first responders, local officials, media and general public ranging from preparedness issues, training opportunities and emergency situations when they arise. With the current issues surrounding terrorist events, Vermont Yankee, catastrophic natural disasters and a potential pandemic situation, we need to be more proactive to get important information out to those who need it at the local levels. We had a part-time temporary position dedicated to public information, but that person left and we desperately need a full-time person to prepare a 2007 emergency calendar, regular newsletters, cover incidents, and prepare current information for the DPS/VEM website.

3) How will this new position interface with potential situations at VT Yankee?

This position will interact with the Brattleboro VEM office that works specifically on VY planning issues and drills. Whenever we have a training exercise or drill a PIO is a very important component to relay accurate information to the public. In a real event this position would be working closely with the Governor's office on preparing critical messages and directions for people in the Emergency Planning Zone (EPZ). This position will also prepare information for the media prior to, during and post any hazard that would impact Vermonters.

Please feel free to contact me if you need any additional information to justify this position. It is very important to us so that we can provide the local communities and first responders with information they can use in emergency situations.

Sincerely,

Barbara Farr, Director
Vermont Emergency Management

103 South Main Street
Waterbury, Vermont 05671
800-347-0488

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

From: Jacinthe Pellerin
Sent: Monday, August 07, 2006 2:49 PM
To: 'Michael Obuchowski'
Cc: Barbara Farr; Ted Nelson
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2264

The classification form was sent in with a request that it be classified at PG 25. At that PG, Step 1 is \$21.45/hr which would be \$44,616/yr without benefits for the 1st 6 months, then Step 2 is \$22.45/hr which would be \$46,696/ yr without benefits

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

From: Michael Obuchowski [mailto:obie@leg.state.vt.us]
Sent: Monday, August 07, 2006 2:41 PM
To: Jacinthe Pellerin
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2264

4. What is the salary for the new position? Thank you.

>>> "Jacinthe Pellerin" <jpelleri@dps.state.vt.us> 8/7/2006 11:23 AM

>>>

Good Afternoon to you too Becky,

1. The EMPG funds were originally known as the Civil Defense funds and were 1st received in 1952 or 1953. Over the years the name has changed (at one time also known as the State & Local Assistance Grant - 50%) but the funding has always remained 50/50. Today the funds are known as the Emergency Management Performance Grant funds. I've no idea how the original grant funds were brought into the system. Through JFO or through the budget process?

4. The temp Admin Assistant identified as JP in the 2006 grant budget will be eliminated and the funding originally planned for this position will be used for the new PIO position. To supplement this funding, the EMPG funded positions are to reduce the use of OT and use these savings to fund the PIO position.

Barbara Farr, Emergency Management Director, will provide you with a response for question 2 & 3. Also, she will review the response above and add anything to it that she believes I may have left out.

Thank you.
Jacinthe

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

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Monday, August 07, 2006 1:40 PM
To: Jacinthe Pellerin
Cc: Michael Obuchowski;
Subject: Questions from Rep. Obuchowski regarding JFO #2264

Good Afternoon Jacinthe--

Representative Michael Obuchowski has the following questions with regard to JFO #2264 (Dept. of Public Safety, Division of Emergency Management request for one new limited service position- Education and Public Information Officer):

- 1) Background material provided states this grant has been ongoing since at least the 90's and doesn't have a JFO #. How was the original grant approved (was it initially approved via the state budget process?)?
- 2) Who currently handles public information and education? What are the current public info and education duties and how are they currently being handled?
- 3) How will this new position interface with potential situations at VT Yankee?
- 4) What is the salary for this new position? Where in the material provided does this position/salary appear?

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

--Becky

CC: "Ted Nelson" <nelson@dp.s.state.vt.us>, "Jacinthe Pellerin" <jpelleri@dp.s.state.vt.us>, "Phyllis Martin" <pmartin@dp.s.state.vt.us>, <rbuck@leg.state.vt.us>, "A Marc Metayer" <mmetayer@dp.s.state.vt.us>

From: Michael Obuchowski
To: Jacinthe Pellerin
Date: 8/7/2006 2:51:16 PM
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2264

Thank you.

>>> "Jacinthe Pellerin" <jpelleri@dps.state.vt.us> 8/7/2006 11:48 AM >>>
The classification form was sent in with a request that it be classified at PG 25. At that PG, Step 1 is \$21.45/hr which would be \$44,616/yr without benefits for the 1st 6 months, then Step 2 is \$22.45/hr which would be \$46,696/ yr without benefits

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4. The temp Admin Assistant identified as JP in the 2006 grant budget will be eliminated and the funding originally planned for this position will be used for the new PIO position. To supplement this funding, the EMPG funded positions are to reduce the use of OT and use these savings to fund the PIO position.

Barbara Farr, Emergency Management Director, will provide you with a response for question 2 & 3. Also, she will review the response above and add anything to it that she believes I may have left out.

Thank you.
Jacinthe

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

From: Rebecca Buck [<mailto:rbuck@leg.state.vt.us>]
Sent: Monday, August 07, 2006 1:40 PM
To: Jacinthe Pellerin
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski regarding JFO #2264

Good Afternoon Jacinthe--

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

--Becky

CC: Rebecca Buck

From: Rebecca Buck
To: jpelleri@dps.state.vt.us
Date: 8/7/2006 1:39:59 PM
Subject: Questions from Rep. Obuchowski regarding JFO #2264

Good Afternoon Jacinthe--

Representative Michael Obuchowski has the following questions with regard to JFO #2264 (Dept. of Public Safety, Division of Emergency Management request for one new limited service position- Education and Public Information Officer):

- 1) Background material provided states this grant has been ongoing since at least the 90's and doesn't have a JFO #. How was the original grant approved (was it initially approved via the state budget process?)?
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- 4) What is the salary for this new position? Where in the material provided does this position/salary appear?

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

CC: Klein, Steve; Obuchowski, Michael



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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: August 3, 2006

Subject: Position Request

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

JFO #2264 – Request from the Department of Public Safety, Division of Emergency Management to establish one new limited service position: Education and Public Information Officer. This sponsored position is 100% federally funded and associated with a continuing Emergency Management Planning grant.
[JFO received 08/01/06]

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 August 17 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: Michael Smith, Secretary
James Reardon, Commissioner
Linda Morse, Administrative Assistant
Kerry Sleeper, Commissioner
Molly Paulger, Classification Manager

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2264

GRANT SUMMARY: Emergency Management Performance Grant (2006-EM-E6-0041)
(continuing EMPG grants at least since the 90's)

DATE: July 26, 2006

DEPARTMENT: Department of Public Safety

GRANT AMOUNT: \$1,553,649

GRANT PERIOD: October 1, 2005 - September 30, 2007

GRANTOR/DONOR: U.S. Department of Homeland Security (DHS)

POSITIONS REQUESTED (LIMITED SERVICE):

One (1) Public Information Officer (PIO)

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

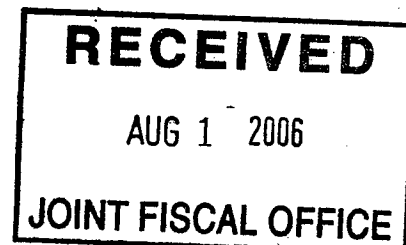
None for the period of the agreement.

COMMENTS:

EMPG funds the majority of Public Safety's Vermont Emergency Management operations and require a 50/50 match. VEM uses RERP and HAZCHEM funds for the state match, since they meet the award requirements.

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

(INITIAL) *[Handwritten initials]*
(INITIAL) *[Handwritten initials]*
(DATE) *7/31/06*



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

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

Agency/Department: Department of Public Safety/Division of Emergency Management Date: July 19, 2006

Name and Phone (of the person completing this request): Deborah Bruce, 802-241-5160

Request is for:

Positions funded and attached to a new grant.

Positions funded and attached to an existing grant approved by JFO # No JFO # associated with this particular grant. The original "program" was called "SLA (State and Local Assistance) 50." The name of the program (i.e. grant) was changed to EMPG (Emergency Management Performance Grant) in the 90's. Award number associated with this grant continuation is: 2006-EM-E6-0041 (attached). Statutory authority: DHS Appropriations Act of 2006 (P.L. 109-90).

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

Granting Agency is the Office of State and Local Government Coordination and Preparedness, title of grant is Emergency Management Performance Grant. Funding detail is attached.

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:

Title* of Position(s) Requested # of Positions Division/Program Grant Funding Period/Anticipated End Date

Education & Public Information Officer 1 (one) VT Emergency Management/EMPG 7/1/2006 – 9/30/2007

*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 position of Public Information Officer/ Public Education Officer will be the spokesperson for Vermont Emergency Management during critical times when the emergency operations center is activated, and act as the main coordinator of public information dissemination through publications, press releases, trainings, the DPS website, drills, exercises, and other public outreach efforts during non-emergency times.

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

Approved/Denied by Department of Human Resources

Date

REC'D JUL 19 2006

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

in hand
Approved/Denied by Finance and Management

7/26/06
Date

[Signature]
Approved/Denied by Secretary of Administration

7-27-06
Date

Comments:

Subject: Budget with PIO funding and Form A

Phyllis – Attached is Form A for the PIO position. Marc will look at too this morning and make any changes he thinks should be included. Also attached is the budget justification with our EMPG funds. We estimate a healthy balance of funds by September 30 and have included the PIO salary and benefits starting 7/15. I will be budgeting for this position annually. I have asked all staff to cut back on OT which is where the bulk of the extra personnel funds are coming from and expect this to carry on into future years. Please let me know if you need any more information to process this request. Thanks, Barb

Barbara Farr, Director
Vermont Emergency Management
103 South Main Street
Waterbury, Vermont 05671
800-347-0488

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: _____ Accountability: _____ Working Conditions: _____ Total: _____	

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review.** Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** Audits tax returns and/or taxpayer records. **(How)** By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency. **(Why)** To determine actual tax liabilities.

The position of Public Information Officer/ Public Education Officer will be the spokesperson for Vermont Emergency Management during critical times when the emergency operations center is activated, and act as the main coordinator of public information dissemination through publications, press releases, trainings, the DPS website, drills, exercises, and other public outreach efforts during non-emergency times.

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.*

This position reports to the director of Vermont Emergency Management. The main contacts for this position will be the staff of the Vermont Emergency Management Division, and the webmaster for the Department of Public Safety. This position will coordinate with other public information officers within state agencies (mainly the Department of Health, the Department of Agriculture, the Agency of Natural Resources), other state's emergency offices, and the Governor's Office to assure a consistent message to the citizens of Vermont on emergency and preparedness issues. Other contacts will include the general media (radio, TV, newspapers) and businesses that will support publications and outreach materials.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software

packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position will require a bachelors degree in journalism, public information, english or other related field with at least three years of applicable experience. Excellent writing and public presentation skills (both verbal and visual) are necessary along with computer proficiency in wordprocessing. Graphic design and website design is a plus. Must hold a valid drivers license and be able to work extended hours for some evening meetings or emergency situations as needed.

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 not supervise others.

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 director of Vermont Emergency Management will supervise this position and provide assignments in coordination with the needs of the division and other team members.

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 fast-paced emergency management field offers a varied schedule and learning opportunities that when emergencies arise, can cause some stress on the mental demands of the position. These many include: long hours, demands from the media, knowledge of situational awareness and accuracy of details in a changing environment.

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.*

To provide critical, accurate, timely, and coordinated information within state government and to the general public on emergency situations and preparedness through the media where life and resources are of the utmost importance.

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?
Be proactive with news releases, website updating and public information materials and presentations.	50%
Participate in the emergency operations center during real events, drills, and exercises including beyond normal working hours.	25%
Coordinate with other state agencies, other states and the Governor's office on consistent messages relating to emergency functions and events.	25%

- 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?
Long hours when needed	10%
Fast-paced environment	10%
Being available during bad weather	10%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
------	------------	-----------------------

Boxes of publications	40 lbs	5%
Laptop and LCD projector	25 lbs	5%

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

Type	How Much of the Time?
Office work, presentations, meetings	85%
Driving	15%

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.

This is a new position

Employee's Signature (required): NA Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most important duties for this job are trust, accuracy and timeliness of information that is disseminated from Vermont Emergency Management to state government and to the general public.

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?

Ability to portray accurate information with confidence and competency in a sometimes stressful environment. Public presentation skills are of the utmost importance.

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

N/A

4. Suggested Title and/or Pay Grade:

Public Information Officer/Public Education Officer, Pay Grade 25.

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.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

Not requesting new class; would suggest an associated class of an existing spec. D

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).

[Empty box]

Suggested Title and/or Pay Grade:

Education & Public Information Officer; AC: / PG 25
Emergency mgt. or Preparedness.

Personnel Administrator's Signature (required):

Deborah J. Bona Date: *6/23/06*

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]

Suggested Title and/or Pay Grade:

[Empty box]

Kenneth D. [Signature]
Appointing Authority or Authorized Representative Signature (required)

7/5/06
Date

Job Specifications

EDUCATION & PUBLIC INFORMATION OFFICER, AC^o

Job Code: 078600

Pay Plan: CLS Salary Administration Plan

Pay Grade: 25

Occupational Category: Education & Library Services

Effective Date: 06/17/2001

Class Definition:

Planning, coordination, and advisory work at a professional level involving public information and public/media relations work for the Commissioner, State Board, and Department of Education. The primary purpose of the position is to secure a constant flow of information about education issues and promote a positive view of public education. Work is performed under the general supervision of the Commissioner.

Examples of Work:

Assists in the formulation of policy; clarifies the role of public information in an organization; and oversees public events and issues to insure that the public receives clear, comprehensive information with a positive, problem-solving slant. Duties include the coordination of all department media and press releases. Recommends the best media (print, radio, and television) and timing which will combine to reach the desired audience. Monitors press, media, and local sources of information relative to what is being said about education quality and cost. Advises the Board and Commissioner on strategies to enhance and/or correct such information in a timely and effective manner. Assists the Commissionre in the development and publication of policy papers and public statements about educational issues. Develops and maintains a working relationship with State and national education media and coordinates all press relations. Provides information to state and national Education organizations.

Creates, supervises, and produces Department and Board publications, including a bi-monthly newspaper. Supervises the production of special brochures and reports, such as Budget Summary or the Goals pamphlet.

Meets with staff throughout the Department to review public information proposals and projects, and edits reports prior to their publication. Acts as a

*Emergency Mgt or
Emergency Preparedness
Det*

spokesperson for the Commissioner as appropriate. May respond to questions on general educational issues or policy issues where the Department of State Board has made policy determination.

Performs related duties as required.

Environmental Factors:

Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with department staff, educators, state, federal, and local officials, and the general public. Evening and weekend work may be required. Considerable travel may be necessary for which an incumbent must possess private means of transportation.

Minimum Qualifications:

Knowledge, Skills and Abilities

Considerable knowledge of writing and communications techniques.

Considerable knowledge of graphic arts.

Considerable knowledge of the practices and procedures associated with the field of journalism.

Considerable knowledge of the principles and practices of public relations.

Working knowledge of photography as used in communications and education programs.

Ability to conceptualize and transfer ideas and programs to printed materials.

Ability to research a particular project, identify the relevant data, and draw appropriate conclusions.

Ability to communicate effectively with associates, the public, and others.

Ability to establish and maintain effective working relationships, particularly with the media.

Education and Experience

Education: Bachelor's degree, with a major in English, journalism, media communications, or an equally pertinent field.

Experience: Three years of technical/professional experience in journalism, publicity, or public relations, preferably including program planning responsibilities.

Note: Graduate work in journalism or communications may be substituted for one year of the experience on a semester for six months basis.

Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis.

Special Requirements

n/a

Back

VEM Reorganization
1-10-06

7/6/06 Proposed

VEM Director
(Barb)

Deputy Director
Operations & Logistics

Deputy Director
Preparedness & Planning
(Ross)

RERP
Program Manager

Financial
Administration
(Nancy)

PIO
Position

[Redacted]

Logistics
EM Coord.
(Tom)

IT

Operations, EOC &
Communications
EM Coord.
(Rob)

Liaison/
"Public Outreach"
Coordinator

Emergency
Operations Planning
Planner II
(Bob)

EM Planner 1
(Anne)

Mitigation
"Awareness/Prevention"
Planner II
(Ray)

Planner I
Temp. (JP)

Waterbury
Office

RERP
Supervisor
(Lew)

EM Coord.
(Jackie)

EM Coord.
(Karen)

- RERP Plan (State & Local)
- Training & exercise coordination
- Tech Assist
- Conduct Training
- Interagency Coordination
- Local Liaison
- Local Plan Review

Bridgewater
Office

Training
EM Coord.
(Phyllis)

Local Planner
EM Coord.
(Steve)

Local Coord.
EM Coord.
(Dave)

Admin. Asst. B

Admin. Asst. B
Financial
(Bernice)

Admin. Asst. B
(Susan)

Receptionist
(Sue)

- Finance management includes the financial record management of all financial sources of the division (RERP, EMPC, HM, Hazchem, State, etc.)
- Admin. Support includes the support staff to office supply, storage & distribution personnel.

- Communications includes the maintenance & readiness of all communications means for the Division. (including training support coordination)
- Information Technology includes the first line assistance to users of existing hardware & software, the coordination of higher level support and the integration of future generation IT. (including training support coordination)
- Fleet Management
- Equipment Accountability
- Calibration
- RACES

- SEOP
- Local Plans/RRPs
- COOP/COG
- VEPARDS
- Critical Facilities
- Recovery
- Liaison Connections
- Tech Assist
- Interagency Coordination
- Grant Program Coordination

- State Hazmit Plan
- Regional/Local Tech Assist
- Site visits
- Workshops
- Grant Program Management
- FMA, HMGP, PDM
- Inter-agency coordination
- Special Projects

[Redacted]

EMPG 2006 Funds - Details		6/12/2006							
All VEM Staff - Budgeted Salaries									
Titles	Name	Salary	Benefits	Total Budgeted					
Director	Barb	76,730.68	21,484.59	98,215.27					
Deputy Director	Duncan	16,900.00	4,732.00	21,632.00					
Deputy Director - Ops	Greg	37,234.00	10,425.52	47,659.52					
Deputy Director - Planning	Ross	41,668.00	11,667.04	53,335.04					
Policy & Planning Chief	Ross	13,094.00	3,666.32	16,760.32					
Operations Supervisor ??	New	7,135.20	1,997.86	9,133.06					
Mitigation - SHOM	Ray	6,812.80	1,907.58	8,720.38					
Mitigation Coordinator	Bob	40,386.64	11,308.26	51,694.90					
Financial Officer	Nancy	49,576.94	13,881.54	63,458.48					
Field Ops Chief	Rob	48,047.78	13,453.38	61,501.16					
Temp - Admin Asst	JP	25,455.00	2,319.35	27,774.35					
Temp - Admin Asst	Anne	9,334.21	700.07	10,034.28					
EM Planner 1	Anne	31,181.51	8,730.82	39,912.33					
Admin Asst	Susan	36,042.43	10,091.88	46,134.31					
Admin Asst	Christine	23,939.98	6,703.19	30,643.17	NOTE: Bal of Christine's salary was budgeted with Randy's HasChem Funds				
Switchboard/Receptionist	Sue C.	25,252.03	7,070.57	32,322.60					
EM Specialist II	Tom	22,983.95	6,435.51	29,419.46					
IT Specialist	John	36,237.75	10,146.57	46,384.32					
On Call	All	64,032.42	17,929.08	81,961.50					
OT	All	90,969.00	23,939.33	114,908.33					
		703,014.32	188,590.45	891,604.77					
Telecomm Coordinator	Chris	23,437.50	6,562.50	30,000.00	Listed as contracts in budget				
Total Salaries		726,451.82	195,152.95	921,604.77					
Title	Name	Used To Date (15) Oct 05 to Apr 06	Est Salary (4) From 5/1/06 to 6/30/06	Est Salary (7.5) From 7/1/06 To 9/30/06	Total Est Salary Usage	Est Benefits	Est Total Usage To 9/30/06	Budgeted W/FEMA	Estimated Balance of Unused Funds
Director	Barb	40,308.80	11,516.80	25,049.60	76,875.20	21,525.06	98,400.26	98,215.27	(184.99)
Deputy Director	Duncan	32,743.12			32,743.12	9,168.07	41,911.19	21,632.00	(20,279.19)
Deputy Director - Ops	Greg	-	2,845.20	13,609.54	16,454.74	4,607.33	21,062.07	47,659.52	26,597.45
Deputy Director - Planning	Ross	19,230.60	8,547.20	15,331.54	43,109.34	12,070.62	55,179.96	53,335.04	(1,844.92)
Policy & Planning Chief	Ross	10,072.00			10,072.00	2,820.16	12,892.16	16,760.32	3,868.16
Operations Supervisor ??	New	-			-	-	-	9,133.06	9,133.06
Mitigation - SHOM	Ray	11,922.40			11,922.40	3,338.27	15,260.67	8,720.38	(6,540.29)
Mitigation Coordinator	Bob	21,481.60	6,336.00	12,616.00	40,433.60	11,321.41	51,755.01	51,694.90	(60.11)
Financial Officer	Nancy	26,881.16	7,452.80	15,278.24	49,612.20	13,891.42	63,503.62	63,458.48	(45.13)
Field Ops Chief	Rob	25,624.02	7,452.80	15,278.24	48,355.06	13,539.42	61,894.48	61,501.16	(393.32)
Temp - Admin Asst	JP/Anne	12,904.00			12,904.00	9,678.00	22,582.00	37,808.62	15,226.62
Temp - Admin Asst	Rich	-	3,602.40	8,615.74	12,218.14	9,163.61	21,381.75	-	(21,381.75)
EM Planner 1	Anne	14,943.55	5,289.60	10,843.69	31,076.84	8,701.52	39,778.36	39,912.33	133.98
Admin Asst	Susan	18,657.10	5,376.00	11,020.80	35,053.90	9,815.09	44,868.99	46,134.31	1,265.32
Admin Asst	Christine	17,361.10	5,030.40	10,312.32	32,703.82	9,157.07	41,860.89	30,643.17	(11,217.72)
Switchboard/Receptionist	Sue C.	13,529.60	3,865.60	7,924.48	25,319.68	7,089.51	32,409.19	32,322.60	(86.59)
EM Specialist II	Tom	12,965.50	3,518.40	7,212.72	23,696.62	6,635.05	30,331.67	29,419.46	(912.22)
IT Specialist Chief	John	-	5,610.00	10,733.80	16,343.80	4,576.26	20,920.06	46,384.32	25,464.26
Services Coordinator	?	6,583.22			6,583.22	1,843.30	8,426.52	-	(8,426.52)
HazMat Tech	?	1,926.96			1,926.96	539.55	2,466.51	-	(2,466.51)
Telecomm Coordinator	Chris	13,748.76	4,048.00	8,300.96	26,097.72	7,307.36	33,405.08	30,000.00	(3,405.08)
On Call	All	16,082.77	2,807.92	11,231.68	30,122.37	8,434.26	38,556.63	81,961.50	43,404.86
OT	All	51,512.16	5,078.16	20,312.64	76,902.96	21,532.83	98,435.79	114,908.33	16,472.54
Total		368,478.42	88,377.28	203,671.99	660,527.69	196,755.16	857,282.85	921,604.77	64,321.92
PIO (PG 25 = 21.45/hr)	New	-		12,312.30	12,312.30	3,447.44	15,759.74	0	(15,759.74)
Estimated Balance of Unused Salary Funds									48,562.18

EMPG 2006 Funds		6/12/2006									
All Listed Staff Being Paid With EMPG Funds											
Title	Name	Est Total Useage (Includes Benefits) To 9/30/06	Budgeted W/FEMA	Estimated Fund Balances							
Director	Barb	98,400.26	98,215.27	(184.99)							
Deputy Director	Duncan	41,911.19	21,632.00	(20,279.19)	NOTE: Pay off underestimated						
Deputy Director - Ops	Greg	21,062.07	47,659.52	26,597.45							
Deputy Director - Planning	Ross	55,179.96	53,335.04	(1,844.92)	NOTE: Salary changes						
Policy & Planning Chief	Ross	12,892.16	16,760.32	3,868.16							
Operations Supervisor ??	New	-	9,133.06	9,133.06							
Mitigation - SHOM	Ray	15,260.67	8,720.38	(6,540.29)	NOTE: Salary didn't get move to PDM-C grant per request date.						
Mitigation Coordinator	Bob	51,755.01	51,694.90	(60.11)							
Financial Officer	Nancy	63,503.62	63,458.48	(45.13)							
Field Ops Chief	Rob	61,894.48	61,501.16	(393.32)							
Temp - Admin Asst	JP/Anne	22,582.00	37,808.62	15,226.62							
Temp - Admin Asst	Rich	21,381.75	-	(21,381.75)	Not budgeted						
EM Planner 1	Anne	39,778.36	39,912.33	133.98							
Admin Asst	Susan	44,868.99	46,134.31	1,265.32							
Admin Asst	Christine	41,860.89	30,643.17	(11,217.72)	NOTE: This part of salary was to be be with Randy's funds.						
Switchboard/Receptionist	Sue C.	32,409.19	32,322.60	(86.59)							
EM Specialist II	Tom	30,331.67	29,419.46	(912.22)							
IT Specialist Chief	John	20,920.06	46,384.32	25,464.26							
Services Coordinator	?	8,426.52	-	(8,426.52)	Not budgeted						
HazMat Tech	?	2,466.51	-	(2,466.51)	Not budgeted						
Telecomm Coordinator	Chris	33,405.08	30,000.00	(3,405.08)	Get billed 1/2 of his salary even though we only budgeted \$30,000						
On Call	All	38,556.63	81,961.50	43,404.86							
OT	All	98,435.79	114,908.33	16,472.54							
Total		857,282.85	921,604.77	64,321.92	Balance						
PIO (PG 25 = 21.45/hr)	New	15,759.74	-	(15,759.74)	Not budgeted						
Estimated Balance of Unused Salary Funds				48,562.18							



Department of Homeland Security

Office of State and Local Government Coordination and
Preparedness

February 3, 2006

Washington, D.C. 20531

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

Dear Mr. Sleeper:

I am pleased to inform you that the Office of State and Local Government Coordination and Preparedness has approved the application for funding under the FY 2006 Emergency Management Performance Grant Program in the amount of \$1,553,649 for Vermont Department of Public Safety. Through this accord, the Vermont Department of Public Safety will use grant funding in the amount of \$1,553,649 from the Fiscal Year 2006 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; and
- Financial 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
Office of Grants and Training

Enclosures



Department of Homeland Security
Office of State and Local
Government Coordination and
Preparedness

Grant

PAGE 1 OF 2

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 S. Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2006-EM-E6-0041	
		5. PROJECT PERIOD: FROM 10/01/2005 TO 09/30/2007 BUDGET PERIOD: FROM 10/01/2005 TO 09/30/2007	
1A. GRANTEE IRS/VENDOR NO. 036000274		6. AWARD DATE 02/03/2006	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Emergency Management Performance Grant		10. AMOUNT OF THIS AWARD \$ 1,553,649	
		11. TOTAL AWARD \$ 1,553,649	
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 LOCES			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING DHS OFFICIAL Tracy A. Henke Office of Grants and Training		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Kerry Sleeper Commissioner	
17. SIGNATURE OF APPROVING DHS OFFICIAL <i>Tracy A. Henke</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Kerry Sleeper</i>	19A. DATE 2/3/06
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 6 E EM 25 00 00 1553649		21. EM06V40020	



Department of Homeland Security
Office of State and Local
Government Coordination and
Preparedness

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 2

PROJECT NUMBER 2006-EM-E6-0041

AWARD DATE 02/03/2006

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial 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, as further described in the current edition of the OJP Financial Guide, Chapter 19.
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 ODP.
4. The recipient agrees that federal funds under this award will be used to supplement but not supplant state or local funds.
5. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the OGO Financial Management Guide. The OJP Financial Guide referenced in special condition number one does not apply to this award.
6. Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov.
7. 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.
8. States should use the Emergency Management Accreditation Program (EMAP) Standard (September 2004) structure, the National Emergency Management Baseline Capability Assessment Program (NEMB-CAP), the National Response Plan (NRP), and the National Incident Management System (NIMS), as a basis for developing EMPG work plans and performance evaluations.
9. The recipient agrees that all allocations and use of funds under this grant will be in accordance with the Fiscal Year 2006 Emergency Management Performance Grants Program Guidelines and Application Kit and must support the goals and objectives included in the EMPG Work Plan.
10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or data collection requests. This includes, but is not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



Department of Homeland Security

**Office of State and Local
Government Coordination
and Preparedness**

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

Grant

PROJECT NUMBER

2006-EM-E6-0041

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)

Susan Rounds
Assistant
103 S. Main Street
Waterbury, VT 05671-2101
(802) 241-5597

3a. TITLE OF THE PROGRAM

FY 2006 Emergency Management Performance Grants Program

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Emergency Management Performance Grant

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2005 TO: 09/30/2007

8. BUDGET PERIOD

FROM: 10/01/2005 TO: 09/30/2007

9. AMOUNT OF AWARD

\$ 1,553,649

10. DATE OF AWARD

02/03/2006

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 \$1,553,649 from the Fiscal Year 2006 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.



Department of Homeland Security

*Office of State and Local Government Coordination
and Preparedness*

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 2006 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

Susan Rounds

From: donot-reply@ojp.usdoj.gov
Sent: Saturday, February 04, 2006 11:12 AM
To: Kerry Sleeper; Susan Rounds
Subject: GMS Award 2006-EM-E6-0041

Congratulations. You have been awarded a grant by the Office of State and Local Government Coordination and Preparedness of the Department of Homeland Security. Follow the link below to our online Grant Management System to get instructions to accept your award. Please note that only the authorized signing authority designated in GMS will be able to accept the award.

<https://grants.ojp.usdoj.gov>

Please do not reply to this message. You can contact your grant manager Lynn Bagorazzi at (202) 786-9514

MARC, BAB: FYI Kerry



FY 2006 Emergency Management Performance Grants Program 2006-



V0145-VT-EM

[Application](#)

[Correspondence](#)

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[Overview](#)

[Applicant Information](#)

[Project Information](#)

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[Assurances and Certifications](#)

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APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION		3. DATE RECEIVED BY STATE	State Application Identifier
Application Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name		Organizational Unit	
Department of Public Safety		Vermont Emergency Management	
Address		Name and telephone number of the person to be contacted on matters involving this application	
103 S. Main Street Waterbury, Vermont 05671-2101		Higgins, Duncan (802) 241-5379	
6. EMPLOYER IDENTIFICATION NUMBER (EIN)		7. TYPE OF APPLICANT	
03-6000274		State	
8. TYPE OF APPLICATION		9. NAME OF FEDERAL AGENCY	
Continuation		Office of State and Local Government Coordination and Preparedness	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT	
NUMBER: 97.042 CFDA: Emergency Management Performance Grant TITLE: Program		Emergency Management Performance Grant	
12. AREAS AFFECTED BY PROJECT			
Vermont - statewide area affected by EMPG			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF	
Start Date: October 01, 2005 End Date: September 30, 2006		a. Applicant b. Project	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
Federal	\$1,569,343	This preapplication/application was made available to the state executive order 12372 process for review on 11/14/2025	
Applicant	\$1,324,343		
State	\$70,000		
Local	\$175,000		
Other	\$0		
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	

TOTAL	\$3,138,686	N
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 GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Continue

VERMONT EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT
Fiscal Year 2006

Program Narrative

Introduction:

Vermont Emergency Management (VEM) is Vermont's designated office of emergency management. As such, this division has a leading role in preparedness and homeland security with an overall mission to prevent, protect, respond and recover from events/hazards through a framework to build, sustain and improve preparedness including pre-incident catastrophic planning.

The Emergency Management Performance Grant (EMPG) for Federal Fiscal Year 2006 outlines two activity categories to meet the State's most urgent needs: three overarching national priorities that contribute to the development of multiple capabilities; and four capability-specific priorities that build selected capabilities for which Vermont and the nation has the greatest need. In fulfilling these priorities and capabilities, it should be noted that VEM is a division in the Department of Public Safety (DPS) that also include Vermont's Homeland Security Unit (HSU). VEM and HSU work in tandem to implement many of the tenets of the national homeland security program. Also of note, VEM works closely with the Fire Service Division of DPS on hazardous materials issues and the Vermont Department of Health on medical surge and mass prophylaxis capabilities.

The three national priorities include:

- Implementation of the National Incident Management System and National Response Plan;
- Expanded regional coordination and;
- Implement the interim national infrastructure protection plan.

The four capability specific priorities include:

- Strengthen information sharing and collaboration capabilities;
- Strengthen interoperable communications capabilities;
- Strengthen CBRNE detection, response, and decontamination capabilities; and
- Strengthen medical surge capacity and mass prophylaxis capabilities.

Part I: Management Capabilities

Vermont Emergency Management's capability to develop, implement and manage the programmatic requirements associated with EMPG funding and other federally funded programs supporting the state emergency management/operations and homeland security includes a range of public and private partners.

VERMONT EMERGENCY MANAGEMENT
EMERGENCY MANAGEMENT PERFORMANCE GRANT
Fiscal Year 2006

- ❖ Identify major organizations, committees and other structures accountable for implementing the emergency management program initiatives.

Vermont Emergency Management is the primary agency responsible for implementing the Emergency Management Performance Grant (EMPG). VEM is the State of Vermont's designated emergency management agency and a division of the Vermont Department of Public Safety located in Waterbury, Vermont. VEM's Emergency Management Performance Grant (EMPG) program ensures that Vermont addresses the components of emergency management: preparedness, response, recovery, mitigation, information technology and national security coordination for the effects of all hazards.

The mission of Vermont Emergency Management is to reduce the threat posed by hazards affecting Vermont through mitigation, plan strategies to respond to disasters when they occur, coordinate the response of State and Federal agencies/departments in assisting local government and citizens when disasters occur, and coordinate the recovery efforts of the State and Federal governments with local communities after a disaster.

Committees

VEM coordinates many separate statewide committees, through direct participation or by assigning staff to work with and provide administrative support. Following is a list of committees and an overview of their responsibilities.

The State Emergency Response Committee –VEM hosts the State Emergency Response Committee (SERC). The SERC serves two major functions – it acts as clearinghouse and coordinating body for all hazards issues including planning and training and acts as the State's Citizen's Corps Advisory Council. The Deputy Director is a voting member and chairs the SERC. The HAZMAT Compliance and Technical Training Specialist and the Chief of Field Operations provide direct staff assistance to the SERC including meeting organization and follow-up with assistance from other assigned staff and a Citizen's Corps contractor. The HAZMAT Compliance and Technical Training Specialist provides technical assistance to the state's thirteen Local Emergency Preparedness Committees (LEPCs). The Chief of Field Operations and contractor provide staff support and liaison to LEPCs for Citizen's Corps program components.

The State Hazard Mitigation Grant Program Committee –VEM participates in the State HMGP Committee that is chaired by the VEM Policy and Planning Chief. The State Hazard Mitigation Officer provides direct staff assistance to the committee, including organizing grant applications for review. The Chief of Policy and Planning and the State Hazard Mitigation Officer participate in the project evaluation and selection process.

The Hazard Mitigation Planning Committee – VEM hosts in the Hazard Mitigation Planning Committee. The State Hazard Mitigation Officer serves as the secretary of this

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group. The Chief of Policy and Planning also participates as a voting member of this committee.

Vermont is a member state in the Northern New England Metropolitan Medical Reserve System (NNEMMRS) administered by Dr. Robert Gougelet, M.D of Dartmouth College. The VEM Director and other staff participate in this committee and assist the Vermont NNEMMRS Director in recruitment efforts.

The Chief of Field Operations and other staff participate in and staff Vermont's Interoperable Communications Committee hosted by Vermont's Homeland Security Unit. This committee is charged with the development of emergency communications systems and capabilities that provide for interoperability and seamless communication for responders and managers alike.

The VEM Director also is a member of the Homeland Security Unit Advisory committee that administers the HSU grants program. This committee charged with coordinating the activities of multiple state agencies to respond to a terrorism event. This committee also provides policy guidance and assists the Governor in making financial decisions on grant awards to Vermont communities.

The VEM Director also sits on the Vermont Fire Service Training Council that provides the training for approximately 6,000 Vermont fire fighters.

VEM staff participate in numerous other committees including the State's Strategic National Stockpile Committee, the Vermont Department of Health Bioterrorism Committee, the Special Needs Committee, the Citizens' Corps Committee meetings with various local emergency planning committees, the EAS Advisory Group, and numerous ad hoc or task force meetings.

- ❖ Provide an overview of the core emergency management organization, and the structures used to support emergency management across the state.

Due to the small size of VEM and the need to adequately address the full universe of emergency management issues, a range of partnering agencies – at the state, regional, and local level – support the core staff and mission of the organization. Over twenty state level agencies and organizations participate in the State Emergency Operations Plan and support VEM.

VEM is a division within the Department of Public Safety described in the following sections.

Core Emergency Management organization -Staffing

VEM is one of the smallest emergency management agencies in the United States with responsibility to staff the full range of emergency management functions. It does that

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with an emergency management compliment of thirteen full time and one temporary positions plus seven full time and one part time employee devoted strictly to the Radiological Emergency Response Plan.

A major thrust begun in fiscal year 2005 for EMPG 06 is to increase staffing levels to more accurately reflect the program needs identified in the EMPG matrix.

Currently, VEM has the following staff with identified responsibilities:

The Director is appointed by the Governor and provides direction, control and management to the overall operation of the organization. The Director supervises the Deputy Director, who performs a range of programmatic, fiscal, and management functions and serves as the Chief of Staff. The Director also directly supervises the Radiological Emergency Response Plan (RERP) Manger. The re-organization planned for this year also entails the re-allocation of the VEM Policy and Planning Chief to a Deputy Director, Planning, who will report directly to the VEM Director.

The Radiological Emergency Response Plan Manager in turn supervises the Radiological Emergency Response Plan Program Planner, the Program Assistant, an Emergency Management Specialist, a half time Radiological Emergency Response Plan Local Coordinator, a RERP Trainer, and a Local RERP Program Specialist plus two Administrative Assistants. All have responsibility for planning, exercising, liaison activities in the emergency planning zone and with the ENTERGY nuclear power plant located at Vernon, Vermont.

The Deputy Director currently directly supervises six positions, including the Chief of Emergency Field Operations, the Chief of Policy and Planning, the HAZMAT Compliance and Technical Training Specialist, the Financial Officer, a Special Projects Assistant and the Exercise Training Officer. The Deputy Director acts as the VEM operations officer and chief of staff with responsibility to represent the Director in his/her absence and supervises staff carrying out the division's goals and objectives, as well as administrator of a number of federal grants. The re-organization will reduce the number of those directly supervised to two employees and realign the division into three major program areas: Operations and Financial Management; Planning; and RERP.

The Chief of Policy and Planning currently supervises the State Hazard Mitigation Officer and two Emergency Planners. This position will be re-allocated to a VEM Deputy Director, Planning. The Chief provides guidance and management for all policy and planning activities including the preparation of the State Emergency Operations Plan with supporting annexes and appendices, the State Hazard Mitigation Plan, as well as coordinated regional and local emergency operations plans.

The HAZMAT Compliance and Technical Training Specialist supervises the HAZMAT Compliance Program that includes implementing SARA Title III and the State's Hazmat Compliance Program and provides support for the State Emergency Response

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Commission (SERC) as well as liaison to the Local Emergency Response Committees (LEPCs).

Effective July 1, 2005, the HAZMAT Team moved from VEM to the DPS Fire Division consolidating this program with other fire related activities and functions of the department via changes specified by the Vermont legislature.

The Chief of Field Operations supervises the management of local emergency management programs including training for local emergency management directors, the Citizen's Corps Program, and liaison with the Regional Planning Commissions. The incumbent also acts as the liaison to the Vermont State Police Homeland Security Unit (HSU). This position also acts as the divisions' communication officer.

The Exercise Training/Communications Officer has responsibility to ensure emergency exercises are designed to test emergency operations plans. Plans for EMPG FY 06 include re-allocating this position to that of an IT Specialist to support the automation of the EOC and the VEPARDS database program.

The Financial Officer has responsibility to ensure budgeting and financial accountability of funds awarded to VEM. She also supervises two Administrative Assistants and a Secretary/Receptionist.

A VEM Specialist acts as a logistics officer and works part time for the RERP program as well as supporting more global emergency management activities for the division.

The VEM staffing pattern reflected in this EMPG submission and the financial narrative includes two (2) new positions: VEM Operations/Logistics Supervisor and an Information Technology Specialist – this later position is a re-allocation of the Exercise and Training Specialist position.

The core staffing described in the work plan and narrative also outlines a reorganization that re-allocates the VEM Policy and Planning Chief to a Deputy Director for Planning and takes the current Position of Deputy Director and re-allocates it to Deputy Director for Operations.

A footnote: all staff identified plays a vital role responding to untoward events or disasters in Vermont including staffing the emergency operations center and/or providing on scene assistance to local incident commanders.

Partnering Agencies

A number of agencies have additional, ongoing, duties that directly support the mission of VEM. Also relevant, VEM partners with Regional Planning Commissions, Local Emergency Planning Committees and private agencies, such as VOAD and the American Red Cross, to foster coordination and maximize use of Vermont resources.

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A listing of all public and private agencies is contained in the revised State Emergency Operations Plan (May 2005). The following list of those agencies, departments and private organizations are representative of those working with VEM, but is not all inclusive.

Some of these agencies and their supporting roles are outlined below:

Vermont State Police – The Vermont State Police is a sister division within the Department of Public Safety and staff the Homeland Security Unit (HSU). The HSU monitors potential terrorism incidents and serves as lead state agency in terrorism related crisis management. The HSU manages the many Department of Justice grant programs. VSP also provides staff for the operation of the emergency operations center as well as acts as local liaison and coordinator (Area Commander) during disasters.

Agency of Transportation – The Agency of Transportation (VTRANS) manages the state Public Assistance (PA) program as well as provides staff to the EOC. VTRANS officials also sit on and provide technical assistance to a number of mitigation working groups and committees.

Department of Health – The Vermont Department of Health maintains staff to work on radiological health issues and coordinates closely with VEM on the Radiological Emergency Response Plan. They are also involved in statewide “all hazards” planning and response. It also serves a lead agency on the Strategic National Stockpile and the CHEMPACK Program, bio-terrorism issues as well as the NEMMRS, and planning efforts for pandemic outbreaks and other health related functions as specified in State Statutes.

Agency of Natural Resources – The Agency of Natural Resources (ANR) manages the National Flood Insurance Program and the Community Rating System Program. The State Geologist and the Stream Morphology programs are both located in ANR. The State Geologist implements the HAZUS program.

The Department of Public Safety Division of Fire Service Division – This division houses the Vermont HAZMAT Team and provides planning, response and recovery for hazardous materials incidents as well as staff assistance for the state emergency operations center.

Vermont Fire Service Training Council – The Fire Service Training Council contracts with VEM to host a number of HAZMAT awareness and skill level courses.

The Department of Children and Families (DECAF) – DECAF manages the state Individual Assistance program.

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The Vermont Public Service Department – This department works closely with VEM and other agencies on utility related issues including monitoring of utility services. This department also staffs the state emergency operations center during activations.

The Vermont National Guard – The National Guard actively participates and assists VEM in times of disaster supplying response and recovery resources. The Guard also provides representation in the EOC as well as working on the Strategic National Stockpile.

The Vermont Agency of Human Services – This agency has overall responsibility for numerous functions consistent with the health and well being of Vermonters.

The American Red Cross (ARC) – The ARC is a vital private organization partnering with VEM and the Agency of Human Services to provide shelters, food and support for Vermonters on an ongoing basis.

The Vermont Agency of Agriculture – This agency routinely provides staff to the emergency operations center and acts as the point of contact and conduit for all agricultural related issues and activities.

In addition to this wide range of state agency and private partners that are essential components of the state's emergency management program, VEM works closely with the state's Regional Planning Commissions, LEPCs and recently trained Local Emergency Management Directors to ensure that delivery of emergency management programs is both sufficient and effective.

- ❖ Indicate the staffing/resource levels within those core organizations responsible for program administration and oversight.

The Director, Deputy Director and Chief of Policy and Planning, and Deputy Commissioner for the Department of Public Safety hold positions responsible for program administration and oversight in cooperation with the department's Administrative offices. The Financial Officer provides for budgetary, accounts payable and receivable oversight and guidance in cooperation with the Department of Public Safety Office of Administration.

All administrative functional areas for Vermont State agencies and departments receive oversight through the Administrative policies and procedures, various Administrative bulletins and guidelines as well as the Auditor of Accounts Office, and periodic program/financial reviews from the Agency of Administration and/or Legislative Committees.

- ❖ Provide an overview of the process (es) used to determine funds allocation to any sub grantee of the emergency management authority.

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All sub grantees for EMPG funding submit bids based upon a published request for proposals (RFP). Each agency, either public or private, seeking funds must submit such a proposal. Once received, each proposal is assessed against the specifics of the RFP, ability to carry out the functions identified, and cost. Bids submitted by sub grantees not meeting the terms of the published RFP are returned for clarification or denied.

Against this background, VEM then lists all bidders on a matrix measuring each proposal against such factors as population(s) served, number of items on the RFP on which bid (each item in the RFP is assigned a ceiling monetary value), and/or areas supported. From this matrix, VEM allocates funding for each bidder.

- ❖ Current efforts to achieve NIMS implementation and institutionalization across the entire state/territory response system during FY 06.

Current efforts for NIMS compliance include implementation of the State Emergency Operations Plan to include NIMS and the revision of the Vermont Statutes authorizing VEM. In addition, VEM, working with the Homeland Security Unit, will support the strategy promulgated by this unit implementing NIMS on a statewide basis.

Also of consequence, VEM supports NIMS implementation by insuring that agencies/departments/sub grantees receiving funds include provision for the training in NIMS.

VEM continues with effort at training resources via the FY 06 EMPG grant to teach NIMS throughout the State during this fiscal year.

- ❖ Current efforts to address deficiencies identified as a result of the NEMB-CAP, baseline capability assessment or the Emergency Management Accreditation Program (EMAP) process, or other emergency management related assessments.

VEM underwent an EMAP baseline assessment February of 2004 identifying a number of deficiencies. Since that assessment, VEM applied for and hired an Emergency Planner with responsibility to address these EMAP deficiencies. The EMPG 06 work plan specifically outlines a number of focus areas to correct EMAP deficiencies and gain full EMAP compliance.

One specific EMAP deficiency noted was a lack of a Vermont COOP and COG. A temporary intern developed a template for VEM, state agencies as well as private organizations to provide for an organized COOP and COG. Efforts are slated to continue with this project throughout this fiscal year and the following fiscal year.

- ❖ Current efforts to enhance or sustain existing capabilities already put into place to address shortfalls identified through the NEMB-CAP process, the EMAP process or other emergency management related assessments.

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VEM's current efforts to enhance or sustain existing capabilities center on implementation of the State Emergency Operations Plan (SEOP). The administration

accepted this plan as the implementing document for all hazards events impacting Vermont. There is an active training and exercise program designed to support this plan and support from the Governor's office for state agencies and departments for the resources needed.

Other efforts to enhance or sustain existing capabilities include the activities of the division as outlined in the work plan matrix including revisions to state law controlling the office of emergency management, implementation of software program necessary for the automated EOC, creation of a statewide resource database (VEPARDS), support for HAZUS, efforts to support an enhanced State Hazard Mitigation Plan, public outreach and training, support for Citizen's Corps Programs, support for the Multi-agency Coordinating Committee, enhanced statewide communications and warning system, continued planning for a new emergency operations center, while maintaining an ability to respond to and recover from all hazards events.

- ❖ Current efforts to institutionalize all hazards preparedness into the existing state homeland security strategy.

VEM is housed in the same department as the Vermont Homeland Security Unit. As such, planners from both programs work collaboratively on preparedness activities and plans. This effort will continue throughout the remainder of this fiscal year and into following fiscal years.

The Vermont State Emergency Operations Plan includes annexes and appendices addressing homeland security issues consistent with the overall "all hazards plan".

Part II: Challenges and Impediments

Challenges and/or impediments facing VEM fall into nine categories:

- ❖ Consistent, sustainable emergency management funding;
- ❖ Adequate staff and support resources to face all challenges including construction of a new emergency operations center;
- ❖ Development and preparation of documentation needed for EMAP accreditation;
- ❖ Implementation of the revised State Emergency Operations Plan;
- ❖ Implementation of a state wide interactive automated emergency operations center system and creation of a comprehensive resource database (VEPARDS);
- ❖ Ensuring cooperation among all State agencies;
- ❖ Coordination and cooperation among all agencies, both public and private;

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- ❖ Accountability – This EMPG provides VEM an excellent opportunity to advance accountability by using the EMPG as a plan to advance agency-specific, emergency management objectives or a performance based results orientation; and
- ❖ Interoperability – VEM will, with the revision of the State Emergency Operations Plan work to ensure interoperability of services and organization to make certain that Vermont’s limited resources are fully utilized.

VEM is one of the smallest emergency management programs in the United States. In addition, Vermont has no county government and the second smallest overall population located in a rural setting. The population has the reasonable expectation that state government will be able to plan for, respond to, recover from and mitigation the impact of all hazards events. Federal and state emergency management funding is often based on population figures. With the small population and no county government, VEM is expected to provide the full range of services and coordination as larger offices of emergency management with greater resources and personnel. The challenge of meeting the public’s expectations with limited resources is perhaps the greatest challenge/obstacle facing this division.

Part III: Recommendations

Arguably the most vital recommendation needed to assist Vermont in better implementing a statewide emergency management program and integrating the program into existing homeland security strategy remains consistent sustainable funding for all hazards emergency management operations. This will allow for sufficient staff and more resources. “Stove piping” of program funds to address homeland security issues at the expense of all hazards appears to ignore the all hazards approach.

Part IV: Major Initiatives

Major initiatives for VEM in federal fiscal year 2006 are outlined in some detail in the attached VEM work plan matrix. This summary will not outline every EMF or associated activities, rather those requiring significant staff involvement or that may entail work on NIMS or meeting EMAP standards. A summary of those major activities follows.

Initiative: Revision of Title 20, Vermont enabling legislation for VEM

Overview: Vermont Statute Annotated (V.S.A.) Title 20 is the authorizing legislation for Public Safety including provision for “Civil Defense” under which VEM falls. This statute has been periodically updated in piecemeal fashion with the addition of the

Emergency Management Assistance Compact and the International Emergency Management Assistance Compact as well as some cosmetic modifications. This statute has not been overhauled or updated in its entirety since the latter part of the late 1980s.

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This initiative began in federal fiscal year 2004 and will continue throughout this legislative session into the Vermont 2006 session.

Key Milestones:

- Prepare a final draft to the Director and Commissioner of Public Safety for review, comment and any further changes;
- Once approved by Public Safety, forward this document to the Administration for review, comment, changes and support;
- Seek legislative leaders to sponsor Title 20;
- Provide expert testimony and/or background information for legislative hearings;
- Passage of revisions; and
- Governor signs revised Title 20.

Initiative: Complete development of a federally accepted enhanced state hazard mitigation plan

Overview: VEM submitted and had accepted by FEMA Region 1 the standard State Hazard Mitigation Plan. This plan preparation, review, etc. met all federally required deadlines and Vermont completed its work without having to request any extension. Work will continue to produce the enhanced version which should yield significantly higher amount of post-disaster mitigation funds for Vermont.

Key Milestones:

- The State Hazard Mitigation Officer, working with the Deputy Director for Planning (VEM Policy and Planning Chief) will continue with revisions and enhancements to the basic plan;
- Revisions will be presented to the State's Hazard Mitigation Committee for review, comment and change;
- VEM will work with FEMA Region 1 personnel to ensure all required provisions are met as well as the timetable;
- Additional VEM staff may be added to assist with development of the enhanced plan;
- Once approved by the State Hazard Mitigation Committee and FEMA, the document will be circulated within administration for comment and approval – this may entail more than one fiscal year to accomplish; and
- A final draft approved by the Governor within the timeframes outlined.

Initiative: Prepare and publish a resource management plan, an administrative plan and COOP and COG plans

Overview: The EMAP assessment conducted February of 2004 identified a number of documents needed to meet minimum standards. Those major documents lacking were identified as a comprehensive administrative plan, COOP and COG as well as a resource plan. VEM began efforts identifying specifics for document.

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VEM now has templates for all of these documents. The plan is to continue with this effort and assist planning, after the hiring of a new planner complete this project. The project will span at least two fiscal years.

Key Milestones:

- Assign/hire personnel to work on these documents;
- Staff assigned to work on COOP and COG to meet with VEM and partner agencies to identify points of contact and a timetable;
- Responsible staff will begin project by developing the emergency management COOP and COG plan; and
- Staff will assist other state agencies in the development of individual plans reflective of their emergency management roles.

Initiative: Prepare for an EMAP accreditation visit

Overview: VEM underwent an EMAP baseline assessment February of 2004. This baseline survey identified a number of areas that did not meet the standard. VEM employed two staff interns to work on identifying specific issues that need work and to help develop templates for COOP and COG. Preparation for and the conduct of the EMAP accreditation visit will span a period of approximately two years.

Key Milestones:

- Development and implementation of a COOP and COG plan, administrative plan, recovery and logistics plan, enhanced mitigation plan, enhanced state emergency operations plan and public information plan;
- Development of local emergency operations plans that can be used for the Vermont Emergency Planning and Resource Database System (VEPARDS); and
- Development and implementation of an extensive training and exercise program consistent with NIMS and the plans outlined above.

Initiative: Implement the revisions to the State Emergency Operations Plan through training and exercise.

Overview: VEM revised the State Emergency Operations Plan (SEOP) this past fiscal year. The SEOP revisions are complete with partner agencies/departments introduced to the concept(s) included such as emergency support functions/state support functions. A major initiative for this fiscal year is the training of partner agencies/departments and conducting various drills/exercises.

Key Milestones:

- The VEM Chief of Policy and Planning will continue with orientations for partner agencies to outline concepts of the revised SEOP;
- Once all agencies are sufficiently oriented and trained, VEM will conduct table top exercises to ensure all participants are aware of roles and responsibilities; and
- Finally, VEM will conduct annual reviews/updates of the SEOP.

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Initiative: New EOC

Overview: VEM's offices and emergency operations center is currently located in a renovated building that previously housed services of the state mental hospital. The space is inadequate and poorly configured to house current staff and is without sufficient space to house additional personnel. An in-depth assessment of the EOC clearly identified the need for new space for VEM that meets the federal criteria for EOCs in general: facility features; survivability; security; sustainability; interoperability; and flexibility. The overall score obtained by the assessment rated Vermont's facility as "poor".

Key Milestones:

- VEM to continue working with the Vermont Department of Buildings and General Services to identify suitable locations for a new emergency office facility;
- Concurrently, VEM will work with state administration and the Congressional delegation to obtain funds to either build or renovate an existing structure into a facility that meets the six federal criteria for an EOC;
- VEM and state administrators will work with various legislative committees to identify and appropriate sufficient funding; and
- For the period of this EMPG proposal, VEM will begin preparing/updating site and building plans to meet space and security needs.

Initiative: VEPARDS/automated EOC software implementation

Overview: Vermont Emergency Planning and Response Database System (VEPARDS) As the names implies, VEPARDS is a planning and response system, but offers much more to the state. VEPARDS is a far-reaching system with capabilities that extend from the local community, through the region offices, state agencies and offers information sharing to other states and federal partners, namely the Federal Emergency Management Agency. As VEPARDS reaches it completion stage, it will be Vermont Emergency Management's newest program that will meet requirements for the future.

VEPARDS is a collection of integrated functions including:

- *An electronic emergency operations plan and template.* This allows communities to develop and/or update existing emergency procedures and information instantaneously without the need for a prolonged process of sending documents via mail.
- *A statewide database of people, resources, organizations and critical facilities.* By collecting and sharing specific information, a more efficient and effective response could be attained by local communities needing mutual-aid, district-level assistance and state response coordination and situational awareness. This also extends to offering and requesting across state borders.

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- **Credentialing of responders.** Vermont's VEPARDS will meet and/or exceed the Federal Government's mandates related to the National Incident Management System, those set of initiatives set forth by the President of the United States after September 11, 2001. Credentialing of responders will allow the Incident Commander to control the scene of a disaster or terrorist event. The Credentialing capability will also be of benefit across state lines as well as a form of identification and responder qualifications.
- **Situational awareness.** DisasterLan, the new EOC disaster management software tool, will be the "front-end" display of VEPARDS. Through the use of DisasterLan at the local, region and state levels, a consistent and efficient situational awareness capability will exist. Through the use of DisasterLan, the other key ingredients of this system will be available.

Key Milestones:

- Circulate an RFP for the software to run VEPARDS in the automated EOC (DisasterLan) completed the fall of 2005;
- Prepare and circulate through administrative processes an RFI and RFP for VEPARDS;
- Review and select contractor via a committee of IT/emergency managers/local representatives;
- Circulate final VEPARDS database components to organizations with resources to load data into database;
- Run beta test of database; and
- Statewide implementation of VEPARDS.

Part V: NEMB-CAP

Vermont has not undergone a NEMB-CAP assessment. VEM has undergone an EMAP baseline assessment in February 2004. The results of this baseline survey focus much of the activity and work plan for the coming EMPG FY 06 proposal.

Part VI: Work Plan

See enclosed work plan matrix.

Part VII: Catastroph Planning

A catastrophic incident, as defined by the NRP, is any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic incident could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the

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impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened.

The hazard inventory/risk analysis contained in the Vermont State Emergency Operations Plan (SEOP) identifies floods, extreme weather, technological, terrorism, epidemics and earthquakes as potentially catastrophic events. Depending on the incident, the risk for Vermont ranges from low to high based on likely occurrence of that type of incident. From a planning perspective, although each type of incident listed has unique characteristics there are common areas that, if appropriately addressed, will aid in preparedness, response and recovery from any of them. Therefore the focus of our planning efforts in the near term is continuity of government/continuity of operations planning, larger scale recovery planning and resource identification (critical facilities, capabilities – equipment/personnel) and the further development of the database system that catalogs them.

Budget Narrative

Vermont's EMPG budget allocation totals \$1,569,343.00 a slight increase from the previous year.

Cost Estimates

All costs outlined in the attached budget are based upon actual program costs: i.e. all personnel costs are based upon actual employees, their rate of pay with allowance for annual cost of living increase(s) and any labor management contract step increases. Fringe benefits are also based upon actual programmatic expenses including health insurance, FICA, Medicare, life insurance, dental insurance, etc. Estimates for overtime and on call payments are based upon last year's actual costs with allowance for a slight increase.

The EMPG FY06 work plan reflects division reorganization with the request to add one new position: VEM Operations Supervisor and the re-allocation of the Exercise and Training Officer to an Information Technology Specialist (IT). Both positions are needed to implement various portions of the work plan. The IT position is needed to implement the information technology programs including the VEPARDS program as well as the automated EOC program recently obtained (DisasterLan). The Operations Supervisor will have the day to day supervision of the field operations, information technology, operations, the emergency operations center and the division's logistical functions.

Consistent with the EMPG guidelines and strategy, the VEM budget also leverages other funding sources to support personnel. The majority of the VEM State Hazard Mitigation Officer's funding will come from PDM-C, with some support from EMPG.

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All other categories – travel, equipment, supplies, contractual, and other – reflect real costs to support the work plan and initiatives as outlined in the program narrative plus

allowances to carry out the provisions of the work plan: i.e. the total cost of services provided by the regional planning commissions to support local emergency planning committees and implement other portions of the work plan.

Justify the need for costs

A review of the expenses outlined in the budget is tied to the work plan, EMF and EMAP standards. The work plan contains goals, objectives and tasks with a cross reference to EMFs, EMAP standard, and NIMS consistent with the work plan. Thus, in order to accomplish each of these goals/objectives current personnel and associated costs to support their EMPG program are outlined.

Outline how the match requirement will be met

The budget worksheet clearly outlines the program costs charged to EMPG and other sources of funds. Attached to the FEMA budget document: FEMA Form 20-20, Feb 04, is a document labeled "EMPG FFY 2005 Matching Fund Sources – 1/7/05 listing all sources of match funds and the amounts.

Summary

Funding through EMPG FY 06 allows the State of Vermont to continue many of the programs and initiatives begun previously or that are ongoing. The budget and work plan are consistent with Vermont's mission and goals and the EMPG guidance including provision for NIMS compliance, planning for catastrophic events, EMAP, and the National Response Plan.

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: <input type="checkbox"/> Application Construction <input checked="" type="checkbox"/> Application Non-Construction <input type="checkbox"/> Preapplication Construction <input type="checkbox"/> Preapplication Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	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 (EIN): 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 B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization 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:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
10/01/05	09/30/06	Statewide	Statewide

15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____ 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
a. Federal	\$ 1,569,343.01	
b. Applicant	\$ 1,324,342.99	
c. State	\$ 70,000.00	
d. Local	\$ 175,000.00	
e. Other	\$	
f. Program Income	\$	
g. TOTAL	\$ 3,138,686.01	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No

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 Barbara Farr	b. Title Director of Emergency Management	c. Telephone Number (802) 244-8721
d. Signature of Authorized Representative		e. Date Signed December 14, 2005

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

**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 (EIN): 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: TITLE: Emergency Management Performance Grant (EMPG) 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:		14. CONGRESSIONAL DISTRICTS OF:	
Start Date	Ending Date	a. Applicant	b. Project
10/01/05	09/30/06	Statewide	Statewide
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 1,569,343.01	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE: _____	
b. Applicant	\$ 1,324,342.99	b. NO. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372	
c. State	\$ 70,000.00	<input checked="" type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ 175,000.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$	<input type="checkbox"/> Yes If "Yes," attach an explanation <input checked="" type="checkbox"/> No	
f. Program Income	\$		
g. TOTAL	\$ 3,138,686.01		
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		b. Title	c. Telephone Number
Barbara Farr		Director of Emergency Management	(802) 244-8721
d. Signature of Authorized Representative			e. Date Signed
			December 14, 2005

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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 2006

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 14, 2005

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."

EMPGN FFY 2006 MATCHING FUND SOURCES - 10-1-05 to 9-30-06

NOTE: SALARY NUMBERS ADJUSTED DUE TO UNION CONTRACT NEGOTIATIONS (2.0% COLA INCREASE AND 2.0% STEP INCREASE)

OBJECT CODES	TOTAL BUDGET	FEDERAL Funding	FEDERAL % MATCH	% MATCH	STATE Funding	STATE							Total Funding Balance Check	Total State Funding Check	Budget Fund Balance Over/Under CHECK
						LINKED TO FUND SHEETS	GENERAL	STATE	RERP	HAZCHEM	TRANS	LOCAL			
PERSONNEL	703,013.93	703,013.93	100%	0%	-								703,013.93		0.00
FRINGE BENEFITS	194,908.10	194,908.10	100%	0%	-								194,908.10		0.00
TRAVEL	140,512.50	31,225.00	22%	78%	109,287.50			109,287.50					140,512.50	109,287.50	0.00
EQUIPMENT	270,467.99	60,103.99	22%	78%	210,364.00			210,364.00					270,467.99	210,364.00	0.00
SUPPLIES	190,426.50	42,317.00	22%	78%	148,109.50			148,109.50					190,426.50	148,109.50	0.00
CONTRACTURAL	612,499.99	174,999.99	29%	71%	437,500.01		70,000.00	358,504.02	8,996.00				612,500.01	437,500.02	0.01
SLA COUNTIES	350,000.00	175,000.00	50%	50%	175,000.00						175,000.00		350,000.00	175,000.00	0.00
CONSTRUCTION	-	-	#DIV/0!	#DIV/0!	-								-	-	0.00
OTHER	676,856.98	187,774.99	28%	72%	489,081.99			489,081.97					676,856.96	489,081.97	-0.02
INDIRECT	-	-			-								-	-	0.00
ACTUAL BUDGET #	3,138,685.99	1,569,343.00	50%	50%	1,569,343.00	-	70,000.00	1,315,346.99	8,996.00	-	175,000.00	-	3,138,685.99	1,569,342.99	-0.01
MATCH DETAIL	State	Federal													
50-50	1,569,343.00	1,569,343.00			1,569,343.00	2006 BUDGET									
Funding	1,569,343.00	1,569,343.00													
Funding Over/Under	0.00	(0.00)													
Budget Adjustments	Fed	State	Total												
Original Budget								1,315,347.00							
Added Funding								436,968.00							
Revised Budget Total								1,315,346.99	8,996.00						
Budgeted	1,569,343.00	1,569,343.00	3,138,685.99					0.01	427,972.00						
Over Budget	1,569,343.00	1,569,343.00	3,138,685.99												
Fund Summary															
Fed Funding	1,569,343.00														
State Funding	1,569,343.00														
Fund Difference	(0.00)														

EMPG-N FEDERAL CALENDAR BUDGET 10/1/05 TO 9/30/06

EMPG-N FEDERAL C. DAR 2006 PAYROLL WORKSHEET NUMBERS			FEDERAL 2005 SALARIES																																																
Final - 12/12/05			7/1/2005							Fiscal			7/05 to 6/06			FEDERAL				Fiscal		Est 7/1/06				FED CALENDAR																									
New Positions Added to Worksheet			Hrly Rates							Budget			Total FISCAL			Budget				Increases		Rate Incr.				STEP INCREASES After 7/1/06 to 9/30/06				10/05 to 9/06		OT & ON CAL																			
Title	New Hires	Name	Pay Grd/Current	2005/2006	2005/2006	Pay Grd/Current	Step Incr	Merit Incr	Step Incr	Pay Grd/Current	Step Incr	Merit Incr	Step Incr	2005/2006	2005/2006	2005/2006	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007	2006/2007										
Start Dates	End Dates	Step	Hourly	Step	Steps	Step	Rate	Incr	Ref St	Amount	Salaries	W/Steps	Salaries	10/05 to 6/06	07/01/06	2.00%	Est Hrly Rate	Grd/Step	Incr	Date	Incr	Amount	With No Steps	With Steps	W & W/O Salary	YEAR 2006 W/O OT Salary	FY 2005 Actual	FY 2005 Actual	FY 2006 On Call																						
EMPG-N Staff			Pay Chart																																																
1	Director	6/13/2005	Barb	27/0	35.99									97/0	74,859.20	56,144.40	7,485.92	39.59	97/0									20,586.28	-	-					76,730.68																
2	Deputy Director	#####	Duncan	27/1	34.24									27/13	35.21	28,168.00	35,016.00	16,900.80	7,485.92	27/13														16,900.80	1,584.45	16,175.65															
3	Deputy Director-Ops	1/1/2005	New	27/1	23.71									#####	27/2	24.87	-	24,658.40	24,658.40	493.17	24.18	27/1												12,575.78	37,234.18	6,825.00	11,250.00														
4	Deputy Director-Plannin	1/1/2005	Ross	27/4	26.71									#####			-	27,778.40	27,778.40	1,072.36	26.71	27/1											13,889.20	41,667.60	6,825.00	11,250.00															
5	Policy & Planning Chief	1/13/2003	Ross	25/5	24.39									#####	25/6	25.18	15,108.00	-	25,839.60	-	13,093.60	-	-	-	-	-	-	-	-	-	-	-	-	13,093.60	5,737.89	4,297.45															
6	Operations Supervisor	8/1/2005	New	24/1	19.82									#####	24/2	20.77	-	7,135.20	-	-	19.82													7,135.20	7,135.20	1,000.00	2,885.00														
7	Mitigation Special-SHON	6/5/2003	Ray	21/8	21.29									#####	21/8	21.29	-	6,812.80	-	6,812.80	136.26	3.34	21/8											-	-	6,812.80	6,839.34	2,885.00													
8	Mitigation Coordinator	9/2/2003	Bob	22/3	19.18									#####	22/4	19.80	8,712.00	40,167.20	30,144.00	803.34	19.70	22/4						10,242.64	-	-	-	-	10,242.64	40,386.64	10,000.00	2,885.00															
9	Financial Officer	8/13/2001	Nancy	22/6	21.15									#####	22/6	21.95	22,034.00	48,108.80	37,309.20	962.18	23.59	22/10						12,267.74	-	-	-	-	12,267.74	49,576.94	10,000.00																
10	Field Operations Chief	8/1/1988	Rob	22/8	22.57									#####	22/9	23.29	22,358.40	47,638.80	35,900.40	952.74	23.36	22/9						12,147.38	-	-	-	-	12,147.38	48,047.78	1,054.85	5,812.68															
11	EM Specialist - Temp	5/4/2000	JP	19/1	15.02									None			23,040.68	17,280.51	460.81	18.72	19/1						8,174.40	-	-	-	-	8,174.40	25,454.91	5,469.71																	
12	Admin Assistant - Temp	#####	Anne	17/1	13.52									None			9,193.60	2,163.20	183.87	13.79	17/1						7,171.01	-	-	-	-	7,171.01	9,334.21																		
13	EM Planner 1	#####	Anne	20/1	15.83									#####	20/2	16.53	5,950.80	22,414.00	22,414.00	448.28	16.86	20/2						8,767.51	-	-	-	-	8,767.51	31,181.51	5,334.00	250.00															
14	Administrative Asst B	5/2/2005	Susan	19/4	16.80									#####	19/5	17.37	5,558.40	35,126.40	27,085.20	702.53	17.23	19/5						8,957.23	-	-	-	-	8,957.23	36,042.43	5,333.00	250.00															
15	Administrative Asst B	5/2/2005	Christin	19/1	15.02									#####	19/2	15.72	14,462.40	25,276.80	17,494.40	505.54	12.40	19/2						6,445.58	-	-	-	-	6,445.58	23,939.98	5,333.00	250.00															
16	IT Specialist I	#####	New	25/1	21.03									#####	25/2	22.01	6,162.80	24,669.20	24,669.20	493.38	22.25	25/2						11,568.55	-	-	-	-	11,568.55	36,237.75	3,100.28	1,373.94															
17	Switchboard Receptioni	7/6/1998	Sue	11/6	12.08									#####	11/7	12.08	-	25,126.40	18,844.80	502.53	12.32	11/7						6,407.23	-	-	-	-	6,407.23	25,252.03	5,762.76	209.76															
18	EM Specialist	10/1/1990	Tom	21/9	21.99									#####	21/10	22.82	-	22,869.60	17,152.20	457.39	22.43	21/9						5,831.75	-	-	-	-	5,831.75	22,983.95	10,769.23	6,457.94															
Other Employees - Drills & Exercises																																																			
Total EMPG-N Salaries			31.70							#####			RED = New Pay Rate			#####				525,729.08		#####				15,660.29		28.11				#####				548,013.00		90,968.51		64,032.42											

0 NONCONSTRUCTION PROGRAMS			OBJECT CLASS CATEGORY <i>Fringe Benefits</i>		<i>Page 2 of 10 pages</i>
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: 10/1/05 Ending Date: 9/30/06	
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)	(c)		
TOTAL SALARY		97.042 Federal 662,755.10	97.042 State 572,048.42		
PERCENTAGE APPLIED		28%	28%		
FRINGE BENEFITS		185,571.43	160,173.56		
OPTION #2					
13. (a)		(b)	(c)	(d)	
DESCRIPTION		97.042	97.042		
TEMP FICA Payment Only		40,258.83	3,019.41	6,041.11	
TEMP FICA Payment Only		80,548.10			
Workman's Comp		6,317.26	6,317.26		
		127,124.19	9,336.67	6,041.11	0.00
TOTAL		194,908.10	166,214.67	0.00	0.00

Comments:

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. NARRATIVE DESCRIPTION NO CONSTRUCTION FOR 2003		(b) TOTAL COST	(c) CONSTRUCTION COSTS 97.042 #DIV/0! Federal	(d) CONSTRUCTION COSTS 97.042 #DIV/0! State
		0.00	0.00	0.00

Comments:

WORKSHEET FOR BUDGET NARRATIVE NONCONSTRUCTION PROGRAMS		OBJECT CLASS CATEGOR' Other	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 EMB-2003-GR-0805		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: 10/1/05 Ending Date: 9/30/06		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.							
(a)	(b)	(c)	(d)	(b X c) = (e)	(f) OTHER COSTS	(g) OTHER COSTS	
NARRATIVE DESCRIPTION OTHER	UNIT COST	QUANTITY	UNIT DESCRIPTION	TOTAL COST	97.042 28% Federal	97.042 72% State	
Printing and Duplicating	55,871.57	1		55,871.57	15,500.00	40,371.57	
Postage	26,223.58	1		26,223.58	7,275.00	18,948.58	
Communications/Telephone	126,161.61	1		126,161.61	35,000.00	91,161.60	
Communications - Dispatch	136,975.47	1		136,975.47	38,000.00	98,975.46	
Insurance	25,232.32	1		25,232.32	7,000.00	18,232.32	
Rentals - Office Space & Machines	180,230.85	1		180,230.85	49,999.99	130,230.85	
Other Purchased Services/Supplies	32,441.56	1		32,441.56	9,000.00	23,441.56	
Single Audit/FMS Assess/Devel	36,046.17	1		36,046.17	10,000.00	26,046.17	
Repair/Maintenance	14,418.47	1		14,418.47	4,000.00	10,418.47	
Furniture & Fixtures	43,255.41	1		43,255.41	12,000.00	31,255.41	
				0.00			
				676,857.02	187,774.99	489,081.99	

Comments:

2006 EMPG

Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing

EMF	1. Laws & Authorities	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Title 20 Revision	4.1, 4.3, 5.2	1		1
				➤ Revised Title 20 (selected priorities, laws and authorities)	1
				➤ Submitted to the Chain of Command	1
				➤ Submitted to Governor	1
				➤ Presented to Legislature	2
			➤ Annual Review	4	
OUTCOME	Revised Title 20, Submitted and signed statutes signed by the Governor				
TARGET CAPABILITIES LIST					

2006 EMPG		Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing			
EMF	2. Hazard Identification & Risk Assessment	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. HAZUS	5.3, 5.4	2, 6		4
				➤ Continued development & implementation of system by ANR	4
				➤ Landslide studies - ANR	4
				➤ Consider as a Risk Assessment tool in updating that portion of the State Hazard Mitigation Plan & in support B-C analysis for grant applications	3
	b. Identify Critical Infrastructure	5.3, 5.4	2, 6		1, 2
				➤ Conduct Infrastructure Analysis with HSU	1, 2, 3, 4
				➤ Study Water Supplies Needed During Emergencies	4
				➤ Continued coordination with HSU	4
				➤ Merge critical infrastructure database with Hazus	4
				➤ Analysis of state facilities in hazardous area locations (BGS, VCGI)	2
			➤ Review "High Risk" dams and local emergency planning in coordination with ANR.	2, 3, 4	

2006 EMPG					
Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing					
EMF	2. Hazard Identification & Risk Assessment	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	c. Identification of Inter/Intra-State Transport of Hazardous Materials	5.3	2, 3, 4, 6		1,2
				➤ Support LEPCs	4
				➤ Discuss fee structure for transporters of hazmat through Vermont	3, 4
				➤ Discuss with interested parties fees on transport in state (DMV)	3, 4
				➤ Update data and create a catalog	1, 2, 4
				➤ Work with State Agencies, Rail Roads, and Transportation Vendors to Identify the Routes and Commodities and their Quantities	4
				➤ Coordinate with HSU	4
				➤ Conduct an annual review of catalog	3, 4
				➤ Incorporate USDOT and EPA Data	1, 4
		d. Maintain Digital Flood Hazard Data	5.3, 5.4	3, 4, 6	
				➤ Work with ANR to update flood plain maps (Need to be able to see data - RFP to sharpen deliverables)	4
	e. Identify Medical and Health-Related Issues	5.3	4, 6		4
				➤ Work with several health department committees to identify hazards - from flu to water supplies	4
				➤ Work with MMRS (Metropolitan Medical Reserve System being finalized)	4
OUTCOME	Development of the HAZUS system software to aid in the development risk assessment, Identification of critical infrastructure, Identification of all transported hazardous materials inter/ intra-state				
TARGET CAPABILITIES LIST	Risk Management				

2006 EMPG						Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review; 4 = Ongoing					
EMF	3. Hazard Mitigation	EMAP Standard	NIMS	Action items		Priority					
TASK OBJECTIVES	a. Enhanced State Hazard Mitigation Plan	5.4	2, 6			1					
				➤ Revisions presented to the State's Hazard Mitigation Committee for review, comment and change		1, 4					
				➤ VEM works with FEMA Region 1 to ensure all required provisions are met		1, 4					
				➤ Approval from FEMA		1, 2					
				➤ Circulation of new all hazards enhanced plan to administration for comment and approval		2					
				➤ Final Draft approved by Governor		2					
				➤ Annual Review of Plan		3					
				➤ Support regional and local communities with the updating of Regional/Local All Hazards Mitigation Plans		4					
		b. Maintain and sustain other program activities									
					➤ FMAP, HMGP, PDM-C		1				
OUTCOME	Enhanced State All Hazards Mitigation Plan to meet FEMA standards with annexes										
TARGET CAPABILITIES LIST	Risk Management										

2006 EMPG

Priority Key: 1 = (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing

EMF	4. Resources Management	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Develop State Resource Plan Annex insurance and private industry. Agriculture and ANR do not have emergency planners. Meetings with Farm Services Agency, Agriculture, etc. emergency food supplies, continuity of government.	5.5, 5.7	2, 3		1
				➤ Research and develop plan	1, 2
				➤ Prepare plan drafts	1, 2
				➤ Coordinate components with partner agencies & ensure interoperability	1, 2
				➤ Prepare final draft after coordination with partner agencies & administration	1, 2
	b. Encourage and Support Statewide Mutual Aid	5.6	1, 3, 6		1, 2
				➤ Research national mutual aid models	4
				➤ Catalog mutual agreements	1
				➤ Create a template for mutual aid agreements for agencies	1, 2
				➤ Continue support of LEPCs to codify agreements among local entities	4
	c. Coordinate with Other Federal Departments & Agencies (HSU, and other State Agencies) to staff SSF's and EOC.	5.5, 5.7, 5.8	1, 6	➤ Letter of agreement of agreement from administration with SSFs	4
	d. Citizen Corp Program	5.5, 5.12	1, 3		4
				➤ Continued support of LEPCs and Citizen Corp program	4
				➤ Continued training for Citizen Corp & CERT Program	4
			➤ Development of Neighborhood Watch	1	
			➤ Work with VIPS	1	
			➤ Coordinate Vermont's part in MMRS	1	
			➤ Fire Service	1	

2006 EMPG					
Priority Key: 1 = (high priority) this year; 2 = 2 years; 3 = Annual Review; 4 = Ongoing					
EMF	4. Resources Management	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	e. Coordinate quick and effective field support from all SSF's, Federal Resources, etc. to municipalities	5.5, 5.11	1, 6		4
				➤ Support SRAAT, HAZMAT Team, CHEMPACK, SNS, operation	4
				➤ VEM shall continue efforts to develop enhanced special emergency response capabilities (Swift Water Rescue & Mountain/Back Country Rescue	1, 4
				➤ Development of staffing roster for EOC	1, 3, 4
				➤ Coordinate information sharing and organization	1, 4
				➤ Coordinate Intranet/ Internet use	4
				➤ Coordinate resource allocation for response readiness for EOC/Office in terms of information, supplies, and technology access	1, 2
OUTCOME	State Resource Plan, Continued efforts with agency partners and municipalities for the coordination of emergency response capabilities.				
TARGET CAPABILITIES LIST	Community Preparedness & Participation Critical Resource Logistics & Distribution Volunteer Management & Donations Public Safety & Security Response				

2006 EMPG

Priority Key: 1 = (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing

EMF	5. Planning	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Enhanced SEOP Plan/Catastrophic Planning	5.7, 5.10, 5.11, 5.12	2, 6, 3		1, 2
				➤ Create local database	1, 2
				➤ Work with communities to create Local EOP's	1, 2
				➤ Hold drills & exercises of the Incident Coordination Team (ICT) quarterly	1, 2
				➤ Develop a more robust Logistics Annex	1, 2
				➤ Annual review of Statewide Logistics annex	3
				➤ Develop a recovery annex	1
				➤ Annual Review of SEOP	3
	b. Development of a COOP & COG annex	5.7	2, 6		1
				➤ Assign/hire personnel to create plan	1
				➤ Develop a Division COOP/COG procedure	
				➤ Circulate COOP/COG templates to partner agencies	1
				➤ Assist other state agencies in the development of individual plans reflective of their emergency management roles	1, 2
				➤ Finalize COOP/COG and submit to administration	1
			➤ Annual review of the plan	4	
c. Development of VEPARDS planning component	5.5	3, 5		1	
			➤ Integrate LEOP/RRP templates into the system	1	
			➤ Finalize credentialing requirements	1	
OUTCOME	VEPARDS planning component integrated, SEOP revision, COOP & COG annex, updated Logistics Annex				
TARGET CAPABILITIES LIST	Planning Community Preparedness & Participation Onsite Incident Management EOC Management				

State of Vermont Emergency Management Performance Grant 2006—Task Matrix

2006 EMPG					
Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing					
EMF	6. Direction, Control, and Coordination	EMAP Standard	NIMS	Action Items	PRIORITY
TASK OBJECTIVES	a. Develop a Multi-Agency Coordinating Committee	4.3, 5.8	1		1
				➤ Identify Agency Representatives	1, 4
				➤ Hold meetings to discuss coordinating emergency management activities & issues, trainings, & planned exercises	1, 4
	b. Integrate SEOC operations into the SEOP, including orientation and training of partner agencies, SSF's	5.7, 5.8, 5.10, 5.12, 5.13	2, 6, 4		1, 2
				➤ Update staffing roster for EOC annually	1, 4
				➤ Update SRAAT policy and procedure manual/guidance as necessary	1, 2
				➤ Develop implementing procedures/checklists to include "all-hazards" for ICT and other facility staff	1, 4
				➤ Maintain and enhance RERP operations	1, 2
			➤ Train & exercise agency reps, staff and SSF's quarterly	1	
OUTCOME	Multi- Agency Coordinating Committee, Updated SEOP & implementing procedures				
TARGET CAPABILITIES LIST	Onsite Incident Management EOC Management Critical Resource Logistics & Distribution Volunteer Management & Donations Emergency Public Information & Warnings Mass Care				

2006 EMPG

Priority Key: 1= (high priority) this year, 2 = 2 years, 3 = Annual Review 4 = Ongoing

EMF	7. Communication and Warning	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Enhance Statewide Communication & Warning System	3-8	4, 6		1
				➤ Coordinate operation of EAS/ AMBER Alert	1, 4
				➤ Enhance the EAS program	1, 4
				➤ Coordinate operation of RACES	1, 4
				➤ Coordination with State Police for mobile command post	1, 4
				➤ Research & recommend a statewide alerting system (CAN)	1, 2
TASK OBJECTIVES	b. Participate in the communications study group	5.9, 5.11	4		1
				➤ Coordinate with SEOC communications needs	1
OUTCOME	Enhanced Statewide Communication & Warning System				
TARGET CAPABILITIES LIST	Emergency Public Information & Warnings Communication				

2006 EMPG

Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review; 4 = Ongoing

EMF	8. Operations & Procedures	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. SEOP	5.7, 5.8, 5.10	2, 6, 4, 3	➤ Sustain and improve current SEOP, LEOP, & VEM's Operational Systems and Procedures including situational awareness	3, 4
				➤ Develop and enhance the Situational Awareness Systems and Capabilities	1, 2
				➤ Continue to support & integrate SRAAT into operations	1, 2
				➤ Improve activation procedures	1, 2
				➤ Duty Officer Program	4
				➤ Hazmat Team Response	4
				➤ Public Assistance & Individual Assistance Plans	4
				➤ For additional tasks & objectives see EMF 4 & 5	1, 4
				➤ Annual Review of SEOP	3
				➤ Annual Review of Duty Officer Program	3
				➤ Annual Review of Public and Individual Assistance Plans	3
OUTCOME	Updated SEOP, Improved SRAAT Procedures, Public & Individual Assistance Plans				
TARGET CAPABILITIES LIST	Onsite Incident Management EOC Management Critical Resource Logistics & Distribution Economic & Community Recovery				

2006 EMPG					
Priority Key: 1 = (high priority) this year, 2 = 2 years, 3 = Annual Review, 4 = Ongoing					
EMF	9. Logistics & Facilities	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Interim EOC Design	5.11	2, 5		1
				➤ Continue development of office renovations to account for additional staff, more efficient operations, and interim EOC Configuration	1, 2, 4
	b. New EOC	5.11	2, 5, 6		1, 2
				➤ Develop conceptual drawings	1, 2
				➤ Develop marketing program	1, 2
				➤ Conduct an exercise for the transfer from primary EOC to the alternate EOC	1
				➤ Develop logistics plans for transfer	1, 2
				➤ Execute implementation plan of Automated EOC System	1, 2
	c. Alternate EOC	5.11	2, 5		1
				➤ Identify equipment & communications requirements	1
			➤ Acquire necessary equipment & install	1	
			➤ Develop alt SEOC procedures	1	
OUTCOME	Continued office & furniture renovation in current facility. Development of an alternate or new EOC for more efficient operations				
TARGET CAPABILITIES LIST	EOC Management				

EMF	10. Training	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Continue VEM Training Program	5.12	2, 6		4
				➤ Local Training: Continue program for LEMD's, planning & mitigation workshops, COOP workshops, LEPC/ SERC Conference	4
				➤ Review and revise the LEMD Curriculum	1, 2, 4
				➤ Conduct Staff Training: COOP & COG Workshops, Planning & Mitigation Workshops, Web Application Training, Instructor/Trainer for ICS portion of NIMS, EMAC training, SEOP & State Hazmit Plan, LEPC/SERC Conference, Mitigation Conference	4
				➤ Conduct operations with the statewide training committee	1, 4
				➤ Coordinate the statewide training website	1, 4
				➤ Conduct and/or support NIMS training	1, 4
				➤ Conduct: Training needs assessment for VEM staff & LEMD'S, and partner agency training: COOP & COG Workshops, SEOP & State Hazmit Plan, Web Application Training, SSF Training, EMAC Training, ICS portion of NIMS	3, 4
				➤ Annual Review of Training Program	3
OUTCOME	VEM Training Program				
TARGET CAPABILITIES LIST	Community Preparedness & Participation				

2006 EMPG

Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing

EMF	11. Exercises, Evaluations & Corrective Actions	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Continue Exercise Program	5.13	2, 6		4
				➤ Coordinate exercises between partner agencies (HSU,VDH etc.) to utilize funding streams in all hazards exercises	4
				➤ Sponsor State EOP Yearly Exercise	3
	b. Preparation for an EMAP Accreditation	5.7	2, 6		1, 2
				➤ Develop COOP & COG Annex, Admin Plan, Recovery & Update Logistics Annexes, Enhanced Hazard Mitigation Plan, Enhanced SEOP, Public Information Plan in preparation for EMAP accreditation visit	1, 2
			➤ Develop local emergency operations plans that can be used for VEPARDS in preparation for EMAP accreditation visit	1, 2	
OUTCOME	Continued Exercise Program, Preparation for EMAP Accreditation				
TARGET CAPABILITIES LIST	EOC Management Community Preparedness & Participation				

2006 EMPG					Priority Key: 1 = (high priority) this year, 2 = 2 years, 3 = Annual Review 4 = Ongoing				
EMF	12. Crisis Communications, Public Education & Information	EMAP Standard	NIMS	Action Items	Priority				
TASK OBJECTIVES	a. Continued Public Education Program	5.4	1		4				
				Continue to publish:					
				➤ Calendar	4				
				➤ Newsletter	4				
				➤ Other Informational Materials	4				
				➤ Web Site Maintenance	4				
				➤ Annual Report to Legislature	4				
			➤ SERC Annual Report	4					
			➤ RERP Annual Report	4					
OUTCOME	Continued Public Education Program								
TARGET CAPABILITIES LIST	Communication Emergency Public Information & Warnings								

2006 EMPG					
Priority Key: 1= (high priority) this year; 2 = 2 years; 3 = Annual Review 4 = Ongoing					
EMF	13. Finance & Administration	EMAP Standard	NIMS	Action Items	Priority
TASK OBJECTIVES	a. Develop a program audit system	5.15	5,4		1, 2
				➤ Research federal and state regulations	1, 2
				➤ Develop in-house protocols	1, 2
				➤ Meet with administration	1, 2
OUTCOME	Developed Program Audit System			➤ Finalize program audit system	1, 2
TARGET CAPABILITIES LIST					



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*Type of Submission	Application Non-Construction
*Type of Application	Continuation If Revision,select appropriate option If Other, specify
*Is application subject to review by state executive order 12372 process?	Yes This preapplication/application was made available to the state executive order 12372 process for review on November/ 14/ 2025

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Your application for the FY 2006 Emergency Management Performance Grants Program has been successfully submitted. You will no longer be able to edit any information submitted. However, you can log in any time to view the application information.

You will be contacted by the Program Office when your application is processed or any other action is required by you.



Office of Justice Programs



Please note: these pages are for training purposes only. You will NOT be able to access the OJP Grants Management System (GMS) from within this Applicant Procedures Handbook.

Please hit the back button on your browser to return to the OJP Funding Opportunities Web page if you wish to access GMS and apply online.

Welcome to the on-line training support for the Grants Management System (GMS).

For information on how to apply on-line for a grant from the Corrections Program Office, Drug Courts Program Office, Executive Office of Weed and Seed, Office for Domestic Preparedness, or the Violence Against Women Office [CLICK HERE](#)

For information on how to apply on-line for the Bureau of Justice Assistance Gun Violence Prosecution Program [CLICK HERE](#)

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For information on how to apply on-line for the Bureau of Justice Assistance Project Safe Neighborhoods [CLICK HERE](#)

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Year	Application No.	Status	Correspondence	Action
2006	2006-V0145-VT-EM	<ul style="list-style-type: none"> Application not yet submitted, last saved on 12/14/2005 Application Deadline expires on 12/14/2005 	<p>No Messages</p> <p>Compose message</p>	<p>Update</p> <p>Withdraw</p>

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Status	Requirement
Complete	Overview
Complete	Applicant Information
Complete	Project Information
Complete	Budget and Program Attachments
Complete	Certified to the Assurances and Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace

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*Type of Submission	<input type="radio"/> Application Construction <input type="radio"/> Preapplication Construction <input checked="" type="radio"/> Application Non-Construction <input type="radio"/> Preapplication Non-Construction
*Type of Application	Continuation If Revision, select appropriate option Type of Revision If Other, specify
*Is application subject to review by state executive order 12372 process?	<input checked="" type="radio"/> Yes This preapplication/application was made available to the state executive order 12372 process for review on November 14 2005 <input type="radio"/> No Program is not covered by E.O. 12372 <input type="radio"/> N/A Program has not been selected by state for review

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*Is the applicant delinquent on any federal debt	<input type="radio"/> Yes <input checked="" type="radio"/> No
*Employer Identification Number (EIN)	03 - 6000274
*Type of Applicant	State
Type of Applicant (Other):	
*Organizational Unit	Vermont Emergency Ma
*Legal Name (Legal Jurisdiction Name)	Department of Public S
*Vendor Address 1	103 S. Main Street
Vendor Address 2	
*Vendor City	Waterbury
Vendor County/Parish	Washington
*Vendor State	Vermont
*Vendor ZIP	05671 2101 Need help for ZIP+4?
Please provide contact information for matters involving this application	
*Contact Prefix:	Mr.
Contact Prefix (Other):	
*Contact First Name:	Duncan
Contact Middle Initial:	
*Contact Last Name:	Higgins
Contact Suffix:	Select a Suffix
Contact Suffix (Other) :	
*Contact Title:	Deputy Director
*Contact Address Line 1:	103 S. Main Street
Contact Address Line 2:	
*Contact City	Waterbury
Contact County:	Washington

*Contact State:	Vermont		
*Contact Zip Code:	05671	-	2101 Need help for ZIP+4?
*Contact Phone Number:	802	241	5379 Ext:
Contact Fax Number:	802	241	5556
*Contact E-mail Address:	dhiggins@dps.state.vt.us		

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*Descriptive Title of Applicant's Project	
Emergency Management Performance Grant	
*Areas Affected by Project	
Vermont - statewide area affected by EMPG	
Proposed Project	
*Start Date	October 01 2005
*End Date	September 30 2006
*Congressional Districts of	
Project	Congressional District 00, VT
*Estimated Funding	
Federal	\$ 1569343 .00
Applicant	\$ 1324343 .00
State	\$ 70000 .00
Local	\$ 175000 .00
Other	\$ 0 .00
Program Income	\$ 0 .00
TOTAL	\$ 3138686 .00

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EMPG 2006 Budget Application - FF20-20 Worksheets - Submitted 12-14-05 (2).XLS	Delete
EMPG 2006 Task Grid.doc	Delete
EMPG 06 grant narrative.doc	Delete
Click on the Attach Button to upload an attachment	Attach

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To the best of my knowledge and belief, all data in this application/preapplication is 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.

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Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and your statement of the veracity of the representations made in this application. The document has been duly authorized by the governing body of the applicant and the applicant will comply with the following:

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1. [Assurances](#)
2. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace requirements.](#)

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If you are an applicant for any Violence Against Women grants, this includes the Certification of Compliance with the Statutory Eligibility Requirements of the Violence Against Women Act.

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*Prefix:	Mr.
Prefix (Other):	
*First Name:	Kerry
Middle Initial:	L
*Last Name:	Sleeper
Suffix	Suffix:
Suffix (Other):	
*Title:	Commissioner
*Address Line 1:	103 S. Main Street
Address Line 2:	
*City:	Waterbury
County:	Washington
*State:	Vermont
*Zip Code:	05671 - 2101
*Phone:	802 - 244 - 8718 Ext :
Fax:	802 - 241 - 5551

*E-mail:

ksleeper@dps.state.vt.t

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of this jurisdiction. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

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NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

STANDARD ASSURANCES

Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63.
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 7 94); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
7. If a governmental entity:
 - a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
 - b. it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

Accept

NOTE: You must click on the "Accept" button at the bottom of the page before closing this window

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Accept

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 _____
Comments:	Effective Date: _____
	Date Processed: _____
Willis Rating/Components: Knowledge & Skills: _____	Mental Demands: _____
Working Conditions: _____	Accountability: _____
	Total: _____

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:
Position Type: Permanent or Limited / Funding Source Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

This is the **most critical** part of the form. Describe the activities and duties required in your job, **noting changes (new duties, duties no longer required, etc.) since the last review.** Place them in order of importance, beginning with the single most important activity or responsibility required in your job. The importance of the duties and expected end results should be clear, including the tolerance that may be permitted for error. Describe each job duty or activity as follows:

- **What** it is: The nature of the activity.
- **How** you do it: The steps you go through to perform the activity. Be specific so the reader can understand the steps.
- **Why** it is done: What you are attempting to accomplish and the end result of the activity.

For example a Tax Examiner might respond as follows: **(What)** *Audits tax returns and/or taxpayer records.* **(How)** *By developing investigation strategy; reviewing materials submitted; when appropriate interviewing people, other than the taxpayer, who have information about the taxpayer's business or residency.* **(Why)** *To determine actual tax liabilities.*

The position of Public Information Officer/ Public Education Officer will be the spokesperson for Vermont Emergency Management during critical times when the emergency operations center is activated, and act as the main coordinator of public information dissemination through publications, press releases, trainings, the DPS website, drills, exercises, and other public outreach efforts during non-emergency times.

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.*

This position reports to the director of Vermont Emergency Management. The main contacts for this position will be the staff of the Vermont Emergency Management Division, and the webmaster for the Department of Public Safety. This position will coordinate with other public information officers within state agencies (mainly the Department of Health, the Department of Agriculture, the Agency of Natural Resources), other state's emergency offices, and the Governor's Office to assure a consistent message to the citizens of Vermont on emergency and preparedness issues. Other contacts will include the general media (radio, TV, newspapers) and businesses that will support publications and outreach materials.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software

packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

This position will require a bachelors degree in journalism, public information, english or other related field with at least three years of applicable experience. Excellent writing and public presentation skills (both verbal and visual) are necessary along with computer proficiency in wordprocessing. Graphic design and website design is a plus. Must hold a valid drivers license and be able to work extended hours for some evening meetings or emergency situations as needed.

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 not supervise others.

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 director of Vermont Emergency Management will supervise this position and provide assignments in coordination with the needs of the division and other team members.

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 fast-paced emergency management field offers a varied schedule and learning opportunities that when emergencies arise, can cause some stress on the mental demands of the position. These many include: long hours, demands from the media, knowledge of situational awareness and accuracy of details in a changing environment.

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.*

To provide critical, accurate, timely, and coordinated information within state government and to the general public on emergency situations and preparedness through the media where life and resources are of the utmost importance.

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?
Be proactive with news releases, website updating and public information materials and presentations.	50%
Participate in the emergency operations center during real events, drills, and exercises including beyond normal working hours.	25%
Coordinate with other state agencies, other states and the Governor's office on consistent messages relating to emergency functions and events.	25%

- 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?
Long hours when needed	10%
Fast-paced environment	10%
Being available during bad weather	10%

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

Type	How Heavy?	How Much of the Time?
------	------------	-----------------------

Boxes of publications	40 lbs	5%
Laptop and LCD projector	25 lbs	5%

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

Type	How Much of the Time?
Office work, presentations, meetings	85%
Driving	15%

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.

This is a new position

Employee's Signature (required): NA Date: _____

Supervisor's Section:

Carefully review this completed job description, but **do not** alter or eliminate any portion of the original response. Please answer the questions listed below.

1. What do you consider the most important duties of this job and why?

The most important duties for this job are trust, accuracy and timeliness of information that is disseminated from Vermont Emergency Management to state government and to the general public.

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?

Ability to portray accurate information with confidence and competency in a sometimes stressful environment. Public presentation skills are of the utmost importance.

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

N/A

4. Suggested Title and/or Pay Grade:

Public Information Officer/Public Education Officer, Pay Grade 25.

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.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

Not requesting new class. would suggest an associated class of an existing spec. D

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).

[Empty rectangular box]

Suggested Title and/or Pay Grade:

Education & Public Information Officer; Ac: / PG 25
Emergency mgt. - or Preparedness.

Personnel Administrator's Signature (required):

Deborah J. Brown Date: *6/23/06*

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 rectangular box]

Suggested Title and/or Pay Grade:

[Empty rectangular box]

Kenneth Deje
Appointing Authority or Authorized Representative Signature (required)

7/5/06
Date

Job Specifications

EDUCATION & PUBLIC INFORMATION OFFICER, AC³

Job Code: 078600

Pay Plan: CLS Salary Administration Plan

Pay Grade: 25

Occupational Category: Education & Library Services

Effective Date: 06/17/2001

Class Definition:

Planning, coordination, and advisory work at a professional level involving public information and public/media relations work for the Commissioner, State Board, and Department of Education. The primary purpose of the position is to secure a constant flow of information about education issues and promote a positive view of public education. Work is performed under the general supervision of the Commissioner.

Examples of Work:

Assists in the formulation of policy; clarifies the role of public information in an organization; and oversees public events and issues to insure that the public receives clear, comprehensive information with a positive, problem-solving slant. Duties include the coordination of all department media and press releases. Recommends the best media (print, radio, and television) and timing which will combine to reach the desired audience. Monitors press, media, and local sources of information relative to what is being said about education quality and cost. Advises the Board and Commissioner on strategies to enhance and/or correct such information in a timely and effective manner. Assists the Commissioner in the development and publication of policy papers and public statements about educational issues. Develops and maintains a working relationship with State and national education media and coordinates all press relations. Provides information to state and national Education organizations.

Creates, supervises, and produces Department and Board publications, including a bi-monthly newspaper. Supervises the production of special brochures and reports, such as Budget Summary or the Goals pamphlet.

Meets with staff throughout the Department to review public information proposals and projects, and edits reports prior to their publication. Acts as a

Emergency Mgt or
Emergency Preparedness
Det

spokesperson for the Commissioner as appropriate. May respond to questions on general educational issues or policy issues where the Department of State Board has made policy determination.

Performs related duties as required.

Environmental Factors:

Normal office working conditions generally prevail. Incumbent must be able to interact, work, and deal with department staff, educators, state, federal, and local officials, and the general public. Evening and weekend work may be required. Considerable travel may be necessary for which an incumbent must possess private means of transportation.

Minimum Qualifications:

Knowledge, Skills and Abilities

Considerable knowledge of writing and communications techniques.

Considerable knowledge of graphic arts.

Considerable knowledge of the practices and procedures associated with the field of journalism.

Considerable knowledge of the principles and practices of public relations.

Working knowledge of photography as used in communications and education programs.

Ability to conceptualize and transfer ideas and programs to printed materials.

Ability to research a particular project, identify the relevant data, and draw appropriate conclusions.

Ability to communicate effectively with associates, the public, and others.

Ability to establish and maintain effective working relationships, particularly with the media.

Education and Experience

Education: Bachelor's degree, with a major in English, journalism, media communications, or an equally pertinent field.

Experience: Three years of technical/professional experience in journalism, publicity, or public relations, preferably including program planning responsibilities.

Note: Graduate work in journalism or communications may be substituted for one year of the experience on a semester for six months basis.

Additional work experience as described above may be substituted for the Bachelor's degree on a six months for a semester basis.

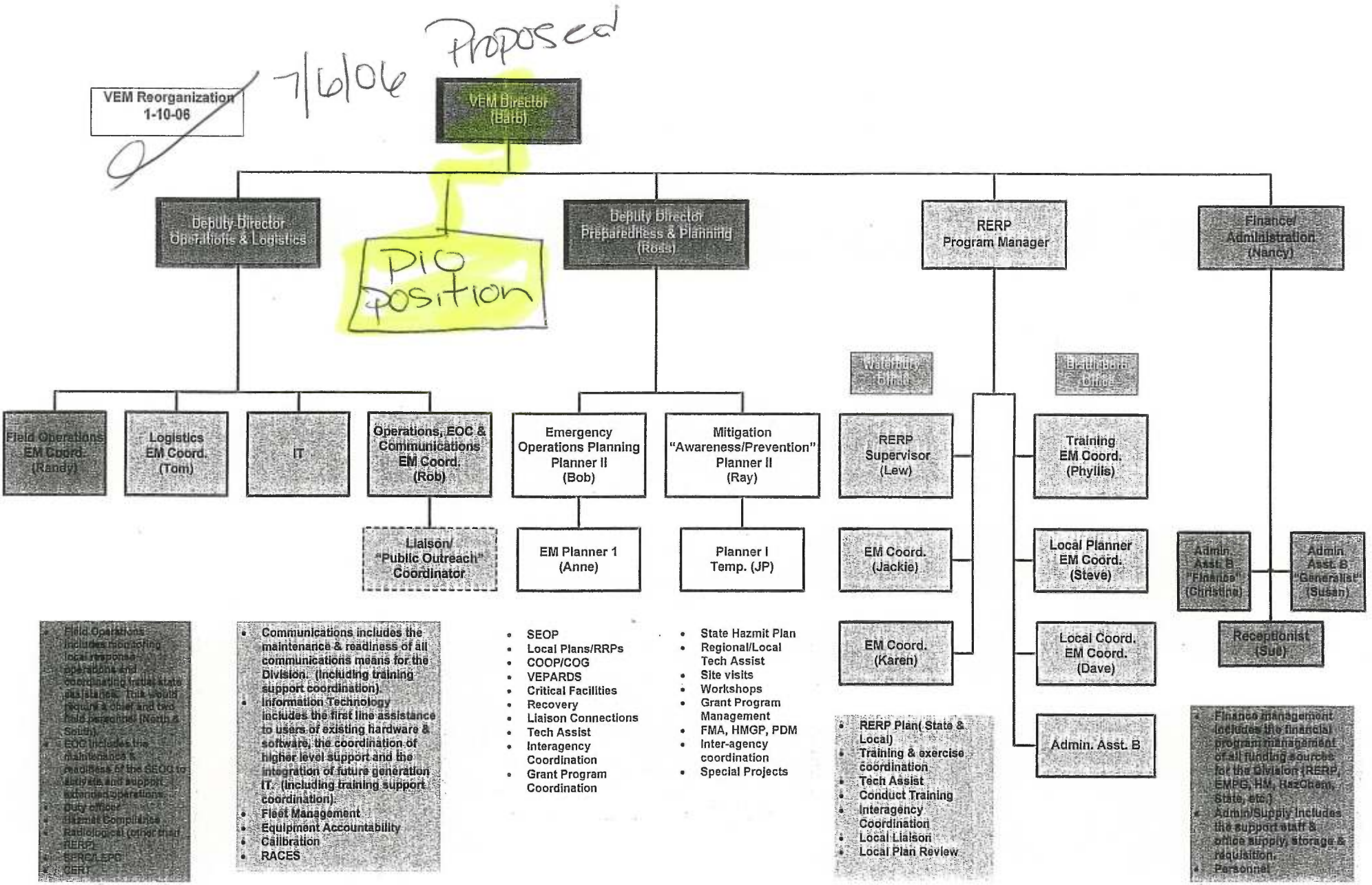
Special Requirements

n/a

[Back](#)

VEM Reorganization
1-10-06

7/6/06 Proposed



Field Operations includes monitoring local response operations and coordinating with state assistance. This would require a chief and two field personnel (North & South).
 EOC includes the maintenance & readiness of the EOC to activate and support extended operations duty office.
 Hazmat Compliance
 Radiological (under their RERP)
 EPC/LEPC
 QERT

- Communications includes the maintenance & readiness of all communications means for the Division. (Including training support coordination)
- Information Technology includes the first line assistance to users of existing hardware & software, the coordination of higher level support and the integration of future generation IT. (Including training support coordination)
- Fleet Management
- Equipment Accountability
- Calibration
- RACES

- SEOP
- Local Plans/RRPs
- COOP/COG
- VEPARDS
- Critical Facilities
- Recovery
- Liaison Connections
- Tech Assist
- Interagency Coordination
- Grant Program Coordination

- State Hazmat Plan
- Regional/Local Tech Assist
- Site visits
- Workshops
- Grant Program Management
- FMA, HMGP, PDM
- Inter-agency coordination
- Special Projects


- RERP Plan (State & Local)
- Training & exercise coordination
- Tech Assist
- Conduct Training
- Interagency Coordination
- Local Liaison
- Local Plan Review

- Finance management includes the financial program management of all funding sources for the Division (RERP, EMPS, HM, HazChem, State, etc.)
- Admin/Supply includes the support staff & office supply, storage & requisition.
- Personnel

*** TX REPORT ***

TRANSMISSION OK

TX/RX NO 1425
CONNECTION TEL 12026165962
CONNECTION ID OJP
ST. TIME 02/11 18:17
USAGE T 02'21
PGS. SENT 6
RESULT OK

 Department of Homeland Security Office of State and Local Government Coordination and Preparedness		Grant		PAGE 1 OF 2
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 S. Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2006-EM-E6-0041 5. PROJECT PERIOD: FROM 10/01/2005 TO 09/30/2007 BUDGET PERIOD: FROM 10/01/2005 TO 09/30/2007		
1A. GRANTEE IRS/VENDOR NO. 036000274		6. AWARD DATE 02/03/2006 8. SUPPLEMENT NUMBER 00	7. ACTION Initial	
3. PROJECT TITLE Emergency Management Performance Grant		9. PREVIOUS AWARD AMOUNT \$ 0 10. AMOUNT OF THIS AWARD \$ 1,553,649 11. TOTAL AWARD \$ 1,553,649		
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 LOCES				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING DHS OFFICIAL Tracy A. Henke Office of Grants and Training		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Kerry Sleeper Commissioner		



FY 2006 Emergency Management Performance Grants Program 2006-

EM-E6-0041



Correspondence

Correspondence To: FY 2006 Emergency Management Performance Grants Program

New Mail

Subject: GMS Award 2006-EM-E6-0041

Sent Mail

Message: Congratulations. You have been awarded a grant by the Office of State and Local Government Coordination and Preparedness of the Department of Homeland Security. Follow the link below to our online Grant Management System to get instructions to accept your award. Please note that only the authorized signing authority designated in GMS will be able to accept the

Old Mail

Send a Message

Help/Frequently Asked Questions

Back

GMS Home

Log Off



FY 2006 Emergency Management Performance Grants Program 2006-

EM-E6-0041



Correspondence

Award Handbook

Award Instructions

Award Instructions

Congratulations. You have been awarded a grant by the Office of State and Local Government Coordination and Preparedness of the Department of Homeland Security. Please click on the Award Document link below to see your award documents.

Post Award Instructions

ACH Information

If you choose to accept the award and ALL the special conditions, please

Help/Frequently Asked Questions

1. Print the Award Document and Special Conditions.
2. Sign the Award Document (The Award Document is the page that requires your signature; it has a blank spot for "Authorized Grantee Signature")
3. Initial the bottom right corner of every Special conditions page(s) and
4. Fax BOTH the Award Document and the Special Conditions page(s) to (202) 616-5962 or (202) 353-8475.

GMS Award Home

Log Off

If you choose to not accept the award and ALL the special conditions, please contact your SLGCP program manager Lynn Bagorazzi, at (202) 786-9514.

For programmatic questions contact Lynn Bagorazzi, at (202) 786-9514, for financial questions contact OC Customer Service at 1-800-458-0786. For questions about printing and faxing these documents, please contact the GMS Help Desk at 1-888-549-9901 option#3.

Supplement Number	Award Package
00	<u>Award Document</u>