



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: File
From: Nathan Lavery, Fiscal Analyst
Date: July 26, 2010
Subject: JFO #2453

Expedited approval was granted for JFO #2453 after receiving affirmative responses from the following Joint Fiscal Committee members (all via email):

Sen. Bartlett
Sen. Cummings
Rep. Larson
Rep. Obuchowski
Sen. Sears
Sen. Shumlin
Sen. Snelling

No responses were received from the following Joint Fiscal Committee members (to email or telephone inquiries):

Rep. Ancel
Rep. Branagan
Rep. Heath



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: July 26, 2010
Subject: JFO #2453

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

JFO #2453 — Request from the Department of Public Safety to establish one limited service position. This position will support rural law enforcement investigations by expanding capacity to track and analyze crime trends. Funding for this position is available through an award from the American Recovery and Reinvestment Act.
[JFO received 7/16/10]

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: Thomas Tremblay, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: July, 16 2010
Subject: Grant Requests

Enclosed please find three (4) requests that the Joint Fiscal Office has received from the administration. These requests include the establishment of nine (9) limited service position.

JFO #2450 — Request from the Department of Labor to establish two limited service positions. These positions will increase the ability of the Department of Labor to conduct timely in-person eligibility reviews. These reviews help determine eligibility and bring claimants into the Career Resource Centers more regularly.

[JFO received 7/12/10]

JFO #2451 — Request from the Department of Labor to establish five limited service positions. These positions will increase the ability of the Department of Labor to re-employ claimants and reduce erroneous payments.

[JFO received 7/12/10]

JFO #2452 — Request from the Department of Health to establish one limited service position. This position will replace a temporary, half-time, position in the WIC Breastfeeding program. The program's expansion has resulted in an increased workload, making a part-time position insufficient to complete the associated duties.

[JFO received 7/16/10]

JFO #2453 — Request from the Department of Public Safety to establish one limited service position. This position will support rural law enforcement investigations by expanding capacity to track and analyze crime trends. Funding for this position is available through an award from the American Recovery and Reinvestment Act. Only the position requires JFC approval. The underlying grant was approved by JFC (#2399) in November, 2009. The Department intended to use a contractor to perform the necessary duties, however, further review indicated that a limited service position was necessary. **Expedited review of this item has been request by the Department. Joint Fiscal Committee members will be contacted by July 23 with a request to waive the statutory review period and accept this item.**

[JFO received 7/16/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have

questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by July 30 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Valerie Rickert, Commissioner (acting)
Wendy Davis, Commissioner
Thomas Tremblay, Commissioner

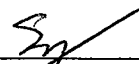

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

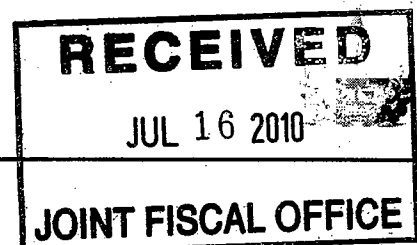
[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

Replacement for original forms sent to JFO 5/17/10 JB

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		American Recovery and Reinvestment Act (ARRA) grant to support rural law enforcement investigations.			
Date:		5/14/2010			
Department:		Department of Public Safety			
Legal Title of Grant:		Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant: Category I Combating Rural Crime			
Federal Catalog #:		16.810			
Grant/Donor Name and Address:		Department of Justice, Bureau of Justice Assistance			
Grant Period:		From:	To:		
		8/1/2009	7/31/2011		
Grant/Donation		\$130,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$47,894	\$82,106	\$	\$130,000	100% federal funding
Position Information:		# Positions	Explanation/Comments		
		1	criminal intelligence analyst		
Additional Comments:		Will request extension of grant period due to late start.			
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office				Date	



Memo

To: Jason Aronowitz
From: Tracy O'Connell
Date: 07/15/10
Re: ARRA Limited Service Position Request – Criminal Intelligence Analyst

The Department of Public Safety respectfully requests that the limited service paperwork which Tammie Ellison resent today to F&M be expedited through the JFO approval process.

This position request was sent to DHR on 4/15/10. It was forwarded to David Beatty by Tammie on 4/23/10. David had a few questions on the request (see attached email) to which I responded on 4/28/10. On 6/3/10, I followed up with David on the status of this request; he stated that it was sent to JFO on 5/17/10. At this point, the approval process has taken three months and JFO has still yet to see a copy of this request.

Our federal program manager will be conducting a monitoring visit on August 3rd of this ARRA program. The main goal of this program is to combat and reduce rural crime within the state of Vermont. The Vermont Fusion Center is in urgent need of additional criminal intelligence analysis. This federal grant will fiscally help achieve this goal without putting a burden on state funds.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us.

Thank you.

**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: Public Safety Date: 04/01/10

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO #2399

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

U.S. Department of Justice

FY09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime

See attached application and award document.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Criminal Intelligence Analyst	1	Homeland Security	immediately thru 7/31/11

*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 Department of Public Safety was awarded Recovery Act funding in order to combat rural crime within the State of Vermont. The goal of this position is to support rural law enforcement investigations within the state. By hiring this analyst, it will allow the Fusion Center to expand its capability to support local and state law enforcement in tracking crime trends and developing analytical products that will provide guidance to field commanders. The State Police are now in a position to move forward in this effort and the Fusion Center is now supporting rural law enforcement agencies to identify crime trends. We are in need of additional support (crime analysts) to support this effort.

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)).

Tim R. Truff
Signature of Agency or Department Head

4/12/10
Date

Molly Paul
Approved/Denied by Department of Human Resources

4/21/10
Date

Susan Zeller
Approved/Denied by Finance and Management

7/16/10
Date

Tim Bell
Approved/Denied by Secretary of Administration

7/15/10
Date



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

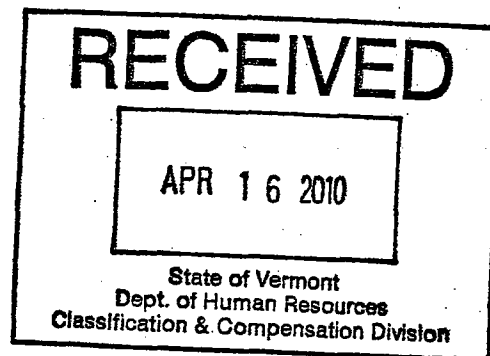
MEMORANDUM

Date: April 15, 2010
To: Tammie Ellison, Classification Manager
From: Phyllis Martin *Phyllis Martin*
RE: Position Request Form / Request for Review

Tammie, please find attached a Request for Review and Position Request form with documentation for a Criminal Intelligence Analyst position, funded with ARRA funds through July 31, 2011.

The ARRA funding has been approved by Joint Fiscal; however, it was approved with the hire of a private contractor to conduct intelligence analysis. After Captain Reinfurt's review of Finance and Management Bulletin 3.5, he realized that the Department could not contract with an outside party to perform the duties; and that a new limited service position had to be created instead.

I understand that you will review the request and forward it to Finance and Management for JFO review and approval. Thanks very much! Please give me a call with questions.





STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 5, 2009
Subject: JFO #2399, #2401, #2403

The Joint Fiscal Committee has reviewed the following items and agreed to waive the remainder of the statutory review period and consider the Governor's approval of the items as final.

→ **JFO #2399** — \$130,000 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to hire one intelligence analyst who will be assigned to the Vermont Fusion Center (VTFC) to support rural law enforcement investigations in Vermont. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).
[JFO received 10/13/09]

JFO #2401 — Award from the U.S. Internal Revenue Service to Office of the State Treasurer. Acceptance of this request will allow for federal reimbursement to the issuer of 45% of the interest cost of these bonds; the preliminary estimated value of this subsidy is approximately \$9 million. This award is part of the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.
[JFO received 10/21/09]

JFO #2403 — \$355,435 grant from the Vermont Center for Geographic Information (VCGI) to the Department of Public Service. These grant funds will be used to fully fund 1.0 FTE position for a three year period to support the activities of the Vermont Broadband Mapping Initiative. Expedited approval of this item was requested subsequent to JFO receipt. Approval of this item was granted only after VCGI had been notified of the grant award.
[JFO received 10/21/09]

We ask that you inform the Secretary of Administration and your staff of this action.

cc: Thomas Tremblay, Commissioner
Jeb Spaulding, Treasurer
David O'Brien, Commissioner
Mel Adams, Chief Recovery Officer

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Date Received (Stamp)	
Notice of Action # _____	
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: _____	
Date Processed: _____	
Willis Rating/Components: _____	Knowledge & Skills: _____
	Mental Demands: _____
	Accountability: _____
	Working Conditions: _____
	Total: _____

RECEIVED
APR 16 2010
State of Vermont
Dept. of Human Resources
Classification & Compensation Division

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:

GUC 33112
Pay Group 33B

New Position/Vacant Position Information:

New Position Authorization: ~~pool request~~ ^{JFO} Request Job/Class Title: Criminal Intelligence Analyst
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: TBD Current Job/Class Title:
Agency/Department/Unit: Public Safety/Vermont State Police/Vermont Fusion Center Work Station:
 Williston Zip Code: 05
Supervisor's Name, Title and Phone Number: LT Mark Lauer, 872-6111

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.*

1. Assist law enforcement agencies by providing case specific analytical assistance in the areas of case analysis, telephone toll analysis, link analysis, event analysis, and financial analysis for their investigations.
2. Prepare written and oral reports summarizing the results of analytical work, which will be reviewed by the supervisor of the unit and sent to the requesting agency.
3. Daily review of on-line services, incoming bulletins, newsletters, and journals in order to be aware of current trends regarding criminal activity and to identify patterns or similarities that would be of value to law enforcement agencies.
4. Review and maintain material on assigned topics of specialization such as White Supremacy Groups, Street Gangs, and Outlaw Motorcycle Gangs and other various hate and criminal type organizations and be responsible for disseminating this information while assisting law enforcement agencies during investigations.
5. Perform as the Statewide Police Intelligence Network (SPIN) liaison at local and regional information sharing meetings as a representative for the Vermont State Police Criminal Intelligence Unit and provide any relevant material, which may be appropriate for sharing with members through SPIN's Law Enforcement Bulletin.
6. Conduct maintenance of the SPIN database to ensure that all entries comply with Federal Regulations.
7. Produce Strategic Threat Assessments in areas of specialization to include survey instrument development, data, intelligence collection, and completion of a comprehensive report.
8. Responsible for preparation and posting of specialized topics for inclusion on the SPIN Law Enforcement Bulletin Board.
9. Assist in the training of members of law enforcement agencies as to the operation and functions of the Statewide Police Intelligence Network, the benefits of the analysis of information, and other topics related to information of crimes
10. Be proficient in the use of hardware and software utilized by the Vermont State Police Criminal Intelligence Unit for analytical purposes (to include Pen Link, MS Access, Excel, PowerPoint, and MS Word).

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The person selected for this position will typically have contact with every law enforcement agency within the United States, Canada, and Interpol. Additionally, the person will interact with other intelligence organizations such as the Regional Information Project as well as other National Intelligence Organizations.

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.

The person selected for this position must possess computer skills to include various software to include MS Windows, Word, Excel and Access. Additionally, they must be familiar with computer operating systems. The person must have knowledge of the methods to collect and research data, statistical research methods and procedures, statistical sampling, preparations of written documents to include reports that are concise, express thoughts clearly and to develop ideas in a logical sequence and analysis charts outlining aspects of crimes. Persons need the ability to analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations. The person must also be able to communicate effectively orally and in written documents. The person must be self motivated and have excellent organizational skills such as the ability to follow through on projects.

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:

NA

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work is generally assigned for "general" crimes on a rotating basis however there is an emphasis is placed on specialty groups. For instance, if your position focuses on Outlaw Motorcycle Gangs, then most requests would go to this position

6. Mental Effort

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

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

The most difficult challenge that a person in this position will encounter is evaluating raw data collected and summarizing the analysis in a report. Often an analysis receives raw information that will have to be verified during the evaluation process of intelligence. The person is required to search various databases and contact various organizations to validate the information. Once this is completed the person will then have to link this information to other vetted data and draw conclusion through the intelligence process. Once they form a conclusion, analysts are often required to complete a report that investigators will make decisions on. This must be accomplished while multi tasking with other requests for information and it is expected that a product be completed in a timely manner. It should be noted that this material the employee will be reviewing is often hateful and negative.

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.*

This position is expected to participate in certain aspects of criminal investigations where leads need to be found through research and analysis processes with the overall goal of helping to identify who committed the crime and why.

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?
i. Routinely, this person will be exposed to enormous amounts of requests from the department and it will be expected that they get results. Additionally, this employee will be exposed to material that is hateful and negative.	50%

- 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?
i. On occasions an analysis will be expected to go to the scene of a crime in a controlled setting.	5%

- 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?
NA		

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

Type	How Much of the Time?
i. This person will normally be in a building sitting at a desk	90%

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.

NA

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

Supervisor's Section:

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

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

Please see Job Duties Description above.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The most important knowledge, skills and abilities that an employee in this job must have is the ability to research information, evaluate the data, and summarize it in a concise report so that an investigator can decide what would be the next course of action.

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

NA

4. Suggested Title and/or Pay Grade:

The title for this position is recommended to be Criminal Intelligence Analyst with a pay grade 23

Supervisor's Signature (required): Chris Reinert Date: 4-14-2010
for Mark Lander

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor; GUC, work station?

Yes No If yes, please provide detailed information.

GUC 34012, work station Waterbury, 05676

Attachments:

- Organizational charts are **required** and must indicate where the position reports.
- Draft job specification is **required** for proposed new job classes.

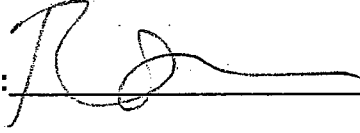
Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

no

Suggested Title and/or Pay Grade:

Criminal Intelligence Analyst, I

Personnel Administrator's Signature (required):



Date:

4/14/10

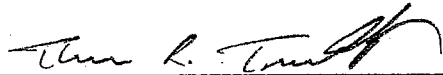
Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty box for additional comments]

Suggested Title and/or Pay Grade:

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

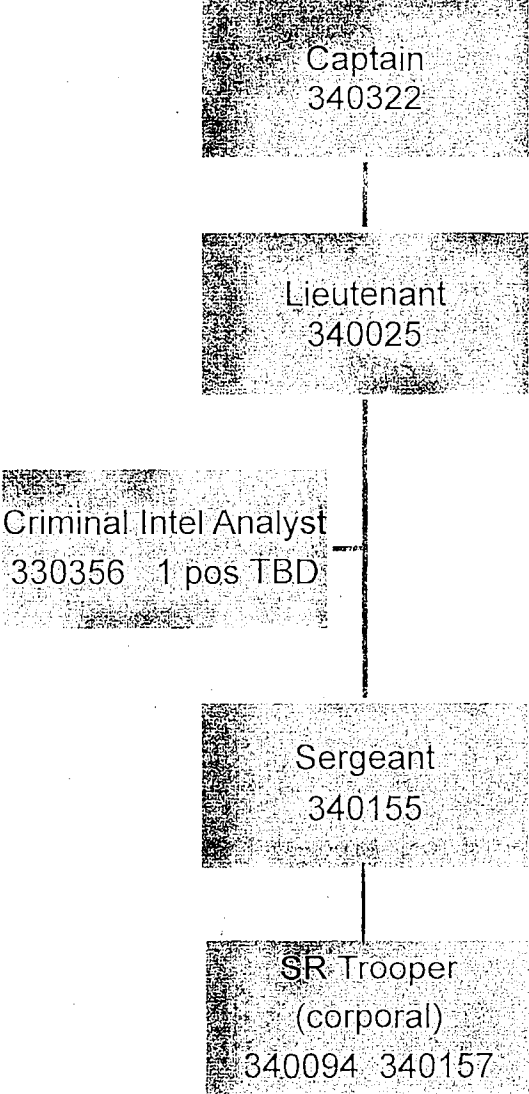


Appointing Authority or Authorized Representative Signature (required)

Date

4/12/10

Department of Public Safety
Homeland Security Unit / Fusion Center
FY 2010





JFO 2453

State of Vermont
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

[phone] 802-828-2376
[fax] 802-828-2428

Agency of Administration

Replacement for original forms
sent to JFO 5/17/10 JB

**STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM**

Grant Summary:		American Recovery and Reinvestment Act (ARRA) grant to support rural law enforcement investigations.			
Date:		5/14/2010			
Department:		Department of Public Safety			
Legal Title of Grant:		Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant: Category I Combating Rural Crime			
Federal Catalog #:		16.810			
Grant/Donor Name and Address:		Department of Justice, Bureau of Justice Assistance			
Grant Period:	From:	8/1/2009	To:	7/31/2011	
Grant/Donation		\$130,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$47,894	\$82,106	\$	\$130,000	100% federal funding
Position Information:	# Positions	Explanation/Comments			
	1	criminal intelligence analyst			
Additional Comments:		Will request extension of grant period due to late start.			
Department of Finance & Management					(Initial)
Secretary of Administration					(Initial)
Sent To Joint Fiscal Office					Date

RECEIVED
JUL 16 2010
JOINT FISCAL OFFICE

Memo

To: Jason Aronowitz
From: Tracy O'Connell
Date: 07/15/10
Re: ARRA Limited Service Position Request – Criminal Intelligence Analyst

The Department of Public Safety respectfully requests that the limited service paperwork which Tammie Ellison resent today to F&M be expedited through the JFO approval process.

This position request was sent to DHR on 4/15/10. It was forwarded to David Beatty by Tammie on 4/23/10. David had a few questions on the request (see attached email) to which I responded on 4/28/10. On 6/3/10, I followed up with David on the status of this request; he stated that it was sent to JFO on 5/17/10. At this point, the approval process has taken three months and JFO has still yet to see a copy of this request.

Our federal program manager will be conducting a monitoring visit on August 3rd of this ARRA program. The main goal of this program is to combat and reduce rural crime within the state of Vermont. The Vermont Fusion Center is in urgent need of additional criminal intelligence analysis. This federal grant will fiscally help achieve this goal without putting a burden on state funds.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us.

Thank you.

**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: Public Safety Date: 04/01/10

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO #2399

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

U.S. Department of Justice

FY09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime

See attached application and award document.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

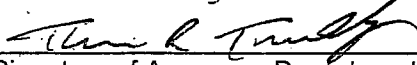
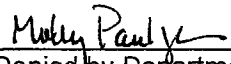
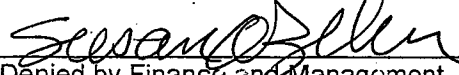
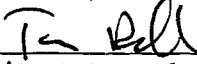
<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Criminal Intelligence Analyst	1	Homeland Security	immediately thru 7/31/11

*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 Department of Public Safety was awarded Recovery Act funding in order to combat rural crime within the State of Vermont. The goal of this position is to support rural law enforcement investigations within the state. By hiring this analyst, it will allow the Fusion Center to expand its capability to support local and state law enforcement in tracking crime trends and developing analytical products that will provide guidance to field commanders. The State Police are now in a position to move forward in this effort and the Fusion Center is now supporting rural law enforcement agencies to identify crime trends. We are in need of additional support (crime analysts) to support this effort.

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)).

	<u>9/12/10</u>
Signature of Agency or Department Head	Date
	<u>11/21/10</u>
Approved/Denied by Department of Human Resources	Date
	<u>7/16/10</u>
Approved/Denied by Finance and Management	Date
	<u>7/16/10</u>
Approved/Denied by Secretary of Administration	Date



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

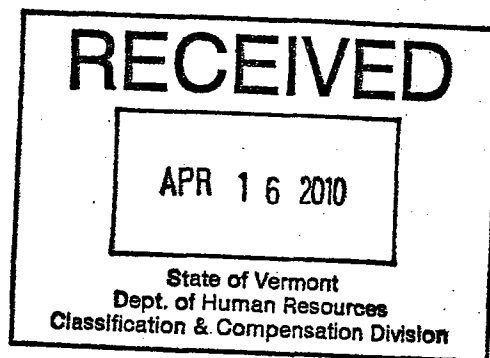
MEMORANDUM

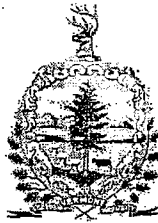
Date: April 15, 2010
To: Tammie Ellison, Classification Manager
From: Phyllis Martin *Phyllis Martin*
RE: Position Request Form / Request for Review

Tammie, please find attached a Request for Review and Position Request form with documentation for a Criminal Intelligence Analyst position, funded with ARRA funds through July 31, 2011.

The ARRA funding has been approved by Joint Fiscal; however, it was approved with the hire of a private contractor to conduct intelligence analysis. After Captain Reinfurt's review of Finance and Management Bulletin 3.5, he realized that the Department could not contract with an outside party to perform the duties; and that a new limited service position had to be created instead.

I understand that you will review the request and forward it to Finance and Management for JFO review and approval. Thanks very much! Please give me a call with questions.





STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 5, 2009
Subject: JFO #2399, #2401, #2403

The Joint Fiscal Committee has reviewed the following items and agreed to waive the remainder of the statutory review period and consider the Governor's approval of the items as final.

→ **JFO #2399** — \$130,000 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to hire one intelligence analyst who will be assigned to the Vermont Fusion Center (VTFC) to support rural law enforcement investigations in Vermont. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).
[JFO received 10/13/09]

JFO #2401 — Award from the U.S. Internal Revenue Service to Office of the State Treasurer. Acceptance of this request will allow for federal reimbursement to the issuer of 45% of the interest cost of these bonds; the preliminary estimated value of this subsidy is approximately \$9 million. This award is part of the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.
[JFO received 10/21/09]

JFO #2403 — \$355,435 grant from the Vermont Center for Geographic Information (VCGI) to the Department of Public Service. These grant funds will be used to fully fund 1.0 FTE position for a three year period to support the activities of the Vermont Broadband Mapping Initiative. Expedited approval of this item was requested subsequent to JFO receipt. Approval of this item was granted only after VCGI had been notified of the grant award.
[JFO received 10/21/09]

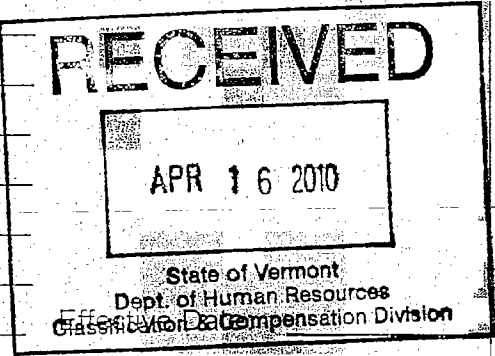
We ask that you inform the Secretary of Administration and your staff of this action.

cc: Thomas Tremblay, Commissioner
Jeb Spaulding, Treasurer
David O'Brien, Commissioner
Mel Adams, Chief Recovery Officer

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Date Received (Stamp)	
Notice of Action # _____	
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: _____	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:

GUC 33112
Pay Group 33B

New Position/Vacant Position Information:

New Position Authorization: ~~pool request~~ ^{JFO} Request Job/Class Title: Criminal Intelligence Analyst
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: TBD Current Job/Class Title:
Agency/Department/Unit: Public Safety/Vermont State Police/Vermont Fusion Center Work Station:
 Williston Zip Code: 05
Supervisor's Name, Title and Phone Number: LT Mark Lauer, 872-6111

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.*

1. Assist law enforcement agencies by providing case specific analytical assistance in the areas of case analysis, telephone toll analysis, link analysis, event analysis, and financial analysis for their investigations.
2. Prepare written and oral reports summarizing the results of analytical work, which will be reviewed by the supervisor of the unit and sent to the requesting agency.
3. Daily review of on-line services, incoming bulletins, newsletters, and journals in order to be aware of current trends regarding criminal activity and to identify patterns or similarities that would be of value to law enforcement agencies.
4. Review and maintain material on assigned topics of specialization such as White Supremacy Groups, Street Gangs, and Outlaw Motorcycle Gangs and other various hate and criminal type organizations and be responsible for disseminating this information while assisting law enforcement agencies during investigations.
5. Perform as the Statewide Police Intelligence Network (SPIN) liaison at local and regional information sharing meetings as a representative for the Vermont State Police Criminal Intelligence Unit and provide any relevant material, which may be appropriate for sharing with members through SPIN's Law Enforcement Bulletin.
6. Conduct maintenance of the SPIN database to ensure that all entries comply with Federal Regulations.
7. Produce Strategic Threat Assessments in areas of specialization to include survey instrument development, data, intelligence collection, and completion of a comprehensive report.
8. Responsible for preparation and posting of specialized topics for inclusion on the SPIN Law Enforcement Bulletin Board.
9. Assist in the training of members of law enforcement agencies as to the operation and functions of the Statewide Police Intelligence Network, the benefits of the analysis of information, and other topics related to information of crimes
10. Be proficient in the use of hardware and software utilized by the Vermont State Police Criminal Intelligence Unit for analytical purposes (to include Pen Link, MS Access, Excel, PowerPoint, and MS Word).

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The person selected for this position will typically have contact with every law enforcement agency within the United States, Canada, and Interpol. Additionally, the person will interact with other intelligence organizations such as the Regional Information Project as well as other National Intelligence Organizations.

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.

The person selected for this position must possess computer skills to include various software to include MS Windows, Word, Excel and Access. Additionally, they must be familiar with computer operating systems. The person must have knowledge of the methods to collect and research data, statistical research methods and procedures, statistical sampling, preparations of written documents to include reports that are concise, express thoughts clearly and to develop ideas in a logical sequence and analysis charts outlining aspects of crimes. Persons need the ability to analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations. The person must also be able to communicate effectively orally and in written documents. The person must be self motivated and have excellent organizational skills such as the ability to follow through on projects.

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:

NA

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work is generally assigned for "general" crimes on a rotating basis however there is an emphasis is placed on specialty groups. For instance, if your position focuses on Outlaw Motorcycle Gangs, then most requests would go to this position

6. Mental Effort

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

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

The most difficult challenge that a person in this position will encounter is evaluating raw data collected and summarizing the analysis in a report. Often an analysis receives raw information that will have to be verified during the evaluation process of intelligence. The person is required to search various databases and contact various organizations to validate the information. Once this is completed the person will then have to link this information to other vetted data and draw conclusion through the intelligence process. Once they form a conclusion, analysts are often required to complete a report that investigators will make decisions on. This must be accomplished while multi tasking with other requests for information and it is expected that a product be completed in a timely manner. It should be noted that this material the employee will be reviewing is often hateful and negative.

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.*

This position is expected to participate in certain aspects of criminal investigations where leads need to be found through research and analysis processes with the overall goal of helping to identify who committed the crime and why.

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?
i. Routinely, this person will be exposed to enormous amounts of requests from the department and it will be expected that they get results. Additionally, this employee will be exposed to material that is hateful and negative.	50%

- 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?
i. On occasions an analysis will be expected to go to the scene of a crime in a controlled setting.	5%

- 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?
NA		

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

Type	How Much of the Time?
i. This person will normally be in a building sitting at a desk	90%

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.

NA

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

Supervisor's Section:

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

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

Please see Job Duties Description above.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The most important knowledge, skills and abilities that an employee in this job must have is the ability to research information, evaluate the data, and summarize it in a concise report so that an investigator can decide what would be the next course of action.

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

NA

4. Suggested Title and/or Pay Grade:

The title for this position is recommended to be Criminal Intelligence Analyst with a pay grade 23

Supervisor's Signature (required):

Cherie Reinhard
for Mark Lander

Date: 4-14-2010

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor; GUC, work station?

Yes No If yes, please provide detailed information.

GUC 34012, work station Waterbury, 05676

Attachments:

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

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

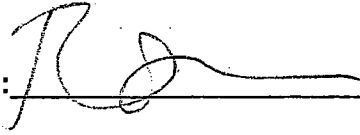
Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

no

Suggested Title and/or Pay Grade:

Criminal Intelligence Analyst, I

Personnel Administrator's Signature (required):



Date:

4/14/10


Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

[Empty box for additional comments]

Suggested Title and/or Pay Grade:

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

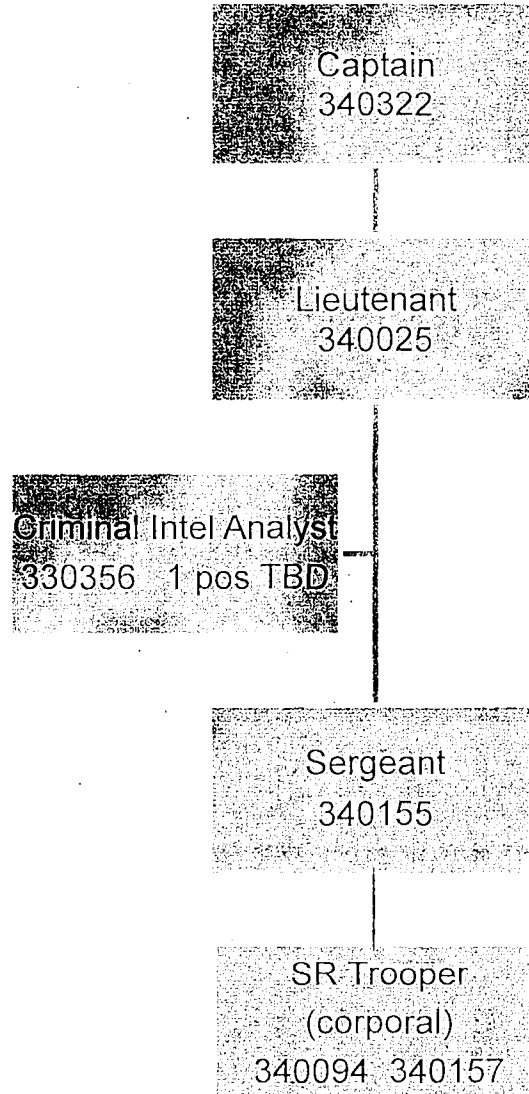


Appointing Authority or Authorized Representative Signature (required)

4/12/10

Date

Department of Public Safety
Homeland Security Unit / Fusion Center
FY 2010



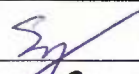

State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

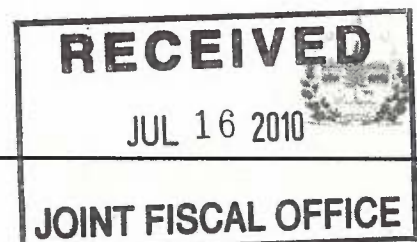
[phone] 802-828-2376
 [fax] 802-828-2428

Agency of Administration

Replacement for original forms sent to JFO 5/17/10 JB

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		American Recovery and Reinvestment Act (ARRA) grant to support rural law enforcement investigations.			
Date:		5/14/2010			
Department:		Department of Public Safety			
Legal Title of Grant:		Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant: Category I Combating Rural Crime			
Federal Catalog #:		16.810			
Grant/Donor Name and Address:		Department of Justice, Bureau of Justice Assistance			
Grant Period:		From:	To:		
		8/1/2009	7/31/2011		
Grant/Donation		\$130,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$47,894	\$82,106	\$	\$130,000	100% federal funding
Position Information:		# Positions	Explanation/Comments		
		1	criminal intelligence analyst		
Additional Comments:		Will request extension of grant period due to late start.			
Department of Finance & Management				(Initial)	
Secretary of Administration				(Initial)	
Sent To Joint Fiscal Office				Date	



Memo

To: Jason Aronowitz
From: Tracy O'Connell
Date: 07/15/10
Re: ARRA Limited Service Position Request – Criminal Intelligence Analyst

The Department of Public Safety respectfully requests that the limited service paperwork which Tammie Ellison resent today to F&M be expedited through the JFO approval process.

This position request was sent to DHR on 4/15/10. It was forwarded to David Beatty by Tammie on 4/23/10. David had a few questions on the request (see attached email) to which I responded on 4/28/10. On 6/3/10, I followed up with David on the status of this request; he stated that it was sent to JFO on 5/17/10. At this point, the approval process has taken three months and JFO has still yet to see a copy of this request.

Our federal program manager will be conducting a monitoring visit on August 3rd of this ARRA program. The main goal of this program is to combat and reduce rural crime within the state of Vermont. The Vermont Fusion Center is in urgent need of additional criminal intelligence analysis. This federal grant will fiscally help achieve this goal without putting a burden on state funds.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us.

Thank you.

**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: Public Safety Date: 04/01/10

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO #2399

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

U.S. Department of Justice

FY09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime

See attached application and award document.

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
Criminal Intelligence Analyst	1	Homeland Security	immediately thru 7/31/11

*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 Department of Public Safety was awarded Recovery Act funding in order to combat rural crime within the State of Vermont. The goal of this position is to support rural law enforcement investigations within the state. By hiring this analyst, it will allow the Fusion Center to expand its capability to support local and state law enforcement in tracking crime trends and developing analytical products that will provide guidance to field commanders. The State Police are now in a position to move forward in this effort and the Fusion Center is now supporting rural law enforcement agencies to identify crime trends. We are in need of additional support (crime analysts) to support this effort.

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)).

Tim R. Trull
 Signature of Agency or Department Head 5/12/10
Date

Molly Paul
 Approved/Denied by Department of Human Resources 4/21/10
Date

Seamus Zeller
 Approved/Denied by Finance and Management 7/16/10
Date

Tom Bell
 Approved/Denied by Secretary of Administration 7/16/10
Date



12-11-19

11/11/19



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

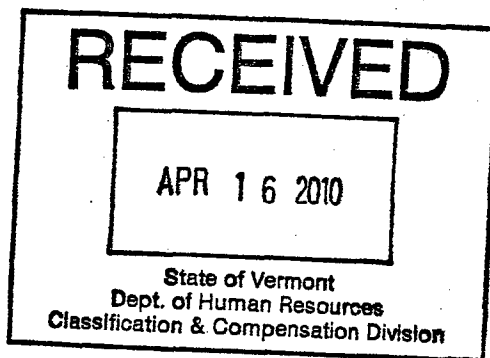
MEMORANDUM

Date: April 15, 2010
To: Tammie Ellison, Classification Manager
From: Phyllis Martin *Phyllis Martin*
RE: Position Request Form / Request for Review

Tammie, please find attached a Request for Review and Position Request form with documentation for a Criminal Intelligence Analyst position, funded with ARRA funds through July 31, 2011.

The ARRA funding has been approved by Joint Fiscal; however, it was approved with the hire of a private contractor to conduct intelligence analysis. After Captain Reinfurt's review of Finance and Management Bulletin 3.5, he realized that the Department could not contract with an outside party to perform the duties; and that a new limited service position had to be created instead.

I understand that you will review the request and forward it to Finance and Management for JFO review and approval. Thanks very much! Please give me a call with questions.





STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 5, 2009
Subject: JFO #2399, #2401, #2403

The Joint Fiscal Committee has reviewed the following items and agreed to waive the remainder of the statutory review period and consider the Governor's approval of the items as final:

→ **JFO #2399** — \$130,000 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to hire one intelligence analyst who will be assigned to the Vermont Fusion Center (VTFC) to support rural law enforcement investigations in Vermont. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).
[JFO received 10/13/09]

JFO #2401 — Award from the U.S. Internal Revenue Service to Office of the State Treasurer. Acceptance of this request will allow for federal reimbursement to the issuer of 45% of the interest cost of these bonds; the preliminary estimated value of this subsidy is approximately \$9 million. This award is part of the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.
[JFO received 10/21/09]

JFO #2403 — \$355,435 grant from the Vermont Center for Geographic Information (VCGI) to the Department of Public Service. These grant funds will be used to fully fund 1.0 FTE position for a three year period to support the activities of the Vermont Broadband Mapping Initiative. Expedited approval of this item was requested subsequent to JFO receipt. Approval of this item was granted only after VCGI had been notified of the grant award.
[JFO received 10/21/09]

We ask that you inform the Secretary of Administration and your staff of this action.

cc: Thomas Tremblay, Commissioner
Jeb Spaulding, Treasurer
David O'Brien, Commissioner
Mel Adams, Chief Recovery Officer



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 24, 2009

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

Dear Commissioner Tremblay:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime in the amount of \$130,000 for Vermont Department of Public Safety.

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

If you have questions regarding this award, please contact:

- Program Questions, Flora Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauric Robinson".

Lauric Robinson
Acting Assistant Attorney General

Enclosures

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

Notice of Action # _____		Date Received (Stamp)
Action Taken: _____		RECEIVED APR 16 2010 State of Vermont Dept. of Human Resources Classification & Compensation Division
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: _____		
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:

GUC 33112
Pay Group 33B

New Position/Vacant Position Information:

New Position Authorization: ~~pool request~~ ^{JF} Request Job/Class Title: Criminal Intelligence Analyst
Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: TBD Current Job/Class Title:
Agency/Department/Unit: Public Safety/Vermont State Police/Vermont Fusion Center Work Station:
Williston Zip Code: 05
Supervisor's Name, Title and Phone Number: LT Mark Lauer, 872-6111

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.*

1. Assist law enforcement agencies by providing case specific analytical assistance in the areas of case analysis, telephone toll analysis, link analysis, event analysis, and financial analysis for their investigations.
2. Prepare written and oral reports summarizing the results of analytical work, which will be reviewed by the supervisor of the unit and sent to the requesting agency.
3. Daily review of on-line services, incoming bulletins, newsletters, and journals in order to be aware of current trends regarding criminal activity and to identify patterns or similarities that would be of value to law enforcement agencies.
4. Review and maintain material on assigned topics of specialization such as White Supremacy Groups, Street Gangs, and Outlaw Motorcycle Gangs and other various hate and criminal type organizations and be responsible for disseminating this information while assisting law enforcement agencies during investigations.
5. Perform as the Statewide Police Intelligence Network (SPIN) liaison at local and regional information sharing meetings as a representative for the Vermont State Police Criminal Intelligence Unit and provide any relevant material, which may be appropriate for sharing with members through SPIN's Law Enforcement Bulletin.
6. Conduct maintenance of the SPIN database to ensure that all entries comply with Federal Regulations.
7. Produce Strategic Threat Assessments in areas of specialization to include survey instrument development, data, intelligence collection, and completion of a comprehensive report.
8. Responsible for preparation and posting of specialized topics for inclusion on the SPIN Law Enforcement Bulletin Board.
9. Assist in the training of members of law enforcement agencies as to the operation and functions of the Statewide Police Intelligence Network, the benefits of the analysis of information, and other topics related to information of crimes
10. Be proficient in the use of hardware and software utilized by the Vermont State Police Criminal Intelligence Unit for analytical purposes (to include Pen Link, MS Access, Excel, PowerPoint, and MS Word).

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

The person selected for this position will typically have contact with every law enforcement agency within the United States, Canada, and Interpol. Additionally, the person will interact with other intelligence organizations such as the Regional Information Project as well as other National Intelligence Organizations.

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.

The person selected for this position must possess computer skills to include various software to include MS Windows, Word, Excel and Access. Additionally, they must be familiar with computer operating systems. The person must have knowledge of the methods to collect and research data, statistical research methods and procedures, statistical sampling, preparations of written documents to include reports that are concise, express thoughts clearly and to develop ideas in a logical sequence and analysis charts outlining aspects of crimes. Persons need the ability to analyze and determine the applicability of data, to draw conclusions and make appropriate recommendations. The person must also be able to communicate effectively orally and in written documents. The person must be self motivated and have excellent organizational skills such as the ability to follow through on projects.

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:

NA

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

Work is generally assigned for "general" crimes on a rotating basis however there is an emphasis is placed on specialty groups. For instance, if your position focuses on Outlaw Motorcycle Gangs, then most requests would go to this position

6. Mental Effort

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

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

The most difficult challenge that a person in this position will encounter is evaluating raw data collected and summarizing the analysis in a report. Often an analysis receives raw information that will have to be verified during the evaluation process of intelligence. The person is required to search various databases and contact various organizations to validate the information. Once this is completed the person will then have to link this information to other vetted data and draw conclusion through the intelligence process. Once they form a conclusion, analysts are often required to complete a report that investigators will make decisions on. This must be accomplished while multi tasking with other requests for information and it is expected that a product be completed in a timely manner. It should be noted that this material the employee will be reviewing is often hateful and negative.

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.*

This position is expected to participate in certain aspects of criminal investigations where leads need to be found through research and analysis processes with the overall goal of helping to identify who committed the crime and why.

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?
i. Routinely, this person will be exposed to enormous amounts of requests from the department and it will be expected that they get results. Additionally, this employee will be exposed to material that is hateful and negative.	50%

- 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?
i. On occasions an analysis will be expected to go to the scene of a crime in a controlled setting.	5%

- 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?
NA		

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

Type	How Much of the Time?
i. This person will normally be in a building sitting at a desk	90%

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.

NA

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

Supervisor's Section:

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

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

Please see Job Duties Description above.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

The most important knowledge, skills and abilities that an employee in this job must have is the ability to research information, evaluate the data, and summarize it in a concise report so that an investigator can decide what would be the next course of action.

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

NA

4. Suggested Title and/or Pay Grade:

The title for this position is recommended to be Criminal Intelligence Analyst with a pay grade 23

Supervisor's Signature (required):

Chris Benford
for Mark Lander

Date: 4-14-2010

Personnel Administrator's Section:

Please complete any missing information on the front page of this form before submitting it for review.

Are there other changes to this position, for example: Change of supervisor; GUC, work station?

Yes No If yes, please provide detailed information.

GUC 34012, work station Waterbury, 05676

Attachments:

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

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

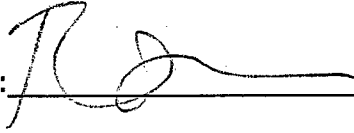
Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

no

Suggested Title and/or Pay Grade:

Criminal Intelligence Analyst, I

Personnel Administrator's Signature (required):



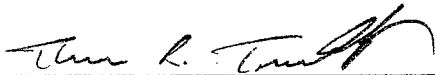
Date:

4/14/10

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Suggested Title and/or Pay Grade:

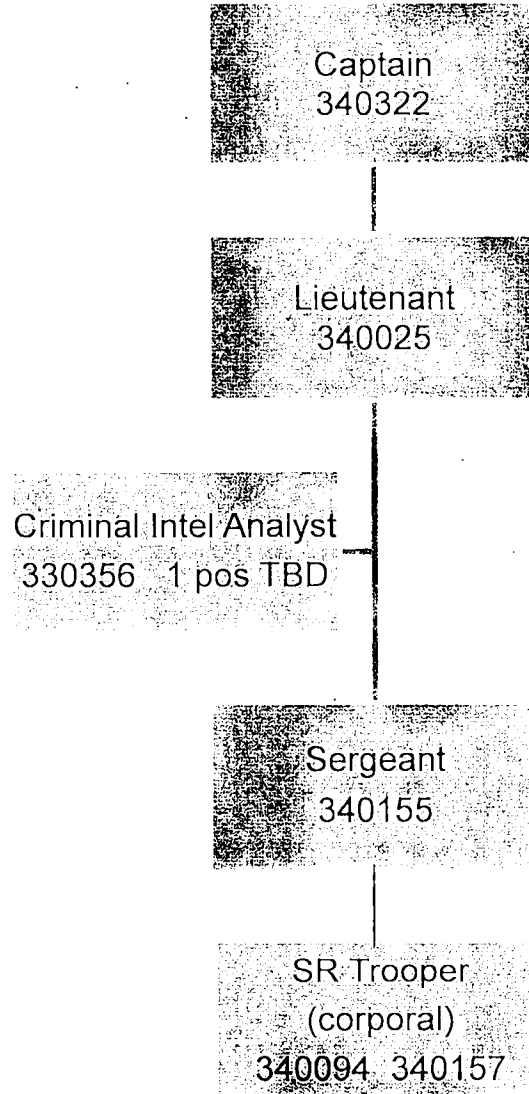


Appointing Authority or Authorized Representative Signature (required)

Date

4/12/10

Department of Public Safety
Homeland Security Unit / Fusion Center
FY 2010





Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

August 24, 2009

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

Dear Commissioner Tremblay:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, *Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants*, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocr/otfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(c), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/ceop.htm>. You may also request technical assistance from an EEOP specialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/ceop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/ceop.htm>.

2) Submitting Findings of Discrimination

In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2009-SD-B9-0208	
		5. PROJECT PERIOD: FROM 08/01/2009 TO 07/31/2011 BUDGET PERIOD: FROM 08/01/2009 TO 07/31/2011	
1A. GRANTEE IRS/VENDOR NO. 036000274		6. AWARD DATE 08/24/2009	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant; Category I Combating Rural Crime		10. AMOUNT OF THIS AWARD	\$ 130,000
		11. TOTAL AWARD	\$ 130,000
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 FY09 Recovery Act (BJA - Rural Law Enforcement) Pub. L. No. 111-5, 123 Stat. 115, 130			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Thomas Tromblay Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/3/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 9 B SD 80 00 00 130000		21. ISDUGT3376	



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION
SHEET
Grant

PAGE 2 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

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 acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments; and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. 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 OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. **RECOVERY ACT – Conflict with Other Standard Terms and Conditions**
The recipient understands and agrees that all other terms and conditions contained in this award, or in applicable OJP grant policy statements or guidance, apply unless they conflict or are superseded by the terms and conditions included here that specifically implement the American Recovery and Reinvestment Act of 2009, Public Law 111-5 (“ARRA” or “Recovery Act”) requirements. Recipients are responsible for contacting their grant managers for any needed clarifications.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

7. RECOVERY ACT – Access to Records; Interviews

The recipient understands and agrees that DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to this Recovery Act award, including such records of any subrecipient, contractor, or subcontractor.

The recipient also understands and agrees that DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

8. RECOVERY ACT – One-time funding

The recipient understands and agrees that awards under the Recovery Act will be one-time awards and accordingly that its proposed project activities and deliverables are to be accomplished without additional DOJ funding.

9. RECOVERY ACT – Separate Tracking and Reporting of Recovery Act Funds and Outcomes

The recipient agrees to track, account for, and report on all funds from this Recovery Act award (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including DOJ award funds from non-Recovery Act awards awarded for the same or similar purposes or programs. (Recovery Act funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of Recovery Act funds must be separate.)

Accordingly, the accounting systems of the recipient and all subrecipients must ensure that funds from this Recovery Act award are not commingled with funds from any other source.

The recipient further agrees that all personnel (including subrecipient personnel) whose activities are to be charged to the award will maintain timesheets to document hours worked for activities related to this award and non-award-related activities.

10. RECOVERY ACT – Subawards – DUNS and CCR for Reporting

The recipient agrees to work with its first-tier subrecipients (if any) to ensure that, no later than the due date of the recipient's first quarterly report after a subaward is made, the subrecipient has a valid DUNS profile and has an active registration with the Central Contractor Registration (CCR) database.

11. RECOVERY ACT – Subawards – Monitoring

The recipient agrees to monitor subawards under this Recovery Act award in accordance with all applicable statutes, regulations, OMB circulars, and guidelines, including the OJP Financial Guide, and to include the applicable conditions of this award in any subaward. The recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of Recovery Act funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION
SHEET
Grant

PAGE 4 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

12. RECOVERY ACT – Recovery Act Transactions Listed in Schedule of Expenditures of Federal Awards and Recipient Responsibilities for Informing Subrecipients

(a) The recipient agrees to maintain records that identify adequately the source and application of Recovery Act funds, to maximize the transparency and accountability of funds authorized under the Recovery Act as required by the Act and in accordance with 2 CFR 215.21, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations" and OMB A-102 Common Rules provisions (relating to Grants and Cooperative Agreements with State and Local Governments).

(b) The recipient agrees to separately identify the expenditures for Federal awards under the Recovery Act on the Schedule of Expenditures of Federal Awards (SEFA) and the Data Collection Form (SF-SAC) required by OMB Circular A-133. This condition only applies if the recipient is covered by the Single Audit Act Amendments of 1996 and OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations." This shall be accomplished by identifying expenditures for Federal awards made under the Recovery Act separately on the SEFA, and as separate rows under Item 9 of Part III on the SF-SAC by CFDA number, and inclusion of the prefix "ARRA-" in identifying the name of the Federal program on the SEFA and as the first characters in Item 9d of Part III on the SF-SAC.

(c) The recipient agrees to separately identify to each subrecipient the Federal award number, CFDA number, and amount of Recovery Act funds, and to document this identification both at the time of subaward and at the time of disbursement of funds. When a recipient awards Recovery Act funds for an existing program, the information furnished to subrecipients shall distinguish the subawards of incremental Recovery Act funds from regular subawards under the existing program.

(d) The recipient agrees to require its subrecipients to specifically identify Recovery Act funding on their SEFA information, similar to the requirements for the recipient SEFA described above. This information is needed to allow the recipient to properly monitor subrecipient expenditure of Recovery Act funds as well as facilitate oversight by the Federal awarding agencies, the DOJ OIG, and the GAO.

13. RECOVERY ACT – Reporting and Registration Requirements under Section 1512 of the Recovery Act.

(a) This award requires the recipient to complete projects or activities which are funded under the Recovery Act and to report on use of Recovery Act funds provided through this award. Information from these reports will be made available to the public.

(b) The reports are due no later than ten calendar days after each calendar quarter in which the recipient receives the assistance award funded in whole or in part by the Recovery Act.

(c) Recipients and their first-tier recipients must maintain current registrations in the Central Contractor Registration (www.ccr.gov) at all times during which they have active federal awards funded with Recovery Act funds. A Dun and Bradstreet Data Universal Numbering System (DUNS) Number (www.dnb.com) is one of the requirements for registration in the Central Contractor Registration.

(d) The recipient shall report the information described in section 1512(c) of the Recovery Act using the reporting instructions and data elements that will be provided online at www.FederalReporting.gov and ensure that any information that is pre-filled is corrected or updated as needed.

(e) The recipient shall notify the OJP program manager of submission of its section 1512(c) report at the time the report is submitted per (d) above. Notification to OJP may be either by submission of a copy of the section 1512(c) data report, or (if not practicable) by electronic notification to the OJP program manager confirming submission of the report. Failure to provide the required notification to OJP will be deemed a failure to report under section 1512(c).

(report done by ESR)



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET**
Grant

PAGE 5 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

14. RECOVERY ACT -- Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for Recovery Act funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving Recovery Act funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by --

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

15. RECOVERY ACT -- Protecting State and Local Government and Contractor Whistleblowers (Recovery Act, section 1553)

The recipient recognizes that the Recovery Act provides certain protections against reprisals for employees of non-Federal employers who disclose information reasonably believed to be evidence of gross mismanagement, gross waste, substantial and specific danger to public health or safety, abuse of authority, or violations of law related to contracts or grants using Recovery Act funds. For additional information, refer to section 1553 of the Recovery Act. The text of Recovery Act is available at www.ojp.usdoj.gov/recovery.

16. RECOVERY ACT -- Limit on Funds (Recovery Act, section 1604)

The recipient agrees that none of the funds under this award may be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

17. RECOVERY ACT -- Infrastructure Investment (Recovery Act, sections 1511 and 1602)

The recipient agrees that it may not use any funds made available under this Recovery Act award for infrastructure investment absent submission of a satisfactory certification under section 1511 of the Recovery Act. Should the recipient decide to use funds for infrastructure investment subsequent to award, the recipient must submit appropriate certifications under section 1511 of the Recovery Act and receive prior approval from OJP. In seeking such approval, the recipient shall give preference to activities that can be started and completed expeditiously, and shall use award funds in a manner that maximizes job creation and economic benefits. The text of the Recovery Act (including sections 1511 and 1602) is available at www.ojp.usdoj.gov/recovery.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 6 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

18. RECOVERY ACT – Buy American Notification (Recovery Act, section 1605)

The recipient understands that this award is subject to the provisions of section 1605 of the Recovery Act (“Buy American”). No award funds may be used for iron, steel, or manufactured goods for a project for the construction, alteration, maintenance, or repair of a public building or public work, unless the recipient provides advance written notification to the OJP program office, and a Grant Adjustment Notice is issued that modifies this special condition to add government-wide standard conditions (anticipated to be published in subpart B of 2 C.F.R. part 176) that further implement the specific requirements or exceptions of section 1605.

Section 1605 of the Recovery Act prohibits use of any Recovery Act funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States, subject to certain exceptions, including United States obligations under international agreements.

For purposes of this special condition, the following definitions apply:

“Public building” and “public work” means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

“Manufactured good” means a good brought to the construction site for incorporation into the building or work that has been--

- (1) Processed into a specific form and shape; or
- (2) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

“Steel” means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

For purposes of OJP grants, projects involving construction, alteration, maintenance, or repair of jails, detention facilities, prisons, public crime victims’ shelters, police facilities, or other similar projects will likely trigger this provision.

NOTE: The recipient is encouraged to contact the OJP program manager – in advance – with any questions concerning this condition, including its applicability to particular circumstances.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 7 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

19. **RECOVERY ACT – Wage Rate Requirements under Section 1606 of the Recovery Act**
(a) Section 1606 of the Recovery Act requires that all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the Recovery Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code.

Pursuant to Reorganization Plan No. 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR Parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses set forth in that section. The standard Davis-Bacon contract clauses found in 29 CFR 5.5(a) are to be incorporated in any covered contracts made under this award that are in excess of \$2,000 for construction, alteration or repair (including painting and decorating).

(b) For additional guidance on the wage rate requirements of section 1606, contact your awarding agency. Recipients of grants, cooperative agreements and loans should direct their initial inquiries concerning the application of Davis-Bacon requirements to a particular federally assisted project to the Federal agency funding the project. The Secretary of Labor retains final coverage authority under Reorganization Plan Number 14.

20. **RECOVERY ACT – Misuse of award funds**
The recipient understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.
21. **RECOVERY ACT – Additional Requirements and Guidance**
The recipient agrees to comply with any modifications or additional requirements that may be imposed by law and future OJP (including government-wide) guidance and clarifications of Recovery Act requirements.
22. **RECOVERY ACT - Quarterly Financial Reports**
The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION
SHEET
Grant

PAGE 8 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE

08/24/2009

SPECIAL CONDITIONS

23. RECOVERY ACT – Provisions of Section 1512(c)

The recipient understands that section 1512(c) of the Recovery Act provides as follows:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains--

- (1) the total amount of recovery funds received from that agency;
- (2) the amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) a detailed list of all projects or activities for which recovery funds were expended or obligated, including--
 - (A) the name of the project or activity;
 - (B) a description of the project or activity;
 - (C) an evaluation of the completion status of the project or activity;
 - (D) an estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - (E) for infrastructure investments made by state and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

24. RECOVERY ACT – Inapplicability of General Non-supplanting Requirement to this Award

The recipient understands that, for purposes of this award, the general non-supplanting requirement of the OJP Financial Guide (Part II, Chapter 3) does not apply.

25. Prior to the expenditure of confidential funds, the recipient and any subrecipients agree to sign a certification indicating that he or she has read, understands, and agrees to abide by all of the conditions pertaining to confidential fund expenditures as set forth in the OJP Financial Guide.

26. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

27. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.

28. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.

29. The recipient agrees, if the funds are used for the hiring and employing of new, additional law enforcement officers and support personnel, that the units of local government will establish procedures to give members of the Armed Forces who, on or after October 1, 1990, were or are selected for involuntary separation (as described in Section 1141 of Title 10, United States Code), approved for separation under Section 1174a or 1175 of such title, or retired pursuant to the authority provided under Section 4403 of the Defense Conversion, Reinvestment, and Transition Assistance Act of 1992 (division D of Pub. L. No. 102-484; 10 U.S.C. 1923 note), a suitable preference in the employment of persons as additional law enforcement officers or support personnel.

30. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

AWARD CONTINUATION
SHEET
Grant

PAGE 9 OF 9

PROJECT NUMBER 2009-SD-B9-0208

AWARD DATE 08/24/2009

SPECIAL CONDITIONS

31. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2009-SD-B9-0208 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
32. To promote information exchange and coordinate technical assistance, the Bureau of Justice Assistance requires grant recipients to obtain written approval from the BJA State Policy Advisor prior to using Federal grant funds to travel to non-OJP conferences and trainings.
33. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
34. Recipient understands and agrees that all funds received under this award must be directed towards projects and activities designed to aid "rural areas" or "rural states," as those terms were defined in the FY09 Recovery Act; Assistance to Rural Law Enforcement to Combat Crime and Drugs solicitation, and as specified in the application.
35. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
36. RECOVERY ACT - Active CCR Registration
The recipient agrees expeditiously to obtain active registration with the Central Contractor Registration (CCR) database, and to notify the program office in writing of its registration. Following satisfaction of this requirement, a Grant Adjustment Notice will be issued to remove this special condition.

already active



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Maria Berry, NEPA Coordinator

Subject: Categorical Exclusion for Vermont Department of Public Safety

The Assistance to Rural Law Enforcement to Combat Crime and Drugs Program, administered by BJA, helps rural states and rural areas prevent and combat crime, especially drug-related crime, and provides for national support efforts, including training and technical assistance programs strategically targeted to address rural needs.

None of the following activities will be conducted either under the OJP federal action or a related third party action:

- (1) new construction;
- (2) any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property, (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species;
- (3) a renovation that will change the basic prior use of a facility or significantly change its size;
- (4) research and technology whose anticipated and future application could be expected to have an effect on the environment; and,
- (5) implementation of a program involving the use of chemicals.

Consequently, an agency-wide analysis has determined that the program meets the Office of Justice Programs' (OJP) criteria for a categorical exclusion under the provisions of 28 CFR, Part 61, Appendix D, paragraph 4(b).



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER
2009-SD-B9-0208

PAGE 1 OF 1

This project is supported under FY09 Recovery Act (BJA – Rural Law Enforcement) Pub. L. No. 111-5, 123 Stat. 115, 130

1. STAFF CONTACT (Name & telephone number)

Flora Lawson
(202) 305-9216

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

Chris Reinfurt
State Police Captain
103 South Main Street
State Police Headquarters
Waterbury, VT 05671-2101
(802) 241-5357

3a. TITLE OF THE PROGRAM

BJA FY 09 Recovery Act Rural Law Enforcement Assistance: Combating Rural Crime

**3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)**

4. TITLE OF PROJECT

Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant: Category I Combating Rural Crime

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 08/01/2009 TO: 07/31/2011

8. BUDGET PERIOD

FROM: 08/01/2009 TO: 07/31/2011

9. AMOUNT OF AWARD

\$ 130,000

10. DATE OF AWARD

08/24/2009

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)

The Bureau of Justice Assistance (BJA) solicits applications for initiatives which assist law enforcement in rural states and rural areas. The program helps rural states and rural areas to prevent and combat crime, especially drug-related crime, and provides for national support efforts, including training and technical assistance programs strategically targeted to address rural needs.

The Assistance to Rural Law Enforcement to Combat Crime and Drugs Program, administered by BJA, helps rural states and rural areas prevent and combat crime, especially drug-related crime, and provides for national support efforts, including training and technical assistance programs strategically targeted to address rural needs. In addition, priority consideration will be given to local law enforcement agencies in rural areas where the unit of local government is not eligible to receive a direct allocation from the Recovery Act Edward Byrne Memorial Justice Assistance Grant (JAG) Program or received a direct allocation that was \$50,000 or less. Applicants were invited to submit a proposal under any one of the following categories to: (1) combat rural crime; (2) improve rural law enforcement investigations;

(3) enhance rural detention and jail operations; (4) facilitate rural justice information sharing; or (5) develop a national training and technical assistance program.

Under Category 1, the Vermont Department of Public Safety will use its award to hire one intelligence analyst assigned at the Vermont Fusion Center (VTFC) to support rural law enforcement investigations in the state of Vermont. Hiring the analyst will allow the VTFC to expand its capability to support local and state law enforcement in tracking crime trends and developing products that will provide field commanders in participating jurisdictions with actionable intelligence so they can better direct their resources based on vetted information. Additionally, the analyst will support rural communities and their respective law enforcement agencies in support for major criminal investigations.

CA/CF

Program Abstract

Agency/Applicant Name: Department of Public Safety/Vermont State Police
Title of the Project: Intelligence Analyst
Amount Requested: \$130,000
Assistance to Rural Law Enforcement to Combat Crime and Drugs
Category: I, Combating Rural Crime
Point of Contact: Captain Chris Reinfurt
Telephone Number: (802) 241-5357

Vermont qualifies as a rural state as its largest county, Chittenden, has fewer than 150,000 people based on the most recent decennial census. The population of Chittenden County in the 2000 census is 146,570.

Goals of the Project:

This project proposes to create a new position by hiring one intelligence analyst to be assigned at the Vermont Fusion Center (VTFC) to support rural law enforcement investigations in the State of Vermont. By hiring this analyst it will allow the Vermont Fusion Center to expand its capability to support local and state law enforcement in tracking crime trends and developing products that will provide field commanders in participating jurisdictions with actionable intelligence so they can better direct their resources based on vetted information. Additionally, this analyst will support rural communities and their respective departments in support for major criminal investigations.

Strategies for the Project:

This newly created position will allow the Vermont State Police to expand its current Intelligence Led-Policing project known as Data Driven Approaches to Crime and Traffic Safety (DDACTS). This data and intelligence led policing project overlays crime and traffic data that is vetted by an analyst, of an impacted area within jurisdictions. Analyst then produces an actionable intelligence document for field commanders in participating jurisdictions to use. Field commanders then formulate strategies to interdict the crime pattern through task forces established at the local level. This expansion will continue to support the Fusion Centers rural law enforcement mission of supporting field commanders with intelligence documents that are actionable and support of major criminal investigations.

Major Deliverables:

This project proposes to combat rural crime and improve rural law enforcement investigations by:

1. Expand intelligence and data led policing model to more local jurisdictions
2. Expand major case support for criminal investigations
3. Expand support to the Joint Terrorism Task Force and state's Drug Task Force

Coordination Plans:

All coordination will be accomplished through the VTFC, Bureau of Criminal Division, and Vermont State Police. VTFC shall use the VTFC Advisory Board to ensure that the goals of this project is communicated to the regional, federal, county and local partners stakeholders who use the services of the center.

Program Narrative

Statement of the Problem

The Vermont Fusion Center (VTFC) has been designated by the Governor as the state's single point of contact for intelligence. This multi-agency fusion center strives to assist law enforcement within the state and region, as well as nationally and internationally in the effort to prevent, detect, and prosecute crime. The VTFC's mission is to collect, analyze, and disseminate intelligence regarding both potential and ongoing criminal activity. Additionally, it is the mission of the VTFC to support all major criminal investigations, whether local or federal, and promote the safety of all law enforcement officers. The VTFC is additionally responsible for the intelligence/data led-policing model known as Data Driven Approaches to Crime and Traffic Safety (DDACTS). It is the responsibility of VTFC to provide field commanders with actionable intelligence in the form of a product so that they (Field Commanders) may formulate a plan to combat crime. DDACTS integrates location-based crime and traffic data to establish effective and efficient strategies for deploying law enforcement officers.

The role of the VTFC in supporting major case investigations has increased by 358% since 2005. Additionally, with the introduction of the Intelligence/Data Led-Policing model and its success there is an increase of requests for this service into the VTFC. The VTFC can not provide any further expansion of services without assistance in the form of an intelligence analyst.

Program Design and Implementation

The VTFC proposes to add one additional analyst to the current staff to allow for the expansion of services to include support to major investigations and implementation of the

data/intelligence led-policing model known as DDACTS. These objectives will focus on the support of various task forces and major crimes within the rural communities of Vermont.

Project objectives and outcomes:

Objective: The VTFC shall create one intelligence analyst position within the VTFC to expand its criminal intelligence and analysis capability and support to major criminal investigations in the rural communities of Vermont to target criminal activity especially violent crimes, narcotics trafficking, gang violence and property crimes.

Outcomes:

- VTFC will expand its current intelligence/data led-policing model to departments working in the rural communities of Vermont.
- VTFC will expand its support to major criminal investigations to departments working in the rural communities of Vermont
- VTFC will expand its support to the various tasks forces (Vermont Drug Task Forces, Joint Terrorism Task Force, Internet Crimes Against Children Task Force, International Border Enforcement Team) within the state for their special operations that target criminal activity.

Job Creation:

This project proposes to create one intelligence analysis position to work within the multi-agency state fusion center. This position will be a contractor position that will supplement the current organization within the VTFC. The hiring authority proposes to target retired law enforcement officers or military personnel with analytical experience who have real life experience within this field, and existing intelligence analysts. Additionally these three categories of people will be targeted to allow VTFC to maximize the turn around time from new hire to competent analyst as

these three categories provide the skill sets needed to function within a fusion center more quickly than a person without this real life experience. Finally, it is recognized that the sustainability of these positions with state funding will most likely not occur as detailed within the sustainment paragraph below due to the current fiscal crisis and the predicted slow recovery.

Combating crime and improves the functions of the criminal justice system:

The creation of a new intelligence analyst position will enhance the services and capabilities of the VTFC. This position will be able to expand the support major crimes investigations by allowing this additional analyst to focus on assisting detectives in rural communities. This support includes analysis of the information developed in the investigations, to include telephone and computer data as well as secure and open source databases. This support to major investigations allows investigators to focus on high priority leads.

The addition of one analyst will allow the VTFC to expand the DDACTS Intelligence/Data Led-Policing project to additional rural communities within the state. This data focused intelligence led-policing project is a partnership between the National Highway Traffic Safety Administration, Bureau of Justice Assistance and the Vermont State Police, VTFC. The project concept includes the following:

- timely and accurate data collection and analysis of crime and traffic data
- the identification of a nexus between crime and traffic data
- coalition of local partners
- operations plan from the local partners

This data/intelligence led-policing model was implemented in a local city in the North West section of Vermont in September of 2008. Violent crime to include assaults, robberies, and gang activity as well as traffic violations were analyzed and problem areas were identified. An

analytical product was produced by the VTFC and distributed to the Task Force formed with city, county and state police. The DDACTS model allows law enforcement to prioritize the demands of police services, the results of these operations are still being measured.

Capabilities/Competencies

The Vermont State Police has established and maintained a criminal intelligence function in the state since the 1970s. In 1997, the Vermont State Police successfully established a state wide information sharing platform that allowed all authorized law enforcement personnel access to vital information available for criminal investigations. This information is shared nationally via the Regional Information Sharing System (RISS).

On August 15, 2005, the Vermont State Police joined with the US DHS to establish the VTFC. This center was formed to incorporate the mission of the Vermont State Police Criminal Intelligence Unit, the Vermont Homeland Security Unit and the National Intelligence Sharing Plan of 2002 into an all crimes single information sharing center. The VTFC is co-located at the DHS-Law Enforcement Support Center in Williston, Vt.

The VTFC supports many of the implementation guidelines of the Global Justice Information Sharing Initiative. The VTFC has met or exceeded the majority of the recommendations found in the Global Intelligence Initiative. The VTFC has established a Conduct of Operations Plan that fully incorporates the recommendations of the Global Intelligence Initiative to ensure that privacy and civil rights are protected. Further, the VTFC recently adopted a separate Privacy and Civil Rights Annex to its operations plan to emphasize the importance of protecting our citizen's rights.

The VTFC strives to assist law enforcement within the state and region, as well as nationally and internationally in the effort to prevent, detect, and prosecute crime. The VTFC's mission is to collect, analyze, and disseminate intelligence regarding both potential and ongoing criminal activity. Additionally, it is the mission of the VTFC to promote the safety of all law enforcement officers.

The VTFC is organized and the processes administered under the authority of state law through the Vermont State Police. The VTFC has identified its participating members and has established an advisory committee of local, county, state and federal partners.

The state of Vermont continues to work at a regional level to support the facilitation of information sharing. Since the 1970s, Vermont has participated in the New England State Police Administrative Compact through each of the New England state's intelligence function. Since 2004, Vermont has been an active member of the North East Regional Intelligence Group that is working in close collaboration with the DHS Intelligence Directorate. The VTFC fully participates in information sharing meetings with local, county, state and federal law enforcement agencies.

The VTFC has supported a number of intelligence led-policing operations during the past year in rural Vermont with great success. Most recently the VTFC supported the Vermont Drug Task Force (VDTF) in Operation Rail City in the spring of 2009. This operation specifically targeted the City of St. Albans, located in the north-west corner of Vermont. The VDTF came together with law enforcement officials in and around the City of St. Albans to address the growing problem of prescription drugs and a rise in quality of life crimes. This was a collaborative effort by all law enforcement agencies, utilizing data and intelligence analyzed by

the VTFC that directed the uniform saturation patrols and undercover operations. A five month investigation resulted in the arrest of 21 defendants for drug distribution charges. In addition, this operation identified a significant oxycontin distribution ring that was responsible for trafficking large quantities from NY dealers to VT dealers. Defendants from this operation face charges in both state and federal court.

In May of 2008, the VTFC supported Operation Marble Valley which focused on the Rutland, Vermont, region after a series of violent crimes, including a homicide. Operation Marble Valley was a collaborative effort of all Vermont Law Enforcement led by the VDTF and supported by the VTFC. Operation Marble Valley resulted in the arrest of over 30 drug offenders in a one day drug sweep and criminal charges against 41 perpetrators who now face prosecution in both state and federal court. The VTFC provided countless hours of major case support to the Task Forces to identify, locate and provide information on the suspects as well as analysis of crime trend patterns.

In March of 2008, the VTFC supported the VDTF along with law enforcement agencies throughout the state in the Byrne Blitz Operation. This operation resulted in the drug arrests of twelve individuals located throughout the state. In December of 2007 the VTFC worked very closely with the Barre City Police Department on Operation Granite Street. This operation resulted in the arrests of twenty-five individuals for various drug crimes.

All of these operations are examples of how the VTFC provides continued support to major investigations and analysis of data and intelligence in a collaborative law enforcement approach to directly impact local communities by reducing crime and improving the quality of life for the citizens of Vermont.

The State of Vermont realizes the importance of tracking and monitoring the ARRA grants. The State's Department of Finance and Management has set up a special fund code in order to track ARRA grant funding. The Department of Public Safety will add another level of tracking by asking Finance and Management to set up unique project/grant codes to track expenditures of individual ARRA grants. Public Safety will run monthly financial reports that capture expenditures based on the fund and project/grant codes. We will use these monthly reports to perform drawdown's.

Impact/Outcomes, Evaluation, Sustainment and Description of the Plan for the Collection of Data

Impact/Outcomes

This proposal for one additional intelligence analyst will allow further expansion of the data/intelligence led-policing model to rural communities and their respective police agencies.

The outcomes include:

- Analysis of additional data
- An intelligence product for Field Commanders to use to formulate strategies to combat crime in their jurisdictions
- Direct police resources to identified areas in the form of Task Forces
- Expand major case support to investigations within the rural communities of Vermont

Evaluation

The Department of Public Safety, Vermont State Police, VTFC certifies its willingness and capacity to participate in an evaluation to be managed by the National Institute of Justice. The Vermont State Police has participated in a number of evaluations in the past and they include a number of Fusion Center Surveys for BJA/DHS. One of these evaluations included a mandatory

assessment of Fusion Center capabilities for BJA/DHS in FFY 2007. The Vermont State Police has also participated in a number of programmatic monitoring visits from DOJ and DHS and has diverse experience in managing grants.

Sustainability

It is recognized by the Vermont State Police that the cost associated with this project can not be sustained by state funds after the expiration of the grant in two years. It is acknowledged that the state, like the nation, is experiencing one of the worst economic downturns in our history. State economists predict a long and slow recovery for Vermont and the state will not be in a position to support this position in two years. It is for this reason that we propose to target and contract with retired law enforcement or military personnel who have experience in the field of analysis and law enforcement. By hiring an analyst with prior law enforcement experience this position will be self sufficient more quickly than an individual who is not in the field. We also believe that by contracting with this target group we can conserve financial resources by not budgeting for benefits as these groups will already have them through their retirement systems. We will examine potential cost sharing of this position with local, county and state police agencies within the first year to explore the possibility potential sustainment funding.

Collection of Data required for Performance Objectives

The VTFC maintains a database detailing the level of work each analyst with in the center performs. Each operation and major investigation supported will include the required After Action Report that will summarize all necessary data to show outcomes of the actions.

Grant Application Identifier: 2009 ARRA Rural Law Enforcement Competitive Grant Program - Category I
 Proposed Grant Period: 8/1/2009-7/31/2011

Adapted for VT DPS from OMB 1121-0188

Budget Detail Worksheet (see Attachment 3b for Budget Narrative)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name, Position / Title	Computation					Cost for the Period
	Hourly Rate	X Number of Hr's Per Week	X Number of Weeks	Total Hours		
1. Criminal Intelligence Analyst	\$21.17	40	82	3,280		\$69,437.60
Total Personnel:						\$69,437.60

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Criminal Intelligence Analyst	Computation			Cost
	Rate			
FICA	7.65%	X Salary	\$69,437.60	\$5,311.98
Retirement	15.70%	X Salary	\$69,437.60	\$10,901.70
Health Insurance	\$816.94	X # Pay Periods	41	\$25,294.54
Life Insurance	\$8.35	X # Pay Periods	41	\$342.35
Dental Insurance	\$45.53	X # Pay Periods	41	\$1,866.73
EAP (Employee Assistance Program)	\$1.07	X # Pay Periods	41	\$43.87
Worker's Comp	5.25%	X Salary	\$69,437.60	\$3,645.47
Total Fringe:				\$47,406.64

TOTAL PERSONNEL AND FRINGE BENEFITS: \$116,844.24

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

DOJ Grants Training;						
1. Washington, DC						
Airfare	2 ppl	1 ticket	@	\$	575.00	\$ 1,150.00
Hotels	2 ppl	4 days	@	\$	225.00	\$ 1,800.00
Meals	2 ppl	4 days	@	\$	32.00	\$ 256.00
Parking	2 ppl	4 days	@	\$	15.00	\$ 120.00
DOJ Grants Training;						
2. TBD Regional Locations						
Airfare	2 ppl	1 ticket	@	\$	475.00	\$ 950.00
Hotels	2 ppl	4 days	@	\$	125.00	\$ 1,000.00
Meals	2 ppl	4 days	@	\$	32.00	\$ 256.00
Parking	2 ppl	4 days	@	\$	15.00	\$ 120.00

TOTAL TRAVEL: \$5,652.00

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits or purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

1. Laptop Computer	1 @	\$	2,460.00 ea	\$	2,460.00
--------------------	-----	----	-------------	----	----------

TOTAL EQUIPMENT: \$2,460.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

TOTAL SUPPLIES: \$0.00

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

TOTAL CONSTRUCTION: \$0.00

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and the estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Sub-Total: \$0.00

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Sub-Total: \$0.00

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

TOTAL CONTRACTS / CONSULTANTS: \$0.00

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.

1. DII	0.25% of project costs	\$	129,032.26	\$	322.58
VISION Accounting					
2. System	0.25% of project costs	\$	129,032.26	\$	322.58
Single Audit Cost					
3. Allocation	0.25% of project costs	\$	129,032.26	\$	322.58
4. G-link Software License	1 @	\$	301.26	\$	301.26
5. PS Portal Software	1 @	\$	1,300.00	\$	1,300.00
5. Computer Software	1 @	\$	2,475.00	\$	2,475.00
					TOTAL \$5,044.00

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in direct costs categories.

TOTAL INDIRECT: \$0.00

TOTAL PROJECT COST: \$130,000.24

Budget Summary

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$69,437.60
B. Fringe Benefits	\$47,406.64
C. Travel	\$5,652.00
D. Equipment	\$2,460.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$5,044.00
Total Direct Costs	\$130,000.24
I. Indirect Costs	\$0.00
TOTAL PROJECT COSTS	\$130,000.24

Federal Request	\$130,000.00
Non-Federal Amount	\$0.00