



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Sorsha Anderson, Senior Staff Associate  
Date: November 1, 2024  
Subject: Limited-service position – JFO #3223

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration. ***This item is being held for the Joint Fiscal Committee meeting scheduled for November 6, 2024.***

**JFO #3223:** One (1) limited-service position to the Department of Public Safety, Division of Fire Safety: Hazardous Materials Compliance Coordinator. This position will develop emergency response plans and curriculum to train first responders for incidents in Vermont involving hazardous materials. *[Received 10/31/2024]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson, [sanderson@leg.state.vt.us](mailto:sanderson@leg.state.vt.us)) if you have questions before the meeting.



**State of Vermont**  
**Department of Human Resources**  
120 State Street, 5<sup>th</sup> Floor  
Montpelier, VT 05620-2505  
humanresources.vermont.gov

*Agency of Administration*

[phone] 802-461-9903  
[fax] 802-828-3409

## MEMORANDUM

**TO:** Jason Aronowitz, Senior Budget Analyst, Department of Finance and Management

**FROM:** David Fuller, Deputy Director of Classification and Position Management

**DATE:** 4/18/24

**SUBJECT:** DPS-HazMat Limited Service Position Request

I have reviewed the attached documentation submitted by DPS for one Limited Service Position titled "Hazardous Materials Compliance Coordinator." The grant award letter does not specifically name this position as funded however the department's submission clearly states their intent to fund this position with the awarded funds. DPS documentation states that this grant predates JFO records. The completed Limited Service Position Request Form and RFR show the above mentioned position as being requested and the new position is shown on the attached Org Chart.

Please let me know if you have any questions.

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

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

Agency/Department: Department of Public Safety - Division of Fire Safety - Hazmat Date: 1/4/2024

Name and Phone (of the person completing this request): Patrick McLaughlin - Chief Vermont State Hazmat

Request is for:

- ☐ Positions funded and attached to a new grant. Grant was approved over 20 years ago  
☒ Positions funded and attached to an existing grant approved by JFO # which pre-dates existing records."

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

U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration Office of Hazardous Materials Safety, The Hazardous Materials Emergency Preparedness (HMEP) Grant Program, See attached for Grant Funding Details.

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

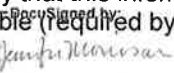
Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Hazardous Materials Compliance Coordinator	1	DFS - State Hazmat Team	FY 2023 - FY2024 Year 2 of 3 year period - July 1 2024

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

See attached justification letter

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)).

Digitally signed by  


2/26/2024

Signature of Agency or Department Head

Date

David Fuller

Digitally signed by David Fuller  
 Date: 2024.04.18 08:41:56 -04'00'

Approved/Denied by Department of Human Resources

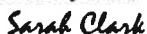
Date

Adam Greshin

Digitally signed by Adam Greshin  
 Date: 2024.09.19 10:47:31 -04'00'

Approved/Denied by Finance and Management

Date



9/23/2024 | 10:36:56 EDT

Approved/Denied by Secretary of Administration

Date



Approved/Denied by Governor (required as amended by 2019 Leg. Session)

Date

10/29/24

Comments:

Jason  
 Aronowitz

Digitally signed by  
 Jason Aronowitz  
 Date: 2024.09.18  
 15:49:46 -04'00'

DHR - 08/12/2019

**Hazardous Materials Compliance Officer**

**Job Code** 600400  
**Pay Plan** Classified  
**Pay Grade** 25  
**Occupational Category** Public Safety  
**Effective Date** 4/11/2024

**Class Definition**

Administrative, consultative, and technical work involving the coordination of the Federal Emergency Planning and Community Right-to-Know Act (EPCRA), The incumbent develops hazardous materials response plans and establishes curriculum to train first responders and team members and coordination of the LEPC within the Division of Fire Safety at the Department of Public Safety. Supervision of subordinate positions may be involved. Duties are performed under the general direction of the Chief of the Vermont State Hazmat Team.

**Examples of Work**

Establishes and maintains a management system to identify storage facilities, users, and transporters of hazardous materials and oversees compliance with state and federal Community Right to Know legislation. Develops operating policies and procedures and inspection schedules. Monitors program effectiveness through interviews and technical surveys and recommends changes to meet requirements of legislation and program standards. Develops training programs for users and transporters of hazardous materials. Prepares grants and monitors budgets. Administers SARA Title III and Community Right to Know activities. Establishes a management system to tract, process, and review the fees received into the Hazardous Substance Fund that is established within statute. Trains and supervises subordinate staff. Provides EPCRA guidance to the State Emergency Response Commission and the Local Emergency Planning Committees. Interacts with the public and local emergency response personnel. Responds with VHMRT in daily operations. Performs related duties as required.

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**Environmental Factors**

Duties are performed in a variety of settings including but not limited to; the standard office environment, on-site incident response, attending meetings, conducting site inspections. Occasional exposure to hazardous materials

should be anticipated. Some work outside of normally scheduled hours occurs and appearances before public and private groups are required.

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**Knowledge, Skills  
and Abilities**

Considerable knowledge of the principles and practices of program administration.

Working knowledge of state and federal EPCRA Laws, regulatory programs, and procedures related to use, storage, and transport of hazardous materials.

Working knowledge of the principles and practices of the use, storage, and transport of hazardous materials.

Working knowledge of training principles and practices.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively orally and in writing.

Ability to make and defend controversial decisions.

Ability to supervise.

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**Minimum  
Qualifications**

Education: Bachelor's degree in chemistry, industrial hygiene, physical science or related field.

Experience: One year at or above a technical level in hazardous materials work and/or facility chemical safety engineering.

OR

Education: Associate's degree in chemistry, industrial hygiene, physical science or related field.

Experience: Three years at or above a technical level in hazardous materials work and/or facility chemical safety engineering.

Note: Additional experience as defined above may be substituted for the degree on a six months for semester basis.

Note: Preference will be given to candidates with experience involving the federal EPCRA/Superfund Amendment and Reauthorization Act (SARA) and/or federal or state hazardous materials regulations.

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**Preferred  
Qualifications**

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Certification for ICS 100, 200 and 800, Hazardous Materials Technician, Firefighter I, Emergency Medical Technician, NFPA Fire Inspector I

**Special  
Requirements**

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



*Department of Public Safety*

**Division of Fire Safety**

Vermont Hazardous Material Response team  
45 State Drive  
Waterbury, VT 05671  
Firesafety.vermont.gov

(phone) (802)479-7561  
(fax) (802) 479-7562

Dear Joint Fiscal Committee,

I am writing to request your support for the creation of a Hazardous Materials Compliance Coordinator position here in the Division of Fire Safety Vermont State Hazmat team. This position will be funded by the US Department of Transportation's Hazardous Materials Emergency Preparedness (HMEP) grant and will be a critical addition to Vermont's emergency preparedness and response capabilities.

As you are well aware, hazardous materials incidents can have devastating consequences for both human health and the environment. In order to prevent such incidents from occurring and to mitigate their effects when they do occur, it is essential that the state of Vermont have a dedicated individual who is responsible for coordinating the efforts of state and local agencies to ensure compliance with federal and state hazardous materials regulations.

The Hazardous Materials Compliance Coordinator position will be a full-time state employee who will be responsible for overseeing the state's hazardous materials compliance efforts, including coordinating the activities of the new Vermont Statewide Local Emergency Planning Committee (LEPC). This committee will be responsible for developing and implementing emergency response plans for hazardous materials incidents within the state of Vermont.

The Hazardous Materials Compliance Coordinator will also be responsible for a range of other critical tasks, including:

- Maintaining a management system to identify storage facilities, users, and transporters of hazardous materials and overseeing compliance with state and federal Community Right to Know legislation.
- Developing operating policies and procedures and inspection schedules.
- Preparing grants and monitoring budgets.
- Administering SARA Title III and Community Right to Know activities.
- Maintaining the management system to track, process, and review the fees received into the Hazardous Substance Fund that is established within the statute.
- Providing EPCRA guidance to the State Emergency Response Commission and the Local Emergency Planning Committees.
- Responding as a member of the Vermont State Hazardous Materials Team to hazardous materials incidents.

By creating this position, Vermont will be able to leverage federal funds to ensure that it is fully prepared to respond to any hazardous materials incidents that may occur within its borders. The HMEP grant is specifically designed to support hazardous materials emergency preparedness efforts, and the creation of a Hazardous Materials Compliance Coordinator position will be critical to ensuring that Vermont is fully prepared to respond to any hazardous materials incidents that may occur within its borders.

I strongly believe that the creation of a Hazardous Materials Compliance Coordinator position in Vermont is essential to ensuring the safety and well-being of Vermont residents and the environment.

Thank you for your consideration.

Sincerely,

*Patrick McLaughlin*  
Patrick McLaughlin

Chief – Vermont State Hazmat Team



Title: Hazardous Materials Public Sector Training and Planning Grants

OMB Control Number: 2137-0586

Expiration Date: 08/31/2022

# **HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT PROGRAM**

## **Application for States and Territories Grant Cycle FY2022 - FY2025**

### **Year One**

**Persons are not required to respond to the collection of information herein unless a currently valid OMB control number is displayed. (5 CFR §§ 1320.5(b)(2) and 1320.6(a)(2) )**

*Planning activities funded by the Hazardous Materials Emergency Preparedness Planning and Training Grant will be used to develop, improve, and carryout emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. 11001 et seq.), see 49 U.S.C. 5116(a). Emergency responders who receive training under the HMEP training grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials. (49 U.S.C 5116(b)).*

Title: Hazardous Materials Public Sector Training and Planning Grants

OMB Control Number: 2137-0586

Expiration Date: 08/31/2022

## PART A: GRANTEE INFORMATION

### 1. GRANTEE NAME AND ADDRESS:

Grantee Name: Vermont Department of Public Safety

Street Address: 45 State Drive

City: Waterbury State: VT Zip Code 05671-1300

Web Page (If applicable): <https://dps.vermont.gov>

### 2. CONTACT INFORMATION:

#### a. Authorized Representative:

Name (Last) Schirling First: Michael Initial:

Title: Commissioner

Phone: 800-347-0488 Fax: 802-241-5553 Email Address: [dps.grantnotification@vermont.gov](mailto:dps.grantnotification@vermont.gov)

#### b. Program Manager:

Name (Last) Skaza First: Michael Initial: J

Title: Training Program Coordinator

Phone: 802-483-2754 Fax: 802-241-5556 Email Address: [dps.grantnotification@vermont.gov](mailto:dps.grantnotification@vermont.gov)

#### c. Finance Program Manager or Equivalent:

Name (Last) Camley First: Rhonda Initial:

Title: Financial Manager

Phone: 802-241-5330 Fax: 802-241-5556 Email Address: [dps.grantnotification@vermont.gov](mailto:dps.grantnotification@vermont.gov)

Title: Hazardous Materials Public Sector Training and Planning Grants

OMB Control Number: 2137-0586

Expiration Date: 06/30/2019

**d. Other Point of Contact for Grant:**

Name (Last) McLaughlin First: Patrick Initial: \_\_\_\_\_

Title: Chief, Vermont Hazardous Materials Response Team

Phone: 802-585-4468 Fax: \_\_\_\_\_ Email Address: Patrick.mclaughlin@vermont.gov

**e. Other Point of Contact for Grant:**

Name (Last) \_\_\_\_\_ First: \_\_\_\_\_ Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**3. ORGANIZATION INFORMATION:**

Provide information about your organization. This should include: (1) your organization's mission; (2) a brief overview of the structure of your organization, programs, leadership, and special expertise; and (3) your organization's experience and capacity to manage Federal grant programs.

**The statutory purpose of the Vermont Department of Public Safety is to promote the detection and prevention of crime, to participate in searches for lost and missing persons, and to assist in cases of statewide or local disasters or emergencies. To carry out this purpose the Department is organized into six divisions, Vermont State Police, Vermont Emergency Management, Vermont Crime Information Center, Radio Technology Services, Vermont Forensics Lab, and the Division of Fire Safety.**

**The execution of the Hazardous Materials Emergency Planning Grant is a collaborative effort involving the Division of Emergency Management and the Division of Fire Safety with the support of the State Emergency Response Commission (SERC). The funding provides a vital element in the State of Vermont's preparedness to chemical hazards.**

**The mission of the Division of Fire Safety (DFS) is to protect lives and property with a coordinated effort in code enforcement, fire service training, public education, and hazardous materials response. Consistent with their mission, DFS manages the Vermont Hazardous Materials Response Team, as well as oversight of the Tier II data collection. The DFS manages, coordinates, and delivers statewide fire service training and education through the Vermont Fire Academy. The Vermont Fire Academy is the state fire training academy that provides multi-hazard training to the Vermont Fire Service and other responders in the disciplines of fire suppression, technical rescue, incident command, and hazardous materials response.**

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**The mission of Vermont Emergency Management (VEM) is to ensure the people and communities of Vermont have the capabilities to prevent, protect, mitigate, respond to, and recover from natural and man-made threats and hazards to enhance the safety, quality of life, and economic vitality of the State and its citizens. By statute, VEM is charged with administratively supporting the SERC and the emergency management functions of the Regional Emergency Planning Committees (REMC).**

**In addition, the State Emergency Response Commission's (SERC) purpose, established by 20 VSA, Chapter 1, Sections 30 and 31 of the Vermont Statutes Annotated (V.S.A.), is to "carry out all the requirements of a commission under the Emergency Planning and Community Right-To-Know Act, 42 U.S.C. § § 11000-11050 (1986) (EPCRA), and all-hazards mitigation, response, recovery, and preparedness, as hereafter amended and other applicable federal initiatives."**

**The Vermont Department of Public Safety has a long history of demonstrated ability in the management of federal grant programs. Having successfully managed millions of dollars in federal grant funds with proven programmatic results, the Department has the staff expertise, internal controls, accounting practices, and program support staff to successfully manage this grant proposal.**

## **PART B: TRANSPORTATION FEES**

Are transportation fees assessed and collected by your state, political subdivision of your State, or Indian tribe? **No**

If yes, how much in transportation fees was collected in the last year?

**Not applicable.**

What percentage of the fees collected is used solely for the purpose related to the transportation of hazardous materials?

**Not applicable.**

## **PART C: STATEMENT OF WORK**

Please note you will be required to provide information for each sub-grant, contract, or agreement (e.g., agreement with another part of the state government) issued or awarded, entered into, or signed during the reporting period and the process of selecting sub-grantees to receive the HMEP grant funding.

**1. NEEDS ASSESSMENT.** Include a brief statement that indicates the HMEP planning and training needs of the jurisdiction.

### **Planning**

**In September of 2020, the State of Vermont transitioned its previous model of thirteen regional LEPC's to one Statewide LEPC. Vermont's new statewide LEPC consists of a blend of emergency services, public health, emergency management, regional planning, and**

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**industry representatives to coordinate planning and preparedness to hazardous materials incidents in the state. The Division of Fire Safety (DFS) seeks to acquire contract support to implement the Statewide LEPC Plan and to provide management support the Statewide LEPC. Innovative Emergency Management Inc. (IEM) has previously been contracted to develop the Statewide Local Emergency Planning Commission Response Plan along with the county annexes and has the historical knowledge to continue support the transition to the statewide LEPC. This support would be for one year until a position within the State of Vermont can be acquired to continue to provide support to the Statewide LEPC. This one-year plan will include coordinating monthly meetings of the LEPC, developing agendas, meeting invitations, meeting facilitation, consolidating Tier II information for LEPC members, as well as developing and incorporating Geographic Information System (GIS) mapping into reporting.**

DFS in conjunction with the Department of Human Resources seek to partially fund a Statewide LEPC Staff Support position held within DFS to continue this work after the completion of the one-year contract with IEM. This position will provide planning assistance in updating the state LEPC Plan, will act as ex officio secretary to the statewide Local Emergency Planning Committee (LEPC) and prepare related reports, receive, and process Emergency and Hazardous Chemical Inventory Forms (Tier II Reports) from businesses and organizations with hazardous chemicals within the state.

### **Training**

There are approximately 5,500 firefighters and 3,000 licensed EMS Providers currently in service within the State of Vermont. Of these in-service responders, it is estimated that just over half have received responder level hazardous materials training in accordance with an applicable standard or regulation. Each year, the Vermont Fire Academy provides initial training to over 450 new firefighters, law enforcement officers, EMS providers, and other allied professionals who have never received hazardous materials responder training before. This assessment shows that there remains a significant need for responder level training at the Hazardous Materials Awareness and Operations Levels for both in-service responders and those who are newly entering emergency services.

The Vermont Fire Academy continues to receive numerous requests for hazardous materials training each year from local fire departments. These training requests are to meet the needs of currently operating responders. These includes requests for training in Personal Protective Equipment and SCBA, Flammable Gas Control, Incident Command, Fire Suppression, and Fire Attack and Foam. This proposal will facilitate the delivery of this requested training at the local level.

Extensive surveying and analysis of Vermont's first responder training operations were conducted in 2020 as a part of the Vermont Fire Academy's Strategic Plan development.

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**These surveys found that significant gaps were present in the levels of hazardous materials training. The Vermont Fire Academy Strategic Plan identified strategic priorities and tactics to close these gaps, including the targeted use of HMEP funds.**

## 2. GOALS AND OBJECTIVES

Use the following table to list the programs goals and objectives for the HMEP grant funds requested. The programs goals must align with PHMSA's mission and top priorities as outlined in the application guidance document provided in the application package. PHMSA will require a progress report during the performance period and at the end of the performance period detailing the programs accomplished goals and outcomes. (Insert more rows to the table if more space is needed)

Goal#	Planning and Training Grant Goals and Objectives
<b>Planning Goals</b>	
P1	Support Statewide LEPC management through a contractor for 1 year.
P2	Develop monthly meeting schedule with appropriate agendas, facilitation support, and dissemination of meeting minutes within 3 business days of meeting date.
P3	Develop and incorporate Geographic Information Systems (GIS) mapping into reporting.
P4	Partially fund a Statewide LEPC Staff Support position to then continue the work completed by contractor.
<b>Training Goals</b>	
T1	Deliver four Hazardous Materials Awareness Courses per year to a minimum of 100 new first responders providing a minimum of 6 hours of contact time per course.
T2	Deliver six Personal Protective Equipment and SCBA Courses per year to a minimum of 90 first responders as prerequisite training for Hazardous Materials Operations providing a minimum of 12 hours of contact time per course.
T3	Deliver eight ICS 100 Courses per year to a minimum of 80 first responders providing 8 hours of contact time per course.
T4	Deliver four ICS 200 Courses per year to a minimum of 40 first responders providing 12 hours of contact time per course.
T5	Deliver eight Hazardous Materials Awareness/Operations Courses per year to a minimum of 120 responders providing 32 hours of contact time per course.
T6	Deliver four Flammable Gas Control Courses per year to a minimum of 75 responders providing 12 hours of contact time per course.
T7	Deliver four Fire Suppression (Firefighter II Level) Courses per year to a minimum of 60 responders providing 4 hours of contact time per course.
T8	Deliver four Fire Attack and Foam (Firefighter II Level) Courses per year to a minimum of 60 responders providing 4 hours of contact time per course.
T9	Maintain all hazardous material related curriculum to current standards by performing ongoing curriculum updates and development.
T10	Maintain an adequate number of qualified hazardous material course instructors by conducting instructor training sessions to train new instructors and provide existing

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instructors with professional development opportunities.

**3. ACTIVITIES SUPPORTING PROGRAM GOALS**

List activities to be performed under each goal listed in Part C above. Activities must be allowable, allocable and reasonable. **For planning activities**, please include activities planned under section 303 of the Emergency Planning and Community Right-To-Know Act (EPCRA) (e.g. commodity flow studies, hazard risk analyses, emergency plans to be written, emergency plans to be updated, and emergency plans to be exercised). **For training activities**, please list all training activities including trainings that fall under the NFPA 472 core competencies or OSHA 29 CFR § 1910.120(q) you plan to carry out with HMEP funds. Provide training type, training activity description, number of courses to be held, and the projected number of individuals to be trained. PHMSA will require a progress report during the performance period and at the end of the performance period detailing other accomplished training activities (Insert more rows to the table, as needed, to document all other projected training activities).

GRANTEE ACTIVITY INFORMATION					
Planning or Training?	Activity Description	Projected # of Courses to held (if applicable)	Projected number to be trained	Estimated Activity Cost	Projected Start/End Date
Planning	Secure a contractor to support Statewide LEPC Management including development of meeting schedules, agendas, and dissemination of meeting information; develop GIS mapping into hazardous materials reporting.	N/A	N/A	\$52,483.22	Oct 2022 – Sept 2023
Training	Hazardous Materials Awareness Course, instructor led training, 8 contact hours, compliant with NFPA 472 and 1072.	3	100	\$5,991.19	Oct 2022 – Sept 2023
Training	Personal Protective Equipment and Self-Contained Breathing Apparatus Course, 12 contact hours, instructor led training compliant with NFPA 1001, 472, and 1072	8	90	\$6,292.05	Oct 2022 – Sept 2023
Training	ICS100: Introduction to the Incident	6	80	\$2,985.32	Oct 2022 –

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	Command System Course, instructor led training, 8 contact hours, compliant with NIMS Doctrine, NFPA 472, and 1072.				Sept 2023
Training	ICS200: Basic Incident Command System for Initial Response, instructor led training, 12 contact hours, compliant with NIMS Doctrine, NFPA 472, and 1072.4	4	40	\$4,623.09	Oct 2022 – Sept 2023
Training	Hazardous Materials Awareness/Operations Course, instructor led training, 32 contact hours, compliant with NFPA 472 and 1072.	8	120	\$33,667.54	Oct 2022 – Sept 2023
Training	Flammable Gas Control Course, instructor led training, 12 contact hours, compliant with NFPA 1001.	4	75	\$13,092.88	Oct 2022 – Sept 2023
Training	Fire Suppression (Firefighter II Level) Course, instructor led training, 4 contact hours, compliant with NFPA 1001.	4	60	\$4,623.09	Oct 2022 – Sept 2023
Training	Fire Attack and Foam (Firefighter II Level) Course, instructor led training, 4 contact hours, compliant with NFPA 1001.	4	60	\$11,221.21	Oct 2022 – Sept 2023
Training	Perform curriculum maintenance to keep HMEP supported courses current with applicable standards.	N/A	N/A	\$2,570.74	Oct 2022 – Sept 2023
Training	Perform instructor training to maintain a sufficient number of qualified instructors to deliver HMEP supported courses.	N/A	40	\$6,494.75	Oct 2022 – Sept 2023
Training	Purchase of one laptop computer, one LCD projector, and software in support of hazardous materials training.	N/A	N/A	\$3,958.88	October 2022

**The training program goals will be achieved by offering the courses listed above. A description of each of these courses follows below.**



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**Hazardous Materials Awareness (8 hours)**

This entry-level class is designed for all personnel who may encounter a hazardous materials situation. The course learning objectives are based on the OSHA 29 CFR 1910.120 regulation and meet the NFPA 472 Standard on Professional Competence of Responders to Hazardous Materials / WMD Incidents and NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications. Students will receive an introduction to hazardous materials, be able to describe the process for analyzing an incident, and describe the procedure for implementing a response. Topics include detecting hazardous materials, informal detection methods, facility and transportation markings, DOT hazard classes and conditions, container identification, Safety Data Sheets and shipping papers, terrorism and hazardous materials, identifying hazardous materials, using the Emergency Response Guidebook, implementing the response, protective actions and scene safety, and notification procedures. This course is designed to meet the needs of Law Enforcement, Emergency Medical Service providers, municipal officials, public works employees, others who may encounter hazardous materials in the course of their duties. Successful completion of a written exam is required for certification.

**Personal Protective Equipment and Self-Contained Breathing Apparatus (12 hours)**

After completion of this course, students will be able to describe the Personal Protective Equipment (PPE) that is used by the fire service, explain the importance of PPE, describe how PPE is properly maintained, identify the hazards of smoke and other toxic environments, and explain why respiratory protection is an essential need of fire service personnel. Students will be able to describe the different types of self-contained breathing apparatus (SCBA), identify its limitations, explain the procedures for maintenance, inspections, refilling, and donning. Students will practice the skills of donning, doffing, performing inspections and maintenance, and operating in a SCBA. At the end of the course, the students will participate in SCBA confidence building drills inside of the Drager trailer, which is a mobile maze and obstacle course. This course will result in a certificate of attendance and is intended as an introduction to the topic. This course meets the prerequisite for PPE and SCBA training for Hazardous Materials Operations.

**ICS 100, Introduction to the Incident Command System, introduces the Incident Command System (8 hours)**

Provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS). At the completion of this course, you should be able to explain the principles and basic structure of the Incident Command System (ICS), describe the NIMS management characteristics that are the foundation of the ICS, describe the ICS functional areas and the roles of the Incident Commander and Command Staff, describe the General Staff roles within ICS, identify how NIMS management characteristics apply to ICS for a variety of roles and discipline areas.

**ICS200, Basic Incident Command System for Initial Response (12 hours)**

Reviews the Incident Command System (ICS), provides the context for ICS within initial response, and supports higher level ICS training. This course provides training on, and resources for,

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**personnel who are likely to assume a supervisory position within ICS. At the completion of this course, you should be able to: Describe the course objectives and summarize basic information about the Incident Command System (ICS) and National Incident Management System (NIMS), describe how the NIMS Management Characteristics relate to Incident Command and Unified Command, describe the delegation of authority process, implementing authorities, management by objectives, and preparedness plans and objectives, identify ICS organizational components, the Command Staff, the General Staff, and ICS tools, describe different types of briefings and meetings, explain flexibility within the standard ICS organizational structure, explain transfer of command briefings and procedures, and use ICS to manage an incident or event.**

#### **Hazardous Materials Awareness/Operations (32 hours)**

This course provides the student with the basic skills necessary to safely and effectively manage the on-scene operations involving the uncontrolled release of dangerous chemicals. As such it focuses on those individuals in local jurisdictions who respond to releases or potential releases of hazardous substances as part of the initial response to the site for the purpose of protecting nearby persons, property, or the environment from the effects of the release. They are trained to respond in a defensive fashion to contain the release from a safe distance, keeping it from spreading, and preventing exposures. The course is designed to meet the training responsibilities as outlined by OSHA, CFR 1910.120 and NFPA 472 for the Operations Level.

#### **Flammable Gas Control (12 hours)**

This course discusses the physical properties of flammable gases and the handling flammable gas emergencies. This course will provide the knowledge and skills to successfully mitigate flammable gas leaks and fires by discussing fire suppression and vapor control techniques and providing a familiarization to different gas system components. Students will gain a knowledge base in the classroom and then conclude the course by participating in several live fire exercises. All students must meet the prerequisites for live fire training as outlined in NFPA 1403.

#### **Fire Suppression (Firefighter II Level) - 4 hours**

After completion of this course, students will be able to describe the hazards presented by flammable liquids and gas fires and the tactics used to suppress these types of fires. Students will discuss the situations in which gas service should be shut off, the objectives of various nozzle streams, and the risks of a boiling liquid expanding vapor explosion (BLEVE). The course will conclude with a practical skill session where students will practice the skills of vapor dispersion and suppression a flammable gas cylinder under live fire conditions.

#### **Fire Attack and Foam (Firefighter II Level) - 4 hours**

After completion of this course, students will be able to describe how foam suppresses fires, the characteristics of the various types of foam, list the major categories and characteristics of foam, describe how foam proportioner equipment works with foam concentrate to produce foam, and describe how foam is applied. Students will participate in a practical skill session where they will practice the skills of putting an educator foam line in service and applying foam using various methods. The course concludes with a live fire exercise where students perform fire suppression of

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**flammable liquids fires using a foam line.****4. LEPCs SUB-AWARDS INFORMATION**

Total Number of Active LEPCs	1
Total Number of Inactive LEPCs <sup>1</sup>	0
Total Number of LEPCs <sup>2</sup> projected to receive HMEP Grant Funds as sub-awards	0

a. Briefly explain your LEPCs/sub-grantees selection process or the methodology you plan to use to select LEPCs to sub-award the HMEP planning funds.

**There will be no LEPC/sub-grantees within the scope of this grant project.**

b. List the names of subgrantees you plan to sub-award HMEP funds to and the corresponding sub-award amount, (PHMSA will require a progress report during the performance period and at the end of grant period detailing LEPCs awarded HMEP funds, sub-award amounts, and LEPCs accomplished activities. (Insert more rows to the table if more space is needed)

**Not applicable.**

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<sup>1</sup> An inactive LEPC is one that has not met in a year.

<sup>2</sup> Number of LEPCs planned to receive HMEP grant funds through sub-awards. These are LEPCs whose proposals for HMEP grant funds have been received or proposals are under solicitation.

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**6. HMEP Monitoring.** Briefly provide a description of the monitoring and evaluation of the activities that will be conducted to ensure that the grant activities are successfully carried out according to the activity timeline. Include an explanation of quality control measures.

**Planning-** Division of Fire Safety program staff will oversee the development, solicitation, and execution of the planning contract. Program staff will oversee the progress of the project and will require progress reports to be submitted on a monthly basis as a condition of payment. Payment will be contingent upon the achievement of contractually established milestones. Contractor will be required to update the SERC at the regular quarterly meetings.

**Training-** Training programs that are funded through this grant program will be monitored by the Vermont Fire Academy Training Program Coordinator. Ongoing training efforts will be coordinated, tracked, and reported on during bi-weekly staff operations meetings. The results of the program efforts will be reported to the Administrative Division quarterly, following Departmental procedure, using the Department Quarterly Grant Report. This report will compare the outcomes with the objectives and goals stated in the grant application.

**Program financials will be monitored on an ongoing basis by the Administrative Division and reviewed in quarterly financial review meetings that are attended by the Department's Finance Staff and the programmatic staff.**

#### **PART D: BUDGET NARRATIVE**

In addition to completing the Planning and Training activities in the section above, complete a budget narrative to explain each line item of your project costs.

The budget narrative is extremely important as it provides transparency for proposed costs and justification for costs that may appear questionable to the granting agency, and it provides details of how and where the applicant will satisfy cost-sharing requirements (matching).

Consider the following when completing the Budget Narrative section:

##### **1. PERSONNEL**

Personnel costs are the employee salaries working directly on the grant project. Include the number, type of personnel, the percentage of time dedicated to the project, hourly wage (or salary) and total cost to the grant.

- This category is limited to only persons employed by your organization. Those not employed by your agency shall be classified as subgrantees or contractors and should be listed under the "Contractual" object class.

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- Only include compensation paid for employees engaged in grant activities.
- Costs should be consistent with that paid for similar types of work within the organization.

**Personnel costs will be expended on employees of the grantee who will be working within approved HMEP projects and are projected to be \$24,425.00. These personnel costs include the instructors involved in the delivery and support of the approved training courses including preparation of course delivery, course administration time, instructional time, and equipment cleaning, set up, and maintenance necessary for the delivery of the courses. Personnel costs will be incurred in performing curriculum maintenance on HMEP supported courses to ensure that courses are updated as necessary to continue to meet applicable standards. We will also incur personnel costs during instructor training that will be conducted to update instructors to changes in curriculum and provide instructor development training opportunities to ensure that we maintain an adequate number of qualified instructors to deliver our HMEP supported courses.**

**This budget is based on the following hourly rates of pay for the personnel who will be working within this project. These rates are the same that are paid for similar types of work within our organization.**

Classification	Hourly Rate
Fire Service Training Technician I	\$17.44
Fire Service Training Technician II	\$18.33
Fire Service Training Instructor I	\$19.33
Fire Service Training Instructor II	\$20.43
Fire Service Training Lead Instructor I	\$21.57
Fire Service Training Lead Instructor II	\$22.84
Fire Service Training Specialist I	\$19.33

**There are no anticipated personnel costs associated with the Planning activities.**

## **2. FRINGE BENEFITS**

Fringe Benefit costs are the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits estimate, approved rate, etc. Include a description of specific benefits charged to a project and the benefit percentage. Additional considerations:

- The personnel/salaries should have corresponding fringe; and vice-versa. PHMSA cannot pay fringe benefits for a position that is not listed in the Personnel section.
- Explain what is included in the benefit package and at what percentage.
- Fringe benefits are only allowable for the percentage of time devoted to the grant project.

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- The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

**Fringe benefits will be paid in the amount of \$1,868.51 to the employees listed in the personnel section of the budget narrative. All the employees working within this project will be temporary employees conducting the training work that is outlined within this application. These employees do not have full-time employee fringe benefits. The fringe benefits within this budget represent the estimated FICA for these employees, calculated at a rate of 7.65%.**

**There are no anticipated fringe costs associated with the Planning activities.**

### **3. TRAVEL**

Travel costs are those costs requested for field work or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

**The travel budget for this project is \$12,800.00. Travel costs will be incurred as our instructor's travel in their personal vehicles to and from course locations. Travel expenses will be in the form of mileage reimbursement for actual miles driven by the employee. The number of personnel traveling, the number of days, and the estimated cost for each trip is variable based upon the duty station of the employee, the location of the course, and the number of instructors assigned based on the class size, in all cases, carpooling is encouraged when feasible. Whenever there are consecutive days of instructional assignment, hotel lodging will be provided if it is more economical than commuter travel. The budgeted amount was determined by estimating past expenses and averaging previous per-course costs.**

**There are no anticipated travel costs associated with the Planning activities.**

### **4. EQUIPMENT**

Equipment costs includes those items that are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit - unless the applicant has a clear and consistent written policy that determines a different threshold. Include a description, quantity and unit price for all equipment.

Purchases of less than \$5,000 should be listed under "Supplies" or "Other."

Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.

Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the

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“Contractual” or “Other” category, depending upon the procurement method.

**No equipment is being purchased within this proposal.**

## **5. SUPPLIES**

Supplies are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in great detail (for example: reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.

**This proposal has budgeted \$26,052.80 for supplies to be purchased in support of the approved hazardous materials training courses. This includes:**

- **Three ring binders and paper for the production of course materials such as handouts and student manuals.**
- **Expendable training personal protective equipment including encapsulated training suits, boots, disposable gloves, and seam sealing tape.**
- **Absorbent materials including pads, booms, and other product control expendables used in skill training.**
- **Decontamination equipment including brushes, decontamination pools, tarps, hoses, sprayers, overpack drums, and the like.**
- **Gas meter calibration gas, batteries, filters, and sensors.**
- **Expendable parts and components for training props.**
- **Propane fuel used in live fire skill training associated with the Flammable Gas Control Course.**
- **Training foam used in ignitable liquid fire and vapor suppression skill training.**
- **Instructor guides for the hazardous materials training courses within this project.**
- **Student textbooks and online curriculum access codes for the hazardous materials training courses within this project.**
- **Pro Board Certification for students who successfully complete Hazardous Materials Awareness and/or Hazardous Materials Operations.**

**This supply budget includes funding for the purchase of one laptop computer and one LCD Projector for a total of \$2,700.00. These items will be used exclusively for supporting the outreach field delivery of HMEP funded training courses approved within this proposal.**

**There are no anticipated supply costs associated with the planning activities.**



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## 6. CONTRACTUAL

Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. There are two ways to capture costs in this category: subgrants and contracts.

A Subgrant – is an award provided by a pass-through entity (State or Territory) to a subrecipient.

That subrecipient carries out part of a program for which the State or Territory received Federal support. A subgrantee has its performance measured in relation to whether objectives of a Federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement), uses the Federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

A Contract - is a legal instrument by which a Grantee Recipient purchases property or services needed to carry out the project or program under an award. A contract/contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; and provides goods or services that are ancillary to the operation of the Federal program.

For all contractual line-item costs, include the rationale for the amount of the costs and include the specific contract goods and/or services provided and the related expenses for those goods and services. Simply entering the statement “contractual services” will not be considered sufficient for the requirement of completing this section.

Subgrants must be listed under Contractual in the SF-424A. They must be clearly identified as subgrants in the budget narrative.

**This project includes \$52,483.22 for contractual services to support Vermont’s Statewide Local Emergency Planning Committee (LEPC). Over the past two years, Vermont has developed a new Statewide LEPC and transitioned from the previous model of thirteen (13) regional LEPCs to one Statewide LEPC. A contract will be initiated to support the Statewide LEPC over the next 12 months. A Statewide LEPC Plan has been recently developed and the contractor will support the implementation of the Plan across the State. The success of the Statewide LEPC will heavily rely on contract support and the contractor’s ability to be on the ground meeting and working with local first responders and facilities and building strong relationships to ensure the Statewide LEPC will be successful.**

**The contractor will establish a good working relationship with the Vermont Hazardous Materials Response Team Chief and provide a seamless transition from the development of the Statewide LEPC Plan to the coordination of the LEPC including:**

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- **Coordinating monthly meetings of the Local Emergency Planning Committee.**
- **Developing agendas, sending meeting invitations, and meeting facilitation.**
- **Taking meeting minutes and distributing minutes to the LEPC members within three business days of completed meeting.**
- **Consolidating Tier II information into usable reports for LEPC members.**
- **Developing and incorporating Geographic Information Systems (GIS) mapping into reporting as requested.**
- **Holding regular check-in meetings and providing monthly status reports to Vermont Hazardous Materials Response Team Chief.**

In addition to Statewide Commodity Flow Studies, Vermont recently completed the development of Vermont's Statewide LEPC Plan and is in the process of developing 14 County Annexes based on existing Tier II and other available data. The County Annexes will help Vermont to meet EPCRA requirements including identifying Hazardous Chemical Inventories, County Fixed Facility Locations, and EHS Facilities and Inventories, development of a Statewide Map of Types and Routes of Transportation, determining existing training and exercise schedules, collecting Emergency Response Procedures for Local Responders and Facility Owners, identifying community resources, local emergency coordinators and participating Agencies and Telephone Rosters, and detailing Public Information, Warning, and Notification System Lists.

One of the key components to updating the Statewide LEPC Plan for the new contract will be the review and enhancement of the County Annexes within the Statewide Plan based on updated Tier II data and outreach and coordination with local first responders and facilities. The County Annex updates during this part of the project will include updating the initial plans based on additional data collection at the local level and development of additional sections including:

- **Facility Coordinator Contact Information**
- **Evacuation Routes/Maps**
- **Vulnerable Zone Calculations**
- **Identification and Mapping of Nearby Facilities of Concern**

Once these updates and additions are completed the State will have a Statewide LEPC Plan that meets all EPCRA requirements and is compliant with state and federal statutes.

Finally, throughout the contract period, subject matter experts, planners, and training and exercise staff will provide support to local entities as requested, including:

- **Provide training to local entities on submitting Tier II reports.**
- **Receive Tier II reports and ensure these files are in the electronic Tier II Submittal database.**
- **Consult with Tier II facilities to ensure they have coordinated with local fire departments.**
- **Coordinate with local fire departments to ensure they are aware of Tier II facilities.**

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## 7. OTHER

Other costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities, leased equipment, employee training tuition, etc. "Other" direct costs must be itemized.

**There are no other costs anticipated.**

## 8. INDIRECT

Indirect Costs (if applicable): Indirect costs are allowable in the HMEP grant. If the rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency to your application. The applicant must include a signed copy of the approved negotiated rate agreement that is valid as of the date of the application. If the applicant does not have an approved indirect cost rate agreement, the applicant may be eligible for the 10% de minimis rate provided by 2 CFR § 200.414.

**The negotiated indirect rate is 17.3% for the period from July 1, 2021 through June 30, 2022. The budgeted amount is \$13,256.69. The funds will be used to support the administrative functions that manages the financial aspects of the program.**

## 9. MATCH

Match: The total matching requirement should be listed in Section A and Section C of the SF- 424A line-item budget. Please only include the Federal-share of costs in Section B of the SF- 424A. The budget narrative is where the matching requirements should be captured. Within the applicable object class category in the budget narrative, (Personnel, Supplies, etc), detail the matching requirements.

Please ensure that the match is clearly identified in the budget narrative. Provide an explanation as to the amount to be matched and how it was determined. Matching funds should be described in the same manner as if they were the Federal share of costs. List all staff positions by title. Give annual salary exclusive of fringe benefits, job title, role in the HMEP grant (this may differ from the organizational job title), and percentage of time assigned to the HMEP grant, and total cost for the budget period. Base the allocation of salaries for individuals that have responsibilities in both the planning and training areas on realistic estimates of where the time is actually spent. Include only those positions directly funded by the HMEP grant (in whole or in part) or that are part of required matching. For the salaries used as third-party in-kind contributions ("soft match"), explain the methodology and assumptions used.

**The State match will be made through in-kind contributions. The total number of student hours in**

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**the approved training courses will be documented and the value of time will be calculated at an hourly rate based upon Independent Sector's estimate of the average value of a volunteer hour. The match amount needed is \$29,601.00 for year 1 and is calculated at 20% of the Federal Share. This amount is included in this budget plan and historical reference as well as student enrollment projections indicate that there will be adequate student hours to exceed the match amount.**

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## **PART E: CERTIFICATIONS**

Authorized Representatives should initial next to each statement below to indicate that your agency understands and agrees with the following:

1. The Applicant certifies that the total amount the State or Indian tribe expends (except amounts of the Federal Government) to develop, improve, and carry out emergency plans will at least equal the average level of expenditure for the last 5 years.

MJS

2. The Applicant certifies that all training activities conducted are consistent with the competencies identified in NFPA 472 or OSHA 29 § 1910.120.

MJS

3. The Applicant certifies that it is complying with Sections 301 and 303 of EPCRA (42 U.S.C. 11001, 11003).

MJS

4. The Applicant certifies that it will make available not less than 75 percent of the funds granted for the purpose of planning or training public sector emergency response employees.

MJS

5. I certify that the agency is compliant with the National Incident Management System (NIMS).

MJS

6. The applicant certifies that the person(s) it authorized to provide training has an auditable accounting system.

MJS

7. The Applicant certifies that the State or Tribal Emergency Response Commission were provided the opportunity to review the grant application.

MJS

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### APPLICATION CERTIFICATION

The Grantee certifies to the best of its knowledge and belief that this application is correct and complete for the planned activities under the HMEP Grant Program Funding Requirements.

Grantee Authorized Representative Signature

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Printed Name: Michael Schirling

Title: Commissioner

Date: April 19, 2022

Vermont Department of Public Safety  
Hazardous Materials Emergency Preparedness Grant Program  
FY2022 - FY2025 Year One Budget


TRAINING											
Course	Personnel	Fringe	Travel	Equipment	Supplies	Contractual	Other	Subtotal	Indirect	Match	TOTAL
Hazardous Materials Awareness	\$ 1,125.00	\$ 86.06	\$ 375.00	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 4,086.06	\$ 706.89	\$ 1,198.24	\$ 5,991.19
Hazardous Materials Awareness/Operations	\$ 6,325.00	\$ 483.86	\$ 3,500.00		\$ 12,652.80			\$ 22,961.66	\$ 3,972.37	\$ 6,733.51	\$ 33,667.54
ICS100	\$ 1,125.00	\$ 86.06	\$ 825.00		\$ -			\$ 2,036.06	\$ 352.24	\$ 597.08	\$ 2,985.38
ICS200	\$ 2,000.00	\$ 153.00	\$ 1,000.00					\$ 3,153.00	\$ 545.47	\$ 924.62	\$ 4,623.09
Flammable Gas Control	\$ 3,000.00	\$ 229.50	\$ 2,000.00		\$ 3,700.00			\$ 8,929.50	\$ 1,544.80	\$ 2,618.58	\$ 13,092.88
Personal Protective Equipment and SCBA	\$ 2,500.00	\$ 191.25	\$ 1,600.00					\$ 4,291.25	\$ 742.39	\$ 1,258.41	\$ 6,292.05
Fire Attack and Foam	\$ 2,000.00	\$ 153.00	\$ 1,000.00		\$ 4,500.00			\$ 7,653.00	\$ 1,323.97	\$ 2,244.24	\$ 11,221.21
Fire Suppression	\$ 2,000.00	\$ 153.00	\$ 1,000.00					\$ 3,153.00	\$ 545.47	\$ 924.62	\$ 4,623.09
HMEP Curriculum Maintenance	\$ 1,350.00	\$ 103.28	\$ 300.00					\$ 1,753.28	\$ 303.32	\$ 514.15	\$ 2,570.74
HMEP Instructor Training	\$ 3,000.00	\$ 229.50	\$ 1,200.00					\$ 4,429.50	\$ 766.30	\$ 1,298.95	\$ 6,494.75
Other					\$ 2,700.00			\$ 2,700.00	\$ 467.10	\$ 791.78	\$ 3,958.88
TOTAL	\$ 24,425.00	\$ 1,868.51	\$ 12,800.00	\$ -	\$ 26,052.80	\$ -	\$ -	\$ 65,146.31	\$ 11,270.31	\$ 19,104.16	\$ 95,520.78

PLANNING											
Planning Project	0	0	0	0	0	40,000.00		\$ 40,000.00	\$ 1,986.38	\$ 10,496.84	\$ 52,483.22

TOTALS	\$ 24,425.00	\$ 1,868.51	\$ 12,800.00	\$ -	\$ 26,052.80	\$ 40,000.00	\$ -	\$ 105,146.31	\$ 13,256.69	\$ 29,601.00	\$ 148,004.00
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Total Budget	\$148,004.00
Federal	\$118,403.00
Match	\$29,601.00

## ASSISTANCE AGREEMENT

1. Award No. 693JK32240047HMEP		2. Modification No.		3. Effective Date		4. CFDA No. 20.703	
5. Awarded To PUBLIC SAFETY, VERMONT DEPARTMENT OF 45 STATE DR WATERBURY VT 056712101				6. Sponsoring Office PIPELINE AND HAZARDOUS MATERIALS SA Office of Haz Mat Safety (PHH) 1200 New Jersey Avenue SE, East Bldg, 3rd Washington DC 20590			7. Period of Performance 10/01/2022 through 09/30/2025
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority			10. Purchase Request or Funding Document No. PH957-22-0097		
11. Remittance Address PUBLIC SAFETY, VERMONT DEPARTMENT OF Attn: VERMONT DEPARTMENT OF PUBLIC SAFETY 45 STATE DRIVE WATERBURY VT 056711300				12. Total Amount Govt. Share: \$118,403.00  Cost Share : \$29,601.00  Total : \$148,004.00		13. Funds Obligated This action: \$118,403.00  Total : \$118,403.00	
14. Principal Investigator		15. Program Manager CARLA SHEPPARD Phone: 202-366-2738			16. Administrator PIPELINE AND HAZARDOUS MATERIALS SA Acquisition Services Division 1200 New Jersey Avenue SE, East Bldg, 3rd Washington DC 20590		
17. Submit Payment Requests To			18. Paying Office PHMSA Delphi eInvoicing System <a href="https://einvoice.esc.gov">https://einvoice.esc.gov</a>			19. Submit Reports To	
20. Accounting and Appropriation Data 5282X322B4.2022.EPGRT01020.50D0308EP0.41010.61000000.0000000000.0000000000.0000000000.0000000000							
21. Research Title and/or Description of Project							
For the Recipient				For the United States of America			
22. Signature of Person Authorized to Sign DocuSigned by: 				25. Signature of Grants/Agreements Officer TREMAYNE WOODING TERRY Digitally signed by TREMAYNE WOODING TERRY Date: 2022.09.28 08:03:46 -04'00'			
23. Name and Title Jennifer Morrison ; Commissioner		24. Date Signed 9/29/2022		26. Name of Officer TREMAYNE TERRY		27. Date Signed 09/28/2022	



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# **HAZARDOUS MATERIALS EMERGENCY PREPAREDNESS (HMEP) GRANT PROGRAM**

## **Continuing Application for Year Two of Grant Cycle FY2022-FY2024**

**NARRATIVES UPDATED TO DETAIL PLAN FOR  
ALLOCATION INCREASE OFFERED IN AUGUST 2023.**

**Persons are not required to respond to the collection of information herein unless a currently valid OMB control number is displayed. (5 CFR §§ 1320.5(b)(2) and 1320.6(a)(2) )**

*Planning activities funded by the Hazardous Materials Emergency Preparedness Planning and Training Grant will be used to develop, improve, and carryout emergency plans under the Emergency Planning and Community Right-To-Know Act of 1986 (42 U.S.C. 11001 et seq.), see 49 U.S.C. 5116(a). Emergency responders who receive training under the HMEP training grant will have the ability to protect nearby persons, property, and the environment from the effects of accidents or incidents involving the transportation of hazardous material in accordance with existing regulations or National Fire Protection Association standards for competence of responders to accidents and incidents involving hazardous materials. (49 U.S.C 5116(b)).*

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## PART A: GRANTEE INFORMATION

### 1. GRANTEE NAME AND ADDRESS:

Grantee Name: Vermont Department of Public Safety

Street Address: 45 State Drive

City: Waterbury State: VT Zip Code 05671-1300

Unique Entity Identifier-UEI (**Required**): LALMDNWSYKT1

### 2. CONTACT INFORMATION:

#### a. Authorized Representative:

Name (Last) Morrison First: Jennifer Initial:

Title: Commissioner

Phone: 800-347-0488 Fax: 802-241-5556 Email Address: dps.grantnotification@vermont.gov

#### b. Program Manager:

Name (Last) Skaza First: Michael Initial: J

Title: Executive Director – Chief of Training

Phone: 802-483-2754 Fax: 802-483-2464 Email Address: michael.skaza@vermont.gov

#### c. Finance Program Manager or Equivalent:

Name (Last) Camley First: Rhonda Initial:

Title: Financial Manager

Phone: 802-241-5330 Fax: 802-241-5556 Email Address: dps.grantnotification@vermont.gov

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**d. Other Point of Contact for Grant:**

Name (Last) McLaughlin First: Patrick Initial: \_\_\_\_\_

Title: Chief, Vermont Hazardous Materials Response Team

Phone: 802-585-4468 Fax: \_\_\_\_\_ Email Address: patrick.mclaughlin@vermont.gov

**e. Other Point of Contact for Grant:**

Name (Last) \_\_\_\_\_ First: \_\_\_\_\_ Initial: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email Address: \_\_\_\_\_

**PART B: STATEMENT OF WORK**

Please note you will be required to provide information for each sub-grant, contract, or agreement (e.g., agreement with another part of the state government) issued or awarded, entered into, or signed during the reporting period. If no updates to the FY22 approved application, please annotate “no changes” in the appropriate sections of the statement of work.

**1. NEEDS ASSESSMENT.** Include a brief statement that indicates the HMEP planning and training needs of the jurisdiction.

**No changes.**

**2. GOALS AND OBJECTIVES**

Use the following table to list the programs goals and objectives for the HMEP grant funds requested. The programs goals must align with PHMSA’s mission and top priorities as outlined in the application guidance document provided in the application package. PHMSA will require a progress report during the performance period and at the end of the

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performance period detailing the programs accomplished goals and outcomes. (Insert more rows to the table if more space is needed)

Goal#	Planning and Training Grant Goals and Objectives
<b>Planning Goals</b>	
P1	Support statewide LEPC functions by funding a position to provide administrative support, coordination, planning, and management.
P2	Develop and execute LEPC meeting schedules with appropriate agendas, facilitation support, and dissemination of meeting minutes within 3 business days of the meeting date.
P3	Develop and incorporate Geographic Information Systems (GIS) mapping into reporting.
<b>Training Goals</b>	
T1	Deliver four Hazardous Materials Awareness Courses per year to a minimum of 100 new first responders providing a minimum of 6 hours of contact time per course.
T2	Deliver six Personal Protective Equipment and SCBA Courses per year to a minimum of 90 first responders as prerequisite training for Hazardous Materials Operations providing a minimum of 12 hours of contact time per course.
T3	Deliver eight ICS 100 Courses per year to a minimum of 80 first responders providing 8 hours of contact time per course.
T4	Deliver four ICS 200 Courses per year to a minimum of 40 first responders providing 12 hours of contact time per course.
T5	Deliver eight Hazardous Materials Awareness/Operations Courses per year to a minimum of 120 responders providing 32 hours of contact time per course.
T6	Deliver five Flammable Gas Control Courses per year to a minimum of 75 responders providing 12 hours of contact time per course.
T7	Deliver four Fire Suppression (Firefighter II Level) Courses per year to a minimum of 60 responders providing 4 hours of contact time per course.
T8	Deliver four Fire Attack and Foam (Firefighter II Level) Courses per year to a minimum of 60 responders providing 4 hours of contact time per course.
T9	Maintain all hazardous material related curriculum to current standards by performing ongoing curriculum updates and development.
T10	Maintain an adequate number of qualified hazardous material course instructors by conducting instructor training sessions to train new instructors and provide existing instructors with professional development opportunities.

### 3. ACTIVITIES SUPPORTING PROGRAM GOALS

List activities to be performed under each goal listed in Part C above. Only list activities that

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were not approved in year one application or received post award approval via an activity request. Activities must be allowable, allocable and reasonable. **For planning activities**, please include activities planned under section 303 of the Emergency Planning and Community Right-To-Know Act (EPCRA) (e.g. commodity flow studies, hazard risk analyses, emergency plans to be written, emergency plans to be updated, and emergency plans to be exercised). **For training activities**, please list all training activities including trainings that fall under the NFPA 472 core competencies or OSHA 29 CFR § 1910.120(q) you plan to carry out with HMEP funds. Provide training type, training activity description, number of courses to be held, and the projected number of individuals to be trained. PHMSA will require a progress report during the performance period and at the end of the performance period detailing other accomplished training activities (Insert more rows to the table, as needed, to document all other projected training activities).

GRANTEE ACTIVITY INFORMATION					
Planning or Training?	Activity Description	Projected # of Courses to held (if applicable)	Projected number to be trained	Estimated Activity Cost	Projected Start/End Date
Planning	Fund a position to support Statewide LEPC Management including development of meeting schedules, agendas, and dissemination of meeting information; develop integration of GIS mapping into hazardous materials reporting.	N/A	N/A	\$102,171.35	October 2023 – September 2024
Training	Hazardous Materials Awareness Course, instructor led training, 8 contact hours, compliant with NFPA 472 and 1072.	3	100	\$5,636.30	Oct 2022 – Sept 2023
Training	Personal Protective Equipment and Self-Contained Breathing Apparatus Course, 12 contact hours, instructor led training	8	90	\$6,195.49	Oct 2022 – Sept 2023

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	compliant with NFPA 1001, 472, and 1072				
Training	ICS100: Introduction to the Incident Command System Course, instructor led training, 8 contact hours, compliant with NIMS Doctrine, NFPA 472, and 1072.	6	80	\$2,470.35	Oct 2022 – Sept 2023
Training	ICS200: Basic Incident Command System for Initial Response, instructor led training, 12 contact hours, compliant with NIMS Doctrine, NFPA 472, and 1072.	4	40	\$4,552.14	Oct 2022 – Sept 2023
Training	Hazardous Materials Awareness/Operations Course, instructor led training, 32 contact hours, compliant with NFPA 472 and 1072.	8	120	\$30,042.80	Oct 2022 – Sept 2023
Training	Flammable Gas Control Course, instructor led training, 12 contact hours, compliant with NFPA 1001.	5	100	\$15,131.94	Oct 2022 – Sept 2023
Training	Fire Suppression (Firefighter II Level) Course, instructor led training, 4 contact hours, compliant with NFPA 1001.	4	60	\$4,263.39	Oct 2022 – Sept 2023
Training	Fire Attack and Foam (Firefighter II Level)	4	60	\$8,594.64	Oct 2022 – Sept 2023

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	Course, instructor led training, 4 contact hours, compliant with NFPA 1001.				
Training	Perform curriculum maintenance to keep HMEP supported courses current with applicable standards.	N/A	N/A	\$3,541.52	Oct 2022 – Sept 2023
Training	Perform instructor training to maintain a sufficient number of qualified instructors to deliver HMEP supported courses.	N/A	40	\$4,063.80	Oct 2022 – Sept 2023
Training	Purchase of seven laptop computers, seven LCD projector, fifteen notebook tablets, and software in support of approved HMEP activities.	N/A	N/A	\$30,315.27	Sept 2023

**4. LEPCs SUB-AWARDS INFORMATION**

Total Number of Active LEPCs	1
Total Number of Inactive LEPCs <sup>1</sup>	0
Total Number of LEPCs <sup>2</sup> projected to receive HMEP Grant Funds as sub-awards	0

**There will be no LEPC/sub-grantees within the scope of this grant project.**

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SUB-GRANTEE ACTIVITY INFORMATION						
Sub-grantee Name (Region or District)	Planning or Training?	Activity Description	Projected # of Courses to be held (if applicable)	Projected number to be trained	Estimated Activity Costs	Projected Activity Start and End Date

### PART C: BUDGET NARRATIVE

In addition to completing the Planning and Training activities in the section above, complete a budget narrative to explain each line item of your project costs.

The budget narrative is extremely important as it provides transparency for proposed costs and justification for costs that may appear questionable to the granting agency, and it provides details of how and where the applicant will satisfy cost-sharing requirements (matching).



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Consider the following when completing the Budget Narrative section:

## 1. PERSONNEL

Personnel costs are the employee salaries working directly on the grant project. Include the number, type of personnel, the percentage of time dedicated to the project, hourly wage (or salary) and total cost to the grant.

- This category is limited to only persons employed by your organization. Those not employed by your agency shall be classified as subgrantees or contractors and should be listed under the “Contractual” object class.
- Only include compensation paid for employees engaged in grant activities.
- Costs should be consistent with that paid for similar types of work within the organization.

**Personnel costs will be expended on employees of the grantee who will be working within approved HMEP projects and are projected to be \$90,314.00. Of that, \$24,575.00 will be used for the training project and \$65,739.00 for the planning project.**

**For the planning project, the personnel costs will be used to partially fund one position, who will be employed by the grantee. This portion of the position duties will be solely focused on the grant project activities that include supporting the statewide LEPC with management, coordination, and administrative support including development of meeting schedules, agendas, and dissemination of meeting information. This position will also develop the integration of GIS mapping into hazardous materials reporting, which will benefit our planning and response efforts at the local level. The funding for this position will be augmented by state funds that have already been allocated.**

**For the training project, these personnel costs include the instructors involved in the delivery and support of the approved training courses including preparation of course delivery, course administration time, instructional time, and equipment cleaning, set up, and maintenance necessary for the delivery of the courses. Personnel costs will be incurred in performing curriculum maintenance on HMEP supported courses to ensure that courses are updated as necessary to continue to meet applicable standards. We will also incur personnel costs during instructor training that will be conducted to update instructors to changes in curriculum and provide instructor development training opportunities to ensure that we maintain an adequate number of qualified instructors to deliver our HMEP supported courses.**

**This budget is based on the following hourly rates of pay for the personnel who will be working within this project. These rates are the same that are paid for similar types of work within our organization.**

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Classification	Hourly Rate
Fire Service Training Technician I	\$19.03
Fire Service Training Technician II	\$20.00
Fire Service Training Instructor I	\$21.10
Fire Service Training Instructor II	\$22.29
Fire Service Training Lead Instructor I	\$23.55
Fire Service Training Lead Instructor II	\$24.93
Fire Service Training Specialist I	\$21.10

## 2. FRINGE BENEFITS

Fringe Benefit costs are the allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe costs are benefits paid to employees, including the cost of employer's share of FICA, health insurance, workers' compensation, and vacation. Include how the fringe benefit amount is calculated (i.e., actual fringe benefits estimate, approved rate, etc. Include a description of specific benefits charged to a project and the benefit percentage. Additional considerations:

- The personnel/salaries should have corresponding fringe; and vice-versa. PHMSA cannot pay fringe benefits for a position that is not listed in the Personnel section.
- Explain what is included in the benefit package and at what percentage.
- Fringe benefits are only allowable for the percentage of time devoted to the grant project.
- The applicant should not combine the fringe benefit costs with direct salaries and wages in the personnel category.

**Fringe benefits will be paid in the amount of \$5,029.03 to the employees listed in the personnel section of the budget narrative. All the employees working within this project will be temporary or limited-service employees conducting the training and planning work that is outlined within this application. The fringe benefits within this budget represent the estimated FICA for these employees, calculated at a rate of 7.65%.**

## 3. TRAVEL

Travel costs are those costs requested for field work or for travel to professional meetings associated with grant activities. Provide the purpose, method of travel, number of persons traveling, number of days, and estimated cost for each trip. If details of each trip are not known at the time of application submission, provide the basis for determining the amount requested.

**The travel budget for this project is \$12,450.00. Travel costs will be incurred as our instructor's travel in their personal vehicles to and from course locations. Travel expenses will be in the form of mileage reimbursement for actual miles driven by the employee. The number of personnel traveling, the number of days, and the estimated**

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**cost for each trip is variable based upon the duty station of the employee, the location of the course, and the number of instructors assigned based on the class size, in all cases, carpooling is encouraged when feasible. Whenever there are consecutive days of instructional assignment, hotel lodging will be provided if it is more economical than commuter travel. The budgeted amount was determined by estimating past expenses and averaging previous per-course costs.**

**There are no anticipated travel costs associated with the Planning activities.**

#### **4. EQUIPMENT**

Equipment costs includes those items that are tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit - unless the applicant has a clear and consistent written policy that determines a different threshold. Include a description, quantity and unit price for all equipment.

Purchases of less than \$5,000 should be listed under "Supplies" or "Other."

Each item of equipment must be identified with the corresponding cost. General-purpose equipment must be justified as to how it will be used on the project.

Analyze the cost benefits of purchasing versus leasing equipment, particularly high-cost items and those subject to rapid technical advances. List rented or leased equipment costs in the "Contractual" or "Other" category, depending upon the procurement method.

**No equipment is being purchased within this proposal.**

#### **5. SUPPLIES**

Supplies are tangible personal property other than equipment. Include the types of property in general terms. It is not necessary to document office supplies in great detail (for example: reams of paper, boxes of paperclips, etc.). However, applicants should include a quantity and unit cost for larger cost supply items such as computers and printers.

**This proposal has budgeted \$40,615.98 for supplies to be purchased in support of the approved hazardous materials training courses. This includes:**

- **Three ring binders and paper for the production of course materials such as handouts and student manuals.**
- **Expendable training personal protective equipment including encapsulated training suits, boots, disposable gloves, and seam sealing tape.**
- **Absorbent materials including pads, booms, and other product control**

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**expendables used in skill training.**

- Decontamination equipment including brushes, decontamination pools, tarps, hoses, sprayers, overpack drums, and the like.
- Gas meter calibration gas, batteries, filters, and sensors.
- Expendable parts and components for training props.
- Propane fuel used in live fire skill training associated with the Flammable Gas Control and Ignitable Liquids courses.
- Training foam used in ignitable liquid fire and vapor suppression skill training.
- Instructor guides for the hazardous materials training courses within this project.
- Student textbooks, online curriculum access codes, and testing materials for the hazardous materials training courses within this project.
- Mailing and shipping of student materials to course enrollees when necessary.
- Pro Board Certification for students who successfully complete Hazardous Materials Awareness and/or Hazardous Materials Operations.

This supply budget includes funding for the purchase of **seven** laptop computer and **seven** LCD Projector. These items will be used exclusively for supporting the outreach field delivery of approved HMEP activities. This purchase will allow greater ability to perform outreach training that will be delivered locally. All funded computer use will be dedicated to training courses approved within this proposal.

**This budget also includes the purchase of 15 notebook tablets that will be used exclusively for testing within HMEP approved courses held locally in outreach venues. This purchase will allow for local delivery of electronic testing to increase access to hazardous materials certification testing.**

There are no anticipated supply costs associated with the planning activities.

## 6. CONTRACTUAL

Contractual costs are those services carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. There are two ways to capture costs in this category: subgrants and contracts.

A Subgrant – is an award provided by a pass-through entity (State or Territory) to a subrecipient.

That subrecipient carries out part of a program for which the State or Territory received Federal support. A subgrantee has its performance measured in relation to whether objectives of a Federal program were met; has responsibility for programmatic decision making; is responsible for adherence to applicable Federal program requirements specified in the Federal award; and (in accordance with its agreement), uses the Federal funds to

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carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

A Contract - is a legal instrument by which a Grantee Recipient purchases property or services needed to carry out the project or program under an award. A contract/contractor provides the goods and services within normal business operations; provides similar goods or services to many different purchasers; normally operates in a competitive environment; and provides goods or services that are ancillary to the operation of the Federal program.

For all contractual line-item costs, include the rationale for the amount of the costs and include the specific contract goods and/or services provided and the related expenses for those goods and services. Simply entering the statement "contractual services" will not be considered sufficient for the requirement of completing this section.

Subgrants must be listed under Contractual in the SF-424A. They must be clearly identified as subgrants in the budget narrative.

**There are no anticipated contract costs associated with the grant activities.**

## 7. OTHER

Other costs do not fit any of the aforementioned categories, such as rent for buildings used to conduct project activities, utilities, leased equipment, employee training tuition, etc. "Other" direct costs must be itemized.

**There are no other costs anticipated.**

## 8. INDIRECT

Indirect Costs (if applicable): Indirect costs are allowable in the HMEP grant. If the rate will not be approved by the application due date, attach the letter of renewal or letter of request that you sent to your cognizant agency to your application. The applicant must include a signed copy of the approved negotiated rate agreement that is valid as of the date of the application. If the applicant does not have an approved indirect cost rate agreement, the applicant may be eligible for the 10% de minimis rate provided by 2 CFR § 200.414.

**The negotiated indirect rate is 15.5% for the period from July 1, 2022 through June 30, 2023. The budgeted amount is \$23,294.00. The funds will be used to support the administrative functions that manages the financial aspects of the program.**

## 9. MATCH

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Match: The total matching requirement should be listed in Section A and Section C of the SF- 424A line-item budget. Please only include the Federal-share of costs in Section B of the SF- 424A. The budget narrative is where the matching requirements should be captured. Within the applicable object class category in the budget narrative, (Personnel, Supplies, etc), detail the matching requirements.

Please ensure that the match is clearly identified in the budget narrative. Provide an explanation as to the amount to be matched and how it was determined. Matching funds should be described in the same manner as if they were the Federal share of costs. List all staff positions by title. Give annual salary exclusive of fringe benefits, job title, role in the HMEP grant (this may differ from the organizational job title), and percentage of time assigned to the HMEP grant, and total cost for the budget period. Base the allocation of salaries for individuals that have responsibilities in both the planning and training areas on realistic estimates of where the time is actually spent. Include only those positions directly funded by the HMEP grant (in whole or in part) or that are part of required matching. For the salaries used as third-party in-kind contributions ("soft match"), explain the methodology and assumptions used.

**The State match will be made through in-kind contributions. The total number of student hours in the approved training courses will be documented and the value of time will be calculated at an hourly rate based upon Independent Sector's estimate of the average value of a volunteer hour. The match amount needed is \$43,396.00 for year 2 and is calculated at 20% of the Federal Share. This amount is included in this budget plan and historical reference as well as student enrollment projections indicate that there will be adequate student hours to exceed the match amount.**

#### APPLICATION CERTIFICATION

The Grantee certifies to the best of its knowledge and belief that this application is correct and complete for the planned activities under the HMEP Grant Program Funding Requirements.

Grantee Authorized Representative Signature

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Printed Name: Jennifer Morrison

Title: Commissioner

Title: Hazardous Materials Public Sector Training and Planning Grants

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Date: \_\_\_\_\_


Vermont Department of Public Safety  
Hazardous Materials Emergency Preparedness Grant Program  
FY 2022 - FY 2025 Year Two Budget

TRAINING											
Course	Personnel	Fringe	Travel	Equipment	Supplies	Contractual	Other	Subtotal	Indirect	Match (Personnel)	TOTAL
Hazardous Materials Awareness	\$ 1,125.00	\$ 86.06	\$ 375.00	\$ -	\$ 2,317.87	\$ -	\$ -	\$ 3,903.93	\$ 605.11	\$ 1,127.26	\$ 5,636.30
Hazardous Materials Awareness/Operations	\$ 6,325.00	\$ 483.86	\$ 4,000.00		\$ 10,000.00			\$ 20,808.86	\$ 3,225.37	\$ 6,008.56	\$ 30,042.80
ICS100	\$ 1,125.00	\$ 86.06	\$ 500.00		-			\$ 1,711.06	\$ 265.21	\$ 494.07	\$ 2,470.35
ICS200	\$ 2,000.00	\$ 153.00	\$ 1,000.00					\$ 3,153.00	\$ 488.72	\$ 910.43	\$ 4,552.14
Flammable Gas Control	\$ 3,000.00	\$ 229.50	\$ 1,500.00		\$ 3,700.00			\$ 8,429.50	\$ 1,306.57	\$ 2,434.02	\$ 12,170.09
Personal Protective Equipment and SCBA	\$ 2,500.00	\$ 191.25	\$ 1,600.00					\$ 4,291.25	\$ 665.14	\$ 1,239.10	\$ 6,195.49
Fire Attack and Foam	\$ 2,000.00	\$ 153.00	\$ 800.00		\$ 3,000.00			\$ 5,953.00	\$ 922.72	\$ 1,718.93	\$ 8,594.64
Fire Suppression	\$ 2,000.00	\$ 153.00	\$ 800.00					\$ 2,953.00	\$ 457.72	\$ 852.68	\$ 4,263.39
HMEP Curriculum Maintenance	\$ 2,000.00	\$ 153.00	\$ 300.00					\$ 2,453.00	\$ 380.22	\$ 708.30	\$ 3,541.52
HMEP Instructor Training	\$ 1,500.00	\$ 114.75	\$ 1,200.00					\$ 2,814.75	\$ 436.29	\$ 812.76	\$ 4,063.80
Other					\$ 2,700.00			\$ 2,700.00	\$ 418.50	\$ 779.63	\$ 3,898.13
Supplemental Funding Offered 8/15/2023											
Flammable Gas Control	\$ 1,000.00	\$ 76.50	\$ 375.00		\$ 600.00			\$ 2,051.50	\$ 317.98	\$ 592.37	\$ 2,961.85
Other					\$ 18,298.11			\$ 18,298.11	\$ 2,835.41	\$ 5,283.63	\$ 26,417.15
TRAINING TOTAL	\$ 24,575.00	\$ 1,879.99	\$ 12,450.00	\$ -	\$ 40,615.98	\$ -	\$ -	\$ 79,520.97	\$ 12,324.95	\$ 22,961.73	\$ 114,807.65

PLANNING											
LEPC / HM Coordinator	\$31,000.00	\$ 2,371.50	0	0	0			\$ 33,371.50	\$ 5,172.58	\$ 9,636.02	\$ 48,180.10
Supplemental Funding Offered 8/15/2023											
LEPC / HM Coordinator	\$34,739.00	\$ 2,657.53						\$ 37,396.53	\$ 5,796.46	\$ 10,798.25	\$ 53,991.25
PLANNING TOTAL	\$65,739.00	\$5,029.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$70,768.03	\$10,969.05	\$20,434.27	\$102,171.35
GRANT GRAND TOTAL	\$ 90,314.00	\$ 6,909.02	\$ 12,450.00	\$ -	\$ 40,615.98	\$ -	\$ -	\$ 150,289.00	\$ 23,294.00	\$ 43,396.00	\$ 216,979.00



## ASSISTANCE AGREEMENT

1. Award No. 693JK32240047HMEP		2. Modification No. 0002		3. Effective Date		4. CFDA No. 20.703	
5. Awarded To PUBLIC SAFETY, VERMONT DEPARTMENT OF 45 STATE DR WATERBURY VT 056712101			6. Sponsoring Office PIPELINE AND HAZARDOUS MATERIALS SA Office of Haz Mat Safety (PHH) 1200 New Jersey Avenue SE, East Bldg, 3rd Washington DC 20590			7. Period of Performance 10/01/2022 through 09/30/2025	
8. Type of Agreement <input checked="" type="checkbox"/> Grant <input type="checkbox"/> Cooperative Agreement <input type="checkbox"/> Other		9. Authority			10. Purchase Request or Funding Document No. PH-RFM957-23-0120		
11. Remittance Address PUBLIC SAFETY, VERMONT DEPARTMENT OF Attn: VERMONT DEPARTMENT OF PUBLIC SAFETY 45 STATE DRIVE WATERBURY VT 056711300			12. Total Amount Govt. Share: \$291,986.20  Cost Share : \$72,996.80  Total : \$364,983.00		13. Funds Obligated This action: \$173,583.20  Total : \$291,986.20		
14. Principal Investigator		15. Program Manager CARLA SHEPPARD Phone: 202-366-2738			16. Administrator PIPELINE AND HAZARDOUS MATERIALS SA Acquisition Services Division 1200 New Jersey Avenue SE, East Bldg, 3rd Washington DC 20590		
17. Submit Payment Requests To PHMSA Delphi eInvoicing System <a href="https://einvoice.esc.gov">https://einvoice.esc.gov</a>			18. Paying Office PHMSA Delphi eInvoicing System <a href="https://einvoice.esc.gov">https://einvoice.esc.gov</a>			19. Submit Reports To	
20. Accounting and Appropriation Data See Schedule							
21. Research Title and/or Description of Project							
For the Recipient				For the United States of America			
22. Signature of Person Authorized to Sign  2B16FD6180DE453				25. Signature of Grants/Agreements Officer TREMAYNE WOODING TERRY Digitally signed by TREMAYNE WOODING TERRY Date: 2023.09.29 15:32:09 -04'00'			
23. Name and Title Daniel Batsie		24. Date Signed 10/2/2023		26. Name of Officer TREMAYNE TERRY		27. Date Signed	

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED

693JK32240047HMEP/0002

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NAME OF OFFEROR OR CONTRACTOR

PUBLIC SAFETY, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>UEI: LALMDNWSYKT1</p> <p>The purpose of this amendment is to:</p> <p>(1) Add funding as shown below.</p> <p>(2) Add updated special terms and conditions as stated below:</p> <p>Special Terms and Conditions:</p> <p>1. After the expiration of the indirect cost agreement's effective period, the Vermont Department of Public Safety must email the new indirect cost agreement to the grants management specialist and copy HMEP.Grants@dot.gov. If the initial agreement remains valid until the execution of the new document, the timely submission of the new indirect cost agreement is still mandatory. In addition, the expenditure of funds for supplies and equipment is allowable if used 100% with approved Hazardous Materials Emergency Preparedness (HMEP) grant activities, or there is a proration of the cost based on usage with the grant's approved activities. In addition, the agenda, as needed, must substantiate at least 50% nexus to hazardous materials in transportation, including but not limited to courses, conditionally allowable activities, Local Emergency Planning Committee (LEPC)/ State Emergency Response Commission (SERC) meetings, conferences, and exercises, and include a breakdown of costs.</p> <p>2. Risk Level: Low Auto-approval in Delphi (up to 90%). Remaining 10% is manually approved with review. Each request at minimum must include a description of the expenditures by object class category.</p> <p>3. At a minimum, the recipient must submit a reimbursement request quarterly. The quarterly submission timeframes are as follows:  1st Quarter: October, November, December  2nd Quarter: January, February, March  3rd Quarter: April, May, June  4th Quarter: July, August September</p> <p>4. Awardee is encouraged to incorporate training on response, rescue, and recovery techniques tailored for individuals with disabilities, and be developed in collaboration with a recognized disability-led organization.</p> <p>Change Item 00001 to read as follows (amount shown)</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED 693JK32240047HMEP/0002	PAGE	OF
		3	3

NAME OF OFFEROR OR CONTRACTOR  
PUBLIC SAFETY, VERMONT DEPARTMENT OF

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
00001	is the obligated amount):  Funding for State of Vermont Department of Public Safety \$118,403 (Government Share)/ \$29,601 (Cost Share) for HMEP grant.  Accounting Info: 5282X322B4.2022.EPGRT01020.50D0308EP0.41010.610000 00.0000000000.0000000000.0000000000.0000000000 Funded: \$0.00  Add Item 00002 as follows:				0.00
00002	FY23 funding for Year 2 of the HMEP Grant - Vermont.  Accounting Info: 5282X323B4.2023.EPGRT01020.50D0308EP0.41010.610000 00.0000000000.0000000000.0000000000.0000000000 Funded: \$173,583.20 POC Agreement Officer Tremayne Terry (202) 366-6942 tremayne.terry@dot.gov  Technical POC: Carla Sheppard (202) 689-9818 Carla.sheppard@dot.gov				173,583.20



BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 02/28/2025

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. <small>FY 22 HMEP-Year 2</small>	20.703	\$	\$	\$ 173,583.00	\$ 43,396.00	\$ 216,979.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 173,583.00	\$ 43,396.00	\$ 216,979.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) FY 22 HMEP-Year 2	(2)	(3)	(4)	
a. Personnel	\$ 90,314.00	\$	\$	\$	\$ 90,314.00
b. Fringe Benefits	6,909.02				6,909.02
c. Travel	12,450.00				12,450.00
d. Equipment	0.00				0.00
e. Supplies	40,615.98				40,615.98
f. Contractual	0.00				0.00
g. Construction	0.00				0.00
h. Other	0.00				0.00
i. Total Direct Charges (sum of 6a-6h)	150,289.00				\$ 150,289.00
j. Indirect Charges	23,294.00				\$ 23,294.00
k. TOTALS (sum of 6i and 6j)	\$ 173,583.00	\$	\$	\$	\$ 173,583.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	FY 22 HMEP-Year 2	\$	\$	\$ 43,396.00	\$ 43,396.00
9.					
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$	\$	\$ 43,396.00	\$ 43,396.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 173,583.00	\$ 43,395.75	\$ 26,037.45	\$ 52,074.90	\$ 52,074.90
14. Non-Federal	\$ 43,396.00	10,849.00	6,509.40	13,018.80	13,018.80
15. TOTAL (sum of lines 13 and 14)	\$ 216,979.00	\$ 54,244.75	\$ 32,546.85	\$ 65,093.70	\$ 65,093.70

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.	FY 22 HMEP-Year 2	\$ 118,403.00	\$ 173,583.00	\$ 106,887.00	\$
17.					
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$ 118,403.00	\$ 173,583.00	\$ 106,887.00	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges:	HMEP FY 22 Year 2 \$150289.00	22. Indirect Charges:	Fixed Rate 15.5% \$23294.00
23. Remarks:			

**Department of Transportation  
Pipeline and Hazardous Materials Safety Administration (PHMSA)  
Hazardous Materials Grants**

**Grant and Cooperative Agreement  
Terms and Conditions**

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## 1. Definitions

- a) **Recipient** – A Non-Federal entity that receives a Federal award directly from a Federal awarding agency to carry out an activity under a Federal program. The term “recipient” does not include subrecipients.
- b) **Program Authorizing Official (PAO)** – The PAO is the delegated authority to execute the grant agreement. Should any changes to the scope, budget, schedule, or any other terms become necessary, the PAO in coordination with the AO has the authority to amend the award agreement.
- c) **Agreement Officer (AO)** – The AO has the authority to obligate the Government to the expenditures of Federal funds under this award.
- d) **Grant Specialist (GS)** – The GS is responsible for the daily administration of the award. The GS is NOT AUTHORIZED to change the scope, budget, specifications, and terms and conditions as stated in the award, to make any commitments that otherwise obligates the Government or authorize changes which affect the award budget, delivery schedule, period of performance, or other terms and conditions.
- e) **Recipient Authorized Grantee Official** – The individual with the Recipient organization who has authority to bind the organization legally and financially. It is the Recipient’s responsibility to follow their agency’s policies and procedures for ensuring that authorized officials are up to date, sign the grant agreement, and endorse any prior approval actions.
- f) **Recipient Project Director** – The individual designated by the recipient who is responsible for the technical direction of the program or project.

## 2. Recipient Responsibilities

In accepting a PHMSA financial assistance award (grant or cooperative agreement), the Recipient assumes legal, financial, administrative, and programmatic responsibility for administering the award in accordance with the laws, rules, regulations, and Executive Orders governing grants and cooperative agreements, and these Award Terms and Conditions, including responsibility for complying with any provisions included in the award.

## 3. Compliance with Award Terms and Conditions

Submission of an application constitutes the Recipient’s agreement to comply with and spend funds consistent with all the terms and conditions of this award. If PHMSA determines that noncompliance by the Recipient cannot be remedied by imposing additional conditions, PHMSA may take one or more of the following actions, as appropriate in the circumstances:

- a) Temporarily withhold cash payments pending correction of the deficiency by the Recipient.
- b) Disallow all, or part of, the cost of the activity or action not in compliance.
- c) Wholly or partly suspend or terminate the Federal award.
- d) Initiate suspension or debarment proceedings as authorized under 2 CFR part 180.
- e) Withhold further Federal awards for the project or program.
- f) Take other remedies that may be legally available.

## 4. Order of Precedence

Any inconsistency or conflict in the terms and conditions specified in this award will be resolved according to the following order of precedence:

- a) The Federal statute authorizing this award or any other Federal statutes, laws, regulations, or directives directly affecting performance of this award.
- b) Terms and Conditions of this award.

**5. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200)**

The recipient (and any subrecipients) must comply with these requirements including the cost principles which apply to the recipient, and the audit requirements the recipient must follow. A recipient who expends \$750,000 or more of federal funds, in the recipient's fiscal year, must have an audit conducted.

2 CFR 200 is incorporated by reference into this award

**6. Restrictions on Use of Funds for Lobbying, Support of Litigation, or Direct Advocacy**

The Recipient and its contractors may not use grant funds for lobbying in direct support of litigation, or in direct advocacy for, or against, a pipeline construction or expansion project.

The Recipient and its contractors may not conduct political lobbying, as defined in the statutes, regulations, and 2 CFR 200.450– “Lobbying,” within the Federally-supported project. The Recipient and its contractors may not use Federal funds for lobbying specifically to obtain grants and cooperative agreements. The Recipient and its contractors must comply with 49 CFR 20, U.S. Department of Transportation “New Restrictions on Lobbying.”

49 CFR 20 is incorporated by reference into this award.

**7. Nondiscrimination**

The Recipient must comply with Title VI of the Civil Right Act of 1964, which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits of, be subject to discrimination under any program or activity receiving Federal financial assistance. The Recipient must comply with 49 CFR 21, “Nondiscrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964”

49 CFR 21 is incorporated by reference into this award.

To ensure that all Recipients of PHMSA funds are aware of their responsibilities under the various civil rights laws and regulations, the PHMSA Office of Civil Rights has developed an information tool and training. These documents are found on the PHMSA website at <https://www.phmsa.dot.gov/about-phmsa/civil-rights/grant-recipient-information>. If you should have any questions concerning your responsibilities under the External Civil Rights Program, please contact Rosanne Goodwill, Civil Rights Director, at 202-366-9638 or by e-mail at [rosanne.goodwill@dot.gov](mailto:rosanne.goodwill@dot.gov).

**8. Government-wide Debarment and Suspension (Non-procurement)**

The Recipient must review the “list of parties excluded from federal procurement or non-procurement programs” located on the System for Award Management (SAM) website before entering into a sub-award. <https://www.sam.gov> No sub-award may be issued to an

entity or person identified in the “list of parties excluded from federal procurement or non-procurement programs.”

**2 CFR 1200** “Non-procurement Suspension and Debarment” is incorporated by reference into this award.

The Recipient must inform the PAO if the recipient suspends or debar a sub-awardee.

**9. Drug-Free Workplace**

The Recipient must comply with the provisions of Public Law 100-690, Title V, Subtitle D, “Drug-Free Workplace Act of 1988,” which require the Recipient to take steps to provide a drug-free workplace. The Recipient must comply with **49 CFR 32**, “Government-wide Requirements for Drug Free Workplace (Financial Assistance)” which is incorporated by reference into this award.

**10. eInvoicing (PHMSA June 2018)**

Recipients of PHMSA grants and cooperative agreements must use the DOT Delphi eInvoicing System.

**a) Recipients’ Requirements:**

Recipients must:

- i. Have internet access to register and submit payment requests through the Delphi eInvoicing system;
- ii. Submit payment requests electronically and receive payment electronically.

**b) System User Requirements:**

- i. Contact the assigned grant specialist directly to sign up for the system. PHMSA will provide the recipient’s name and email address to the DOT Financial Management Office. The DOT Financial Management Office will then invite the recipient to sign up for the system;
- ii. DOT will send the recipient a User Account Application form to verify identity. The recipient must complete the form and present it to a Notary Public for verification. The recipient will return the notarized form as follows:

**Via U.S. Postal Service (certified):**

DOT Enterprise Services Center  
FAA Accounts Payable, AMZ-100  
PO Box 25710  
Oklahoma City, OK 73125

**Via FedEx or UPS:**

DOT Enterprise Services Center  
MMAC-FAA/ESC/AMZ-150  
6500 S. MacArthur Blvd.  
Oklahoma City, OK 73169

**Note:** Additional information, including training materials, and helpdesk support can be found on the DOT Delphi eInvoicing website  
(<http://www.transportation.gov/cfo/delphi-einvoicing-system.html>)

**c) Waivers**

DOT Financial Management officials may, on a case by case basis, waive the requirement to register, and use, the electronic payment system. Waiver request forms can be obtained on the DOT eInvoicing website (<http://www.transportation.gov/cfo/delphi-invoicing-system.html>) or by contacting the PHMSA Agreement Officer. Recipients must explain why they are unable to use or access the internet to submit payment requests.

## 11. Payments

Reimbursement payments will be made after the electronic receipt via the DOTeInvoicing System of “Request for Advance or Reimbursement” (Standard Form SF-270).

- a) Method of payment
  - i) The Government will make all payments under this agreement by electronic funds transfer (EFT), except as provided by paragraph (a)(ii) of this clause. As used in this clause, the term “EFT” refers to the funds transfer and may also include the payment information transfer.
  - ii) If the Government is unable to release one or more payments by EFT, the Recipient agrees either to –
    - i) Accept payment by check or some other mutually agreeable method of payment; or
    - ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph d. of this clause).
- b) Recipient’s EFT information. The Government will make payment to the Recipient using the EFT information contained in the System for Award Management (SAM) database. If the EFT information changes, the Recipient is responsible for providing the updated information into the System for Award Management (SAM) at: <https://www.sam.gov>
- c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR Part 210.
- d) Suspension of payment. If the Recipient’s EFT information in the SAM database is incorrect, the Government is not obligated to make payment to the Recipient under this agreement until the correct EFT information is entered into the SAM database. An invoice or agreement-financing request is not a proper invoice for the purpose of prompt payment under this agreement.
- e) Recipient EFT arrangements. If the Recipient has identified multiple payment receiving points (i.e., more than one remittance address and/or EFT information set) in the SAM database, and the Recipient has not notified the Government of the payment receiving point applicable to this agreement, the Government will make payment to the first payment receiving point (EFT information set or remittance address as applicable) listed in the SAM database.
- f) Liability for uncompleted or erroneous transfers.
  - i) If an uncompleted or erroneous transfer occurs because the Government used the Recipient’s EFT information incorrectly, the Government remains responsible for –
    - i) Making a correct payment;
    - ii) Paying any prompt payment penalty due; and

- iii) Recovering any erroneously directed funds.
- ii) If an uncompleted or erroneous transfer occurs because the Recipient's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and –
  - i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Recipient is responsible for recovery of any erroneously directed funds; or
  - ii) If the funds remain under the control of the payment office, the Government will not make payment, and the provisions of paragraph d. of this clause apply.
- g) EFT and prompt payment. A payment will have been made in a timely manner in accordance with the prompt payment terms of this agreement if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.
- h) EFT and assignment of claims. If the Recipient assigns the proceeds of this agreement, the Recipient must require, as a condition of any such assignment, that the assignee register in the SAM database and be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause will apply to the assignee as if it were the Recipient. EFT information that shows the ultimate recipient of the transfer to be other than the Recipient, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph d. of this clause.
- i) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Recipient's financial agent.
- j) Payment information. The payment or disbursing office will forward to the Recipient available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Recipient to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph a. of this clause, the Government will mail the payment information to the remittance address contained in the SAM database.

## **12. Advance Payment**

49 CFR § 110.50 authorizes PHMSA to issue advance payments to grant recipients. Recipient must receive prior approval from PHMSA and must meet the required criteria for advance payments be made.

- a) Recipient must possess financial management systems that meet the standards for fund control and accountability as established in 2 CFR 200.302 for awards issued after that date. Recipient must ensure that advance payment requests are limited to the minimum amounts needed and be timed to be in accordance with the actual, immediate cash requirements in carrying out the purpose of the approved program or project.
- b) Recipient must deposit and maintain advance payments in insured accounts whenever

possible unless the recipient receives less than \$120,000 in federal awards from all sources or can demonstrate the best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances. \$250 for awards issued prior to December 26, 2014.

- c) Recipient submits advance payments based on cash payment needs and not accrued liabilities.
- d) Recipient must remain in compliance with the terms and conditions of their award.
- e) Recipient is not indebted to the United States Government.
- f) Recipient's SAM.gov registration is current and active at the time of the advance payment request.
- g) The recipient maintains supporting documentation in their files and makes them available upon request to PHMSA in order to determine if the costs adhere to the applicable cost principles, statutes and regulations. PHMSA will also monitor to ensure grantee has not requested advance payments beyond immediate disbursing needs and that excess balances were promptly returned to the Treasury.

### **13. Advance Payment Process**

To request an advance payment, log into the DOT Electronic Payment System (Delphi E-Invoicing), create and submit a standard invoice, and complete an SF270 form with the Advance Payment Request. This process is similar to requesting a reimbursement. The grant specialist assigned to your account will receive an email generated from the system with the invoice details.

- a) Advance payments must be fully disbursed (example: checks written, signed, and issued to the payees) within 30 days of the date you receive the advance funds from the U.S. Treasury.
- b) Advance payment requests should be submitted no earlier than 10 business days prior to the beginning of the period for which the funds are requested.
- c) PHMSA will check for all of the following criteria:
  - i. Your award balance is sufficient to meet the advance amount requested.
  - ii. Evaluations will be based on cash payments and not on accrued liabilities.
  - iii. You have satisfied program requirements including submission of required federal financial reports for prior quarters/periods.
  - iv. The request is for allowable expenditures.

### **14. Adherence to Original Project Objectives and Budget Estimates**

- a) The Recipient is responsible for any commitments or expenditures it incurs in excess of the funds provided by an award. Pre-award costs are those incurred prior to the effective date of the Federal award directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award, *and only with the written approval of the Program Authorizing Official or delegate.*



- b) The Recipient must submit any proposed change, that requires PHMSA's written approval, 30 days prior to the requested effective date of the proposed change. PHMSA will not approve any change to the award during the last 30 days of the award period.

#### **15. Prior Approvals**

- a) The following expenditures require the PAO's advance written approval:
  - i) Changes in the scope, objective, or key personnel referenced in the Recipient's proposal.
  - ii) Change in the project period. PHMSA must receive this request no later than 30 calendar days prior to the end of the project period. The Recipient must submit a revised budget indicating the planned use of all unexpended funds during the extension period.
- b) The Recipient must submit a revised financial estimate and plan for i) and ii) above.
- c) The PHMSA will notify the Recipient in writing within 30 calendar days after receipt of the request for revision or adjustment whether the request has been approved.

#### **16. Contracting with Small Businesses, Small Minority-Disadvantaged Businesses, and Small Businesses which are Women-Owned, Veteran-Owned, Disabled Veteran-Owned or located in HubZone Areas**

- a) It is the Department of Transportation (DOT) policy to award a fair share of contracts to small businesses, small minority-disadvantaged business, and small businesses which are women-owned, veteran-owned, disabled veteran-owned or located in a HubZone. DOT is strongly committed to the objectives of this policy and encourages all Recipients of its Grants and Cooperative Agreements to take affirmative steps to ensure such fairness on the awarding of any subcontracts.
- b) The Recipient and any Sub-recipients are encouraged to take all necessary affirmative steps to assure that small businesses, small minority-disadvantaged businesses, and small businesses which are women-owned, veteran-owned, disabled veteran-owned, or located in a HUBZone are used when possible.
- c) Affirmative steps include:
  - i) Placing qualified small businesses, small minority-disadvantaged businesses, and small businesses which are women owned, veteran-owned, disabled veteran-owned, or located in a HUBZone on solicitation lists;
  - ii) Assuring that small businesses, small minority-disadvantaged businesses, and small businesses which are women-owned, veteran-owned, disabled veteran-owned or located in a HUBZone are solicited whenever they are potential sources;
  - iii) Dividing total requirements, when economically feasible, into small tasks or quantities to permit maximum participation by small businesses, small minority-disadvantaged businesses, and small businesses which are women-owned, veteran-owned, disabled veteran-owned, or located in a HUBZone;
  - iv) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and using the services and assistance of the U.S. Small Business Administration and the Office of the Small and Disadvantaged Business Utilization of the Department of Transportation, as appropriate.

## 17. Seat Belt Use Policies and Programs

In accordance with Executive Order 13043, the Recipient is encouraged to adopt on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this presidential initiative. For information on how to implement such a program or for statistics on the potential benefits and cost-savings to your company or organization, please visit the Buckle Up America section on NHTSA's website at [www.nhtsa.dot.gov](http://www.nhtsa.dot.gov). Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington, D.C. dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user-friendly program kit, and an award for achieving the President's goal of 85 percent seat belt use. NETS can be contacted at 1-888-221-0045 or visit its website at [www.trafficsafety.org](http://www.trafficsafety.org).

## 18. Ban on Text Messaging While Driving

a) *Definitions.* The following definitions are intended to be consistent with the definitions in DOT Order 3902.10 and the E.O. For clarification purposes, they may expand upon the definitions in the E.O.

“Driving”-

- i) Means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.
- ii) It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

“Text messaging” --- means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. The term does not include the use of a cell phone or other electronic device for the limited purpose of entering a telephone number to make an outgoing call or answer an incoming call, unless the practice is prohibited by State or local law.

b) In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, financial assistance recipients and subrecipients of grants and cooperative agreements are encouraged to:

- 1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving--
  - i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or
  - ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.
- 2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as-
  - i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
  - ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.



c) *Assistance Awards*. All recipients and subrecipients of financial assistance to include: grants, cooperative agreements, loans and other types of assistance, shall insert the substance of this clause, including this paragraph (c), in all assistance awards.

**19. Rights in Technical Data**

Rights to intangible property under this agreement are governed in accordance with [2.CER 200.315](#) - “Intangible Property.”

**20. Notice of News Releases, Public Announcements, and Presentations**

The Recipient must have the PAO’s prior approval for all press releases, formal announcements, or other planned written issuance containing news or information concerning this Agreement before issuance.

**21. Violation of Award Terms**

If the Recipient has materially failed to comply with any term of the award, the PAO may suspend, terminate, or take other remedies as may be legally available and appropriate in the circumstances.

**22. Reporting Fraud, Waste, or Abuse**

The DOT Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. Such reports are kept confidential and callers may decline to give their names if they choose to remain anonymous. The number is: (800) 424-9071.

The mailing address is:  
DOT Inspector General Hotline  
1200 New Jersey Ave SE  
West Bldg 7<sup>th</sup> Floor  
Washington, DC 20590  
Email: [hotline@oig.dot.gov](mailto:hotline@oig.dot.gov)  
Web: <http://www.oig.dot.gov/Hotline>

**23. Reporting Grantee Executive Compensation/First Tier Sub-Awards (PHMSA Oct, 2010)**

a) **Definitions.** As used in this provision:

“Executive” means an officer or any other employee in a management position.

“First-tier sub-award” means an award issued directly by the prime Awardee to a sub-awardee to provide support for the performance of any portion of the substantive project or program for which the award was received. A sub-award includes an agreement that the prime Awardee or a sub-awardee considers a contract.

“Total compensation” means the cash and noncash dollar value earned by the executive during the Awardee’s preceding fiscal year and includes the following:

i) Salary and bonus.

- ii) Awards of stock, stock options, and stock appreciation rights.
  - iii) Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives and are available generally to all salaried employees.
  - iv) Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - v) Above-market earnings on deferred compensation which is not tax-qualified.
  - vi) Other compensation, if the aggregate value of all such other compensation (*e.g.*, severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.
- b) **System for Award Management (SAM).** As a recipient of a Federal award you are required to register in the System for Award Management (SAM) at: <https://www.sam.gov>
- c) **Notification to Sub-Awardees.** Awardees are required to report information on sub-awards. The law requires all reported information be made public; therefore, the Awardee is responsible for notifying its sub-awardees that the required information will be made public.
- d) **Reporting of First-Tier Sub-Awards.** By the end of the month following the month of award of a first-tier sub-award with a value of \$25,000 or more, the Awardee shall report the information below at <http://www.fsrs.gov> for each first-tier sub-award. (The Awardee shall follow the instructions at <http://www.fsrs.gov> to report the data.) If the Awardee, in the previous tax year, had gross income from all sources under \$300,000, the Awardee is exempt from the requirement to report subcontractor awards. If a sub-awardee, in the previous tax year had gross income from all sources under \$300,000, the Awardee does not need to report awards made to that sub-awardee.
- i) Unique Entity Identifier (The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov) for the sub-awardee receiving the award, and for the sub-awardee's parent company, if the sub-awardee has a parent company.
  - ii) Name of the sub-awardee.
  - iii) Amount of the sub-award.
  - iv) Date of the sub-award.
  - v) A description of the effort being provided under the sub-award, including the overall purpose and expected outcome or result of the sub-award.
  - vi) Sub-award number (assigned by the Awardee).
  - vii) Sub-awardee's physical address including street address, city, state, country, 9-digit zip code, and congressional district.
  - viii) Sub-awardee's primary performance location including street address, city, state, country, 9-digit zip code, and congressional district.
  - ix) The prime award number (assigned by PHMSA)
  - x) Awarding agency name. (PHMSA)
  - xi) Funding agency name. (PHMSA)
  - xii) Government awarding office code. (56)
  - xiii) Treasury account symbol (TAS) as reported in Federal Assistance Award Data System.

xiv) The applicable North American Industry Classification System (NAICS) code.

e) **Reporting Executive Compensation of Awardee.** If the Awardee, in the previous tax year, had gross income from all sources under \$300,000, the Awardee is exempt from the requirement to its executive compensation.

By the end of the month following the month of receipt of a prime award, and annually thereafter, the Awardee shall report the names and total compensation of each of the five most highly compensated executives for the Awardee's preceding completed fiscal year at <https://www.sam.gov> if, in the Awardee's preceding fiscal year, the Awardee received:

i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub-awards), cooperative agreements, other transaction agreements; and

ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub-awards), cooperative agreements, other transaction agreements; and

iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

f) **Reporting Executive Compensation of Sub-Awardees.** If the Awardee, in the previous tax year, had gross income from all sources under \$300,000, the Awardee is exempt from the requirement to report the executive compensation of sub-awardees. If a sub-awardee, in the previous tax year had gross income from all sources under \$300,000, the Awardee does not need to report the executive compensation of that sub-awardee.

By the end of the month following the month of a first-tier sub-award with a value of \$25,000 or more, and annually thereafter, the Awardee shall report the names and total compensation of each of the five most highly compensated executives for each first-tier sub-awardee for the sub-awardee's preceding completed fiscal year at <http://www.fhrs.gov>, if in the sub-awardee's preceding fiscal year, the sub-awardee received:

i) 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub-awards), cooperative agreements, other transaction agreements; and

ii) \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and sub-awards), cooperative agreements, other transaction agreements; and

iii) The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation

information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

#### **24. 811, Call Before You Dig Program (PHMSA June 2014)**

Damage to pipelines during excavation is a leading cause of accidents resulting in serious injuries and fatalities, but these accidents are preventable, and you can help in preventing them.

811 is designated as the national call-before-you-dig number. Every state has a one-call law requiring excavators to have underground utilities marked before digging.

There are five steps to safer digging:

- 1) Make a free call to 811 a few days before digging.
- 2) Wait the required time – which is prescribed in state law but generally two to three days.
- 3) Locate/mark the utilities accurately. (This step applies to underground facility/utility owners.)
- 4) Respect the marks.
- 5) Dig with care.

The recipient is encouraged to adopt the “811, Call Before You Dig” program for its employees when digging on company-owned, leased, or personally owned property. For information on how to implement such a program please visit the *811 – Call Before You Dig* section of Pipeline and Hazardous Materials Safety Administration’s (PHMSA’s) website at [www.phmsa.dot.gov](http://www.phmsa.dot.gov).

#### **25. Access to Electronic and Information Technology (PHMSA DEC 2013)**

Each Electronic and Information Technology (EIT) product or service, furnished under this award, must be in compliance with the Electronic and Information Technology Accessibility Standard (36 CFR 1194), which implements Section 508 of the Rehabilitation Act of 1973, codified at 29 U.S.C. § 794d. The PHMSA Office of Civil Rights will respond to any questions and will certify Section 508 compliance for the requirement. You can reach the PHMSA Office of Civil Rights at [phmsa.civilrights@dot.gov](mailto:phmsa.civilrights@dot.gov), or 202-366-9638.

#### **26. Combating Trafficking in Persons (PHMSA JULY 2016)**

PHMSA may terminate grants, cooperative agreements, or take any of the other remedial actions authorized under 22 U.S.C. 7104(g), without penalty, if the grantee or any subgrantee, engages in, or uses labor recruiters, brokers, or other agents who engage in-

- a) severe forms of trafficking in persons;
- b) the procurement of a commercial sex act during the period of time that the grant, or cooperative agreement is in effect;
- c) the use of forced labor in the performance of the grant or cooperative agreement; or
- d) acts that directly support or advance trafficking in persons, including the following acts:

- i) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents.
- ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless-
  - 1) exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant, or cooperative agreement; or
  - 2) the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action.
- iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment.
- iv) Charging recruited employees unreasonable placement or recruitment fees, such as fees equal to or greater than the employee's monthly salary, or recruitment fees that violate the laws of the country from which an employee is recruited.
- v) Providing or arranging housing that fails to meet the host country housing and safety standards.

**27. Prohibition on Awarding to Entities that Require Certain Internal Confidentiality Agreements (PHMSA FEB 2015)**

- a) The Recipient shall not require employees or subcontractors seeking to report fraud, waste, or abuse to sign or comply with internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or subcontractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a federal department or agency authorized to receive such information.
- b) The Recipient shall notify employees that the prohibitions and restrictions of any internal confidentiality agreements covered herein are no longer in effect.
- c) The prohibition in paragraph (a) above does not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.
- d) In accordance with section 743 of Division E, Title VII, of the Consolidated and Further Continuing Resolution Appropriations Act, 2015 (P.L. 113-235), use of funds appropriated (or otherwise made available) under that or any other Act may be prohibited, if the Government determines that the Recipient is not in compliance with the provisions herein.

The Government may seek any available remedies in the event the Recipient fails to comply with the provisions herein.

## 28. Copyrights

PHMSA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal government purposes:

- a) The copyright in any work developed under a grant, sub award, or contract under a grant or sub award; and
- b) Any rights of copyright to which a Recipient, sub recipient or a contractor purchases ownership with grant support.

## 29. Reporting

- a) *Biannual Federal Financial Report (FFR) (SF-425)* – The mid-year FFR provides an update on the status of funds for the first half of the performance period. This report is cumulative. The biannual FFR is due no later than 11:59pm Eastern Standard Time (EST), April 30<sup>th</sup> and December 30<sup>th</sup> of the performance year.
- b) *Progress Reports* – Each grant recipient is required to submit a progress report to show progression of approved projects and activities. The reports must follow the instructions outlined in the terms and conditions of the grant award. Grant recipients with a twelve (12) or twenty-four (24) month period of performance are required to submit an annual progress report and must follow the instructions outlined in the terms and conditions of the grant award.
- c) *End of year financial report* – The end of year FFR closes-out the financial reporting for the performance period. An end of year FFR is due no later than 11:59pm Eastern Standard Time (EST), 120 days after the end of the performance period.
- d) *End of year performance report* – The final performance report provides the status of the activities performed during the entire performance period. The end of year performance report is due no is due no later than 11:59pm Eastern Standard Time (EST), 120 days after the end of the performance period.

A request for extension of the due date for a mid and end of year reports must be made in writing to PHMSA no later than **15 days** before the reports are due. The request must include the reason for the request and the requested due date.

(End of provision)



## VERMONT DEPARTMENT OF PERSONNEL

### Request for Classification Review Position Description Form A

- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded  areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

**INSTRUCTIONS:** Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

**To Submit this Request for Classification Review:** If this is a filled position, the employee must sign the original\* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

\*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

**If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.**

**Request for Classification Review  
Position Description Form A****For Department of Personnel Use Only**

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 _____ Effective Date: _____ Comments: _____ Date Processed: _____ Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ Working Conditions: _____ Total: _____		Date Received (Stamp)
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**Incumbent Information:**Employee Name:  Employee Number: Position Number:  Current Job/Class Title: Agency/Department/Unit:  Work Station:  Zip Code: Supervisor's Name, Title, and Phone Number: How should the notification to the employee be sent: ☐ employee's work location  or ☐ other address, please provide mailing address: **New Position/Vacant Position Information:**New Position Authorization:  Request Job/Class Title: Position Type: ☐ Permanent or ☒ Limited / Funding Source: ☐ Core, ☐ Partnership, or ☐ SponsoredVacant Position Number:  Current Job/Class Title: Agency/Department/Unit:  Work Station:  Zip Code: Supervisor's Name, Title and Phone Number: **Type of Request:**☒ **Management:** A management request to review the classification of an existing position, class, or create a new job class.☐ **Employee:** An employee's request to review the classification of his/her current position.



## 1. Job Duties

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

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

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

Maintains the management system to identify storage facilities, users, and transporters of hazardous materials and assist in the compliance with state and federal Community Right to Know legislation. Conducts needed inspection and schedules meeting with entities storing hazardous chemicals. Monitors program effectiveness through interviews and technical surveys and recommends changes to meet requirements of legislation and program standards. Develops training programs for users and transporters of hazardous materials. Prepares grants and administers grants for the LEPC and State Hazmat team. Assists in the administration of SARA Title III and Community Right to Know activities. Processes Tier II Submission within Tier II portal system to track, process, and review the fees received into the Hazardous Substance Fund that is established within statute. Provides EPCRA guidance to the Local Emergency Planning Committee and assists in coordination with agencies to provide information to the LEPC and local emergency response agencies. Conducts Hazardous Materials related studies for the LEPC to provide a better understanding of Hazmat related impacts to local jurisdictions. Manages the update of the Statewide Hazmat Response plan. Performs related duties as required. This position will also respond as a Technician level member of the Vermont state hazmat team and will perform all the response activities of a Vermont state hazmat technician mitigating hazardous materials incidents statewide.

This position will be required to respond to hazardous material incidents

This position will be responsible for Tier 2 Reporting and assisting Chief with the management of the program

This position will assist the Chief in ensuring that team members complete an annual physical and that members have clearance stating, "Fit for Duty & Fit for Respirator Use", as set forth by Occupational Safety & Health Assoc. (OSHA 1910.120, OSHA 1910.134 Regulations), National Fire Protection Assoc. (NFPA 472 & 1072 Standards). Position will also assist the Chief in ensuring that all team members maintain Haz Mat Technician Level Certification as set forth by Occupational Safety & Health Assoc. (OSHA 1910.120, OSHA 1910.134 Regulations), National Fire Protection Assoc. (NFPA 472 & 1072 Standards). Maintaining certification also requires documentation of proficiency in skills. This position will be responsible for assisting the Chief with ensuring that all personal records are maintained for each team member documenting training status, attendance, certification, JPR record, and medical clearance. Team record keeping is necessary to comply with VOSHA regulations.

This position will work with the Chief and the Environmental Protection Agency (EPA) Region 1 representative to schedule/host 2-3 Emergency Planning and Community Right-to-Know Act (EPCRA) - Tier II Training sessions a year. Attendees include, but are not limited to, community business leaders, municipal managers, Local Emergency Planning Committee (LEPC) members and the public. The training sessions are geared towards educating the attendees on reporting requirements and how to properly submit the reports. Reports are entered/imported into Tier II software database and validated for accuracy. Ensure copies of reports are sent to the LEPC and Local Fire Department to comply with EPA and State Regulations.

## 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*.

Position will be required to interact with local, state and federal agencies on a Incident Response, Tabletop/Performance based exercises, and refresher based training. As part of the Tier II tasks the position will interact with business leaders within/without of the state, to answer questions that they may have related to the fees or submission on the required reports.

Position will interact with industry contacts to establish training exercises to ensure preparedness in the event of a release of hazardous materials at various high risk facilities in the state.

Position will interact with local fire chiefs throughout the state to ensure that the training needs of their departments are met and to ensure their knowledge of the Haz Mat team capabilities.

## 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.

Maintains Certification for;

1. ICS 100, 200, 300, 400 and 800
2. Hazardous Materials Technician
3. Vermont Firefighter I
4. Vermont EMT or higher

## 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 assignments are received from the Hazardous Materials Response Team Chief. Most if not all of the assignments are related to the position's day to day responsibility. Position will require tremendous amount of professional judgement.

Upon completion of the assignments given, the Chief reviews the work and provides feedback and/or guidance as necessary.

## 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.*

Management of the Tier II job has a high mental demand, as the Coordinator receives an excessive high number of phone calls, emails and applications which need to be dealt with in a short period of time. Typical influx of reports is around 3,000 in a 90-day period. This work is in addition to maintaining a 24/7 state of response readiness. This work is also critical as it provides the funding needed to maintain the Hazardous Materials Response Team.

## 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 will be responsible for and accountable for the collection and processing of \$1.1M annually collected from the Tier II program.

## 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?
Processing of Tier II paperwork and checks	600 hrs per year
Inspecting and meeting with facility owners	100 hrs per year
Identifying new facilities requiring Tier II reporting	50 hrs per year

- 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?
unknown chemicals/substances at spills	Hard to estimate
Slip/trip/Falls/motor vehicle strike - incident scenes	Hard to estimate

- 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?
Self Contained Breathing Apparatus	32-36 lbs	200+ hours
Various hazmat equipment	50-75 lbs	200+ hurs

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

Type	How Much of the Time?
Sit/stand while processing paperwork	6-8 hours per day
Driving to/from facilities, working at Incidents	10-20 hours per month

**Additional Information:**

Carefully review your job description responses so far. If there is anything that you feel is important in understanding your job that you haven't clearly described, use this space for that purpose. Perhaps your job has some unique aspects or characteristics that weren't brought out by your answers to the previous questions. In this space, add any additional comments that you feel will add to a clear understanding of the requirements of your job.

Employee's Signature **(required)**: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

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

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

The most critical duty of this position is understanding the Tier II program. This includes understanding what facilities are required to report, how the fee structures work and how to process the payments. Position will also have to understand how users can utilize the online reporting system and must be able to answer questions about the system.

## 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?

There are numerous skill sets and abilities critical to performing this job. The position requires a thorough knowledge of hazardous materials substances and chemicals, how they react, how to mitigate the specific hazard based on scientific and environmental facts, how to protect team members from exposure and how to integrate outside resources into the response when necessary. This is needed to protect people, property and the environment from the damages caused by the unwanted release of hazardous materials.

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

The details are accurate,

## 4. Suggested Title and/or Pay Grade:

Hazardous Materials Compliance Officer - Pay Grade 25

Supervisor's Signature (required):  92E059EB9E04482... Date: 4/11/2024

**Personnel Administrator's Section:**

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

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

☐ Yes ☒ No If yes, please provide detailed information.

## Attachments:

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

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

N/A

Suggested Title and/or Pay Grade:

As assigned by Classification

DocuSigned by:

Sarah Adams

4/11/2024

Personnel Administrator's Signature (required):

CA15431F36AC42F...

Date:

### 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:

DocuSigned by:

Daniel Batsie

2B16FD6180DE453...

4/11/2024

Appointing Authority or Authorized Representative Signature (required)

Date



# Vermont Department of Public Safety

## Division of Fire Safety State Hazmat

