



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: February 16, 2010
Subject: JFO #2425 #2426 #2427 #2428

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

JFO #2425 — \$468,953 grant from the U.S. Department of Agriculture Forest Service to Agriculture, Food and Markets. These funds will be used to support the Agriculture Innovation Center (AIC). AIC provides technical assistance and business development services to agricultural producers engaged in valued-added agriculture.
[JFO received 1/13/10]

JFO #2426 — \$35,000 grant from the Vermont Woodlands Association to Forests, Parks and Recreation. These funds will be used to align Vermont's Use Value Appraisal (UVA) Standards and the U.S. Forest Service State & Private Forestry Forest Stewardship Program with the American Tree Farm and the Program for the Endorsement of Forest Certification programs, including updating the UVA database.
[JFO received 1/13/10]

JFO #2427 — \$200,000 grant from the U.S. Department of Justice to the Vermont Department of Children and Families. These funds will be used to augment annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs and the Children's Trust Fund. Projects will serve children and their families by focusing on early prevention, education, parenting and positive youth development.
[JFO received 1/13/10]

JFO #2428 — \$1,000,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Children and Families. These funds will be used to improve collaboration with VT Coalition of Runaway and Homeless Youth and the N.E. Network for Children, Youth and families to strengthen services to homeless youths and youths who are aging out of Vermont's foster care system.
[JFO received 1/13/10]

The Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Roger Allbee, Secretary
Jason Gibbs, Commissioner
Stephen Dale, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: January 25, 2010
Subject: Grant Requests

Enclosed please find four (4) requests that the Joint Fiscal Office has received from the administration.

JFO #2425 — \$468,953 grant from the U.S. Department of Agriculture Forest Service to Agriculture, Food and Markets. These funds will be used to support the Agriculture Innovation Center (AIC). AIC provides technical assistance and business development services to agricultural producers engaged in valued-added agriculture.

[JFO received 1/13/10]

JFO #2426 — \$35,000 grant from the Vermont Woodlands Association to Forests, Parks and Recreation. These funds will be used to align Vermont's Use Value Appraisal (UVA) Standards and the U.S. Forest Service State & Private Forestry Forest Stewardship Program with the American Tree Farm and the Program for the Endorsement of Forest Certification programs, including updating the UVA database.

[JFO received 1/13/10]

JFO #2427 — \$200,000 grant from the U.S. Department of Justice to the Vermont Department of Children and Families. These funds will be used to augment annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs and the Children's Trust Fund. Projects will serve children and their families by focusing on early prevention, education, parenting and positive youth development.

[JFO received 1/13/10]

JFO #2428 — \$1,000,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Children and Families. These funds will be used to improve collaboration with VT Coalition of Runaway and Homeless Youth and the N.E. Network for Children, Youth and families to strengthen services to homeless youths and youths who are aging out of Vermont's foster care system.

[JFO received 1/13/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by February 8 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Roger Allbee, Secretary
Jason Gibbs, Commissioner
Stephen Dale, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Ann Pugh
From: Nathan Lavery, Fiscal Analyst
Date: January 25, 2009
Subject: JFO #2427 & #2428

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski

SFO 2427



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

Agency of Administration

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

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

Grant Summary:		The Project augments the annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs and the Children's Trust Fund. Projects funded through this grant will serve children and youth to 18 years old and their families focusing on early prevention, education, parenting, positive youth development.			
Date:		12/21/2009			
Department:		Department for Children and Families			
Legal Title of Grant:		2009 Earmark- VT Children's Trust Fund/ Children & Family Council			
Federal Catalog #:		16.541			
Grant/Donor Name and Address:		U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Washington DC 20531			
Grant Period:		From:	To:		
		10/1/2009	9/30/2012		
Grant/Donation		\$200,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$65,000	\$65,000	\$70,000	\$200,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management			[Signature]		(Initial)
Secretary of Administration			[Signature]		(Initial)
Sent To Joint Fiscal Office			1/6/2010		Date

RECEIVED
 JAN 13 2010
JOINT FISCAL OFFICE

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Department for Children & Families			
3. Program:	Office of Juvenile Justice & Delinquency Prevention			
4. Legal Title of Grant:	2009 Congressional Earmark-VT Children's Trust Fund/Children & Family Council			
5. Federal Catalog #:	16.541			
6. Grant/Donor Name and Address:	Dept of Justice, Office of Justice Programs, Washington,DC 20531			
7. Grant Period:	From:	10/1/2009	To:	9/30/2012
8. Purpose of Grant:	Delinquency prevention and system improvement projects			
9. Impact on existing program if grant is not Accepted:	Community partners unable to provide necessary prevention programs and educational services to at-risk youth.			
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$65,000	\$65,000	\$70,000	
Total	\$65,000	\$65,000	\$70,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$65,000	\$65,000	\$70,000	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$	\$	\$	
Appropriation No:	34400200000	Amount:	\$200,000	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$200,000	

REC'D DEC - 1 2009

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	N/A	
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature:	Date: 10/29/09
	Title: Commissioner, Dept for Children & Families	
	Signature:	Date: 11/24/09
	Title: Deputy Secretary, AAS	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)	Date: 1/4/10
<input type="checkbox"/>	Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Check One Box: Request to JFO	 (Secretary's signature or designee)	Date: 12/29/09
<input type="checkbox"/>	Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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End Form AA-1

JK
10/22/09



Department of Justice
Office of Justice Programs
**Office of Juvenile Justice and
Delinquency Prevention**

Grant

PAGE 1 OF 4

CFDA # 16.541

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Agency of Health Services Planning Division 103 South Main Street Waterbury, VT 05671-0203		4. AWARD NUMBER: 2009-JL-FX-0114	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2009 TO 09/30/2012	
1A. GRANTEE IRS/VENDOR NO. 036001264		6. AWARD DATE 09/24/2009	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE 2009 congressional earmark-VT Children's Trust Fund / Children and Family Council		10. AMOUNT OF THIS AWARD \$ 200,000	
		11. TOTAL AWARD \$ 200,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 (OJJDP Part E) 42 USC 5665-5667			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Joan Adams Business Manager <i>Cynthia Walcott</i> Dep. Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL <i>Mary Lou Leary</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i>	19A. DATE 9/29/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X F JL 70 00 00 200000		21. ILLGT0978	

9/29 GAV signature change



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 24, 2009

Mrs. Joan Adams
Vermont Agency of Health Services Planning Division
103 South Main Street
Waterbury, VT 05671-0203

Dear Mrs. Adams:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Earmarks Programs in the amount of \$200,000 for Vermont Agency of Health Services Planning Division.

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

If you have questions regarding this award, please contact:

- Program Questions, Amy L. Staubs, Program Manager at (202) 307-5762; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Mary Lou Leary", is written over a horizontal line.

Mary Lou Leary
Acting Assistant Attorney General

Enclosures



Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Kathi Grasso, OJJDP NEPA Coordinator

Subject: Categorical Exclusion for Vermont Agency of Health Services Planning Division

The recipient agrees to assist OJJDP to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise OJJDP and request further NEPA implementation guidance. Recipient understands that this special condition applies to its activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. new construction; b. minor renovation or remodeling of a property either; (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c. a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly change its size and; d. Implementation of a new program involving the use of chemicals other than chemicals that are; (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.

OJJDP FY 09 Earmarks Programs

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

State of VT, Agency of Human Services, Department for Children and Families

VT Children's Trust Fund

2009-57060-VT JL

June 24, 2009

Project Abstract

This project will augment the annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs (CFCPP) and the associated Children's Trust Fund (CTF). The CFCPP or 'Council' is the state advisory group appointed by the Governor under the JJDPA. Its role is to advise on policy and legislation impacting children and youth, and to define priority needs and gaps in the area of delinquency prevention so as to effectively fund primary prevention and intervention projects to address those gaps. The Council has just completed a 3-year plan as required by OJJDP delineating data-based priorities for prevention funding in VT. The Council will emphasize supports to children and families in support of quality education to honor the life long work of Senator James Jeffords in this area.

Funded projects will serve children and youth aged 0 -18 and their families and will focus on early prevention, education, parenting, positive youth development, and sustainability efforts that will support long term viability of effective community programs. Projects will be selected from a competitive pool of applicants emphasizing evidence-based interventions.

Program outcomes and performance measures will be determined at commencement of funding. Clear program outcomes and performance criteria will be measured quarterly by sub-recipient reports.

Statement of the Problem

Listed here are problems and interventions identified as effective and targeted as priorities in the VT OJJDP 3-year plan 2009 - 2011.

OJJDP delinquency prevention and early intervention funds to VT have been cut an estimated 60% since 2002. Community requests for prevention funding outweigh funds by a margin of two to one. Targeted activities will include selections from the following problem and intervention areas:

Problem:

- a systemic childcare subsidy change designed to support low-income working parents will result in the loss of some child care slots,
- harsh economic conditions cause some parents to choose among competing necessities including after school care for children,
- the state Department of Education reports significant measurable discrepancy in educational achievement between youth that are, and those that are not living in poverty

Preschool and afterschool enhancements and expansion

Problem:

- VT experienced an alarming increase in deaths and life-threatening injuries sustained as a result of shaken baby syndrome in two recent years
- supports to pregnant and parenting teens are inadequate, programs have exceeded capacity and received budget and staffing cuts, and are not available in all regions of the state
- Publicly funded substance abuse treatment among youth aged 18 – 24 years old has increased 65% during the past five years. There are important implications for young parents and youth aged 16 – 18 that can be targeted in delinquency prevention efforts
- some families that lack the skills and supports needed to raise their adolescent children abandon them to living independently and in unsafe conditions
- educational achievement of children is directly related to educational achievement of mothers

Educational and family supports to parents –

Problem:

- in VT, an estimated 50% of youth over age 16 who commit low-level offenses are processed in the adult criminal justice system resulting in criminal records and resultant long-term negative consequences;
- community restorative justice interventions in VT have been evaluated as more effective than traditional probation responses (UVM 2007)

- The success rate of community based Court Diversion interventions throughout the state is 82%. In most counties, the Court Diversion option can be used only one time; most youth are referred to Court for a subsequent offense.

Early interventions that prevent at-risk and low-level offending youth from entering the juvenile or criminal justice system –

Problem:

- effective youth services must engage youth in planning the course of their own lives
- an effective justice system would provide developmentally appropriate responses to youth who commit relatively minor criminal offenses including restorative justice responses that keep youth out of the system where warranted, and restore victim and community
- the 16 – 17 year old youth who are referred to the adult court and corrections systems for misdemeanor offenses do not receive valid, evidence-based screening and assessment for needs, risks, and strengths as do their peers referred to the juvenile justice system

Workforce development that targets youth workforce, justice officials, and policy makers in positive youth development and adolescent development science and practice can serve as a forum to engage those systems in developing an evidence-based, effective, and developmentally appropriate response to young offenders that will support 1) community safety, 2) victim & community restoration, 3) early interventions for youth where indicated, 4) offense and individually targeted sentences for youth

Problem:

- multiple system improvement efforts are just beyond the reach of CTF and DCF to address; part of this Congressional Earmark may be targeted to one of these such as:
- Court Diversion data base improvement assistance
- Court Guardian ad Litem sustainability and training needs
- sub-grantee program performance database accessible to funders and public

The SAG that plans advises and selects CTF grants may choose one of several needed system improvement efforts from these one-time Earmark funds. The July 2009 annual meeting will determine what system improvement effort may be targeted with these funds.

Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan

Goals

1. Delinquency prevention and systemic improvement efforts aimed at targeted behaviors and conditions as described
2. System improvement projects aimed at prioritized system changes in VT juvenile justice and JJDP A SAG grants management

Program Objectives

Objectives will not be defined until proposals are received and selected from a competitive pool of applications. The open RFP will identify problems to be addressed as outlined above.

The overall objectives will be consistent with one of two program areas described in 'goals' above.

Performance Measures

OJJDP Performance measures relative to one of the two defined program areas will be collected and reported quarterly to grant recipient and annually to OJJDP. These will be defined at program selection and are specified in the attached Logic model for this award.

Project/Program Design and Implementation

This project will expand the capacity of the VT Children's Trust Fund to provide delinquency prevention funding to communities, or enable a system improvement project that will improve effective services to children, youth, and families.

Competitive RFPs will be publicly distributed to VT community programs and on the state business web site during calendar year 2010. Funding, outcome reports, and evaluation will occur in 2010 and 2011. Evidence-based or empirically supported programs will receive preferential funding. Innovative projects that are based on empirical evidence of prevention and systems change may be funded. Effective programs that emphasize long-term sustainability will receive preferential selection.

Selected projects will receive outcome measurement and Logic model training by program staff before or at commencement of project period.

JJ Specialist will assure reporting of program outcomes as required by OJJDP.

These funds will be utilized in concert with the state 3-year delinquency prevention plan and with a variety of federal, state and private funds.

Capabilities/Competencies

This award will be managed by the VT Juvenile Justice Coordinator (aka 'Specialist' in OJJDP lingo) whose primary responsibilities include

- coordination JJDPA and SAG functions in Designated State Agency
- liaison among Designated State Agency, SAG, OJJDP, and sub-recipients
- information dissemination and planning re: youth justice, prevention, and early intervention
- in conjunction with SAG and AHS, assures application, management and /or oversight of OJJDP formula and congressional earmark funds received by VT AHS
- manage or coordinate sub-awards and federal reporting
- oversight of state compliance with JJDPA core requirements

The JJ Coordinator is an employee of the VT Agency of Human Services, Department for Children and Families, Family Services, Youth Justice Unit.

A part of SAG-advised OJJDP and other funds are managed in the AHS, DCF, Child Development Division (CDD) with oversight by the After School Systems Director. This position is the CDD liaison to the SAG and the JJ Specialist, connecting early primary prevention efforts with delinquency intervention.

The primary staff are both veterans in their positions with significant experience implementing state and federal programs.

A central AHS / DCF business office manages all grants and fiscal reporting.

The JJDPA SAG, (The Children and Family Council for Prevention Programs) comprised of 21 governor-appointed members with expertise in child welfare, justice, corrections and significant related fields is an active advisory body that

- reviews data and defines service gaps and priorities related to JJDPA and related efforts,
- in partnership with the DSA, issues RFPs to address defined problem areas with effective interventions, reviews proposals and recommends funding to the state
- the SAG monitors sub-recipient progress and outcomes
- the SAG work is accomplished through monthly meetings, sub-committees and additional grant review

Attachments

- 1. Logic Model**
- 2. Timeline**
- 3. Budget, worksheet, and narrative**
 - a. approved cost allocation plan - letter from HHS to VT AHS
- 4. Resumes and job descriptions for key program managers**
 - a. JJ Coordinator job specifications

b. After School System Director

c. resume – Lay-Sleeper

d. resume - Matthews

Palmer, Mary Jane

From: Lay-Sleeper, Theresa
Sent: Tuesday, November 10, 2009 9:06 AM
To: 'Staubs, Amy '
Cc: Palmer, Mary Jane
Subject: 2009-57060-VT JL
Attachments: budget.doc

Amy,

Please find attached revised budget that will not include either direct administrative costs or indirect. All funds will be passed through to community based sub-recipients.

Thank you for your time and assistance.

Theresa Lay-Sleeper
Juvenile Justice Specialist
Osgood 2
103 S. Main St.
Waterbury, VT 05671-2401
802-241-2953
F: 802-241-1219

theresa.lay-sleeper@ahs.state.vt.us
<http://humanservices.vermont.gov/boards-committees/cfcpp>

2009-57060-VT JL

Budget Summary

Budget Category Amount

A. Personnel _____

B. Fringe Benefits _____

C. Travel _____

D. Equipment _____

E. Supplies _____

F. Construction _____

G. Consultants/Contracts __\$200,000__

H. Other _____

Total Direct Costs __\$200,000__

I. Indirect Costs _____

TOTAL PROJECT COSTS __\$200,000__

Federal Request __\$200,000

Non-Federal Amount _____

Budget Worksheet

A. Consultants / Contracts

Federal acquisition regulations are followed.

<u>Contracts</u>	<u>Service provided</u>	<u>Cost</u>
Estimated 10	Delinquency Prevention or System Improvement projects	\$200,000

Budget narrative

Consultants / contracts

The VT Children and Family Council for Prevention Programs and the Department for Children and Families will sub-grant funds to an estimated 10 community projects selected from competitive proposals. Each sub-recipient will submit a detailed budget for review and approval by the State Advisory Group, state grant manager, and agency authority.

Required training

Personnel responsible for managing sub-awards through this grant are experienced in financial reporting, GMS, DCTAT, SMART, and the Model Programs Guide planned for the fall 2009 training. No funds are budgeted for this event.

Palmer, Mary Jane

From: Lay-Sleeper, Theresa
Sent: Thursday, October 29, 2009 10:09 AM
To: 'Staubs, Amy '; Palmer, Mary Jane
Subject: RE: Application 2009-57060-VT-JL

Mary Jane,
Let's talk before end of week and follow up w/ a conference call as needed w/ Amy?
Thank you,
TLS

From: Staubs, Amy [mailto:Amy.Staub@usdoj.gov]
Sent: Thursday, October 29, 2009 8:42 AM
To: Palmer, Mary Jane
Cc: Lay-Sleeper, Theresa
Subject: RE: Application 2009-57060-VT-JL

Mary Jane,

The financial analyst reviewing this application indicates that the letter forwarded does NOT justify the indirect cost nor cost allocation.

OCFO will not be able to approve your budget unless 1) a copy of a current negotiated indirect cost rate is submitted or 2) the budget is revised to exclude indirect.

Thanks,
Amy

Amy Staubs
Office of Juvenile Justice & Delinquency Prevention
202-307-5762 (direct)
www.ojjdp.ncjrs.gov

From: Palmer, Mary Jane [mailto:MaryJane.Palmer@ahs.state.vt.us]
Sent: Monday, October 26, 2009 3:05 PM
To: Staubs, Amy ; Lay-Sleeper, Theresa
Subject: RE: Application 2009-57060-VT-JL

Amy,

The Vermont State Agency of Human Services, Department for Children and Families has on file with HHS an approved Cost Allocation Plan. Attached is the approval letter for your files. Please let me know if there are any further questions.

Mary Jane Palmer

From: Staubs, Amy [mailto:Amy.Staub@usdoj.gov]
Sent: Monday, October 26, 2009 2:11 PM

11/13/2009

To: Lay-Sleeper, Theresa
Cc: Palmer, Mary Jane
Subject: RE: Application 2009-57060-VT-JL

Theresa,

Just following up on the issue of indirect cost rates – this issue needs to be addressed before OJP can approve your budget and give you access to the grant funds. Please note that at this stage you will not be able to upload documents in GMS on your own; you will need to email attachments for me to upload.

Thank you,
Amy

Amy Staubs
Office of Juvenile Justice & Delinquency Prevention
202-307-5762 (direct)
www.ojjdp.ncjrs.gov

From: Staubs, Amy
Sent: Wednesday, October 07, 2009 11:28 AM
To: Lay-Sleeper, Theresa
Cc: Palmer, Mary Jane
Subject: Application 2009-57060-VT-JL

Theresa,

The Office of the Comptroller has conducted a preliminary financial review of the subject application. This review resulted in the following comments regarding unexplained costs and other financial requirements:

Comments:

Indirect Costs: Please provide a copy of most recent negotiated indirect cost rate issued by HHS, if you have it. Based on information we have, your most recent indirect cost rate was expired on 6/30/2005.

Based on your expired indirect cost rate, you should calculate your indirect cost based on total direct cost excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), subawards and flow-through funds. Therefore, your cost allocation budgeted is not allowable.

Please respond to above all issues in GMS and notify us so that we can clear the budget.

Thank you,
Amy

Amy Staubs
Program Manager, Child Protection Division
Office of Juvenile Justice and Delinquency Prevention
U.S. Department of Justice
810 7th Street NW
Washington, DC 20531
202-307-5762 (direct)
202-354-4460 (fax)
www.ojjdp.ncjrs.gov

11/13/2009

SFO 2427



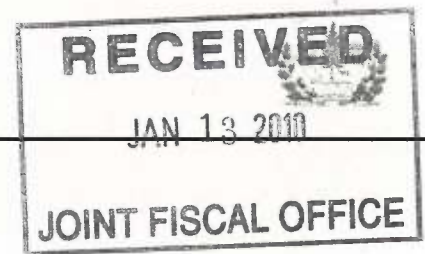
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

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

Grant Summary:		The Project augments the annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs and the Children's Trust Fund. Projects funded through this grant will serve children and youth to 18 years old and their families focusing on early prevention, education, parenting, positive youth development.			
Date:		12/21/2009			
Department:		Department for Children and Families			
Legal Title of Grant:		2009 Earmark- VT Children's Trust Fund/ Children & Family Council			
Federal Catalog #:		16.541			
Grant/Donor Name and Address:		U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, Washington DC 20531			
Grant Period:		From:	To:		
		10/1/2009	9/30/2012		
Grant/Donation		\$200,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$65,000	\$65,000	\$70,000	\$200,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>[Signature]</i> 12/21/09	(Initial)
Secretary of Administration		<i>[Signature]</i>		<i>[Signature]</i> 12/21/09	(Initial)
Sent To Joint Fiscal Office				1/6/2010	Date



2007

2007

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1) Jed

BASIC GRANT INFORMATION				
1. Agency:	Agency of Human Services			
2. Department:	Department for Children & Families			
3. Program:	Office of Juvenile Justice & Delinquency Prevention			
4. Legal Title of Grant:	2009 Congressional Earmark-VT Children's Trust Fund/Children & Family Council			
5. Federal Catalog #:	16.541			
6. Grant/Donor Name and Address:				
Dept of Justice, Office of Justice Programs, Washington,DC 20531				
7. Grant Period:	From:	10/1/2009	To:	9/30/2012
8. Purpose of Grant:				
Delinquency prevention and system improvement projects				
9. Impact on existing program if grant is not Accepted:				
Community partners unable to provide necessary prevention programs and educational services to at-risk youth.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY 2012	
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$65,000	\$65,000	\$70,000	
Total	\$65,000	\$65,000	\$70,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$65,000	\$65,000	\$70,000	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$	\$	\$	
Appropriation No:	34400200000		Amount:	\$200,000
				\$
				\$
				\$
				\$
				\$
				\$
			Total	\$200,000

REC'D DEC - 1 2009

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION

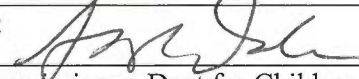
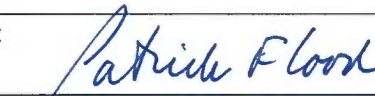
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

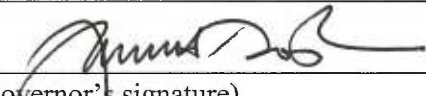
12. Limited Service Position Information:	# Positions	Title
	N/A	
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

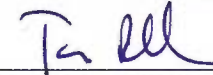
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 10/29/09
	Title: Commissioner, Dept for Children & Families	
	Signature: 	Date: 11/24/09
	Title: Deputy Secretary, AAS	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted		Date: 1/4/10
<input type="checkbox"/>	Rejected	(Governor's signature)	Date:

15. SECRETARY OF ADMINISTRATION

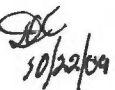
<input checked="" type="checkbox"/>	Check One Box: Request to JFO		Date: 12/29/09
<input type="checkbox"/>	Information to JFO	(Secretary's signature or designee)	Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
---	--

End Form AA-1


10/22/09

1/20/20

1/20/20

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1/20/20



Department of Justice
Office of Justice Programs
**Office of Juvenile Justice and
Delinquency Prevention**

Grant

PAGE 1 OF 4

CFDA #16.541

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Agency of Health Services Planning Division 103 South Main Street Waterbury, VT 05671-0203		4. AWARD NUMBER: 2009-JL-FX-0114	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2009 TO 09/30/2012	
		6. AWARD DATE 09/24/2009	7. ACTION Initial
1A. GRANTEE IRS/VENDOR NO. 036001264	8. SUPPLEMENT NUMBER 00		
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE 2009 congressional earmark-VT Children's Trust Fund / Children and Family Council		10. AMOUNT OF THIS AWARD \$ 200,000	
		11. TOTAL AWARD \$ 200,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 (OJJDP Part E) 42 USC 5665-5667			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Joan Adams Business Manager <i>Cynthia Walcott</i> Dep. Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL <i>Mary Lou Leary</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>[Signature]</i>	19A. DATE 9/29/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X F JL 70 00 00 200000		21. UJLTGT0978	

9/29 GAV signature change



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 24, 2009

Mrs. Joan Adams
Vermont Agency of Health Services Planning Division
103 South Main Street
Waterbury, VT 05671-0203

Dear Mrs. Adams:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Earmarks Programs in the amount of \$200,000 for Vermont Agency of Health Services Planning Division.

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

If you have questions regarding this award, please contact:

- Program Questions, Amy L. Staubs, Program Manager at (202) 307-5762; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Lou Leary".

Mary Lou Leary
Acting Assistant Attorney General

Enclosures



Department of Justice

Office of Justice Programs

Office of Juvenile Justice and Delinquency Prevention

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Kathi Grasso, OJJDP NEPA Coordinator

Subject: Categorical Exclusion for Vermont Agency of Health Services Planning Division

The recipient agrees to assist OJJDP to comply with the National Environmental Policy Act (NEPA) and other related federal environmental impact analyses requirements in the use of these grant funds either directly by the recipient or by a subrecipient. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds and, if so, to advise OJJDP and request further NEPA implementation guidance. Recipient understands that this special condition applies to its activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are: a. new construction; b. minor renovation or remodeling of a property either; (1) listed on or eligible for listing on the National Register of Historic Places or; (2) located within a 100-year flood plain; c. a renovation, lease, or any other proposed use of a building or facility that will either; (1) result in a change in its basic prior use or; (2) significantly change its size and; d. Implementation of a new program involving the use of chemicals other than chemicals that are; (1) purchased as an incidental component of a funded activity and; (2) traditionally used, for example, in office, household, recreational, or education environments.

OJJDP FY 09 Earmarks Programs

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

State of VT, Agency of Human Services, Department for Children and Families
VT Children's Trust Fund
2009-57060-VT JL
June 24, 2009

Project Abstract

This project will augment the annual grants made to Vermont communities and state partners through the Children and Family Council for Prevention Programs (CFCPP) and the associated Children's Trust Fund (CTF). The CFCPP or 'Council' is the state advisory group appointed by the Governor under the JJDP. Its role is to advise on policy and legislation impacting children and youth, and to define priority needs and gaps in the area of delinquency prevention so as to effectively fund primary prevention and intervention projects to address those gaps. The Council has just completed a 3-year plan as required by OJJDP delineating data-based priorities for prevention funding in VT. The Council will emphasize supports to children and families in support of quality education to honor the life long work of Senator James Jeffords in this area.

Funded projects will serve children and youth aged 0 -18 and their families and will focus on early prevention, education, parenting, positive youth development, and sustainability efforts that will support long term viability of effective community programs. Projects will be selected from a competitive pool of applicants emphasizing evidence-based interventions.

Program outcomes and performance measures will be determined at commencement of funding. Clear program outcomes and performance criteria will be measured quarterly by sub-recipient reports.

Statement of the Problem

Listed here are problems and interventions identified as effective and targeted as priorities in the VT OJJDP 3-year plan 2009 - 2011.

OJJDP delinquency prevention and early intervention funds to VT have been cut an estimated 60% since 2002. Community requests for prevention funding outweigh funds by a margin of two to one. Targeted activities will include selections from the following problem and intervention areas:

Problem:

- a systemic childcare subsidy change designed to support low-income working parents will result in the loss of some child care slots,
- harsh economic conditions cause some parents to choose among competing necessities including after school care for children,
- the state Department of Education reports significant measurable discrepancy in educational achievement between youth that are, and those that are not living in poverty

Preschool and afterschool enhancements and expansion

Problem:

- VT experienced an alarming increase in deaths and life-threatening injuries sustained as a result of shaken baby syndrome in two recent years
- supports to pregnant and parenting teens are inadequate, programs have exceeded capacity and received budget and staffing cuts, and are not available in all regions of the state
- Publicly funded substance abuse treatment among youth aged 18 – 24 years old has increased 65% during the past five years. There are important implications for young parents and youth aged 16 – 18 that can be targeted in delinquency prevention efforts
- some families that lack the skills and supports needed to raise their adolescent children abandon them to living independently and in unsafe conditions
- educational achievement of children is directly related to educational achievement of mothers

Educational and family supports to parents –

Problem:

- in VT, an estimated 50% of youth over age 16 who commit low-level offenses are processed in the adult criminal justice system resulting in criminal records and resultant long-term negative consequences;
- community restorative justice interventions in VT have been evaluated as more effective than traditional probation responses (UVM 2007)

- The success rate of community based Court Diversion interventions throughout the state is 82%. In most counties, the Court Diversion option can be used only one time; most youth are referred to Court for a subsequent offense.

Early interventions that prevent at-risk and low-level offending youth from entering the juvenile or criminal justice system –

Problem:

- effective youth services must engage youth in planning the course of their own lives
- an effective justice system would provide developmentally appropriate responses to youth who commit relatively minor criminal offenses including restorative justice responses that keep youth out of the system where warranted, and restore victim and community
- the 16 – 17 year old youth who are referred to the adult court and corrections systems for misdemeanor offenses do not receive valid, evidence-based screening and assessment for needs, risks, and strengths as do their peers referred to the juvenile justice system

Workforce development that targets youth workforce, justice officials, and policy makers in positive youth development and adolescent development science and practice can serve as a forum to engage those systems in developing an evidence-based, effective, and developmentally appropriate response to young offenders that will support 1) community safety, 2) victim & community restoration, 3) early interventions for youth where indicated, 4) offense and individually targeted sentences for youth

Problem:

- multiple system improvement efforts are just beyond the reach of CTF and DCF to address; part of this Congressional Earmark may be targeted to one of these such as:
- Court Diversion data base improvement assistance
- Court Guardian ad Litem sustainability and training needs
- sub-grantee program performance database accessible to funders and public

The SAG that plans advises and selects CTF grants may choose one of several needed system improvement efforts from these one-time Earmark funds. The July 2009 annual meeting will determine what system improvement effort may be targeted with these funds.

Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan

Goals

1. Delinquency prevention and systemic improvement efforts aimed at targeted behaviors and conditions as described
2. System improvement projects aimed at prioritized system changes in VT juvenile justice and JJDPA SAG grants management

Program Objectives

Objectives will not be defined until proposals are received and selected from a competitive pool of applications. The open RFP will identify problems to be addressed as outlined above.

The overall objectives will be consistent with one of two program areas described in 'goals' above.

Performance Measures

OJJDP Performance measures relative to one of the two defined program areas will be collected and reported quarterly to grant recipient and annually to OJJDP. These will be defined at program selection and are specified in the attached Logic model for this award.

Project/Program Design and Implementation

This project will expand the capacity of the VT Children's Trust Fund to provide delinquency prevention funding to communities, or enable a system improvement project that will improve effective services to children, youth, and families.

Competitive RFPs will be publicly distributed to VT community programs and on the state business web site during calendar year 2010. Funding, outcome reports, and evaluation will occur in 2010 and 2011. Evidence-based or empirically supported programs will receive preferential funding. Innovative projects that are based on empirical evidence of prevention and systems change may be funded. Effective programs that emphasize long-term sustainability will receive preferential selection.

Selected projects will receive outcome measurement and Logic model training by program staff before or at commencement of project period.

JJ Specialist will assure reporting of program outcomes as required by OJJDP.

These funds will be utilized in concert with the state 3-year delinquency prevention plan and with a variety of federal, state and private funds.

Capabilities/Competencies

This award will be managed by the VT Juvenile Justice Coordinator (aka 'Specialist' in OJJDP lingo) whose primary responsibilities include

- coordination JJDPA and SAG functions in Designated State Agency
- liaison among Designated State Agency, SAG, OJJDP, and sub-recipients
- information dissemination and planning re: youth justice, prevention, and early intervention
- in conjunction with SAG and AHS, assures application, management and /or oversight of OJJDP formula and congressional earmark funds received by VT AHS
- manage or coordinate sub-awards and federal reporting
- oversight of state compliance with JJDPA core requirements

The JJ Coordinator is an employee of the VT Agency of Human Services, Department for Children and Families, Family Services, Youth Justice Unit.

A part of SAG-advised OJJDP and other funds are managed in the AHS, DCF, Child Development Division (CDD) with oversight by the After School Systems Director. This position is the CDD liaison to the SAG and the JJ Specialist, connecting early primary prevention efforts with delinquency intervention.

The primary staff are both veterans in their positions with significant experience implementing state and federal programs.

A central AHS / DCF business office manages all grants and fiscal reporting.

The JJDP A SAG, (The Children and Family Council for Prevention Programs) comprised of 21 governor-appointed members with expertise in child welfare, justice, corrections and significant related fields is an active advisory body that

- reviews data and defines service gaps and priorities related to JJDP A and related efforts,
- in partnership with the DSA, issues RFPs to address defined problem areas with effective interventions, reviews proposals and recommends funding to the state
- the SAG monitors sub-recipient progress and outcomes
- the SAG work is accomplished through monthly meetings, sub-committees and additional grant review

Attachments

- 1. Logic Model**
- 2. Timeline**
- 3. Budget, worksheet, and narrative**
 - a. approved cost allocation plan - letter from HHS to VT AHS
- 4. Resumes and job descriptions for key program managers**
 - a. JJ Coordinator job specifications

- b. After School System Director
- c. resume – Lay-Sleeper
- d. resume - Matthews

Palmer, Mary Jane

From: Lay-Sleeper, Theresa
Sent: Tuesday, November 10, 2009 9:06 AM
To: 'Staubs, Amy '
Cc: Palmer, Mary Jane
Subject: 2009-57060-VT JL
Attachments: budget.doc

Amy,

Please find attached revised budget that will not include either direct administrative costs or indirect. All funds will be passed through to community based sub-recipients.

Thank you for your time and assistance.

Theresa Lay-Sleeper
Juvenile Justice Specialist
Osgood 2
103 S. Main St.
Waterbury, VT 05671-2401
802-241-2953
F: 802-241-1219

theresa.lay-sleeper@ahs.state.vt.us
<http://humanservices.vermont.gov/boards-committees/cfcpp>

2009-57060-VT JL

Budget Summary

Budget Category Amount

A. Personnel _____

B. Fringe Benefits _____

C. Travel _____

D. Equipment _____

E. Supplies _____

F. Construction _____

G. Consultants/Contracts __\$200,000__

H. Other _____

Total Direct Costs __\$200,000__

I. Indirect Costs _____

TOTAL PROJECT COSTS __\$200,000__

Federal Request __\$200,000

Non-Federal Amount _____

Budget Worksheet

A. Consultants / Contracts

Federal acquisition regulations are followed.

<u>Contracts</u>	<u>Service provided</u>	<u>Cost</u>
Estimated 10	Delinquency Prevention or System Improvement projects	\$200,000

Budget narrative

Consultants / contracts

The VT Children and Family Council for Prevention Programs and the Department for Children and Families will sub-grant funds to an estimated 10 community projects selected from competitive proposals. Each sub-recipient will submit a detailed budget for review and approval by the State Advisory Group, state grant manager, and agency authority.

Required training

Personnel responsible for managing sub-awards through this grant are experienced in financial reporting, GMS, DCTAT, SMART, and the Model Programs Guide planned for the fall 2009 training. No funds are budgeted for this event.

Palmer, Mary Jane

From: Lay-Sleeper, Theresa
Sent: Thursday, October 29, 2009 10:09 AM
To: 'Staubs, Amy '; Palmer, Mary Jane
Subject: RE: Application 2009-57060-VT-JL

Mary Jane,
Let's talk before end of week and follow up w/ a conference call as needed w/ Amy?
Thank you,
TLS

From: Staubs, Amy [mailto:Amy.Staub@usdoj.gov]
Sent: Thursday, October 29, 2009 8:42 AM
To: Palmer, Mary Jane
Cc: Lay-Sleeper, Theresa
Subject: RE: Application 2009-57060-VT-JL

Mary Jane,

The financial analyst reviewing this application indicates that the letter forwarded does NOT justify the indirect cost nor cost allocation.

OCFO will not be able to approve your budget unless 1) a copy of a current negotiated indirect cost rate is submitted or 2) the budget is revised to exclude indirect.

Thanks,
Amy

Amy Staubs
Office of Juvenile Justice & Delinquency Prevention
202-307-5762 (direct)
www.ojjdp.ncjrs.gov

From: Palmer, Mary Jane [mailto:MaryJane.Palmer@ahs.state.vt.us]
Sent: Monday, October 26, 2009 3:05 PM
To: Staubs, Amy ; Lay-Sleeper, Theresa
Subject: RE: Application 2009-57060-VT-JL

Amy,

The Vermont State Agency of Human Services, Department for Children and Families has on file with HHS an approved Cost Allocation Plan. Attached is the approval letter for your files. Please let me know if there are any further questions.

Mary Jane Palmer

From: Staubs, Amy [mailto:Amy.Staub@usdoj.gov]
Sent: Monday, October 26, 2009 2:11 PM

11/13/2009

To: Lay-Sleeper, Theresa
Cc: Palmer, Mary Jane
Subject: RE: Application 2009-57060-VT-JL

Theresa,

Just following up on the issue of indirect cost rates – this issue needs to be addressed before OJP can approve your budget and give you access to the grant funds. Please note that at this stage you will not be able to upload documents in GMS on your own; you will need to email attachments for me to upload.

Thank you,
Amy

Amy Staubs
Office of Juvenile Justice & Delinquency Prevention
202-307-5762 (direct)
www.ojjdp.ncjrs.gov

From: Staubs, Amy
Sent: Wednesday, October 07, 2009 11:28 AM
To: Lay-Sleeper, Theresa
Cc: Palmer, Mary Jane
Subject: Application 2009-57060-VT-JL

Theresa,

The Office of the Comptroller has conducted a preliminary financial review of the subject application. This review resulted in the following comments regarding unexplained costs and other financial requirements:

Comments:

Indirect Costs: Please provide a copy of most recent negotiated indirect cost rate issued by HHS, if you have it. Based on information we have, your most recent indirect cost rate was expired on 6/30/2005.

Based on your expired indirect cost rate, you should calculate your indirect cost based on total direct cost excluding capital expenditures (buildings, individual items of equipment, alterations and renovations), subawards and flow-through funds. Therefore, your cost allocation budgeted is not allowable.

Please respond to above all issues in GMS and notify us so that we can clear the budget.

Thank you,
Amy

Amy Staubs
Program Manager, Child Protection Division
Office of Juvenile Justice and Delinquency Prevention
U.S. Department of Justice
810 7th Street NW
Washington, DC 20531
202-307-5762 (direct)
202-354-4460 (fax)
www.ojjdp.ncjrs.gov

11/13/2009

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

BASIC GRANT INFORMATION

1. Agency:	Agency of Human Services		
2. Department:	Department for Children & Families		
3. Program:	Office of Juvenile Justice & Delinquency Prevention		
4. Legal Title of Grant:	2009 Congressional Earmark-VT Children's Trust Fund/Children & Family Council		
5. Federal Catalog #:	16.541		
6. Grant/Donor Name and Address:	Dept of Justice, Office of Justice Programs, Washington,DC 20531		
7. Grant Period:	From:	10/1/2009	To: 9/30/2012
8. Purpose of Grant:	Delinquency prevention and system improvement projects		
9. Impact on existing program if grant is not Accepted:	Community partners unable to provide necessary prevention programs and educational services to at-risk youth.		

10. BUDGET INFORMATION

	SFY 1 FY 2010	SFY 2 FY 2011	SFY 3 FY 2012	Comments
Expenditures:				
Personal Services	\$	\$	\$	
Operating Expenses	\$	\$	\$	
Grants	\$65,000	\$65,000	\$70,000	
Total	\$65,000	\$65,000	\$70,000	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$65,000	\$65,000	\$70,000	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$	\$	\$	

Appropriation No:	34400200000	Amount:	\$200,000
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$200,000

REC'D DEC - 1 2009

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE (Form AA-1)

PERSONAL SERVICE INFORMATION

11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	N/A	
Total Positions		

12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature:	Date: 10/29/09
	Title: Commissioner, Dept for Children & Families	
	Signature:	Date: 11/24/09
	Title: Deputy Secretary, AHS	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted		1/4/10
<input type="checkbox"/>	Rejected	(Governor's signature)	Date:

15. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/>	Check One Box: Request to JFO		12/29/09
<input type="checkbox"/>	Information to JFO	(Secretary's signature or designee)	Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

End Form AA-1



Department of Justice
Office of Justice Programs
**Office of Juvenile Justice and
Delinquency Prevention**

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 4

PROJECT NUMBER 2009-JL-FX-0114

AWARD DATE 09/24/2009

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

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

e-mail: oig.hotline@usdoj.gov

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

or hotline fax: (202) 616-9881

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

6. The recipient agrees to report data on the grantee's OJJDP-approved performance measures as part of the semi-annual categorical progress report. This data will be submitted on line at OJJDP's Performance Measures website (<http://ojjdp.ncjrs.gov/grantees/pm/index.html>) by July 31 and January 31 each year for the duration of the award. Once data entry is complete, the grantee will be able to create and download a "Performance Measures Data Report." This document is to be included as an attachment to the grantee's narrative categorical assistance progress report submitted in GMS for each reporting period.
7. Any deviation from the timeline provided in the application or revised grant program implementation plan must receive prior approval from OJJDP.



Department of Justice
Office of Justice Programs
**Office of Juvenile Justice and
Delinquency Prevention**

**AWARD CONTINUATION
SHEET
Grant**

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PROJECT NUMBER 2009-JL-FX-0114

AWARD DATE 09/24/2009

SPECIAL CONDITIONS

8. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.
9. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.
10. The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov/>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov/>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.
11. OJP reserves the right to conduct periodic on-site monitoring visits upon reasonable notice to the grantee (at least fourteen days) prior to each such site visit.
12. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
13. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.
14. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

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AWARD DATE 09/24/2009

SPECIAL CONDITIONS

15. The recipient shall submit one copy, as well as a computer diskette in Corel or compatible format, of any final reports, publications, etc., and the master tape and/or electronic file for any video, CD or DVD products developed with or in response to funds awarded to the recipient by OJJDP. Any publications or products, whether published at the recipient's or government's expense, shall contain the following statements:

This project was supported by Grant No. 2009-JL-FX-0114 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

The current edition of the OJP Financial Guide provides guidance on allowable printing activities.

The recipient must submit to OJJDP all grant-funded reports and products for review and comment prior to publication. All such reports and products may display the OJJDP logo on the cover (or other location) with the agreement of the program office.

16. As a condition of receiving grant funds, the grantee certifies that it has appropriate criminal background screening procedures in place, to the extent permitted by state, local, and federal law, to evaluate any employee, contractor, or volunteer working under this grant who is expected to have direct substantial contact with minor children. Direct substantial contact is defined as contact that is regular, continuous, and personal in nature.
17. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.

Cher



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 24, 2009

Mrs. Joan Adams
Vermont Agency of Health Services Planning Division
103 South Main Street
Waterbury, VT 05671-0203

Dear Mrs. Adams:

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

Ensuring Access to Federally Assisted Programs

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

Providing Services to Limited English Proficiency (LEP) Individuals

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

Ensuring Equal Treatment for Faith-Based Organizations

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

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

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

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

Enforcing Civil Rights Laws

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

Complying with the Safe Streets Act or Program Requirements

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

1) Meeting the EEO Plan Requirement

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

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

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

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

2) Submitting Findings of Discrimination

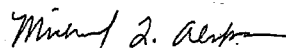
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR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

Ensuring the Compliance of Subrecipients

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

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

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst

Palmer, Mary Jane

From: Lay-Sleeper, Theresa
Sent: Thursday, November 12, 2009 9:45 AM
To: Palmer, Mary Jane
Subject: FW: Removal of Special Conditions Related to Financial Clearance GAN has been Approved

This is good to go. Aka Welch / CFCPP earmark

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

From: gmssuprt@usdoj.gov [mailto:gmssuprt@usdoj.gov]
Sent: Tuesday, November 10, 2009 4:25 PM
To: Lay-Sleeper, Theresa
Subject: Removal of Special Conditions Related to Financial Clearance GAN has been Approved

The request for Removal of Special Conditions Related to Financial Clearance GAN for 2009-JL-FX-0114 has been approved. Please access GMS for more information regarding GAN Number 002.



Department of Justice
Office of Justice Programs
Office of Juvenile Justice and
Delinquency Prevention

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

Grant

PROJECT NUMBER

2009-JL-FX-0114

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This project is supported under FY09 (OJJDP Part E) 42 USC 5665-5667

1. STAFF CONTACT (Name & telephone number)

Amy L. Staubs
(202) 307-5762

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

Theresa Lay-Sleeper
JJ Spec
Osgood 2
103 South Main Street
Waterbury, VT 05671-2401
(802) 241-2953

3a. TITLE OF THE PROGRAM

OJJDP FY 09 Earmarks Programs

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

2009 congressional earmark-VT Children's Trust Fund / Children and Family Council

5. NAME & ADDRESS OF GRANTEE

Vermont Agency of Health Services Planning Division
103 South Main Street
Waterbury, VT 05671-0203

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2009 TO: 09/30/2012

8. BUDGET PERIOD

FROM: 10/01/2009 TO: 09/30/2012

9. AMOUNT OF AWARD

\$ 200,000

10. DATE OF AWARD

09/24/2009

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

The OJJDP FY 09 Earmarks Programs further the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to organizations identified in the Explanatory Statement Regarding H.R. 1105 (Omnibus Appropriations Act, 2009), 155 Cong. Rec. H1653 (daily ed. Feb. 23, 2009) (statement by Rep. Obey, Chairman of the Committee on Appropriations of the House). The State of Vermont, Children and Family Council for Prevention Programs (CFPP) and the associated Children's Trust Fund (CTF) will utilize OJJDP funds to augment the annual grants made to local and state partners. During the three year project period, subawards will be competitively awarded to evidence-based interventions and expand the Vermont Children's Trust Fund's capacity to provide youth development and child abuse prevention funding to communities.
NCA/NCF