



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: March 20, 2008
Subject: JFO #2367

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

JFO #2367 — \$127,445 grant from the Office of Community Policing Services (COPS) to the Department of Public Safety – State Police. These funds will be passed through to the Rutland County Sheriff's Department (via sub-grant) to fund a School Resource Officer at Mill River Union High School.
[JFO received 2/18/09]

In accordance with 32 V.S.A. §5, the requisite 30 days having elapsed since this item was submitted to the Joint Fiscal Committee, the Governor's approval may now be considered final. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Thomas Tremblay, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 19, 2009
Subject: Grant Requests

Enclosed please find two (2) requests which the Joint Fiscal Office has received from the Administration:

JFO #2367 — \$127,445 grant from the Office of Community Policing Services (COPS) to the Department of Public Safety – State Police. These funds will be passed through to the Rutland County Sheriff's Department (via sub-grant) to fund a School Resource Officer at Mill River Union High School.
[JFO received 2/18/09]

JFO #2368 — \$60,000 grant from Legal Services Law Line of Vermont to the Judiciary – Court Administrator's Office. These grant funds will be used to cover the cost of developing an interface for pro se litigants (i.e., persons representing themselves in court proceedings) to create family court pleadings and accurately fill out the forms on the computer.
[JFO received 2/18/09]

The Joint Fiscal Office has reviewed these submissions and determined that all appropriate forms bearing the necessary approvals are in order.

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by March 5th we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Thomas Tremblay, Commissioner
Lee Suskin, Court Administrator



SFO 2367

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:		School Resource Officer for Mill River Union High School in Rutland			
Date:		12/11/2008			
Department:		Department of Public Safety			
Legal Title of Grant:		Community Oriented Policing Services (COPS) Safe School Initiative			
Federal Catalog #:		16.710			
Grant/Donor Name and Address:		Office of Community Oriented Policing Services			
Grant Period:		From:	To:		
		12/26/2007	12/25/2010		
Grant/Donation		127,445			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$42,481	\$42,482	\$42,482	\$	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		DWS 12-11-08			
Department of Finance & Management		[Signature]		12/15/08 (Initial)	
Secretary of Administration		[Signature]		12/17/08 (Initial)	
Sent To Joint Fiscal Office		[Signature]		12/23/08 Date	



**Dept. of Public Safety
Administration Division
Accounting Unit**

Memo

To: David Beatty, Budget & Management Analyst
From: Tracy O'Connell, Programs Administration Supervisor *TO*
Date: 12/8/08
CC: file
Re: Request for Grant Acceptance

Attached you will find an AA-1 form for the request to accept a grant from the Office of Community Oriented Policing Services.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us; or Melissa Jenkins at 802-241-5496 or mjenkins@dps.state.vt.us.

Thank you.

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

BASIC GRANT INFORMATION				
1. Agency:				
2. Department:		Public Safety		
3. Program:		State Police		
4. Legal Title of Grant:		COPS Safe School Initiative		
5. Federal Catalog #:		16.710		
6. Grant/Donor Name and Address: Office of Community Oriented Policing Services 1100 Vermont Ave NW Washington, DC 20530				
7. Grant Period:		From: 12/26/2007	To: 12/25/2010	
8. Purpose of Grant: This grant provides funding to assist in delinquency prevention, community planning and development, school safety resources and technology development.				
9. Impact on existing program if grant is not Accepted: This funding will allow the Rutland County Sheriff's Dept the opportunity to enhance a variety of school and community safety programs with a School Resource Officer that will be placed at Miller River Union High School for three academic school years.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY 2011	
Personal Services	\$	\$	\$	
Operating Expenses	\$424	\$425	\$425	
Grants	\$42057	\$42057	\$42057	Subgrant to RCSD
Total	\$42,481	\$42,482	\$42,482	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$42481	\$42482	\$42482	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$42,481	\$42,482	\$42,482	
Appropriation No:	2140010000	Amount:	\$127445	
			\$	
			\$	
			\$	
			\$	

REC'D DEC 10 2008

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

		\$
		\$
	Total	\$

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

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

12. Limited Service Position Information:	# Positions	Title
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <i>Thomas R. Trully</i>	Date: <i>12/8/08</i>
	Title: <i>Commissioner</i>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	<i>12/22/08</i>
<input type="checkbox"/> Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<i>Linda P. Meeks</i> (Secretary's signature or designee)	<i>12/18/08</i>
<input type="checkbox"/> Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Ave., NW
Washington, DC 20530

October 29, 2008

NOV 3 2008

Colonel James Baker
Vermont State Police
103 South Main Street
Waterbury, VT 05671

Re: Safe Schools Initiative Grant #2008CKWX0566
ORI#: VTVSP00

Dear Colonel Baker:

Congratulations! On behalf of the Department of Justice, I am pleased to inform you that the COPS Office has approved your agency's request for funding under the COPS Safe Schools Initiative. Enclosed in this packet is your grant award. **The award document must be signed and returned to the COPS Office within 90 days to officially accept your grant.** On the reverse side of the grant award is a list of conditions that apply to your grant. You should read and familiarize yourself with these conditions. This package also contains other important information to assist with the implementation of your grant, including your Grant Owner's Manual.

The official start date of your grant is December 26, 2007. Therefore, you can be reimbursed for approved expenditures after this date. Please carefully review your financial clearance memorandum to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. Please be aware that any vendor or contractor who participated in drafting your grant application may not receive federal funding for any procurement under this award.

Within a few weeks, you will receive a PAPRS package from the Office of the Comptroller, Office of Justice Programs. This important package will contain forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your Safe Schools Initiative award. If you have any questions about your grant award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Carl R. Peed
Director



**U. S. Department of Justice
Community Oriented Policing Services
Grants Administration Division (GAD)
Safe Schools Initiative**

Treasury Account Symbol (TAS) 15X0406

Grant #: 2008CKWX0566

ORI #: VTVSP00

Applicant Organization's Legal Name: Vermont State Police

OJP Vendor #: 036000274

Law Enforcement Executive: Colonel James W. Baker

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5260

Fax: (802) 241-5551

Government Executive: Commissioner Thomas R. Tremblay

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5200

Fax: (802) 241-5551

Award Start Date: 12/26/2007

Award End Date: 12/25/2010

Award Amount: \$ 127,445.00

Carl R. Peed, Director

SEP 15 2008

Date

Signature of Law Enforcement Official with the Authority to Accept this Grant Award

Col. James W. Baker

Typed Name and Title of Law Enforcement Official

11/21/08

Date

Signature of Government Official with the Authority to Accept this Grant Award

Comm. Thomas R. Tremblay

Typed Name and Title of Government Official

11/20/08

Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID: 87213

Office of Community Oriented Policing Services
Safe Schools Initiative Grant Terms and Conditions

By signing the Award Document to accept this Safe Schools Initiative grant, your agency agrees to abide by the following grant conditions:

1. The grantee agrees to comply with the terms, conditions and regulations as found in the COPS 2008 Safe Schools Initiative Grant Owner's Manual; the COPS statute (42 U.S.C. §. 3796dd); 28 C.F.R. Part 66 (OMB Circular A-102) or 28 C.F.R. Part 70 (OMB Circular A-110) as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000, et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); these award conditions; other representations made in the grant application for the Safe Schools Initiative Grant Program; and with all applicable program requirements, laws, orders, regulations, or circulars.
2. The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were submitted as part of its Safe Schools Initiative application.
3. The funding under this project is for the payment of approved costs for school safety resources and technology development, delinquency prevention, and community planning and development. The allowable costs for which your agency's grant has been approved are limited to those listed on the Financial Clearance Memorandum, which is included in your agency's award packet.
4. Travel costs for transportation, lodging and subsistence, and related items are allowable under the Safe Schools Initiative with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. Part 225 (OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments), 2 C.F.R. 220 (OMB Circular A-21, Cost Principles for Educational Institutions), 2 C.F.R. Part 230 (OMB Circular A-122, Cost Principles for Non-Profit Organizations), and 48 C.F.R. Part 31.000, et seq. (FAR-31.2, Cost Principles for Commercial Organizations), as applicable.
5. The grantee acknowledges that when procuring hardware, software, or professional services for an information-sharing initiative, a standards-based approach should be used. Specifically, information-sharing initiatives should be compatible with the Global Justice XML Data Model (GJXDM)/National Information Exchange Model (NIEM), as guidelines. In addition, when procuring equipment for communication system development and expansion, a standards-based approach should be used to begin migration to multi-jurisdictional and multi-disciplinary interoperability. Specifically, all new digital voice systems should be compliant with the Project 25 (P25) suite of standards.
6. State, local, and tribal governments must use Safe Schools Initiative grant funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs funds that are already committed or otherwise would have been committed for grant purposes (hiring, training, purchases, and/or activities) during the grant period. In other words, grantees may not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that would have been dedicated to the COPS-funded item(s) in the absence of the COPS grant.
7. Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do not provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award, as extension requests received after an award has expired will be approved only under very limited circumstances.
8. The grantee must promptly notify the COPS Office in writing of any changes to the award budget, and must obtain written approval from COPS for any changes in excess of ten percent of the total award amount before incurring the proposed costs.
9. The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Safe Schools Initiative. The grantee agrees to cooperate with the monitors and evaluators.
10. To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting periodic programmatic progress reports and quarterly financial reports.
11. The COPS Office performs various functions to ensure compliance with all grant requirements, to assess the implementation of community policing in awarded jurisdictions, and to provide technical assistance to grantees. Grant monitoring activities are routine during the grant period and may occur up to three years following the official closure of the grant award. These functions, and others, often require the production of grant-related documentation and other materials. As a COPS Safe Schools Initiative grantee, you agree to cooperate with any such requests for information.
12. Grantees that have 50 or more employees and a single award for \$500,000 or more must submit an acceptable Equal Employment Opportunity Plan (EEO Plan) or EEO Plan short form, if required to submit an EEO Plan under 28 C.F.R. 42.302, that is approved by the Office of Justice Programs, Office of Civil Rights, within 60 days of the award start date.
13. Grantees using Safe Schools Initiative funds to operate an interjurisdictional criminal intelligence system must comply with operating principles of 28 C.F.R. Part 23. The grantee acknowledges that it has completed, signed and submitted with its grant award the relevant Special Condition certifying its compliance with 28 C.F.R. Part 23.
14. Grantees who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$100,000 and who plan to use a non-competitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down grant funds for that item.
15. The grantee agrees to submit one copy of all reports and proposed publications resulting from this grant 20 days prior to public release. Any publications (including written, software, visual, or sound, but excluding press releases, newsletters, and issue analyses), whether published at the recipient's or government's expense, shall contain the following statement: "This project was supported by Grant # _____, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."
16. The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit http://it.ojp.gov/topic.jsp?topic_id=31.
18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for Implementing the National Environmental Policy Act).
19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



REPRINT

U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division (GAD)
Safe Schools Initiative

1100 Vermont Avenue, NW
 Washington, DC 20530

Memorandum

To: Colonel James W. Baker
 Vermont State Police

From: Andrew A. Dorr, Assistant Director for Grants Administration
 Lakita Reid, Grant Program Specialist
 Budget Prepared By: Antia Noonan, Grant Program Specialist

Re: Safe Schools Initiative Financial Clearance Memo
 A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 036000274

ORI #: VTVSP00

Grant #: 2008CKWX0566

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Consultants/Contractors	\$126,171.00	\$126,171.00	\$0.00	
Other	\$1,274.00	\$1,274.00	\$0.00	
Direct Costs:	\$127,445.00	\$127,445.00	\$0.00	
Grand Total	\$127,445.00	\$127,445.00	\$0.00	

Grand Total:	Federal Share:	\$ 127,445.00
	Applicant Share:	\$ 0.00

Cleared Date: 8/29/2008

Overall Comments:

All costs listed in this budget were programmatically approved based on the final budget detail worksheet submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased within the three year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category in the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Revised from application

<u>Budget Category</u>	<u>Amount</u>	
A. Personnel	\$ -	
B. Fringe Benefits	\$ -	
C. Travel	\$ -	
D. Equipment	\$ -	
E. Supplies	\$ -	
F. Construction	\$ -	
G. Consultants/Contracts	\$ 126,171	
H. Other	\$ 1,274	
Total Direct Costs	\$ 127,445	
I. Indirect Costs	\$ -	
TOTAL PROJECT COSTS	\$ 127,445	
Federal Request	\$127,445	100.0%
Non-Federal (Match) Amount	\$0	

Budget Narrative

A. Personnel and B. Fringe Benefits

No grantee personnel will be hired nor devoted to this program. See 'Consultants / Contracts' below.

C. Travel
None

D. Equipment
None

E. Supplies
None

F. Construction
None

G. Consultants / Contracts

Subgrant 100% of program funds (minus single audit allocation) to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River High School. Costs will include personal services, supplies, and travel. Subgrant period will include approximately 3 years.

H. Other Costs

Single Audit allocation estimated for this grant.

I. Indirect Costs

None

Revised from application

Budget Detail Worksheet

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

Name, Position / Title	Time Periods (From - To)	Hourly Rate For this Period	Computation		=	Cost for the Period	Total Salary for Employee
			X Number of Hr's in Pay Per	X Number of Pay Periods			
1. Deputy Sheriff	8/1/08 - 6/15/09	\$23,760.00	80	22		\$ 23,760.00	
REGULAR SALARY FOR	8/1/09 - 6/15/10	\$24,354.00	80	22		\$ 24,354.00	
NEW HIRE.	8/1/10 - 6/15/11	\$24,962.85	80	22		\$ 24,962.85	\$ 73,076.85
		Total # Pay Per's X # Hrs:	240	5,266.0			
Deputy Sheriff	8/1/08 - 6/15/09	\$20.25		22		\$ 3,936.65	
OVERTIME FOR NEW HIRE	8/1/09 - 6/15/10	\$20.76		22		\$ 4,035.07	
	8/1/10 - 6/15/11	\$21.28		22		\$ 4,135.94	\$ 12,107.66
		Total # Pay Per's X # Hrs:	27	583			Total Salary and Overtime: \$ 85,184.51

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

Name, Position / Title	Computation				Cost	
	FICA	Salary X	%	Total # of hours		
1. Deputy Sheriff			7.65%		\$ 5,590.38	
	Retirement at	Salary X	5.80%		\$ 4,238.46	
	Worker's Comp at	Salary X	5.00%		\$ 3,653.84	
	Health Ins at	4.22% X Total # of hours			\$ 27,674.34	\$ 41,157.02
Deputy Sheriff	FICA	OT Salary X	7.65%		\$ 926.24	
	Worker's Comp at	OT Salary X	5.00%		\$ 605.38	\$ 1,531.62
						Total Fringe: \$ 42,688.64

TOTAL PERSONNEL AND FRINGE BENEFITS: \$127,873.15

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

Purpose	# people	Location	# days	Computation		Cost	T. Trip
				Cost Ea	Description		
COPS SRO training	1	Tennessee	5.0	\$ 360.00	Airfare	\$ 360.00	
			5.0	\$ 100.00	Lodging x # days	\$ 500.00	
			5.0	\$ 52.00	Ground Transp.	\$ 260.00	
			5.0	\$ 32.00	Subsistence x # days	\$ 160.00	\$ 1,280.00
COPS admin training	1	Washington, DC	2.0	\$ 200.00	Airfare	\$ 200.00	
			2.0	\$ 150.00	Lodging x # days	\$ 300.00	
			2.0	\$ 52.00	Ground Transp.	\$ 104.00	
			2.0	\$ 32.00	Subsistence x # days	\$ 64.00	\$ 668.00
						TOTAL TRAVEL \$1,948.00	

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

Equipment Items	Computation		Cost
	Quantity	Cost Each	
Laptop computer	1	\$ 900.00	\$ 900.00
			TOTAL EQUIPMENT: \$900.00

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

Supply Items	Computation		Cost
	Quantity	years at	
Office paper and supplies, <i>estimated amount needed per year:</i>	3.0	years at \$ 300.00 per yr	\$ 900.00

TOTAL SUPPLIES: **\$900.00**

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

Purpose	Description of Work	Cost
None		

TOTAL CONSTRUCTION: **\$0.00**

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

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

Name of Consultant	Service Provided	Computation	Cost
None			\$ -

Sub-Total: **\$0.00**

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

Item	Location	Computation	Cost
None			\$ -

Sub-Total: **\$0.00**

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

Item (Includes Subgrants)	Computation	Cost
None	years at	\$ -

Sub-Total: **\$0.00**

TOTAL CONTRACTS / CONSULTANTS: **\$0.00**

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

Description	Computation	Cost
Program Costs: (Conference Registration Fees, etc.)		
COPS SRO training	1.0 person at \$ 495.00	\$ 495.00
COPS admin training	1.0 person at \$ 495.00	\$ 495.00

Administrative Costs:
None

TOTAL OTHER: **\$ 990**

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

Description	Computation	Cost
None.		\$ -

TOTAL INDIRECT: **\$0.00**

TOTAL PROJECT COST: **\$132,611.15**

Budget Summary

<u>Budget Category</u>	<u>Amount</u>		
A. Personnel	85,185		
B. Fringe Benefits	42,689		
C. Travel	1,948		
D. Equipment	900		
E. Supplies	900		
F. Construction	-		
G. Consultants/Contracts	-		
H. Other	990		
Total Direct Costs	132,611		
I. Indirect Costs	\$ -		
TOTAL PROJECT COSTS	\$ 132,611	\$ 6,440	
Total Sub-Grant	\$ 126,171	105.1%	
Total Match	\$ -		

2008 COPS Secure our Schools Grant Application
Vermont Department of Public Safety
Justification for Non-Competitive Procurement (Sole Source Justification)

I. A brief description of the program and what is being contracted for:

A diverse range of duties will be incorporated into the scope of work for the subgrant to the Rutland County Sheriff's Department for the School Resource officer (SRO) position at the Mill River Union High School (MRUHS). Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of two school years plus an additional 110 days in the third year. It is the intent to secure funding from the school district to continue the program for the remainder of the third year and through an additional fourth full school year. The additional funding required in years three and four would be approximately \$83,000.

II. Explanation of why it is necessary to contract non-competitively to include expertise of the contractor, management, responsiveness, knowledge of the program, experience of personnel

Drug use and drug-related violence is on the rise in the Rutland area. From November 2007 through February 2008, there have been three drug-related shootings in the Rutland area. It is evident that there drug prevention among area teens is critical for the safety of children in the community. The SRO positions work to bridge the gap between law enforcement and the students. Currently the Rutland County Sherriff's Department supports SRO positions at West Rutland Elementary/High School, Proctor High School, and Fair Haven High School.

Mill River Union High School was chosen to participate in this program because it faces delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPS in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Local police and County Sherriff's departments have contractual obligations to serve the communities in which they are located. The Clarendon, Vermont, community relies on the Rutland County Sheriff's Department and the Vermont State Police as its local law enforcement agencies.

The Rutland County Sherriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SRO's also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

Federal funding for this project will allow a local Sherriff's Department to place a School Resource Deputy at Mill River High School for approximately 2 ½ years.

III. Time Constraints: When contractual coverage is required and why, impact on program if dates are not met, how long would it take another contractor to reach the same level of competence (equate to dollars if desired)

One of the most critical objectives of the SRO program is to build the gap between the law enforcement community and the youth at the school. To accomplish this, the SRO must be a constant figure who builds trust and fosters relationships with the children at the school daily. It is vital that the SRO begin at the beginning and operate until the end of the school year (September- June).

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

IV. Uniqueness:

Due to the Vermont State Police contract structure the cost for funding the SRO position is substantially higher than the costs for the Rutland County Sherriff's Department (see below).

Vermont State Police Personnel Costs
FY2006 \$83,455.28

FY2007 \$80,940.15

Rutland County Sherriff's Department Personnel Costs

Year One \$62,668.00

Year Two \$64,392.00

V. Other Points that should be covered to "sell the case"

The Rutland County Sherriff's Department has a vast background with SRO positions in the Rutland area and understands the importance and impact this position has in the community. The RCSD currently has SRO positions at the following area schools:

- West Rutland Elementary/High School
- Proctor High School
- Fair Haven High School

VI. A declaration that this action is in the "best interest" of the agency

Although it is evident that the SRO employed by the Vermont State Police has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

The Rutland County Sherriff's Department is not only intimate with the law enforcement needs of the community; they also understand the importance of the SRO. Because of the RCSD vast experience staffing and supervising various SROs in the are, they are familiar with practices to reach the desired goals and objectives as well as how to report progress of the program.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Executive Summary**

Agency Name:	Vermont Department of Public Safety
State:	Vermont
Point of Contact:	Marjorie Klark
Point of Contact Telephone Number:	802-241-5534
Award Amount:	\$133,950

In 2000, the "COPs in Schools" grant program allowed Vermont law enforcement agencies to implement School Resource Officer (SRO) Programs at high-risk high schools. Included was Mill River Union High School (MRUHS) in Clarendon, Vermont. The school serves grades 7-12 with a student population of 657 and a faculty and staff of 145.

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Federal funding for this project will allow the Rutland County Sherriff's Department to place a School Resource Deputy at Mill River High School for three years.

The desired outcome is further reduction in disciplinary and criminal infractions. The students, faculty and law enforcement will continue to foster an environment in which they all learn from each other, thereby creating an atmosphere of cooperation not only in school but in the community. The SRO bridges the gap between law enforcement and youth by being an integral part of the school administration and assisting with all levels of enforcement, education, counseling and mentoring.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Project Narrative**

PROJECT DESCRIPTION

Mill River Union High School was chosen to participate in this program in 2000 because it faced delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding.

After the SRO program had been functioning for an established amount of time a survey was conducted. The survey's aim was to gauge the effectiveness of the SRO pilot project. The results demonstrated the program has begun to bridge a gap between law enforcement and the school population:

- 65% of the surveys were returned (554 responses).
- 76% of the school population responded that they feel safer at MRUHS with the presence of the SRO.
- 60% feel that drug use has declined.
- 69% feel that violence has declined.
- 84% of the surveys returned indicated that they agree the SRO program should continue.

Comments included:

"This is a great program. I think it helped deter some crime and violence in the school..." (Student, grade 12)

"There are still prevalent problems with drugs, etc... But I think an officer on campus is a step in the right direction." (Student, grade 9)

"....doing a great job. The fact that I see students speaking in your office with concerns speaks volumes about your relationship with them" (Staff Member)

Although it is evident that the SRO has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

A diverse range of duties will be incorporated into the SRO position at the Mill River Union High School. Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Law Enforcement Officer - Although a less performed role, the SRO is still a law enforcement officer with the authority and duty to handle crimes and make arrests when necessary. Part of this role is also the responsibility to serve as a liaison between the school and the law enforcement community.

Public Safety Specialist - The SRO will be aware of current trends on effective strategies for increasing school safety, and assist the school in implementing research-based strategies. The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes. In short the SRO will do everything in his or her power to act in a proactive manner rather than only reacting to problems after they occur.

Community Liaison and Problem Solver - Many problems require change within or assistance from the community. The SRO will be aware of community resources and contacts that can be helpful in solving a problem including mental health services, substance abuse assessment and treatment providers, child protective services, and domestic violence services. The SRO will also be knowledgeable in other community based initiatives such as sports clubs, scouting, YMCA and a variety of other social outlets which may provide for positive interaction with other students and community members.

Positive Role Model - The SRO is a positive role model to students. Students often seek approval, direction and guidance in informal interactions with an SRO that they trust. The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.

Evaluations/Performance Measures

A database will be compiled and report changes and trends in truancy rates. The Sheriff's Department is currently compiling statistics on the success of this program at other schools and this compilation will serve as the basis for implementing and evaluating truancy trends at MRUHS.

Monthly reports will be submitted by the SRO to school administration which will document all activity regarding time spent educating youth at the school as well as any law related incidents that occurred on school grounds. Reports will be used to gage success of the program activities and assist in responding to any noted trends.

Anonymous surveys will be given to students and faculty annually, inquiring about behavior changes and views of the SRO program.

Project Design and Implementation

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of three school years.

The Rutland County Sheriff's Department first assigned a School Resource Deputy in 2000. Their first schools were West Rutland Elementary and High Schools as well as Proctor Elementary and High Schools. Federal funding was acquired and assignments were made at both schools. Summer programs were developed and implemented. After the grant period ran out the Proctor Schools decided that, due to budget issues, they could no longer afford the services of the SRO. West Rutland has maintained the program and it is still running with 100% school funding, however the summer programs were dropped. In 2003, again with the assistance of federal funding, Fair Haven Union High School joined the Rutland County Sheriff's Department SRO program. They continue to provide services there and are in our second year of post grant period funding from the school.

The Rutland County Sheriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SROs also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The SRO in West Rutland was successful in locking down the school when a teacher reported and man with a gun in the area. The man was subsequently located and found to be intoxicated and walking back to his house next door to the school. He was identified and the lockdown was released. By having the Deputy on site, and the procedures in place, a possible confrontation was avoided and the faculty and students were kept safe.

The SRO's keep a close watch on the drug traffic in and around the schools. By maintaining constant communication with the surrounding police agencies, along with parents and teachers they are able to keep track of suspected users. Recommendations for non-police interventions are made and, when needed, intelligence is gathered and forwarded to other police agencies.

The SRO's also monitor police activities in their areas so that they might identify an issue arising out of a police involvement that has occurred at a student's home during non school hours. It is the mission of the SRO to keep the students and faculty safe at all

times. By learning what has happened when the students are away from the school the SRO can often times reach out to students whom are in need or in crisis.

Capabilities / Competencies

While assigned to the Mill River High School as a School Resource Officer, the Deputy will remain an employee of the Rutland County Sheriff's Department and shall be supervised by Patrol Division Sergeant Jonathan Bixby. Lieutenant Craig Hanson has oversight of Sergeant Bixby and has daily contact with him thereby learning of all potential problems and issues. Lieutenant Hanson keeps the Sheriff informed of major issues and policy concerns and acts as the direct contact with the school administration. Sergeant Bixby will constantly evaluate the program with the SRO and make suggestion for changes or improvements to Lt. Hanson.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

COPS FY2008 Secure Our Schools
Mill River Union High School, School Resource officer
Vermont Department of Public Safety
Projected Timeline

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Create database of at-risk for truancy students	To decrease the amount of days students are not attending school without a valid reason	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO position to be created at Rutland County Sheriff. Supervised by Lieutenant Craig Hanson
	Provide law enforcement for the school	Decrease crime and increase the safety of students	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Research strategies for increasing school safety	Increase the safety of students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	January 2009	
	Provide a positive role model for students	Bridge the gap between law enforcement and the area youth	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
2	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
3	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes.	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Budget Narrative - Rev 08/08/08**

No grantee personnel will be hired nor devoted to this program. Instead, 100% of the program funds (minus the single audit allocation) will be sub-granted to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont.

A. Sworn Officer Positions

None.

B. Civilian/Non-Sworn Personnel

None.

C. Equipment/Technology

None.

D. Other Costs

The single audit allocation is estimated at 1% of the federal funding amount.

E. Supplies

None.

F. Travel/Training

None.

G. Contracts/Consultants

Subgrant 100% of program funds, minus the single audit allocation, to Rutland county Sheriff's Department to serve as a School Resource Officer (SRO) at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont. Costs incurred by the subgrantee will include the SRO's personal services, supplies, and travel. The subgrant period will include three years.

H. Indirect Costs

None.

SFO 2367



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:		School Resource Officer for Mill River Union High School in Rutland			
Date:		12/11/2008			
Department:		Department of Public Safety			
Legal Title of Grant:		Community Oriented Policing Services (COPS) Safe School Initiative			
Federal Catalog #:		16.710			
Grant/Donor Name and Address:		Office of Community Oriented Policing Services			
Grant Period:		From:	To:		
		12/26/2007	12/25/2010		
Grant/Donation		127,445			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$42,481	\$42,482	\$42,482	\$	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		DWS 12-11-08			
Department of Finance & Management				12/15/08	(Initial)
Secretary of Administration				RAM 12/17/08	(Initial)
Sent To Joint Fiscal Office				12/23/08	Date



**Dept. of Public Safety
Administration Division
Accounting Unit**

Memo

To: David Beatty, Budget & Management Analyst
From: Tracy O'Connell, Programs Administration Supervisor *TO*
Date: 12/8/08
CC: file
Re: Request for Grant Acceptance

Attached you will find an AA-1 form for the request to accept a grant from the Office of Community Oriented Policing Services.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us; or Melissa Jenkins at 802-241-5496 or mjenkins@dps.state.vt.us.

Thank you.

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

BASIC GRANT INFORMATION				
1. Agency:				
2. Department:		Public Safety		
3. Program:		State Police		
4. Legal Title of Grant:		COPS Safe School Initiative		
5. Federal Catalog #:		16.710		
6. Grant/Donor Name and Address: Office of Community Oriented Policing Services 1100 Vermont Ave NW Washington, DC 20530				
7. Grant Period:		From: 12/26/2007	To: 12/25/2010	
8. Purpose of Grant: This grant provides funding to assist in delinquency prevention, community planning and development, school safety resources and technology development.				
9. Impact on existing program if grant is not Accepted: This funding will allow the Rutland County Sheriff's Dept the opportunity to enhance a variety of school and community safety programs with a School Resource Officer that will be placed at Miller River Union High School for three academic school years.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY 2011	
Personal Services	\$	\$	\$	
Operating Expenses	\$424	\$425	\$425	
Grants	\$42057	\$42057	\$42057	Subgrant to RCSD
Total	\$42,481	\$42,482	\$42,482	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$42481	\$42482	\$42482	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$42,481	\$42,482	\$42,482	
Appropriation No: 2140010000		Amount: \$127445		
				\$
				\$
				\$
				\$

REC'D DEC 10 2008

STATE OF VERMONT REQUEST FOR GRANT ACCEPTANCE

(Form AA-1)

			\$
			\$
		Total	\$

PERSONAL SERVICE INFORMATION

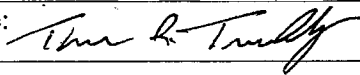
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding

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

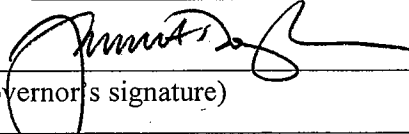
12. Limited Service Position Information:	# Positions	Title
Total Positions		

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


13. AUTHORIZATION AGENCY/DEPARTMENT

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: 	Date: 12/8/08
	Title: Commissioner	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted	 (Governor's signature)	Date: 12/22/08
<input type="checkbox"/>	Rejected		Date: .

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/>	Check One Box: Request to JFO	 (Secretary's signature or designee)	Date: 12/18/08
<input type="checkbox"/>	Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Ave., NW
Washington, DC 20530

October 29, 2008

NOV 9 2008

Colonel James Baker
Vermont State Police
103 South Main Street
Waterbury, VT 05671

Re: Safe Schools Initiative Grant #2008CKWX0566
ORI#: VTVSP00

Dear Colonel Baker:

Congratulations! On behalf of the Department of Justice, I am pleased to inform you that the COPS Office has approved your agency's request for funding under the COPS Safe Schools Initiative. Enclosed in this packet is your grant award. **The award document must be signed and returned to the COPS Office within 90 days to officially accept your grant.** On the reverse side of the grant award is a list of conditions that apply to your grant. You should read and familiarize yourself with these conditions. This package also contains other important information to assist with the implementation of your grant, including your Grant Owner's Manual.

The official start date of your grant is December 26, 2007. Therefore, you can be reimbursed for approved expenditures after this date. Please carefully review your financial clearance memorandum to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. Please be aware that any vendor or contractor who participated in drafting your grant application may not receive federal funding for any procurement under this award.

Within a few weeks, you will receive a PAPRS package from the Office of the Comptroller, Office of Justice Programs. This important package will contain forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your Safe Schools Initiative award. If you have any questions about your grant award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Carl R. Peed
Director



**U. S. Department of Justice
Community Oriented Policing Services
Grants Administration Division (GAD)
Safe Schools Initiative**

Treasury Account Symbol (TAS) 15X0406

Grant #: 2008CKWX0566

ORI #: VTVSP00

Applicant Organization's Legal Name: Vermont State Police

OJP Vendor #: 036000274

Law Enforcement Executive: Colonel James W. Baker

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5260

Fax: (802) 241-5551

Government Executive: Commissioner Thomas R. Tremblay

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5200

Fax: (802) 241-5551

Award Start Date: 12/26/2007

Award End Date: 12/25/2010

Award Amount: \$ 127,445.00



SEP 15 2008

Carl R. Peed, Director

Date



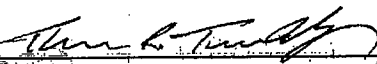
Col. James W. Baker

11/21/08

Signature of Law Enforcement Official with the Authority to Accept this Grant Award

Typed Name and Title of Law Enforcement Official

Date



Commissioner Thomas R. Tremblay

11/20/08

Signature of Government Official with the Authority to Accept this Grant Award

Typed Name and Title of Government Official

Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID: 87213

Office of Community Oriented Policing Services
Safe Schools Initiative Grant Terms and Conditions

By signing the Award Document to accept this Safe Schools Initiative grant, your agency agrees to abide by the following grant conditions:

1. The grantee agrees to comply with the terms, conditions and regulations as found in the COPS 2008 Safe Schools Initiative Grant Owner's Manual; the COPS statute (42 U.S.C §. 3796dd); 28 C.F.R. Part 66 (OMB Circular A-102) or 28 C.F.R. Part 70 (OMB Circular A-110) as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000, et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); these award conditions; other representations made in the grant application for the Safe Schools Initiative Grant Program; and with all applicable program requirements, laws, orders, regulations, or circulars.
2. The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were submitted as part of its Safe Schools Initiative application.
3. The funding under this project is for the payment of approved costs for school safety resources and technology development, delinquency prevention, and community planning and development. The allowable costs for which your agency's grant has been approved are limited to those listed on the Financial Clearance Memorandum, which is included in your agency's award packet.
4. Travel costs for transportation, lodging and subsistence, and related items are allowable under the Safe Schools Initiative with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. Part 225 (OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments), 2 C.F.R. 220 (OMB Circular A-21, Cost Principles for Educational Institutions), 2 C.F.R. Part 230 (OMB Circular A-122, Cost Principles for Non-Profit Organizations), and 48 C.F.R. Part 31.000, et seq. (FAR-31.2, Cost Principles for Commercial Organizations), as applicable.
5. The grantee acknowledges that when procuring hardware, software, or professional services for an information-sharing initiative, a standards-based approach should be used. Specifically, information-sharing initiatives should be compatible with the Global Justice XML Data Model (GJXDM)/National Information Exchange Model (NIEM), as guidelines. In addition, when procuring equipment for communication system development and expansion, a standards-based approach should be used to begin migration to multi-jurisdictional and multi-disciplinary interoperability. Specifically, all new digital voice systems should be compliant with the Project 25 (P25) suite of standards.
6. State, local, and tribal governments must use Safe Schools Initiative grant funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs funds that are already committed or otherwise would have been committed for grant purposes (hiring, training, purchases, and/or activities) during the grant period. In other words, grantees may not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that would have been dedicated to the COPS-funded item(s) in the absence of the COPS grant.
7. Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do not provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award, as extension requests received after an award has expired will be approved only under very limited circumstances.
8. The grantee must promptly notify the COPS Office in writing of any changes to the award budget, and must obtain written approval from COPS for any changes in excess of ten percent of the total award amount before incurring the proposed costs.
9. The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Safe Schools Initiative. The grantee agrees to cooperate with the monitors and evaluators.
10. To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting periodic programmatic progress reports and quarterly financial reports.
11. The COPS Office performs various functions to ensure compliance with all grant requirements, to assess the implementation of community policing in awarded jurisdictions, and to provide technical assistance to grantees. Grant monitoring activities are routine during the grant period and may occur up to three years following the official closure of the grant award. These functions, and others, often require the production of grant-related documentation and other materials. As a COPS Safe Schools Initiative grantee, you agree to cooperate with any such requests for information.
12. Grantees that have 50 or more employees and a single award for \$500,000 or more must submit an acceptable Equal Employment Opportunity Plan (EEO Plan) or EEO short form, if required to submit an EEO Plan under 28 C.F.R. 42.302, that is approved by the Office of Justice Programs, Office of Civil Rights, within 60 days of the award start date.
13. Grantees using Safe Schools Initiative funds to operate an interjurisdictional criminal intelligence system must comply with operating principles of 28 C.F.R. Part 23. The grantee acknowledges that it has completed, signed and submitted with its grant award the relevant Special Condition certifying its compliance with 28 C.F.R. Part 23.
14. Grantees who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$100,000 and who plan to use a non-competitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down grant funds for that item.
15. The grantee agrees to submit one copy of all reports and proposed publications resulting from this grant 20 days prior to public release. Any publications (including written, software, visual, or sound, but excluding press releases, newsletters, and issue analyses), whether published at the recipient's or government's expense, shall contain the following statement: "This project was supported by Grant # _____, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."
16. The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit http://it.ojp.gov/topic.jsp?topic_id=31.
18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for Implementing the National Environmental Policy Act).
19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



REPRINT

U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division (GAD) Safe Schools Initiative

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Colonel James W. Baker
Vermont State Police

From: Andrew A. Dorr, Assistant Director for Grants Administration
Lakita Reid, Grant Program Specialist
Budget Prepared By: Antia Noonan, Grant Program Specialist

Re: Safe Schools Initiative Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 036000274

ORI #: VTVSP00

Grant #: 2008CKWX0566

Budget Category	Proposed Budget	Approved Budget	Adjustments	Disallowed/Adjusted - Reasons/Comments
Consultants/Contractors	\$126,171.00	\$126,171.00	\$0.00	
Other	\$1,274.00	\$1,274.00	\$0.00	
Direct Costs:	\$127,445.00	\$127,445.00	\$0.00	
Grand Total	\$127,445.00	\$127,445.00	\$0.00	
Grand Total:	Federal Share:	\$ 127,445.00		
	Applicant Share:	\$ 0.00		

Cleared Date: 8/29/2008

Overall Comments:

All costs listed in this budget were programmatically approved based on the final budget detail worksheet submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased within the three year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category in the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Revised from application

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ -
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Construction	\$ -
G. Consultants/Contracts	\$ 126,171
H. Other	\$ 1,274
Total Direct Costs	\$ 127,445
I. Indirect Costs	\$ -
TOTAL PROJECT COSTS	\$ 127,445
Federal Request	\$127,445 100.0%
Non-Federal (Match) Amount	\$0

Budget Narrative

A. Personnel and B. Fringe Benefits

No grantee personnel will be hired nor devoted to this program. See 'Consultants / Contracts' below.

C. Travel
None

D. Equipment
None

E. Supplies
None

F. Construction
None

G. Consultants / Contracts

Subgrant 100% of program funds (minus single audit allocation) to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River High School. Costs will include personal services, supplies, and travel. Subgrant period will include approximately 3 years.

H. Other Costs

Single Audit allocation estimated for this grant.

I. Indirect Costs

None

Revised from application

Budget Detail Worksheet

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

Name, Position / Title	Time Periods (From - To)	Hourly Rate For this Period	Computation		=	Cost for the Period	Total Salary for Employee
			X Number of Hr's in Pay Per	X Number of Pay Periods			
1. Deputy Sheriff	8/1/08 - 6/15/09	\$14.50	80	22		\$ 23,760.00	
REGULAR SALARY FOR	8/1/09 - 6/15/10	\$14.50	80	22		\$ 24,354.00	
NEW HIRE.	8/1/10 - 6/15/11	\$14.50	80	22		\$ 24,962.85	\$ 73,076.85
		Total # Pay Per's X # Hrs:	240	5,200.0			
Deputy Sheriff	8/1/08 - 6/15/09	\$20.25	9	22		\$ 3,936.65	
OVERTIME FOR NEW HIRE	8/1/09 - 6/15/10	\$20.76	9	22		\$ 4,035.07	
	8/1/10 - 6/15/11	\$21.28	9	22		\$ 4,135.94	\$ 12,107.66
		Total # Pay Per's X # Hrs:	27	583			Total Salary and Overtime: \$ 85,184.51

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

Name, Position / Title	Computation				Cost	
1. Deputy Sheriff	FICA	Salary X	7.65%		\$ 5,590.38	
	Retirement at	Salary X	5.80%		\$ 4,238.46	
	Worker's Comp at	Salary X	5.00%		\$ 3,653.84	
	Health Ins at	Total # of hours			\$ 27,674.34	\$ 41,157.02
Deputy Sheriff	FICA	OT Salary X	7.65%		\$ 926.24	
	Worker's Comp at	OT Salary X	5.00%		\$ 605.38	\$ 1,531.62
						Total Fringe: \$ 42,688.64

TOTAL PERSONNEL AND FRINGE BENEFITS: \$127,873.15

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

Purpose	# ppl	Location	# days	Computation		Cost	T. Trip
				Cost Ea	Description		
COPS SRO training	1	Tennessee	5.0	\$ 360.00	Airfare	\$ 360.00	
			5.0	\$ 100.00	Lodging x # days	\$ 500.00	
			5.0	\$ 52.00	Ground Transp.	\$ 260.00	
			5.0	\$ 32.00	Subsistence x # days	\$ 160.00	\$ 1,280.00
COPS admin training	1	Washington, DC	2.0	\$ 100.00	Airfare	\$ 200.00	
			2.0	\$ 150.00	Lodging x # days	\$ 300.00	
			2.0	\$ 50.00	Ground Transp.	\$ 104.00	
			2.0	\$ 32.00	Subsistence x # days	\$ 64.00	\$ 668.00
						TOTAL TRAVEL: \$1,948.00	

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

Equipment Items	Computation		Cost
	Quantity	at Cost Each	
Laptop computer	1	at \$ 900.00	\$ 900.00
			TOTAL EQUIPMENT: \$900.00

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

Supply Items	Computation		Cost
	Quantity	years at	
Office paper and supplies, <i>estimated amount needed per year:</i>	3.0	years at \$ 300.00 per yr	\$ 900.00

TOTAL SUPPLIES: **\$900.00**

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

Purpose	Description of Work	Cost
None		

TOTAL CONSTRUCTION: **\$0.00**

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

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

Name of Consultant	Service Provided	Computation	Cost
None			\$ -

Sub-Total: **\$0.00**

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

Item	Location	Computation	Cost
None			\$ -

Sub-Total: **\$0.00**

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

Item (Includes Subgrants)	Computation	Cost
None	years at	\$ -

Sub-Total: **\$0.00**

TOTAL CONTRACTS / CONSULTANTS: **\$0.00**

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

Description	Computation	Cost
Program Costs: (Conference Registration Fees, etc.)		
COPS SRO training	1.0 person at \$ 495.00	\$ 495.00
COPS admin training	1.0 person at \$ 495.00	\$ 495.00

TOTAL OTHER: **\$ 990**

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

Description	Computation	Cost
None		\$ -

TOTAL INDIRECT: **\$0.00**

TOTAL PROJECT COST: **\$132,611.15**

Budget Summary

<u>Budget Category</u>	<u>Amount</u>		
A. Personnel	85,185		
B. Fringe Benefits	42,689		
C. Travel	1,948		
D. Equipment	900		
E. Supplies	900		
F. Construction	-		
G. Consultants/Contracts	-		
H. Other	990		
Total Direct Costs	132,611		
I. Indirect Costs	\$ -		
TOTAL PROJECT COSTS	\$ 132,611	\$ 6,440	
Total Sub-Grant	\$ 126,171	105.1%	
Total Match	\$ -		

2008 COPS Secure our Schools Grant Application
Vermont Department of Public Safety
Justification for Non-Competitive Procurement (Sole Source Justification)

I. A brief description of the program and what is being contracted for:

A diverse range of duties will be incorporated into the scope of work for the subgrant to the Rutland County Sheriff's Department for the School Resource officer (SRO) position at the Mill River Union High School (MRUHS). Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of two school years plus an additional 110 days in the third year. It is the intent to secure funding from the school district to continue the program for the remainder of the third year and through an additional fourth full school year. The additional funding required in years three and four would be approximately \$83,000.

II. Explanation of why it is necessary to contract non-competitively to include expertise of the contractor, management, responsiveness, knowledge of the program, experience of personnel

Drug use and drug-related violence is on the rise in the Rutland area. From November 2007 through February 2008, there have been three drug-related shootings in the Rutland area. It is evident that there drug prevention among area teens is critical for the safety of children in the community. The SRO positions work to bridge the gap between law enforcement and the students. Currently the Rutland County Sherriff's Department supports SRO positions at West Rutland Elementary/High School, Proctor High School, and Fair Haven High School.

Mill River Union High School was chosen to participate in this program because it faces delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Local police and County Sherriff's departments have contractual obligations to serve the communities in which they are located. The Clarendon, Vermont, community relies on the Rutland County Sheriff's Department and the Vermont State Police as its local law enforcement agencies.

The Rutland County Sherriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SRO's also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

Federal funding for this project will allow a local Sherriff's Department to place a School Resource Deputy at Mill River High School for approximately 2 ½ years.

III. Time Constraints: When contractual coverage is required and why, impact on program if dates are not met, how long would it take another contractor to reach the same level of competence (equate to dollars if desired)

One of the most critical objectives of the SRO program is to build the gap between the law enforcement community and the youth at the school. To accomplish this, the SRO must be a constant figure who builds trust and fosters relationships with the children at the school daily. It is vital that the SRO begin at the beginning and operate until the end of the school year (September- June).

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

IV. Uniqueness:

Due to the Vermont State Police contract structure the cost for funding the SRO position is substantially higher than the costs for the Rutland County Sherriff's Department (see below).

Vermont State Police Personnel Costs
FY2006 \$83,455.28

FY2007 \$80,940.15

Rutland County Sherriff's Department Personnel Costs

Year One \$62,668.00

Year Two \$64,392.00

V. Other Points that should be covered to "sell the case"

The Rutland County Sherriff's Department has a vast background with SRO positions in the Rutland area and understands the importance and impact this position has in the community. The RCSD currently has SRO positions at the following area schools:

- West Rutland Elementary/High School
- Proctor High School
- Fair Haven High School

VI. A declaration that this action is in the "best interest" of the agency

Although it is evident that the SRO employed by the Vermont State Police has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

The Rutland County Sherriff's Department is not only intimate with the law enforcement needs of the community; they also understand the importance of the SRO. Because of the RCSD vast experience staffing and supervising various SROs in the are, they are familiar with practices to reach the desired goals and objectives as well as how to report progress of the program.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Executive Summary**

Agency Name:	Vermont Department of Public Safety
State:	Vermont
Point of Contact:	Marjorie Klark
Point of Contact Telephone Number:	802-241-5534
Award Amount:	\$133,950

In 2000, the "COPs in Schools" grant program allowed Vermont law enforcement agencies to implement School Resource Officer (SRO) Programs at high-risk high schools. Included was Mill River Union High School (MRUHS) in Clarendon, Vermont. The school serves grades 7-12 with a student population of 657 and a faculty and staff of 145.

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Federal funding for this project will allow the Rutland County Sherriff's Department to place a School Resource Deputy at Mill River High School for three years.

The desired outcome is further reduction in disciplinary and criminal infractions. The students, faculty and law enforcement will continue to foster an environment in which they all learn from each other, thereby creating an atmosphere of cooperation not only in school but in the community. The SRO bridges the gap between law enforcement and youth by being an integral part of the school administration and assisting with all levels of enforcement, education, counseling and mentoring.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Project Narrative**

PROJECT DESCRIPTION

Mill River Union High School was chosen to participate in this program in 2000 because it faced delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding.

After the SRO program had been functioning for an established amount of time a survey was conducted. The survey's aim was to gauge the effectiveness of the SRO pilot project. The results demonstrated the program has begun to bridge a gap between law enforcement and the school population:

- 65% of the surveys were returned (554 responses).
- 76% of the school population responded that they feel safer at MRUHS with the presence of the SRO.
- 60% feel that drug use has declined.
- 69% feel that violence has declined.
- 84% of the surveys returned indicated that they agree the SRO program should continue.

Comments included:

"This is a great program. I think it helped deter some crime and violence in the school..." (Student, grade 12)

"There are still prevalent problems with drugs, etc...But I think an officer on campus is a step in the right direction." (Student, grade 9)

"....doing a great job. The fact that I see students speaking in your office with concerns speaks volumes about your relationship with them" (Staff Member)

Although it is evident that the SRO has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

A diverse range of duties will be incorporated into the SRO position at the Mill River Union High School. Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Law Enforcement Officer - Although a less performed role, the SRO is still a law enforcement officer with the authority and duty to handle crimes and make arrests when necessary. Part of this role is also the responsibility to serve as a liaison between the school and the law enforcement community.

Public Safety Specialist - The SRO will be aware of current trends on effective strategies for increasing school safety, and assist the school in implementing research-based strategies. The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes. In short the SRO will do everything in his or her power to act in a proactive manner rather than only reacting to problems after they occur.

Community Liaison and Problem Solver - Many problems require change within or assistance from the community. The SRO will be aware of community resources and contacts that can be helpful in solving a problem including mental health services, substance abuse assessment and treatment providers, child protective services, and domestic violence services. The SRO will also be knowledgeable in other community based initiatives such as sports clubs, scouting, YMCA and a variety of other social outlets which may provide for positive interaction with other students and community members.

Positive Role Model - The SRO is a positive role model to students. Students often seek approval, direction and guidance in informal interactions with an SRO that they trust. The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.

Evaluations/Performance Measures

A database will be compiled and report changes and trends in truancy rates. The Sheriff's Department is currently compiling statistics on the success of this program at other schools and this compilation will serve as the basis for implementing and evaluating truancy trends at MRUHS.

Monthly reports will be submitted by the SRO to school administration which will document all activity regarding time spent educating youth at the school as well as any law related incidents that occurred on school grounds. Reports will be used to gage success of the program activities and assist in responding to any noted trends.

Anonymous surveys will be given to students and faculty annually, inquiring about behavior changes and views of the SRO program.

Project Design and Implementation

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of three school years.

The Rutland County Sheriff's Department first assigned a School Resource Deputy in 2000. Their first schools were West Rutland Elementary and High Schools as well as Proctor Elementary and High Schools. Federal funding was acquired and assignments were made at both schools. Summer programs were developed and implemented. After the grant period ran out the Proctor Schools decided that, due to budget issues, they could no longer afford the services of the SRO. West Rutland has maintained the program and it is still running with 100% school funding, however the summer programs were dropped. In 2003, again with the assistance of federal funding, Fair Haven Union High School joined the Rutland County Sheriff's Department SRO program. They continue to provide services there and are in our second year of post grant period funding from the school.

The Rutland County Sheriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SROs also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The SRO in West Rutland was successful in locking down the school when a teacher reported and man with a gun in the area. The man was subsequently located and found to be intoxicated and walking back to his house next door to the school. He was identified and the lockdown was released. By having the Deputy on site, and the procedures in place, a possible confrontation was avoided and the faculty and students were kept safe.

The SRO's keep a close watch on the drug traffic in and around the schools. By maintaining constant communication with the surrounding police agencies, along with parents and teachers they are able to keep track of suspected users. Recommendations for non-police interventions are made and, when needed, intelligence is gathered and forwarded to other police agencies.

The SRO's also monitor police activities in their areas so that they might identify an issue arising out of a police involvement that has occurred at a student's home during non school hours. It is the mission of the SRO to keep the students and faculty safe at all

times. By learning what has happened when the students are away from the school the SRO can often times reach out to students whom are in need or in crisis.

Capabilities / Competencies

While assigned to the Mill River High School as a School Resource Officer, the Deputy will remain an employee of the Rutland County Sheriff's Department and shall be supervised by Patrol Division Sergeant Jonathan Bixby. Lieutenant Craig Hanson has oversight of Sergeant Bixby and has daily contact with him thereby learning of all potential problems and issues. Lieutenant Hanson keeps the Sheriff informed of major issues and policy concerns and acts as the direct contact with the school administration. Sergeant Bixby will constantly evaluate the program with the SRO and make suggestion for changes or improvements to Lt. Hanson.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

**COPS FY2008 Secure Our Schools
 Mill River Union High School, School Resource officer
 Vermont Department of Public Safety
 Projected Timeline**

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Create database of at-risk for truancy students	To decrease the amount of days students are not attending school without a valid reason	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO position to be created at Rutland County Sheriff. Supervised by Lieutenant Craig Hanson
	Provide law enforcement for the school	Decrease crime and increase the safety of students	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Research strategies for increasing school safety	Increase the safety of students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	January 2009	
	Provide a positive role model for students	Bridge the gap between law enforcement and the area youth	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
2	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
3	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes.	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Budget Narrative - Rev 08/08/08**

No grantee personnel will be hired nor devoted to this program. Instead, 100% of the program funds (minus the single audit allocation) will be sub-granted to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont.

A. Sworn Officer Positions

None.

B. Civilian/Non-Sworn Personnel

None.

C. Equipment/Technology

None.

D. Other Costs

The single audit allocation is estimated at 1% of the federal funding amount.

E. Supplies

None.

F. Travel/Training

None.

G. Contracts/Consultants

Subgrant 100% of program funds, minus the single audit allocation, to Rutland county Sheriff's Department to serve as a School Resource Officer (SRO) at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont. Costs incurred by the subgrantee will include the SRO's personal services, supplies, and travel. The subgrant period will include three years.

H. Indirect Costs

None.



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery, Fiscal Analyst

Date: February 19, 2009

Subject: JFO #2367 & 2368

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

cc: Rep. Michael Obuchowski
Stephen Klein

INFORMATION NOTICE

The following items were recently received by the Joint Fiscal Committee:

JFO #2367 — \$127,445 grant from the Office of Community Policing Services (COPS) to the Department of Public Safety – State Police. These funds will be passed through to the Rutland County Sheriff's Department (via sub-grant) to fund a School Resource Officer at Mill River Union High School.
[JFO received 2/18/09]

JFO #2368 — \$60,000 grant from Legal Services Law Line of Vermont to the Judiciary – Court Administrator's Office. These grant funds will be used to cover the cost of developing an interface for pro se litigants (i.e., persons representing themselves in court proceedings) to create family court pleadings and accurately fill out the forms on the computer.
[JFO received 2/18/09]

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

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

Agency of Administration

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		School Resource Officer for Mill River Union High School in Rutland			
Date:		12/11/2008			
Department:		Department of Public Safety			
Legal Title of Grant:		Community Oriented Policing Services (COPS) Safe School Initiative			
Federal Catalog #:		16.710			
Grant/Donor Name and Address:		Office of Community Oriented Policing Services			
Grant Period:		From:	To:		
		12/26/2007	12/25/2010		
Grant/Donation		127,445			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$42,481	\$42,482	\$42,482	\$	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		DWS 12-11-08			
Department of Finance & Management		[Signature]		12/15/08 (Initial)	
Secretary of Administration		[Signature]		12/17/08 (Initial)	
Sent To Joint Fiscal Office				12/23/08 Date	

RECEIVED

FEB 18 2009



JOINT FISCAL OFFICE

Memo

To: David Beatty, Budget & Management Analyst
From: Tracy O'Connell, Programs Administration Supervisor *TO*
Date: 12/8/08
CC: file
Re: Request for Grant Acceptance

Attached you will find an AA-1 form for the request to accept a grant from the Office of Community Oriented Policing Services.

If you have any questions, please contact me at 802-241-5574 or toconnel@dps.state.vt.us; or Melissa Jenkins at 802-241-5496 or mjenkins@dps.state.vt.us.

Thank you.

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

BASIC GRANT INFORMATION					
1. Agency:					
2. Department:		Public Safety			
3. Program:		State Police			
4. Legal Title of Grant:		COPS Safe School Initiative			
5. Federal Catalog #:		16.710			
6. Grant/Donor Name and Address: Office of Community Oriented Policing Services 1100 Vermont Ave NW Washington, DC 20530					
7. Grant Period:		From: 12/26/2007	To: 12/25/2010		
8. Purpose of Grant: This grant provides funding to assist in delinquency prevention, community planning and development, school safety resources and technology development.					
9. Impact on existing program if grant is not Accepted: This funding will allow the Rutland County Sheriff's Dept the opportunity to enhance a variety of school and community safety programs with a School Resource Officer that will be placed at Miller River Union High School for three academic school years.					
10. BUDGET INFORMATION					
	SFY 1	SFY 2	SFY 3	Comments	
Expenditures:	FY 2009	FY 2010	FY 2011		
Personal Services	\$	\$	\$		
Operating Expenses	\$424	\$425	\$425		
Grants	\$42057	\$42057	\$42057	Subgrant to RCSD	
Total	\$42,481	\$42,482	\$42,482		
Revenues:					
State Funds:	\$	\$	\$		
Cash	\$	\$	\$		
In-Kind	\$	\$	\$		
Federal Funds:	\$	\$	\$		
(Direct Costs)	\$42481	\$42482	\$42482		
(Statewide Indirect)	\$	\$	\$		
(Departmental Indirect)	\$	\$	\$		
Other Funds:	\$	\$	\$		
Grant (source)	\$	\$	\$		
Total	\$42,481	\$42,482	\$42,482		
Appropriation No:	2140010000	Amount:	\$127445		
			\$		
			\$		
			\$		
			\$		

REC'D DEC 10 2008

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

		\$
		\$
	Total	\$

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

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

12. Limited Service Position Information:	# Positions	Title
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <i>Thomas R. Trully</i>	Date: <i>12/8/08</i>
	Title: <i>Commissioner</i>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	<i>12/22/08</i>
<input type="checkbox"/> Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<i>Linda P. McIntosh</i> (Secretary's signature or designee)	<i>12/18/08</i>
<input type="checkbox"/> Information to JFO		Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1



U.S. Department of Justice

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Ave., NW
Washington, DC 20530

October 29, 2008

NOV 3 2008

Colonel James Baker
Vermont State Police
103 South Main Street
Waterbury, VT 05671

Re: Safe Schools Initiative Grant #2008CKWX0566
ORI#: VTVSP00

Dear Colonel Baker:

Congratulations! On behalf of the Department of Justice, I am pleased to inform you that the COPS Office has approved your agency's request for funding under the COPS Safe Schools Initiative. Enclosed in this packet is your grant award. **The award document must be signed and returned to the COPS Office within 90 days to officially accept your grant.** On the reverse side of the grant award is a list of conditions that apply to your grant. You should read and familiarize yourself with these conditions. This package also contains other important information to assist with the implementation of your grant, including your Grant Owner's Manual.

The official start date of your grant is December 26, 2007. Therefore, you can be reimbursed for approved expenditures after this date. Please carefully review your financial clearance memorandum to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. Please be aware that any vendor or contractor who participated in drafting your grant application may not receive federal funding for any procurement under this award.

Within a few weeks, you will receive a PAPRS package from the Office of the Comptroller, Office of Justice Programs. This important package will contain forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your Safe Schools Initiative award. If you have any questions about your grant award, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

Carl R. Peed
Director



**U. S. Department of Justice
Community Oriented Policing Services
Grants Administration Division (GAD)
Safe Schools Initiative**

Treasury Account Symbol (TAS) 15X0406

Grant #: 2008CKWX0566

ORI #: VTVSP00

Applicant Organization's Legal Name: Vermont State Police

OJP Vendor #: 036000274

Law Enforcement Executive: Colonel James W. Baker

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5260

Fax: (802) 241-5551

Government Executive: Commissioner Thomas R. Tremblay

Address: 103 South Main Street

City, State, Zip Code: Waterbury, VT 05671

Telephone: (802) 241-5200

Fax: (802) 241-5551

Award Start Date: 12/26/2007

Award End Date: 12/25/2010

Award Amount: \$ 127,445.00

Carl R. Peed, Director

SEP 15 2008

Date

Signature of Law Enforcement Official with the Authority to Accept this Grant Award

Col. James W. Baker

Typed Name and Title of Law Enforcement Official

11/24/08

Date

Signature of Government Official with the Authority to Accept this Grant Award

Comdr. Thomas R. Tremblay

Typed Name and Title of Government Official

11/20/08

Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID: 87213

Office of Community Oriented Policing Services
Safe Schools Initiative Grant Terms and Conditions

By signing the Award Document to accept this Safe Schools Initiative grant, your agency agrees to abide by the following grant conditions:

1. The grantee agrees to comply with the terms, conditions and regulations as found in the COPS 2008 Safe Schools Initiative Grant Owner's Manual; the COPS statute (42 U.S.C §. 3796dd); 28 C.F.R. Part 66 (OMB Circular A-102) or 28 C.F.R. Part 70 (OMB Circular A-110) as applicable (governing administrative requirements for grants and cooperative agreements); 2 C.F.R. Part 225 (OMB Circular A-87), 2 C.F.R. 220 (OMB Circular A-21), 2 C.F.R. Part 230 (OMB Circular A-122) and 48 C.F.R. Part 31.000, et seq. (FAR 31.2) as applicable (governing cost principles); OMB Circular A-133 (governing audits); these award conditions; other representations made in the grant application for the Safe Schools Initiative Grant Program; and with all applicable program requirements, laws, orders, regulations, or circulars.
2. The grantee acknowledges its agreement to comply with the Assurances and Certifications forms that were submitted as part of its Safe Schools Initiative application.
3. The funding under this project is for the payment of approved costs for school safety resources and technology development, delinquency prevention, and community planning and development. The allowable costs for which your agency's grant has been approved are limited to those listed on the Financial Clearance Memorandum, which is included in your agency's award packet.
4. Travel costs for transportation, lodging and subsistence, and related items are allowable under the Safe Schools Initiative with prior approval from the COPS Office. Payment for allowable travel costs will be in accordance with 2 C.F.R. Part 225 (OMB Circular A-87, Cost Principles for State, Local, and Indian Tribal Governments), 2 C.F.R. 220 (OMB Circular A-21, Cost Principles for Educational Institutions), 2 C.F.R. Part 230 (OMB Circular A-122, Cost Principles for Non-Profit Organizations), and 48 C.F.R. Part 31.000, et seq. (FAR-31.2, Cost Principles for Commercial Organizations), as applicable.
5. The grantee acknowledges that when procuring hardware, software, or professional services for an information-sharing initiative, a standards-based approach should be used. Specifically, information-sharing initiatives should be compatible with the Global Justice XML Data Model (GJXDM)/National Information Exchange Model (NIEM), as guidelines. In addition, when procuring equipment for communication system development and expansion, a standards-based approach should be used to begin migration to multi-jurisdictional and multi-disciplinary interoperability. Specifically, all new digital voice systems should be compliant with the Project 25 (P25) suite of standards.
6. State, local, and tribal governments must use Safe Schools Initiative grant funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs funds that are already committed or otherwise would have been committed for grant purposes (hiring, training, purchases, and/or activities) during the grant period. In other words, grantees may not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that would have been dedicated to the COPS-funded item(s) in the absence of the COPS grant.
7. Your agency may request an extension of the grant award period to receive additional time to implement your grant program. Such extensions do not provide additional funding. Only those grantees that can provide a reasonable justification for delays will be granted no-cost extensions. Extension requests must be received prior to the end date of the award, as extension requests received after an award has expired will be approved only under very limited circumstances.
8. The grantee must promptly notify the COPS Office in writing of any changes to the award budget, and must obtain written approval from COPS for any changes in excess of ten percent of the total award amount before incurring the proposed costs.
9. The COPS Office may conduct monitoring or sponsor national evaluations of the COPS Safe Schools Initiative. The grantee agrees to cooperate with the monitors and evaluators.
10. To assist the COPS Office in the monitoring of your award, your agency will be responsible for submitting periodic programmatic progress reports and quarterly financial reports.
11. The COPS Office performs various functions to ensure compliance with all grant requirements, to assess the implementation of community policing in awarded jurisdictions, and to provide technical assistance to grantees. Grant monitoring activities are routine during the grant period and may occur up to three years following the official closure of the grant award. These functions, and others, often require the production of grant-related documentation and other materials. As a COPS Safe Schools Initiative grantee, you agree to cooperate with any such requests for information.
12. Grantees that have 50 or more employees and a single award for \$500,000 or more must submit an acceptable Equal Employment Opportunity Plan (EEO Plan) or EEO short form, if required to submit an EEO Plan under 28 C.F.R. 42.302, that is approved by the Office of Justice Programs, Office of Civil Rights, within 60 days of the award start date.
13. Grantees using Safe Schools Initiative funds to operate an interjurisdictional criminal intelligence system must comply with operating principles of 28 C.F.R. Part 23. The grantee acknowledges that it has completed, signed and submitted with its grant award the relevant Special Condition certifying its compliance with 28 C.F.R. Part 23.
14. Grantees who have been awarded funding for the procurement of an item (or group of items) or service in excess of \$100,000 and who plan to use a non-competitive procurement process must provide a written sole source justification to the COPS Office for approval prior to obligating, expending, or drawing down grant funds for that item.
15. The grantee agrees to submit one copy of all reports and proposed publications resulting from this grant 20 days prior to public release. Any publications (including written, software, visual, or sound, but excluding press releases, newsletters, and issue analyses), whether published at the recipient's or government's expense, shall contain the following statement: "This project was supported by Grant # _____, awarded by the U.S. Department of Justice, Office of Community Oriented Policing Services. The opinions contained herein are those of the author(s) and do not necessarily represent the official position or policies of the U.S. Department of Justice. References to specific companies, products, or services should not be considered an endorsement by the author(s) or the U.S. Department of Justice. Rather, the references are illustrations to supplement discussion of the issues."
16. The grantee agrees to complete and keep on file, as appropriate, a Bureau of Citizenship and Immigration Services Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States.
17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit http://it.ojp.gov/topic.jsp?topic_id=31.
18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for Implementing the National Environmental Policy Act).
19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



REPRINT

U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division (GAD) Safe Schools Initiative

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Colonel James W. Baker
Vermont State Police

From: Andrew A. Dorx, Assistant Director for Grants Administration
Lakita Reid, Grant Program Specialist
Budget Prepared By: Antia Noonan, Grant Program Specialist

Re: Safe Schools Initiative Financial Clearance Memo
A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 036000274

ORI #: VTVSP00

Grant #: 2008CKWX0566

Budget Category	Proposed Budget	Approved Budget	Adjustments	Disallowed/Adjusted - Reasons/Comments
Consultants/Contractors	\$126,171.00	\$126,171.00	\$0.00	
Other	\$1,274.00	\$1,274.00	\$0.00	
Direct Costs:	\$127,445.00	\$127,445.00	\$0.00	
Grand Total	\$127,445.00	\$127,445.00	\$0.00	

Grand Total:	Federal Share:	\$ 127,445.00
	Applicant Share:	\$ 0.00

Cleared Date: 8/29/2008

Overall Comments:

All costs listed in this budget were programmatically approved based on the final budget detail worksheet submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased within the three year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Budget Summary- When you have completed the budget worksheet, transfer the totals for each category in the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Revised from application

<u>Budget Category</u>	<u>Amount</u>	
A. Personnel	\$ -	
B. Fringe Benefits	\$ -	
C. Travel	\$ -	
D. Equipment	\$ -	
E. Supplies	\$ -	
F. Construction	\$ -	
G. Consultants/Contracts	\$ 126,171	
H. Other	\$ 1,274	
Total Direct Costs	\$ 127,445	
I. Indirect Costs	\$ -	
TOTAL PROJECT COSTS	\$ 127,445	
	Federal Request	\$127,445 100.0%
	Non-Federal (Match) Amount	\$0

Budget Narrative

A. Personnel and B. Fringe Benefits

No grantee personnel will be hired nor devoted to this program. See 'Consultants / Contracts' below.

C. Travel
None

D. Equipment
None

E. Supplies
None

F. Construction
None

G. Consultants / Contracts

Subgrant 100% of program funds (minus single audit allocation) to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River High School. Costs will include personal services, supplies, and travel. Subgrant period will include approximately 3 years.

H. Other Costs

Single Audit allocation estimated for this grant.

I. Indirect Costs

None

Revised from application

Budget Detail Worksheet

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

Name, Position / Title	Time Periods (From - To)	Hourly Rate For this Period	Computation		=	Cost for the Period	Total Salary for Employee
			X Number of Hr's in Pay Per	X Number of Pay Periods			
1. Deputy Sheriff	8/1/08 - 6/15/09	\$13.50	80	22		\$ 23,760.00	
REGULAR SALARY FOR	8/1/09 - 6/15/10	\$13.84	80	22		\$ 24,354.00	
NEW HIRE.	8/1/10 - 6/15/11	\$14.18	80	22		\$ 24,962.85	\$ 73,076.85
		Total # Pay Per's X # Hrs:	240	5,280.0			
Deputy Sheriff	8/1/08 - 6/15/09	\$20.25	9	22		\$ 3,936.65	
OVERTIME FOR NEW HIRE	8/1/09 - 6/15/10	\$20.76	9	22		\$ 4,035.07	
	8/1/10 - 6/15/11	\$21.28	9	22		\$ 4,135.94	\$ 12,107.66
		Total # Pay Per's X # Hrs:	27	583			Total Salary and Overtime: \$ 85,184.51

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

Name, Position / Title	Computation			Cost	
1. Deputy Sheriff	FICA	Salary X 7.65%		\$ 5,590.38	
	Retirement at	Salary X 5.80%		\$ 4,238.46	
	Worker's Comp at	Salary X 5.00%		\$ 3,653.84	
	Health Ins at	\$ 4.72 X Total # of hours		\$ 27,674.34	\$ 41,157.02
Deputy Sheriff	FICA	OT Salary X 7.65%		\$ 926.24	
	Worker's Comp at	OT Salary X 5.00%		\$ 605.38	\$ 1,531.62
					Total Fringe: \$ 42,688.64
TOTAL PERSONNEL AND FRINGE BENEFITS:					\$127,873.15

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

Purpose	# people	Location	# days	Computation		Cost	T. Trip
				Cost Ea	Description		
COPS SRO training	1	Tennessee	5.0	\$ 360.00	Airfare	\$ 360.00	
			5.0	\$ 100.00	Lodging x # days	\$ 500.00	
			5.0	\$ 52.00	Ground Transp.	\$ 260.00	
			5.0	\$ 32.00	Subsistence x # days	\$ 160.00	\$ 1,280.00
COPS admin training	1	Washington, DC	2.0	\$ 200.00	Airfare	\$ 200.00	
			2.0	\$ 150.00	Lodging x # days	\$ 300.00	
			2.0	\$ 52.00	Ground Transp.	\$ 104.00	
			2.0	\$ 32.00	Subsistence x # days	\$ 64.00	\$ 668.00
TOTAL TRAVEL							\$1,948.00

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

Equipment Items	Computation		Cost
	Quantity	Cost Each	
Laptop computer	1	at \$ 900.00	\$ 900.00
TOTAL EQUIPMENT:			\$900.00

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

Supply Items	Computation		Cost
	Quantity	Computation	
Office paper and supplies, <i>estimated amount needed per year:</i>	3.0	years at \$ 300.00 per yr	\$ 900.00

TOTAL SUPPLIES: \$900.00

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

Purpose	Description of Work	Cost
None		

TOTAL CONSTRUCTION: \$0.00

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

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

Name of Consultant	Service Provided	Computation	Cost
None			\$ -

Sub-Total: \$0.00

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

Item	Location	Computation	Cost
None			\$ -

Sub-Total: \$0.00

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

Item (Includes Subgrants)	Computation	Cost
None	years at	\$ -

Sub-Total: \$0.00

TOTAL CONTRACTS / CONSULTANTS: \$0.00

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

Description	Computation	Cost
Program Costs: (Conference Registration Fees, etc.)		
COPS SRO training	Registration 1.0 person at \$ 495.00	\$ 495.00
COPS admin training	Registration 1.0 person at \$ 495.00	\$ 495.00

Administrative Costs:
None

TOTAL OTHER: \$ 990

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

Description	Computation	Cost
None.		\$ -

TOTAL INDIRECT: \$0.00

TOTAL PROJECT COST: \$132,611.15

Budget Summary

<u>Budget Category</u>	<u>Amount</u>		
A. Personnel	85,185		
B. Fringe Benefits	42,689		
C. Travel	1,948		
D. Equipment	900		
E. Supplies	900		
F. Construction	-		
G. Consultants/Contracts	-		
H. Other	990		
Total Direct Costs	132,611		
I. Indirect Costs	\$ -		
TOTAL PROJECT COSTS	\$ 132,611	\$ 6,440	
Total Sub-Grant	\$ 126,171	105.1%	
Total Match	\$ -		

2008 COPS Secure our Schools Grant Application
Vermont Department of Public Safety
Justification for Non-Competitive Procurement (Sole Source Justification)

I. A brief description of the program and what is being contracted for:

A diverse range of duties will be incorporated into the scope of work for the subgrant to the Rutland County Sheriff's Department for the School Resource officer (SRO) position at the Mill River Union High School (MRUHS). Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of two school years plus an additional 110 days in the third year. It is the intent to secure funding from the school district to continue the program for the remainder of the third year and through an additional fourth full school year. The additional funding required in years three and four would be approximately \$83,000.

II. Explanation of why it is necessary to contract non-competitively to include expertise of the contractor, management, responsiveness, knowledge of the program, experience of personnel

Drug use and drug-related violence is on the rise in the Rutland area. From November 2007 through February 2008, there have been three drug-related shootings in the Rutland area. It is evident that there drug prevention among area teens is critical for the safety of children in the community. The SRO positions work to bridge the gap between law enforcement and the students. Currently the Rutland County Sherriff's Department supports SRO positions at West Rutland Elementary/High School, Proctor High School, and Fair Haven High School.

Mill River Union High School was chosen to participate in this program because it faces delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Local police and County Sherriff's departments have contractual obligations to serve the communities in which they are located. The Clarendon, Vermont, community relies on the Rutland County Sheriff's Department and the Vermont State Police as its local law enforcement agencies.

The Rutland County Sherriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SRO's also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

Federal funding for this project will allow a local Sherriff's Department to place a School Resource Deputy at Mill River High School for approximately 2 ½ years.

III. Time Constraints: When contractual coverage is required and why, impact on program if dates are not met, how long would it take another contractor to reach the same level of competence (equate to dollars if desired)

One of the most critical objectives of the SRO program is to build the gap between the law enforcement community and the youth at the school. To accomplish this, the SRO must be a constant figure who builds trust and fosters relationships with the children at the school daily. It is vital that the SRO begin at the beginning and operate until the end of the school year (September- June).

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

IV. Uniqueness:

Due to the Vermont State Police contract structure the cost for funding the SRO position is substantially higher than the costs for the Rutland County Sherriff's Department (see below).

Vermont State Police Personnel Costs
FY2006 \$83,455.28

FY2007 \$80,940.15

Rutland County Sherriff's Department Personnel Costs

Year One \$62,668.00

Year Two \$64,392.00

V. Other Points that should be covered to "sell the case"

The Rutland County Sherriff's Department has a vast background with SRO positions in the Rutland area and understands the importance and impact this position has in the community. The RCSD currently has SRO positions at the following area schools:

- West Rutland Elementary/High School
- Proctor High School
- Fair Haven High School

VI. A declaration that this action is in the "best interest" of the agency

Although it is evident that the SRO employed by the Vermont State Police has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

The Rutland County Sherriff's Department is not only intimate with the law enforcement needs of the community; they also understand the importance of the SRO. Because of the RCSD vast experience staffing and supervising various SROs in the are, they are familiar with practices to reach the desired goals and objectives as well as how to report progress of the program.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Executive Summary**

Agency Name:	Vermont Department of Public Safety
State:	Vermont
Point of Contact:	Marjorie Klark
Point of Contact Telephone Number:	802-241-5534
Award Amount:	\$133,950

In 2000, the "COPs in Schools" grant program allowed Vermont law enforcement agencies to implement School Resource Officer (SRO) Programs at high-risk high schools. Included was Mill River Union High School (MRUHS) in Clarendon, Vermont. The school serves grades 7-12 with a student population of 657 and a faculty and staff of 145.

The Vermont State Police (VSP) originally supported the SRO position at MRUHS utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Federal funding for this project will allow the Rutland County Sherriff's Department to place a School Resource Deputy at Mill River High School for three years.

The desired outcome is further reduction in disciplinary and criminal infractions. The students, faculty and law enforcement will continue to foster an environment in which they all learn from each other, thereby creating an atmosphere of cooperation not only in school but in the community. The SRO bridges the gap between law enforcement and youth by being an integral part of the school administration and assisting with all levels of enforcement, education, counseling and mentoring.

Application for Federal Assistance SF-424		Version 02																		
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5a. Federal Entity Identifier: Community Oriented Policing Services		* 5b. Federal Award Identifier: COPS FY2008 Safe Schools Initiative (SSI)																		
State Use Only:																				
6. Date Received by State:		7. State Application Identifier:																		
8. APPLICANT INFORMATION:																				
* a. Legal Name: VT Department of Public Safety																				
* b. Employer/Taxpayer Identification Number (EIN/TIN): 03-200074		* c. Organizational DUNS: 809376692																		
d. Address:																				
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* State:	VT																			
Province:	_____																			
* Country:	USA																			
* Zip / Postal Code:	05671																			
e. Organizational Unit:																				
Department Name: VT Department of Public Safety		Division Name: Office of Technology Services																		
f. Name and contact information of person to be contacted on matters involving this application:																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Prefix: _____</td> <td>* First Name: Marjorie</td> </tr> <tr> <td>Middle Name: L</td> <td>_____</td> </tr> <tr> <td>* Last Name: Klark</td> <td>_____</td> </tr> <tr> <td>Suffix: _____</td> <td>_____</td> </tr> <tr> <td colspan="2">Title: Office of Technology Project Manager</td> </tr> <tr> <td colspan="2">Organizational Affiliation:</td> </tr> <tr> <td colspan="2"> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">* Telephone Number: 802-241-5534</td> <td>Fax Number: (802) 241-5551</td> </tr> </table> </td> </tr> <tr> <td colspan="2">* Email: mklark@dps.state.vt.us</td> </tr> </table>			Prefix: _____	* First Name: Marjorie	Middle Name: L	_____	* Last Name: Klark	_____	Suffix: _____	_____	Title: Office of Technology Project Manager		Organizational Affiliation:		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">* Telephone Number: 802-241-5534</td> <td>Fax Number: (802) 241-5551</td> </tr> </table>		* Telephone Number: 802-241-5534	Fax Number: (802) 241-5551	* Email: mklark@dps.state.vt.us	
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Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="radio"/> Preapplication <input checked="" type="radio"/> Application <input type="radio"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="radio"/> New <input type="radio"/> Continuation <input type="radio"/> Revision	* If Revision, select appropriate letter(s): * Other (Specify)
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* 3. Date Received:	4. Applicant Identifier:
----------------------------	---------------------------------

5a. Federal Entity Identifier: Community Oriented Policing Services	* 5b. Federal Award Identifier: COPS FY2008 Safe Schools Initiative (SSI)
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State Use Only:

6. Date Received by State:	7. State Application Identifier:
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8. APPLICANT INFORMATION:

*** a. Legal Name:** VT Department of Public Safety

* b. Employer/Taxpayer Identification Number (EIN/TIN): 03-200074	* c. Organizational DUNS: 809376692
---	---

d. Address:

*** Street1:** 103 South Main Street
Street2:
*** City:** Waterbury
County:
*** State:** VT
Province:
*** Country:** USA
*** Zip / Postal Code:** 05671

e. Organizational Unit:

Department Name: VT Department of Public Safety	Division Name: Office of Technology Services
---	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: _____ *** First Name:** Marjorie
Middle Name: L
*** Last Name:** Klark
Suffix: _____

Title: Office of Technology Project Manager

Organizational Affiliation:

*** Telephone Number:** 802-241-5534 **Fax Number:** (802) 241-5551

*** Email:** mklark@dps.state.vt.us

Application for Federal Assistance SF-424

16. Congressional Districts Of:

* a. Applicant 00

* b. Program/Project: VT00

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date: 08/15/2008

* b. End Date: 08/14/2011

18. Estimated Funding (\$):

* a. Federal	133,950.00
* b. Applicant	_____
* c. State	_____
* d. Local	_____
* e. Other	_____
* f. Program Income	_____
* g. TOTAL	133,950.00

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent on Any Federal Debt? (If "Yes", provide explanation on the next page.)**

- Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Standard Form 424 (Revised 10/2005)

Prescribed by OMB Circular A-102

Prefix: _____ * First Name: Thomas _____
Middle Name: R _____
* Last Name: Tremblay _____
Suffix: _____

* Title: Commissioner

* Telephone Number: 802-244-8718

Fax Number: 802-241-5551

* Email: ttrembla@dps.state.vt.us

* Signature of Authorized Representative:  * Date Signed: 8/11/08

Authorized for Local Reproduction

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt.

[Empty text box for Applicant Federal Debt Delinquency Explanation]

COPS Application Attachment to SF-424**SECTION 1: COPS PROGRAM REQUEST**

Federal assistance is being requested under the following COPS program:

Select the COPS grant program for which you are requesting federal assistance. **Please DO NOT use this form to apply for multiple programs at one time. A separate application must be completed for each COPS program for which you are applying.** Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.

CHECK ONE PROGRAM OPTION ONLY

- Child Sexual Predator Program Targeted - Methamphetamine Initiative Universal Hiring Program
 Community Policing Development Targeted - Technology Program
 Secure Our Schools Tribal Resources Grant Program

SECTION 2: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

A. Applicant ORI Number: V T V S P 0 0

The ORI number is assigned by the FBI and is your agency's unique identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.

- Check here if your agency has not been assigned an ORI number.

B. Law Enforcement Executive/Program Official Information:

For Law Enforcement Agencies: Enter the law enforcement executive's name and contact information. This is the highest ranking law enforcement official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the program official's name and contact information. If the grant is awarded, this position would be responsible for the programmatic implementation of the award. If your agency is a "start-up" this section can remain blank.

Title: Col

First Name: James MI: W Last Name: Baker Suffix:

Agency Name: VT Department of Public Safety

Street Address 1: 103 South Main Street

Street Address 2:

City: Waterbury State: VT Zip Code: 05671

Telephone: 802-244-8775 Fax: 802-241-5551

E-mail: grantnotification@dps.state.vt.us

Type of Agency:

- Municipal State County Police Department Sheriff Tribal Transit* School*
 Consortium* University/College* (Public or Private) Public Housing*
 New Start-Up* (please specify): _____ Non-profit Organization Profit Organization
 Other* (please specify): _____

*Agency types that have an asterisk next to them and that are applying for COPS hiring grants must provide additional information. Please refer to the COPS Application Guide: "Agency Supplemental Information" section for the questions that you will need to address. Please attach this information to your application.

C. Government Executive/Financial Official Information:

For Government Agencies: Enter the government executive's name and contact information. This is the highest ranking official within your jurisdiction (e.g., Mayor, City Administrator, Tribal Chairman, or equivalent).

For Non-Government Agencies: Enter the financial official's name and contact information. If the grant is awarded, this position would be responsible for the financial management of the award. Please note that information for non-executive positions (e.g., clerk, trustees, etc.) are not acceptable.

Title: Commissioner

First Name: Thomas MI: R Last Name: Tremblay Suffix:

Agency Name: VT Department of Public Safety

Street Address 1: 103 South Main Street

Street Address 2:

City: Waterbury State: VT Zip Code: 05671

Telephone: 802-244-8718 Fax: 802-241-5551

E-mail: ttrembla@dps.state.vt.us

Type of Government Entity:

- State
 City
 Town
 County
 Village
 Borough
 Township
 Territory
 Region
 Council
 Community
 Pueblo
 Tribal Nation
 School District
 Not applicable. Please check here if applying as a non-government agency (e.g., non-profit agency).

SECTION 3: GENERAL AGENCY INFORMATION

A. General Applicant Information

1. Cognizant Federal Agency: US Dept Health & Human Services (for State)

Enter the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget.

2. Fiscal Year: 7 / 1 / 2008 to 6 / 30 / 2009 (mo/day/yr)

Enter the legal applicant's fiscal year.

3. Population served as of the 2000 U.S. Census: 608,827

4. If the population served is not represented by U.S. Census figures (e.g., colleges, special agencies, school police departments, MSAs, etc.), please indicate the size of the population served: N/A

B. Law Enforcement Agency Information

1. Is your agency contracting for law enforcement services?

Contractual arrangements for law enforcement services are not fundable under the Universal Hiring Program.

Yes No

If "yes," the Legal Name and address information listed on the SF-424 under section 8 (Applicant Information) should be for the jurisdiction that will be contracting to receive law enforcement services, and NOT the law enforcement agency that will actually provide those services. Also, be sure to enter the name and agency information of the contract law enforcement department under section 2, part B (law enforcement executive information) of this document. In all contracting arrangements, the jurisdiction that is applying for assistance is ultimately responsible for ensuring compliance with all grant requirements. For additional clarification on contracting guidelines, please see the program-specific section of the COPS Application Guide.

If you are a tribal law enforcement agency, instead of providing your own law enforcement services, does your tribe exclusively contract with a non-BIA local law enforcement agency for services?

Yes No

If "yes," please refer to the program-specific section of the COPS Application Guide for additional eligibility information.

2. Population Served By Law Enforcement Agency

Do officers have primary law enforcement authority for the population to be served?

Yes No

An agency with primary law enforcement authority is defined as the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of crime within its jurisdiction.

If "yes," what is the actual population for which your department has primary law enforcement authority? [In other words, the 2000 Census population minus the incorporated towns and cities that have their own police departments.] 19,222

If "no," please explain. Include the date by which your agency anticipates having primary law enforcement authority for this population. [Please limit your response to a maximum of 250 words.]

3. Current Budgeted Sworn Force Strength as of the Date of This Application:

Full-time: 344

Part-time: 0

Enter the budgeted sworn force strength. The budgeted sworn force strength is the number of sworn officer positions your department has allocated within its budget, including state, Bureau of Indian Affairs, and locally-funded vacancies. Do not include unpaid/reserve officers, or detention staff.

4. Current Actual Sworn Force Strength as of the Date of This Application:

Full-time: 300

Part-time: 0

Enter the actual sworn force strength. The actual sworn force strength is the actual number of sworn officer positions employed by your department as of the date of application. Do not include vacant positions or unpaid/reserve positions.

SECTION 4: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving.

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site (www.cops.usdoj.gov) for further information regarding these sub-elements.

Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

- Other Government Agencies
- Community Members/Groups
- Non-Profits/Service Providers
- Private Businesses
- Media

Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

Agency Management

- Climate and culture
- Leadership
- Labor relations
- Decision-making
- Strategic planning
- Policies
- Organizational evaluations
- Transparency

Organizational Structure

- Geographic assignment of officers
- Despecialization
- Resources and finances

Personnel

- Recruitment, hiring and selection
- Personnel supervision/evaluations
- Training

Information Systems (Technology)

- Communication/access to data
- Quality and accuracy of data

Problem Solving:

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

- Scanning: Identifying and prioritizing problems
- Analysis: Analyzing problems
- Response: Responding to problems
- Assessment: Assessing problem-solving initiatives
- Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

COMMUNITY POLICING PLAN

COPS grants must be used to initiate or enhance community policing. Please complete the following questions to describe the types of community policing activities that will be initiated or enhanced as a result of COPS funding. You may find more detailed information about community policing at the COPS Office web site (www.cops.usdoj.gov).

Community Partnerships

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to develop collaborative partnerships with individual and organizational stakeholders in communities to increase trust and to develop shared solutions to community problems.

If awarded funding, my organization will implement or enhance:

P1-Sharing of relevant crime and disorder information with community members.

Yes No Not Sure

P2-Seeking input from the community to identify and prioritize neighborhood problems.

Yes No Not Sure

P3-Engagement with the community in the development of responses to community problems.

Yes No Not Sure

P4-Collaboration with other agencies that deliver public services (e.g., parks and recreation, social services, public health, mental health, code enforcement).

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance community partnerships if awarded grant funding (150 word maximum):

The desired outcome is further reduction in disciplinary and criminal infractions. The students, faculty and law enforcement will continue to foster an environment in which they all learn from each other, thereby creating an atmosphere of cooperation not only in school but in the community. The SRO bridges the gap between law enforcement and youth by being an integral part of the school administration and assisting with all levels of enforcement, education, counseling and mentoring.

Problem Solving

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to use problem solving. Problem solving is an analytical process for systematically 1) identifying and prioritizing problems, 2) analyzing problems, 3) responding to problems, and 4) evaluating problem-solving initiatives. Problem solving involves an agency-wide commitment to go beyond traditional police responses to crime to proactively address a multitude of problems that adversely affect quality of life.

If awarded funding, my organization will implement or enhance:

PS1-Integration of problem solving into patrol work.

Yes No Not Sure

PS2-Identification and prioritization of crime and disorder problems by examining patterns and trends involving repeat victims, offenders, and locations.

Yes No Not Sure

PS3-Exploring the underlying factors and conditions that contribute to crime and disorder problems.

Yes No Not Sure

PS4-Developing tailored responses to crime and disorder problems that address the underlying conditions that contribute to them.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance problem-solving activities if awarded grant funding (150 word maximum):

It is the goal of this partnership to create a safe and positive learning environment for students at Mill River Union High School, by placing a uniformed deputy sheriff in the school. The SRO will encourage interaction and build confidence between the school community and the police and will continue break down the walls that have historically been built between youth and law enforcement. The SRO will interject a component of community policing in the school environment by instilling positive interaction with students.

Youth and police alike will become more comfortable with each other because of the relationship.

Organizational Transformation

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to transform organizational environment, organizational structure, personnel, practices, and policies to support the community policing philosophy and community policing activities.

If awarded funding, my organization will implement or enhance:

OC1-Institutionalization of organizational changes that support the implementation of community policing strategies.

Yes No Not Sure

OC2-Incorporation of community policing principles into the agency's mission/vision statement and strategic plan.

Yes No Not Sure

OC3-Institutionalization of community policing principles into a corresponding set of policies, practices and procedures.

Yes No Not Sure

OC4-Institutionalization of community policing agency-wide.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance organizational alignment towards community policing if awarded grant funding (150 word maximum):

The SRO's keep a close watch on the drug traffic in and around the schools. By maintaining constant communication with the surrounding police agencies, along with parents and teachers they are able to keep track of suspected users. Recommendations for non-police interventions are made and, when needed, intelligence is gathered and forwarded to other police agencies.

The SRO's also monitor police activities in their areas so that they might identify an issue arising out of a police involvement that has occurred at a student's home during non school hours. It is the mission of the SRO to keep the students and faculty safe at all times. By learning what has

Technology

The COPS Office is interested in determining if your organization will use the grant to assist in increasing technological capacity to better prevent and/or respond to crime and disorder incidents.

If awarded funding, my organization will implement or enhance:

T1-Ensuring that agency staff have proper access to relevant data (e.g., calls for service, incident and arrest data, etc.).

Yes No Not Sure

T2-Analysis and understanding of problems in the community.

Yes No Not Sure

T3-Improvements to the agency's overall efficiency and effectiveness.

Yes No Not Sure

T4-Providing officers with necessary equipment to better prevent and/or respond to crime and disorder incidents.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance alignment of technology towards community policing if awarded grant funding (150 word maximum):

A database will be compiled and report changes and trends in truancy rates. The Sheriff's Department is currently compiling statistics on the success of this program at other schools and this compilation will serve as the basis for implementing and evaluating truancy trends at MRUHS.

If your organization receives this COPS grant funding, it should use your responses to these questions as your organization's community policing plan. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan.

We understand that your community policing needs may change during the life of your COPS grant (if awarded), and we welcome minor changes to this plan without prior approval. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Application Section 4 Narratives – Submitted 08/08/08**

Problem Solving

It is the goal of this partnership to create a safe and positive learning environment for students at Mill River Union High School, by placing a uniformed deputy sheriff in the school. The School Resource Officer (SRO) will encourage interaction and build confidence between the school community and the police and will continue break down the walls that have historically been built between youth and law enforcement. The SRO will interject a component of community policing in the school environment by instilling positive interaction with students.

Youth and police alike will become more comfortable with each other because of the relationships forged in school and this will create a level of cooperation. Historically when the SRO and students interact in a positive manner while at school the relationships built spill over to the community and both students and law enforcement benefit.

Organizational Transformation

The SRO's keep a close watch on the drug traffic in and around the schools. By maintaining constant communication with the surrounding police agencies, along with parents and teachers they are able to keep track of suspected users. Recommendations for non-police interventions are made and, when needed, intelligence is gathered and forwarded to other police agencies.

The SRO's also monitor police activities in their areas so that they might identify an issue arising out of a police involvement that has occurred at a student's home during non school hours. It is the mission of the SRO to keep the students and faculty safe at all times. By learning what has happened when the students are away from the school the SRO can often times reach out to students whom are in need or in crisis.

SECTION 5: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

Retention for COPS Hiring Grants

This section is applicable to COPS applicants applying for sworn officer positions under the FY2008 Universal Hiring Program.

Check here if not applying under the Universal Hiring Program.

Hiring grantees are required to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer position. The additional officer positions should be added to your agency's law enforcement budget with state, local, or tribal funds for at least one full local budget cycle, over and above all other locally-funded officer positions (including other school resource officers) that would have existed regardless of the grant, from the time that the thirty-six (36) months of grant funding for each COPS position expires. Absorbing COPS-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement. Please be aware that if your agency has additional sworn officer hiring grants that are active when one hiring grant expires, the officer positions that were awarded under the expired grant are added to your baseline of locally-funded officer positions and must be maintained throughout the implementation of all additional hiring grants.

Use the space below to explain how your agency currently plans to retain any additional officer positions awarded. Please be as specific as possible about the source(s) of retention funding (General Fund revenues, local ballot item, etc.) your agency plans to utilize. A missing or incomplete response could affect your ability to receive funding. [Please limit your response to a maximum of 250 words.]

SECTION 6: NEED FOR FEDERAL ASSISTANCE

All applicants are required to provide a brief explanation of their agency's public safety needs and an explanation of their agency's inability to implement this project and/or address these public safety needs without federal assistance.

In the space below, please provide a brief explanation of your agency's inability to implement this project without federal assistance. [Please limit your response to a maximum of 250 words.]

The Vermont State Police (VSP) originally supported the SRO position at Mill River Union High School utilizing the COPs in Schools Grant. The VSP continued supporting the position once federal funding expired. However, due to budget constraints the VSP will no longer support this position. Federal funding for this project will allow the VSP to sub-grant to the Rutland County Sherriff's Department to place a School Resource Deputy at Mill River High School for approximately 1 1/2 years.

SECTION 7: WAIVERS OF THE LOCAL MATCH

Please refer to the Application Guide for information on whether waivers of the local match are available under the grant program for which you are applying.

Check here if not applicable

Are you requesting a waiver of the local match based upon severe fiscal distress?

Yes No

If requesting a waiver, you will be required to attach a detailed waiver justification to your application. Please refer to the COPS Application Guide - "Waiver of the Local Match" section for information on what to include in your justification, as well as the program-specific portion of the Guide to review the local match requirements.

SECTION 8: EXECUTIVE SUMMARY

This section is applicable to COPS applicants applying under the Child Sexual Predator Program, Community Policing Development Program, Methamphetamine Initiative, Secure Our Schools, and the Technology Program.

Check here if not applicable

Please attach to your application a brief summary of how your agency will use this federal funding. Be sure to include a description of how you expect this grant to impact public safety and/or crime prevention in your community. Please refer to the COPS Application Guide for clarification on specific information to include in your summary. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community. [Please limit your response to a maximum of 400 words.]

SECTION 9: PROJECT DESCRIPTION (NARRATIVE)

This section is applicable to all agencies applying for COPS programs in FY2008.

Please attach to your application an in-depth narrative response detailing your proposed project. Please refer to the program-specific section of the COPS Application Guide: "How to Apply" section for information on what should be included in your response, as well as any additional formatting requirements and page length limitations.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Project Narrative**

PROJECT DESCRIPTION

Mill River Union High School was chosen to participate in this program in 2000 because it faced delinquency challenges: drugs, violence, truancy, and a lack of student respect to each other and themselves. Visible, structured gang activity had also become more prevalent in Rutland County. Drug use was on the rise among students including heroin, cocaine, marijuana and alcohol were spoken about by young people with no sense of care or understanding.

After the SRO program had been functioning for an established amount of time a survey was conducted. The survey's aim was to gauge the effectiveness of the SRO pilot project. The results demonstrated the program has begun to bridge a gap between law enforcement and the school population:

- 65% of the surveys were returned (554 responses).
- 76% of the school population responded that they feel safer at MRUHS with the presence of the SRO.
- 60% feel that drug use has declined.
- 69% feel that violence has declined.
- 84% of the surveys returned indicated that they agree the SRO program should continue.

Comments included:

"This is a great program. I think it helped deter some crime and violence in the school..." (Student, grade 12)

"There are still prevalent problems with drugs, etc...But I think an officer on campus is a step in the right direction." (Student, grade 9)

"....doing a great job. The fact that I see students speaking in your office with concerns speaks volumes about your relationship with them" (Staff Member)

Although it is evident that the SRO has made great progress at MRUHS, there is still work left to be done. A recent study conducted by Substance Abuse and Mental Health Services Administration documented that Vermont teens are using alcohol and illicit drugs at one of the highest percentage rates in the nation. The study indicates 38.3% of persons aged 12 to 20 (underage use of alcohol) used alcohol in the previous month. Vermont also had the highest level of past month marijuana use among persons 12 and older (9.7 percent). The Rutland area's vulnerability to gang and drug activity was evident in a recent drug sweep. Over \$150,000 of drugs and weapons were seized from the area.

A diverse range of duties will be incorporated into the SRO position at the Mill River Union High School. Some functions served by the SRO include: law enforcement officer, public safety specialist, community liaison and problem solver, as well as being a positive role model.

Law Enforcement Officer - Although a less performed role, the SRO is still a law enforcement officer with the authority and duty to handle crimes and make arrests when necessary. Part of this role is also the responsibility to serve as a liaison between the school and the law enforcement community.

Public Safety Specialist - The SRO will be aware of current trends on effective strategies for increasing school safety, and assist the school in implementing research-based strategies. The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes. In short the SRO will do everything in his or her power to act in a proactive manner rather than only reacting to problems after they occur.

Community Liaison and Problem Solver - Many problems require change within or assistance from the community. The SRO will be aware of community resources and contacts that can be helpful in solving a problem including mental health services, substance abuse assessment and treatment providers, child protective services, and domestic violence services. The SRO will also be knowledgeable in other community based initiatives such as sports clubs, scouting, YMCA and a variety of other social outlets which may provide for positive interaction with other students and community members.

Positive Role Model - The SRO is a positive role model to students. Students often seek approval, direction and guidance in informal interactions with an SRO that they trust. The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.

Evaluations/Performance Measures

A database will be compiled and report changes and trends in truancy rates. The Sheriff's Department is currently compiling statistics on the success of this program at other schools and this compilation will serve as the basis for implementing and evaluating truancy trends at MRUHS.

Monthly reports will be submitted by the SRO to school administration which will document all activity regarding time spent educating youth at the school as well as any law related incidents that occurred on school grounds. Reports will be used to gage success of the program activities and assist in responding to any noted trends.

Anonymous surveys will be given to students and faculty annually, inquiring about behavior changes and views of the SRO program.

Project Design and Implementation

Federal funding for this project will allow the Rutland County Sheriff's Department to place a School Resource Deputy at Mill River High School for a period of three school years.

The Rutland County Sheriff's Department first assigned a School Resource Deputy in 2000. Their first schools were West Rutland Elementary and High Schools as well as Proctor Elementary and High Schools. Federal funding was acquired and assignments were made at both schools. Summer programs were developed and implemented. After the grant period ran out the Proctor Schools decided that, due to budget issues, they could no longer afford the services of the SRO. West Rutland has maintained the program and it is still running with 100% school funding, however the summer programs were dropped. In 2003, again with the assistance of federal funding, Fair Haven Union High School joined the Rutland County Sheriff's Department SRO program. They continue to provide services there and are in our second year of post grant period funding from the school.

The Rutland County Sheriff's Department SRO's have become familiar and welcomed figures at the schools in which they work. They are part of the school administration and assist with all levels of education, counseling and mentoring. The SROs also provide security for a variety of school functions. The SRO's compiled a database that has allowed them to track truancy cases and the result has been a decrease in truancy related problems. The SROs attend sporting events, dances and social gatherings furthering the students' interaction with police. By doing so the SRO interacts with students and families in non-confrontational friendly settings.

The SRO in West Rutland was successful in locking down the school when a teacher reported and man with a gun in the area. The man was subsequently located and found to be intoxicated and walking back to his house next door to the school. He was identified and the lockdown was released. By having the Deputy on site, and the procedures in place, a possible confrontation was avoided and the faculty and students were kept safe.

The SRO's keep a close watch on the drug traffic in and around the schools. By maintaining constant communication with the surrounding police agencies, along with parents and teachers they are able to keep track of suspected users. Recommendations for non-police interventions are made and, when needed, intelligence is gathered and forwarded to other police agencies.

The SRO's also monitor police activities in their areas so that they might identify an issue arising out of a police involvement that has occurred at a student's home during non school hours. It is the mission of the SRO to keep the students and faculty safe at all

times. By learning what has happened when the students are away from the school the SRO can often times reach out to students whom are in need or in crisis.

Capabilities / Competencies

While assigned to the Mill River High School as a School Resource Officer, the Deputy will remain an employee of the Rutland County Sheriff's Department and shall be supervised by Patrol Division Sergeant Jonathan Bixby. Lieutenant Craig Hanson has oversight of Sergeant Bixby and has daily contact with him thereby learning of all potential problems and issues. Lieutenant Hanson keeps the Sheriff informed of major issues and policy concerns and acts as the direct contact with the school administration. Sergeant Bixby will constantly evaluate the program with the SRO and make suggestion for changes or improvements to Lt. Hanson.

The deputy chosen to become the SRO will be certified by the Vermont Criminal Justice Training Council (VCJTC) as a full time law enforcement officer. The VCJTC is the body which has legislative authority within the State of Vermont to certify law enforcement professionals. The Deputy to be assigned to this program will be chosen by first posting the position within the sheriff's department and then interviewing candidates with input from the school. The deputy will be directed by the attached School Resource job description.

It is the practice of the Rutland County Sheriff's Department to assign deputies to jobs that each individual deputy finds desirable. It is also the practice of the Rutland County Sherriff's Department to utilize one deputy for each of its several full time commitments thereby allowing deputies to build relationships with those for whom they serve. By doing so the deputy knows his or her assignment, the citizens, or in this case the students and faculty well and in short time also becomes part of the school's educational team. The Rutland County Sheriffs' Office current SRO's have been in their positions for several years.

**COPS FY2008 Secure Our Schools
 Mill River Union High School, School Resource officer
 Vermont Department of Public Safety
 Projected Timeline**

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Create database of at-risk for truancy students	To decrease the amount of days students are not attending school without a valid reason	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO position to be created at Rutland County Sheriff. Supervised by Lieutenant Craig Hanson
	Provide law enforcement for the school	Decrease crime and increase the safety of students	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Research strategies for increasing school safety	Increase the safety of students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	January 2009	
	Provide a positive role model for students	Bridge the gap between law enforcement and the area youth	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
2	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

Year	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
3	Maintain database of at-risk for truancy students	To become more effective at managing truancy problems in the school	The school will supply the SRO with daily absentee lists. The SRO will enter the information in a database and identify students who may have truancy problems. The at-risk students will be located by the SRO and escorted to school if no valid reason is found for their absence	On-going	SRO to be hired, supervised by Lieutenant, Craig Hanson
	Provide law enforcement for the school	Realize greater reductions in crime	The SRO will handle crimes and make arrests when necessary. The SRO will serve as a liaison between the school and the law enforcement community.	On-going	
	Refine safety strategies	Continue proactive safety for the students and staff	The SRO will be involved with discipline policies, school safety assessments, physical safety of the school, crisis and emergency management planning, crime prevention or intervention, and other safe school planning processes.	On-going	
	Provide a positive role model for students	Strengthen relationships and trust within the student body	The SRO will set limits by being clear about what is acceptable and unacceptable; be consistent with students, staff and parents; encourage responsibility; and will always show respect for students. The SRO will participate in and support school functions; maintain a relationship with students' parents; and maintain a relationship with faculty and school administration.	On-going	

SECTION 10: BUDGET NARRATIVE

This section is applicable to COPS applicants applying under the Child Sexual Predator Program, Community Policing Development Program, Methamphetamine Initiative, Secure Our Schools, Technology Program, and the Tribal Resources Grant Program.

Check here if not applicable

In the Budget Narrative, you must attach a brief description of each item proposed for purchase, its purpose, and how the items relate to the overall project. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative must mirror the structure of the Budget Detail Worksheet included in this application. In other words, each item reported in the Budget Narrative must fall under one of the following budget categories: Sworn Officer Positions, Civilian/Non-Sworn Personnel, Equipment/Technology, Other Costs, Supplies, Travel/Training, Contracts/Consultants, and Indirect Costs. For your information, a sample Budget Narrative and a sample Budget Detail Worksheet are included in the COPS Application Guide. Every item included on the Budget Detail Worksheet must be included in the Budget Narrative.

Note that allowable/unallowable costs will vary widely between different COPS grant programs and cooperative agreements. Please ensure that you refer to the program-specific portion of the COPS Application Guide - "Federal Funding: Allowable & Unallowable Costs" section for a complete list of the allowable and unallowable costs associated with the particular program for which you are applying. Including unallowable items on your application may delay the processing of your application and could ultimately result in the denial of your request.

SECTION 11: MEMORANDUM OF UNDERSTANDING

This section is applicable to COPS applicants applying under the Child Sexual Predator Program.

Check here if not applicable

Please attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific portion of the Guide for a complete description of information pertaining to the required MOU.

**COPS FY2008 Secure Our Schools
Mill River Union High School Resource Officer
VT Department of Public Safety
Budget Narrative - Rev 08/08/08**

No grantee personnel will be hired nor devoted to this program. Instead, 100% of the program funds (minus the single audit allocation) will be sub-granted to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont.

A. Sworn Officer Positions

None.

B. Civilian/Non-Sworn Personnel

None.

C. Equipment/Technology

None.

D. Other Costs

The single audit allocation is estimated at 1% of the federal funding amount.

E. Supplies

None.

F. Travel/Training

None.

G. Contracts/Consultants

Subgrant 100% of program funds, minus the single audit allocation, to Rutland county Sheriff's Department to serve as a School Resource Officer (SRO) at Mill River Union High School in the Town of Clarendon, Rutland County, Vermont. Costs incurred by the subgrantee will include the SRO's personal services, supplies, and travel. The subgrant period will include three years.

H. Indirect Costs

None.

SECTION 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

Check here if not applicable

An official "partner" under the grant may be a governmental or private entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. **Please refer to the Application Guide for a complete description of partnership requirements under the grant program for which you are applying.**

Please attach additional partner information pages to your application, if necessary.

Title:			
First Name:	MI:	Last Name:	Suffix:
Name of Partner Agency (e.g., School District):			
Type of Partner Agency (e.g., School District):			
Street Address 1:			
Street Address 2:			
City:	State:	Zip Code:	
Telephone:			Fax:
E-mail:			

Title:			
First Name:	MI:	Last Name:	Suffix:
Name of Partner Agency (e.g., School District):			
Type of Partner Agency (e.g., School District):			
Street Address 1:			
Street Address 2:			
City:	State:	Zip Code:	
Telephone:			Fax:
E-mail:			

Title:			
First Name:	MI:	Last Name:	Suffix:
Name of Partner Agency (e.g., School District):			
Type of Partner Agency (e.g., School District):			
Street Address 1:			
Street Address 2:			
City:	State:	Zip Code:	
Telephone:	Fax:		
E-mail:			

Title:			
First Name:	MI:	Last Name:	Suffix:
Name of Partner Agency (e.g., School District):			
Type of Partner Agency (e.g., School District):			
Street Address 1:			
Street Address 2:			
City:	State:	Zip Code:	
Telephone:	Fax:		
E-mail:			

SECTION 13: INCIDENT DATA

Incident data is required for the Secure Our Schools grant program. The data reported should cover the time period of September 1, 2006 to August 31, 2007, and should only include incidents that took place in and around the partnering schools. Please refer to the program guide for specific information and instructions regarding the data required for this submission.

Check here if not applicable.

Type of Incident	# of Incidents Reported
Homicide	2
Sexual Offenses	23
Aggravated/Major Assaults—for example, an attack with hands, fist, feet, or weapons on an individual.	42
Simple/Minor Assaults—stalking, intimidation/bullying/coercion, etc.	302
Thefts (Includes Reports of Stolen Property)	1,264
Possession/Sale of Illegal Weapons	4
Vandalism/Destruction of Property	623
Alcohol-Related Offenses	491
Possession, Use or Sale of Drugs	265
Disorderly Conduct	88

School Data	Totals
Truancy	0
Detentions	464
Suspensions	64
Expulsions	0
Threats to School Property	7
# of Schools Involved in Project	1
Total Student Population for Involved Schools	701

SECTION 14: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems

You must answer this question regardless of the type of COPS grant for which you are applying. Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

- No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.
- Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.

The signatures of the Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

- 1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
- 2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

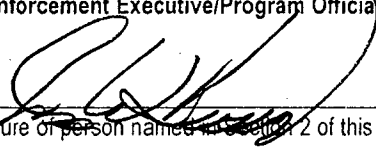
The signatures on the reverse side of this page must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatures or responses may not be considered for funding. Stamped or electronic signatures (unless applying online via Grants.gov) also will not be accepted. Original signatures are required. Faxed copies will not be accepted. Applications postmarked after the final application deadline date may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

By signing on the reverse side of this page, I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

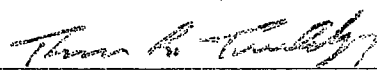
Law Enforcement Executive/Program Official's Signature:



(Signature of person named in Section 2 of this form)

Date: 7/22/18

Government Executive/Financial Official's Signature:



(Signature of person named in Section 2 of this form)

Date: 7/21/18

Official Partner(s) Signature:

Date: _____
(Signature of person(s) named in Section 12 of this form, if applicable)

Date: _____
(Signature of person(s) named in Section 12 of this form, if applicable)

Date: _____
(Signature of person(s) named in Section 12 of this form, if applicable)

Date: _____
(Signature of person(s) named in Section 12 of this form, if applicable)

SECTION 15: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.
2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.
3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.
4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.
6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31.2) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owners Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.
7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.
8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789(d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.
- A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.
- B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEOP") or EEOP short form (if grantee is required to submit an EEOP under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEOP Certification. (Grantees of less than \$25,000 are not subject to the EEOP requirement.)
9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.
10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.


16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

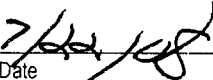
False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

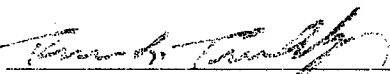
Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.



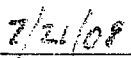
Signature of Law Enforcement Executive (or Official with Programmatic Authority, as applicable)



Date



Signature of Government Executive
(or Official with Financial Authority, as applicable)



Date

SECTION 16: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies.

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)," 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

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

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

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

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

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867, Section 2867.437 -

A. The applicant certifies that it and its principals:

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

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice; or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

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

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees, as defined at 28 CFR Part 83, Sections 83 and 83.510 -

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

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -

- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address: VT Department of Public Safety

Grantee IRS/ Vendor Number: 03-2000274

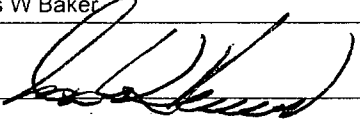
False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

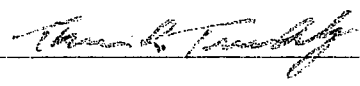
Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Col James W Baker

Signature:  Date: 7/28/08

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable): Commissioner

Thomas R Tremblay

Signature:  Date: 7/28/08

Disclosure of Lobbying Activities

Instructions for Completion of SF-LLL, Disclosure of Lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District number, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFPD E-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting registrant identified in item 4 to influence the covered Federal action.
(b) Enter the full name(s) of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352.

<p>1. Type of Federal Action: _____</p> <p>a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance</p>	<p>2. Status of Federal Action: _____</p> <p>a. bid/offer/application b. initial award c. post-award</p> <p>3. Report Type: _____</p>	<p>a. initial filing b. material change</p> <p><i>For Material Change Only:</i> Year: _____ Quarter: _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District (number), if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District (number), if known: _____</p>	
<p>6. Federal Department/Agency: N/A</p>	<p>7. Federal Program Name/Description: CFDANumber, if applicable: _____</p> <p>N/A</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>10. b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>11. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	
<p>Federal Use Only:</p>	<p>Authorized for Local Reproduction, Standard Form - LLL</p>	

A. SWORN OFFICER POSITIONS No Sworn Officer Positions Requested

Instructions: For COPS programs which fund sworn officer positions, you may apply for entry-level salaries and benefits of newly-hired, additional sworn law enforcement officers. Please refer to the Application Guide for information on the length of the grant term for the specific program under which you are applying.

This worksheet will assist your agency in properly organizing your **maximum estimated** salary and benefit costs and providing the necessary financial details for review by the COPS Office. Please list the entry-level base salary and fringe benefits **rounded to the nearest whole dollar** for one sworn officer position within your agency. COPS hiring funds may also be used to pay for entry-level salaries and benefits of newly-hired, additional officers who will backfill the positions of locally-funded veteran officers that will be deployed into community policing specialty areas (e.g., School Resource Officers). **Do not include employee contributions.**

Complete part 1 if you are requesting funds for full-time officer positions. Part-time officer positions will not be funded.

Officer Positions Requested:

Full-time Officer Positions Requested: _____

Enter the number of new, entry-level full-time officer positions that are being requested. Do not include any officers already funded (or for which funding has been requested) under any other COPS grants or any positions otherwise funded with state, local, tribal, or BIA funds. Your request should be consistent with your agency's law enforcement needs. Do not request more positions than your agency can support and retain.

A. SWORN OFFICER POSITIONS

Part 1: Full-Time Sworn Officer Information			
A. Total Entry-Level Base Salary for One Position \$ _____ .00 x _____ Years = \$ _____ .00			
Fringe Benefit Costs Should Be Calculated Based on the Full Grant Term Shown in Section A.			
B. FRINGE BENEFITS:	COST:	% OF BASE:	ADDITIONAL INFORMATION:
Social Security	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 6.2% of Total Base Salary. If less than 6.2%, exempt, or fixed rate, provide an explanation in "Sworn Officer Position Budget Summary" on page 45.</i>
Medicare	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 1.45% of Total Base Salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>
Health Insurance	\$ _____ .00	_____ %	Family Plan: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 30% of the Total Base Salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>
Life Insurance	\$ _____ .00	_____ %	
Vacation	\$ _____ .00	_____ %	Number of Hours Annually: _____
Sick Leave	\$ _____ .00	_____ %	Number of Hours Annually: _____
Retirement	\$ _____ .00	_____ %	Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 20% of the Total Base Salary (unless a fixed rate). If a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>
Worker's Compensation	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 10% of the Total Base Salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>
Unemployment Insurance	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 5% of the Total Base Salary. If exempt or if it exceeds this rate, please provide an explanation in the "Sworn Officer Position Budget Summary" on page 45.</i>
Other _____	\$ _____ .00	_____ %	Describe: _____
Other _____	\$ _____ .00	_____ %	Describe: _____
Other _____	\$ _____ .00	_____ %	Describe: _____
Total Benefits (1 Position) = \$ _____			
C. Total Salary \$ _____ + Total Benefits \$ _____ x _____ # of Positions = \$ _____			
Part A	(One Position)	Part B	(One Position)
		<i>Transfer to Budget Summary Line 1</i>	

Part 2: Sworn Officer Position Budget Summary (all applicants requesting officer positions must complete this section)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

- Cost of living adjustment (COLA) Step raises Change in benefit costs
- Other - please explain briefly: _____

**2. If an explanation is required for any of the following categories, please provide in the space below:
1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Worker's Compensation, and
6) Unemployment Insurance**

1) Social Security: _____

2) Medicare: _____

3) Health Insurance: _____

4) Retirement: _____

5) Worker's Compensation: _____

6) Unemployment Insurance: _____

B. CIVILIAN/NON-SWORN PERSONNEL No Civilian/Non-Sworn Personnel Positions Requested

Instructions: Each position must be listed and computed separately. If additional space is necessary, please make copies of this table and attach them to your application.

Part 1: Total Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel			
A. POSITION TITLE: _____			
Base Salary Computation: (\$ _____ X _____) X _____ = \$ _____ .00 (Base Salary Subtotal)			
(Annual Base Salary X Percent of Time Devoted to the Project) X Number of Years Devoted to the Project			
Fringe Benefit Costs Should Be Calculated Based on the Full Grant Term Shown in Section A.			
B. FRINGE BENEFITS:	COST:	% OF BASE:	ADDITIONAL INFORMATION:
Social Security	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 6.2% of Total Base Salary. If less than 6.2%, exempt, or fixed rate, provide an explanation in "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Medicare	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 1.45% of Total Base Salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Health Insurance	\$ _____ .00	_____ %	Family Plan: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 30% of the Total Base Salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Life Insurance	\$ _____ .00	_____ %	
Vacation	\$ _____ .00	_____ %	Number of Hours Annually: _____
Sick Leave	\$ _____ .00	_____ %	Number of Hours Annually: _____
Retirement	\$ _____ .00	_____ %	Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 20% of the Total Base Salary (unless a fixed rate). If a fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Worker's Compensation	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 10% of the Total Base Salary. If exempt or if it exceeds this rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Unemployment Insurance	\$ _____ .00	_____ %	Exempt: <input type="checkbox"/> Fixed Rate: <input type="checkbox"/> <i>Cannot exceed 5% of the Total Base Salary. If exempt or if it exceeds this rate, please provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 50.</i>
Other _____	\$ _____ .00	_____ %	Describe: _____
Other _____	\$ _____ .00	_____ %	Describe: _____
Other _____	\$ _____ .00	_____ %	Describe: _____
Benefits Subtotal (1 Position): \$ _____			
C. Total Salary \$ _____ + Total Benefits \$ _____ = \$ _____			
Part A	(One Position)	Part B	(One Position) <i>Please be sure to complete Part D on page 49.</i>

Please include a detailed position description for all positions listed in the Budget Narrative.

Total Base Salary and Fringe Benefits for Civilian/Non-Sworn Personnel

A. POSITION TITLE: _____

Base Salary Computation: (\$ _____ X _____) X _____ = \$ _____ .00 (Base Salary Subtotal)
 (Annual Base Salary X Percent of Time Devoted to the Project) X Number of Years Devoted to the Project

Fringe Benefit Costs Should Be Calculated Based on the Full Grant Term Shown in Section A.

B. FRINGE BENEFITS: COST: % OF BASE: ADDITIONAL INFORMATION:

Social Security \$ _____ .00 _____ % Exempt: Fixed Rate:
 Cannot exceed 6.2% of Total Base Salary. If less than 6.2%, exempt, or fixed rate, provide an explanation in "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Medicare \$ _____ .00 _____ % Exempt: Fixed Rate:
 Cannot exceed 1.45% of Total Base Salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Health Insurance \$ _____ .00 _____ % Family Plan: Fixed Rate:
 Cannot exceed 30% of the Total Base Salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Life Insurance \$ _____ .00 _____ %

Vacation \$ _____ .00 _____ % Number of Hours Annually: _____

Sick Leave \$ _____ .00 _____ % Number of Hours Annually: _____

Retirement \$ _____ .00 _____ % Fixed Rate:
 Cannot exceed 20% of the Total Base Salary (unless a fixed rate). If a fixed rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Worker's Compensation \$ _____ .00 _____ % Exempt: Fixed Rate:
 Cannot exceed 10% of the Total Base Salary. If exempt or if it exceeds this rate, provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Unemployment Insurance \$ _____ .00 _____ % Exempt: Fixed Rate:
 Cannot exceed 5% of the Total Base Salary. If exempt or if it exceeds this rate, please provide an explanation in the "Civilian/Non-Sworn Personnel Budget Summary" on page 51.

Other _____ \$ _____ .00 _____ % Describe: _____

Other _____ \$ _____ .00 _____ % Describe: _____

Other _____ \$ _____ .00 _____ % Describe: _____

Benefits Subtotal (1 Position): \$ _____

C. Total Salary \$ _____ + **Total Benefits** \$ _____ = \$ _____
 Part A (One Position) Part B (One Position) Please be sure to complete Part D.

D. Civilian/Non-Sworn Personnel Total: \$ _____
 Add together all Subtotals per position. Transfer Total Civilian/Non-Sworn Personnel Cost to Budget Summary Line 2.

Please include a detailed position description for all positions listed in the Budget Narrative.

Part 2: Civilian/Non-Sworn Personnel Budget Summary (all applicants requesting civilian/non-sworn positions must complete this section)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and/or third-year costs for salaries and/or fringe benefits increase after the first year, check the reason(s) why in the space below:

- Cost of living adjustment (COLA) Step raises Change in benefit costs
- Other - please explain briefly:

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Worker's Compensation, and 6) Unemployment Insurance

1) Social Security: _____

2) Medicare: _____

3) Health Insurance: _____

4) Retirement: _____

5) Worker's Compensation: _____

6) Unemployment Insurance: _____

C. EQUIPMENT/TECHNOLOGY

No Equipment/Technology Requested

Instructions: List non-expendable items that are to be purchased. Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Expendable items should be included either in the "SUPPLIES" or "OTHER" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "CONTRACTS / CONSULTANTS" category.

Pursuant to the Consolidated Appropriations Act, 2008 (P.L. 110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
Equipment/Technology Total:		\$ _____ Transfer to Budget Summary Line 3

Please include a detailed description for all items listed in the Budget Narrative

D. OTHER COSTS

No Other Costs Requested

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. Other costs may include items such as overtime and background investigations for law enforcement officer positions and/or civilian positions if allowable under the program for which you are applying.

Pursuant to the Consolidated Appropriations Act, 2008 (P.L. 110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
Single Audit Allocation 1% of Award	(133950 X 0.01)	\$ 1,339.00
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
Other Cost Total:		\$ 1,339.00 Transfer to Budget Summary Line 4

Please include a detailed description for all items listed in the Budget Narrative

E. SUPPLIES

No Supplies Requested

Instructions: List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). Generally, supplies include any materials that are expendable or consumed during the course of the project.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation (# of Items/Units X Unit Cost)	Per Item Subtotal
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
	(X)	\$
Supplies Total:		\$ _____ Transfer to Budget Summary Line 5

Please include a detailed description for all items listed in the Budget Narrative

F. TRAVEL/TRAINING

No Travel/Training Requested

Instructions: Itemize travel expenses of project personnel by purpose (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Show the basis of computation (e.g., 6 staff members times the unit cost per person for lodging for 3 days). Training projects, training fees, travel, lodging and per diem rates for trainees should be listed as separate travel items. Show the number of staff attending any event and the unit costs per person involved. Identify the location of travel, when possible. Note: Any local training costs (within a 50-mile radius) should be listed under Section D ("Other Costs").

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Reason for Travel/Training & Location of Travel/Training	Travel/Training Item	Computation (# of Staff X Unit Cost X # of Days/Trips/Events)	Per Item Subtotal
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
		(___ X ___ X ___)	\$
Travel/Training Total:			\$ _____ Transfer to Budget Summary Line 6

Please include a detailed description and justification for travel listed in the Budget Narrative

G. CONTRACTS/CONSULTANTS

No Contracts/Consultants Costs Requested

Instructions: See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology, or services in excess of \$100,000 must be submitted to the COPS Office for prior approval.

Contract Description	Per Contract Subtotal
Subgrant 100% of program funds to the Rutland County Sheriff's Department	\$ 132,611.00
(less 1% single audit allocation)	\$
	\$
	\$
Contracts Subtotal:	\$ 132,611.00 (G1)

Consultant Fees: For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification in the Budget Narrative and must be pre-approved in writing by the COPS Office.

Consultant Name/Title	Service Provided	Computation (Cost X # Days or # Hours)	Per Consultant Fee Subtotal
		(_____ X _____)	\$
		(_____ X _____)	\$
		(_____ X _____)	\$
Consultant Fees Subtotal:			\$ (G2)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants separate from their consultant fees (e.g., travel, meals, lodging).

Consultant Name/Title	Service Provided	Computation (Cost X # Days)	Per Consultant Expenses Subtotal
		(_____ X _____)	\$
		(_____ X _____)	\$
		(_____ X _____)	\$
		(_____ X _____)	\$
Consultant Expenses Subtotal:			\$ (G3)

Contracts/Consultants Total:	\$ 132,611.00
Contracts (G1) + Consultant Fees (G2) + Consultant Expenses (G3)	Transfer to Budget Summary Line 7

Please include a detailed description for all contracts listed in the Budget Narrative

H. INDIRECT COSTS

No Indirect Costs Requested

Instructions: Indirect costs are allowed under a **very limited** number of specialized COPS Training and Technical Assistance programs. Please see the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

Indirect Cost Description	Computation	Per Indirect Cost Subtotal
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Indirect Costs Total:		\$ _____ Transfer to Budget Summary Line 8

BUDGET SUMMARY

Instructions: When you have completed the Budget Detail Worksheets, please transfer the category totals to the spaces below. Please compute the Total Project Amount, Total Federal Share Amount, and Total Local Share (if applicable). Please see the Application Guide for information on the maximum federal share and local matching requirements for the grant for which you are applying.

Budget Category		Category Total	Line #
A.	Sworn Officer Positions	\$ _____ .00	1
B.	Civilian/Non-Sworn Personnel	\$ _____ .00	2
C.	Equipment/Technology	\$ _____ .00	3
D.	Other Costs	\$ <u>1,339</u> .00	4
E.	Supplies	\$ _____ .00	5
F.	Travel/Training	\$ _____ .00	6
G.	Contracts/Consultants	\$ <u>132,611</u> .00	7
H.	Indirect Costs	\$ _____ .00	8
Total Project Amount:		\$ <u>133,950</u> .00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)		\$ <u>133,950</u> .00	
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)		\$ _____ .00	

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name: Marjorie Klark

Title: Office of Technology Project Manager

Phone: 802-241-5534

Fax: 802-241-5551

E-mail Address: mklark@dps.state.vt.us

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category in the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ -
B. Fringe Benefits	\$ -
C. Travel	\$ -
D. Equipment	\$ -
E. Supplies	\$ -
F. Construction	\$ -
G. Consultants/Contracts	\$ 132,611
H. Other	\$ 1,339
Total Direct Costs	\$ 133,950
I. Indirect Costs	\$ -
TOTAL PROJECT COSTS	\$ 133,950
Federal Request	\$133,950 100.0%
Non-Federal (Match) Amount	\$0

Budget Narrative

The budget narrative should be a plain-language explanation of the proposed expenditures that are listed in the Budget Detail Worksheet above.

A. Personnel and B. Fringe Benefits

No grantee personnel will be hired nor devoted to this program. See 'Consultants / Contracts' below.

C. Travel

None

D. Equipment

None

E. Supplies

None

F. Construction

None

G. Consultants / Contracts

Subgrant 100% of program funds to the Rutland County Sheriff's Department for a School Resource Officer ("SRO") at Mill River High School. Costs will include personal services, supplies, and travel. Subgrant period will include two 185-day school years plus approximately 110 days of a third school year. (It is anticipated that Mill River High School will pick up funding for the remainder of the third school year.)

H. Other Costs

Single Audit allocation estimated for this grant.

I. Indirect Costs

None

Budget Detail Worksheet

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

Name, Position / Title	Time Periods (From - To)	Hourly Rate For this Period	X Number of Hr's in Pay Per	Computation X Number of Pay Periods	=	Cost for the Period	Total Salary for Employee
1. Deputy Sheriff	8/1/08 - 6/15/09	\$13.50	80	22		\$ 23,760.00	
REGULAR SALARY FOR	8/1/09 - 6/15/10	\$13.84	80	22		\$ 24,354.00	
NEW HIRE.	8/1/10 - 6/15/11	\$14.18	80	22		\$ 24,962.85	\$ 73,076.85
		Total # Pay Per's X # Hrs:	240	5,280.0			
Deputy Sheriff	8/1/08 - 6/15/09	\$20.25	9	22		\$ 3,936.65	
OVERTIME FOR NEW HIRE	8/1/09 - 6/15/10	\$20.76	9	22		\$ 4,035.07	
	8/1/10 - 6/15/11	\$21.28	9	22		\$ 4,135.94	\$ 12,107.66
		Total # Pay Per's X # Hrs:	27	583			Total Salary and Overtime: \$ 85,184.51

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

Name, Position / Title	Computation	Cost	
1. Deputy Sheriff	FICA Salary X 7.65%	\$ 5,590.38	
	Retirement at Salary X 5.80%	\$ 4,238.46	
	Worker's Comp at Salary X 5.00%	\$ 3,653.84	
	Health Ins at \$ 4.72 X Total # of hours	\$ 27,674.34	\$ 41,157.02
Deputy Sheriff	FICA OT Salary X 7.65%	\$ 926.24	
	Worker's Comp at OT Salary X 5.00%	\$ 605.38	\$ 1,531.62
			Total Fringe: \$ 42,688.64
TOTAL PERSONNEL AND FRINGE BENEFITS:			\$127,873.15

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

Purpose	# people	Location	# days	Computation		Cost	T. Trip
				Cost Ea	Description		
COPS SRO training	1	Tennessee	5.0	\$ 360.00	Airfare	\$ 360.00	
			5.0	\$ 100.00	Lodging x # days	\$ 500.00	
			5.0	\$ 52.00	Ground Transp.	\$ 260.00	
			5.0	\$ 32.00	Subsistence x # days	\$ 160.00	\$ 1,280.00
COPS admin training	1	Washington, DC	2.0	\$ 200.00	Airfare	\$ 200.00	
			2.0	\$ 150.00	Lodging x # days	\$ 300.00	
			2.0	\$ 52.00	Ground Transp.	\$ 104.00	
			2.0	\$ 32.00	Subsistence x # days	\$ 64.00	\$ 668.00
TOTAL TRAVEL							\$1,948.00

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

Equipment Items	Computation		Cost
	Quantity	Cost Each	
Laptop computer	1	at \$ 900.00	\$ 900.00
TOTAL EQUIPMENT:			\$900.00

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expandable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note:

Supply Items	Computation			Cost
	Quantity	years at	Cost Each	
Office paper and supplies, <i>estimated amount needed per year:</i>	3.0		300.00 per yr	\$ 900.00

TOTAL SUPPLIES: \$900.00

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

Purpose	Description of Work	Cost
None		

TOTAL CONSTRUCTION: \$0.00

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

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

Name of Consultant	Service Provided	Computation	Cost
None			\$

Sub-Total: \$0.00

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

Item	Location	Computation	Cost
None			\$

Sub-Total: \$0.00

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

Item (Includes Suborants)	Computation	Cost
None	years at	\$

Sub-Total: \$0.00

TOTAL CONTRACTS / CONSULTANTS: \$0.00

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

Description	Computation	Cost
<u>Program Costs:</u> (Conference Registration Fees, etc.)		
COPS SRO training	1.0 person at \$ 495.00	\$ 495.00
COPS admin training	1.0 person at \$ 495.00	\$ 495.00

Administrative Costs:

None

TOTAL OTHER: \$ 990

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

Description	Computation	Cost
None.		\$

TOTAL INDIRECT: \$0.00

TOTAL PROJECT COST: \$132,611.15

Budget Summary

<u>Budget Category</u>	<u>Amount</u>	
A. Personnel	85,185	
B. Fringe Benefits	42,689	
C. Travel	1,948	
D. Equipment	900	
E. Supplies	900	
F. Construction	-	
G. Consultants/Contracts	-	
H. Other	990	
Total Direct Costs	132,611	
I. Indirect Costs	\$ -	
TOTAL PROJECT COSTS	\$ 132,611	
Total Sub-Grant	\$ 132,611	100.0%
Total Match	\$ -	