



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DD*  
Date: December 3, 2018  
Subject: Position and Grant Requests – JFO #2936 - #2940

Enclosed please find five (5) items, including seven (7) limited-service positions, which the Joint Fiscal Office has received from the Administration.

**JFO #2936 – Four (4) limited-service positions** within the VT Dept. of Health. The respective position titles would be Substance Abuse Program Manager (2), Program Evaluation & Quality Assurance Specialist (1) and Program Technician II (1). The positions would be created to oversee an existing grant program aimed at combating the opioid crisis in Vermont. The existing grant was approved by the Joint Fiscal Committee in 2017 (JFO #2881). However, the grant has grown from \$2 million to \$4 million. The grant was also extended through September 2020 and the positions would be authorized for that period of time as well.

[JFO received 11/28/18]

**JFO #2937 – \$535,000** from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. This is a partner grant to one previously sent to the Joint Fiscal Committee for approval (JFO #2935). The funds are to be used to develop and enhance anti-human trafficking prevention and intervention strategies to stop trafficking statewide. **One (1) limited-service position, titled Law Enforcement Liaison, is associated with this request.** The position would be created to work with the VT Center for Crime Victim Services. The grant funds and position are authorized for a three-year period. State in-kind match would be required in the amount of approximately \$163,000 over three years, which will be in the form of existing staff time. Additionally, approximately \$5,000 in general fund dollars would be required per year for a data analysis contract, totaling \$15,000 over the life of the grant.

[JFO received 11/30/18]

**JFO #2938 – \$173,780** from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. These grant funds would be utilized to update the technology utilized for the anonymous reporting of potential and/or actual threats to the safety of students and personnel in schools. The new technology is needed due to limited functionality and general outdatedness of the existing software. The grant funds would be used over three state fiscal years.

[JFO received 11/30/18]

**JFO #2939 – \$231,464** from the U.S. Dept. of Justice (DOJ) to the VT Dept. of Public Safety. These grant funds would be utilized to enhance the SURVIVermont initiative aimed at educating the public on active shooter response best practices. Specifically, this funding would be used to 1) provide

training to personnel and students to prevent school violence, 2) develop and operate anonymous reporting systems for threats of school violence, to include mobile apps, hotlines and websites, and 3) develop and operate school threat assessment and crisis intervention teams that may coordinate with law enforcement agencies and be trained to intervene and respond to individuals with mental health issues before they potentially become a threat to school safety. State funds would be utilized over the two years of the grant project in the amount of approximately \$38,000 per year to cover the costs of training and marketing materials relating to the SURVIVermont program.

*[JFO received 11/30/18]*

**JFO #2940 – Two (2) limited-service positions**, one within the VT Dept. of Health (VDH) and one within the VT Dept. of Mental Health (DMH). This is a joint request for staffing necessary to oversee a project to expand early identification of maternal depression and provide access to mental health and substance use disorder screening, referral and treatment. The respective position titles would be Public Health Programs Administrator (VDH) and Grant Program Administrator (DMH). The positions would be funded through an ongoing federal grant from the U.S. Health Resources & Services Administration. The existing grant was approved by the Joint Fiscal Committee in 2014 (JFO #2708), however, the grant activities are changing from what was previously approved. This is a five-year project with an end-date of 9/29/2023.

*[JFO received 11/30/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by December 17, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.



JFO 2937

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

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

**RECEIVED**  
Agency of Administration  
 NOV 30 2018  
 JOINT FISCAL OFFICE

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

<b>Grant Summary:</b>		To develop and implement statewide human trafficking prevention and intervention strategies.			
<b>Date:</b>		10/17/2018			
<b>Department:</b>		Department of Public Safety			
<b>Legal Title of Grant:</b>		Development of Human Trafficking Task Forces			
<b>Federal Catalog #:</b>		16.320			
<b>Grant/Donor Name and Address:</b>		U.S. Dept of Justice, Washington, DC.			
<b>Grant Period:</b>		From: 10/1/2018		To: 9/30/2021	
<b>Grant/Donation</b>		\$535,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$198,401	\$166,168	\$170,431	\$535,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		1	Law Enforcement Liaison		
<b>Additional Comments:</b>					
<b>Has Vantage budget detail been reviewed and reconciled?</b>		<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No <span style="margin-left: 20px;">DB</span> (Analyst Initial)	
<b>Department of Finance &amp; Management</b>				(Initial)	
<b>Secretary of Administration</b>				(Initial)	
<b>Sent To Joint Fiscal Office</b>		11/28/18		Date	



RECEIVED  
JUN 19 1961  
JOINT POLICE OFFICE

## Greshin, Adam

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**From:** Anderson, Thomas  
**Sent:** Wednesday, October 31, 2018 9:08 AM  
**To:** Greshin, Adam  
**Subject:** FW: Human Trafficking Grant

Adam: Here is the information regarding the GF funding of the Human Trafficking grant. Let me know if you need any additional information.

Tom

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**From:** Chadwick, Joanne  
**Sent:** Tuesday, October 30, 2018 2:01 PM  
**To:** Anderson, Thomas <Thomas.Anderson@vermont.gov>  
**Subject:** Re: Human Trafficking Grant

Yes, that is correct. I should have mentioned that the 14,934 is over the three years of the grant, so there should only be a GF pressure of \$4,978 per fiscal year.

Get [Outlook for iOS](#)

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**From:** Anderson, Thomas  
**Sent:** Tuesday, October 30, 2018 1:47:16 PM  
**To:** Chadwick, Joanne  
**Subject:** RE: Human Trafficking Grant

So the only GF pressure is \$14,934?

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**From:** Chadwick, Joanne  
**Sent:** Tuesday, October 30, 2018 1:38 PM  
**To:** Anderson, Thomas <Thomas.Anderson@vermont.gov>  
**Cc:** Hallenbeck, Richard <Richard.Hallenbeck@vermont.gov>  
**Subject:** RE: Human Trafficking Grant

Hi Commissioner,

There is \$178,334 in match included in our grant application. \$14,934 of that amount is GF cash match (for contractual data analysis services). \$163,400 of the \$178,334 of match will be in-kind match which will come from State-funded officer's tracked time working the program, so there will be no additional GF pressure here. Let me know if you need any additional information on this.

\$ 14,934  
\$163,400  
\$178,334

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**From:** Anderson, Thomas  
**Sent:** Tuesday, October 30, 2018 12:51 PM  
**To:** Chadwick, Joanne <[Joanne.Chadwick@vermont.gov](mailto:Joanne.Chadwick@vermont.gov)>  
**Subject:** Human Trafficking Grant

Hi Joanne: Is there GF money connected with the recent grant we were awarded to combat Human Trafficking?

Thomas D. Anderson  
Commissioner  
Department of Public Safety  
45 State Dr.  
Waterbury, VT 05671  
802-244-8718  
[Thomas.Anderson@vermont.gov](mailto:Thomas.Anderson@vermont.gov)

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

BASIC GRANT INFORMATION				
1. Agency:				
2. Department:	Public Safety			
3. Program:	Vermont State Police			
4. Legal Title of Grant:	Development of Human Trafficking Task Forces			
5. Federal Catalog #:	16.320			
6. Grant/Donor Name and Address: Office of Justice Programs, U.S. Department of Justice 810 7 <sup>th</sup> Street, NW; Washington, DC 20531				
7. Grant Period:	From:	10/1/2018	To:	9/30/2021
8. Purpose of Grant: To develop and implement anti-human trafficking prevention and intervention strategies to stop trafficking statewide.				
9. Impact on existing program if grant is not Accepted: If these funds are not accepted the Vermont Human Trafficking Task Force (VHTTF) will not be able to expand and solidify its growing organizational structure.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 2019	FY 2020	FY 2021	
<b>Expenditures:</b>				
Personal Services	\$171,145	\$175,507	\$180,111	*526,763
Operating Expenses	\$71,202	\$54,758	\$60,611	186,571
Grants	\$	\$	\$	
<b>Total</b>	\$242,347	\$230,265	\$240,722	*713,334
<b>Revenues:</b>				
State Funds:				
Cash	\$4,978	\$4,978	\$4,978	*14,934 (A)
In-Kind	\$38,968	\$59,119	\$65,313	163,400 (A)
Federal Funds:				
(Direct Costs)	\$158,721	\$132,934	\$136,345	*428,000 FF
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$39,680	\$33,234	\$34,086	107,000
				+535,000 (A)
Other Funds:				
Grant (source)	\$	\$	\$	
<b>Total</b>	\$242,347	\$230,265	\$240,722	*713,334
<b>Appropriation No:</b>	2140010000	<b>Amount:</b>	(B) \$198,401	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			<b>Total</b>	\$198,401

OCT 16 2018

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

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**PERSONAL SERVICE INFORMATION**

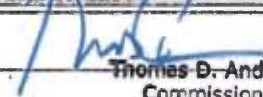
**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

Appointing Authority Name: Alastair Gee Agreed by: \_\_\_\_\_ (initial)

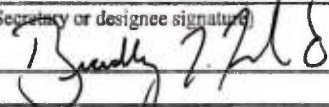
12. Limited Service Position Information:	# Positions	Title
	1	Law Enforcement Liaison
<b>Total Positions</b>	<b>1</b>	

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 11/12/18
	Title: Thomas D. Anderson Commissioner VT Department of Public Safety	
	Signature: _____	Date: _____
	Title: _____	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/>	Approved:	(Secretary or designee signature) 	Date: 11/13/18
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**15. ACTION BY GOVERNOR**

<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) 	Date: 11/20/18
<input type="checkbox"/>	Rejected		

**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"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)

**End Form AA-1**

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).





**State of Vermont**  
**Department of Public Safety**  
45 State Drive  
Waterbury, Vermont 05671-1300  
<http://dps.vermont.gov/>  
(802) 241-5000 (main)

October 16, 2018

**To: David Beatty, Finance & Management Budget Analyst**

**From: Tatum LaPlant, Financial Administrator III, Dept. of Public Safety**

**Re: AA-1 for sub award agreement with Federal Grant Award #2018-VT-BK-K084 – Development of Human Trafficking Task Forces**

Hello,

I have prepared the AA-1 grant acceptance form for the Development of Human Trafficking Task Forces grant that has been awarded to the Department of Public Safety.

These grant funds will be used to develop and implement anti-human trafficking prevention and intervention strategies to stop trafficking statewide.

Please note that DPS will be hiring a Law Enforcement Liaison to help fulfill the grant stipulations as well as working closely with the VT Center for Crime Victim Services to fully accomplish the goals that have been set over the course of this three year award.

Please let me know if you have any questions.

Thank you,

Tatum LaPlant  
Financial Administrator III  
Vermont Department of Public Safety  
(802)241-5262  
[Tatum.LaPlant@vermont.gov](mailto:Tatum.LaPlant@vermont.gov)

OCT 16 2018

 VERMONT



U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance

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

PROJECT NUMBER  
2018-VT-BX-K084

PAGE 1 OF 1

This project is supported under (OVC FY 2018 ECM Human Trafficking) 22 U.S.C. 7105(b)(2) and 34 U.S.C. 20705.

**1. STAFF CONTACT (Name & telephone number)**

Olga Santiago  
(202) 598-1094

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

Lance Burnham  
Lieutenant  
45 STATE DRIVE  
WATERBURY, VT 05671  
(802) 241-5274

**3a. TITLE OF THE PROGRAM**

RIA FY 18 Enhanced Collaborative Model to Combat Human Trafficking Program

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

**4. TITLE OF PROJECT**

Development of Human Trafficking Task Forces

**5. NAME & ADDRESS OF GRANTEE**

Vermont Department of Public Safety  
45 State Drive State Police Headquarters  
Waterbury, VT 05671-1300

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2018 TO: 09/30/2021

**8. BUDGET PERIOD**

FROM: 10/01/2018 TO: 09/30/2021

**9. AMOUNT OF AWARD**

\$ 535,000

**10. DATE OF AWARD**

09/27/2018

**11. SECOND YEAR'S BUDGET**

**12. SECOND YEAR'S BUDGET AMOUNT**

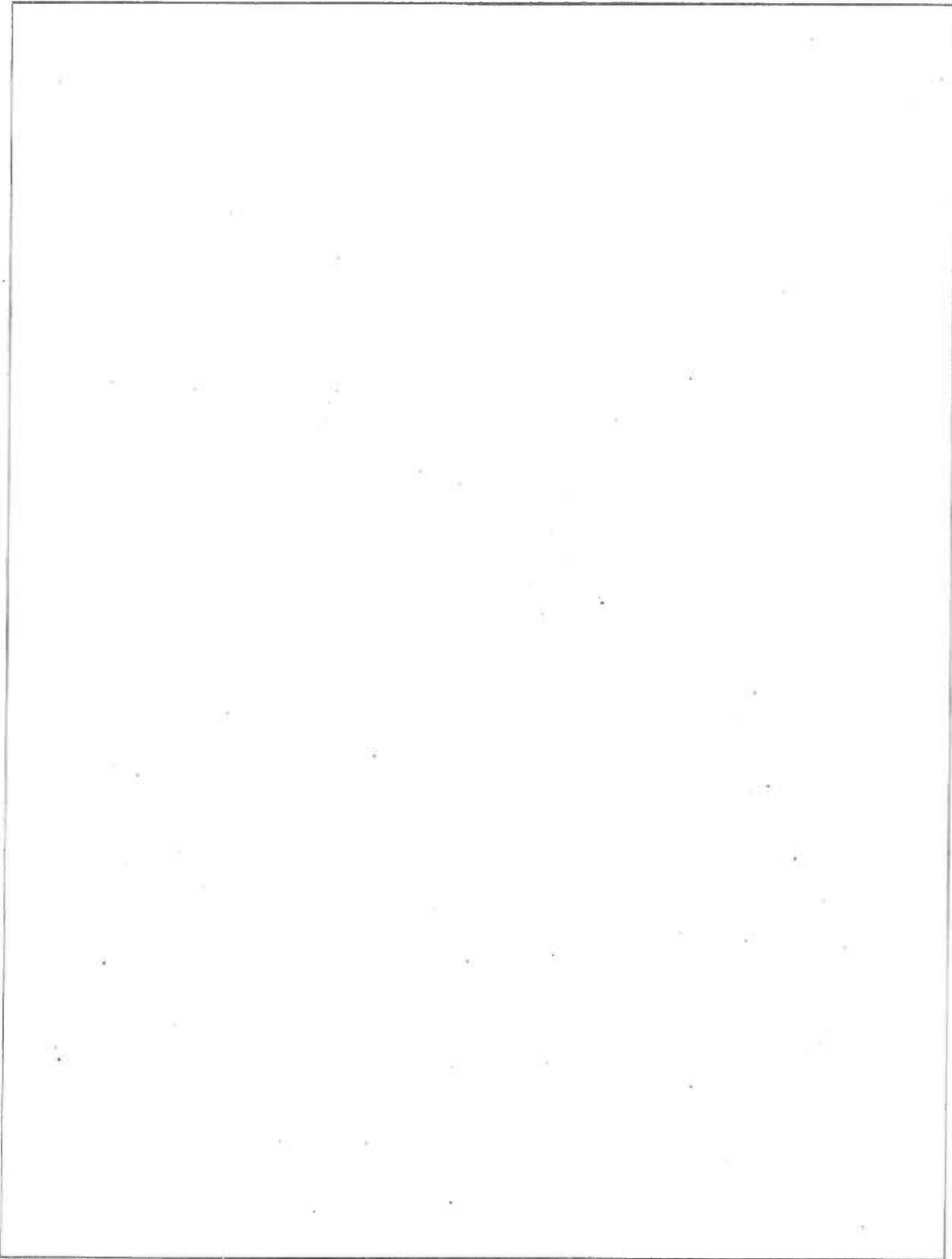
**13. THIRD YEAR'S BUDGET PERIOD**

**14. THIRD YEAR'S BUDGET AMOUNT**

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

The Enhanced Collaborative Model Task Force to Combat Human Trafficking Program is designed to support the development and enhancement of multidisciplinary human trafficking task forces that implement collaborative approaches to combat all forms of human trafficking, including sex and labor trafficking of both foreign nationals and U.S. citizens (of all sexes and ages), within the United States. The task forces will implement victim-centered and coordinated approaches to: identify victims of all types of human trafficking; investigate and prosecute sex trafficking and labor trafficking cases at the local, state, tribal, and federal levels; and, address the individualized needs of victims through quality services. Awards will be made to a lead law enforcement agency and a lead victim service provider within each task force. This award will be made to the Vermont State Police who will work in collaboration with the Vermont Center for Crime Victim Services to implement this project within the State of Vermont.

CANCEP





U.S. Department of Justice  
Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 27, 2018

Commissioner Thomas D. Anderson  
Vermont Department of Public Safety  
45 State Drive  
State Police Headquarters  
Waterbury, VT 05671-1300

Dear Commissioner Anderson:

On behalf of Attorney General Jefferson Sessions III, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 18 Enhanced Collaborative Model to Combat Human Trafficking Program in the amount of \$535,000 for Vermont Department of Public Safety.

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

If you have questions regarding this award, please contact:

- Program Questions, Olga Santiago, Program Manager at (202) 598-1094; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

Matt Dummermuth  
Principal Deputy Assistant Attorney General

Enclosures

## **PROGRAM NARRATIVE**

### **a. Statement of Problem**

Vermont, with its incredibly picturesque landscape, idealistic inhabitants, and abundant small-town hideaways, is – unfortunately -- the perfect arena for sexual and labor exploitation of others. Tucked in between large green mountains and deep lakes, there are corners where criminal behavior is undetectable and unfettered. Vermont is America's second-most rural state, with only 623,000 people, but the opiate epidemic rages here in full force. In 2014, Vermont's then-Governor Peter Shumlin made national headlines when he dedicated his annual State-of-the-State address to the scourge of opiate addiction, citing a 770% increase in the number of people in narcotics addiction treatment between 2000 and 2012. In addition, Vermont's highways provide an open corridor of travel linking several large metropolitan areas in New York, Massachusetts, Connecticut, New Jersey, and Canada. Vermont's major industries, agriculture and hospitality, also create substantial opportunity for trafficking and exploitation. According to a report issued by the Council of State Governments in March 2018, Vermont's rate of violent crime has increased by 16% in the past decade. Vermont is one of only 18 states that experienced an overall increase in violent crime during that period. Areas of Vermont with a population of fewer than 10,000 residents (*i.e.*, non-metro areas), experienced a 45% uptick in violent crime during that period; 61% of Vermont's population lives in rural areas.

Nonetheless, many Vermonters still believe that sex and labor trafficking does not exist in our state. This application is just one byproduct of many years' worth of focus and collaboration by a team of local, state, and federal professionals in Vermont who witness the reality here and who have committed to changing the story. The Vermont Human Trafficking

Taskforce (VHTTF) is dedicated to combating human trafficking diligently and consistently, while restoring the dignity of victims one case at a time.

***\*Data\****

VHTTF gathered the following statistics on human trafficking in Vermont in 2015, 2016, and 2017:

	Victims Served	Investigations	Prosecutions (charged crimes)
2015	Sex: 31 Labor: 0 Unknown:	Sex: 31 Labor:	Sex: 2 Labor: 0
2016	Sex: 80 Labor: 13 Unknown:	Sex: 132 Labor: 0	Sex: 3 Labor: 0
2017	Sex: 150 Labor: 3 Unknown:	Sex: 64 Labor: 1	Sex: 7 Labor: 0

Sources of data:

- The PMT for 2016 & 2017 Victim Data
- Law Enforcement and charging data was submitted primarily from Chittenden County but also included Rutland. This data was collected between 2014-2017
- The Crime Research Group also submitted data on charging from 2016 & 2017

VHTTF also engaged in a more comprehensive, informal data collection of known or suspected victims, investigations, and prosecutions in the Chittenden county region—the initial geographic core of the Task Force’s efforts—from 2014 through mid-2017. In order to establish a working estimate of the number of sex- and labor-trafficking incidents in the most populous part of the state, VHTTF solicited case data from the Vermont State Police, the Vermont Department for Children and Families, four municipal law enforcement agencies, two county-based special investigative units tasked with investigating human trafficking, three federal agencies (Homeland Security Investigations, the Drug Enforcement Administration, and the Federal Bureau of Investigation), and two statewide victim service providers.

The data collection suggests that Vermont governmental and victim service agencies encountered at least 250 human trafficking victims during the three-and-a-half-years examined.. Of the 112 victims for which nationality could be ascertained, eleven victims were foreign nationals. Although prosecutors in Vermont have charged few cases as human trafficking, human trafficking has occurred in connection with approximately forty cases involving firearms violations, drug possession, drug trafficking, sexual assault, and domestic assault, among other charges.

Despite the significant effort involved on the part of professionals with other full-time responsibilities in collecting this data, VHTTF knows that it shows an incomplete picture of the activity that is occurring both within the region and throughout the state. VHTTF is certain that with grant assistance for data gathering statewide, Vermont will report significantly more identified victims, investigations, and prosecutions. In 2011, when VHTTF surveyed a wide array of statewide victim service providers and allied professionals, 26% of respondents affirmed that they had worked with potential victims of human trafficking. Since then, the VHTTF has worked diligently to educate law enforcement and community partners about human trafficking. Our efforts to help these agencies identify victims of human trafficking have worked, and – as a result – more victims are identified on a daily basis.

***\*Efforts to Address the Problem\****

In 2010, the Vermont General Assembly enacted Act 85, which established the Vermont’s original “Human Trafficking Task Force,” a broad group of stakeholders charged with raising awareness about human trafficking and recommending human trafficking legislation. At that time, Vermont was the only state in the Northeast and one of the remaining five in the nation lacking any legislation on the issue. The result of that effort was Act 55, which

passed in 2011—a comprehensive package of criminal laws, special victim rights provisions, and labor-related measures intended to establish the basic legal tools needed for progress.

With its statutory purpose fulfilled, the original statewide task force was dismantled. In 2013, the United States Attorney’s Office for the District of Vermont (“Vermont USAO” or “USAO”) and the Vermont Attorney General’s Office (“Vermont AGO”) reconstituted a new group of stakeholders with the purpose of identifying victims, connecting victims with services, and developing investigations and prosecutions under both state and federal law. Prior to 2013, no centralized system existed to handle the flow of tips and information, which caused confusion and delay in the provision of services, ultimately jeopardizing investigations, prosecutions, and victim safety. Chittenden County—home to Vermont’s largest city of Burlington and the primary offices of Vermont’s federal prosecution and investigatory resources—became the focal point for the multi-disciplinary work and the growing collaboration that followed.

VHTTF spent several years forging new partnerships with community resources, honing informal protocols for effective collaboration, and building an administrative infrastructure of subcommittees to facilitate the work. In addition to all of this work performed by individuals with full-time professional responsibilities and further detailed herein, VHTTF perhaps has made impressive progress in public awareness, outreach, and training. VHTTF stakeholders and partners have presented to at least 2600 Vermonters across various systems, targeting a wide array of audiences.





VHTTF also has spearheaded several other important projects over the last several years, including assisting the Department for Children and Families (DCF) in the development of policy, procedure, and infrastructure, as well as the creation of a designated point person for all juvenile human trafficking investigations. This effort has yielded tremendous progress in the state’s ability to track, intervene, and prevent juvenile sexual exploitation and labor trafficking. VHTTF also produced and disseminated a state-wide PSA campaign including video, tee-shirts, and literature. and sponsored a mural creation in the downtown area of Burlington, by artist Alex Cook. VHTTF also helped the Vermont State Police (VSP) set up a dedicated hotline for reporting human trafficking, 1-888-98HUMAN, and the VHTTF has been instrumental in advertising the rapid response services hotline accessed by dialing 2-1-1 within Vermont.

The Vermont Center for Crime Victim Services (VCCVS) joins with victims, survivors, and those who interact with victims and offenders to provide, sustain, and support a collaborative system of direct services across Vermont that is comprehensive, victim-centered, trauma-informed, and accessible to all diverse populations. VCCVS, centrally located in Waterbury,

offers three direct service programs that provide financial support to all eligible victims of crime, including human trafficking victims: the Vermont Victims Compensation Program (Victims Compensation), the Vermont Sexual Assault Program (SAP), and the Vermont Restitution Unit (VRU).

Victims Compensation utilizes state and federal VOCA Victim Compensation grant funds to cover trafficking victims' uninsured crime-related losses, including most frequently: relocation housing; medical; dental (tooth removal, implants, dentures); mental health counseling; and tattoo removal. SAP provides financial assistance to ensure that no Vermont sexual assault survivor, regardless of any report to law enforcement, is responsible for the uninsured costs associated with a sexual assault nurse examination (forensic) or associated medical costs (including facility fees, associated treatment of physical injuries, STI testing and prophylaxis). Finally, VRU enforces restitution orders entered against criminal defendants on behalf of victims and provides non-business victims with advanced payment on restitution orders from the Vermont Crime Victims' Restitution Special Fund up to \$5,000. Trafficking victims in Vermont may be eligible for special restitution against the offender to compensate for the value of ill-begotten gains and for reasonable attorney fees, which may be eligible for advancement from the Special Fund.

In 2017, VHTTF, VCCVS, and the South Burlington Police Department partnered to establish the state's first dedicated Human Trafficking Case Manager to bring co-located victim services to trafficking survivors statewide. This effort is funded through a Victims of Crime Act (VOCA) Assistance Formula grant sub-award, administered by VCCVS.

Progress in converting suspected cases to investigations and prosecutions is ongoing. In October 2018, for example, the USAO will try a major commercial sex trafficking prosecution

with over 100 suspected victims. The current indictment includes five counts of sex trafficking by force, fraud, and coercion, and one count of sex trafficking of a minor, along with other racketeering, narcotics, and firearms offenses.

***\*Gaps in Services, Unmet Needs, and Opportunities Through this Solicitation\****

VHTTF has identified several major needs and gaps in service delivery. From an overall standpoint, VHTTF has reached its training, outreach, investigation, and victim service response capacity as it has transitioned from building awareness to supporting holistic, victim-centered, trauma-informed, statewide intervention. The dedicated Task Force Coordinator required under this solicitation will help VHTTF solidify its organizational structure as the network of stakeholders and resources grows, the number of cases and demand for services increases, and geographic coverage expands. The task force needs a dedicated staff member to coordinate efforts, trainings, data gathering, meetings, and communication.

Next, as is apparent from the data provided for this application, VHTTF needs to improve its ability to identify victims and perpetrators of human trafficking, from both a victim service and a law enforcement perspective. Part of the problem stems from an inability to recognize it and name it, a reframing that the VHTTF has made great strides to address. Nonetheless, it is still not uncommon to hear from even experienced Vermont professionals in the field that we do not have human trafficking here, when all other signs and symptoms, such as high rates of illicit drug use and drug trafficking, overt prostitution, and a rural, agricultural economy, strongly suggest otherwise. Helping law enforcement and victim service providers develop new ways of thinking about and identifying some of the less obvious forms of both sex and labor trafficking is essential, as is the implementation of a more effective data collection system. Better data will

allow VHTTF to measure progress and be more strategic in its law enforcement, training, outreach, and victim service efforts.

A clear and interrelated challenge is capturing these experiences on the ground with effective data collection systems. Better data will allow VHTTF to measure progress and be more strategic in its law enforcement, training, outreach, and victim service efforts.

VHTTF must also improve the fluidity and effectiveness of law enforcement investigation in tandem with victim service delivery. The provision of law enforcement resources in Vermont differs from many other states. The state police agency, VSP, is a full-service law enforcement agency that provides primary law enforcement services to approximately 200 towns and 90% of the total land mass, accounting for half of the population. The remaining cities and town receive primary services from a patchwork of municipal police departments and county sheriffs.

Vermont was also one of the last states to enact anti-trafficking legislation. As a result, the general law enforcement community in Vermont, especially because of the rural nature of our geography, does not have consistent exposure to trafficking cases. These agencies and investigators need a designated point person to consult with, collaborate with, and learn from.

This grant will enable VSP to hire a Human Trafficking Law Enforcement Liaison Officer. This individual will coordinate and lead the statewide proactive and reactive law enforcement effort to combat human trafficking by providing consultation, direction, outreach, and training to increase the effectiveness of investigation through strong partnerships with victim services; other local, state and federal agencies; and community partners. Given that trafficking often intersects with other types of criminal behavior, centralized law enforcement intelligence is crucial to the investigation and prosecution of perpetrators. VSP already has effective strategies

for building state and federal intelligence-sharing channels to combat drug trafficking and therefore is poised to do the same regarding sexual exploitation and labor trafficking.

VHTTF also has identified major gaps in basic resources and victim service delivery that need to be addressed to support victims in a more victim-centered, and trauma-informed way. As a predominantly rural state with limited access to public transportation and a statewide affordable housing crisis, residents are especially susceptible to victimization. Vermont only has one dedicated human trafficking agency (GiveWay to Freedom), a relatively small overall state budget, and no urban concentrations of NGOs or social entrepreneurs. Since the Human Trafficking Case Manager funded through VOCA and VCCVS began taking cases in February 2018, she has provided intensive case management services for twenty-four survivors, mainly based in the northern half of the state. Empowering victims and supporting them as they rebuild their lives is extremely time-intensive, and in June 2018, she received eight new referrals alone. VCCVS proposes a second Human Trafficking Case Manager position, to be based in the southern half of the state, as further detailed in this application. Outreach and training efforts and building comprehensive services cannot yield positive results without adequate full-time support to ensure that trafficking victims have the support to access what they need. The silver lining within these limitations is Vermont's agility and ability to act nimbly. Even small adjustments in systems and practices can have a tremendous impact.

Finally, like law enforcement, victim service providers and community partners need better coordination, training, and technical assistance. The current Case Manager has encountered numerous roadblocks while assisting victims as they access basic services like housing, and these difficulties stem from a lack of awareness of sex and labor trafficking and trauma-informed service delivery. Currently a core group of victim service professionals leading

the task force have taken on these responsibilities on top of their regular job duties. VHTTF needs a Human Trafficking Services Director to coordinate and support the Human Trafficking Case Managers, to maintain cohesiveness with the Law Enforcement Liaison, to develop and implement protocols for effective service delivery, to support training and outreach efforts, and to build rapport and relationships with government agencies, service providers, and community partners across the board.

In sum, the current proposal is the product of years of collaboration with all relevant and major federal and state law enforcement and prosecution entities operating in Vermont, as well as with a broad range of victim service agencies that engage with VHTTF at its regular meetings. With VSP as the law enforcement applicant, the proposal will allow Vermont to implement a fully statewide focus while building upon existing statewide task force and multi-disciplinary investigatory experience. Likewise, with VCCVS as the victim services applicant, the proposal will benefit from VCCVS' statewide position as a direct service provider and clearinghouse for state and federal victim service initiatives. VCCVS can leverage its relationships with its full complement of VOCA Assistance subgrantees—from legal services to disability advocacy to system-based advocacy—as well as the experience of its Community Engagement and Training Department to help VHTTF deliver its promising model throughout the state.

**b. Project Design and Implementation Plan**

**Goal One: Strengthen and Formalize the Existing Statewide Vermont Human Trafficking Task Force (VHTTF) Structure and Administration**

VHTTF facilitates a collaborative effort to eliminate and prevent trafficking of persons within the State of Vermont by supporting the investigation and prosecution of perpetrators and the protection, rehabilitation, and empowerment of survivors of human trafficking through victim-centered, trauma-informed comprehensive services and procedures. The VHTTF seeks

to: (1) work collaboratively across disciplines; (2) implement a sustainable, effective task force infrastructure; (3) identify all individuals trafficked for commercial sex and labor in and affecting Vermont; (4) meet the basic needs of trafficking victims through quality, comprehensive services that promote recovery and stability; (5) train dedicated law enforcement to use victim-centered, trauma-informed best practices for proactive and reactive investigations; (6) engage in training and community outreach for community partners; and (7) support the investigation and prosecution of sex and labor trafficking cases at the local, state, and federal level.

***\*Geographic Area Targeted\****

VHTTF will cover the entire State of Vermont. Vermont is the second-most rural state in the country, with 61% of its population living in rural areas according to the 2010 U.S. Census. Unlike many other rural states, Vermont covers a relatively small geographic area. Most essential law enforcement and victim service providers in Vermont—including VSP and VCCVS—are statewide in scope. For example, Vermont has one federal court district, served by one U.S. Attorney, who employs one statewide Victim Witness Coordinator. One statewide Victim Advocate serves the Office of the Vermont Attorney General. Give Way to Freedom, which offers a 24-hour Rapid Response program for survivors statewide, is the state’s only NGO dedicated to providing direct services for trafficking survivors. A statewide task force is the best way to maximize efficiency, consistency, and effectiveness. This model enhances Vermont’s longstanding tradition of effecting change through the close relationships that are built in a rural setting with relatively fewer stakeholder agencies and key players, and most importantly, maximizes the time that these professionals can spend doing the work instead of attending separate meetings in different regions.

***1a. Establish a Dedicated Task Force Coordinator Position***

Vermont State Police Lieutenant Lance Burnham will serve as the Interim Human Trafficking Task Force Coordinator and primary point of contact for OVC and BJA with regard to the Enhanced Collaborative Model Task Force operations and management. Lt. Burnham sits on the VHTTF Steering Committee and has been an active member for the past four years. Cara Cookson will serve as a secondary point of contact at VCCVS during the interim period and will attend meetings to ensure continuity of program. After VCCVS hires the HT Services Director and VSP hires the Law Enforcement Liaison, VCCVS will hire a full-time Task Force Coordinator in consultation with the HT Services Director, the Law Enforcement Liaison, and the VHTTF Co-Chairs. The Task Force Coordinator will serve as a dedicated staff person devoted to the administrative responsibilities and functions of the task force, including fulfilling the reporting requirements under this grant, per the Task Force Coordinator position description attached.

DELIVERABLE: Hire a Task Force Coordinator.

***1b. Formalize Effective Task Force Leadership, Membership and Structure***

***\*Current and Planned Leadership Structure\****

Since 2013, under the joint leadership of the United States Attorney's Office and the Vermont Attorney General's Office, VHTTF has been comprised of a Steering Committee and three Subcommittees: Law Enforcement, Training and Outreach, and Victim Services. A Core Leadership Group, comprised of the Steering Committee Co-Chairs and representatives of the subcommittees and key stakeholder agencies, is responsible for long-term planning and goal setting, discussing ways to promote collaboration, identifying major gaps and solutions, and general administration of the VHTTF. In 2017, the Law Enforcement Subcommittee divided



into two working groups: the Law Enforcement Intelligence Sharing Group and the Law Enforcement Executive and Policy Group. Also, in 2017, the Steering Committee designated a Grant Working Group in anticipation of this solicitation.

From 2013 to June 30, 2018, the Steering Committee was co-chaired by one Assistant United States Attorney and one Assistant Attorney General. Effective July 1, 2018, the Steering Committee is co-chaired by one Assistant United States Attorney; one Assistant Attorney General; and the Clinical Director of the Woodside Juvenile Rehabilitation Center, Vermont Agency of Human Services, Department for Children and Families. This expansion formalizes the Task Force's longstanding commitment to a coordinated, collaborative, and multi-disciplinary approach.

***\*Memorandum of Understanding\****

On June 18, 2018, the core members of VHTTF entered into a formal Memorandum of Understanding, executed by the United States Attorney for the District of Vermont, the Vermont Attorney General, FBI, DHS-HSI, VSP, VCCVS, and GiveWay to Freedom. *See* MOU attached.

***\*Current VHTTF Leadership\****

**AUSA Abigail Averbach, Esq.**  
***VHTTF Steering Committee Co-Chair; Law Enforcement Subcommittee Co-Chair***

Ms. Averbach has served as a federal prosecutor in Vermont since 2014 and served previously as a state prosecutor in New York City. She was named Steering Committee Co-Chair and Law Enforcement Subcommittee Co-Chair in December 2016. In her current VHTTF roles, she conducts monthly Steering Committee and quarterly Law Enforcement Subcommittee meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, and drafts and executes Memoranda of Understanding. In addition to her Co-Chair duties, Ms.

Averbach is a Core Leadership Group member, attends the Law Enforcement Subcommittee Intelligence Sharing meetings, and participates in the Grant Working Group.

**AAG Cindy J. Maguire, Esq.**

***VHTTF Steering Committee Co-Chair; Law Enforcement Subcommittee Co-Chair***

Ms. Maguire is an Assistant Attorney General assigned to the Department for Children and Families where her work focuses on child protection. She has served as Steering Committee Co-Chair for the past five years and has several decades of experience as a state prosecutor. In her current VHTTF roles, she conducts monthly Steering Committee and quarterly Law Enforcement Subcommittee meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, and drafts and executes Memoranda of Understanding. In addition to her Co-Chair duties, Ms. Maguire is a Core Leadership Group member and participates in the Grant Working Group.

**Dr. Aron Steward, Ph.D.**

***VHTTF Steering Committee Co-Chair; Grant Working Group Chair***

Dr. Steward is a Forensic Psychologist currently employed by the Department for Children and Families as the Clinical Director at Woodside Juvenile Rehabilitation Center, the state's only locked facility for adjudicated youth. Her clinical background includes developing behavior management programming for female offenders serving in maximum facility prisons and supervising a Los Angeles County DCFS mental health team interacting with the highest risk foster care youth. In her current VHTTF roles, she conducts monthly Steering Committee meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, and drafts and executes Memoranda of Understanding. In addition to her Co-Chair and Chair duties, Dr. Steward is a member of the Victim Services and Training and Outreach Subcommittees and the Core Leadership Group.

**Amy Farr**

***Steering Committee Member; Victim Services Subcommittee Co-Chair; Training and Outreach Subcommittee Co-Chair***

Ms. Farr has served as the Victim Advocate for the Vermont Attorney General's Office since 2001 and began working with victims of crime in 1998 as the Victim Advocate in the Chittenden Unit for Special Investigations. Ms. Farr joined the VHTTF in 2011 after working on the committee designated to draft human trafficking legislation for the State of Vermont. As Co-Chair of the Victim Services and Training and Outreach Subcommittees, Ms. Farr conducts monthly meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, coordinates training events, and provides coordination and collaboration among service providers and human trafficking trainers. Ms. Farr is also a member of the Core Leadership Group and the Grant Working Group.

**Aimee Stearns**

***Steering Committee Member; Victim Services Subcommittee Co-Chair; Training and Outreach Subcommittee Co-Chair***

Ms. Stearns was a driving force in the creation of the VHTTF. For the past 18 years, she has served as the Victim Witness Coordinator for the Vermont USAO and previously served as a State's Attorney victim advocate for 14 years. Ms. Stearns created a comprehensive victim service guide for victims in Vermont and several PSAs, including a compelling piece on human trafficking. As Co-Chair of the Victim Services and Training and Outreach Subcommittees, Ms. Stearns conducts monthly meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, coordinates training events, and provides coordination and collaboration among service providers and human trafficking trainers. In addition to her Co-Chair duties, Ms. Stearns is a member of the Core Leadership Group and the Grant Working Group and attends the Law Enforcement Subcommittee Intelligence Sharing meetings.

**Kraig LaPorte**

***Steering Committee Member; Law Enforcement Executive and Policy Group Chair***

Mr. LaPorte joined the U.S. Attorney's Office as the Law Enforcement Coordinator in 2016 after retiring from the Vermont State Police at the rank of Lieutenant after 28 years of service. Mr. LaPorte has chaired the Law Enforcement Executive and Policy Group since December 2016 and conducts quarterly meetings, develops protocols, discusses and implements policy and best practices, collects and shares data, coordinates training events, and provides coordination and collaboration among federal, state, and local law enforcement agencies. In addition to his Chair duties, Mr. LaPorte is a member of the Core Leadership Group, the Grant Working Group, and attends all the Law Enforcement Subcommittee Intelligence Sharing meetings.

**Special Agent Timothy O'Leary**

***Steering Committee Member; Law Enforcement Intelligence Sharing Group Chair***

SA O'Leary has been an agent with Homeland Security Investigations since 2010. Throughout his career with HSI, SA O'Leary has led investigations dealing with a variety of federal offenses, with a focus on crimes against children and internet-based sex crimes. SA O'Leary has been a member of VHTTF since transferring to HSI Burlington, Vermont, in March 2017. As Chair of the Law Enforcement Intelligence Sharing Group, SA O'Leary conducts monthly meetings, manages the sharing of intelligence and deconfliction, coordinates proactive investigations, discusses and implements policy and best practices, and provides coordination and collaboration among federal, state, and local law enforcement agencies. In addition to his Chair duties, SA O'Leary is a member of the Core Leadership Group.

**Patricia Casanova, LICSW**

***Steering Committee Member; Task Force Administrator***

Ms. Casanova is a licensed clinical social worker who has been employed by the Vermont Department for Children and Families (DCF) for the last fifteen years. Ms. Casanova is the

Deputy Compact Administrator for the Interstate Compact on the Placement of Children & the Commission for Juveniles. She is also DCF's Human Trafficking Consultant and consults on all trafficking cases involving minors and coordinates a multi-disciplinary response for federal trafficking cases involving minor victims. Ms. Casanova has been a member of VHTTF since 2015 and is a founding member and co-chair of the Department for Children and Families Minor Human Trafficking Task Force. As VHTTF Administrator, Ms. Casanova prepares minutes of all Steering Committee meetings and coordinates the monthly meeting schedule for the Steering Committee. In addition to her Administrator duties, Ms. Casanova is a member of the Core Leadership Group and attends the Law Enforcement Subcommittee Intelligence Sharing meetings.

**Lieutenant Lance Burnham**

***Steering Committee Member; Interim Human Trafficking Task Force Coordinator***

Lieutenant Burnham has been with the Vermont State Police for the past 15 years. He has held assignments with a Special Investigations Unit investigating sexual assault crimes, the General Detective Bureau, the Crime Scene Search Team (Commander), and most recently in the Technology Investigations Unit, where he currently serves as Commander. Lt. Burnham has been an active VHTTF Steering Committee member for the past four years. Lt. Burnham is also a member of the Law Enforcement Subcommittee Executive and Policy Group, the Core Leadership Group, and the Grant Working Group.

***\* Task Force Membership \****

**Steering Committee and Core Leadership Group**

The Steering Committee currently consists of stakeholders from a cross-section of federal, state, and local law enforcement; government social services agencies; non-governmental organizations; and victim service providers who support the task force's ability to

identify victims and ensure that victims have access to a comprehensive array of services. Some Steering Committee members are also part of the Core Leadership Group (denoted by asterisk below), the lead stakeholders responsible for the overarching administration of VHTTF.

The Steering Committee includes representation from the following agencies:

**Prosecution:** USAO for the District of Vermont\*; Office of the Vermont Attorney General\*; Office of the Chittenden County State's Attorney.

**Law Enforcement and Related Agencies:** FBI\*; DHS-HSI\*; VSP\*; United States Drug Enforcement Administration; United States Department of Labor, Office of Investigations; United States Border Patrol; United States Department of State; Burlington Police Department; South Burlington Police Department; Colchester Police Department; Rutland Police Department; Chittenden County Unit for Special Investigations; the Vermont Drug Task Force; Vermont Department of Labor; Vermont Agency for Human Services.

**Victim Services:** USAO Victim Witness Coordinator\*; Vermont Attorney General Victim Advocate\*; Vermont Center for Crime Victim Services\*; GiveWay to Freedom\*; Vermont Network Against Domestic and Sexual Violence; HOPE Works.

**Affiliated Service Providers:** Vermont Department for Children and Families\*; United Way; Vermont Coalition of Runaway and Homeless Youth Programs; Spectrum Youth and Family Services; and Disability Rights Vermont.

**Local Regulatory Agencies:** Vermont Department of Labor.

*\*Task Force Subcommittees, Current and Intended Purposes\**

**Law Enforcement Subcommittee, Executive and Policy Group:** This group began meeting in 2017 and consists of federal, state, and local law enforcement agency heads and/or executive-level positions. The group works collaboratively to shape agency policies and practices to

facilitate effective human trafficking investigations. The group currently meets at least once quarterly, and more frequently as needed. The work of this group has influenced how agencies handle cases and allowed members to serve as sounding boards for each other. This group initially focused on Chittenden County—Vermont’s most populous region—to solidify the group and to gain momentum and purpose. VHTTF will develop a structure to expand this group statewide.

**Law Enforcement Subcommittee, Intelligence Sharing Group:** This group began meeting in 2017 and consists of federal, state, and local law enforcement investigators, analysts, prosecutors, victim specialists, and case workers. The group shares investigative intelligence related to suspected victims and offenders in human trafficking cases. As a result of these monthly meetings, agencies have improved collaboration and leveraged the resources of partner agencies to enhance efficiency. Current members of this group primarily represent the Chittenden County and Franklin County Vermont areas. VHTTF will develop a structure to expand this group statewide.

**Training and Outreach Subcommittee:** This committee is charged with delivering training and outreach to promote best practices in combatting human trafficking. The committee defines “training” as providing specific skills and resources to professionals who may encounter human trafficking situations or who may provide services to persons who have been trafficked. The committee defines “outreach” as spreading general awareness to all Vermonters about the subject of human trafficking and about the work of VHTTF and other available resources. As often as possible, VHTTF training and outreach presentations model a multi-disciplinary approach with at least two or three presenters from varied backgrounds available for each presentation. The subcommittee includes an expansive membership beyond the main Steering Committee to

include representation from the disability advocacy and mental health fields, and noted statewide training professionals. Since 2014, over 2600 Vermonters, professional and civilian, have attended VHTTF training and outreach presentations.

**Victim Services Subcommittee:** This subcommittee identifies services and resources, seeks to fill gaps in services, and fosters victim-centered, trauma-informed collaboration among agencies. Subcommittee members share research and knowledge about innovative and/or evidence-based victim service approaches and programs that can help define and shape the future of Vermont's victim service response to human trafficking. The members of this committee work closely with the Training and Outreach Subcommittee to assist with presentations.

DELIVERABLE: Create a VHTTF Manual in consultation with the Steering Committee that provides an overview of the task force purposes, leadership, structure, membership, and any other relevant administrative or governance information, such as protocols and MOUs, to serve as a reference for current and prospective members, updated as the task force continues to grow and formalize.

***\*Plan for Regularly Scheduled Task Force Meetings\****

VHTTF intends to maintain its current meeting schedule and will make adjustments as new staff are hired and the activities of the task force evolve over the life of the grant. Currently, the Core Leadership group meets monthly via conference call. The Steering Committee also meets monthly, in person. The Training and Outreach Subcommittee; Victim Services Subcommittee; and the Law Enforcement Subcommittee, Intelligence Sharing Group all meet monthly. The Law Enforcement Subcommittee, Executive and Policy Group meets quarterly and as needed.



***\*Victim Safety and Confidentiality\****

Victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery according to well-established standards for protecting personal identifying information available to law enforcement agencies and victim service providers, including redaction and victim naming conventions. Further, all members of the Law Enforcement Subcommittee, Intelligence Sharing Group will be required to sign and adopt a formal protocol, described in detail below, regarding the protection of victim information.

The investigating law enforcement agency, in collaboration with a Human Trafficking Case Manager and/or Victim Advocate, will assess safety concerns of all victims and create and implement an appropriate safety plan. Such plan will include any necessary measures small or large, from installing home safety measures such as new locks, flood lights, or alarm systems, to witness relocation.

***Ic. Develop Task Force Protocols***

***\*Information Sharing and Confidentiality Protocol\****

The Law Enforcement Subcommittee, Intelligence Sharing Group's monthly meetings routinely involve sharing of law enforcement-sensitive and victim-identifying information among law enforcement, victim advocates, and social workers. This group already proceeds with an information-sharing purpose and an understanding of confidentiality, but will formalize this understanding, in writing, for all participants to sign and adopt. The Steering Committee will also formalize a policy regarding the sharing of information and confidentiality for purposes of this larger meeting. The Interim Task Force Coordinator (and, when hired, the HT Law Enforcement Liaison Officer), in conjunction with the Law Enforcement Subcommittee, Executive and Policy Group, will develop any additional protocols specific to law enforcement

to coordinate federal, state, and local law enforcement agencies and the flow of information from the initial gathering source to the multidisciplinary investigative team assigned.

DELIVERABLE: Adopt protocol on Information Sharing and Confidentiality.

***\*Referrals to/from Law Enforcement and Victim Service Providers Protocol\****

The Law Enforcement Subcommittee, Intelligence Sharing Group currently functions in part to encourage information sharing among law enforcement, victim advocates, and social workers to make referrals for cases involving adult victims. In Vermont, all cases involving minors under the age of eighteen are referred to the Vermont Department for Children and Families (DCF). DCF provides social worker case management services, initiates any necessary child protection investigations, and ensures the provision of all comprehensive victim services for minors. The Law Enforcement Liaison and the HT Services Director, working in conjunction with HT Case Managers, relevant subcommittees, and ultimately the full Steering Committee, will work together to formalize the protocols and train on procedures necessary to function as a multidisciplinary team from the moment human trafficking is suspected.

DELIVERABLE: Adopt protocol on Referrals To/From Law Enforcement and Victim Service Providers.

***\*Communication and Working with the Media Protocol\****

Currently, most media inquiries either funnel through the Vermont USAO, Vermont AGO, or the Training and Outreach Subcommittee. The U.S. Attorney for Vermont and the Vermont Attorney General issue joint press releases regarding human trafficking and task force activities, and members of our task force have agreed to be interviewed for podcasts, print media, radio, and television. The Task Force Coordinator, in consultation with the Training and Outreach Subcommittee and VHTTF Co-Chairs, will generate a protocol identifying those best

positioned to serve as spokespeople for VHTTF and procedures for creating and reviewing press releases by relevant agencies, in order to maintain consistent messaging, protect investigation and prosecution efforts, and support a victim-centered, trauma-informed approach.

DELIVERABLE: Adopt protocol on Communication and Working with the Media.

***\*Data Collection and Data Sharing Protocol\****

Currently, the Law Enforcement Coordinator for the Vermont USAO is spearheading the effort to gather, interpret, and disseminate data related to human trafficking in Vermont, and each agency has its own criteria and method of data collection. The Task Force Coordinator, in consultation with the Crime Research Group evaluation team and the Steering Committee, will develop a protocol on data collection and data sharing.

DELIVERABLE: Adopt protocol on Data Collection and Data Sharing.

***\*Multi-Disciplinary Team-Building and Collaboration Protocol\****

The HT Law Enforcement Liaison Officer and the HT Services Director will develop and implement protocols, procedures, and training so that each case of suspected human trafficking in Vermont is addressed via the multidisciplinary team model.

DELIVERABLE: Research and develop protocols and procedures to enhance multi-disciplinary team building and collaboration.

***\*Accessible Services Protocol\****

The HT Law Enforcement Liaison Officer and the HT Services Director will work to develop and implement protocols, in consultation with the Victim Services Subcommittee, to address the provision of specialized services and advocacy and equal access to criminal justice for victims living with a disability, or who are deaf, hard of hearing, or of limited English proficiency. The HT Services Director also will be responsible for expanding access to services,

where needed, and building teamwork and rapport between and among the various agencies providing direct services to victims for this purpose.

DELIVERABLE: Develop and implement protocols to address services for victims living with a disability, or who are deaf, hard of hearing, or of limited English proficiency.

***\*Multi-Victim Case Planning Protocol\****

The Vermont USAO is currently prosecuting a human trafficking case that involves over 100 suspected victims of human trafficking. The case is scheduled to go to trial in October 2018, and the coordination of the victims has proved a tremendous learning opportunity for the VHTTF in terms of exposing gaps and weaknesses, particularly when cases involve multiple victims. The HT Law Enforcement Liaison Officer and HT Services Director will work together with the HT Case Managers and system-based victim advocates to develop protocols and procedures for large cases such as this, broken down by phase in the rehabilitative process: initial victim intervention, case-duration witness stability, and post-case survivor independence. These protocols and procedures will address how needs will be assessed and how each comprehensive service will be delivered when the demand for those services is above average.

DELIVERABLE: Develop protocols and procedures regarding multi-victim case planning.

***1d. Establish Procedures for Collecting, Sharing, Analyzing, and Reporting Data***

In addition to the “Data Collection and Data Sharing Protocol” described above, the Task Force Coordinator will establish procedures for collecting, sharing, analyzing, and reporting data, in consultation with the Crime Research Group evaluation team, the HT Services Director, the HT Law Enforcement Liaison Officer, and Kraig LaPorte, Law Enforcement Coordinator for the Vermont USAO. These procedures will implement the Evaluation/Action Research Plan,

assist in the collection of data for performance measures, and address any other data or reporting needs identified by the Core Leadership Group.

DELIVERABLE: Establish procedures for collecting, sharing, analyzing, and reporting data

***1e. Conduct Action Research Activities to Assess and Guide Task Force Performance and Produce Annual Reports Documenting this Effort***

VCCVS and VSP have prepared a Plan for Evaluation/Action Research, attached. The research evaluation team will work closely with the Task Force Coordinator, the Core Leadership Group, and the Steering Committee at large to provide program evaluation and action research activities to assess and guide task force performance according to the plan. The Task Force Coordinator will guide the completion and submission of annual reports documenting the effort.

DELIVERABLE: Conduct action research activities to assess and guide task force performance and produce annual reports documenting this effort.

***1f. Develop a Task Force Sustainability Plan for Task Force Operations***

Ensuring the long-term sustainability and viability of the VHTTF and its initiatives—especially the progress achieved through this grant—is essential for furthering its statewide mission to eliminate and prevent trafficking of persons within the State of Vermont. Through greater collaboration, increased outreach and public awareness, and enhanced data that better captures both the scope of the problem in Vermont and the effectiveness of the VHTTF, the VHTTF will build a stronger case for non-federal resources to continue the operations of the task force beyond the life of the grant. The Task Force Coordinator, in consultation with the Core Leadership Group and the Grant Working Group, will begin developing a Task Force Sustainability Plan that will identify a strategy for securing VHTTF’s progress for the long-term using non-federal resources.

DELIVERABLE: Begin developing a Task Force Sustainability Plan for VHTTF operations

**Goal Two: Leverage the Collaborative Mission of VHTTF to Better Address Sex and Labor Trafficking Statewide**

***2a. Conduct a Community Assessment to Identify Areas of Vulnerability***

Currently, VHTTF provides common ground for stakeholders and partners identify areas within the community where vulnerabilities exist for trafficking exploitation to occur and informal channels to the relevant subcommittees that can help address those vulnerabilities. To the extent a broad vulnerability is identified—such as a service sector—the Training and Outreach Subcommittee has designed and offered targeted outreach to bring awareness and improve law enforcement tips and/or referrals for case management services. If the vulnerability is specific to a particular location or perpetrator, the Law Enforcement Subcommittee, Intelligence Sharing Group uses specific intelligence to facilitate a coordinated, victim-centered intervention. The Task Force Coordinator, in consultation with the HT Law Enforcement Liaison Officer, HT Services Director, and Core Leadership Group, will develop a process for conducting a formalized community assessment based on available data and the experiences of Steering Committee members and other stakeholders to continue to identify vulnerabilities for trafficking exploitation.

DELIVERABLE: Conduct a community assessment based on available data and the experiences of task force stakeholders to identify areas within the community where vulnerabilities for trafficking and exploitation may be occurring.

***2b. Conduct Investigations and Prosecutions of Sex Trafficking and Labor Trafficking Crimes***

Currently, the primary investigative agencies of the VHTTF are FBI, DHS-HSI, and

VSP, often with assistance and cooperation from local municipal agencies that either serve one of Vermont's Special Investigative Units (SIUs) responsible for investigating sex crimes or become involved due to related crimes. Other federal law enforcement and regulatory agencies, such as DEA or the U.S. Department of Labor, also may become involved depending on the nature of the case. Prosecutions are handled by the Vermont USAO, the Vermont Attorney General, or by one of Vermont's fourteen county State's Attorneys.

The Law Enforcement Subcommittee, Intelligence Sharing Group facilitates coordination among agencies to ensure investigative efficiency, deconfliction, and effectiveness. As the work of VHTTF continues to grow and expand statewide, the task force will work to formalize agreements with local law enforcement partners to expand this coordination. The HT Law Enforcement Liaison Officer will participate in this effort and, in partnership with the HT Services Director, will be responsible for ensuring that law enforcement and prosecutors receive the training and technical assistance necessary to identify suspected victims, make referrals, and conduct investigations in a victim-centered, trauma-informed manner using evidence-based best practices and protocols adopted by VHTTF. VHTTF investigations are addressed in the Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking, attached.

DELIVERABLE: Conduct investigations and prosecutions of sex and labor trafficking crimes.

***2c. Deliver a Comprehensive Array of Services to Human Trafficking Victims***

From the earliest days of VHTTF, when Aimee Stearns, Victim Witness Coordinator for the USAO, first advocated for a multi-disciplinary task force approach to address human trafficking in Vermont, providing comprehensive services to human trafficking victims has remained central to the overall effort. VHTTF continues to bring in new members who work with victims in a variety of capacities and to build partnerships with community resources and

state agencies to ensure that all human trafficking victims have access to case management and well-coordinated community services to meet their basic needs and experience dignity, hope, and self-sufficiency. The current approach is outlined in the Plan for Delivery of Comprehensive Services for All Victims of Trafficking, attached.

The Human Trafficking Services Director will coordinate the work of the two Human Trafficking Case Managers (the current VOCA-funded position, as well as the new Case Manager under this grant), build new relationships necessary to expand the array of services available and the quality of trauma-informed care delivered, and seek new partners. Rather than requesting large amounts of federal funds under this grant to support basic needs like housing or food assistance, the Human Trafficking Services Director will ensure that Vermont's Plan for Delivery of Comprehensive Services for All Victims of Trafficking continues to evolve and is financially sustainable for the long-term.

**DELIVERABLE: Deliver a comprehensive array of services to human trafficking victims.**

***2d. Jointly Develop Training and Public Awareness Materials About Sex Trafficking and Labor Trafficking with a Shared Message***

The Training and Outreach Subcommittee engages Steering Committee members and community partners to develop training and outreach intended to promote awareness of sex and labor trafficking and provide practitioners with the knowledge and skills necessary to respond effectively. One example is the implementation of the Vermont Human Trafficking Hotline, 1-888-98HUMAN. Housed at VSP, this hotline is designed to serve as both a tip hotline and as a referral resource. Nonetheless, public awareness of sex and labor trafficking in general—and who to call when someone is experiencing or suspects trafficking—has not saturated the state. The Human Trafficking Services Director and HT Law Enforcement Liaison Officer, working in collaboration with the Training and Outreach Subcommittee and the Steering Committee, will



develop training and public awareness materials with a shared message to build on these existing efforts.

DELIVERABLE: Jointly develop training and public awareness materials about sex trafficking and labor trafficking with a share message.

***2e. Train Key Partners in Identification of Victims of Sex Trafficking and Labor Trafficking***

Since 2014, over 2600 Vermonters, professional and civilian, have attended VHTTF training and outreach presentations designed by the Training and Outreach Subcommittee and given by multi-disciplinary teams of Steering Committee members. This work has included training of key partners to help them identify victims of sex trafficking and labor trafficking in a variety of settings, including, for example, non-victim service fields like medical providers. VHTTF seeks to model the multi-disciplinary approach with two or three presenters from varied backgrounds available for each presentation. The HT Victim Services Director and the HT Law Enforcement Liaison Officer, with logistical support from the Task Force Coordinator and Andrea Van Liew, Training and Outreach Director for VCCVS, will facilitate the ongoing work of the Training and Outreach Subcommittee by ensuring the provision of training for key partners in identification of victims of sex trafficking and labor trafficking, in accordance with the Training Plan attached.

DELIVERABLE: Train key partners in identification of victims of sex trafficking and labor trafficking.

***2f. Train Key Partners on Trauma-Informed Care Principles and Practices***

Many law enforcement professionals and victim services providers in Vermont have received training offered through the Training and Outreach Subcommittee, or through VCCVS or partner agencies, on trauma-informed best practices for working with suspected or screened

trafficking victims. On-going training for key partners on trauma-informed care principles and practices, including trauma-informed practices for identifying, screening, and interviewing victims of human trafficking, is essential, especially as the work expands statewide. Training also will address any relevant VHTTF protocols or other best practices that arise from the work of this grant. The HT Victim Services Director and the HT Law Enforcement Liaison Officer, with logistical support from the Task Force Coordinator and Andrea Van Liew, Training and Outreach Director for VCCVS, will facilitate the ongoing work of the Training and Outreach Subcommittee by ensuring the provision of training for key partners on trauma-informed care principles and practices, in accordance with the Training Plan attached.

DELIVERABLE: Train key partners in trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking.

**2g. *Train Law Enforcement and Prosecutors on Victim-Centered Strategies for Investigation and Prosecution***

VSP, in consultation with the Law Enforcement Executive and Policy Group, the Core Leadership Group, and the current Human Trafficking Case Manager, has developed a comprehensive Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking. Accordingly, law enforcement personnel and prosecutors for VHTTF member agencies who are assigned to trafficking cases must be trained on the core concepts and procedures outlined in the plan, as well as any other best practices or VHTTF protocols that evolve from the work of this grant. The HT Victim Services Director and the HT Law Enforcement Liaison Officer, with logistical support from the Task Force Coordinator and Andrea Van Liew, Training and Outreach Director for VCCVS, will facilitate the ongoing work of the Training and Outreach Subcommittee by ensuring the provision of training for law

enforcement and prosecutors on victim-centered strategies for investigation and prosecution, in accordance with the Training Plan attached.

DELIVERABLE: Train law enforcement and prosecutors on victim-centered strategies for investigating and prosecuting human trafficking cases.

**c. Competencies and Capabilities**

*Law Enforcement Applicant*

**Vermont State Police (VSP)** is a full-service law enforcement agency with jurisdiction over the entire State of Vermont. VSP is fully-staffed in several multi-disciplinary task force models, including the Vermont Drug Task Force and many of the Special Investigative Units around the state that investigate and prosecute sexual assault and human trafficking cases.

Lieutenant Burnham will serve as Interim Task Force Coordinator for this grant and will be responsible for supervising the VSP Human Trafficking Law Enforcement Liaison Officer position to be hired through this grant according to the position description, attached.

Additionally, regional command staff will select four detectives in four different regions of the state to conduct human trafficking investigations who will form a statewide special investigative unit to serve in concert with federal and local partners through the VHTTF. These detective positions will be supervised by their respective area-Detective Lieutenants with the unit overseen by Lt. Burnham. Detectives chosen to serve VHTTF will be current, experienced detectives sitting in positions that investigate sexual assault and severe abuse. They will already have received trauma-informed interviewing training and extensive forensic interviewing training taught at the National Children's Advocacy Center.

*Victim Services Applicant*

**Vermont Center for Crime Victim Services (VCCVS)** is an independent state entity that administers the Vermont Victims Compensation Program, the Vermont Sexual Assault Program (Sexual Assault Nurse Examinations), the Vermont Restitution Unit and its Crime Victims Restitution Special Fund, the Vermont Victim Assistance Program (system-based victim advocates), and a training and technical assistance department. In addition to direct service programs, VCCVS also serves as the state administrator for the Victims of Crime Act (VOCA) Assistance and Compensation Formula grants, and the Sexual Assault Program (SASP) Formula Grant, among others.

VCCVS currently administers a VOCA Assistance sub-grant to the South Burlington Police Department to support the state's first Human Trafficking Case Manager, currently serving statewide. Katie Guilbault occupies this position presently. Ms. Guilbault has prior experience as a Claims Specialist for the Vermont Victims Compensation Program, where she served as a liaison to VHTTF. She also spent four years as a Counselor for residential substance abuse and mental health treatment program the Lund Family Center, where she worked with mothers receiving treatment while living with their children.

VCCVS intends to support a second full-time, Human Trafficking Case Manager position, also co-located with law enforcement, to serve the southern half of the state. The award will be comprised of discretionary state funds administered by VCCVS, as well as a sub-award from this grant.

In addition to a second HT Case Manager, VCCVS will employ the Task Force Coordinator position and the Human Trafficking Services Director contemplated by this grant application. In addition to other job responsibilities, the Human Trafficking Services Director

will provide coordination and support for the Human Trafficking Case Managers. The Task Force Coordinator will work closely with the Human Trafficking Services Director, the Human Trafficking Law Enforcement Liaison Officer, and the three VHTTF co-chairs to support the task force and ensure successful completion of deliverables and reporting requirements under this grant. Job descriptions for the **Task Force Coordinator**, the **Human Trafficking Services Director**, and the **Human Trafficking Case Manger** are attached.

The VCCVS positions will be supervised by Cara Cookson, Policy Director and Victim Assistance Program Coordinator. In her role as Victim Assistance Program Coordinator, Ms. Cookson provides technical assistance and support for the twenty-seven State's Attorney victim advocates serving victims involved in state prosecutions. She joined VCCVS in 2015 after serving as the Pro Se Law Clerk for the Federal District Court for the District of Vermont. Ms. Cookson is an attorney who worked in private practice for several years, where she accepted *pro bono* cases on behalf of survivors of domestic and sexual violence.

Andrea Van Liew, MEd. is the Director of the Community Engagement and Training Department at the Vermont Center for Crime Victim Services. She joined VCCVS in 2005 after spending the previous five years as a training specialist and training coordinator for the University of Vermont/Department for Children and Families Child Welfare Training Partnership. She holds a Master's Degree in Education from St. Michael's College with a focus on Adult Education. Ms. Van Liew is an enthusiastic practitioner of Dialogue Education. She enjoys training design, meeting facilitation and collaborative projects. Andrea will be responsible for providing logistical support and consultation in support of the Training Plan under this grant.

***Additional Direct Victim Services***

Amy Farr has served as the Victim Advocate for the Vermont Attorney General's Office since 2001 and began working with victims of crime in 1998 as the Victim Advocate in the Chittenden Unit for Special Investigations. Ms. Farr joined VHTTF in 2011 after working on the committee designated to draft human trafficking legislation for the State of Vermont. She serves as co-chair of the Victim Services and Training and Outreach Subcommittees and is a member of the Core Leadership Group and Grant Working Group.

Aimee Stearns was a driving force in the creation of the VHTTF. For the past 18 years, she has served as the Victim Witness Coordinator for the Vermont USAO and previously served as a State's Attorney victim advocate for 14 years. Ms. Stearns created a comprehensive victim service guide for victims in Vermont and several PSAs, including a compelling piece on human trafficking. She serves as co-chair of the Victim Services and Training and Outreach Subcommittees, is a member of the Core Leadership Group and Grant Working Group, and attends the Law Enforcement Subcommittee, Intelligence Sharing meetings.

***Regarding Screening for Individuals Working with Minors:*** In Vermont, all human trafficking cases involving minors under the age of eighteen are referred to the Vermont DCF for case management services; Human Trafficking Case Managers will not be serving minors. All VSP personnel undergo criminal background checks, per VSP policy. None of the VCCVS staff named herein will provide direct service to minors.

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

Vermont currently has systems to collect some of the performance measurement data required in Appendix A of this solicitation. The data regarding numbers of human trafficking victims served is currently being tracked by law enforcement agencies, Vermont DCF, VOCA-funded system-based victim advocates, and the programs of the Vermont Network Against

Domestic and Sexual Violence. There are currently two robust Record Management Systems (RMS) being utilized by law enforcement agencies in Vermont. VSP uses Spillman technologies, and municipal police departments use Valcor. Each of these platforms is managed by a board that aggregates the statewide data. The Vermont Network Against Domestic and Sexual Violence uses a standard intake form for all its cases that are tracked in the Osnum database, which can provide numbers for human trafficking victims. Vermont DCF tracks cases where minors are trafficked.

With respect to any remaining items, the Task Force Coordinator, in consultation with the Crime Research Group evaluation team, will be responsible for establishing procedures for collecting, sharing, analyzing and reporting data and ensuring that proper reporting occurs. The Task Force Coordinator will work with Crime Research Group to develop an intake protocol and form to be used by the collaborative partners within the first six months of grant.

The Task Force Coordinator also will track activities that relate directly to the efforts of the task force: the number of task force members participating through the MOU during the performance period; the protocols developed; the meetings held and frequency thereof; description of evaluation activities; the type and number of agencies the number and type of training events conducted; the number of participants who attend the training; the training materials developed or revised. We anticipate that over the three-year course of the grant the numbers of investigations, prosecutions, and victims served for sex and labor trafficking in Vermont will increase due to the significant work to be accomplished under this grant combined with the technical improvements in the data collection.

## Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

**A. Personnel**

Name <i>List each name, if known</i>	Position <i>List each position, if known</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
TBD	Financial Manager I (Admin. Staff Supervisor)	\$33.19	hourly	2,080	10%	\$6,904	\$6,904	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424		\$6,424
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424		\$6,424
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424		\$6,424
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424		\$6,424
TBD	Lieutenant	\$38.43	hourly	2,340	10%	\$8,993	\$8,993	\$0
TBD	Law Enforcement Liaison (New Hire)	\$29.98	hourly	2,080	100%	\$62,359		\$62,359
<b>Total(s)</b>						<b>\$103,952</b>	<b>\$15,897</b>	<b>\$88,055</b>

**Narrative**

Basing new hire off of a pay grade 27, step 1 with movement into step 2 after the six month probationary completion (\$29.30/ hour to start, step 1, movement to \$30.66, step 2, after six months - average hourly rate of \$29.98 used) working 40 hours a week. Utilizing a portion (10%) of a Lieutenant's salary as match because this position will be supervising the new hire. Additionally, there will be four Special Investigations Unit (SIU) Detectives that will handle any incoming Human Trafficking cases. Detectives are paid at pay grade 23, step 6, 7 or 8 - estimating salary at step 7 (\$27.45/hour) with corresponding benefits. Again we are using 10% of estimated total salary costs for the SIU detectives because their workload involves a variety of cases (Human Trafficking and others) so only a portion of their salary is being utilized (some federal and some match). 10% of an Administrative Staff Supervisor salary will also be tracked and used as match. This position will help implement this award and the various requirements that go along with it.



<b>B. Fringe Benefits</b>						
<b>Name</b>	<b>Computation</b>					
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>					
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>	
EAP (Administrative Staff Supervisor)	\$300.00	1.00%	\$3	\$3	\$0	
Life (Administrative Staff Supervisor)	\$3,001.00	1.00%	\$31	\$31	\$0	
Dental (Administrative Staff Supervisor)	\$6,904.00	2.10%	\$145	\$145	\$0	
Retirement (Administrative Staff Supervisor)	\$6,904.00	17.50%	\$1,209	\$1,209	\$0	
Health (Administrative Staff Supervisor)	\$6,904.00	36.00%	\$2,486	\$2,486	\$0	
FICA (Administrative Staff Supervisor)	\$6,904.00	7.94%	\$549	\$549	\$0	
Employee Assistance Program (EAP - Detectives - combined)	\$1,200.00	1.00%	\$12	\$12	\$0	
Life (Detectives - combined)	\$12,000.00	1.00%	\$120	\$120	\$0	
Dental (Detectives - combined)	\$25,696.00	2.10%	\$540	\$540	\$0	
Retirement (Detectives - combined)	\$25,696.00	17.50%	\$4,497	\$4,497	\$0	
Health (Detectives - combined)	\$25,696.00	36.00%	\$9,251	\$9,251	\$0	
FICA (Detectives - combined)	\$25,696.00	7.65%	\$1,966	\$1,966	\$0	
Retirement (Lieutenant)	\$8,993.00	17.50%	\$1,574	\$1,574	\$0	
FICA (Lieutenant)	\$8,993.00	7.65%	\$688	\$688	\$0	
Workers Comp (New Hire)	\$62,359.00	5.50%	\$3,430		\$3,430	
Employee Assistance Program (EAP - New Hire)	\$62,359.00	1.00%	\$624		\$624	
Life (New Hire)	\$62,359.00	1.00%	\$624		\$624	
Dental (New Hire)	\$62,359.00	2.10%	\$1,310		\$1,310	
Retirement (New Hire)	\$62,359.00	17.50%	\$10,913		\$10,913	
Health (New Hire)	\$62,359.00	36.00%	\$22,450		\$22,450	
FICA (New Hire)	\$62,359.00	7.65%	\$4,771		\$4,771	
			<b>Total(s)</b>	<b>\$67,193</b>	<b>\$23,071</b>	<b>\$44,122</b>
<b>Narrative</b>						
Fringe benefits include FICA (7.65%), Health (36%), Retirement (17.5%) and Dental (2.1%). In addition, any Life Insurance and EAP (employee assistance program) that are included in these benefits are calculated at a lower rate because they account for less than 1% of the salary budget.						

Purpose Area #4

C. Travel										
Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Lodging, Meets, Etc.</i>	Basis <i>Per day, mile, trip, Etc.</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
various in-state travel inclusive of yearly HT Collaborative Gathering and HT Prevention & Intervention best practice delivery for providers	Statewide	Mileage	Mile	\$0.55	50	1	145	\$3,974		\$3,974
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$400.00	1	2	1	\$800		\$800
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
Juvenile Sex Trafficking Conference (JuST)	TBD	Meals	Day	\$32.00	5	2	1	\$320		\$320
Juvenile Sex Trafficking Conference (JuST)	TBD	Lodging	Night	\$115.00	4	2	1	\$920		\$920
Juvenile Sex Trafficking Conference (JuST)	TBD	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
Juvenile Sex Trafficking Conference (JuST)	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$38.75	1	2	1	\$78		\$78
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
International Human Trafficking and Social Justice Conference	TBD	Meals	Day	\$32.00	4	2	1	\$256		\$256
International Human Trafficking and Social Justice Conference	TBD	Lodging	Night	\$115.00	3	2	1	\$690		\$690
International Human Trafficking and Social Justice Conference	TBD	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
International Human Trafficking and Social Justice Conference	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
National or Regional Human Trafficking Task Force Training - Required	Washington, DC (TBD)	Other	N/A	\$25.00	4	2	1	\$200		\$200
National or Regional Human Trafficking Task Force Training - Required	Washington, DC (TBD)	Meals	Day	\$32.00	5	2	1	\$320		\$320
National or Regional Human Trafficking Task Force Training - Required	Washington, DC (TBD)	Lodging	Night	\$115.00	4	2	1	\$920		\$920
National or Regional Human Trafficking Task Force Training - Required	Washington, DC (TBD)	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
National or Regional Human Trafficking Task Force Training - Required	Washington, DC (TBD)	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
Task Force kick-off meeting - Required	Washington, DC (TBD)	Other	N/A	\$25.00	4	2	1	\$200		\$200
Task Force kick-off meeting - Required	Washington, DC (TBD)	Meals	Day	\$32.00	4	2	1	\$256		\$256
Task Force kick-off meeting - Required	Washington, DC (TBD)	Lodging	Night	\$115.00	3	2	1	\$690		\$690
Task Force kick-off meeting - Required	Washington, DC (TBD)	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75

Purpose Area #4

Task Force kick-off meeting - Required	Washington, DC (TBD)	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
<b>Total(s)</b>								<b>\$14,324</b>	<b>\$0</b>	<b>\$14,324</b>
<b>Narrative</b>										
<p>Task Force kick-off meeting (2019) &amp; the Regional Human Trafficking Training (undetermined at this time) are both required trainings. For planning purposes Washington DC was used as the meeting point. The Task Force kick-off meeting is scheduled for two days, therefore, travel to the meeting will occur the day before and travel back will occur when the training has ended accounting for a total of four days. The "other" costs are for baggage fee's (\$25) accrued while traveling and may also include a line for known registration fees for various conferences throughout the year. The meal amounts are based off of the State of Vermont out-of-state approved per-diem reimbursement rates. The Regional Human Trafficking Task Force Training was planned to last five days as there is not mention of how long this training is. Department of Public Safety would be sending the new hire with possibly a Lieutenant to these required trainings. In addition to the required trainings there are also yearly conferences including: the International Human Trafficking and Social Justice Conference which is two full days (this meeting location is to be determined. In 2018 it is being held in Toledo Ohio); Juvenile Sex Trafficking Conference which is a three day conference (JUST - location to be determined, 2018 conference held in St. Paul Minnesota); Vermont Human Trafficking Colaborative Gathering; and the Vermont Conference of Human Trafficking and intervention best practices delivery for local Law Enforcement and Victim Service providers. The two Vermont based trainings are included in the "various in-state travel" amount listed here. Furthermore, the new hire will be responsible for training local agencies (on an as needed basis) about Human Trafficking and how to go about identifying and dealing with the cases that come forward.</p>										

<b>D. Equipment</b>					
<b>Item</b>		<b>Computation</b>			
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>			
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

<b>E. Supplies</b>					
<b>Supply Items</b>		<b>Computation</b>			
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>			
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Cellphone	12	\$60.00	\$720		\$720
Computer / Monitor(s)	1	\$1,500.00	\$1,500		\$1,500
<b>Total(s)</b>			<b>\$2,220</b>	<b>\$0</b>	<b>\$2,220</b>

**Narrative**

When the new position is hired office supplies/ equipment will be needed right away which include: a computer (laptop) and monitor setup for their office. In addition, a cellphone will be needed for this new hire at an estimated \$60 per month for the first full year.

<b>F. Construction</b>						
<b>Purpose</b>	<b>Description of Work</b>	<b>Computation</b>				
<i>Provide the purpose of the construction</i>	<i>Describe the construction project(s)</i>	<i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Narrative**

Purpose Area #4

G. Subawards (Subgrants)								
Description	Purpose		Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
					<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
							\$0	
<b>Total(s)</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
			<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Narrative								

H. Procurement Contracts								
Description	Purpose	Consultant?						
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>			
Crime Research Group (CRG) Contract		Yes	\$10,000		\$10,000			
Other Agencies / Task Force partners		No	\$4,978	\$4,978	\$0			
<b>Total(s)</b>			<b>\$14,978</b>	<b>\$4,978</b>	<b>\$10,000</b>			
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
<b>Total</b>						\$0	\$0	\$0
<b>Narrative</b>								
<p>There are many State and Local agencies that are involved with this Human Trafficking Task Force build / implementation. Therefore, a portion of the match requirement will be fulfilled via these outside agencies. Memorandums of Understanding (MOU's) will be processed for all entities that are able to provide DPS with a portion of the match requirement and also to ensure that any match provided is being used solely to fulfill the requirement of this award. Currently there are four municipal departments in the State that have agreed to be part of the task force model by providing detectives. These municipal departments are the larger departments within the state. The contract with Crime Research Group (or another like entity that can provide the same services) is going to provide research, consulting, and data analysis per the Evaluation/Action Research Plan.</p>								
I. Other Costs								
Description	Computation							
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>							
	<b>Quantity</b>	<b>Basis</b>	<b>Cost</b>	<b>Length of Time</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
<b>Total(s)</b>					<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Narrative</b>								
J. Indirect Costs								
Description	Computation							
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the program which allow such costs.</i>							
	<b>Base</b>	<b>Indirect Cost Rate</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>			
Approved Indirect Cost Rate	\$158,720.00	25%	\$39,680		\$39,680			
<b>Total(s)</b>			<b>\$39,680</b>	<b>\$0</b>	<b>\$39,680</b>			

<i>Narrative</i>	
	<p>Federally approved indirect cost rate of 25% is attached in the file uploads.</p>

## Mark Perrault

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**From:** Byrne, Emily <Emily.Byrne@vermont.gov>  
**Sent:** Monday, December 03, 2018 9:57 AM  
**To:** Elmquist, Candace; Mark Perrault  
**Cc:** James, Brad  
**Subject:** RE: EF 5% Reserve Language

Works for me.

Emily Byrne  
VT Agency of Education  
[emily.byrne@vermont.gov](mailto:emily.byrne@vermont.gov)  
O | (802) 479-7459  
C | (802) 477-2304

**From:** Elmquist, Candace  
**Sent:** Monday, December 03, 2018 9:50 AM  
**To:** Mark Perrault <[MPERRAULT@leg.state.vt.us](mailto:MPERRAULT@leg.state.vt.us)>; Byrne, Emily <[Emily.Byrne@vermont.gov](mailto:Emily.Byrne@vermont.gov)>  
**Subject:** EF 5% Reserve Language

Good morning Mark, Emily:

The budget office is compiling language for FY19 BAA and I believe there have been conversations about revising the statutory language to reflect a 5% reserve figure for the Education Fund. I have drafted language below; please let me know if you have additional language/edits related to this proposal by COB tomorrow.

Sec. XX. 16 V.S.A. § 4026(e) is amended to read:

(e) The enactment of this chapter and other provisions of the Equal Educational Opportunity Act of which it is a part have been premised upon estimates of balances of revenues to be raised and expenditures to be made under the act for such purposes as adjusted education payments, categorical State support grants, provisions for property tax income sensitivity, payments in lieu of taxes, current use value appraisals, tax stabilization agreements, the stabilization reserve established by this section and for other purposes. If the stabilization reserve established under this section should in any fiscal year be less than 5 percent of the prior fiscal year's appropriations from the Education Fund, as defined in subsection (b) of this section, the Joint Fiscal Committee shall review the information provided pursuant to 32 V.S.A. § 5402b and provide the General Assembly its recommendations for change necessary to restore the stabilization reserve to the statutory level provided in subsection (b) of this section.

Thank you both,

Candace

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## Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

**A. Personnel**

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
TBD	Financial Manager I (Admin. Staff Supervisor)	\$33.19	hourly	2,080	10%	\$6,904	\$6,904	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$576	\$5,848
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Lieutenant	\$39.58	hourly	2,340	10%	\$9,262	\$9,262	\$0
TBD	Law Enforcement Liaison (New Hire)	\$31.27	hourly	2,080	100%	\$65,042		\$65,042
<b>Total(s)</b>						<b>\$106,904</b>	<b>\$36,014</b>	<b>\$70,890</b>

**Narrative**

Basing new hire off of a pay grade 27, step 2 with movement to step 3 after one year of service (\$30.66./ hour, step 2, with movement to step 3 \$31.87/ hour - average hourly rate used: \$31.27) working 40 hours a week. Utilizing a portion (10%) of Lieutenant salary as match because this position will be supervising the new hire. Additionally, there will be four Special Investigations Unit (SIU) Detectives that will handle any incoming Human Trafficking cases. Detectives are paid at pay grade 23, step 6, 7 or 8 - estimating salary at step 7 (\$27.45/hour) with corresponding benefits. Again we are using 10% of estimated total salary costs for the SIU detectives because their workload involves a variety of cases (Human Trafficking and others) which is why only a portion of their salary is being utilized some federal and some match. 10% of an Administrative Staff Supervisor salary will also be tracked and used as match. This position will help implement this award and the various requirements that go along with it.

Purpose Area #4

<b>B. Fringe Benefits</b>					
<b>Name</b> <i>List each grant-supported position receiving fringe benefits.</i>	<b>Computation</b> <i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Dental (Administrative Staff Supervisor)	\$6,904.00	2.10%	\$145	\$145	\$0
Retirement (Administrative Staff Supervisor)	\$6,904.00	17.50%	\$1,209	\$1,209	\$0
Health (Administrative Staff Supervisor)	\$6,904.00	36.00%	\$2,486	\$2,486	\$0
FICA (Administrative Staff Supervisor)	\$6,904.00	7.94%	\$549	\$549	\$0
Employee Assistance Program (EAP Detectives - combined)	\$1,200.00	1.00%	\$12	\$12	\$0
Life (Detectives - combined)	\$12,000.00	1.00%	\$120	\$120	\$0
Dental (Detectives - combined)	\$25,696.00	2.10%	\$540	\$540	\$0
Retirement (Detectives - combined)	\$25,696.00	17.50%	\$4,497	\$4,497	\$0
Health (Detectives - combined)	\$25,696.00	36.00%	\$9,251	\$9,251	\$0
FICA (Detectives - combined)	\$25,696.00	7.65%	\$1,966	\$1,966	\$0
Retirement (Lieutenant)	\$9,262.00	17.50%	\$1,621	\$1,621	\$0
FICA (Lieutenant)	\$9,262.00	7.65%	\$709	\$709	\$0
Workers Comp (New Hire)	\$78,666.00	5.50%	\$4,327		\$4,327
Employee Assistance Program (EAP - New Hire)	\$3,000.00	1.00%	\$30		\$30
Dental (New Hire)	\$65,042.00	2.10%	\$1,366		\$1,366
Retirement (New Hire)	\$65,042.00	17.50%	\$11,383		\$11,383
Health (New Hire)	\$65,042.00	36.00%	\$23,416		\$23,416
FICA (New Hire)	\$65,042.00	7.65%	\$4,976		\$4,976
<b>Total(s)</b>			<b>\$68,603</b>	<b>\$23,105</b>	<b>\$45,498</b>
<b>Narrative</b>					
<p>Fringe benefits include FICA (7.65%), Health (36%), Retirement (17.5%) and Dental (2.1%). In addition, any Life Insurance and EAP (employee assistance program) that are included in these benefits are calculated at a lower rate because they account for less than 1% of the salary budget.</p>					

Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
various in-state travel inclusive of yearly HT Collaborative Gathering and HT Prevention & Intervention best practice delivery for providers	Statewide	Mileage	Mile	\$0.55	55	1	7	\$212		\$212
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$400.00	1	2	1	\$800		\$800
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
Juvenile Sex Trafficking Conference (JuST)	TBD	Meals	Day	\$32.00	5	2	1	\$320		\$320
Juvenile Sex Trafficking Conference (JuST)	TBD	Lodging	Night	\$115.00	4	2	1	\$920		\$920
Juvenile Sex Trafficking Conference (JuST)	TBD	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
Juvenile Sex Trafficking Conference (JuST)	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$38.75	1	2	1	\$78		\$78
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
International Human Trafficking and Social Justice Conference	TBD	Meals	Day	\$32.00	4	2	1	\$256		\$256
International Human Trafficking and Social Justice Conference	TBD	Lodging	Night	\$115.00	3	2	1	\$690		\$690
International Human Trafficking and Social Justice Conference	TBD	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
International Human Trafficking and Social Justice Conference	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
<b>Total(s)</b>								<b>\$5,826</b>	<b>\$0</b>	<b>\$5,826</b>
<b>Narrative</b>										
<p>Yearly conferences including: the International Human Trafficking and Social Justice Conference (the meeting location is to be determined, in 2018 it was set to be held in Toledo Ohio); Juvenile Sex Trafficking Conference (meeting location TBD, in 2018 it was set to be held in St. Paul, Minnesota); Vermont Human Trafficking Collaborative Gathering; and the Vermont Conference of Human Trafficking and Intervention best practices delivery for local Law Enforcement and Victim Service providers. Furthermore, the new hire will be responsible for training local agencies (on an as needed basis) about Human Trafficking and how to go about identifying and dealing with the cases that come forward.</p>										

<b>D. Equipment</b>						
<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>		<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						
<b>E. Supplies</b>						
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>		<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Cellphone (monthly cost projected at \$60)		12	\$60.00	\$720		\$720
<b>Total(s)</b>				<b>\$720</b>	<b>\$0</b>	<b>\$720</b>
<b>Narrative</b>						
Cellphone use for new hire projected at \$60 per month for the second year.						
<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>										
Description		Purpose			Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>		<i>Describe the purpose of the subaward (subgrant)</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
									\$0	
<b>Total(s)</b>							<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
<b>Consultant Travel (If necessary)</b>										
Purpose of Travel		Location	Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0		\$0
<b>Total</b>								\$0	\$0	\$0
<b>Narrative</b>										
<b>H. Procurement Contracts</b>										
Description		Purpose			Consultant?					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>		<i>Describe the purpose of the contract</i>			<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
							<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
Crime Research Group (CRG) Contract					Yes		\$10,000		\$10,000	
Other Agencies / Task Force partners					No		\$4,978	\$4,978	\$0	
<b>Total(s)</b>							<b>\$14,978</b>	<b>\$4,978</b>	<b>\$10,000</b>	
<b>Consultant Travel (If necessary)</b>										
Purpose of Travel		Location	Type of Expense		Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>		<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>		<i>Compute the cost of each type of expense X the number of people traveling.</i>					
					<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
								\$0		\$0
<b>Total</b>								\$0	\$0	\$0
<b>Narrative</b>										

There are many State and Local agencies that are involved with this Human Trafficking Task Force build / implementation. Therefore, a portion of the match requirement will be fulfilled via these outside agencies. Memorandums of Understanding (MOU's) will be processed for all entities that are able to provide DPS with a portion of the match requirement and also to ensure that any match provided is being used solely to fulfill the requirement of this award. Currently there are four municipal departments in the State that have agreed to be part of the task force model by providing detectives. These municipal departments are the larger departments within the state. The contract with Crime Research Group (or another like entity that can provide the same services) is going to provide research, consulting, and data analysis per the Evaluation/Action Research Plan.

I. Other Costs							
Description	Computation						
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
<b>Total(s)</b>					\$0	\$0	\$0

*Narrative*

J. Indirect Costs					
Description	Computation				
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Approved Indirect Cost Rate	\$132,935.00	25%	\$33,234		\$33,234
<b>Total(s)</b>			\$33,234	\$0	\$33,234

*Narrative*

Federally approved indirect cost rate of 25% is attached in the file uploads.

## Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
 (DOJ Financial Guide, Section 3.10)

**A. Personnel**

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
TBD	Financial Manager I (Admin. Staff Supervisor)	\$33.19	hourly	2,080	10%	\$6,904	\$6,904	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Trooper/ Detective	\$27.45	hourly	2,340	10%	\$6,424	\$6,424	\$0
TBD	Lieutenant	\$40.76	hourly	2,340	10%	\$9,538	\$9,538	\$0
TBD	Law Enforcement Liason (New Hire)	\$32.39	hourly	2,080	100%	\$67,372		\$67,372
<b>Total(s)</b>						<b>\$109,510</b>	<b>\$42,138</b>	<b>\$67,372</b>

**Narrative**

Basing new hire off of a pay grade 27, step 3 with movement to step 4 after two years of service (\$31.87/ hour, step 3, with movement to step 4 \$32.90/ hour - average hourly rate used: \$32.39) working 40 hours a week. Utilizing a portion (10%) of Lieutenant salary as match because this position will be supervising the new hire. Additionally, there will be four Special Investigations Unit (SIU) Detectives that will handle any incoming Human Trafficking cases. Detectives are paid at pay grade 23, step 6, 7 or 8 - estimating salary at step 7 (\$27.45/hour) with corresponding benefits. Again we are using 10% of estimated total salary costs for the SIU detectives because their workload involves a variety of cases (Human Trafficking and others) which is why only a portion of their salary is being utilized some federal and some match. 10% of an Administrative Staff Supervisor salary will also be tracked and used as match. This position will help implement this award and the various requirements that go along with it.

Purpose Area #4

<b>B. Fringe Benefits</b>					
<b>Name</b>	<b>Computation</b>				
<i>List each grant-supported position receiving fringe benefits.</i>	<i>Show the basis for computation.</i>				
	<i>Base</i>	<i>Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Dental (Administrative Staff Supervisor)	\$6,904.00	2.10%	\$145	\$145	\$0
Retirement (Administrative Staff Supervisor)	\$6,904.00	17.50%	\$1,209	\$1,209	\$0
Health (Administrative Staff Supervisor)	\$6,904.00	36.00%	\$2,486	\$2,486	\$0
FICA (Administrative Staff Supervisor)	\$6,904.00	7.94%	\$549	\$549	\$0
Employee Assistance Program (EAP - Detectives - combined)	\$1,200.00	1.00%	\$12	\$12	\$0
Life (Detectives - combined)	\$12,000.00	1.00%	\$120	\$120	\$0
Dental (Detectives - combined)	\$25,696.00	2.10%	\$540	\$540	\$0
Retirement (Detectives - combined)	\$25,696.00	17.50%	\$4,497	\$4,497	\$0
Health (Detectives - combined)	\$25,696.00	36.00%	\$9,251	\$9,251	\$0
FICA (Detectives - combined)	\$25,696.00	7.65%	\$1,966	\$1,966	\$0
Retirement (Lieutenant)	\$9,538.00	17.50%	\$1,670	\$1,670	\$0
FICA (Lieutenant)	\$9,538.00	7.65%	\$730	\$730	\$0
Workers Comp	\$81,474.00	5.50%	\$4,482		\$4,482
Employee Assistance Program (EAP)	\$3,000.00	1.00%	\$30		\$30
Life	\$30,000.00	1.00%	\$300		\$300
Dental	\$67,372.00	2.10%	\$1,415		\$1,415
Retirement	\$67,372.00	17.50%	\$11,791		\$11,791
Health	\$67,372.00	36.00%	\$24,254		\$24,254
FICA	\$67,372.00	7.65%	\$5,154		\$5,154
<b>Totals</b>			<b>\$70,601</b>	<b>\$23,175</b>	<b>\$47,426</b>
<b>Narrative</b>					
<p>Fringe benefits include FICA (7.65%), Health (36%), Retirement (17.5%) and Dental (2.1%). In addition, any Life Insurance and EAP (employee assistance program) that are included in these benefits are calculated at a lower rate because they account for less than 1% of the salary budget.</p>					



Purpose Area #4

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<b>Cost</b>	<b>Quantity</b>	<b># of Staff</b>	<b># of Trips</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
various in-state travel inclusive of yearly HT Collaborative Gathering and HT Prevention & Intervention best practice delivery for providers	Statewide	Mileage	Mile	\$0.55	55.5	1	7	\$214		\$214
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$400.00	1	2	1	\$800		\$800
Juvenile Sex Trafficking Conference (JuST)	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
Juvenile Sex Trafficking Conference (JuST)	TBD	Meals	Day	\$32.00	5	2	1	\$320		\$320
Juvenile Sex Trafficking Conference (JuST)	TBD	Lodging	Night	\$115.00	4	2	1	\$920		\$920
Juvenile Sex Trafficking Conference (JuST)	TBD	Local Travel	N/A	\$37.50	1	2	1	\$75		\$75
Juvenile Sex Trafficking Conference (JuST)	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$38.75	1	2	1	\$78		\$78
International Human Trafficking and Social Justice Conference	TBD	Other	N/A	\$25.00	4	2	1	\$200		\$200
International Human Trafficking and Social Justice Conference	TBD	Meals	Day	\$32.00	4	2	1	\$256		\$256
International Human Trafficking and Social Justice Conference	TBD	Lodging	Night	\$115.00	3	2	1	\$690		\$690
International Human Trafficking and Social Justice Conference	TBD	Local Travel	N/A	\$37.00	1	2	1	\$74		\$74
International Human Trafficking and Social Justice Conference	TBD	Transportation	Round-trip	\$500.00	1	2	1	\$1,000		\$1,000
<b>Total(s)</b>								<b>\$5,827</b>	<b>\$0</b>	<b>\$5,827</b>
<b>Narrative</b>										
<p>Yearly conferences including: the International Human Trafficking and Social Justice Conference (the meeting location is to be determined, in 2018 it was set to be held in Toledo Ohio); Juvenile Sex Trafficking Conference (meeting location TBD in 2018 it was set to be held in St. Paul, Minnesota); Vermont Human Trafficking Collaborative Gathering; and the Vermont Conference of Human Trafficking and intervention best practices delivery for local Law Enforcement and Victim Service providers. Furthermore the new hire will be responsible for training local agencies (on an as needed basis) about Human Trafficking and how to go about identifying and dealing with the cases that come forward.</p>										

<b>D. Equipment</b>						
<b>Item</b> <i>List and describe each item of equipment that will be purchased</i>		<b>Computation</b> <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						
<b>E. Supplies</b>						
<b>Supply Items</b> <i>Provide a list of the types of items to be purchased with grant funds.</i>		<b>Computation</b> <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Cellphone (monthly cost projected at \$60)		12	\$60.00	\$720		\$720
<b>Total(s)</b>				<b>\$720</b>	<b>\$0</b>	<b>\$720</b>
<b>Narrative</b>						
Cellphone use for new hire projected at \$60 per month for the third year.						
<b>F. Construction</b>						
<b>Purpose</b> <i>Provide the purpose of the construction</i>	<b>Description of Work</b> <i>Describe the construction project(s)</i>	<b>Computation</b> <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		<b># of Items</b>	<b>Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						

Purpose Area #4

<b>G. Subawards (Subgrants)</b>								
Description	Purpose	Consultant?						
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>			
						\$0		
			<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		
<b>Consultant Travel (if necessary)</b>								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
			<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>								
<b>H. Procurement Contracts</b>								
Description	Purpose	Consultant?						
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>			
Crime Research Group (CRG) Contract		Yes	\$15,000			\$15,000		
Other Agencies / Task Force partners			\$4,978	\$4,978		\$0		
			<b>Total(s)</b>	<b>\$19,978</b>	<b>\$4,978</b>	<b>\$15,000</b>		
<b>Consultant Travel (if necessary)</b>								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			<b>Cost</b>	<b>Duration or Distance</b>	<b># of Staff</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
						\$0		\$0
			<b>Total</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>								

There are many State and Local agencies that are involved with this Human Trafficking Task Force build / implementation. Therefore, a portion of the match requirement will be fulfilled via these outside agencies. Memorandums of Understanding (MOU's) will be processed for all entities that are able to provide DPS with a portion of the match requirement and also to ensure that any match provided is being used solely to fulfill the requirement of this award. Currently there are four municipal departments in the State that have agreed to be part of the task force model by providing detectives. These municipal departments are the larger departments within the state. The contract with Crime Research Group (or another like entity that can provide the same services) is going to provide research, consulting, and data analysis per the Evaluation/Action Research Plan.

I. Other Costs							
Description	Computation						
<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
<b>Total(s)</b>					\$0	\$0	\$0

**Narrative**

J. Indirect Costs					
Description	Computation				
<i>Describe what the approved rate is and how it is applied.</i>	<i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
Approved Indirect Cost Rate	\$136,344.00	25%	\$34,086		\$34,086
<b>Total(s)</b>			\$34,086	\$0	\$34,086

**Narrative**

Federally approved indirect cost rate of 25% is attached in the file uploads.