



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

**STATE OF VERMONT
JOINT FISCAL COMMITTEE**
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: February 11, 2008

Subject: Status of Grant Requests

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

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.
[JFO received 01/10/08]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.
[JFO received 01/10/08]

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

cc: Linda Morse
Lee Suskin

From: "Gabel, Patricia" <Patricia.Gabel@state.vt.us>
To: "Michael Obuchowski" <OBIE@leg.state.vt.us>
Date: 1/15/2008 2:34 PM
Subject: RE: Questions from Rep. Obuchowski re: JFO #2314 , #2315
Attachments: SJI approved budget.pdf

CC: "Steve Klein" <SKLEIN@leg.state.vt.us>, "Rebecca Buck" <r buck@leg.state....
Dear Rep. Obuchowski -

Please find my answers in blue ink below. [In case the color differentiation doesn't work, I have also tried to place the answers in a different font.] Also, please note that I have included an attachment in PDF format to accompany the answer to Question #2.

If you need to speak with me by telephone, please do not hesitate to call me at 828-5946.

Thank you for your attention to our requests.

Sincerely,

Patricia Gabel

Director, Judicial Branch Education

Vermont Supreme Court

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

From: Rebecca Buck [mailto:r buck@leg.state.vt.us]
Sent: Monday, January 14, 2008 12:21 PM
To: Gabel, Patricia
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski re: JFO #2314 , #2315

Happy Monday Patricia--Representative Michael Obuchowski has a few questions regarding JFO #2314 (\$18,100 State Justice Institute court interpreter grant) and JFO #2315 (\$30,000 State Justice Institute standardized word processing capabilities grant).

1) With regard to both grants, please provide some background information on the State Justice Institute.

1. The State Justice Institute ["SJI"] was established by Federal law in 1984 "to award grants to improve the quality of justice in State courts, facilitate better coordination between State and Federal courts, and foster innovative, efficient solutions to common issues faced by all courts." It offers various types of grants and scholarships. For example, Vermont judges have periodically been awarded SJI scholarships to attend education programs run by such organizations as the National Judicial College. SJI is used by most states to supplement their judicial education programs and court initiatives.

JFO #2314 concerns an SJI "Curriculum Adaptation & Training" ["CAT"] Grant. SJI CAT grants are intended to:

1) enable courts and regional or national court associations to modify and adapt model curricula, course modules, or conference programs to meet States' or local jurisdictions' education needs; train instructors to present portions or all of the curricula; and pilot-test them to determine their appropriateness, quality, and effectiveness; or 2) conduct judicial branch education and training programs, led by either expert or in-house personnel, designed to prepare judges and court personnel for innovations, reforms, and/or new technologies recently adopted by grantee courts.

JFO #2315 concerns a "Technical Assistance" Grant. SJI provides Technical Assistance Grants to state and local courts to enable them to obtain expert assistance to diagnose a problem, develop a response to that problem, and initiate implementation of any needed changes.

The availability and level of competition for SJI scholarships and grants varies from year to year depending on Congressional funding levels and changing SJI priorities.

2) The budget numbers in JFO #2314 in the AA-1 are not reflected in the backup material. The AA-1 shows the grant of \$18,100 with the in-kind and state match of \$11,900 with a total budget of \$30,000. The State Justice Institute "Project Budget" in spreadsheet format provided reflects a total budget of \$22,000 as does the "Budget Narrative" Table 1: Project Costs by Task. Please provide information regarding this difference in the budget numbers submitted in the backup material.

It appears that the backup material includes an incomplete or obsolete version of the SJI Project Budget. I contacted Jonathan Mattiello, the Deputy Director of SJI, and asked him to send to me the Project Budget

which was submitted and upon which SJJ made its decision. That Project Budget, which totals \$30,000, is attached to this email in PDF format. I would be happy to provide further information as may be required; or, in the alternative, Mr. Mattiello indicated that he would be happy to provide further clarification or additional information, as well. His coordinates are indicated on the first page of the attachment.

3) JFO #2315 has sole source contract. Please provide additional information regarding the grant stipulation for KnowledgeWave as the consultant for the sole source contract. Will contract services be provided out of the South Burlington center or does KnowledgeWave have satellite offices that will be utilized?

KnowledgeWave Training is a statewide provider with headquarters in South Burlington, Vermont. They have been instrumental in helping the Judicial Branch make the transition from Wordperfect to Word word processing software by providing training at various venues throughout the State. Although they do not have satellite offices, they do, on occasion, lease space from different campuses around the state (such as Marlboro College in Brattleboro) to conduct training. Instructors travel to these classrooms. In the last few years, KnowledgeWave has begun to move away from their reliance on leased space. They now bring their mobile classroom to client sites. Technical assistance provided under JFO#2315 will be coordinated from the South Burlington headquarters. KnowledgeWave staff will spend significant time visiting the various trial courts, working with judges and court staff throughout the state in order to facilitate the conversion of court records and documents from Wordperfect to Word software.

If you need additional clarification on these questions, don't hesitate to let me know. Please cc me on your response to Rep. Obuchowski. Thanks. --Becky

From: Rebecca Buck
To: patricia.gabel@state.vt.us
Subject: Questions from Rep. Obuchowski re: JFO #2314 , #2315

Happy Monday Patricia--Representative Michael Obuchowski has a few questions regarding JFO #2314 (\$18,100 State Justice Institute court interpreter grant) and JFO #2315 (\$30,000 State Justice Institute standardized word processing capabilities grant).

- 1) With regard to both grants, please provide some background information on the State Justice Institute.
- 2) The budget numbers in JFO #2314 in the AA-1 are not reflected in the backup material. The AA-1 shows the grant of \$18,100 with the in-kind and state match of \$11,900 with a total budget of \$30,000. The State Justice Institute "Project Budget" in spreadsheet format provided reflects a total budget of \$22,000 as does the "Budget Narrative" Table 1: Project Costs by Task. Please provide information regarding this difference in the budget numbers submitted in the backup material.
- 3) JFO #2315 has sole source contract. Please provide additional information regarding the grant stipulation for KnowledgeWave as the consultant for the sole source contract. Will contract services be provided out of the South Burlington center or does KnowledgeWave have satellite offices that will be utilized?

If you need additional clarification on these questions, don't hesitate to let me know. Please cc me on your response to Rep. Obuchowski. Thanks. --Becky

CC: Klein, Steve; Obuchowski, Michael

State Justice Institute

Chairman
ROBERT A. M. L.
 Chief Justice of the
 Supreme Court of
 Pennsylvania

Vice Chairman
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 National Center of
 Williamsburg, VA

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 Court Comm. of C.
 Chicago, Illinois

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 President, Chief of
 Justice Inst.
 Alexandria, Virginia

ARTHUR A. J. I.
 Chief Justice of the
 Supreme Court of
 the District of Columbia

JUSTICE M. J. E.
 Executive Director

JONATHAN J. A.
 Deputy Director

FAX TRANSMISSION COVER SHEET

Date: 1/15/08
 To: Patricia Gabel

Fax Number: _____
 From: Jonathan Mattiello

Fax Number: (703) 684-7618

Number of pages including cover sheet _____

Should you have any problems with this transmission,
 please call (703) 684-6100, Ext. 610

Note: Here is the approved budget
as awarded by SJI.



1650 King Street, Suite 600, Alexandria, Virginia 22316
 Phone: (703) 684-6100 Fax: (703) 684-7618
 Web site: <http://www.sjijustice.org>

01/16/2008 11:47 FAX 703 694 7815

STATE JUSTICE INSTITUTE

002

LEE SUKIN **ESQ.**
Court Administrator
lee.sukin@state.vt.us

SUPREME COURT OF VERMONT
"OFFICE OF THE COURT ADMINISTRATOR"

ROBERT GREEMORE
Director - Administrative Services
bob.greemore@state.vt.us

MICHAEL F. ATT, ESQ.
Director - Judicial Court Operations
michael.p.att@state.vt.us



PATRICIA GABEL, ESQ.
Director - Judicial Branch Education
patricia.gabel@state.vt.us

Mailing Address:
109 State Street
Montpelier, VT 05609-0701

ROBERT YERGENAU
Director - Research & Info. Services
robert.yergenu@state.vt.us

Telephone: (802) 828-3273
FAX: (802) 828-3437
TDD: (802) 828-3234

www.vermontjudiciary.org

August 10, 2007

Jonathan Mattiello
Curriculum Director
State Justice Institute
150 King Street, Suite 600
Alexandria, VA 22314

AUG 17 2007

Re: Revised Form A and Revised Form C I
Curriculum Adaptation and Training Grant Application
Vermont Supreme Court Office of the Court Administrator
"Improve Court Interpreter Programs for the Vermont Supreme Court"

Dear Mr. Mattiello:

In accordance with our discussions this afternoon, please find enclosed revised Form A and Revised Form C I related to the above-referenced Grant Application.

Please do not hesitate to contact me if you require any further information or clarification.

Thank you for your assistance regarding this Application.

Respectfully,

Patricia Gabel

Director, Judicial Branch Education

AUG 17 2007

STATE JUSTICE INSTITUTE APPLICATION

<p>1. APPLICANT</p> <p>a. Name: VT Superior Court Office of the Court Administrator</p> <p>b. Contact: on Unit, Director of Judicial Branch Education</p> <p>c. Street: Box 108 STATE STREET</p> <p>d. City: MIDDLEBURY</p> <p>e. State: VT</p> <p>f. Zip Code: 05753</p> <p>g. Phone: 802-248-3378</p> <p>h. Fax: 802-248-3437</p> <p>i. Web: address www.vtcourts.edu</p> <p>j. Name: Anne Number of Copies: 100</p> <p>k. Title: Dir. Judicial Branch Education</p> <p>l. E-Mail: ane@vtcourts.edu</p>	<p>2. TYPE OF APPLICANT (Check appropriate box):</p> <p><input checked="" type="checkbox"/> State Court</p> <p><input type="checkbox"/> Federal organization operating in cooperation with State court system</p> <p><input type="checkbox"/> National State court system organization</p> <p><input type="checkbox"/> College or university</p> <p><input type="checkbox"/> Other non-profit organization or agency</p> <p><input type="checkbox"/> Individual</p> <p><input type="checkbox"/> Corporation or partnership</p> <p><input type="checkbox"/> Other (Name of government agency):</p> <p>3. PROPOSED START DATE: December 2007</p> <p>4. PROJECT DURATION (Months): Nine Months</p>
<p>5. FINANCIAL CONTACT</p> <p>a. Name: VT Superior Court Office of the Court Administrator</p> <p>b. Contact: on Unit, Director of Judicial Branch Education</p> <p>c. Street: Box 108 STATE STREET</p> <p>d. City: MIDDLEBURY</p> <p>e. State: VT</p> <p>f. Zip Code: 05753</p> <p>g. Phone: 802-248-3378</p> <p>h. Fax: 802-248-3437</p> <p>i. Web: address www.vtcourts.edu</p> <p>j. Name: Anne Number of Copies: 100</p> <p>k. Title: Dir. Judicial Branch Education</p> <p>l. E-Mail: ane@vtcourts.edu</p>	<p>6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION:</p> <p>Source: _____</p> <p>Grant Submitter: _____</p> <p>Agency: _____</p> <p>Disposition (Grant/Current Source): _____</p> <p>7. AMOUNT REQUESTED FROM SJI: \$18,000</p> <p>8. AMOUNT OF MATCH:</p> <p>Cash match: \$ 2,900</p> <p>Non-cash Match: \$ 15,100</p> <p>9. TOTAL MATCH: \$ 18,000</p> <p>10. OTHER CASH: \$ _____</p> <p>11. TOTAL PROJECT COST: \$ 36,000</p> <p><i>Handwritten: BALANCE \$2,000</i></p> <p><i>Handwritten: NJSC CONTRIBUTION</i></p>
<p>9. TITLE: PROPOSED PROJECT Improve Court Interpreter Programs for the Vermont Superior Court</p>	
<p>10. LOCAL DISTRICT OF: Vermont / Peter Walsh</p>	
<p>11. CERTIFICATION</p> <p>On behalf of the applicant, I hereby certify that the above information is true and complete. I have read the terms of the award and understand that if this application is approved for funding, the award will be subject to these conditions. I agree to all conditions with the understanding that if the application is approved, and that I am lawfully authorized to make these statements on the behalf of the applicant.</p> <p><i>Signature:</i> _____ Director, Judicial Branch Education August 9, 2007</p> <p>TITLE DATE</p>	

8/16/07

Handwritten signatures and initials

AUG 17 2007

STATE JUSTICE INSTITUTE PROJECT BUDGET

(SPREADSHEET FORMAT)

Applicant: Vermont Supreme Court

Project Title: Improve Information Programs

For Project Activity from October 2007 to February 2008

Total Amount Requested for Project from SJI \$18,500

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS (NOSC)	IN-KIND SUPPORT	TOTAL
Personnel						\$8,500	\$ 8,500
Fringe Benefits						\$2,040	\$ 2,040
Contractual / Consultant	\$18,500				\$2,000		\$20,500
Travel		\$1,900					\$ 1,900
Equipment							
Supplies							
Telephone							
Postage							
Printing / Photocopying							
AGM							
Other (specify)							
Direct Costs							
Indirect Costs							

Total	178,000	\$1,500			\$2,000	\$4,000	150,000
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* NCBC is providing professional services equivalent to a value of \$2,000



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: January 11, 2008

Subject: Grant Requests

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

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.
[JFO received 01/10/08]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.
[JFO received 01/10/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item held for legislative review. Unless we hear from you to the contrary by January 25 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Lee Suskin, Court Administrator

INFORMATION NOTICE

The following items were received by the Joint Fiscal Committee:

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.

[JFO received 01/10/08]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.

[JFO received 01/10/08]

JFO #
2314

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant is to help develop three curricula for court interpreter services.

GRANT TITLE: Improve Court Interpreter Programs for VT Supreme Court

FEDERAL CATALOG No.: NA

GRANTOR / DONOR: State Justice Institute
1650 King Street, Suite 600
Alexandria, Virginia 22314

DATE: 12/17/07

DEPARTMENT: Judiciary

GRANT / DONATION: This will help the Courts develop and implement a curriculum for interpreter orientation, develop curriculum for interpreter skills training, develop a curriculum for judicial education on court interpreting issues.

AMOUNT / VALUE: \$18,100.00

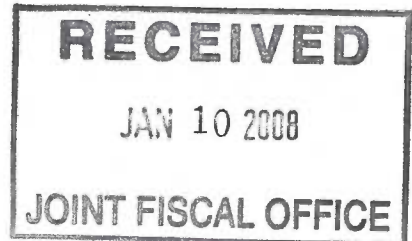
POSITIONS REQUESTED: ✓ None

GRANT PERIOD: 12/1/07 to 11/30/2008

COMMENTS: This grant has a \$11,900 match from the Judiciary (\$10,000 in-kind and \$1,900 in state funds). This in-kind match includes \$2,000 in-kind from the National Center for State Courts.

DEPARTMENT OF FINANCE AND MANAGEMENT:
SECRETARY OF ADMINISTRATION
SENT TO JOINT FISCAL OFFICE:

(INITIAL) [Signature]
(INITIAL) [Signature]
DATE: 1/8/08



**STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
(use additional sheets as needed)**

FORM AA-1
(Rev. 9-90)

1. **Agency:** Judiciary
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Improve Court Interpreter Programs for VT Supreme Court
 5. **Federal Catalog No.:** None
 6. **Grantor and Office Address:** State Justice Institute
 1650 King Street, Suite 600
 Alexandria, VA 22314
 7. **Grant Period:** From: Dec 1 2007 To: Nov 30 2008
 8. **Purpose of Grant:** (attach additional sheets if needed)
 The grant will help develop three curricula related to the provision of court interpreter services for legal proceedings in the trial courts of the state.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Without a systematic program of education and testing, we are unable to ensure that interpreters have the level of language proficiency required for legal proceedings and adhere to established standards of conduct.

10. Budget Information:	(1st State FY) FY 2008 **	(2nd State FY) FY 2009	(3rd State FY) FY 2010
EXPENDITURES:			
Personal Services	\$ 28,100.00	\$	\$
Operating Expenses	\$ 1,900.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 30,000.00	\$ 0.00	\$ 0.00
REVENUES:			
<u>State Funds:</u>			
Cash	\$ 1,900.00	\$	\$
In- Kind *	\$ 10,000.00	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
SJI Grant	\$ 18,100.00	\$	\$
TOTAL	\$ 30,000.00	\$ 0.00	\$ 0.00

* In-kind includes \$2000 contribution from the National Center for State Courts.

** We anticipate that the project will be complete and all funds spent by 6/30/08.

Appropriation Nos.

2120000000

Amounts

\$ 18,100.00

\$

\$

-over-

REC'D NOV 26 2007

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Lee Suskin
Lee Suskin, Court Administrator

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds.

13. Signature of Appointing Authority

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant.

Lee Suskin 11/19/07
Lee Suskin (Date)
Court Administrator

14. Action by Governor:

Approved
 Rejected

[Signature] 1/2/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

[Signature] 1/2/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

(Signature) (Date)

State Justice Institute

Chairman
ROBERT A. MILLER
Chief Justice (Ret.)
Supreme Court of South Dakota
Pierre, South Dakota

Vice Chairman
JOSEPH F. BACA
Justice (Ret.)
New Mexico Supreme Court
Santa Fe, New Mexico

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The National Geographic Society
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National Center for State Courts
Williamsburg, Virginia

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Administrative Judge (Ret.)
Round Rock, Texas

SOPHIA H. HALL
Administrative Presiding Judge
Circuit Court of Cook County
Chicago, Illinois

TOMMY JEWELL
Presiding Children's Court
Judge (Ret.)
Albuquerque, New Mexico

ARTHUR A. MCGIVERIN
Chief Justice (Ret.)
Supreme Court of Iowa
Des Moines, Iowa

JANICE MUNSTERMAN
Executive Director

JONATHAN MATTIELLO
Deputy Director

September 25, 2007

Patricia Gabel
Director, Division of Judicial Branch Education
Vermont Supreme Court, Office of the Court Administrator
109 State Street
Montpelier, VT 05609-0701

Dear Ms. Gabel:

On behalf of the Board of Directors of the Institute, I am pleased to inform you that the Vermont Supreme Court, Office of the Court Administrator, has been awarded a grant to support the application entitled, *Improve Court Interpreter Programs for the Vermont Supreme Court*. The project has been assigned SJI Grant Number SJI-07-E-200. Please use this number on all correspondence to the Institute regarding this grant.

Enclosed are the original and one copy of the Grant Award. Please sign both the original and copy of the Grant Award and return the signed original to the Institute.

The award period has been extended to 12 months to allow for more time to complete the project and request reimbursement.

Please also note that the Institute's Grant Guideline requires submission of two copies of the progress and financial status reports 30 days after the end of each calendar quarter. Progress reports, financial status reports, and payment requests should be mailed to the attention of the manager assigned to your project. Because original signatures are required for both payment requests and financial status reports, these items should not be sent by fax machine.

A copy of the Quarterly Progress Report, Financial Status Report and payment request forms are enclosed with the Award Documents. In addition, please review all Compliance and Financial Requirements listed in the SJI Grant Guideline. These can be found on our website at www.statejustice.org.

SJI

2007 SEP 28 A 8:41
COURT ADMINISTRATION

Ms. Patricia Gabel
Page 2

Jonathan Mattiello, Deputy Director, will manage this project. His telephone number is (703) 684-6100, Ext. 210, and his email address is jmattiello@statejustice.org. Please contact him if you have any programmatic or financial questions. We look forward to working with you.

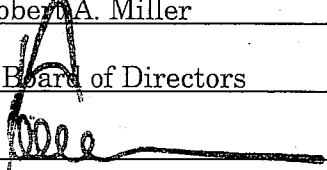
Sincerely,

A handwritten signature in cursive script that reads "Janice Munsterman". The signature is written in black ink and is positioned above the printed name and title.

Janice Munsterman
Executive Director

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u>1</u> of <u>2</u>
1. Grantee Name and Address Vermont Supreme Court Office of the Court Administrator 109 State Street Montpelier, VT 05609-0701	3. Award Number SJI-07-E-200	
	4. Award Period 12/01/07 – 11/30/08	
	5. Award Date 09/25/07	
1a. Employer Identification No.	6. Award Amount \$18,100	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title Improve Court Interpreter Programs for the Vermont Supreme Court		
9. Special Conditions (<i>Check if applicable</i>) <input checked="" type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached <u>1</u> page.		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature:  Date: <u>September 25, 2007</u>		11. Authorized Official of Grantee Name (typed): _____ Title: _____ Signature: _____ Date: _____

SPECIAL CONDITION

SJI-07-E-200

1. **Consultant Contract**. The grantee shall provide the Institute with a copy of the consultant contract once it is approved.

**IMPROVE COURT
INTERPRETER PROGRAMS
FOR THE
VERMONT SUPREME COURT**

PROPOSAL

AUGUST 2007

**Submitted By
National Center for State Courts
Court Consulting Services
707 Seventeenth Street, Suite 2900
Denver, Colorado 80202
303-293-3063
FAX: 303-296-9007
Federal ID # 52-0914250**

Daniel J. Hall, Vice President



The Vermont Supreme Court, through its Administrative Office of the Courts (AOC), submits this application to the State Justice Institute for funding to contract with a local consultant to develop three curricula related to the provision of court interpreter services for legal proceedings in the trial courts of the state. The curricula to be developed include (1) an orientation program for interpreters that will provide an overview of the role and responsibilities of an interpreter, the court and justice system environment, critical interpreter skills and abilities, and the requirements for certification; (2) a technical skills training session for interpreters; and (3) a course for judges on the appointment and use of interpreters in legal proceedings. In addition, the curriculum for the interpreter program will be presented in a two day workshop during the grant period. The National Center for State Courts (NCSC) will contribute up to \$2,000 in consulting services for the project, as needed. This amount is in addition to the technical assistance that will be provided at no charge by NCSC through its *Consortium for State Court Interpreter Certification*.

I. NEED FOR FUNDING

Ensuring equal access to justice for non-English-speaking individuals is a continuing challenge for state and local court systems. Both the number and diversity of persons with a need for interpreter services has increased as the demographic profile of the country has changed. In 2002, the United States Department of Justice issued guidelines to its recipients of federal funds, including state court systems, regarding the requirement to take reasonable steps to provide meaningful access to court proceedings and court-based programs to individuals with limited English proficiency.¹ Courts face the prospect of an increasing number of appeals based on the premise that a party in a criminal or civil procedure was not able to fully comprehend or participate in the judicial process because of a lack of adequate interpreter or translation services.

In 2004, the "Subcommittee on Interpreters" of the Vermont Supreme Court's *Committee on Fairness and Equal Access to Justice* issued a report that recommended the development of policy and procedures as well as the amendment of court rules to ensure that individuals with limited English proficiency and the deaf or hard-of-hearing have access to interpreters and/or auxiliary aids for legal proceedings and court-ordered programs and services. The recommendations also addressed the development and implementation of a program to improve the qualifications of spoken language interpreters, including training on court procedures, legal terminology, ethics, and interpreting skills, as well as education for judges, court staff, and attorneys on best practices in managing interpreter services. An "Interpreter Implementation Committee" was formed to put the recommendations into practice.

To date, Vermont has made a number of efforts to improve the court interpreter program, including the development of written policies, procedures, and best practices; legal education for interpreters; training on the use of interpreters for judicial officers; subscription to telephone (language-line) interpreter services, and creation of an

¹ U.S. Department of Justice, Federal Register, June 18, 2002 (volume 67, no. 117).

interpreter registry. In 2007, Vermont joined the *Consortium for State Court Interpreter Certification* to take advantage of the resources available from this multi-state partnership.²

While the need for interpreter services in the state of Vermont may be less than in larger states with more ethnically diverse populations, it is still a challenge to provide timely and effective interpretation services for the estimated 40 different language groups in the state. It is difficult to develop a program with the right mix and level of language assistance and allocate the limited resources that are available for this effort. Without a systematic program of education and testing, it is not possible to ensure that interpreters have the level of language proficiency required for legal proceedings and adhere to established standards of conduct. The presentation of a statewide court interpreter orientation program and the development of a curriculum to enhance applied interpreting skills are necessary and important first steps in moving toward a statewide court interpreter testing and certification program. The judicial education curriculum will provide judges with the information they need to ensure that interpreters are appointed in a timely manner and that appropriate standards of interpreter conduct in legal proceedings are maintained.

II. PROJECT DESCRIPTION

Task 1: Contract with Curriculum Developer/Training Consultant

The AOC will contract with a local consultant to develop and manage the interpreter orientation program and develop the curriculum for the skill training and judicial education programs. This will be accomplished through a competitive bid process. The AOC will prepare a request for proposals (RFP) and distribute it to potential vendors. The AOC will request that staff from the *Consortium* review the details of the scope of work and vendor qualifications included in the RFP and assist with the review of proposals.

Task 2: Develop and Implement Curriculum for Interpreter Orientation Program

The *Consortium* will provide the selected consultant with a model curriculum for a two-day interpreter orientation program and a list of potential faculty and facilitators. The model curriculum has been presented and proven effective in a number of other states and can easily be adapted to any unique issues in Vermont. As necessary, NCSC will assist with this process as part of the technical assistance it provides to *Consortium* members. The orientation program will educate participants about the profession of court interpreting and its unique demands; provide a basic overview of courts and the

² The *Consortium for State Court Interpreter Certification* is a voluntary program in which member states pool financial resources and professional expertise to eliminate duplication of expense and effort, and lower the cost of interpreter test development and administration. The *Consortium* currently has 39 member states representing over two-thirds of the nation's non-English speaking population. It is dedicated to developing court interpreter proficiency tests, making tests available to member states, and regulating the use of tests.

justice environment, and review the skills and modes of interpreting. The knowledge and skills required to obtain certification will also be discussed. The orientation program will provide an opportunity to stimulate interest in serving as a court interpreter and allow participants to make an informed decision on whether they want to be part of the qualified pool of court interpreters and pursue certification.

The consultant will be responsible for contracting with faculty, notifying and registering potential participants, arranging for meeting space and lodging, and preparing participant materials, including a workshop/resource notebook. The AOC anticipates that one statewide program will be conducted in a central location with two out-of-state faculty members. Funding from SJI would be used to compensate faculty and pay their travel expenses as well as the cost of participant travel and lodging.

Participants will be asked to evaluate the effectiveness of the overall structure and content of the program as well as the individual sessions and exercises. The results of the evaluation will include participants' ratings of the clarity and effectiveness of each presentation, the relevance of the contents, the appropriateness of the level of detail, and the usefulness of the presentation or exercise. In addition, the evaluation forms will allow for free-form comments and suggestions as to how the program content and format can be improved.

Task 3: Develop Curriculum for Interpreter Skills Training

The consultant will develop a curriculum and related materials for an interpreter skills training program. This program will be designed to provide a more detailed and intensive review of the knowledge, skills, and abilities required for interpretation in the legal environment. The objective of the program is to improve interpreters' proficiency in applied interpreting skills. There will be more emphasis on practice and exercises than in the orientation program and more in-depth analysis of professional conduct issues. The *Consortium* does not have a model curriculum for this program or a set of comprehensive set of materials; however, as requested, NCSC staff will assist the consultant to locate background materials and examples of similar training sessions in other jurisdictions.

Task 4: Develop Curriculum for Judicial Education on Court Interpreting Issues

The consultant will develop a curriculum and related materials for an educational session for judges on the appointment and use of court interpreters in legal proceedings. This curriculum will build upon a two-part training session presented to Vermont judges and court managers in June 2007 as part of the annual residential Judicial College. Again, as requested, NCSC staff will assist the consultant to locate background materials and examples of similar training sessions in other jurisdictions.

The following table shows the proposed timeline for the curriculum development project as outlined in Task 1 through Task 4.

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name <u>VT Supreme Court Office of the Court Administrator</u> b. Organization Unit <u>Division of Judicial Branch Education</u> c. Street/P.O. Box <u>109 STATE STREET</u> d. City <u>MONTPELIER</u> e. State <u>VT</u> f. Zip Code <u>05609-0701</u> g. Phone Number <u>802-828-3278</u> h. Fax Number <u>802-828-3457</u> i. Web Site Address <u>www.vermontjudiciary.org</u> j. Name & Phone Number of Contact Person <u>Patricia Gabel 802-828-5946</u> k. Title <u>Director, Judicial Branch Education</u> l. E-Mail Address <u>patricia.gabel@state.vt.us</u>	2. TYPE OF APPLICANT (Check appropriate box) <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other Unit of government <input type="checkbox"/> Other _____ (specify) _____
3. PROPOSED START DATE <u>December 2007</u>	
4. PROJECT DURATION (Months) <u>Nine Months</u>	
5. APPLICANT FINANCIAL CONTACT a. Applicant Name <u>VT Supreme Court Office of the Court Administrator</u> b. Organization Unit <u>Division of Judicial Branch Education</u> c. Street/P.O. Box <u>109 STATE STREET</u> d. City <u>MONTPELIER</u> e. State <u>VT</u> f. Zip Code <u>05609-0701</u> g. Phone Number <u>802-828-3278</u> h. Fax Number <u>802-828-3457</u> i. Web Site Address <u>www.vermontjudiciary.org</u> j. Name & Phone Number of Contact Person <u>Patricia Gabel 802-828-5946</u> k. Title <u>Director, Judicial Branch Education</u> l. E-Mail Address <u>patricia.gabel@state.vt.us</u>	6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Sought _____ Disposition (if any) or Current Status _____ 7. a. AMOUNT REQUESTED FROM SJI \$ <u>18,300</u> b. AMOUNT OF MATCH Cash match \$ <u>7,900</u> Non-cash Match \$ <u>10,000*</u> c. TOTAL MATCH \$ <u>11,900</u> d. OTHER CASH \$ _____ e. TOTAL PROJECT COST \$ <u>30,000</u> * INCLUDING P2,000 NCSC CONTRIBUTION
8. TITLE OF PROPOSED PROJECT <u>Improve Court Interpreter Programs for the Vermont Supreme Court</u>	
9. CONGRESSIONAL DISTRICT OF: <u>Vermont / Peter Welch</u> <small>Name of Representative: District Number</small> <small>Project (if different than applicant): Name of Representative: District Number</small>	
10. CERTIFICATION On behalf of the applicant, I hereby certify that to the best of knowledge the information in this application is true and complete. I have read the attached assurances (Form D) and understand that if this application is approved for funding, the award will be subject to those assurances. I certify that the applicant will comply with the assurances if the application is approved, and that I am lawfully authorized to make these representations on the behalf of the applicant.	
SIGNATURE OF RESPONSIBLE OFFICIAL OF APPLICANT (For applications from State and local courts, Form B, Certificate of State Approval, must be attached)	Director, Judicial Branch Education August 9, 2007
	TITLE DATE

STATE JUSTICE INSTITUTE PROJECT BUDGET

PAGE 1

(SPEADSHEET FORMAT)

Applicant: Vermont Supreme Court

Project Title: Improve Interpreter Programs

For Project Activity from October 2007 to February 2008

Total Amount Requested for Project from SJI \$18,100

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS (NCSC)	IN-KIND SUPPORT	TOTAL
Personnel							
Fringe Benefits							
Consultant / Contractual	\$18,100				\$2,000*		\$20,100
Travel		\$1,900					\$1,900
Equipment							
Supplies							
Telephone							
Postage							
Printing / Photocopying							
Audit							
Other (specify)							
Direct Costs							
Indirect Costs							

BUDGET NARRATIVE

The total cost for the project as proposed will be \$22,000 including professional and administrative time, travel, and indirect costs for the project. These costs are itemized by task as follows in Table 1.

Table 1: Project Costs by Task

TASK	Contract Consultant Days @ \$200 per day	Faculty Days @ \$450 per day	Faculty Travel Costs	Total Cost
1. Contract w/Curriculum Consultant	-	-	-	-
2. Develop/Implement Orientation Program	30 days = \$6,000	2 x 3 days = \$2,700	\$1,900	\$10,600
3. Develop Skills Training Curriculum	30 days = \$6,000			\$6,000
4. Develop Judicial Education Curriculum	27 days = \$5,400			\$5,400
Total	\$17,400	\$2,700	\$1,900	\$22,000

The budget is based on approximately 87 consulting days to develop and implement an orientation program, develop a skills training curriculum, and to develop a judicial education curriculum. In addition to developing the curriculum, it is estimated that 6 faculty days will be required.

(Form B)

STATE JUSTICE INSTITUTE

Certificate of State Approval

The VT Supreme Court Office of the Court Administrator
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled Improve CrI Interpreter Programs for VT Supreme Court

prepared by VT Supreme Court Office of the Court Administrator
Name of Applicant

approves its submission to the State Justice Institute, and

agrees to receive and administer and be accountable for all funds awarded by the Institute pursuant to the application.

designates _____
Name of Trial or Appellate Court or Agency

as the entity to receive, administer, and be accountable for all funds awarded by the Institute pursuant to the application.

Lee Suskin
Signature

August 9, 2007
Date

Lee Suskin
Name

Court Administrator
Title

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