



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 21, 2009
Subject: JFO #2414, #2415, #2416, #2417, #2418

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

JFO #2414 — \$330,534 grant from the U.S. Department of Homeland Security to the Department of Public Safety. These grant funds will be used to purchase interoperable radio communications equipment and underwater surveillance equipment in order to enhance emergency response and underwater security capabilities. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).
[JFO received 11/20/09]

JFO #2415 — \$1,055,355 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to link Vermont's behavioral health information exchange with several justice databases from state and federal agencies in order to help prevent and combat crime. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).
[JFO received 11/20/09]

JFO #2416 — \$765,835 grant from the U.S. Department of Energy to the Public Service Board. These funds will be distributed to increase the capacity of the Public Service Board to manage an increase in regulatory activities resulting from the American Recover and Reinvestment Act. This grant is a competitive award under the American Recovery and Reinvestment Act.
[JFO received 11/20/09]

JFO #2417 — \$298,920 grant from the U.S. Substance Abuse and Mental Health Services Administration to the Judiciary. These grant funds will be used to establish an enhanced treatment and case management system and protocols for the Rutland Drug Court, including use of a risk and needs assessment tool.
[JFO received 11/20/09]

JFO #2418 — Request to establish one (1) limited service position in the Department of Public Safety. Funding for this position is provided by the \$3,061,782 Byrne Justice Assistance Grant awarded under the American Recovery and Reinvestment Act.

[JFO received 12/3/09]

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

cc: Thomas Tremblay, Commissioner
James Volz, Chair
Robert Greemore, Acting Court Administrator



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 24, 2009
Subject: Grant Requests

Enclosed please find four (4) requests that the Joint Fiscal Office has received from the administration. If approved, these requests would result in the establishment of 4 new limited service positions (3.6 FTEs).

JFO #2414 — \$330,534 grant from the U.S. Department of Homeland Security to the Department of Public Safety. These grant funds will be used to purchase interoperable radio communications equipment and underwater surveillance equipment in order to enhance emergency response and underwater security capabilities. This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).

[JFO received 11/20/09]

JFO #2415 — \$1,055,355 grant from the U.S. Department of Justice to the Department of Public Safety. These grant funds will be used to link Vermont's behavioral health information exchange with several justice databases from state and federal agencies in order to help prevent and combat crime. **One limited service position request is included in this submission.** This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA).

[JFO received 11/20/09]

JFO #2416 — \$765,835 grant from the U.S. Department of Energy to the Public Service Board. These funds will be distributed to increase the capacity of the Public Service Board to manage an increase in regulatory activities resulting from the American Recover and Reinvestment Act. **Three limiter service positions requests are included in this submission (2.6 FTEs). This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.

[JFO received 11/20/09]

JFO #2417 — \$298,920 grant from the U.S. Substance Abuse and Mental Health Services Administration to the Judiciary. These grant funds will be used to establish an enhanced treatment and case management system and protocols for the Rutland Drug Court, including use of a risk and needs assessment tool.

[JFO received 11/20/09]

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

cc: James Reardon, Commissioner
Thomas Tremblay, Commissioner
James Volz, Chair
Robert Greemore, Acting Court Administrator

| | | |
|---|--|---|
| ARRA ACTIVITY ACCEPTANCE FORM Revision? <input type="checkbox"/> Yes Revision Date: _____ INSTRUCTIONS: This form must be completed in its entirety and submitted for review to the Vermont Department of Public Safety, Office of the Vermont State Auditor, 100 State Street, Montpelier, VT 05602. For more information, call 800-243-3839 or visit www.vt.gov. | EST: _____ <input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1) | <input type="checkbox"/> Other ARRA Activity |
| NOTE: Incomplete forms will be returned to departments and will result in the delay of processing. | | |

JFO 2415

| | | | | | |
|---|--|--|--|---|--|
| 1. Agency (ARRA-F): _____ | | 2. Department (ARRA-F): Public Safety | | 3. DUNS # (ARRA-C): 809376692 | |
| 4. Office Location: _____ | | City/town: Waterbury | | County: Washington | |
| 5. ARRA Activity (ARRA 1-01): Vermont Justice Information Sharing System | | | 6. ARRA Code (ARRA 2-1): I99 - Crime & Legal-Related N.E.C. | | |
| 7. Legal Title of Grant: Recovery Act - Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program | | | | | |
| 8. Federal Agency Award # (ARRA-B): 2009-SD-B9-0206 | | | 9. CFDA # (ARRA-E): 16.810 | | |
| 10. Federal Funding Agency's US Treasury Account Symbol (TAS): _____ | | | | (if provided by the federal funding agency) | |
| 11. Federal (or VT) Funding Agency (ARRA-A): U.S. Dept. of Justice | | 12. Award Date: 8/24/2009 | | | |
| 13. Award Amount: \$1,055,355 | | | 14. Check if this amount is an estimate: <input type="checkbox"/> | | |
| 15. Grant Period (ARRA-H) From: 8/1/2009 | | To: 7/31/2011 | | | |
| 16. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: 7/31/2011 and/or <input checked="" type="checkbox"/> Spent by Date: 7/31/2011 | | | | | |

17. Purpose of Grant/ARRA Narrative (ARRA 2-02):

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established service oriented architecture developed for the Vermont Justice Information Sharing System. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

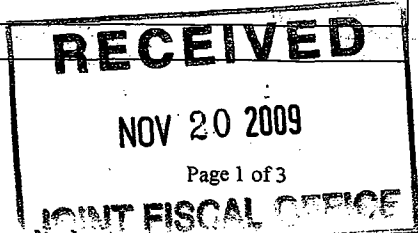
The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the Vermont Justice Information Sharing (VJISS) Executive Steering committee and the VJISS Technical Committee. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.

18. Area that will Benefit (name the state, county, city or school district): Vermont (statewide)



19. Impact on existing program if grant is not Accepted:

If not accepted, the State of Vermont would continue to operate without an integrated method of justice information electronic sharing.

20. BUDGET INFORMATION (Note: the total of columns A, B, & C must equal the total of columns D, E, & F)

| Column Reference | A | B | C | D | E | F |
|---------------------------------|-------------------------------|-----------|-------------------|---------------------------------|-----------|-------------------|
| | ←-----State Fiscal Year-----→ | | | ←-----Federal Fiscal Year-----→ | | |
| Fiscal Year | SFY 2009 | SFY 2010 | SFY 2011 & Beyond | FFY 2009 | FFY 2010 | SFY 2011 & Beyond |
| Expenditures: | | | | | | |
| Personnel Costs | \$ | \$63,072 | \$108,124 | \$ | \$90,103 | \$81,093 |
| 3 rd Party Contracts | \$ | \$44,205 | \$75,795 | \$ | \$63,150 | \$56,850 |
| Operating Expenses | \$ | \$281,526 | \$482,633 | \$ | \$402,180 | \$361,979 |
| Grants/Sub-Awards | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Expenditures | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| Revenues: | | | | | | |
| State Funds: | | | | | | |
| State Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| Cash | \$ | \$ | \$ | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ | \$ | \$ | \$ |
| ARRA Federal Funds: | | | | | | |
| (Direct Costs) | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| (Statewide Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| (Dept'l Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| Sub-total ARRA Funds* | \$ | \$ | \$ | \$ | \$ | \$ |
| Other Funds: | | | | | | |
| (Other Federal) | \$ | \$ | \$ | \$ | \$ | \$ |
| (list source) | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Revenues | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |

Comments about expenditures or revenues may be made in the space provided below:

21. VISION Tracking Information

| DeptID/Appropriation: | Other VISION Chartfield (funds, programs or projects) | Total Amount (all FYs) | Comments |
|-----------------------|---|------------------------|--|
| 2140021000 | Fund 22040, Project#21009 | \$1,055,355 | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | Total | \$1,055,355 | This Total MUST agree with the total of Item 10, columns A+B+C above |

PERSONAL SERVICE INFORMATION

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

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

| 23. State Position Information and Title(s): | # Existing Positions Retained | Est. Annual Regular Hours | # Positions Created (New) | Est. Annual Regular Hours |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|
| Project Manager | | | 1 | 2,080 |
| | | | | |
| | | | | |

| | | |
|-----------------|---|------|
| Total Positions | 1 | 2080 |
|-----------------|---|------|

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

25. Equipment and space for these positions:
 Is presently available. Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"? Yes No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):
 1. To Preserve & create jobs & promote economic recovery.
 2. To assist those most impacted by the recession.
 3. To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
 4. To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
 5. To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

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). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

| | |
|--|--|
| ARRA Activity Manager: <i>Francis X. Aumand III</i> | Date: 9-14-09 |
| Name: Francis (Paco) X. Aumand III | Title: Director, Criminal Justice Services |
| Department Head: <i>Thomas R. Tremblay</i> | Date: 9/28/09 |
| Name: Thomas R. Tremblay | Title: Commissioner |
| Agency Secretary (if required): | Date: |
| Name: | Title: |

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

To Release Spending Authority in VISION: FY 20 _____ \$ Citation(s): Not yet appropriated as 10-5-09

| | | | |
|---|---------------|---|----------------|
| Analyst (initial): <i>DB</i> | Date: 10-5-09 | Commissioner Finance & Management initial: <i>[Signature]</i> | Date: 11/15/09 |
| Assigned ESR Director's Signature: <i>[Signature]</i> | | | Date: 9/30/09 |

*** Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 ***

30. SECRETARY OF ADMINISTRATION

Check One Box: Accepted (Secretary's signature or designee) *[Signature]* Date: 11/17/09
 Rejected Date:

31. ACTION BY GOVERNOR

Check One Box: Request to JFO (Governor's signature or designee) *[Signature]* Date: 11/6/09
 Rejected Date:

32. SENT TO JFO

Sent to JFO Date:

*** Section 33 is a required section ***

33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST (check all that apply)

| | | |
|---|---|---|
| <input type="checkbox"/> Notice of Award or Proof of Award (REQUIRED) | <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Request Memo | <input type="checkbox"/> Governor's Certification (if applicable) | <input type="checkbox"/> Request for Extension (if applicable) |
| <input type="checkbox"/> Grant Agreement | <input type="checkbox"/> Notice of Donation (if any) | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| | <input type="checkbox"/> Position Request Form(s) | |

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

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

Agency/Department: Public Safety Date: 09/11/09

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

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

U.S. Department of Justice
FY09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing
See attached application and award document.

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

| <u>Title* of Position(s) Requested</u> | <u># of Positions</u> | <u>Division/Program</u> | <u>Grant Funding Period/Anticipated End Date</u> |
|--|-----------------------|---------------------------|--|
| Project Manager | 1 | Criminal Justice Services | immediately thru 7/31/11 |

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

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

The Department of Public Safety was awarded Recovery Act funding in order to improve Justice Information Sharing within the State of Vermont. The goals of this project will not be able to be met without the oversight of an IT Project Manager. The Department of Public Safety will not be able to go forward with this project without the IT Project Manager, and would therefore have to forfeit the funding back to the federal government.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Tom R. Tudge _____ Date 10/19/09
 Signature of Agency or Department Head

Molly Paul _____ Date 10/30/09
 Approved/Denied by Department of Human Resources

[Signature] _____ Date 11/5/09
 Approved/Denied by Finance and Management

Tom R. Tudge _____ Date 11/5/09
 Approved/Denied by Secretary of Administration

Comments:

REC'D NOV 11 2009

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

| | | |
|---------------------------------|---------------------------|---|
| Notice of Action # _____ | | Date Received (Stamp) _____ |
| Action Taken: _____ | | |
| New Job Title _____ | | |
| Current Class Code _____ | New Class Code _____ | |
| Current Pay Grade _____ | New Pay Grade _____ | |
| Current Mgt Level _____ | B/U _____ | OT Cat. _____ EEO Cat. _____ FLSA _____ |
| New Mgt Level _____ | B/U _____ | OT Cat. _____ EEO Cat. _____ FLSA _____ |
| Classification Analyst _____ | Date _____ | Effective Date: _____ |
| Comments: _____ | | Date Processed: _____ |
| Willis Rating/Components: _____ | Knowledge & Skills: _____ | Mental Demands: _____ Accountability: _____ |
| | Working Conditions: _____ | Total: _____ |

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

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

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

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

What it is? - this position will help develop the next phases of the Vermont Justice Information Sharing System (VJISS). The position will provide oversight and management to the project by guiding and developing business requirements for justice information that needs to be shared throughout the justice community. The position will develop request for proposals, hold bidders conferences if necessary and write contracts. The position is expected to develop project plans for the execution of and implementation of the steps required to build a justice information sharing system. The steps that are included within this phase of the VJISS project include; the development of software to exchange documents, implement mapping capabilities for crime analytical purposes and develop a subscription service. Addition query capabilities that will enhance the current system will also have to be developed.

How will the position do the job? - the position will be expected to conceptualize the project and determine business requirement. This will be done through the development of work groups made of criminal justice and justice practitioners who can articulate the business requirements and then turn them into technical requirements. The position will have to help with the vendor selection, system design, change management, configuration and development, testing of the new system and implementation. The position will require a working knowledge of the criminal justice system, and information technology. The position will need to use collaborative skills and facilitation skills in the performance of their duties. the position will also have to monitor the budget requirements for the project. The position will have to lead and work in a team environment and communicate effectively. Considerable knowledge of project management principles and practices is expected.

Why is this being done? The criminal justice system and justice professionals need an information sharing system that can provide information to the right person in a timely manner. The system that is being developed currently on has query capabilities. This system needs to be developed further to include the connection of a variety of databases, crime analytical tools (mapping) and the ability to electronically exchange documents between law enforcement, states attorneys, the courts and corrections. A fully functional information sharing system that includes the ability to query databases, push and pull information throughout the criminal justice system, subscribe to needed information and to publish information is our end result.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will have to collaborate, guide and facilitate with individuals from law enforcement, courts, states attorney's, defense attorney's, correctional personnel and victims advocates. This position will also have to monitor vendors who have bid on the relevant sections of this project. This person will also have to be able to communicate with and work with positions who have a high degree of technical knowledge of which the person in this position will have to understand the technical requirements of building an integrated information sharing system.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Cerification as a project manager will be helpful. However, experience managing large projects and a knowledge of the business requirements for operation of the criminal justice system can be substituted.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position will work independantly within the framework of grant and under the direction of the Director of the Division of Criminal Justice Services within the Department of Public Safety.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

An understanding of the technical requirements of a system as it relates to the business requirements of the criminal justice system. The position will have a high degree of knowledge about business and technical requirements associated with the criminal justice system and a justice information sharing system.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

During this project the position will be responsible for a budget of approximately \$1.4 Million. The position will also be responsible for providing the necessary reporting information to comply with ARRA stimulus funding requirements.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|--|-----------------------|
| Facilitating discussions between disparate work units | 50% |
| Providing compliance with state rules and procurement policies while maintaining the successful outcome of the project in a timely manner. | 25% |
| | |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|------|-----------------------|
| n/a | |
| | |
| | |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|------|------------|-----------------------|
| | | |
| | | |

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

| Type | How Much of the Time? |
|---------------------|-----------------------|
| office sitting | 75% |
| Driving to meetings | 25% |

Additional Information:

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

Any experience in managing broad diversity of project types with phased implementations that include multiple business units, vendors and consultants is expected.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

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

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

Managing diverse work units to ascertain business requirements and overall project management skills that enable the project to come in on time within budget is extremely important.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

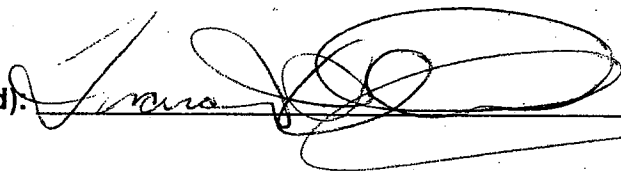
The ability to blend business requirement with technical requirements is the most important skill. This will allow for all justice practitioners to embrace the new technology.

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

4. Suggested Title and/or Pay Grade:

Project Manager PG 28

Supervisor's Signature (required):



Date:

10/23/09

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

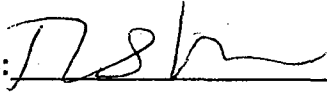
Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Not at this time

Suggested Title and/or Pay Grade:

TBD

Personnel Administrator's Signature (required):



Date:

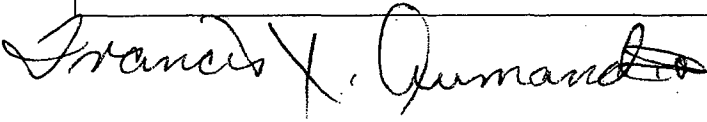
10/23/09

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Project Manager PG 28

Suggested Title and/or Pay Grade:



10/23/09

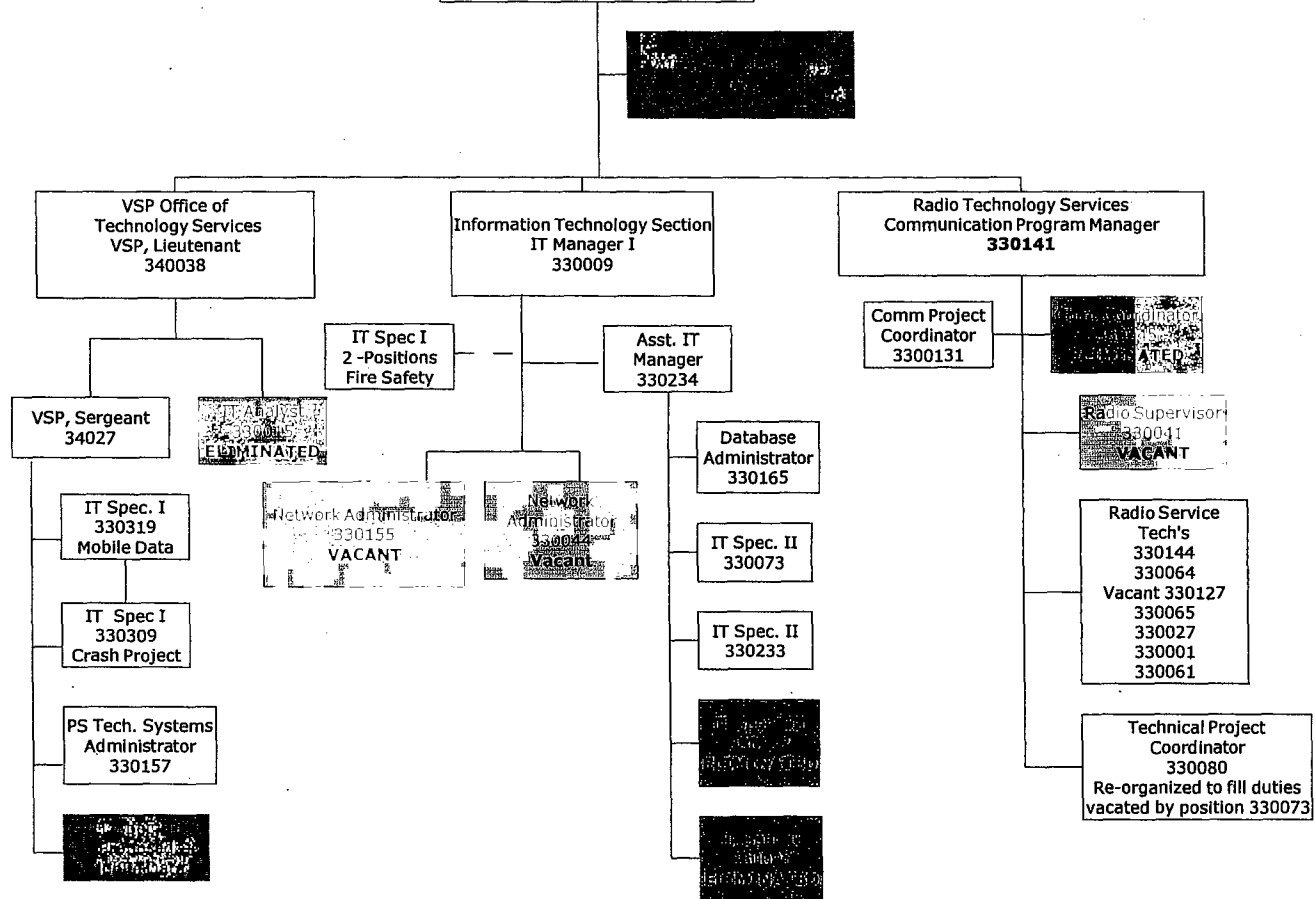
Appointing Authority or Authorized Representative Signature (required)

Date

Division of Criminal Justice Services

Technology Services

Division of Criminal Justice Services
 Division Director
 330130



Program Abstract

Assistance to Rural Law Enforcement to combat Crimes and Drugs

Agency/Applicant Name: Department of Public Safety/Vermont State Police
Title of the Project: Vermont Justice Information Sharing System (VJISS)
Continuation Project
Amount Requested: \$ 1,055,355.00
Category IV: Facilitating Rural Justice Information Sharing
Point of Contact: Francis (Paco) X. Aumand III
Telephone Number: 802 241-5488

Vermont fits the criteria of a rural state because the largest county, Chittenden County, has fewer than 150,000 people based on the most recent decennial census. The population of Chittenden County in the 2000 census is 146,570.

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established *service oriented architecture developed for the Vermont Justice Information Sharing System*. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the *Vermont Justice Information Sharing (VJISS) Executive Steering committee* and the *VJISS Technical Committee*. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. *Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.*

Program Narrative – Facilitating Rural Justice Information Sharing

Statement of the Problem

The State of Vermont does not have an integrated method for the electronic sharing of justice information. The Vermont law enforcement community has over the past 2 years developed the architecture for querying information between disparate computer aided/records management systems (CAD/RMS). A problem that needs to be corrected is the lack of linkage between the Vermont Criminal Information Center's sex offender registry and the Department of Correction's intake databases. Vermont does not have the capabilities that would allow information to be pulled from the Registry when any offender is admitted to Corrections (DOC), and pushed from DOC when a change in status occurs. There also is not an electronic mechanism to *push* and *pull* information throughout the justice system. In short, the system in Vermont relies on the exchange of paper. Likewise arrest information cannot be electronically sent to the State Attorney's or the Courts. Further, deployment of resources cannot be properly distributed for crime and incident trends because pin mapping is not in place on a statewide basis. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project, it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities.

Another problem that we wish to work on is the lack of mental health records made available to law enforcement. By partnering with the MHISSION-VT Behavioral Health Initiative, we will address the needs of Vermont veterans and other adults with trauma spectrum-illness, traumatic brain injury, serious mental illness and/or substance abuse who are or who are likely to become involved with the criminal justice system through identification, screening/assessment, and diversion from the criminal justice system to evidence-based treatment and supports.

Vermont desires to expand our justice information system (VJISS) by adding additional databases, by developing the *pushing and pulling* of information throughout our justice system, and by implementing a mapping program to overlay our record of crime and incidents. This grant request is intended to focus on the pushing and pulling of information through *document exchanges*, visually depicting crime and incidents through *mapping* and adding *additional databases* to query for information.

Program Design and Implementation

The following are objectives and outcomes for this grant project.

- Purchase *document exchange software that will allow for the push and pulling of information* from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).
 - Outcome will be the reduction of travel to physically exchange paper documents.
 - Measurements of the number of electronic exchanges of documents. This will be done by setting up electronically a baseline of use regarding the number of documents that are pushed or pulled throughout the system and then measuring the increase in use of the system. This tool will be factored into the scope of work in a request for proposal.
 - Real time exchanges of sex offender information from Corrections intake to posting at the sex offender registry.

- Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents.
- An outcome will be the implementation of a statewide mapping component.
- An outcome will be a survey of how many law enforcement personnel use the mapping for officer deployment purposes and crime depictions. This survey will be done every quarter for the 24 months of the grant.
- Purchase *database connectivity* for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-VT, database and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT) including connectivity to the FBI's National Data Exchange System (*N-DEx*) and connectivity with the Corrections victims notification system (VANS).
 - An outcome will be the calculation of the number of times the VJISS database queries are made. We will show this by establishing a baseline number of times queries are made and calculate the VJISS use every quarter for the 24 months of this grant.
 - An outcome will be the actual connectivity of the mentioned database sources.
- Initiate role based access to the services offered by VJISS, which will protect the civil rights, privacy rights of individuals and agency confidentiality of the data contained in the system.
 - Develop the scope of work, to be placed in the RFP, for the functionality of role based access into the software.

Job Creation:

This project proposes to hire one (1) information technology specialist who will serve as a project coordinator and the technical lead for this project along with user administration. The State of Vermont utilizes a formula based system for charging end users for information technology services. The Vermont Department of Public Safety also uses a formula system for charging its customers for information technology services. The technology end users in Vermont are accustomed to paying for technology services and this position will be included within our charge back systems and thus has a high likelihood of being a sustained position.

How the project will reach its stated goals?

We have purchased the Metatomix JIS software tool for searching disparate databases. We expect to build upon this service oriented architecture by adding searchable databases and the developing the push and pulling of information between justice agencies. The solution that the State of Vermont is looking for will contain turnkey, off the shelf implementation of:

- NIEM 2.0
- JIEM reference model
- Global Justice Reference Architecture
- Global Federated Identity and Privilege management (GFIPM)
- Industry Standards for web services.

The VJISS technical committee was instrumental in the development and review of the RFP that lead to the purchase of the Metatomix software and this group (which has a vast justice agency membership) will be used again. Law enforcement will be a key player in the purchase of the mapping component. However, we already have a mapping system in place through the Vermont Crime On Line system and we expect to build upon that tool increasing its functionality and use by linking it to more databases (through VJISS) and making it widely available to all

people and agencies having access to VJISS. The scope of work necessary for bidding will be established through the VJISS technical committee and bid in accordance with State of Vermont purchasing policy (Bulletin 3.5). The project will be implemented by establishing a contract with the selected vendor that will include a vendor project manager who will interact with the staff at the Department of Public Safety. It is our intent to purchase a commercial off the shelf (COTS) software package or purchase software that is easily customized by the vendor to meet the needs of the State of Vermont. Any software or hardware that is purchased will be a "turnkey" solution that includes vendor project management and vendor design based on VJISS functional requirements. The VJISS steering and technical committees, made up of representatives from all three branches of state government and local government representatives, will guide this project.

Combating crime and improving the functions of the criminal justice system:

The development of VJISS will improve the exchange of electronic information throughout the justice system in Vermont. Placed – based activities, current crime, crash and traffic-related data, time of day and day of the week are the building blocks for the data driven approaches to combating crime. The creation of an integrated *mapping* component in VJISS that overlays this crime and incident related information will enable agencies to identify problem locations, crime hot spots and the proper deployment of police personnel in these areas. This will provide great opportunities for agencies to combat crime and will have a lasting effect on improving public safety.

The improved transfer of information for such activities as connecting sex offender information between the Department of Corrections and the Vermont Criminal Information Center will allow for real time information on sex offenders, effectively increasing public safety. This will be a great benefit to improving the functioning of the criminal justice system. The

connection of the MHISSION database (*Mental Health Service System Interactive Online Network For Vermont*) to VJISS will allow law enforcement personnel to have relevant and entitled veterans mental health information on individuals they come in contact with. This will aid in the treatment and handling decisions at the gateway of the criminal justice system providing for proper placement of the individual in either the mental health care system or the criminal justice system. We believe that in many cases, individuals are routed into the criminal justice system when they could be diverted into other appropriate care situations such as the mental health care system or court diversion. Thus, this sharing of information will save time to treatment and save court time, all of which saves money, enhances the effectiveness of the criminal justice system and provides for better treatment for the individual.

Capabilities/Competencies

VJISS Governance

The Vermont Justice Information Sharing System (VJISS) is a project that is currently managed by a consortium of criminal justice agencies within Vermont State Government. The executive leaders from each of the State departments make up the *VJISS steering committee*. Each of the departments mentioned contribute personnel to a *VJISS technical committee* that provides strategic and tactical guidance to the steering committee. *Local law enforcement*, also have members on the technical committee. The project lead will be the Division Director of the Division of Criminal Justice Services and all the technology resources of the Division will be used. *Collaboration* will occur through a close working relationship with the personnel mentioned above. For the system to be implemented collaboration will be necessary.

The State of Vermont realizes the importance of tracking and monitoring the ARRA grants. The State's Department of Finance and Management has set up a special fund code in

order to track ARRA grant funding. The department of Public Safety will add another level of tracking by asking Finance and Management to set up unique project/grant codes to track expenditures of individual ARRA grants. Public Safety will run monthly financial reports that capture expenditures based on the fund and project/grant codes. We will use these monthly reports to perform drawdown's.

Impact/Outcomes, Evaluation, Sustainment, and Description of the Plan for the Collection of Data

The Department of Public Safety is willing to participate in an evaluation to be managed by the National Institute of Justice. The Department of Public Safety's Division of Criminal Justice Services (DCJS), also includes the Vermont Forensic Laboratory which has participated in evaluations conducted by the National Institute of Justice. The Criminal Justice Services Division Director will be the person directly responsible for the management of this grant. The DCJS also manages a statewide law enforcement records management system that has been operational since 1996 and is located with 93% of the police departments within Vermont. DCJS also provides other statewide database services that are used by 100% of the police departments. The VJISS (query tool) has been operational since 2008. Therefore, DCJS has the capabilities to participate in any evaluation and produce any data set needed to meet the needs of this evaluation.

Effectiveness

The effectiveness of this grant project will be first, the development, purchase and implementation of the software mentioned in the goals and objectives. Second, the database will generate reports indicating the number of times the software is used. The following data will be collected.

- The number of times the system is queried.

- The number of transactions that are exchanged.
- The number of police department using the system.

Finally, surveys will be conducted amongst law enforcement and corrections personnel to determine the effectiveness of this software. Specifically,

- Has the system reduced travel to deliver paperwork and how much travel has been reduced?
- Has the use of the system diverted persons involved in incidents to a mental health provider that otherwise would have gone untreated or into the court system?
- Has officer safety or public safety been enhanced through the added real time information provided through the sex offender registry?

Sustainability

The costs associated with this project involve ongoing maintenance agreements and the cost of one staff position. Server hardware replacement costs will be a factor in future years but are already part of the existing core system therefore, they will have to be replaced regardless of this grant award. Because the core hardware system is already in place, which is indicative of a previous commitment to support the development of the Vermont Justice Information Sharing System (VJISS), software maintenance and personnel costs can be sustained through a formula charge back system that is already being used to support the delivery of the Department of Public Safety's current technology "system of services". The efficiencies gained by police departments moving away from a paper based delivery system to an electronic delivery system will more than offset the costs associated with their added fees for VJISS support.

Grant Application Identifier:
Proposed Grant Period:

| |
|---|
| Vermont 2009 Assistance to Rural Law Enforcement to Combat Crimes and Drugs (Category IV) |
| 8/1/2009-7/31/2011 |

Adapted for VT DPS from OMB 1121-0188

Budget Detail Worksheet (see Attachment 3b for Budget Narrative)

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

| Name, Position / Title | Computation | | | Total Hours | Cost for the Period |
|--------------------------------------|-------------|---------------------------|-------------------|-------------|---------------------|
| | Hourly Rate | X Number of Hr's Per Week | X Number of Weeks | | |
| 1. Information Technology Specialist | \$29.54 | 40 | 104 | 4,160 | \$122,886.40 |
| Total Personnel | | | | | \$122,886.40 |

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

| IT Specialist | Rate | Computation | | Cost |
|---|----------|-------------|--------------|---------------------|
| | | | | |
| FICA | 7.65% | X Salary | \$122,886.40 | \$9,400.81 |
| Retirement | 12.30% | X Salary | \$122,886.40 | \$15,115.03 |
| Health Insurance | \$5.19 | X Hours | 4,160.00 | \$21,590.40 |
| Life Insurance | 0.35% | X Salary | \$122,886.40 | \$430.10 |
| Dental Insurance | \$0.27 | X Hours | 4,160.00 | \$1,123.20 |
| EAP (Employee Assistance Program) | \$0.0145 | X Hours | 4,160.00 | \$60.32 |
| Worker's Comp | 0.48% | X Salary | \$122,886.40 | \$589.85 |
| Total Fringe | | | | \$48,309.71 |
| TOTAL PERSONNEL AND FRINGE BENEFITS: | | | | \$171,196.11 |

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

| | | | | | | |
|------------------------|-------|----------|---|----|--------|-------------------|
| DOJ Grant Meeting; | | | | | | |
| 1. Washington, DC | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 575.00 | \$ 1,150.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 225.00 | \$ 1,800.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ 120.00 |
| DOJ Grant meeting; New | | | | | | |
| 2. England location | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 800.00 | \$ 1,600.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 125.00 | \$ 1,000.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ 120.00 |
| TOTAL TRAVEL | | | | | | \$6,302.00 |

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

| | | | | | | |
|---------------------------------|--|-----|--|----|---------------|---------------------|
| TurnkeyPush/Pull Document | | | | | | |
| 1. Exchange Software | | | | | | |
| | | 1 @ | | \$ | 450,000.64 ea | \$ 450,000.64 |
| 2. Turnkey Pin Mapping Software | | | | | | |
| | | 1 @ | | \$ | 300,000.00 ea | \$ 300,000.00 |
| TOTAL EQUIPMENT: | | | | | | \$750,000.64 |

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

TOTAL SUPPLIES: \$0.00

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

TOTAL CONSTRUCTION: \$0.00

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

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

Sub-Total: \$0.

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

Sub-Total: \$0.

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

Contract for connecting outside

1. databases to VJISS Metatomix, Inc \$ 120,000.00

TOTAL CONTRACTS / CONSULTANTS: \$120,000.00

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

| | | | | | |
|---------------------------------|-----------------------|----|--------------|----|----------|
| 1. VISION Accounting System | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 2. DII fees | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 3. Single Audit Cost Allocation | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |

TOTAL OTHER: \$7,856.25

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

TOTAL INDIRECT: \$0.00

TOTAL PROJECT COST: \$1,055,355.00

Budget Summary

| <u>Budget Category</u> | <u>Amount</u> |
|----------------------------|-----------------------|
| A. Personnel | \$122,886.40 |
| B. Fringe Benefits | \$48,309.71 |
| C. Travel | \$6,302.00 |
| D. Equipment | \$750,000.64 |
| E. Supplies | \$0.00 |
| F. Construction | \$0.00 |
| G. Consultants/Contracts | \$120,000.00 |
| H. Other | \$7,856.25 |
| Total Direct Costs | \$1,055,355.00 |
| I. Indirect Costs | \$0.00 |
| TOTAL PROJECT COSTS | \$1,055,355.00 |
| | |
| Federal Request | \$1,055,355.00 |
| Non-Federal Amount | \$0 |

Budget Narrative – Attachment 3b

A. Personnel &

IT Specialist \$122,886.40

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. The standard State of Vermont benefits will apply for this position. This position will be hired for a two year period and the State of Vermont will commit to a third year funding. The third year will be funded through a chargeback to the mobile data computer users. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the third year through increasing the charges to the user agencies.

B. Fringe Benefits

IT Specialist \$48,309.71

The standard State of Vermont fringe benefits will be applied to the position above. See budget detail for rates.

C. Travel

Grant meetings \$6,302.00

Out of state travel is necessary to comply with the grant requirements for this application. Travel is budgeted for two personnel to travel to two grant meetings one in the Washington, D.C. area and one outside of Washington, D.C. area.

D. Equipment

Push/Pull Document Exchange Software \$450,000.64

The purchase of this software will be competitively bid. The VJISS Technical Committee has already performed a Justice Information Exchange Modeling exercise that has given the State the information mapping schema for the exchange of justice information. This software will be NIEM compliant. The technical committee will work collaboratively to build the scope of work for this software purchase. Building upon the software already in place a preliminary estimated cost of the type of software by Metatomix, Inc. is approximately \$450,000.64.

Pin Mapping Software \$300,000.00

The visual tools necessary for the analysis of information to enable decision makers to move to data driven approaches for managing crime and incidents. The Pin Mapping module is designed to improve agency investigations, supply crucial information for effective decision-making, and provide a valuable tool for tracking,

analyzing, and displaying crime statistics in a specific jurisdiction. Full integration with our current computer aided dispatch and records management (CAD/RM) system will give the department the power to conduct more thorough investigations by having access to critical information stored in the database. The department will also be able to use the searching capabilities for investigative research on suspects, burglaries, violent crimes, auto thefts, and more.

Key Features

- **Customizable Visual Display** that can be saved for later use
- **Comprehensive Toolbar** to adjust map layers, colors, and incidents shown
- **Distance Measuring Tools** help identify related crimes and suspects
- **Map Layer Viewing Options** include orthographic, street, fire, and water

Advantages

- Customizable display provides users with the capability to identify high crime regions, and collaborate effectively to reduce crime in those areas.
- Distance measuring tools allow agencies to detect and analyze related crimes and suspects by identifying spatial relationships.
- User-defined maps supply critical information by allowing agencies to see specific areas, crimes, or records, and adjust the color, size, and incidents shown on the map display.
- Searching the databases name, property, vehicle, and law incident records can be accessed directly from the map for easy reference, and improved investigative capabilities

E. Supplies

None requested

F. Construction

None requested

G. Consultants/Contracts

Contract \$120,000.00

A contract will be entered with Metatomix, Inc. for the addition of up to six (6) databases that will be searchable by name, incident number, vehicle, and location. These databases will include:

- TASP (Teen Alcohol Safety Program)
- Victims Notification Services
- MHSSION (*Mental Health Service System Interactive Online Network For Vermont*)
- Middlebury Police Department CAD/RMS
- Montpelier Police Department CAD/RMS
- FBI N-DEX (National law enforcement Data Exchange)

The query tool that is proprietary software purchased through Metatomix, Inc. is currently operational. It is our intent to build upon this tool. Because the software is proprietary we expect to sole source this portion of the contract. However, the State of Vermont purchasing and contract policy (Bulletin 3.5) will be followed.

H. Other Costs

VISION (Statewide Accounting System) \$2,618.75

This is a direct charge associated with all financial transactions, which include accounts payable and receivable transactions. The cost provides access to the statewide integrated financial management system, which allows us to process grant-related transactions and to produce financial reports for the grant.

DII \$2,618.75

This is a direct charge associated with all Information Technology purchases, including the procurement of hardware, software or professional services. The cost includes support for enterprise solutions such as server infrastructure; information sharing systems and technical architecture.

Single Audit Allocation \$2,618.75

This is a direct charge associated with Vermont's statewide Single Audit as required by OMB Circular A-133.

I. Indirect Costs

None requested.

Project Timeline

Project Overview:

The *Department of Public Safety (DPS)* is the responsible agency for the management of this grant. Division of Criminal Justice Services, *Director Francis Aumand* will be the project's lead person. A consortium of support from agencies that are part of the VJISS steering committee and local law enforcement agencies will be utilized.

Goal

Add several justice databases from state and federal agencies that will allow for quick query of their information.

Objective

Purchase database connectivity for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-VT, which is short for "Mental Health Service System Interactive Online Network For Vermont database, and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT); including connectivity to the FBI's National Data Exchange System (N-DEX) and connectivity with the Corrections victims notification system (VANS).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|---------------------------|-------------------------------|---|
| Hire IT Specialist | DPS/VJISS | 4 th Quarter 2009 |
| Write Contract | DPS | Aug. 2009 – Sept 2009 |
| Execute contract | DPS | October 2009 |
| Connect TASP | DPS/vendor/Diversion | Nov. 09 – Feb. 2010 |
| Connect N-DEX | DPS/vendor/FBI | 2 nd Quarter 2010 |
| Connect CAD/RMS | DPS/vendor/PD's | 1 st Quarter 2010 |
| Measure Number of Queries | DPS | Starting Feb. 2010 and every quarter thereafter |

Goal

To provide data driven approaches to deployment of law enforcement officers that will help combat crime through the development of mapping capabilities.

Objective

Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|-----------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 1 st Quarter 2010 |
| Seek RFP Approval | DPS | April 1, 2010 |
| Bid Purchase | DPS | 2 nd Quarter 2010 |
| Award Contract | DPS/VJISS | 3 rd Quarter 2010 |
| Implement Mapping | DPS | 3 rd and 4 th Quarter 2010 |
| Measure it use | DPS | 4 th Quarter 10 and beyond |

Goal

Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not on paper.

Objective

Purchase document exchange software that will allow for the push and pulling of information from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|--------------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 2 nd Quarter 2010 |
| Seek RFP Approval | DPS | July 1, 2010 |
| Bid Purchase | DPS | 3 rd Quarter 2010 |
| Award Contract | DPS/VJISS | 4 rd Quarter 2010 |
| Implement Document Exch. | DPS | 1 st and 2 nd Quarter 2011 |
| Train on software | DPS/VJISS | 1 st through 3 rd Quarter 11 |
| Measure its use | DPS | 1 st Quarter 11 and beyond |

Position Descriptions

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. It is expected that this person will be the project coordinator and have sufficient technical knowledge to implement the project with the assistance of the hired contractor/vendor. A job description is listed below.

PUBLIC SAFETY INFORMATION TECHNOLOGY SPECIALIST

Class Definition:

Technical work providing support for the operation of large and small computer and telecommunications systems, all operating systems, security standards and protocols within the systems, hardware configurations and network connections for a department or agency of Vermont State Government. Incumbents in this class are expected to perform assignments with a high degree of independent action and may provide some instruction or assistance to entry level specialists. Work is performed under the supervision of an administrative or technical supervisor.

Examples of Work:

Works with department and unit staff to establish optimal solutions to computing or telecommunications problems and performs the design of technical solutions. Designs new computer applications and modifications to existing systems, specifically in the mobile environment. Installs and analyzes operating systems, network configurations, communications, and software. Responsible for in-house computer system or network including development of applications and system maintenance. Reviews and recommends technical purchases. Responds to user problems and works with users on problem definition and solutions. Performs hardware and software evaluations. Executes security provisions in accordance with established procedures. Provides reports as assigned. Performs related duties as required.

This position will be hired for a two year period. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the out years through increasing the charges to the user agencies.

The following is the resume of the individual (grant contact person) named in this grant application that will lead this project.

Francis X. Aumand III

EDUCATION

Master of Science in Administration Years Attended (Ex:1992- 96)
SAINT MICHAEL'S COLLEGE COLCHESTER, VERMONT

EMPLOYMENT

Director Years Employed (Ex: 1994 -Present)
DIVISION OF CRIMINAL JUSTICE SERVICES WATERBURY, VERMONT 05673
Vermont Department of Public Safety

Manages the activities of a diverse group of criminal justice information and technology related sections. Oversight responsibility for the planning and direction of the *Vermont Crime Information Center, Vermont Forensic Laboratory, Electronic Communication Section, the Governor's Highway Safety Program and the Information Technology Section*. Involved in managing several major *information technology projects* including the conversion of the Department's analog radio microwave network to a digital network; and the development of the *Vermont Justice Information Sharing System*. Also oversee the governance and policy development of Vermont's statewide law enforcement CAD/RMS. The Division is staffed with 70 personnel and has an annual budget of approximately **\$12.9 Million Dollars**.

Executive Director Years Employed (Ex: 1990 - 94)
VERMONT CRIMINAL JUSTICE TRAINING COUNCIL PITTSFORD, VERMONT

Responsible for the management of a residential training facility that had living and dining facilities. Plans and directs basic and in-service training and issues certifications to the law enforcement officers in Vermont

Chief of Police Years Employed (Ex: 1983 - 90)
BELLOWS FALLS VILLAGE CORPORATION BELLOWS FALLS, VERMONT

Started employment with the Bellows Falls Police Department in 1976 and progressed through different ranks until being promoted to Chief in 1983.

Affiliations

Elected, Chairman of the Board of Directors, Search Group Inc., 2005-present
FBI APB, Information Sharing Sub Committee, Member
Global Privacy and Information Quality Working Group, Member 2006- present

Global Intelligence Working Group's, Privacy in Fusion Center sub committee, Member 2007

Compact Council's Policy and Planning sub committee, Member 2006 - present

Chair of the Law and Policy Program Advisory Committee for **Search Group Inc.**, 2003

Appointed Vermont's representative to **Search Group Inc.** by Governor Howard Dean in 1996 and re-appointed by Governor James Douglas in 2003.

Chair, Vermont law Enforcement Advisory Board, 2004-2006

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 24, 2009

Commissioner Thomas Tremblay
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101

Dear Commissioner Tremblay:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing in the amount of \$1,055,355 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, Flora Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauric Robinson".

Lauric Robinson
Acting Assistant Attorney General

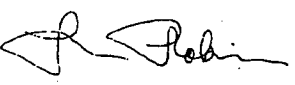
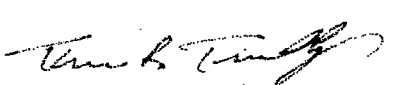
Enclosures



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 9

| | | | |
|--|----------------------------|--|----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101 | | 4. AWARD NUMBER: 2009-SD-B9-0206 | |
| | | 5. PROJECT PERIOD: FROM 08/01/2009 TO 07/31/2011 BUDGET PERIOD: FROM 08/01/2009 TO 07/31/2011 | |
| | | 6. AWARD DATE 08/24/2009 | 7. ACTION Initial |
| 1A. GRANTEE IRS/VENDOR NO. 036000274 | 8. SUPPLEMENT NUMBER 00 | | |
| | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| 3. PROJECT TITLE Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant | | 10. AMOUNT OF THIS AWARD \$ 1,055,355 | |
| | | 11. TOTAL AWARD \$ 1,055,355 | |
| 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 Recovery Act (BJA - Rural Law Enforcement) Pub. L. No. 111-5, 123 Stat. 115, 130 | | | |
| 15. METHOD OF PAYMENT PAPRS | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General | | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Thomas Tremblay Commissioner | |
| 17. SIGNATURE OF APPROVING OFFICIAL  | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  | 19A. DATE 9/3/09 |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES | | 21. ISDUGT3377 | |
| FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. REG. |
| 9 | B | SD | 80 |
| | | | 00 |
| | | | 00 |
| | | | 1055355 |

| | | |
|--|--|---|
| ARRA ACTIVITY ACCEPTANCE REQUEST Revision? <input type="checkbox"/> Yes Revision Date: _____ | <input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1) | <input type="checkbox"/> Other ARRA Activity |
| INSTRUCTIONS: This form is to be completed by the grantee and submitted for review to the Vermont Department of Public Safety. It is required for all ARRA Discretionary Grants and 2) ARRA Discretionary Grants for ARRA Title B, C, E, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z and 3) PRF Discretionary Grants for ARRA funding for Individual Entitlement. | | |
| NOTE: Incomplete forms will be returned to departments and will result in the delay of funding. | | |

JFO 2415

| | | | | | |
|---|--|--|--|---|--|
| 1. Agency (ARRA-F): | | 2. Department (ARRA-F): Public Safety | | 3. DUNS # (ARRA-C): 809376692 | |
| 4. Office Location: | | City/Town: Waterbury | | County: Washington | |
| 5. ARRA Activity (ARRA 1-01): Vermont Justice Information Sharing System | | | 6. ARRA Code (ARRA 2-1): I99 - Crime & Legal-Related N.E.C. | | |
| 7. Legal Title of Grant: Recovery Act – Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program | | | | | |
| 8. Federal Agency Award # (ARRA-B): 2009-SD-B9-0206 | | | 9. CFDA # (ARRA-E): 16.810 | | |
| 10. Federal Funding Agency's US Treasury Account Symbol (TAS): | | | | (if provided by the federal funding agency) | |
| 11. Federal (or VT) Funding Agency (ARRA-A): U.S. Dept. of Justice | | | 12. Award Date: 8/24/2009 | | |
| 13. Award Amount: \$1,055,355 | | | 14. Check if this amount is an estimate: <input type="checkbox"/> | | |
| 15. Grant Period (ARRA-H) From: | | 8/1/2009 | | To: 7/31/2011 | |
| 16. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: 7/31/2011 and/or <input checked="" type="checkbox"/> Spent by Date: 7/31/2011 | | | | | |

17. Purpose of Grant/ARRA Narrative (ARRA 2-02):

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established service oriented architecture developed for the Vermont Justice Information Sharing System. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

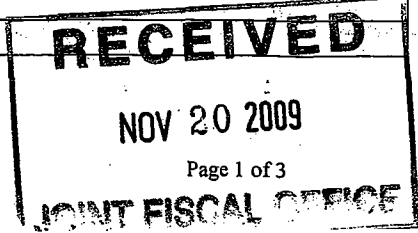
The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the Vermont Justice Information Sharing (VJISS) Executive Steering committee and the VJISS Technical Committee. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.

18. Area that will Benefit (name the state, county, city or school district): Vermont (statewide)



19. Impact on existing program if grant is not Accepted:

If not accepted, the State of Vermont would continue to operate without an integrated method of justice information electronic sharing.

20. BUDGET INFORMATION (Note: the total of columns A+B+C must equal the total of columns D+E+F)

| Column Reference | A | B | C | D | E | F |
|---------------------------------|-------------------------------|-----------|-------------------|---------------------------------|-----------|-------------------|
| | ←-----State Fiscal Year-----→ | | | ←-----Federal Fiscal Year-----→ | | |
| Fiscal Year | SFY 2009 | SFY 2010 | SFY 2011 & Beyond | FFY 2009 | FFY 2010 | SFY 2011 & Beyond |
| Expenditures: | | | | | | |
| Personnel Costs | \$ | \$63,072 | \$108,124 | \$ | \$90,103 | \$81,093 |
| 3 rd Party Contracts | \$ | \$44,205 | \$75,795 | \$ | \$63,150 | \$56,850 |
| Operating Expenses | \$ | \$281,526 | \$482,633 | \$ | \$402,180 | \$361,979 |
| Grants/Sub-Awards | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Expenditures | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| Revenues: | | | | | | |
| State Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| Cash | \$ | \$ | \$ | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ | \$ | \$ | \$ |
| ARRA Federal Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Direct Costs) | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| (Statewide Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| (Dept'l Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| Sub-total ARRA Funds | \$ | \$ | \$ | \$ | \$ | \$ |
| Other Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Other Federal) | \$ | \$ | \$ | \$ | \$ | \$ |
| (list source) | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Revenues | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |

Comments about expenditures or revenues may be made in the space provided below:

21. VISION Tracking Information:

| DeptID/Appropriation: | Other VISION Chartfield (funds, programs or projects) | Total Amount (all FYs) | Comments |
|-----------------------|---|------------------------|--|
| 2140021000 | Fund 22040, Project#21009 | \$1,055,355 | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | Total | \$1,055,355 | This Total MUST agree with the total of Item 10, columns A+B+C above |

PERSONAL SERVICE INFORMATION

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

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

| 23. State Position Information and Title(s): | # Existing Positions Retained | Est. Annual Regular Hours | # Positions Created (New) | Est. Annual Regular Hours |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|
| Project Manager | | | 1 | 2,080 |
| | | | | |
| | | | | |

| | | |
|-----------------|---|------|
| Total Positions | 1 | 2080 |
|-----------------|---|------|

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?
 YES - Form attached or No new positions created

25. Equipment and space for these positions: Is presently available. Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"? Yes No If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):
 1. To Preserve & create jobs & promote economic recovery.
 2. To assist those most impacted by the recession.
 3. To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
 4. To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
 5. To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

| | | |
|--|--|--|
| 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). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto: | ARRA Activity Manager: <i>Francis X. Aumand III</i> | Date: 9-14-09 |
| | Name: Francis (Paco) X. Aumand III | Title: Director, Criminal Justice Services |
| | Department Head: <i>Thomas R. Tremblay</i> | Date: 9/28/09 |
| | Name: Thomas R. Tremblay | Title: Commissioner |
| Agency Secretary (if required): | | Date: |
| Name: | Title: | |

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

To Release Spending Authority in VISION: FY 20 _____ \$ Citation(s): Not yet appropriated 10-5-09 DS

| | | | |
|---|---------------|--|----------------|
| Analyst (initial): <i>DB</i> | Date: 10-5-09 | Commissioner Finance & Management initial): <i>[Signature]</i> | Date: 11/15/09 |
| Assigned ESR Director's Signature: <i>[Signature]</i> | Date: 9/30/09 | | |

*** Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 ***

30. SECRETARY OF ADMINISTRATION

Check One Box: Accepted (Secretary's signature or designee) *[Signature]* Date: 11/17/09
 Rejected Date:

31. ACTION BY GOVERNOR

Check One Box: Request to JFO (Governor's signature or designee) *[Signature]* Date: 11/6/09
 Rejected Date:

32. SENT TO JFO

Sent to JFO Date:

*** Section 33 is a required section ***

33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST (check all that apply):

| | | |
|---|---|---|
| <input type="checkbox"/> Notice of Award or Proof of Award (REQUIRED) | <input type="checkbox"/> Dept. project approval (if applicable) | <input type="checkbox"/> Grant (Project) Timeline (if applicable) |
| <input type="checkbox"/> Request Memo | <input type="checkbox"/> Governor's Certification (if applicable) | <input type="checkbox"/> Request for Extension (if applicable) |
| <input type="checkbox"/> Grant Agreement | <input type="checkbox"/> Notice of Donation (if any) | <input type="checkbox"/> Form AA-1PN attached (if applicable) |
| | <input type="checkbox"/> Position Request Form(s) | |

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

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

Agency/Department: Public Safety Date: 09/11/09

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
- Positions funded and attached to an existing grant approved by JFO # _____

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

U.S. Department of Justice
FY09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing
See attached application and award document.

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

| <u>Title* of Position(s) Requested</u> | <u># of Positions</u> | <u>Division/Program</u> | <u>Grant Funding Period/Anticipated End Date</u> |
|--|-----------------------|---------------------------|--|
| Project Manager | 1 | Criminal Justice Services | immediately thru 7/31/11 |

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

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

The Department of Public Safety was awarded Recovery Act funding in order to improve Justice Information Sharing within the State of Vermont. The goals of this project will not be able to be met without the oversight of an IT Project Manager. The Department of Public Safety will not be able to go forward with this project without the IT Project Manager, and would therefore have to forfeit the funding back to the federal government.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Tom R. Tindley 10/19/09
 Signature of Agency or Department Head Date

Melvin Paul 10/30/09
 Approved/Denied by Department of Human Resources Date

Jim Risher 11/5/09
 Approved/Denied by Finance and Management Date

Tom R. Tindley 11/5/09
 Approved/Denied by Secretary of Administration Date

Comments:

RECEIVED NOV 4 2009

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

| | | |
|-----------------------------------|---------------------------|-----------------------------|
| Notice of Action # _____ | | Date Received (Stamp) _____ |
| Action Taken: _____ | | |
| New Job Title _____ | | |
| Current Class Code _____ | New Class Code _____ | |
| Current Pay Grade _____ | New Pay Grade _____ | |
| Current Mgt Level _____ B/U _____ | OT Cat. _____ | EEO Cat. _____ FLSA _____ |
| New Mgt Level _____ B/U _____ | OT Cat. _____ | EEO Cat. _____ FLSA _____ |
| Classification Analyst _____ | Date _____ | Effective Date: _____ |
| Comments: _____ | | Date Processed: _____ |
| Willis Rating/Components: _____ | Knowledge & Skills: _____ | Mental Demands: _____ |
| | Working Conditions: _____ | Accountability: _____ |
| | Total: _____ | |

Incumbent Information:

Employee Name: Employee Number:

Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title, and Phone Number:

How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored

Vacant Position Number: Current Job/Class Title:

Agency/Department/Unit: Work Station: Zip Code:

Supervisor's Name, Title and Phone Number:

Type of Request:

Management: A management request to review the classification of an existing position, class, or create a new job class.

Employee: An employee's request to review the classification of his/her current position.

1. Job Duties

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

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

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

What it is? - this position will help develop the next phases of the Vermont Justice Information Sharing System (VJISS). The position will provide oversight and management to the project by guiding and developing business requirements for justice information that needs to be shared throughout the justice community. The position will develop request for proposals, hold bidders conferences if necessary and write contracts. The position is expected to develop project plans for the execution of and implementation of the steps required to build a justice information sharing system. The steps that are included within this phase of the VJISS project include; the development of software to exchange documents, implement mapping capabilities for crime analytical purposes and develop a subscription service. Addition query capabilities that will enhance the current system will also have to be developed.

How will the position do the job? - the position will be expected to conceptualize the project and determine business requirement. This will be done through the development of work groups made of criminal justice and justice practitioners who can articulate the business requirements and then turn them into technical requirements. The position will have to help with the vendor selection, system design, change management, configuration and development, testing of the new system and implementation. The position will require a working knowledge of the criminal justice system, and information technology. The position will need to use collaborative skills and facilitation skills in the performance of their duties. the position will also have to monitor the budget requirements for the project. The position will have to lead and work in a team environment and communicate effectively. Considerable knowledge of project management principles and practices is expected.

Why is this being done? The criminal justice system and justice professionals need an information sharing system that can provide information to the right person in a timely manner. The system that is being developed currently on has query capabilities. This system needs to be developed further to include the connection of a variety of databases, crime analytical tools (mapping) and the ability to electronically exchange documents between law enforcement, states attorneys, the courts and corrections. A fully functional information sharing system that includes the ability to query databases, push and pull information throughout the criminal justice system, subscribe to needed information and to publish information is our end result.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (not an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may collaborate, monitor, guide, or facilitate change.

This position will have to collaborate, guide and facilitate with individuals from law enforcement, courts, states attorney's, defense attorney's, correctional personnel and victims advocates. This position will also have to monitor vendors who have bid on the relevant sections of this project. This person will also have to be able to communicate with and work with positions who have a high degree of technical knowledge of which the person in this position will have to understand the technical requirements of building an integrated information sharing system.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Cerification as a project manager will be helpful. However, experience managing large projects and a knowledge of the business requirements for operation of the criminal justice system can be substituted.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position will work independantly within the framework of grant and under the direction of the Director of the Division of Criminal Justice Services within the Department of Public Safety.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

An understanding of the technical requirements of a system as it relates to the business requirements of the criminal justice system. The position will have a high degree of knowledge about business and technical requirements associated with the criminal justice system and a justice information sharing system.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

During this project the position will be responsible for a budget of approximately \$1.4 Million. The position will also be responsible for providing the necessary reporting information to comply with ARRA stimulus funding requirements.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|--|-----------------------|
| Facilitating discussions between disparate work units | 50% |
| Providing compliance with state rules and procurement policies while maintaining the successful outcome of the project in a timely manner. | 25% |
| | |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|------|-----------------------|
| n/a | |
| | |
| | |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|------|------------|-----------------------|
| | | |
| | | |

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

| Type | How Much of the Time? |
|---------------------|-----------------------|
| office sitting | 75% |
| Driving to meetings | 25% |

Additional Information:

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

Any experience in managing broad diversity of project types with phased implementations that include multiple business units, vendors and consultants is expected.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

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

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

Managing diverse work units to ascertain business requirements and overall project management skills that enable the project to come in on time within budget is extremely important.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

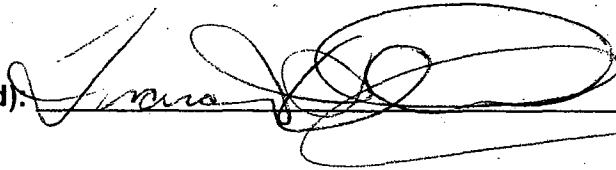
The ability to blend business requirement with technical requirements is the most important skill. This will allow for all justice practitioners to embrace the new technology.

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

4. Suggested Title and/or Pay Grade:

Project Manager PG 28

Supervisor's Signature (required):



Date:

10/23/09

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

Organizational charts are **required** and must indicate where the position reports.

Draft job specification is **required** for proposed new job classes.

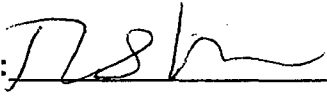
Will this change affect other positions within the organization? If so, describe how, (for example, have duties been shifted within the unit requiring review of other positions; or are there other issues relevant to the classification review process).

Not at this time

Suggested Title and/or Pay Grade:

TBD

Personnel Administrator's Signature (required):



Date:

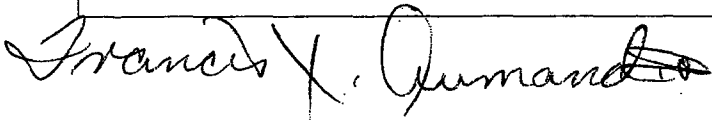
10/23/09

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Project Manager PG 28

Suggested Title and/or Pay Grade:



10/23/09

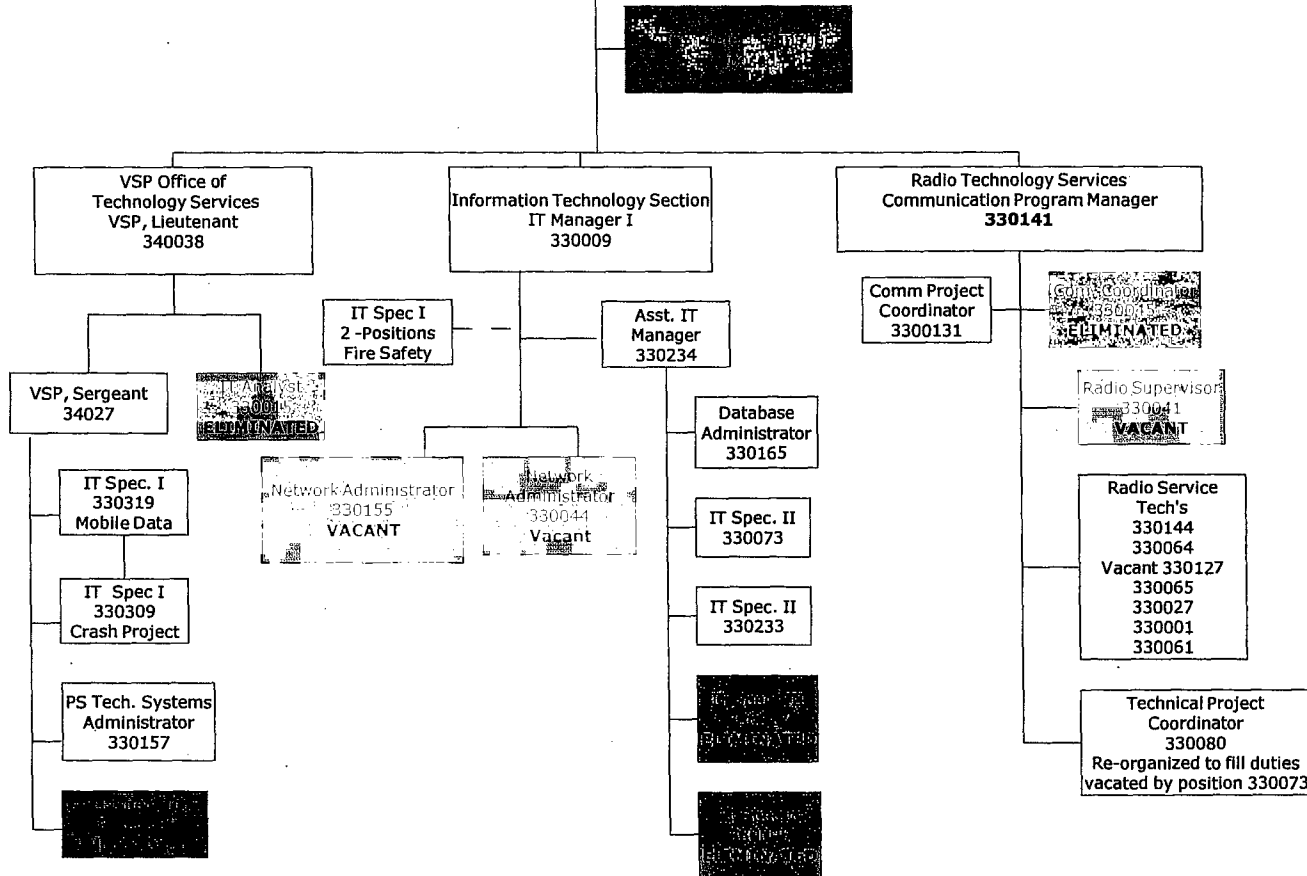
Appointing Authority or Authorized Representative Signature (required)

Date

Division of Criminal Justice Services

Technology Services

Division of Criminal Justice Services
 Division Director
 330130



[REDACTED]

Program Abstract

Assistance to Rural Law Enforcement to combat Crimes and Drugs

Agency/Applicant Name: Department of Public Safety/Vermont State Police
Title of the Project: Vermont Justice Information Sharing System (VJISS)
Continuation Project
Amount Requested: \$ 1,055,355.00
Category IV: Facilitating Rural Justice Information Sharing
Point of Contact: Francis (Paco) X. Aumand III
Telephone Number: 802 241-5488

Vermont fits the criteria of a rural state because the largest county, Chittenden County, has fewer than 150,000 people based on the most recent decennial census. The population of Chittenden County in the 2000 census is 146,570.

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established *service oriented architecture developed for the Vermont Justice Information Sharing System*. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the *Vermont Justice Information Sharing (VJISS) Executive Steering committee* and the *VJISS Technical Committee*. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. *Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.*

Program Narrative – Facilitating Rural Justice Information Sharing

Statement of the Problem

The State of Vermont does not have an integrated method for the electronic sharing of justice information. The Vermont law enforcement community has over the past 2 years developed the architecture for querying information between disparate computer aided/records management systems (CAD/RMS). A problem that needs to be corrected is the lack of linkage between the Vermont Criminal Information Center's sex offender registry and the Department of Correction's intake databases. Vermont does not have the capabilities that would allow information to be pulled from the Registry when any offender is admitted to Corrections (DOC), and pushed from DOC when a change in status occurs. There also is not an electronic mechanism to *push* and *pull* information throughout the justice system. In short, the system in Vermont relies on the exchange of paper. Likewise arrest information cannot be electronically sent to the State Attorney's or the Courts. Further, deployment of resources cannot be properly distributed for crime and incident trends because pin mapping is not in place on a statewide basis. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project, it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities.

Another problem that we wish to work on is the lack of mental health records made available to law enforcement. By partnering with the MHISSION-VT Behavioral Health Initiative, we will address the needs of Vermont veterans and other adults with trauma spectrum-illness, traumatic brain injury, serious mental illness and/or substance abuse who are or who are likely to become involved with the criminal justice system through identification, screening/assessment, and diversion from the criminal justice system to evidence-based treatment and supports.

Vermont desires to expand our justice information system (VJISS) by adding additional databases, by developing the *pushing and pulling* of information throughout our justice system, and by implementing a mapping program to overlay our record of crime and incidents. This grant request is intended to focus on the pushing and pulling of information through *document exchanges*, visually depicting crime and incidents through *mapping* and adding *additional databases* to query for information.

Program Design and Implementation

The following are objectives and outcomes for this grant project.

- Purchase *document exchange software that will allow for the push and pulling of information* from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).
 - Outcome will be the reduction of travel to physically exchange paper documents.
 - Measurements of the number of electronic exchanges of documents. This will be done by setting up electronically a baseline of use regarding the number of documents that are pushed or pulled throughout the system and then measuring the increase in use of the system. This tool will be factored into the scope of work in a request for proposal.
 - Real time exchanges of sex offender information from Corrections intake to posting at the sex offender registry.

- Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents.
- An outcome will be the implementation of a statewide mapping component.
- An outcome will be a survey of how many law enforcement personnel use the mapping for officer deployment purposes and crime depictions. This survey will be done every quarter for the 24 months of the grant.
- Purchase *database connectivity* for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-VT, database and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT) including connectivity to the FBI's National Data Exchange System (*N-DEx*) and connectivity with the Corrections victims notification system (VANS).
 - An outcome will be the calculation of the number of times the VJISS database queries are made. We will show this by establishing a baseline number of times queries are made and calculate the VJISS use every quarter for the 24 months of this grant.
 - An outcome will be the actual connectivity of the mentioned database sources.
- Initiate role based access to the services offered by VJISS, which will protect the civil rights, privacy rights of individuals and agency confidentiality of the data contained in the system.
 - Develop the scope of work, to be placed in the RFP, for the functionality of role based access into the software.

Job Creation:

This project proposes to hire one (1) information technology specialist who will serve as a project coordinator and the technical lead for this project along with user administration. The State of Vermont utilizes a formula based system for charging end users for information technology services. The Vermont Department of Public Safety also uses a formula system for charging its customers for information technology services. The technology end users in Vermont are accustomed to paying for technology services and this position will be included within our charge back systems and thus has a high likelihood of being a sustained position.

How the project will reach its stated goals?

We have purchased the Metatomix JIS software tool for searching disparate databases. We expect to build upon this service oriented architecture by adding searchable databases and the developing the push and pulling of information between justice agencies. The solution that the State of Vermont is looking for will contain turnkey, off the shelf implementation of:

- NIEM 2.0
- JIEM reference model
- Global Justice Reference Architecture
- Global Federated Identity and Privilege management (GFIPM)
- Industry Standards for web services.

The VJISS technical committee was instrumental in the development and review of the RFP that lead to the purchase of the Metatomix software and this group (which has a vast justice agency membership) will be used again. Law enforcement will be a key player in the purchase of the mapping component. However, we already have a mapping system in place through the Vermont Crime On Line system and we expect to build upon that tool increasing its functionality and use by linking it to more databases (through VJISS) and making it widely available to all

people and agencies having access to VJISS. The scope of work necessary for bidding will be established through the VJISS technical committee and bid in accordance with State of Vermont purchasing policy (Bulletin 3.5). The project will be implemented by establishing a contract with the selected vendor that will include a vendor project manager who will interact with the staff at the Department of Public Safety. It is our intent to purchase a commercial off the shelf (COTS) software package or purchase software that is easily customized by the vendor to meet the needs of the State of Vermont. Any software or hardware that is purchased will be a “turnkey” solution that includes vendor project management and vendor design based on VJISS functional requirements. The VJISS steering and technical committees, made up of representatives from all three branches of state government and local government representatives, will guide this project.

Combating crime and improving the functions of the criminal justice system:

The development of VJISS will improve the exchange of electronic information throughout the justice system in Vermont. Placed – based activities, current crime, crash and traffic-related data, time of day and day of the week are the building blocks for the data driven approaches to combating crime. The creation of an integrated *mapping* component in VJISS that overlays this crime and incident related information will enable agencies to identify problem locations, crime hot spots and the proper deployment of police personnel in these areas. This will provide great opportunities for agencies to combat crime and will have a lasting effect on improving public safety.

The improved transfer of information for such activities as connecting sex offender information between the Department of Corrections and the Vermont Criminal Information Center will allow for real time information on sex offenders, effectively increasing public safety. This will be a great benefit to improving the functioning of the criminal justice system. The

connection of the MHISSION database (*Mental Health Service System Interactive Online Network For Vermont*) to VJISS will allow law enforcement personnel to have relevant and entitled veterans mental health information on individuals they come in contact with. This will aid in the treatment and handling decisions at the gateway of the criminal justice system providing for proper placement of the individual in either the mental health care system or the criminal justice system. We believe that in many cases, individuals are routed into the criminal justice system when they could be diverted into other appropriate care situations such as the mental health care system or court diversion. Thus, this sharing of information will save time to treatment and save court time, all of which saves money, enhances the effectiveness of the criminal justice system and provides for better treatment for the individual.

Capabilities/Competencies

VJISS Governance

The Vermont Justice Information Sharing System (VJISS) is a project that is currently managed by a consortium of criminal justice agencies within Vermont State Government. The executive leaders from each of the State departments make up the *VJISS steering committee*. Each of the departments mentioned contribute personnel to a *VJISS technical committee* that provides strategic and tactical guidance to the steering committee. *Local law enforcement*, also have members on the technical committee. The project lead will be the Division Director of the Division of Criminal Justice Services and all the technology resources of the Division will be used. *Collaboration* will occur through a close working relationship with the personnel mentioned above. For the system to be implemented collaboration will be necessary.

The State of Vermont realizes the importance of tracking and monitoring the ARRA grants. The State's Department of Finance and Management has set up a special fund code in

order to track ARRA grant funding. The department of Public Safety will add another level of tracking by asking Finance and Management to set up unique project/grant codes to track expenditures of individual ARRA grants. Public Safety will run monthly financial reports that capture expenditures based on the fund and project/grant codes. We will use these monthly reports to perform drawdown's.

Impact/Outcomes, Evaluation, Sustainment, and Description of the Plan for the Collection of Data

The Department of Public Safety is willing to participate in an evaluation to be managed by the National Institute of Justice. The Department of Public Safety's Division of Criminal Justice Services (DCJS), also includes the Vermont Forensic Laboratory which has participated in evaluations conducted by the National Institute of Justice. The Criminal Justice Services Division Director will be the person directly responsible for the management of this grant. The DCJS also manages a statewide law enforcement records management system that has been operational since 1996 and is located with 93% of the police departments within Vermont. DCJS also provides other statewide database services that are used by 100% of the police departments. The VJISS (query tool) has been operational since 2008. Therefore, DCJS has the capabilities to participate in any evaluation and produce any data set needed to meet the needs of this evaluation.

Effectiveness

The effectiveness of this grant project will be first, the development, purchase and implementation of the software mentioned in the goals and objectives. Second, the database will generate reports indicating the number of times the software is used. The following data will be collected.

- The number of times the system is queried.

- The number of transactions that are exchanged.
- The number of police department using the system.

Finally, surveys will be conducted amongst law enforcement and corrections personnel to determine the effectiveness of this software. Specifically,

- Has the system reduced travel to deliver paperwork and how much travel has been reduced?
- Has the use of the system diverted persons involved in incidents to a mental health provider that otherwise would have gone untreated or into the court system?
- Has officer safety or public safety been enhanced through the added real time information provided through the sex offender registry?

Sustainability

The costs associated with this project involve ongoing maintenance agreements and the cost of one staff position. Server hardware replacement costs will be a factor in future years but are already part of the existing core system therefore, they will have to be replaced regardless of this grant award. Because the core hardware system is already in place, which is indicative of a previous commitment to support the development of the Vermont Justice Information Sharing System (VJISS), software maintenance and personnel costs can be sustained through a formula charge back system that is already being used to support the delivery of the Department of Public Safety's current technology "system of services". The efficiencies gained by police departments moving away from a paper based delivery system to an electronic delivery system will more than offset the costs associated with their added fees for VJISS support.

Grant Application Identifier:
Proposed Grant Period:

| |
|---|
| Vermont 2009 Assistance to Rural Law Enforcement to Combat Crimes and Drugs (Category IV) |
| 8/1/2009-7/31/2011 |

Adapted for VT DPS from OMB 1121-0188

Budget Detail Worksheet (see Attachment 3b for Budget Narrative)

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

| Name, Position / Title | Hourly Rate | Computation | | Total Hours | Cost for the Period |
|--------------------------------------|-------------|---------------------------|-------------------|-------------|---------------------|
| | | X Number of Hr's Per Week | X Number of Weeks | | |
| 1. Information Technology Specialist | \$29.54 | 40 | 104 | 4,160 | \$122,886.40 |

Total Personnel: **\$122,886.40**

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

| IT Specialist | Rate | Computation | | Cost |
|-----------------------------------|----------|-------------|--------------|-------------|
| FICA | 7.65% | X Salary | \$122,886.40 | \$9,400.81 |
| Retirement | 12.30% | X Salary | \$122,886.40 | \$15,115.03 |
| Health Insurance | \$5.19 | X Hours | 4,160.00 | \$21,590.40 |
| Life Insurance | 0.35% | X Salary | \$122,886.40 | \$430.10 |
| Dental Insurance | \$0.27 | X Hours | 4,160.00 | \$1,123.20 |
| EAP (Employee Assistance Program) | \$0.0145 | X Hours | 4,160.00 | \$60.32 |
| Worker's Comp | 0.48% | X Salary | \$122,886.40 | \$589.85 |

Total Fringe: **\$48,309.71**

TOTAL PERSONNEL AND FRINGE BENEFITS: \$171,196.11

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

| DOJ Grant Meeting; | | | | | | | |
|------------------------|-------|----------|---|----|--------|----|----------|
| 1. Washington, DC | | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 575.00 | \$ | 1,150.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 225.00 | \$ | 1,800.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ | 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ | 120.00 |
| DOJ Grant meeting; New | | | | | | | |
| 2. England location | | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 800.00 | \$ | 1,600.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 125.00 | \$ | 1,000.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ | 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ | 120.00 |

TOTAL TRAVEL: **\$6,302.00**

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

| | | | | | |
|---|-----|----|---------------|----|------------|
| 1. Turnkey Push/Pull Document Exchange Software | 1 @ | \$ | 450,000.64 ea | \$ | 450,000.64 |
| 2. Turnkey Pin Mapping Software | 1 @ | \$ | 300,000.00 ea | \$ | 300,000.00 |

TOTAL EQUIPMENT: **\$750,000.64**

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

TOTAL SUPPLIES: **\$0.00**

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

TOTAL CONSTRUCTION: **\$0.00**

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

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

Sub-Total: \$0.

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

Sub-Total: \$0.

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

Contract for connecting outside

1. databases to VJISS Melatomix, Inc \$ 120,000.00

TOTAL CONTRACTS / CONSULTANTS: \$120,000.0

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

| | | | | | |
|---------------------------------|-----------------------|----|--------------|----|----------|
| 1. VISION Accounting System | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 2. DII fees | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 3. Single Audit Cost Allocation | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |

TOTAL OTHER: \$7,856.2

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

TOTAL INDIRECT: \$0.0

TOTAL PROJECT COST: \$1,055,355.0

Budget Summary

| Budget Category | Amount |
|----------------------------|-----------------------|
| A. Personnel | \$122,886.40 |
| B. Fringe Benefits | \$48,309.71 |
| C. Travel | \$6,302.00 |
| D. Equipment | \$750,000.64 |
| E. Supplies | \$0.00 |
| F. Construction | \$0.00 |
| G. Consultants/Contracts | \$120,000.00 |
| H. Other | \$7,856.25 |
| Total Direct Costs | \$1,055,355.00 |
| I. Indirect Costs | \$0.00 |
| TOTAL PROJECT COSTS | \$1,055,355.00 |
| | |
| Federal Request | \$1,055,355.00 |
| Non-Federal Amount | \$0 |

Budget Narrative – Attachment 3b

A. Personnel &

IT Specialist \$122,886.40

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. The standard State of Vermont benefits will apply for this position. This position will be hired for a two year period and the State of Vermont will commit to a third year funding. The third year will be funded through a chargeback to the mobile data computer users. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the third year through increasing the charges to the user agencies.

B. Fringe Benefits

IT Specialist \$48,309.71

The standard State of Vermont fringe benefits will be applied to the position above. See budget detail for rates.

C. Travel

Grant meetings \$6,302.00

Out of state travel is necessary to comply with the grant requirements for this application. Travel is budgeted for two personnel to travel to two grant meetings one in the Washington, D.C. area and one outside of Washington, D.C. area.

D. Equipment

Push/Pull Document Exchange Software \$450,000.64

The purchase of this software will be competitively bid. The VJISS Technical Committee has already performed a Justice Information Exchange Modeling exercise that has given the State the information mapping schema for the exchange of justice information. This software will be NIEM compliant. The technical committee will work collaboratively to build the scope of work for this software purchase. Building upon the software already in place a preliminary estimated cost of the type of software by Metatomix, Inc. is approximately \$450,000.64.

Pin Mapping Software \$300,000.00

The visual tools necessary for the analysis of information to enable decision makers to move to data driven approaches for managing crime and incidents. The Pin Mapping module is designed to improve agency investigations, supply crucial information for effective decision-making, and provide a valuable tool for tracking,

analyzing, and displaying crime statistics in a specific jurisdiction. Full integration with our current computer aided dispatch and records management (CAD/RM) system will give the department the power to conduct more thorough investigations by having access to critical information stored in the database. The department will also be able to use the searching capabilities for investigative research on suspects, burglaries, violent crimes, auto thefts, and more.

Key Features

- **Customizable Visual Display** that can be saved for later use
- **Comprehensive Toolbar** to adjust map layers, colors, and incidents shown
- **Distance Measuring Tools** help identify related crimes and suspects
- **Map Layer Viewing Options** include orthographic, street, fire, and water

Advantages

- Customizable display provides users with the capability to identify high crime regions, and collaborate effectively to reduce crime in those areas.
- Distance measuring tools allow agencies to detect and analyze related crimes and suspects by identifying spatial relationships.
- User-defined maps supply critical information by allowing agencies to see specific areas, crimes, or records, and adjust the color, size, and incidents shown on the map display.
- Searching the databases name, property, vehicle, and law incident records can be accessed directly from the map for easy reference, and improved investigative capabilities

E. Supplies

None requested

F. Construction

None requested

G. Consultants/Contracts

Contract \$120,000.00

A contract will be entered with Metatomix, Inc. for the addition of up to six (6) databases that will be searchable by name, incident number, vehicle, and location.

These databases will include:

- TASP (Teen Alcohol Safety Program)
- Victims Notification Services
- MHSSION (*Mental Health Service System Interactive Online Network For Vermont*)
- Middlebury Police Department CAD/RMS
- Montpelier Police Department CAD/RMS
- FBI N-DEx (National law enforcement Data Exchange)

The query tool that is proprietary software purchased through Metatomix, Inc. is currently operational. It is our intent to build upon this tool. Because the software is proprietary we expect to sole source this portion of the contract. However, the State of Vermont purchasing and contract policy (Bulletin 3.5) will be followed.

H. Other Costs

VISION (Statewide Accounting System) \$2,618.75

This is a direct charge associated with all financial transactions, which include accounts payable and receivable transactions. The cost provides access to the statewide integrated financial management system, which allows us to process grant-related transactions and to produce financial reports for the grant.

DII \$2,618.75

This is a direct charge associated with all Information Technology purchases, including the procurement of hardware, software or professional services. The cost includes support for enterprise solutions such as server infrastructure; information sharing systems and technical architecture.

Single Audit Allocation \$2,618.75

This is a direct charge associated with Vermont's statewide Single Audit as required by OMB Circular A-133.

I. Indirect Costs

None requested.

Project Timeline

Project Overview:

The *Department of Public Safety (DPS)* is the responsible agency for the management of this grant. Division of Criminal Justice Services, *Director Francis Aumand* will be the project's lead person. A consortium of support from agencies that are part of the VJISS steering committee and local law enforcement agencies will be utilized.

Goal

Add several justice databases from state and federal agencies that will allow for quick query of their information.

Objective

Purchase database connectivity for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-VT, which is short for "Mental Health Service System Interactive Online Network For Vermont database, and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT); including connectivity to the FBI's National Data Exchange System (N-DEX) and connectivity with the Corrections victims notification system (VANS).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|---------------------------|-------------------------------|---|
| Hire IT Specialist | DPS/VJISS | 4 th Quarter 2009 |
| Write Contract | DPS | Aug. 2009 – Sept 2009 |
| Execute contract | DPS | October 2009 |
| Connect TASP | DPS/vendor/Diversion | Nov. 09 – Feb. 2010 |
| Connect N-DEX | DPS/vendor/FBI | 2 nd Quarter 2010 |
| Connect CAD/RMS | DPS/vendor/PD's | 1 st Quarter 2010 |
| Measure Number of Queries | DPS | Starting Feb. 2010 and every quarter thereafter |

Goal

To provide data driven approaches to deployment of law enforcement officers that will help combat crime through the development of mapping capabilities.

Objective

Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|-----------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 1 st Quarter 2010 |
| Seek RFP Approval | DPS | April 1, 2010 |
| Bid Purchase | DPS | 2 nd Quarter 2010 |
| Award Contract | DPS/VJISS | 3 rd Quarter 2010 |
| Implement Mapping | DPS | 3 rd and 4 th Quarter 2010 |
| Measure it use | DPS | 4 th Quarter 10 and beyond |

Goal

Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not on paper.

Objective

Purchase document exchange software that will allow for the push and pulling of information from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|--------------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 2 nd Quarter 2010 |
| Seek RFP Approval | DPS | July 1, 2010 |
| Bid Purchase | DPS | 3 rd Quarter 2010 |
| Award Contract | DPS/VJISS | 4 rd Quarter 2010 |
| Implement Document Exch. | DPS | 1 st and 2 nd Quarter 2011 |
| Train on software | DPS/VJISS | 1 st through 3 rd Quarter 11 |
| Measure its use | DPS | 1 st Quarter 11 and beyond |

Position Descriptions

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. It is expected that this person will be the project coordinator and have sufficient technical knowledge to implement the project with the assistance of the hired contractor/vendor. A job description is listed below.

PUBLIC SAFETY INFORMATION TECHNOLOGY SPECIALIST

Class Definition:

Technical work providing support for the operation of large and small computer and telecommunications systems, all operating systems, security standards and protocols within the systems, hardware configurations and network connections for a department or agency of Vermont State Government. Incumbents in this class are expected to perform assignments with a high degree of independent action and may provide some instruction or assistance to entry level specialists. Work is performed under the supervision of an administrative or technical supervisor.

Examples of Work:

Works with department and unit staff to establish optimal solutions to computing or telecommunications problems and performs the design of technical solutions. Designs new computer applications and modifications to existing systems, specifically in the mobile environment. Installs and analyzes operating systems, network configurations, communications, and software. Responsible for in-house computer system or network including development of applications and system maintenance. Reviews and recommends technical purchases. Responds to user problems and works with users on problem definition and solutions. Performs hardware and software evaluations. Executes security provisions in accordance with established procedures. Provides reports as assigned. Performs related duties as required.

This position will be hired for a two year period. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the out years through increasing the charges to the user agencies.

The following is the resume of the individual (grant contact person) named in this grant application that will lead this project.

Francis X. Aumand III

EDUCATION

Master of Science in Administration **Years Attended (Ex:1992- 96)**
SAINT MICHAEL'S COLLEGE COLCHESTER, VERMONT

EMPLOYMENT

Director **Years Employed (Ex: 1994 -Present)**
DIVISION OF CRIMINAL JUSTICE SERVICES WATERBURY, VERMONT 05673
Vermont Department of Public Safety

Manages the activities of a diverse group of criminal justice information and technology related sections. Oversight responsibility for the planning and direction of the *Vermont Crime Information Center, Vermont Forensic Laboratory, Electronic Communication Section, the Governor's Highway Safety Program and the Information Technology Section*. Involved in managing several major *information technology projects* including the conversion of the Department's analog radio microwave network to a digital network; and the development of the *Vermont Justice Information Sharing System*. Also oversee the governance and policy development of Vermont's statewide law enforcement CAD/RMS. The Division is staffed with 70 personnel and has an annual budget of approximately **\$12.9 Million Dollars**.

Executive Director **Years Employed (Ex: 1990 - 94)**
VERMONT CRIMINAL JUSTICE TRAINING COUNCIL PITTSFORD, VERMONT

Responsible for the management of a residential training facility that had living and dining facilities. Plans and directs basic and in-service training and issues certifications to the law enforcement officers in Vermont

Chief of Police **Years Employed (Ex: 1983 - 90)**
BELLOWS FALLS VILLAGE CORPORATION BELLOWS FALLS, VERMONT

Started employment with the Bellows Falls Police Department in 1976 and progressed through different ranks until being promoted to Chief in 1983.

Affiliations

Elected, Chairman of the Board of Directors, Search Group Inc., 2005-present
FBI APB, Information Sharing Sub Committee, Member
Global Privacy and Information Quality Working Group, Member 2006- present

Global Intelligence Working Group's, Privacy in Fusion Center sub committee, Member 2007

Compact Council's Policy and Planning sub committee, Member 2006 - present

Chair of the Law and Policy Program Advisory Committee for **Search Group Inc.**, 2003
Appointed Vermont's representative to **Search Group Inc.** by Governor Howard Dean in 1996 and re-appointed by Governor James Douglas in 2003.

Chair, Vermont law Enforcement Advisory Board, 2004-2006

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 24, 2009

Commissioner Thomas Tremblay
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101.

Dear Commissioner Tremblay:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing in the amount of \$1,055,355 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, Flora Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauric Robinson".

Lauric Robinson
Acting Assistant Attorney General

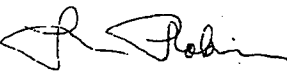
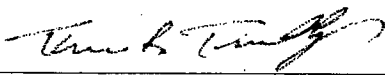
Enclosures



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 9

| | | | |
|--|--|--|----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101 | | 4. AWARD NUMBER: 2009-SD-B9-0206 | |
| | | 5. PROJECT PERIOD: FROM 08/01/2009 TO 07/31/2011 BUDGET PERIOD: FROM 08/01/2009 TO 07/31/2011 | |
| 1A. GRANTEE IRS/VENDOR NO. 036000274 | | 6. AWARD DATE 08/24/2009 | 7. ACTION Initial |
| | | 8. SUPPLEMENT NUMBER 00 | |
| | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| 3. PROJECT TITLE Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant | | 10. AMOUNT OF THIS AWARD \$ 1,055,355 | |
| | | 11. TOTAL AWARD \$ 1,055,355 | |
| 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 Recovery Act (BJA - Rural Law Enforcement) Pub. L. No. 111-5, 123 Stat. 115, 130 | | | |
| 15. METHOD OF PAYMENT PAPRS | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General | | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Thomas Tremblay Commissioner | |
| 17. SIGNATURE OF APPROVING OFFICIAL  | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  | 19A. DATE 9/3/09 |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 9 B SD 80 00 00 1055355 | | 21. ISDUGT3377 | |

| | | |
|--|--|---|
| ARRA ACTIVITY ACCEPTANCE REQUEST: | <input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1) | <input type="checkbox"/> Other ARRA Activity |
| Revision? <input type="checkbox"/> Yes | Revision Date: | |

JFO 2415

INSTRUCTIONS: This form must be completed in its entirety and is required for: T

- 1) acceptance of all ARRA Discretionary Grants, and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants, and
- 3) PRIOR to receipts of all ARRA funding for Individual Entitlement

NOTE: Incomplete forms will be returned to departments and will result in the delay of s

BASIC ARRA INFORMATION

| | | | |
|---|--|--|--------------------------------------|
| 1. Agency (ARRA-F): | | 2. Department (ARRA-F): Public Safety | 3. DUNS # (ARRA-C): 809376692 |
| 4. Office Location: | City/town: Waterbury | County: Washington | |
| 5. ARRA Activity (ARRA 1-01): Vermont Justice Information Sharing System | | 6. ARRA Code (ARRA 2-1): 199 - Crime & Legal-Related N.E.C. | |
| 7. Legal Title of Grant: | Recovery Act – Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program | | |
| 8. Federal Agency Award # (ARRA-B): 2009-SD-B9-0206 | | 9. CFDA # (ARRA-E): 16.810 | |
| 10. Federal Funding Agency's US Treasury Account Symbol (TAS): | | (if provided by the federal funding agency) | |
| 11. Federal (or VT) Funding Agency (ARRA-A): U.S. Dept. of Justice | | 12. Award Date: 8/24/2009 | |
| 13. Award Amount: \$1,055,355 | | 14. Check if this amount is an estimate: <input type="checkbox"/> | |
| 15. Grant Period (ARRA-H) From: | 8/1/2009 | To: | 7/31/2011 |
| 16. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: 7/31/2011 and/or <input checked="" type="checkbox"/> Spent by Date: 7/31/2011 | | | |

17. Purpose of Grant/ARRA Narrative (ARRA 2-02):

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established service oriented architecture developed for the Vermont Justice Information Sharing System. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEX, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the Vermont Justice Information Sharing (VJISS) Executive Steering committee and the VJISS Technical Committee. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.

18. Area that will Benefit (name the state, county, city or school district): Vermont (statewide)

RECEIVED

NOV 20 2009

Page 1 of 3

JOINT FISCAL OFFICE

19. Impact on existing program if grant is not Accepted:

If not accepted, the State of Vermont would continue to operate without an integrated method of justice information electronic sharing.

20. BUDGET INFORMATION (Note the total of columns A+B+C must equal the total of columns D+E+F)

| Column Reference | A | B | C | D | E | F |
|---------------------------------|-------------------------------|-----------|-------------------|---------------------------------|-----------|-------------------|
| | ←-----State Fiscal Year-----→ | | | ←-----Federal Fiscal Year-----→ | | |
| Fiscal Year | SFY 2009 | SFY 2010 | SFY 2011 & Beyond | FFY 2009 | FFY 2010 | SFY 2011 & Beyond |
| Expenditures: | | | | | | |
| Personnel Costs | \$ | \$63,072 | \$108,124 | \$ | \$90,103 | \$81,093 |
| 3 rd Party Contracts | \$ | \$44,205 | \$75,795 | \$ | \$63,150 | \$56,850 |
| Operating Expenses | \$ | \$281,526 | \$482,633 | \$ | \$402,180 | \$361,979 |
| Grants/Sub-Awards | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Expenditures | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| Revenues: | | | | | | |
| State Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| Cash | \$ | \$ | \$ | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ | \$ | \$ | \$ |
| ARRA Federal Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Direct Costs) | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| (Statewide Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| (Dept'l Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| Sub-total ARRA Funds* | \$ | \$ | \$ | \$ | \$ | \$ |
| Other Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Other Federal) | \$ | \$ | \$ | \$ | \$ | \$ |
| (list source) | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Revenues | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |

Comments about expenditures or revenues may be made in the space provided below:

21. VISION Tracking Information:

| DeptID/Appropriation: | Other VISION Chartfield (funds, programs or projects) | Total Amount (all FYs) | Comments |
|-----------------------|--|---------------------------|--|
| 2140021000 | Fund 22040, Project#21009 | \$1,055,355 | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | Total | \$1,055,355 | This Total MUST agree with the total of Item 10, columns A+B+C above |

PERSONAL SERVICE INFORMATION

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

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

| 23. State Position Information and Title(s): | # Existing Positions Retained | Est. Annual Regular Hours | # Positions Created (New) | Est. Annual Regular Hours |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|
| Project Manager | | | 1 | 2,080 |
| | | | | |
| | | | | |

| | | |
|--|--|--|
| ARRA ACTIVITY ACCEPTANCE REQUEST | EST: <input checked="" type="checkbox"/> ARRA Competitive Grant (Alternate Form AA-1) | <input type="checkbox"/> Other ARRA Activity |
| Revision? <input type="checkbox"/> Yes | Revision Date: | |

INSTRUCTIONS: This form must be completed in its entirety and is required for:

- 1) ALL of all ARRA Discretionary Grants and
- 2) PRIOR to receipt of all ARRA Formula/Block Grants and
- 3) PRIOR to receipt of all ARRA Funding for Individual Entities

JFO 2415

NOTE: Incomplete forms will be returned to departments and will result in the delay of

BASIC ARRA INFORMATION

| | | |
|--|--|-------------------------------|
| 1. Agency (ARRA-F): | 2. Department (ARRA-F): Public Safety | 3. DUNS # (ARRA-C): 809376692 |
| 4. Office Location: | City/town: Waterbury | County: Washington |
| 5. ARRA Activity (ARRA 1-01): Vermont Justice Information Sharing System | 6. ARRA Code (ARRA 2-1): I99 - Crime & Legal-Related N.E.C. | |
| 7. Legal Title of Grant: | Recovery Act - Assistance to Rural Law Enforcement to Combat Crime and Drugs Competitive Grant Program | |
| 8. Federal Agency Award # (ARRA-B): 2009-SD-B9-0206 | 9. CFDA # (ARRA-E): 16.810 | |
| 10. Federal Funding Agency's US Treasury Account Symbol (TAS): | (if provided by the federal funding agency) | |
| 11. Federal (or VT) Funding Agency (ARRA-A): U.S. Dept. of Justice | 12. Award Date: 8/24/2009 | |
| 13. Award Amount \$1,055,355 | 14. Check if this amount is an estimate: <input type="checkbox"/> | |
| 15. Grant Period (ARRA-H) From: 8/1/2009 To: 7/31/2011 | | |
| 16. Date by which ARRA funds must be: <input checked="" type="checkbox"/> Obligated by Date: 7/31/2011 and/or <input checked="" type="checkbox"/> Spent by Date: 7/31/2011 | | |

17. Purpose of Grant/ARRA Narrative (ARRA 2-02):

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established service oriented architecture developed for the Vermont Justice Information Sharing System. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

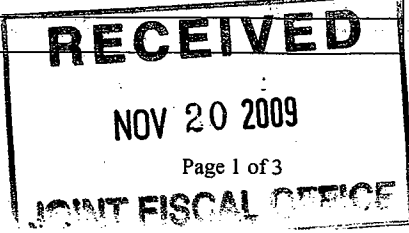
The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the Vermont Justice Information Sharing (VJISS) Executive Steering committee and the VJISS Technical Committee. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.

18. Area that will Benefit (name the state, county, city or school district): Vermont (statewide)



PROGRAM DATABASE: 274

19. Impact on existing program if grant is not Accepted:

If not accepted, the State of Vermont would continue to operate without an integrated method of justice information electronic sharing.

20. BUDGET INFORMATION (Note: the total of columns A + B + C must equal the total of columns D + E + F)

| Column Reference | A | B | C | D | E | F |
|---------------------------------|-------------------------------|-----------|-------------------|---------------------------------|-----------|-------------------|
| | ←-----State Fiscal Year-----→ | | | ←-----Federal Fiscal Year-----→ | | |
| Fiscal Year | SFY 2009 | SFY 2010 | SFY 2011 & Beyond | FFY 2009 | FFY 2010 | SFY 2011 & Beyond |
| Expenditures: | | | | | | |
| Personnel Costs | \$ | \$63,072 | \$108,124 | \$ | \$90,103 | \$81,093 |
| 3 rd Party Contracts | \$ | \$44,205 | \$75,795 | \$ | \$63,150 | \$56,850 |
| Operating Expenses | \$ | \$281,526 | \$482,633 | \$ | \$402,180 | \$361,979 |
| Grants/Sub-Awards | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Expenditures | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| Revenues: | | | | | | |
| State Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| Cash | \$ | \$ | \$ | \$ | \$ | \$ |
| In-Kind | \$ | \$ | \$ | \$ | \$ | \$ |
| ARRA Federal Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Direct Costs) | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |
| (Statewide Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| (Dept'l Indirect) | \$ | \$ | \$ | \$ | \$ | \$ |
| Sub-total ARRA Funds | \$ | \$ | \$ | \$ | \$ | \$ |
| Other Funds: | \$ | \$ | \$ | \$ | \$ | \$ |
| (Other Federal) | \$ | \$ | \$ | \$ | \$ | \$ |
| (list source) | \$ | \$ | \$ | \$ | \$ | \$ |
| Total Revenues | \$ | \$388,803 | \$666,552 | \$ | \$555,433 | \$499,922 |

Comments about expenditures or revenues may be made in the space provided below:

21. VISION Tracking Information:

| DeptID/Appropriation: | Other VISION Chartfield (funds, programs or projects) | Total Amount (all FYs) | Comments |
|-----------------------|--|---------------------------|--|
| 2140021000 | Fund 22040, Project#21009 | \$1,055,355 | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| | | \$ | |
| Total | | \$1,055,355 | This Total MUST agree with the total of Item 10, columns A+B+C above |

PERSONAL SERVICE INFORMATION

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

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

| 23. State Position Information and Title(s): | # Existing Positions Retained | Est. Annual Regular Hours | # Positions Created (New) | Est. Annual Regular Hours |
|--|-------------------------------|---------------------------|---------------------------|---------------------------|
| Project Manager | | | 1 | 2,080 |
| | | | | |
| | | | | |

| | | | |
|-----------------|--|---|------|
| Total Positions | | 1 | 2080 |
|-----------------|--|---|------|

24. Is the appropriate Position Request Form attached for new position(s) listed in Line 12 above?

YES - Form attached or No new positions created

25. Equipment and space for these positions:

Is presently available. Can be obtained w/available funds.

26. Does this qualify as "Infrastructure"?

Yes No

If Yes complete next line:

27. Infrastructure Rationale (select one) (ARRA 2-06):

1. To Preserve & create jobs & promote economic recovery.
2. To assist those most impacted by the recession.
3. To provide investment needed to increase economic efficiency by spurring technological advances in science & health.
4. To invest in transportation, environmental protection, & other infrastructure that will provide long-term economic benefits.
5. To stabilize State & local government budgets, in order to minimize & avoid reductions in essential services & counterproductive state & local tax increases.

28. AUTHORIZATION AGENCY/DEPARTMENT SIGNATURES

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). I/we further certify that these funds will be used only in accordance with the federal American Recovery & Reinvestment Act and all federal and state rules and regulations pertaining thereto:

ARRA Activity Manager:

Francis X. Aumand III

Date:

9-14-09

Name: Francis (Paco) X. Aumand III

Title: Director, Criminal Justice Services

Department Head:

Thomas R. Tremblay

Date:

9/28/09

Name: Thomas R. Tremblay

Title: Commissioner

Agency Secretary (if required):

Date:

Name:

Title:

29. REVIEW BY FINANCE & MANAGEMENT (continue on separate sheet if necessary)

To Release Spending Authority in VISION:

FY 20 _____ \$

Citation(s):

Not yet appropriated 10-5-09 DS

Analyst (initial): *DB*

Date:

10-5-09

Commissioner Finance & Management initial): *[Signature]*

Date:

11/15/09

For ESR Doc Only

Assigned ESR Director's Signature:

Joan Pawl

Date:

9/30/09

*** Section 30 through 33 are required ONLY when Form ESR-2 is used in lieu of Form AA-1 ***

30. SECRETARY OF ADMINISTRATION

Check One Box: Accepted

(Secretary's signature or designee)

T. R. [Signature]

Date:

11/17/09

Rejected

Date:

31. ACTION BY GOVERNOR

Check One Box: Request to JFO

(Governor's signature or designee)

[Signature]

Date:

11/6/09

Rejected

Date:

32. SENT TO JFO

Sent to JFO

Date:

*** Section 33 is a required section ***

33. ARRA FORM ESR-2 DOCUMENTATION CHECK LIST (check all that apply):

Notice of Award or Proof of Award (REQUIRED)

- Request Memo
- Grant Agreement

- Dept. project approval (if applicable)
- Governor's Certification (if applicable)
- Notice of Donation (if any)
- Position Request Form(s)

- Grant (Project) Timeline (if applicable)
- Request for Extension (if applicable)
- Form AA-1PN attached (if applicable)

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

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

Agency/Department: Public Safety Date: 09/11/09

Name and Phone (of the person completing this request): Phyllis Martin; 241-5392

Request is for:

- Positions funded and attached to a new grant.
 Positions funded and attached to an existing grant approved by JFO # _____

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

U.S. Department of Justice

FY09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing

See attached application and award document.

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

| <u>Title* of Position(s) Requested</u> | <u># of Positions</u> | <u>Division/Program</u> | <u>Grant Funding Period/Anticipated End Date</u> |
|--|-----------------------|----------------------------------|--|
| Project Manager | 1 | Criminal Justice Services | immediately thru 7/31/11 |

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

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

The Department of Public Safety was awarded Recovery Act funding in order to improve Justice Information Sharing within the State of Vermont. The goals of this project will not be able to be met without the oversight of an IT Project Manager. The Department of Public Safety will not be able to go forward with this project without the IT Project Manager, and would therefore have to forfeit the funding back to the federal government.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Thomas R. Tully 10/19/09
 Signature of Agency or Department Head Date

Molly Paul 10/30/09
 Approved/Denied by Department of Human Resources Date

for head 11/5/09
 Approved/Denied by Finance and Management Date

Tanell 11/5/09
 Approved/Denied by Secretary of Administration Date

Comments:

REC'D NOV 11 2009

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

| | |
|---|----------------------------------|
| Notice of Action # _____ | Date Received (Stamp) _____ |
| Action Taken: _____ | |
| New Job Title _____ | |
| Current Class Code _____ | New Class Code _____ |
| Current Pay Grade _____ | New Pay Grade _____ |
| Current Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ | |
| New Mgt Level _____ B/U _____ OT Cat. _____ EEO Cat. _____ FLSA _____ | |
| Classification Analyst _____ | Date _____ Effective Date: _____ |
| Comments: _____ | Date Processed: _____ |
| Willis Rating/Components: Knowledge & Skills: _____ Mental Demands: _____ Accountability: _____ | |
| Working Conditions: _____ Total: _____ | |

Incumbent Information:

Employee Name: Employee Number:
Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title, and Phone Number:
How should the notification to the employee be sent: employee's work location or other address, please provide mailing address:

New Position/Vacant Position Information:

New Position Authorization: Request Job/Class Title:

Position Type: Permanent or Limited / Funding Source: Core, Partnership, or Sponsored
Vacant Position Number: Current Job/Class Title:
Agency/Department/Unit: Work Station: Zip Code:
Supervisor's Name, Title and Phone Number:

Type of Request:

- Management:** A management request to review the classification of an existing position, class, or create a new job class.
- Employee:** An employee's request to review the classification of his/her current position.

1. Job Duties

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

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

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

What it is? - this position will help develop the next phases of the Vermont Justice Information Sharing System (VJISS). The position will provide oversight and management to the project by guiding and developing business requirements for justice information that needs to be shared throughout the justice community. The position will develop request for proposals, hold bidders conferences if necessary and write contracts. The position is expected to develop project plans for the execution of and implementation of the steps required to build a justice information sharing system. The steps that are included within this phase of the VJISS project include; the development of software to exchange documents, implement mapping capabilities for crime analytical purposes and develop a subscription service. Addition query capabilities that will enhance the current system will also have to be developed.

How will the position do the job? - the position will be expected to conceptualize the project and determine business requirement. This will be done through the development of work groups made of criminal justice and justice practitioners who can articulate the business requirements and then turn them into technical requirements. The position will have to help with the vendor selection, system design, change management, configuration and development, testing of the new system and implementation. The position will require a working knowledge of the criminal justice system, and information technology. The position will need to use collaborative skills and facilitation skills in the performance of their duties. the position will also have to monitor the budget requirements for the project. The position will have to lead and work in a team environment and communicate effectively. Considerable knowledge of project management principles and practices is expected.

Why is this being done? The criminal justice system and justice professionals need an information sharing system that can provide information to the right person in a timely manner. The system that is being developed currently on has query capabilities. This system needs to be developed further to include the connection of a variety of databases, crime analytical tools (mapping) and the ability to electronically exchange documents between law enforcement, states attorneys, the courts and corrections. A fully functional information sharing system that includes the ability to query databases, push and pull information throughout the criminal justice system, subscribe to needed information and to publish information is our end result.

2. Key Contacts

This question deals with the personal contacts and interactions that occur in this job. Provide brief typical examples indicating your primary contacts (**not** an exhaustive or all-inclusive list of contacts) other than those persons to whom you report or who report to you. If you work as part of a team, or if your primary contacts are with other agencies or groups outside State government describe those interactions, and what your role is. For example: you may *collaborate, monitor, guide, or facilitate change*.

This position will have to collaborate, guide and facilitate with individuals from law enforcement, courts, states attorney's, defense attorney's, correctional personnel and victims advocates. This position will also have to monitor vendors who have bid on the relevant sections of this project. This person will also have to be able to communicate with and work with positions who have a high degree of technical knowledge of which the person in this position will have to understand the technical requirements of building an integrated information sharing system.

3. Are there licensing, registration, or certification requirements; or special or unusual skills necessary to perform this job?

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Cerification as a project manager will be helpful. However, experience managing large projects and a knowledge of the business requirements for operation of the criminal justice system can be substituted.

4. Do you supervise?

In this question "supervise" means if you direct the work of others where you are held **directly** responsible for assigning work; performance ratings; training; reward and discipline or effectively recommend such action; and other personnel matters. List the names, titles, and position numbers of the classified employees reporting to you:

No

5. In what way does your supervisor provide you with work assignments and review your work?

This question deals with how you are supervised. Explain how you receive work assignments, how priorities are determined, and how your work is reviewed. There are a wide variety of ways a job can be supervised, so there may not be just one answer to this question. For example, some aspects of your work may be reviewed on a regular basis and in others you may operate within general guidelines with much independence in determining how you accomplish tasks.

This position will work independantly within the framework of grant and under the direction of the Director of the Division of Criminal Justice Services within the Department of Public Safety.

6. Mental Effort

This section addresses the mental demands associated with this job. Describe the most mentally challenging part of your job or the most difficult typical problems you are expected to solve. Be sure to give a specific response and describe the situation(s) by example.

- For example, a purchasing clerk might respond: *In pricing purchase orders, I frequently must find the cost of materials not listed in the pricing guides. This involves locating vendors or other sources of pricing information for a great variety of materials.*
- Or, a systems developer might say: *Understanding the ways in which a database or program will be used, and what the users must accomplish and then developing a system to meet their needs, often with limited time and resources.*

An understanding of the technical requirements of a system as it relates to the business requirements of the criminal justice system. The position will have a high degree of knowledge about business and technical requirements associated with the criminal justice system and a justice information sharing system.

7. Accountability

This section evaluates the job's expected results. In weighing the importance of results, consideration should be given to responsibility for the safety and well-being of people, protection of confidential information and protection of resources.

What is needed here is information not already presented about the job's scope of responsibility. What is the job's most significant influence upon the organization, or in what way does the job contribute to the organization's mission?

Provide annualized dollar figures if it makes sense to do so, explaining what the amount(s) represent.

For example:

- A social worker might respond: *To promote permanence for children through coordination and delivery of services;*
- A financial officer might state: *Overseeing preparation and ongoing management of division budget: \$2M Operating/Personal Services, \$1.5M Federal Grants.*

During this project the position will be responsible for a budget of approximately \$1.4 Million. The position will also be responsible for providing the necessary reporting information to comply with ARRA stimulus funding requirements.

8. Working Conditions

The intent of this question is to describe any adverse conditions that are routine and expected in your job. It is not to identify special situations such as overcrowded conditions or understaffing.

- a) What significant mental stress are you exposed to? All jobs contain some amount of stress. If your job stands out as having a significant degree of mental or emotional pressure or tension associated with it, this should be described.

| Type | How Much of the Time? |
|--|-----------------------|
| Facilitating discussions between disparate work units | 50% |
| Providing compliance with state rules and procurement policies while maintaining the successful outcome of the project in a timely manner. | 25% |
| | |

- b) What hazards, special conditions or discomfort are you exposed to? (Clarification of terms: **hazards** include such things as potential accidents, illness, chronic health conditions or other harm. Typical examples might involve exposure to dangerous persons, including potentially violent customers and clients, fumes, toxic waste, contaminated materials, vehicle accident, disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

| Type | How Much of the Time? |
|------|-----------------------|
| n/a | |
| | |
| | |

- c) What weights do you lift; how much do they weigh and how much time per day/week do you spend lifting?

| Type | How Heavy? | How Much of the Time? |
|------|------------|-----------------------|
| | | |
| | | |

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

| Type | How Much of the Time? |
|---------------------|-----------------------|
| office sitting | 75% |
| Driving to meetings | 25% |

Additional Information:

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

Any experience in managing broad diversity of project types with phased implementations that include multiple business units, vendors and consultants is expected.

Employee's Signature (required): _____ Date: _____

Supervisor's Section:

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

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

Managing diverse work units to ascertain business requirements and overall project management skills that enable the project to come in on time within budget is extremely important.

2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

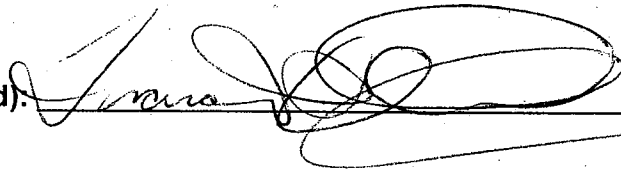
The ability to blend business requirement with technical requirements is the most important skill. This will allow for all justice practitioners to embrace the new technology.

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

4. Suggested Title and/or Pay Grade:

Project Manager PG 28

Supervisor's Signature (required).



Date:

10/23/09

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

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

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

not at this time

Suggested Title and/or Pay Grade:

TBD

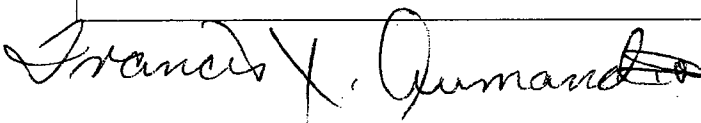
Personnel Administrator's Signature (required):  Date: 10/23/09

Appointing Authority's Section:

Please review this completed job description but **do not alter** or eliminate any of the entries. Add any clarifying information and/or additional comments (if necessary) in the space below.

Project Manager PG 28

Suggested Title and/or Pay Grade:

 10/23/09

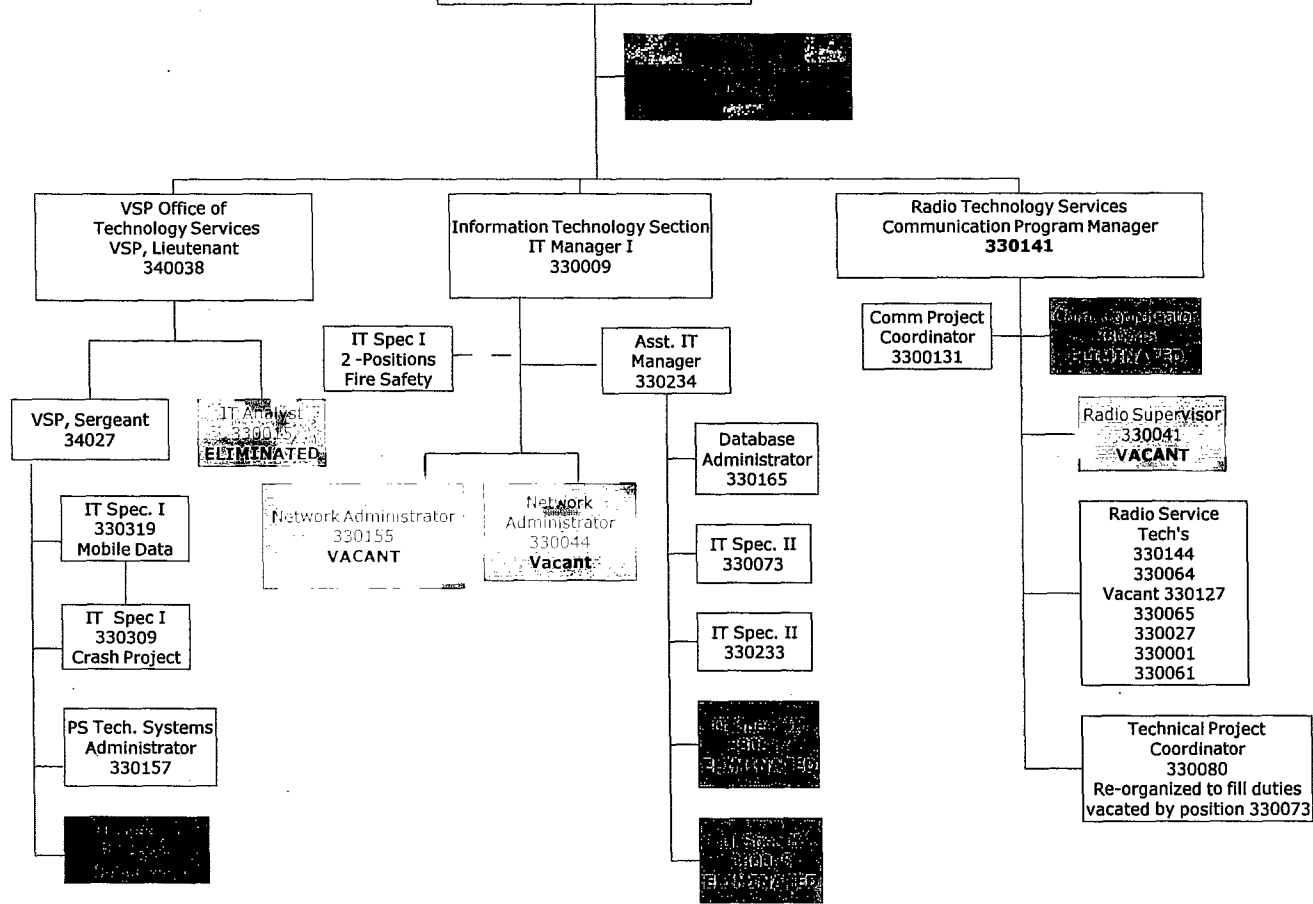
Appointing Authority or Authorized Representative Signature (required)

Date

Division of Criminal Justice Services

Technology Services

Division of Criminal Justice Services
Division Director
330130



Program Abstract

Assistance to Rural Law Enforcement to combat Crimes and Drugs

Agency/Applicant Name: Department of Public Safety/Vermont State Police
Title of the Project: Vermont Justice Information Sharing System (VJISS)
Continuation Project
Amount Requested: \$ 1,055,355.00
Category IV: Facilitating Rural Justice Information Sharing
Point of Contact: Francis (Paco) X. Aumand III
Telephone Number: 802 241-5488

Vermont fits the criteria of a rural state because the largest county, Chittenden County, has fewer than 150,000 people based on the most recent decennial census. The population of Chittenden County in the 2000 census is 146,570.

Goals of the Project:

- Add several justice databases from state and federal agencies and create a functioning linkage with Vermont's behavioral health information exchange network.
- To provide data driven approaches to deployment of law enforcement officers to help combat crime by developing mapping capabilities.
- Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not in paper.

Strategies for the Project:

The primary strategy for this project is to build on the already established *service oriented architecture developed for the Vermont Justice Information Sharing System*. We will use the governance in place to help guide the competitive bidding for a document exchange application, a mapping component that can be used by all law enforcement and other justice agencies and the addition of other state and federal databases.

Major Deliverables:

The following are major deliverables that will be part of this grant.

- Add connectivity to other databases, N-DEx, VAN's, MHISSION, TASP and other police RMS.
- Purchase a commercial off the shelf crime mapping tool.
- Purchase software that will allow for the exchange of documents throughout the criminal justice system.

Coordination Plans:

All coordination will be accomplished through the *Vermont Justice Information Sharing (VJISS) Executive Steering committee* and the *VJISS Technical Committee*. The Steering committee consists of key decision makers from all three branches of government. The technical committee consists of information technology personnel and end users of the system including representatives from law enforcement. *Close coordination and support for the development of the Department of Corrections and Vermont Court System's case management systems will be maintained.*

Program Narrative – Facilitating Rural Justice Information Sharing

Statement of the Problem

The State of Vermont does not have an integrated method for the electronic sharing of justice information. The Vermont law enforcement community has over the past 2 years developed the architecture for querying information between disparate computer aided/records management systems (CAD/RMS). A problem that needs to be corrected is the lack of linkage between the Vermont Criminal Information Center's sex offender registry and the Department of Correction's intake databases. Vermont does not have the capabilities that would allow information to be pulled from the Registry when any offender is admitted to Corrections (DOC), and pushed from DOC when a change in status occurs. There also is not an electronic mechanism to *push* and *pull* information throughout the justice system. In short, the system in Vermont relies on the exchange of paper. Likewise arrest information cannot be electronically sent to the State Attorney's or the Courts. Further, deployment of resources cannot be properly distributed for crime and incident trends because pin mapping is not in place on a statewide basis. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project, it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities.

Another problem that we wish to work on is the lack of mental health records made available to law enforcement. By partnering with the MHISSION-VT Behavioral Health Initiative, we will address the needs of Vermont veterans and other adults with trauma spectrum-illness, traumatic brain injury, serious mental illness and/or substance abuse who are or who are likely to become involved with the criminal justice system through identification, screening/assessment, and diversion from the criminal justice system to evidence-based treatment and supports.

Vermont desires to expand our justice information system (VJISS) by adding additional databases, by developing the *pushing and pulling* of information throughout our justice system, and by implementing a mapping program to overlay our record of crime and incidents. This grant request is intended to focus on the pushing and pulling of information through *document exchanges*, visually depicting crime and incidents through *mapping* and adding *additional databases* to query for information.

Program Design and Implementation

The following are objectives and outcomes for this grant project.

- Purchase *document exchange software that will allow for the push and pulling of information* from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).
 - Outcome will be the reduction of travel to physically exchange paper documents.
 - Measurements of the number of electronic exchanges of documents. This will be done by setting up electronically a baseline of use regarding the number of documents that are pushed or pulled throughout the system and then measuring the increase in use of the system. This tool will be factored into the scope of work in a request for proposal.
 - Real time exchanges of sex offender information from Corrections intake to posting at the sex offender registry.

- Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents.
- An outcome will be the implementation of a statewide mapping component.
- An outcome will be a survey of how many law enforcement personnel use the mapping for officer deployment purposes and crime depictions. This survey will be done every quarter for the 24 months of the grant.
- Purchase *database connectivity* for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-*VT*, database and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT) including connectivity to the FBI's National Data Exchange System (*N-DEx*) and connectivity with the Corrections victims notification system (VANS).
 - An outcome will be the calculation of the number of times the VJISS database queries are made. We will show this by establishing a baseline number of times queries are made and calculate the VJISS use every quarter for the 24 months of this grant.
 - An outcome will be the actual connectivity of the mentioned database sources.
- Initiate role based access to the services offered by VJISS, which will protect the civil rights, privacy rights of individuals and agency confidentiality of the data contained in the system.
 - Develop the scope of work, to be placed in the RFP, for the functionality of role based access into the software.

Job Creation:

This project proposes to hire one (1) information technology specialist who will serve as a project coordinator and the technical lead for this project along with user administration. The State of Vermont utilizes a formula based system for charging end users for information technology services. The Vermont Department of Public Safety also uses a formula system for charging its customers for information technology services. The technology end users in Vermont are accustomed to paying for technology services and this position will be included within our charge back systems and thus has a high likelihood of being a sustained position.

How the project will reach its stated goals?

We have purchased the Metatomix JIS software tool for searching disparate databases. We expect to build upon this service oriented architecture by adding searchable databases and the developing the push and pulling of information between justice agencies. The solution that the State of Vermont is looking for will contain turnkey, off the shelf implementation of:

- NIEM 2.0
- JIEM reference model
- Global Justice Reference Architecture
- Global Federated Identity and Privilege management (GFIPM)
- Industry Standards for web services.

The VJISS technical committee was instrumental in the development and review of the RFP that lead to the purchase of the Metatomix software and this group (which has a vast justice agency membership) will be used again. Law enforcement will be a key player in the purchase of the mapping component. However, we already have a mapping system in place through the Vermont Crime On Line system and we expect to build upon that tool increasing its functionality and use by linking it to more databases (through VJISS) and making it widely available to all

people and agencies having access to VJISS. The scope of work necessary for bidding will be established through the VJISS technical committee and bid in accordance with State of Vermont purchasing policy (Bulletin 3.5). The project will be implemented by establishing a contract with the selected vendor that will include a vendor project manager who will interact with the staff at the Department of Public Safety. It is our intent to purchase a commercial off the shelf (COTS) software package or purchase software that is easily customized by the vendor to meet the needs of the State of Vermont. Any software or hardware that is purchased will be a "turnkey" solution that includes vendor project management and vendor design based on VJISS functional requirements. The VJISS steering and technical committees, made up of representatives from all three branches of state government and local government representatives, will guide this project.

Combating crime and improving the functions of the criminal justice system:

The development of VJISS will improve the exchange of electronic information throughout the justice system in Vermont. Placed – based activities, current crime, crash and traffic-related data, time of day and day of the week are the building blocks for the data driven approaches to combating crime. The creation of an integrated *mapping* component in VJISS that overlays this crime and incident related information will enable agencies to identify problem locations, crime hot spots and the proper deployment of police personnel in these areas. This will provide great opportunities for agencies to combat crime and will have a lasting effect on improving public safety.

The improved transfer of information for such activities as connecting sex offender information between the Department of Corrections and the Vermont Criminal Information Center will allow for real time information on sex offenders, effectively increasing public safety. This will be a great benefit to improving the functioning of the criminal justice system. The

connection of the MHISSION database (*Mental Health Service System Interactive Online Network For Vermont*) to VJISS will allow law enforcement personnel to have relevant and entitled veterans mental health information on individuals they come in contact with. This will aid in the treatment and handling decisions at the gateway of the criminal justice system providing for proper placement of the individual in either the mental health care system or the criminal justice system. We believe that in many cases, individuals are routed into the criminal justice system when they could be diverted into other appropriate care situations such as the mental health care system or court diversion. Thus, this sharing of information will save time to treatment and save court time, all of which saves money, enhances the effectiveness of the criminal justice system and provides for better treatment for the individual.

Capabilities/Competencies

VJISS Governance

The Vermont Justice Information Sharing System (VJISS) is a project that is currently managed by a consortium of criminal justice agencies within Vermont State Government. The executive leaders from each of the State departments make up the *VJISS steering committee*. Each of the departments mentioned contribute personnel to a *VJISS technical committee* that provides strategic and tactical guidance to the steering committee. *Local law enforcement*, also have members on the technical committee. The project lead will be the Division Director of the Division of Criminal Justice Services and all the technology resources of the Division will be used. *Collaboration* will occur through a close working relationship with the personnel mentioned above. For the system to be implemented collaboration will be necessary.

The State of Vermont realizes the importance of tracking and monitoring the ARRA grants. The State's Department of Finance and Management has set up a special fund code in

order to track ARRA grant funding. The department of Public Safety will add another level of tracking by asking Finance and Management to set up unique project/grant codes to track expenditures of individual ARRA grants. Public Safety will run monthly financial reports that capture expenditures based on the fund and project/grant codes. We will use these monthly reports to perform drawdown's.

Impact/Outcomes, Evaluation, Sustainment, and Description of the Plan for the Collection of Data

The Department of Public Safety is willing to participate in an evaluation to be managed by the National Institute of Justice. The Department of Public Safety's Division of Criminal Justice Services (DCJS), also includes the Vermont Forensic Laboratory which has participated in evaluations conducted by the National Institute of Justice. The Criminal Justice Services Division Director will be the person directly responsible for the management of this grant. The DCJS also manages a statewide law enforcement records management system that has been operational since 1996 and is located with 93% of the police departments within Vermont. DCJS also provides other statewide database services that are used by 100% of the police departments. The VJISS (query tool) has been operational since 2008. Therefore, DCJS has the capabilities to participate in any evaluation and produce any data set needed to meet the needs of this evaluation.

Effectiveness

The effectiveness of this grant project will be first, the development, purchase and implementation of the software mentioned in the goals and objectives. Second, the database will generate reports indicating the number of times the software is used. The following data will be collected.

- The number of times the system is queried.

- The number of transactions that are exchanged.
- The number of police department using the system.

Finally, surveys will be conducted amongst law enforcement and corrections personnel to determine the effectiveness of this software. Specifically,

- Has the system reduced travel to deliver paperwork and how much travel has been reduced?
- Has the use of the system diverted persons involved in incidents to a mental health provider that otherwise would have gone untreated or into the court system?
- Has officer safety or public safety been enhanced through the added real time information provided through the sex offender registry?

Sustainability

The costs associated with this project involve ongoing maintenance agreements and the cost of one staff position. Server hardware replacement costs will be a factor in future years but are already part of the existing core system therefore, they will have to be replaced regardless of this grant award. Because the core hardware system is already in place, which is indicative of a previous commitment to support the development of the Vermont Justice Information Sharing System (VJISS), software maintenance and personnel costs can be sustained through a formula charge back system that is already being used to support the delivery of the Department of Public Safety's current technology "system of services". The efficiencies gained by police departments moving away from a paper based delivery system to an electronic delivery system will more than offset the costs associated with their added fees for VJISS support.

Grant Application Identifier:
Proposed Grant Period:

Vermont 2009 Assistance to Rural Law Enforcement to Combat Crimes and Drugs (Category IV)
8/1/2009-7/31/2011

Adapted for VT DPS from OMB 1121-018

Budget Detail Worksheet (see Attachment 3b for Budget Narrative)

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

| Name, Position / Title | Computation | | | | |
|--------------------------------------|-------------|---------------------------|-------------------|-------------|---------------------|
| | Hourly Rate | X Number of Hr's Per Week | X Number of Weeks | Total Hours | Cost for the Period |
| 1. Information Technology Specialist | \$29.54 | 40 | 104 | 4,160 | \$122,886.40 |

Total Personnel: **\$122,886.40**

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

| IT Specialist | Rate | Computation | | | Cost |
|-----------------------------------|----------|-------------|--------------|--|-------------|
| FICA | 7.65% | X Salary | \$122,886.40 | | \$9,400.81 |
| Retirement | 12.30% | X Salary | \$122,886.40 | | \$15,115.03 |
| Health Insurance | \$5.19 | X Hours | 4,160.00 | | \$21,590.40 |
| Life Insurance | 0.35% | X Salary | \$122,886.40 | | \$430.10 |
| Dental Insurance | \$0.27 | X Hours | 4,160.00 | | \$1,123.20 |
| EAP (Employee Assistance Program) | \$0.0145 | X Hours | 4,160.00 | | \$60.32 |
| Worker's Comp | 0.48% | X Salary | \$122,886.40 | | \$589.85 |

Total Fringe: **\$48,309.71**

TOTAL PERSONNEL AND FRINGE BENEFITS: \$171,196.11

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

| | | | | | | |
|------------------------|-------|----------|---|----|--------|-------------|
| DOJ Grant Meeting; | | | | | | |
| 1. Washington, DC | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 575.00 | \$ 1,150.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 225.00 | \$ 1,800.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ 120.00 |
| DOJ Grant meeting; New | | | | | | |
| 2. England location | | | | | | |
| Airfare | 2 ppl | 1 ticket | @ | \$ | 800.00 | \$ 1,600.00 |
| Hotels | 2 ppl | 4 days | @ | \$ | 125.00 | \$ 1,000.00 |
| Meals | 2 ppl | 4 days | @ | \$ | 32.00 | \$ 256.00 |
| Parking | 2 ppl | 4 days | @ | \$ | 15.00 | \$ 120.00 |

TOTAL TRAVEL: **\$6,302.00**

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

| | | | | | | |
|---------------------------------|--|-----|--|----|---------------|---------------|
| TurnkeyPush/Pull Document | | | | | | |
| 1. Exchange Software | | 1 @ | | \$ | 450,000.64 ea | \$ 450,000.64 |
| 2. Turnkey Pin Mapping Software | | 1 @ | | \$ | 300,000.00 ea | \$ 300,000.00 |

TOTAL EQUIPMENT: **\$750,000.64**

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

TOTAL SUPPLIES: **\$0.00**

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

TOTAL CONSTRUCTION: **\$0.00**

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

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

Sub-Total:

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

Sub-Total:

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

Contract for connecting outside

1. databases to VJISS Metatomix, Inc \$ 120,000.00

TOTAL CONTRACTS / CONSULTANTS:

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

| | | | | | |
|---------------------------------|-----------------------|----|--------------|----|----------|
| 1. VISION Accounting System | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 2. DII fees | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |
| 3. Single Audit Cost Allocation | .25% of project costs | \$ | 1,047,498.75 | \$ | 2,618.75 |

TOTAL OTHER:

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

TOTAL INDIRECT:

TOTAL PROJECT COST:

Budget Summary

| <u>Budget Category</u> | <u>Amount</u> |
|----------------------------|-----------------------|
| A. Personnel | \$122,886.40 |
| B. Fringe Benefits | \$48,309.71 |
| C. Travel | \$6,302.00 |
| D. Equipment | \$750,000.64 |
| E. Supplies | \$0.00 |
| F. Construction | \$0.00 |
| G. Consultants/Contracts | \$120,000.00 |
| H. Other | \$7,856.25 |
| Total Direct Costs | \$1,055,355.00 |
| I. Indirect Costs | \$0.00 |
| TOTAL PROJECT COSTS | \$1,055,355.00 |
| | |
| Federal Request | \$1,055,355.00 |
| Non-Federal Amount | \$0 |

Budget Narrative – Attachment 3b

A. Personnel &

IT Specialist \$122,886.40

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. The standard State of Vermont benefits will apply for this position. This position will be hired for a two year period and the State of Vermont will commit to a third year funding. The third year will be funded through a chargeback to the mobile data computer users. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the third year through increasing the charges to the user agencies.

B. Fringe Benefits

IT Specialist \$48,309.71

The standard State of Vermont fringe benefits will be applied to the position above. See budget detail for rates.

C. Travel

Grant meetings \$6,302.00

Out of state travel is necessary to comply with the grant requirements for this application. Travel is budgeted for two personnel to travel to two grant meetings one in the Washington, D.C. area and one outside of Washington, D.C. area.

D. Equipment

Push/Pull Document Exchange Software \$450,000.64

The purchase of this software will be competitively bid. The VJISS Technical Committee has already performed a Justice Information Exchange Modeling exercise that has given the State the information mapping schema for the exchange of justice information. This software will be NIEM compliant. The technical committee will work collaboratively to build the scope of work for this software purchase. Building upon the software already in place a preliminary estimated cost of the type of software by Metatomix, Inc. is approximately \$450,000.64.

Pin Mapping Software \$300,000.00

The visual tools necessary for the analysis of information to enable decision makers to move to data driven approaches for managing crime and incidents. The Pin Mapping module is designed to improve agency investigations, supply crucial information for effective decision-making, and provide a valuable tool for tracking,

analyzing, and displaying crime statistics in a specific jurisdiction. Full integration with our current computer aided dispatch and records management (CAD/RM) system will give the department the power to conduct more thorough investigations by having access to critical information stored in the database. The department will also be able to use the searching capabilities for investigative research on suspects, burglaries, violent crimes, auto thefts, and more.

Key Features

- **Customizable Visual Display** that can be saved for later use
- **Comprehensive Toolbar** to adjust map layers, colors, and incidents shown
- **Distance Measuring Tools** help identify related crimes and suspects
- **Map Layer Viewing Options** include orthographic, street, fire, and water

Advantages

- Customizable display provides users with the capability to identify high crime regions, and collaborate effectively to reduce crime in those areas.
- Distance measuring tools allow agencies to detect and analyze related crimes and suspects by identifying spatial relationships.
- User-defined maps supply critical information by allowing agencies to see specific areas, crimes, or records, and adjust the color, size, and incidents shown on the map display.
- Searching the databases name, property, vehicle, and law incident records can be accessed directly from the map for easy reference, and improved investigative capabilities

E. Supplies

None requested

F. Construction

None requested

G. Consultants/Contracts

Contract \$120,000.00

A contract will be entered with Metatomix, Inc. for the addition of up to six (6) databases that will be searchable by name, incident number, vehicle, and location.

These databases will include:

- TASP (Teen Alcohol Safety Program)
- Victims Notification Services
- MHSSION (*Mental Health Service System Interactive Online Network For Vermont*)
- Middlebury Police Department CAD/RMS
- Montpelier Police Department CAD/RMS
- FBI N-DEx (National law enforcement Data Exchange)

The query tool that is proprietary software purchased through Metatomix, Inc. is currently operational. It is our intent to build upon this tool. Because the software is proprietary we expect to sole source this portion of the contract. However, the State of Vermont purchasing and contract policy (Bulletin 3.5) will be followed.

H. Other Costs

VISION (Statewide Accounting System) \$2,618.75

This is a direct charge associated with all financial transactions, which include accounts payable and receivable transactions. The cost provides access to the statewide integrated financial management system, which allows us to process grant-related transactions and to produce financial reports for the grant.

DII \$2,618.75

This is a direct charge associated with all Information Technology purchases, including the procurement of hardware, software or professional services. The cost includes support for enterprise solutions such as server infrastructure; information sharing systems and technical architecture.

Single Audit Allocation \$2,618.75

This is a direct charge associated with Vermont's statewide Single Audit as required by OMB Circular A-133.

I. Indirect Costs

None requested.

Project Timeline

Project Overview:

The *Department of Public Safety (DPS)* is the responsible agency for the management of this grant. Division of Criminal Justice Services, *Director Francis Aumand* will be the project's lead person. A consortium of support from agencies that are part of the VJISS steering committee and local law enforcement agencies will be utilized.

Goal

Add several justice databases from state and federal agencies that will allow for quick query of their information.

Objective

Purchase database connectivity for query purposes between the Teen Alcohol Safety Program (TASP) database, the MHISSION-VT, which is short for "Mental Health Service System Interactive Online Network For Vermont database, and the remaining different law enforcement records management systems (Montpelier and Middlebury, VT); including connectivity to the FBI's National Data Exchange System (N-DEX) and connectivity with the Corrections victims notification system (VANS).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|---------------------------|-------------------------------|---|
| Hire IT Specialist | DPS/VJISS | 4 th Quarter 2009 |
| Write Contract | DPS | Aug. 2009 – Sept 2009 |
| Execute contract | DPS | October 2009 |
| Connect TASP | DPS/vendor/Diversion | Nov. 09 – Feb. 2010 |
| Connect N-DEX | DPS/vendor/FBI | 2 nd Quarter 2010 |
| Connect CAD/RMS | DPS/vendor/PD's | 1 st Quarter 2010 |
| Measure Number of Queries | DPS | Starting Feb. 2010 and every quarter thereafter |

Goal

To provide data driven approaches to deployment of law enforcement officers that will help combat crime through the development of mapping capabilities.

Objective

Purchase a *mapping component* that can be used, easily, to depict the location of crime incidents, calls for service or law incidents. Following up on the State of Vermont Data Driven Approaches to Crime and Traffic Safety – St. Albans pilot project it was found that crime mapping was difficult due to a lack of standardized electronic mapping capabilities

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|-----------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 1 st Quarter 2010 |
| Seek RFP Approval | DPS | April 1, 2010 |
| Bid Purchase | DPS | 2 nd Quarter 2010 |
| Award Contract | DPS/VJISS | 3 rd Quarter 2010 |
| Implement Mapping | DPS | 3 rd and 4 th Quarter 2010 |
| Measure it use | DPS | 4 th Quarter 10 and beyond |

Goal

Improve the functioning of law enforcement, prosecution, courts and corrections through the quick exchange of information and transfer of documents in an electronic format and not on paper.

Objective

Purchase document exchange software that will allow for the push and pulling of information from a variety of records management systems into other case management systems. Exchange of information will occur between law enforcement and the states attorney, states attorney and the courts, courts and corrections, and courts and corrections with the Vermont Criminal Information center (VCIC – Vermont’s criminal history repository).

| <u>Activity</u> | <u>Responsible Department</u> | <u>Timeline</u> |
|--------------------------|-------------------------------|--|
| Develop scope of Work | DPS/VJISS | 2 nd Quarter 2010 |
| Seek RFP Approval | DPS | July 1, 2010 |
| Bid Purchase | DPS | 3 rd Quarter 2010 |
| Award Contract | DPS/VJISS | 4 rd Quarter 2010 |
| Implement Document Exch. | DPS | 1 st and 2 nd Quarter 2011 |
| Train on software | DPS/VJISS | 1 st through 3 rd Quarter 11 |
| Measure its use | DPS | 1 st Quarter 11 and beyond |

Position Descriptions

The Vermont Department of Public Safety is seeking to employ or offer a grant opportunity to hire an Information Technology Specialist to work as the project coordinator, technical liaison and user administrator for the VJIS system. This person will report directly to the Division Director of the Division of Criminal Justice Services. It is expected that this person will be the project coordinator and have sufficient technical knowledge to implement the project with the assistance of the hired contractor/vendor. A job description is listed below.

PUBLIC SAFETY INFORMATION TECHNOLOGY SPECIALIST

Class Definition:

Technical work providing support for the operation of large and small computer and telecommunications systems, all operating systems, security standards and protocols within the systems, hardware configurations and network connections for a department or agency of Vermont State Government. Incumbents in this class are expected to perform assignments with a high degree of independent action and may provide some instruction or assistance to entry level specialists. Work is performed under the supervision of an administrative or technical supervisor.

Examples of Work:

Works with department and unit staff to establish optimal solutions to computing or telecommunications problems and performs the design of technical solutions. Designs new computer applications and modifications to existing systems, specifically in the mobile environment. Installs and analyzes operating systems, network configurations, communications, and software. Responsible for in-house computer system or network including development of applications and system maintenance. Reviews and recommends technical purchases. Responds to user problems and works with users on problem definition and solutions. Performs hardware and software evaluations. Executes security provisions in accordance with established procedures. Provides reports as assigned. Performs related duties as required.

This position will be hired for a two year period. The Department of Public Safety and the State of Vermont uses a formula system to fund its delivery of technology to a variety of state, municipal and county users. The cost of this position will be supported in the out years through increasing the charges to the user agencies.

The following is the resume of the individual (grant contact person) named in this grant application that will lead this project.

Francis X. Aumand III

EDUCATION

Master of Science in Administration Years Attended (Ex:1992- 96)
SAINT MICHAEL'S COLLEGE COLCHESTER, VERMONT

EMPLOYMENT

Director Years Employed (Ex: 1994 -Present)
DIVISION OF CRIMINAL JUSTICE SERVICES WATERBURY, VERMONT 05673
Vermont Department of Public Safety

Manages the activities of a diverse group of criminal justice information and technology related sections. Oversight responsibility for the planning and direction of the *Vermont Crime Information Center, Vermont Forensic Laboratory, Electronic Communication Section, the Governor's Highway Safety Program and the Information Technology Section*. Involved in managing several major *information technology projects* including the conversion of the Department's analog radio microwave network to a digital network, and the development of the *Vermont Justice Information Sharing System*. Also oversee the governance and policy development of Vermont's statewide law enforcement CAD/RMS. The Division is staffed with 70 personnel and has an annual budget of approximately **\$12.9 Million Dollars**.

Executive Director Years Employed (Ex: 1990 - 94)
VERMONT CRIMINAL JUSTICE TRAINING COUNCIL PITTSFORD, VERMONT

Responsible for the management of a residential training facility that had living and dining facilities. Plans and directs basic and in-service training and issues certifications to the law enforcement officers in Vermont

Chief of Police Years Employed (Ex: 1983 - 90)
BELLOWS FALLS VILLAGE CORPORATION BELLOWS FALLS, VERMONT

Started employment with the Bellows Falls Police Department in 1976 and progressed through different ranks until being promoted to Chief in 1983.

Affiliations

Elected, Chairman of the Board of Directors, Search Group Inc., 2005-present
FBI APB, Information Sharing Sub Committee, Member
Global Privacy and Information Quality Working Group, Member 2006- present

Global Intelligence Working Group's, Privacy in Fusion Center sub committee, Member 2007

Compact Council's Policy and Planning sub committee, Member 2006 - present

Chair of the Law and Policy Program Advisory Committee for **Search Group Inc.**, 2003

Appointed Vermont's representative to **Search Group Inc.** by Governor Howard Dean in 1996 and re-appointed by Governor James Douglas in 2003.

Chair, Vermont law Enforcement Advisory Board, 2004-2006

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).

Chair of the legal/privacy focus group for the FBI's new law enforcement national data exchange project (N-DEx). 2003 - 2004

Elected to the **Search Group Inc. Board of Directors** in 1998.

Member International Association of Chiefs of Police (IACP).



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

August 24, 2009

Commissioner Thomas Tremblay
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-2101

Dear Commissioner Tremblay:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 09 Recovery Act Rural Law Enforcement Assistance: Facilitating Rural Justice Information Sharing in the amount of \$1,055,355 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, Flora Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Lauric Robinson".

Lauric Robinson
Acting Assistant Attorney General

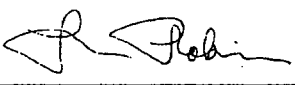
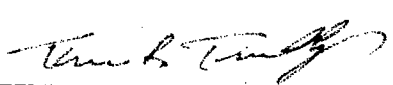
Enclosures



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 9

| | | | |
|--|--|--|----------------------|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101 | | 4. AWARD NUMBER: 2009-SD-B9-0206 | |
| | | 5. PROJECT PERIOD: FROM 08/01/2009 TO 07/31/2011 BUDGET PERIOD: FROM 08/01/2009 TO 07/31/2011 | |
| 1A. GRANTEE IRS/VENDOR NO. 036000274 | | 6. AWARD DATE 08/24/2009 | 7. ACTION Initial |
| | | 8. SUPPLEMENT NUMBER 00 | |
| 3. PROJECT TITLE Vermont's Rural Law Enforcement to Combat Crime and Drugs Grant | | 9. PREVIOUS AWARD AMOUNT \$ 0 | |
| | | 10. AMOUNT OF THIS AWARD \$ 1,055,355 | |
| | | 11. TOTAL AWARD \$ 1,055,355 | |
| 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under FY09 Recovery Act (BJA - Rural Law Enforcement) Pub. L. No. 111-5, 123 Stat. 115, 130 | | | |
| 15. METHOD OF PAYMENT PAPRS | | | |
| AGENCY APPROVAL | | GRANTEE ACCEPTANCE | |
| 16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Acting Assistant Attorney General | | 18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Thomas Tremblay Commissioner | |
| 17. SIGNATURE OF APPROVING OFFICIAL  | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  | 19A. DATE 9/3/09 |
| AGENCY USE ONLY | | | |
| 20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT 9 B SD 80 00 00 1055355 | | 21. ISDUGT3377 | |

OJP FORM 4000/2 (REV. 5-87) PREVIOUS EDITIONS ARE OBSOLETE.

OJP FORM 4000/2 (REV. 4-88)



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery, Fiscal Analyst

Date: November 24, 2009

Subject: JFO #2414, #2415

In accordance with Sec. E.129 of Act 1 of the 2009 Special Session, Representative Michael Obuchowski asked that I forward to you a copy of the enclosed American Recovery and Reinvestment Act grant materials and cover memo (JFO #2408 & #2415). He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein