



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: November 7, 2008
Subject: JFO #2348

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

JFO #2348 — \$178,870 grant from the U.S. Department of Justice Bureau of Justice Assistance to the Vermont Criminal Justice Training Council. These grant funds will be used purchase a driver training simulator and, if monies remain available after the purchase, to contract with a vendor for driver training. Additionally, some funds will be used to provide law enforcement officers with advanced training in drug enforcement investigations.

[JFO received 10/24/08]

This grant is subject to the provisions of 32 V.S.A. §5 that provide the Joint Fiscal Committee with a 30 day review period to determine whether or not to consider the Governor's approval of this item as final. This 30 day period expires November 24, 2008. However, **the Joint Fiscal Committee has agreed to forego the remainder of this review period due to concerns about the availability of the funding in question, and the Governor's approval may now be considered final for this particular item.** We ask that you inform the Secretary of Administration and your staff of this action.

cc: R.J. Elrick, Executive Director



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: October 24, 2008
Subject: Grant Request

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

JFO #2348 — \$178,870 grant from the U.S. Department of Justice Bureau of Justice Assistance to the Vermont Criminal Justice Training Council. These grant funds will be used purchase a driver training simulator and, if monies remain available after the purchase, to contract with a vendor for driver training. Additionally, some funds will be used to provide law enforcement officers with advanced training in drug enforcement investigations.

[JFO received 10/24/08]

JFO #2349 — \$242,875 grant from the U.S. Department of Homeland Security to the Department of Public Safety. These grant monies will be used for planning, training and exercise initiatives in order to Vermont's interoperable emergency communications capacity.

[JFO received 10/24/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like any item held for JFC review. Unless we hear from you to the contrary by November 7 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
R. J. Elrick, Executive Director
Thomas Tremblay, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert
From: Nathan Lavery
Date: October 24, 2008
Subject: JFO #2348 & #2349

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed request and cover memo. They are requesting you provide them with your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Rep. Shap Smith
Stephen Klein



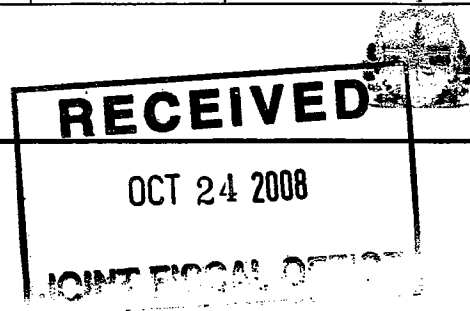
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

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

Agency of Administration

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

Grant Summary:		Driver Training Simulator Purchase / Specialized Training on Vehicular Response to Drugs and Violent Crime		
Date:		9/26/2008		
Department:		Vermont Criminal Justice Training Council		
Legal Title of Grant:		FY08 Congressionally Mandated		
Federal Catalog #:		16.58		
Grant/Donor Name and Address:		Department of Justice/Bureau of Justice Assistance - Byrne Discretionary Grants		
Grant Period:	From:	9/25/2008	To:	9/25/2010
Grant/Donation		Grant		
	SFY 1	SFY 2	SFY 3	Comments
Grant Amount:	\$168,870	10,000	\$	
Position Information:	# Positions	Explanation/Comments		
	None			
Additional Comments:		No State match required. The simulator to be purchased with this grant, in conjunction with the new skid pad for low-speed training now at the Police Academy, will replace the training previously done at the airport and will be safer and more adaptable with better documentation of the training. <i>DB</i>		
Department of Finance & Management		<i>R 9/30/08</i>	(Initial)	
Secretary of Administration		<i>JPM 10/1/08</i>	(Initial)	
Sent To Joint Fiscal Office		<i>12/14/08</i>	Date	



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

BASIC GRANT INFORMATION			
1. Agency:	Criminal Justice Training Council		
2. Department:	Criminal Justice Training Council		
3. Program:			
4. Legal Title of Grant:	FY08 Congressionally Mandated		
5. Federal Catalog #:	16.58		
6. Grant/Donor Name and Address: Department of Justice/BJA - Byrne Discretionary Grants)			
7. Grant Period:	From:	9/25/2008	To: 9/25/2010
8. Purpose of Grant: Driver Training Simulator Purchase / Specialized Training on Response to Drugs and Violent Crime			
9. Impact on existing program if grant is not Accepted: Training will not be provided.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY	
Personal Services	\$	\$	\$	
Operating Expenses	\$168870	\$10000	\$	
Grants	\$	\$	\$	
Total	\$168,870	\$10,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$168870	\$10000	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$168,870	\$10,000	\$	

Appropriation No:	2170010000	Amount:	\$178870
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$178,870

REC'D SEP 25 2008

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

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: R. J. Elrick, Executive Director Agreed by: *[Signature]* (initial)

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <u><i>R. J. Elrick</i></u>	Date: <u>9-23-08</u>
	Title: <u>Executive Director</u>	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	<u><i>[Signature]</i></u> (Governor's signature)	<u>10/11/08</u>
<input type="checkbox"/> Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Request to JFO	<u><i>Ronda P. Meador</i></u> (Secretary's signature or designee)	<u>10/11/08</u>
<input type="checkbox"/> Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

State of Vermont
Criminal Justice Training Council
Vermont Police Academy
317 Academy Road
Pittsford, VT 05763
www.vejtc.state.vt.us

[phone] 802-483-6228
[fax] 802-483-2343

Office of Executive Director

SEP 25 2008

September 23, 2008

Secretary Neale Lunderville
Agency of Administration
109 State Street
Montpelier VT 05609-0201

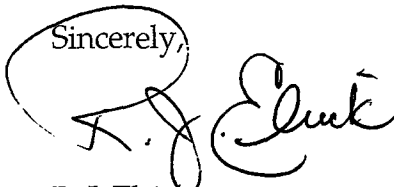
Re: Grant Acceptance Request

Secretary Lunderville,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the US Department of Justice, Bureau of Justice Assistance. The federal funds were provided through a congressionally mandated award at the request of Senator Sanders. The funding was intended to assist the Criminal Justice Training Council in securing a means to provide driver training to emergency responders and to provide specialized training to law enforcement in the areas of drug and other violent crimes.

This project is of two-year duration from the award date (09/25/08). The funding will cover all operational expenses associated with the project to include purchase of a driver training simulator and contractual delivery of the specialized training referenced. I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,



R. J. Elrick
Executive Director





Department of Justice

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION

Grant Number: 2008-DD-BX-0560

Name Address of Recipient: **Vermont Criminal Justice Training Council**
317 Academy Road

City, State Zip: **Pittsford, Vermont 05763-9712**

Recipient Project Director/Contact:

Robert Elrick
Executive Director

Phone: **(802) 483-6228**

Title of Program: **FY 08 Congressionally Mandated**

Title of Project: **FY 08 Congressionally Mandated**

Amount of Award: **\$178,870**

Date of Award: **09/25/2008**

Awarding Agency: **Bureau of Justice Assistance**
Flora D Lawson

Supplement: **No.**

Statutory Authority for Program: **FY08(BJA - Byrne Discretionary Grants) P.L. 110-161**

Impact/Focus: **Local**

CFDA Number **16.580**

Project Description:

The Edward Byrne Memorial Discretionary Grants Program (Byrne Discretionary Program) helps local communities improve the capacity of local justice systems and provides for national support efforts. This project is authorized and funded through a line item in the FY 08 Congressional Budget. Funds should be used for purposes recommended by Congress.

The Vermont Criminal Justice Training Council (VCJTC) will purchase a driver stimulator to reduce the incidence of vehicle crashes, injuries, and deaths connected to the operation of emergency vehicles. They will address the issue of injuries and deaths to law enforcement officers during their response to calls for services. They will provide driver stimulator training to both recruits and veteran emergency personnel to conduct hands-on training in emergency response vehicle operation, decision-making, and judgment. VCJTC will also provide law enforcement officers with advanced training in drug enforcement investigations. Their goal is to reduce motor vehicle crash impacts to emergency responders and to see increases in drug related investigations and arrest statewide.

NCA/NCF

For more information about this grant, contact the Office of Justice Programs Office of Communications at 202/307-0703.

Project Abstract

This project is intended to address the issue of injuries and deaths to law enforcement officers during their response to calls for service. With the purchase of a driver training simulator, both recruit and veteran emergency personnel will be afforded the opportunity for individual hands-on training in emergency response vehicle operation, decision-making, and judgment.

Additionally, this funding will provide officers with advanced training in drug enforcement investigations. Currently, there is a lack of available resources to fund training in this critical area, beyond the awareness level that is provided to recruits during basic training. We will offer this training on a centralized and regional basis to afford maximum exposure.

In the case of both emergency vehicle operation training and advanced drug enforcement training, we will be targeting approximately 600-800 police officers, long term (over 5 years), on a statewide basis. In addition, we will make training available to fire service and emergency medical personnel when possible.

Short-term, we will provide a necessary component of driver training that is not currently available. We will also enhance our ability to deliver advanced drug enforcement training. Long term, we look to reduce motor vehicle crash impacts to emergency responders and to see increases in drug-related investigations and arrests statewide.

Statement of the Problem

Driver Training - During 2007, the FBI reported that 57 officers nationwide had been killed feloniously. There were 11 of these officers (or 19%) killed during pursuits and motor vehicle stops. During 2006, the FBI also reported 38 officers killed as a result of motor vehicle crashes deemed accidental. Looking at the bigger picture, over the past ten (10) years, 739 officers were accidentally killed. Fifty-six percent (56%) of these officers were killed in automobile accidents. Officers spend more time in the operation of a police vehicle than in performing any other function. One must also consider that they are required to operate a vehicle in all sorts of weather and climate factors, and while multi-tasking as well (radio operation, processing data and information, assessing risk factors for the destination and incident, and under the influence of an "adrenalin rush"). Add the necessity for higher speeds in responding to an emergency and other inherent risks and you have pushed the human to extreme. Each of these environmental factors can impact the decision-making and judgment of the driver.

During 2007, the Vermont Police Academy was forced to eliminate hands-on advanced driver training that had been part of the curriculum since the early 1980's. This came about as a result of a federal decision to ban the use of airport runways where this high-speed training had occurred. With no suitable venue, we reverted to classroom training. This creates a huge void in this area of training and cannot provide the trainee with the necessary judgmental and decision-making skills for emergency vehicle operation. The Academy has been successful in securing funding for a low-speed driver

Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"

training pad to train emergency vehicle operators in vehicle awareness, low speed maneuvers, mirror-work, etc. The piece that remains critical is the training in high-risk vehicle maneuvers. The use of a driver training simulator will fill this void and better equip those operating emergency vehicles with the skills to remain safe.

Drug Enforcement Training - Like so many communities across the nation, Vermont has seen its share of increases in the illegal sale and use of drugs. While the use of task forces has been an effective tool on supplier-level and source investigations, there remains a void in street-level investigations. This is due in part to the lack of available training on basic drug investigation, undercover operations, drug trafficking analysis, etc. In years past, we relied heavily on training from the Drug Enforcement Administration (DEA). With changes in funding at the federal level, this training is no longer provided and we are forced to seek alternatives to once free training.

The problem of illegal diversion of prescription drugs is negatively impacting Vermont just as it is in every other state in the country. Today some experts estimate that 6 million Americans are abusing prescription drugs. This number is believed to be more than the entire number of Americans abusing cocaine, heroin, hallucinogens, and inhalants combined. The negative effects of this problem on society are clear: prescription drugs are being sold on the street, they are often used as a medium of exchange for other street drugs, they are the root cause of major property crime and assault behavior, and they are also the cause of rising numbers of drug overdose deaths. In Vermont, data since 2004 has shown a constant increase in drug overdose deaths. The victims of these untimely deaths cross a wide array of ages, income, and social status and the deaths are largely fueled by prescription medications in conjunction with illicit narcotics. Other crime increases such as armed robberies and home invasions have also been connected to prescription drug theft and drug diversion activity. We need to get additional officers trained to address this growing problem!

Goals, Objectives, and Performance Measures

Goals:

Driver Training – The Vermont Criminal Justice Training Council (VCJTC) will reduce the incidence of vehicle crashes, injuries, and death connected to the operation of emergency vehicles.

Drug Enforcement Training – The Vermont Criminal Justice Training Council (VCJTC) will facilitate an increase in drug-related investigations following the delivery of advanced drug investigations training.

Objectives:

Driver Training – Through the purchase of a driver training simulator, the VCJTC will have the capacity to offer hands-on training in the operation of emergency vehicles to include judgmental and decision-making scenarios. The purchase will include training for a cadre of instructors to create sustainability for the training in-house.

Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"

Drug Enforcement Training – The VCJTC will provide for the development and delivery of an advanced drug investigations curriculum that can be replicated for future delivery and provide for in-state sustainability in this topic area.

Performance Measures:

Driver Training – The VCJTC will measure the change in emergency vehicle accidents pre and post-implementation of the training outlined. In addition, actual student attendance counts will be tracked for the training.

Drug Enforcement Training – The VCJTC will measure the change in drug-related investigations and arrests between pre and post-delivery of the training during the grant period. In addition, actual student attendance counts will be tracked for the training.

In summary, it is our intent to show that through the delivery of training with the simulator, we can provide safe but realistic driver training to emergency vehicle operators, that will long-term reduce the costs of crashes and incidents involving emergency vehicles. In the area of drug enforcement training, we simply intend to show that through appropriate training of line officers and potential undercover officers, we can show a net increase in the number of investigations and arrests on the street. Without this training, fewer officers have the skills to succeed in this area of policing.

Project Design

Driver Training – The VCJTC will purchase, using State purchasing guidelines, a suitable driver training simulator for placement at the Vermont Police Academy in Pittsford, VT. We have one Academy that services all law enforcement personnel in the State. We will institutionalize training with the simulator in our basic recruit training program (16 week residential program) immediately. This will fill a void mentioned earlier where we used to have access to hands-on, behind the wheel training on an airport runway.

As part of the purchase, we will require the successful vendor to provide equipment-specific training to a pre-selected cadre of Academy instructors. This will provide us with sustainability down the road.

In addition to serving the two recruit academies we run each year (estimated at 30 recruits per class), we will design and deliver training on an in-service level, initially to law enforcement. As time permits, we will offer the training to both the fire and EMS services. Given the staffing limitations, we anticipate the ability to train an estimated 20-24 law enforcement officers per month on the simulator during the grant period, and continue delivery beyond the expiration of the grant period.

Performance measures for the driver training component will be evaluated through data collection from agencies statewide. Specifically, we will survey vehicle-related injuries and crashes and compare these to a baseline to measure the effectiveness over time of the training delivered.

Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"

Drug Enforcement Training – The VCJTC will solicit contractor proposals to design and deliver advanced drug enforcement training, utilizing state contracting guidelines. The VCJTC, as an alternative, may develop a suitable curriculum, utilizing known subject matter experts. Wherever possible, the training will employ adult-learning tools to include experiential components in real-life environments. This training will be delivered at least twice during the grant period, to an estimated audience of approximately 24-30 law enforcement officers, for an annual target of 48-60 officers training as a minimum. Once developed, the curriculum will be available for delivery in subsequent years to sustain the effort.

In evaluating the drug enforcement training we will work in partnership with the Vermont Criminal Information Center for statistical purposes and a survey of law enforcement agencies that have sent officers to the training.

Management and Organizational Capability

The VCJTC is a part of the executive branch of State government. An autonomous entity, we are charged with the delivery of training to law enforcement professionals at the basic and in-service level. We are also responsible for the certification of law enforcement officers within the State.

A staff of eleven (11), we have in-house expertise and capabilities in a variety of areas, to include curriculum development, program design, delivery, and evaluation. Where there is a need, we look outside to practitioners (adjunct faculty) and contractors to provide assistance in the delivery of specific programs.

This project will be assigned to Training & Curriculum Development Coordinators. Each of the components (driver training and advanced drug investigation training) will be assigned to separate coordinators.

This project will be managed utilizing existing staff. No program dollars will be expended to hire additional staff for the purpose of coordinating or managing this project.

The VCJTC has experience in developing new curriculum to meet an identified need as evidenced by the recent roll-out of a "Response to Persons in Mental Health Crisis" program. In addition, we have been the recipient of multiple federal and state training grants in such areas as Homeland Security, Enforcement of Underage Drinking Laws, and Enforcement of Motorcycle Laws.

**Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"**

PROJECT TIMELINE

July – August 2008

Prepare and distribute request for proposal for purchase of Driver Training Simulator.

August 2008

Review bids and award bid for simulator. (60 day delivery)

Perform needs assessment for advanced drug enforcement training and solicit proposals for development of identified training.

September 2008

Research/survey baseline information on both emergency vehicle incidents and drug-related investigations/arrests for future comparison and evaluation purposes.

Determine whether to develop new advanced drug investigation curriculum in-house or to contract with vendor(s) for delivery. Contract with vendor(s) if applicable.

October 2008

Take delivery of driver training simulator. Identify instructor cadre and receive instructor training on simulator. Tailor generic training on instrument to Vermont's needs and finalize curriculum for both basic and in-service delivery.

November 2008 – June 2010

Delivery of driver training instruction with simulator. Delivery to each full-time basic recruit class and an average of 24 officers per month at the in-service level.

Delivery of the "Advanced Drug Investigation" course at least four (4) times to estimated 48-60 officers.

June 2010

Research/survey outcome data on both emergency vehicle incidents and drug-related investigations/arrests for comparison and evaluation purposes. Preparation of final report to close out grant.

July 2010 – indefinitely

Continue to deliver driver training with the simulator. Continue to replicate "Advanced Drug Enforcement" curriculum as need dictates.

**Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"**

BUDGET DETAIL WORKSHEET

A. EQUIPMENT

The VCJTC will purchase a driver training simulator through a competitive bid process, in conformance with State of Vermont purchasing guidelines. The estimated price is based on informal inquiries prior to a formal request for proposals. The price estimated is a "not to exceed" cost.

Total Equipment: \$130,000.00

B. SUPPLIES

The VCJTC will provide educational supplies to students attending both the driver training and the advanced drug investigations courses. This will include a binder, handouts, pen, highlighter, and a name tent.

Driver Training - \$5.21 /student x 348 students/year x 2 years = \$3,626.16

Adv. Drug Invest. - \$9.25/student x 60 students/yr x 2 years = \$1,110.00

Total Supplies: \$4,736.16

C. CONTRACTS

The VCJTC may contract with selected vendor(s) to design and deliver "advanced drug investigations" training course(s) to be delivered up to four (4) times over a two (2) year period. Selection will be through either competitive bid process in response to a formal request for proposal or through "sole source" procurement if approved at the State level.

Total Contracts: \$44,133.84

Total Project Costs: \$178,870.00

From: "Elrick, RJ" <RJ.Elrick@state.vt.us>
To: "Nathan Lavery" <nlavery@leg.state.vt.us>
CC: "Beatty, David" <David.Beatty@state.vt.us>
Date: 10/22/2008 5:56 PM
Subject: RE: Driver simulator grant

Nathan/David,

My apologies for the delay in responding. I have been doing some training in the field and am just back in the office this afternoon.

I have reviewed the request for grant acceptance and the reason all funding was captured under Operating Expenses was that we intend to use the funding to purchase equipment (driver training simulator), supplies, and pay space rental for regional classes. There is a chance we will have to contract with a vendor to provide for some of the training for driver training instructors and for the specialized violent crime and drug investigations training. Until we receive approval and complete a bid process on the driver simulator, we will not know how much funding remains for the other referenced training. I checked the box in Section 11 that indicates we may use funding for personal service contracts in the event we have sufficient funding to do so.

With regard to the timeline, the grant has a two-year life from acceptance. The timeline is based on this and will be adjusted accordingly once we have an acceptance date. The time frames will remain the same.

I hope this information is helpful and allows a better understanding of the proposed project and funding. If you need additional information, please don't hesitate to contact me.

R. J. Elrick, Executive Director
Vermont Criminal Justice Training Council
Vermont Police Academy
317 Academy Road
Pittsford VT 05763
Office: (802) 483-6228 Ext. 20
Fax: (802) 483-2343
Cell: (802) 342-0328
E-Mail: rj.elrick@state.vt.us
Web: www.vcjtc.state.vt.us

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

From: Nathan Lavery [<mailto:nlavery@leg.state.vt.us>]
Sent: Tuesday, October 21, 2008 12:26 PM
To: Elrick, RJ
Cc: Beatty, David
Subject: Driver simulator grant

Hello Mr. Elrick,

I believe David Beatty at Finance & Management has contacted you regarding a possible revision to the budget for this grant item. If you do believe a minor revision is in order, a new budget will be sufficient (rather than resubmitting the entire AA-1 form).

However, I have one other question I forgot to mention to Mr. Beatty. It looks like the Project Timeline was part of the application and is now in need of revision. If you find this to be so, please also send me (or include in a response to Mr. Beatty to forward) a revised timeline that is achievable. Thank you.

Nathan Lavery
Fiscal Analyst
Legislative Joint Fiscal Office
One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlavery@leg.state.vt.us

JFO 2348



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

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 [fax] 802-828-2428

Agency of Administration

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

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Additional Comments: No State match required. The simulator to be purchased with this grant, in conjunction with the new skid pad for low-speed training now at the Police Academy, will replace the training previously done at the airport and will be safer and more adaptable with better documentation of the training. *DB*

Department of Finance & Management	<i>R 9/30/08</i>	(Initial)
Secretary of Administration	<i>JPM 10/1/08</i>	(Initial)
Sent To Joint Fiscal Office	<i>12/14/08</i>	Date



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

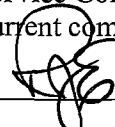
BASIC GRANT INFORMATION				
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3. Program:				
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Total	\$168,870	\$10,000	\$	
Appropriation No:	2170010000	Amount:	\$178870	
			\$	
			\$	
			\$	
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		Total	\$178,870	

REC'D SEP 25 2008

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

PERSONAL SERVICE INFORMATION

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

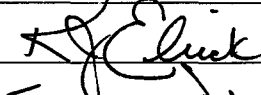
Appointing Authority Name: R. J. Elrick, Executive Director Agreed by:  (initial)

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

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

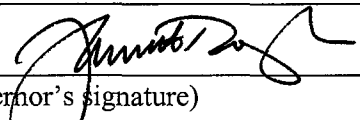
13. AUTHORIZATION AGENCY/DEPARTMENT

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

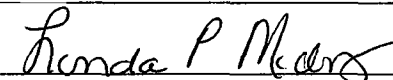
Signature: 
 Title: *Executive Director*

Date: *9-23-08*

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	 (Governor's signature)	<i>10/11/08</i>
<input type="checkbox"/> Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	 (Secretary's signature or designee)	<i>10/11/08</i>
<input type="checkbox"/> Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

State of Vermont
Criminal Justice Training Council
Vermont Police Academy
317 Academy Road
Pittsford, VT 05763
www.vcjtc.state.vt.us

[phone] 802-483-6228
[fax] 802-483-2343

Office of Executive Director

SEP 25 2008

September 23, 2008

Secretary Neale Lunderville
Agency of Administration
109 State Street
Montpelier VT 05609-0201

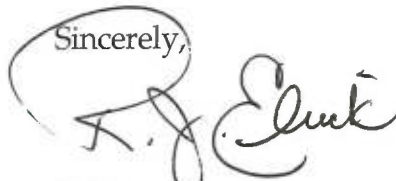
Re: Grant Acceptance Request

Secretary Lunderville,

Attached is a request for grant acceptance (AA-1) in connection with a project that the Criminal Justice Training Council has been awarded, contingent on acceptance of funds. The grantor is the US Department of Justice, Bureau of Justice Assistance. The federal funds were provided through a congressionally mandated award at the request of Senator Sanders. The funding was intended to assist the Criminal Justice Training Council in securing a means to provide driver training to emergency responders and to provide specialized training to law enforcement in the areas of drug and other violent crimes.

This project is of two-year duration from the award date (09/25/08). The funding will cover all operational expenses associated with the project to include purchase of a driver training simulator and contractual delivery of the specialized training referenced. I appreciate your consideration of this project and would be happy to answer any questions you might have to facilitate the review.

Sincerely,



R. J. Elrick
Executive Director





Department of Justice

Office of Justice Programs

Office of Communications

Washington, D.C. 20531

GRANT NOTIFICATION

Grant Number: 2008-DD-BX-0560

Name Address of Recipient: Vermont Criminal Justice Training Council
317 Academy Road

City, State Zip: Pittsford, Vermont 05763-9712

Recipient Project Director/Contact:
Robert Elrick
Executive Director

Phone: (802) 483-6228

Title of Program: FY 08 Congressionally Mandated

Title of Project: FY 08 Congressionally Mandated

Amount of Award: \$178,870 Date of Award: 09/25/2008

Awarding Agency: Bureau of Justice Assistance
Flora D Lawson

Supplement: No

Statutory Authority for Program: FY08(BJA - Byrne Discretionary Grants) P.L. 110-161

Impact/Focus: Local CFDA Number 16.580

Project Description:

The Edward Byrne Memorial Discretionary Grants Program (Byrne Discretionary Program) helps local communities improve the capacity of local justice systems and provides for national support efforts. This project is authorized and funded through a line item in the FY 08 Congressional Budget. Funds should be used for purposes recommended by Congress.

The Vermont Criminal Justice Training Council (VCJTC) will purchase a driver stimulator to reduce the incidence of vehicle crashes, injuries, and deaths connected to the operation of emergency vehicles. They will address the issue of injuries and deaths to law enforcement officers during their response to calls for services. They will provide driver stimulator training to both recruits and veteran emergency personnel to conduct hands-on training in emergency response vehicle operation, decision-making, and judgment. VCJTC will also provide law enforcement officers with advanced training in drug enforcement investigations. Their goal is to reduce motor vehicle crash impacts to emergency responders and to see increases in drug related investigations and arrest statewide.

NCA/NCF

For more information about this grant, contact the Office of Justice Program's Office of Communications at 202/307-0703.

Project Abstract

This project is intended to address the issue of injuries and deaths to law enforcement officers during their response to calls for service. With the purchase of a driver training simulator, both recruit and veteran emergency personnel will be afforded the opportunity for individual hands-on training in emergency response vehicle operation, decision-making, and judgment.

Additionally, this funding will provide officers with advanced training in drug enforcement investigations. Currently, there is a lack of available resources to fund training in this critical area, beyond the awareness level that is provided to recruits during basic training. We will offer this training on a centralized and regional basis to afford maximum exposure.

In the case of both emergency vehicle operation training and advanced drug enforcement training, we will be targeting approximately 600-800 police officers, long term (over 5 years), on a statewide basis. In addition, we will make training available to fire service and emergency medical personnel when possible.

Short-term, we will provide a necessary component of driver training that is not currently available. We will also enhance our ability to deliver advanced drug enforcement training. Long term, we look to reduce motor vehicle crash impacts to emergency responders and to see increases in drug-related investigations and arrests statewide.

Statement of the Problem

Driver Training - During 2007, the FBI reported that 57 officers nationwide had been killed feloniously. There were 11 of these officers (or 19%) killed during pursuits and motor vehicle stops. During 2006, the FBI also reported 38 officers killed as a result of motor vehicle crashes deemed accidental. Looking at the bigger picture, over the past ten (10) years, 739 officers were accidentally killed. Fifty-six percent (56%) of these officers were killed in automobile accidents. Officers spend more time in the operation of a police vehicle than in performing any other function. One must also consider that they are required to operate a vehicle in all sorts of weather and climate factors, and while multi-tasking as well (radio operation, processing data and information, assessing risk factors for the destination and incident, and under the influence of an "adrenalin rush"). Add the necessity for higher speeds in responding to an emergency and other inherent risks and you have pushed the human to extreme. Each of these environmental factors can impact the decision-making and judgment of the driver.

During 2007, the Vermont Police Academy was forced to eliminate hands-on advanced driver training that had been part of the curriculum since the early 1980's. This came about as a result of a federal decision to ban the use of airport runways where this high-speed training had occurred. With no suitable venue, we reverted to classroom training. This creates a huge void in this area of training and cannot provide the trainee with the necessary judgmental and decision-making skills for emergency vehicle operation. The Academy has been successful in securing funding for a low-speed driver

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FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"

training pad to train emergency vehicle operators in vehicle awareness, low speed maneuvers, mirror-work, etc. The piece that remains critical is the training in high-risk vehicle maneuvers. The use of a driver training simulator will fill this void and better equip those operating emergency vehicles with the skills to remain safe.

Drug Enforcement Training - Like so many communities across the nation, Vermont has seen its share of increases in the illegal sale and use of drugs. While the use of task forces has been an effective tool on supplier-level and source investigations, there remains a void in street-level investigations. This is due in part to the lack of available training on basic drug investigation, undercover operations, drug trafficking analysis, etc. In years past, we relied heavily on training from the Drug Enforcement Administration (DEA). With changes in funding at the federal level, this training is no longer provided and we are forced to seek alternatives to once free training.

The problem of illegal diversion of prescription drugs is negatively impacting Vermont just as it is in every other state in the country. Today some experts estimate that 6 million Americans are abusing prescription drugs. This number is believed to be more than the entire number of Americans abusing cocaine, heroin, hallucinogens, and inhalants combined. The negative effects of this problem on society are clear: prescription drugs are being sold on the street, they are often used as a medium of exchange for other street drugs, they are the root cause of major property crime and assault behavior, and they are also the cause of rising numbers of drug overdose deaths. In Vermont, data since 2004 has shown a constant increase in drug overdose deaths. The victims of these untimely deaths cross a wide array of ages, income, and social status and the deaths are largely fueled by prescription medications in conjunction with illicit narcotics. Other crime increases such as armed robberies and home invasions have also been connected to prescription drug theft and drug diversion activity. We need to get additional officers trained to address this growing problem!

Goals, Objectives, and Performance Measures

Goals:

Driver Training – The Vermont Criminal Justice Training Council (VCJTC) will reduce the incidence of vehicle crashes, injuries, and death connected to the operation of emergency vehicles.

Drug Enforcement Training – The Vermont Criminal Justice Training Council (VCJTC) will facilitate an increase in drug-related investigations following the delivery of advanced drug investigations training.

Objectives:

Driver Training – Through the purchase of a driver training simulator, the VCJTC will have the capacity to offer hands-on training in the operation of emergency vehicles to include judgmental and decision-making scenarios. The purchase will include training for a cadre of instructors to create sustainability for the training in-house.

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Drug Enforcement Training – The VCJTC will provide for the development and delivery of an advanced drug investigations curriculum that can be replicated for future delivery and provide for in-state sustainability in this topic area.

Performance Measures:

Driver Training – The VCJTC will measure the change in emergency vehicle accidents pre and post-implementation of the training outlined. In addition, actual student attendance counts will be tracked for the training.

Drug Enforcement Training – The VCJTC will measure the change in drug-related investigations and arrests between pre and post-delivery of the training during the grant period. In addition, actual student attendance counts will be tracked for the training.

In summary, it is our intent to show that through the delivery of training with the simulator, we can provide safe but realistic driver training to emergency vehicle operators, that will long-term reduce the costs of crashes and incidents involving emergency vehicles. In the area of drug enforcement training, we simply intend to show that through appropriate training of line officers and potential undercover officers, we can show a net increase in the number of investigations and arrests on the street. Without this training, fewer officers have the skills to succeed in this area of policing.

Project Design

Driver Training – The VCJTC will purchase, using State purchasing guidelines, a suitable driver training simulator for placement at the Vermont Police Academy in Pittsford, VT. We have one Academy that services all law enforcement personnel in the State. We will institutionalize training with the simulator in our basic recruit training program (16 week residential program) immediately. This will fill a void mentioned earlier where we used to have access to hands-on, behind the wheel training on an airport runway.

As part of the purchase, we will require the successful vendor to provide equipment-specific training to a pre-selected cadre of Academy instructors. This will provide us with sustainability down the road.

In addition to serving the two recruit academies we run each year (estimated at 30 recruits per class), we will design and deliver training on an in-service level, initially to law enforcement. As time permits, we will offer the training to both the fire and EMS services. Given the staffing limitations, we anticipate the ability to train an estimated 20-24 law enforcement officers per month on the simulator during the grant period, and continue delivery beyond the expiration of the grant period.

Performance measures for the driver training component will be evaluated through data collection from agencies statewide. Specifically, we will survey vehicle-related injuries and crashes and compare these to a baseline to measure the effectiveness over time of the training delivered.

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Drug Enforcement Training – The VCJTC will solicit contractor proposals to design and deliver advanced drug enforcement training, utilizing state contracting guidelines. The VCJTC, as an alternative, may develop a suitable curriculum, utilizing known subject matter experts. Wherever possible, the training will employ adult-learning tools to include experiential components in real-life environments. This training will be delivered at least twice during the grant period, to an estimated audience of approximately 24-30 law enforcement officers, for an annual target of 48-60 officers training as a minimum. Once developed, the curriculum will be available for delivery in subsequent years to sustain the effort.

In evaluating the drug enforcement training we will work in partnership with the Vermont Criminal Information Center for statistical purposes and a survey of law enforcement agencies that have sent officers to the training.

Management and Organizational Capability

The VCJTC is a part of the executive branch of State government. An autonomous entity, we are charged with the delivery of training to law enforcement professionals at the basic and in-service level. We are also responsible for the certification of law enforcement officers within the State.

A staff of eleven (11), we have in-house expertise and capabilities in a variety of areas, to include curriculum development, program design, delivery, and evaluation. Where there is a need, we look outside to practitioners (adjunct faculty) and contractors to provide assistance in the delivery of specific programs.

This project will be assigned to Training & Curriculum Development Coordinators. Each of the components (driver training and advanced drug investigation training) will be assigned to separate coordinators.

This project will be managed utilizing existing staff. No program dollars will be expended to hire additional staff for the purpose of coordinating or managing this project.

The VCJTC has experience in developing new curriculum to meet an identified need as evidenced by the recent roll-out of a "Response to Persons in Mental Health Crisis" program. In addition, we have been the recipient of multiple federal and state training grants in such areas as Homeland Security, Enforcement of Underage Drinking Laws, and Enforcement of Motorcycle Laws.

**Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"**

PROJECT TIMELINE

July – August 2008

Prepare and distribute request for proposal for purchase of Driver Training Simulator.

August 2008

Review bids and award bid for simulator. (60 day delivery)

Perform needs assessment for advanced drug enforcement training and solicit proposals for development of identified training.

September 2008

Research/survey baseline information on both emergency vehicle incidents and drug-related investigations/arrests for future comparison and evaluation purposes.

Determine whether to develop new advanced drug investigation curriculum in-house or to contract with vendor(s) for delivery. Contract with vendor(s) if applicable.

October 2008

Take delivery of driver training simulator. Identify instructor cadre and receive instructor training on simulator. Tailor generic training on instrument to Vermont's needs and finalize curriculum for both basic and in-service delivery.

November 2008 – June 2010

Delivery of driver training instruction with simulator. Delivery to each full-time basic recruit class and an average of 24 officers per month at the in-service level.

Delivery of the "Advanced Drug Investigation" course at least four (4) times to estimated 48-60 officers.

June 2010

Research/survey outcome data on both emergency vehicle incidents and drug-related investigations/arrests for comparison and evaluation purposes. Preparation of final report to close out grant.

July 2010 – indefinitely

Continue to deliver driver training with the simulator. Continue to replicate "Advanced Drug Enforcement" curriculum as need dictates.

Edward Byrne Memorial Discretionary Grants Program
FY 2008 Congressionally Mandated Awards
Project Title: "Violent and Drug-Related Crime Response Project"

BUDGET DETAIL WORKSHEET

A. EQUIPMENT

The VCJTC will purchase a driver training simulator through a competitive bid process, in conformance with State of Vermont purchasing guidelines. The estimated price is based on informal inquiries prior to a formal request for proposals. The price estimated is a "not to exceed" cost.

Total Equipment: \$130,000.00

B. SUPPLIES

The VCJTC will provide educational supplies to students attending both the driver training and the advanced drug investigations courses. This will include a binder, handouts, pen, highlighter, and a name tent.

Driver Training - \$5.21 /student x 348 students/year x 2 years = \$3,626.16

Adv. Drug Invest. - \$9.25/student x 60 students/yr x 2 years = \$1,110.00

Total Supplies: \$4,736.16

C. CONTRACTS

The VCJTC may contract with selected vendor(s) to design and deliver "advanced drug investigations" training course(s) to be delivered up to four (4) times over a two (2) year period. Selection will be through either competitive bid process in response to a formal request for proposal or through "sole source" procurement if approved at the State level.

Total Contracts: \$44,133.84

Total Project Costs: \$178,870.00

From: "Elrick, RJ" <RJ.Elrick@state.vt.us>
To: "Nathan Lavery" <nlavery@leg.state.vt.us>
CC: "Beatty, David" <David.Beatty@state.vt.us>
Date: 10/22/2008 5:56 PM
Subject: RE: Driver simulator grant

Nathan/David,

My apologies for the delay in responding. I have been doing some training in the field and am just back in the office this afternoon.

I have reviewed the request for grant acceptance and the reason all funding was captured under Operating Expenses was that we intend to use the funding to purchase equipment (driver training simulator), supplies, and pay space rental for regional classes. There is a chance we will have to contract with a vendor to provide for some of the training for driver training instructors and for the specialized violent crime and drug investigations training. Until we receive approval and complete a bid process on the driver simulator, we will not know how much funding remains for the other referenced training. I checked the box in Section 11 that indicates we may use funding for personal service contracts in the event we have sufficient funding to do so.

With regard to the timeline, the grant has a two-year life from acceptance. The timeline is based on this and will be adjusted accordingly once we have an acceptance date. The time frames will remain the same.

I hope this information is helpful and allows a better understanding of the proposed project and funding. If you need additional information, please don't hesitate to contact me.

R. J. Elrick, Executive Director
Vermont Criminal Justice Training Council
Vermont Police Academy
317 Academy Road
Pittsford VT 05763
Office: (802) 483-6228 Ext. 20
Fax: (802) 483-2343
Cell: (802) 342-0328
E-Mail: rj.elrick@state.vt.us
Web: www.vcjtc.state.vt.us

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

From: Nathan Lavery [<mailto:nlavery@leg.state.vt.us>]
Sent: Tuesday, October 21, 2008 12:26 PM
To: Elrick, RJ
Cc: Beatty, David
Subject: Driver simulator grant

Hello Mr. Elrick,

I believe David Beatty at Finance & Management has contacted you regarding a possible revision to the budget for this grant item. If you do believe a minor revision is in order, a new budget will be sufficient (rather than resubmitting the entire AA-1 form).

However, I have one other question I forgot to mention to Mr. Beatty. It looks like the Project Timeline was part of the application and is now in need of revision. If you find this to be so, please also send me (or include in a response to Mr. Beatty to forward) a revised timeline that is achievable. Thank you.

Nathan Lavery
Fiscal Analyst
Legislative Joint Fiscal Office
One Baldwin Street
Montpelier VT 05633-5301
(802) 828-1488
nlavery@leg.state.vt.us