



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

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

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

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: August 16, 2007

Subject: Status of Requests

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

JFO #2293 – \$400,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. The grant will be spent over a period of two years. The FY 2008 request is for \$200,000. The funds will be used to improve the department's capacity to provide notification to victims of crime through the creation of a Statewide Automated Victim Information and Notification System (SAVIN.)

[JFO received 07/17/07]

JFO #2294 - \$42,000 grant from the U.S. Department of Agriculture, Natural Resources Conservation Service, to the Vermont Agency of Agriculture, Food and Markets. The funds will be used to cover half the cost of a civil or agricultural engineer position to be located in the natural Resources Conservation Service St. Albans field office. The cost of the other half of the position will be paid by the Agency of Agriculture, Food and Markets. The position will focus on completing the design work necessary to advance water quality projects that have been awarded state and federal dollars with the objective of reducing the non-point source discharge in the Missisquoi Bay watershed.

[JFO received 07/17/07]

JFO #2295 - \$15,000 grant from the University of Vermont to the Vermont Agency of Agriculture, Food and Markets. The University is the grantee of a federal grant from the U.S. Department of Agriculture. The State of Vermont is the sub grantee. The funds will be used to pay 20% of the cost of an Ombudsman for the Vermont Dairy Task Force. The remaining 80% of the cost will be paid by the Vermont Agency of Agriculture, Food and Markets.

[JFO received 07/17/07]

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

cc: Linda Morse
Cynthia LaWare
Robert Hofmann
Roger Albee
Molly Paulger
Jenny Audet

From: Rebecca Buck
To: Obuchowski, Michael
Subject: Re: Request to hold date for JFO #2293, #2294, #2295

Yes, I will print this off and place it in the JFO #2293 file.

>>> Michael Obuchowski 8/6/2007 8:49 AM >>>

Okay to proceed. Please note my displeasure regarding the lack of bids/competition in #2293. Thank you.

>>> Rebecca Buck 8/6/2007 5:33 AM >>>

Good morning Obie: Last Thursday was the 2 week request to hold date for JFO #2293 (\$400,000 Corrections grant & positions), JFO #2294 (\$42,000 Ag water quality grant) and JFO #2295 (\$15,000 Ag dairy ombudsman grant). Since due to vacation schedules the responses were a bit delayed I wanted to give you a few extra days to digest the information. Are you ok with these items to proceed? --Becky

From: Michael Obuchowski
To: Alan Johnson
Date: 7/30/2007 4:10 PM
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2293

CC: Rebecca Buck
Received.

>>> "Johnson, Alan" <ajohnson@doc.state.vt.us> 7/30/2007 12:47 PM >>>

Representative Ocuchowski

I passed this question on to Amy Holloway, our Director of Victims Services. Amy wrote the grant which we received through the SAVIN program. Here is here response to question # 3:

Al;

As for the questions raised about our choice of vendors. We chose Servicepoint because the Health Department already had a contract to use the database for their homeless information system. It was introduced to the DOC through them as Community and Restorative Justice was looking for a database that the housing contractors and the Community Justice Centers could use. Since we in Victim Services were looking for one too, we went to the presentations with them. It seemed like a database that would suit our needs so we started working with them. I believe that the Housing programs have an MOU with the Health Department but we decided to do it on a sole source contract through this federal grant to make it easier... Perhaps an inaccurate assumption on my part. As for the SAVIN system, we are putting out for bids for the system but the only company that actually has the capacity to provide an automated victim notification system is the Appris Company out of Kentucky. Many of my colleagues in victim services have looked for other vendors, and many states have spent lots of money doing so, but in the end Appris has the market cornered. For the price and expertise you can't find any other alternative. I hope that this answers your questions about how we have chosen the vendors.

Al Johnson
Financial Resources Administrator
State of Vermont
Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

Telephone: 802.241.1028
Fax: 802.241.2377

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

From: Michael Obuchowski [<mailto:obie@leg.state.vt.us>]
Sent: Thursday, July 26, 2007 12:10 PM
To: Johnson, Alan
Cc: Rebecca Buck
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2293

Why not put your software/computing/systems needs out to bid? Why the exclusive relationship with Servicepoint and SAVIN?

>>> "Johnson, Alan" <ajohnson@doc.state.vt.us> 7/26/2007 8:56 AM >>>
Michael

For question #2, the permanent positions I mentioned are funded through the General Fund (100%).



I need a bit more clarity on question #3 if the current answer is insufficient.

Regards,

Al

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Financial Resources Administrator
State of Vermont
Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

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Fax: 802.241.2377

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

From: Michael Obuchowski [<mailto:obie@leg.state.vt.us>]
Sent: Wednesday, July 25, 2007 7:56 AM
To: Johnson, Alan
Cc: Rebecca Buck
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2293

In all due respect, you did not answer Questions 2 and 3. Please do.
Thank you.

>>> "Johnson, Alan" <ajohnson@doc.state.vt.us> 7/24/2007 1:05 PM >>>

Al Johnson
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Telephone: 802.241.1028
Fax: 802.241.2377

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

From: Rebecca Buck [<mailto:rbuck@leg.state.vt.us>]
Sent: Monday, July 23, 2007 2:52 PM
To: Johnson, Alan
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski regarding JFO #2293

Good afternoon Al:

Representative Michael Obuchowski has the following questions regarding JFO #2293 (\$400,000 USDOJ grant & request for 2 ltd srv positions):

1) Are the two positions being requested new or are they coming from the position pool?

all limited service positions requested thru JFC in connection with a grant are new in accordance with 32 VSA Sec. 5 and they do not come from the position pool.

2) What specifically is the source of the state funded match?

The majority of state match is for payroll and benefits (\$198,507). This represents salary and benefits for the Director of Victims

Services, Victims Services Coordinator and a percentage of four (4) Victims Services Specialists at four field sites. Additional matching \$'s in the amount of \$1,750 are to be paid for "supplies."

3) What is the relationship of Servicepoint and SAVIN? Why contract with them and not someone else?

Since our current offender database is not capable of holding victim related data, Servicepoint is used to manually input and track offenders for manual victim notification. The SAVIN system will be programmed to interface with the offender database and create automatic victim notification services. It could potentially be used in the future for a nation-wide victim notification clearinghouse.

4) Since the grant period noted on the documentation submitted does refer to a beginning date of 10/01/06, please verify that none of these grant funds have been expended.

No funds have been expended at this time. Upon approval of acceptance of the SAVIN grant, the DOC will begin by filling the two limited service positions associated with the grant, as well as begin the contracting process. Of note: The original grant process began in October of 2006. After the initial grant awarding process, there were still monies available, so the State of Vermont was encouraged to apply for funding through the SAVIN program.

5) In the next to last page of the budget documentation submitted under "State Vermont" there is a reference to "Counties" with "1" listed under it. Why does the submission refer to 1 county? Will this grant serve the entire state? (If you need additional directions to locate the page we're referring to, give me a call at 828-5969.)

This grant will serve the entire state of Vermont. The # 1 is used in this case to refer to the number of jail systems in Vermont. Since we do not have county jails, we have 1 system to house offenders. Other states (like Texas) have significant numbers of county systems that would result in substantially larger grant awards for the same project.

Please cc me on your response to Representative Obuchowski. Thank you.
--Becky

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From: "Johnson, Alan" <ajohnson@doc.state.vt.us>
To: "Michael Obuchowski" <obie@leg.state.vt.us>
Date: 7/26/2007 11:57 AM
Subject: RE: Questions from Rep. Obuchowski regarding JFO #2293

CC: "Rebecca Buck" <RBUCK@leg.state.vt.us>, "Clark, Sarah" <Sarah.Clark@ahs....
Michael

For question #2, the permanent positions I mentioned are funded through the General Fund (100%).

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Regards,

Al

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From: Rebecca Buck
To: Obuchowski, Michael
Date: 7/24/2007 10:44 AM
Subject: Re: your position question re: JFO #2293

CC: Johnson, Alan; Klein, Steve

Good morning Obie. I have an answer to your question regarding the 2 corrections positions being requested in connection with the new grant JFO #2293:

"1) Are the two positions being requested new or are they coming from the position pool?"

In addition to asking the corrections dept I had a call in to Molly Paulger in the human resources dept, as I thought she probably might be the correct person to ask. Molly called me back this morning and left me a message that all limited service positions requested thru JFC in connection with a grant are new in accordance with 32 VSA Sec. 5 and they do not come from the position pool.

--Becky

From: Rebecca Buck
To: Johnson, Alan
Subject: Questions from Rep. Obuchowski regarding JFO #2293

Good afternoon Al:

Representative Michael Obuchowski has the following questions regarding JFO #2293 (\$400,000 USDOJ grant & request for 2 ltd srv positions):

- 1) Are the two positions being requested new or are they coming from the position pool?
- 2) What specifically is the source of the state funded match?
- 3) What is the relationship of Servicepoint and SAVIN? Why contract with them and not someone else?
- 4) Since the grant period noted on the documentation submitted does refer to a beginning date of 10/01/06, please verify that none of these grant funds have been expended.
- 5) In the next to last page of the budget documentation submitted under "State Vermont" there is a reference to "Counties" with "1" listed under it. Why does the submission refer to 1 county? Will this grant serve the entire state? (If you need additional directions to locate the page we're referring to, give me a call at 828-5969.)

Please cc me on your response to Representative Obuchowski. Thank you. --Becky

CC: Klein, Steve; Obuchowski, Michael



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Montpelier, Vermont 05633-5701

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

MEMORANDUM

To: Joint Fiscal Committee Members

From: Maria Belliveau, Associate Fiscal Officer *MB*

Date: July 17, 2007

Subject: JFO #2293, 2294 and 2295

Enclosed please find three (3) grant requests that the Joint Fiscal Office recently received from the Administration:

JFO #2293 – \$400,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. The grant will be spent over a period of two years. The FY 2008 request is for \$200,000. The funds will be used to improve the department's capacity to provide notification to victims of crime through the creation of a Statewide Automated Victim Information and Notification System (SAVIN.)
[JFO received 07/17/07]

JFO #2294 - \$42,000 grant from the U.S. Department of Agriculture, Natural Resources Conservation Service, to the Vermont Agency of Agriculture, Food and Markets. The funds will be used to cover half the cost of a civil or agricultural engineer position to be located in the natural Resources Conservation Service St. Albans field office. The cost of the other half of the position will be paid by the Agency of Agriculture, Food and Markets. The position will focus on completing the design work necessary to advance water quality projects that have been awarded state and federal dollars with the objective of reducing the non-point source discharge in the Missisquoi Bay watershed.
[JFO received 07/17/07]

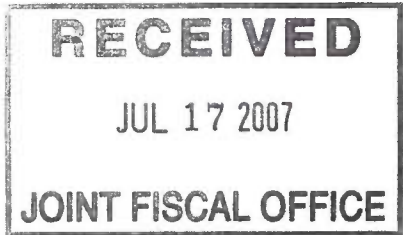
JFO #2295 - \$15,000 grant from the University of Vermont to the Vermont Agency of Agriculture, Food and Markets. The University is the grantee of a federal grant from the U.S. Department of Agriculture. The State of Vermont is the sub grantee. The funds will be used to pay 20% of the cost of an Ombudsman for the Vermont Dairy Task Force. The remaining 80% of the cost will be paid by the Vermont Agency of Agriculture, Food and markets.

[JFO received 07/17/07]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like this item held for legislative review. Unless we hear from you to the contrary by **August 2nd** 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
Cynthia LaWare, Secretary
Robert Hofmann, Commissioner
Roger Albee, Secretary



JFO #2293

STATE OF VERMONT GRANT ACCEPTANCE FORM

GRANT SUMMARY:

This grant from the US Department of Justice will provide funding to improve Doc's capacity to provide effective, timely, accurate and confidential notification for victims of crime through the creation of a Statewide Automated Victim Information and Notification System (SAVIN).

Vermont Department of Corrections Statewide Automated Victim Information and Notification System

07-VN-CX-0001

US Department of Justice Office of Justice Programs Bureau of Justice Assistance Washington, DC 20531

12/07

Department of Corrections

These funds will be spent over two fiscal years SFY2008 and SFY2009.

\$100,000.00

two

10/1/06 to 9/30/08

7/12/07
Comm. Hofmann confirmed
#2293
But no ongoing personnel expenses are anticipated after 2 years - time may be an ongoing operational expense if the project is successful (20050k) SBY 7/12/07

COMMENTS:

This grant request was the culmination of two years of DOC work with the Victim Notification Advisory Group which had representatives from the AG, States Attorneys, Sheriffs' Association, the Judiciary, the Network Against Domestic and Sexual Abuse and the Center for Crime Victims. The grant request is attached.

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

(INITIAL)
(INITIAL)
DATE: 7/16/07

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

FORM AA-1
(Rev. 9-90)

1. **Agency:** Agency of Human Services
 2. **Department:** Corrections
 3. **Program:**

4. **Legal Title of Grant:** Vermont Department of Corrections Statewide Automated Victim Information and Notification (SAVIN)
 5. **Federal Catalog No.:** 2007-VN-CX-0001
 6. **Grantor and Office Address:**
 U.S. Department of Justice
 Office of Justice Programs
 Bureau of Justice Assistance
 Washington, DC 20531

7. **Grant Period:** From: **10/1/06** To: **9/30/08**

8. **Purpose of Grant:** (attach additional sheets if needed)
 To improve the Vermont DOC's capacity to provide notification to victims of crime.

9. **Impact on Existing Programs if Grant is not Accepted:**
 N/A

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 216,534.00	\$ 216,534.00	\$
Operating Expenses	\$ 83,594.50	\$ 83,594.50	\$
Grants	\$ 0.00	\$ 0.00	\$
TOTAL	\$ 300,128.50	\$ 300,128.50	\$ 0.00

REVENUES:

State Funds:

Cash	\$ 100,128.50	\$ 100,128.50	\$
In-Kind	\$ 0.00	\$ 0.00	\$

Federal Funds:

(Direct Costs)	\$ 200,000.00	\$ 200,000.00	\$
(Statewide Indirect)	\$ 0.00	\$ 0.00	\$
(Department Indirect)	\$ 0.00	\$ 0.00	\$

Other Funds:

(source) Grant	\$ 0.00	\$ 0.00	\$
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TOTAL	\$ 300,128.50	\$ 300,128.50	\$ 0.00
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<u>Appropriation Nos.</u>	<u>Amounts</u>
Corrections-Correctional Services approp. #3480004000	\$ 400,000.00
	\$
	\$

-over-

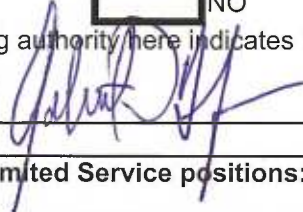
2007 JUN 21 2007

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

YES NO

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

X



12a. Please list any requested Limited Service positions:

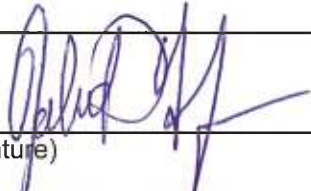
Titles	Number of Positions
Program Technician I (pg 18)	1
Grants Management Specialist AC: General (pg 23)	1
TOTAL Positions	2

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds.


13. Signature of Appointing Authority

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

 (Signature) 6/2/07 (Date)
 Commissioner - CORRECTIONS (Title)


14. Action by Governor:

Approved
 Rejected

 (Signature) 7/12/07 (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

 (Signature) 6.25.07 (Date)

16. Action by Joint Fiscal Committee:

(Dates)

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

_____ (Signature) (Date)

**STATE 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: AHS, Department of Corrections Date: May 30, 2007

Name and Phone (of the person completing this request): Al Johnson, 241-1028

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):

US Department of Justice, Office of Justice Programs.
 Statewide Automated Victim Information and Notification (SAVIN) Grant

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>	
Program Technician I	1	Victims Services	10/1/06-9/30/08	6/30/09
Grants Mgt Specialist:AC:General	1	Victims Services	10/1/06-9/30/08	6/30/09

*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:

Over the last two years, The Department of Corrections' Victim Services Program has been working with a Victim Notification Advisory Group, made up of representatives from the Center for Crime Victim Services, The Network Against Domestic and Sexual Violence, the State's Attorney and Sheriff's Association, the Attorney General's Office, and the Courts to design an effective victim notification system specifically for the Department of Corrections. Creation of these limited service positions will allow the Department of Corrections to take the final steps to implement the recommendations of the Victim Notification Advisory Group to create an effective, timely, accurate and confidential notification system for victims of crime in Vermont.

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)).

Signature of Agency or Department Head

Date

Approved/Denied by Department of Human Resources

Date

JUN 08 2007

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

Susan O'Brien
Approved/Denied by Finance and Management

6/25/07
Date

[Signature]
Approved/Denied by Secretary of Administration

6-25-07
Date

Comments:



State of Vermont
Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001
www.doc.state.vt.us

[phone] 802-241-2263
[fax] 802-241-2565

Agency of Human Services

TO: Michael K Smith, Secretary, Agency of Administration
Stephen A. Klein, Joint Fiscal Office

FROM: Robert D. Hofmann, Commissioner of Corrections

DATE: May 14, 2007

RE: SAVIN Project Grant

I am requesting the State's approval for the acceptance of a grant of \$400,000 from the Department of Justice Bureau of Justice Assistance for the Vermont Department of Corrections to create a Statewide Automated Victim Information and Notification (SAVIN) System.

Over the last two years, The Department of Corrections' Victim Services Program has been working with a Victim Notification Advisory Group, made up of representatives from the Center for Crime Victim Services, The Network Against Domestic and Sexual Violence, the State's Attorney and Sheriff's Association, the Attorney General's Office, and the Courts to design an effective victim notification system specifically for the Department of Corrections. The application for this funding was made at the direction of the Victim Notification Advisory Group, and with their support.

The \$400,000 will allow the Department of Corrections to take the final steps to implement the recommendations of the Victim Notification Advisory Group to create an effective, timely, accurate and confidential notification system for victims of crime in Vermont.

I have attached Form AA-1, Request for Grant Acceptance, which includes the details of the grant.

Your immediate, and favorable acceptance of this grant would be most appreciated.

Thank you.

Cc: Amy Holloway, Director of Victim Services
Al Johnson, Financial Resource Administrator
Toni Hartrich, DOC Budget Analyst

REC'D MAY 18 2007



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

April 13, 2007

Mr. Robert Hofmann
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

Dear Mr. Hofmann:

On behalf of Attorney General Alberto Gonzales, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the BJA FY 07 Solicited Awards in the amount of \$400,000 for Vermont Department of Corrections.

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 D. Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.oc@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script, appearing to read "Regina B. Schofield".

Regina B. Schofield
Assistant Attorney General

Enclosures



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

April 13, 2007

Mr. Robert Hofmann
Vermont Department of Corrections
103 South Main St
Waterbury, VT 05671-1001

Dear Mr. Hofmann:

Congratulations on your recent award. In establishing financial assistance programs, Congress linked the receipt of Federal funding to compliance with Federal civil rights laws. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice is responsible for ensuring that recipients of financial aid from OJP, its component offices and bureaus, the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS) comply with applicable Federal civil rights statutes and regulations. We at OCR are available to help you and your organization meet the civil rights requirements that come with Justice Department funding.

Ensuring Access to Federally Assisted Programs

As you know, Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits.

Providing Services to Limited English Proficiency (LEP) Individuals

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency (LEP). For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

Ensuring Equal Treatment for Faith-Based Organizations

The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, Participation in Justice Department Programs by Religious Organizations; Providing for Equal Treatment of all Justice Department Program Participants, and known as the Equal Treatment Regulation 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits State Administering Agencies from making award or grant administration decisions on the basis of an organization's religious character or affiliation, religious name, or the religious composition of its board of directors.

The regulation also prohibits faith-based organizations from using financial assistance from the Department of Justice to fund inherently religious activities. While faith-based organizations can engage in non-funded inherently religious activities, they must be held separately from the Department of Justice funded program, and customers or beneficiaries cannot be compelled to participate in them. The Equal Treatment Regulation also makes clear that organizations participating in programs funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. For more information on the regulation, please see OCR's website at <http://www.ojp.usdoj.gov/ocri/etfbo.htm>.

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. These employment provisions have been specifically incorporated into 28 C.F.R. Part 38.1(f) and 38.2(f). Consequently, in many circumstances, it would be impermissible for faith-based organizations seeking or receiving funding authorized by these statutes to have policies or practices that condition hiring and other employment-related decisions on the religion of applicants or employees. Programs subject to these nondiscrimination provisions may be found on OCR's website at <http://www.ojp.usdoj.gov/ocr/>. Questions about the regulation or the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

All recipients of Federal financial assistance, regardless of the particular funding source, the amount of the grant award, or the number of employees in the workforce, are subject to the prohibitions against unlawful discrimination. Accordingly, OCR investigates recipients that are the subject of discrimination complaints from both individuals and groups. In addition, based on regulatory criteria, OCR selects a number of recipients each year for compliance reviews, audits that require recipients to submit data showing that they are providing services equitably to all segments of their service population and that their employment practices meet equal employment opportunity standards.

Complying with the Safe Streets Act or Program Requirements

In addition to these general prohibitions, an organization which is a recipient of financial assistance subject to the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act (Safe Streets Act) of 1968, 42 U.S.C. § 3789d(e), or other Federal grant program requirements, must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 28 C.F.R. § 42.301-.308, and (2) submitting to OCR Findings of Discrimination (see 28 C.F.R. §§ 42.205(5) or 31.202(5)).

1) Meeting the EEOP Requirement

In accordance with Federal regulations, Assurance No. 6 in the Standard Assurances, COPS Assurance No. 8.B, or certain Federal grant program requirements, your organization must comply with the following EEOP reporting requirements:

If your organization has received an award for \$500,000 or more and has 50 or more employees (counting both full- and part-time employees but excluding political appointees), then it has to prepare an EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/eeop.htm>. You may also request technical assistance from an EEOPspecialist at OCR by dialing (202) 616-3208.

If your organization received an award between \$25,000 and \$500,000 and has 50 or more employees, your organization still has to prepare an EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

If your organization received an award for less than \$25,000; or if your organization has less than 50 employees, regardless of the amount of the award; or if your organization is a medical institution, educational institution, nonprofit organization or Indian tribe, then your organization is exempt from the EEOP requirement. However, your organization must complete Section A of the Certification Form and return it to OCR. The Certification Form can be found at <http://www.ojp.usdoj.gov/ocr/eeop.htm>.

2) Submitting Findings of Discrimination

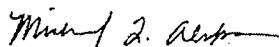
In the event a Federal or State court or Federal or State administrative agency makes an adverse finding of discrimination against your organization after a due process hearing, on the ground of race, color, religion, national origin, or sex, your organization must submit a copy of the finding to OCR for review.

Ensuring the Compliance of Subrecipients

If your organization makes subawards to other agencies, you are responsible for assuring that subrecipients also comply with all of the applicable Federal civil rights laws, including the requirements pertaining to developing and submitting an EEOP, reporting Findings of Discrimination, and providing language services to LEP persons. State agencies that make subawards must have in place standard grant assurances and review procedures to demonstrate that they are effectively monitoring the civil rights compliance of subrecipients.

If we can assist you in any way in fulfilling your civil rights responsibilities as a recipient of Federal funding, please call OCR at (202) 307-0690 or visit our website at <http://www.ojp.usdoj.gov/ocr/>.

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Office of Comptroller

Washington, D.C. 20531

April 13, 2007

Mr. Robert Hofmann
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671 - 1001

Reference Grant Number: 2007-VN-CX-0001

Dear Mr. Hofmann:

I am pleased to inform you that my office has approved the following budget categories for the aforementioned grant award in the cost categories identified below:

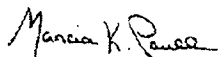
Category	Budget
Personnel	\$319,856
Fringe Benefits	\$113,212
Travel	\$26,175
Equipment	\$0
Supplies	\$8,964
Construction	\$0
Contractual	\$132,050
Other	\$0
Total Direct Cost	\$600,257
Indirect Cost	\$0
Total Project Cost	\$600,257
Federal Funds Approved:	\$400,000
Non-Federal Share:	\$200,257
Program Income:	\$0

If you have questions regarding this award, please contact:

- Program Questions, Flora D. Lawson, Program Manager at (202) 305-9216; and
- Financial Questions, the Office of the Comptroller, Customer Service Center(CSC) at (800) 458-0786, or you may contact the CSC at ask.oc@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink that reads "Marcia K. Paull". The signature is written in a cursive style with a large initial "M".

Marcia Paull
Chief Financial Officer



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 2

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Corrections 103 South Main Street Waterbury, VT 05671-1001		4. AWARD NUMBER: 2007-VN-CX-0001	
		5. PROJECT PERIOD: FROM 10/01/2006 TO 09/30/2008 BUDGET PERIOD: FROM 10/01/2006 TO 09/30/2008	
		6. AWARD DATE 04/13/2007	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 034000276		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT	\$0
3. PROJECT TITLE Vermont Department of Corrections Statewide Automated Victim Information and Notification (SAVIN) Project		10. AMOUNT OF THIS AWARD	\$ 400,000
		11. TOTAL AWARD	\$ 400,000
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 Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006, Pub. L. No. 109-108 (Nov. 22, 2005).			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Regina B. Schofield Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Robert Hofmann Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 5/23/07
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X C VN 80 00 00 400000		21. V07U00001	

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

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



Department of Justice
Office of Justice Programs
Bureau of Justice
Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 2

PROJECT NUMBER 2697-VN-CX-0001

AWARD DATE 04/13/2007

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient agrees to submit to BJA for review and approval any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date.
6. To support public safety and justice information sharing, OJP requires the grantee to use the Global Justice Data Model specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this grant to the component registry as specified in the guidelines. This information is available at www.it.ojp.gov/gjxdm.
7. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.ojp.usdoj.gov/eci/states.htm>.
8. The award recipient agrees to participate in a data collection process measuring program outputs and outcomes. The data elements for this process will be outlined by the Office of Justice Programs.
9. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
10. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
11. Recipient acknowledges that it may not obligate, expend or drawdown grant funds until it has submitted all delinquent reports for grants funded by OJP, including 1) financial reports (Standard Form SF 269A); 2) semiannual progress reports; 3) annual performance reports; or 4) final reports. Recipients are encouraged to contact their State Policy Advisor (SPA) in BJA with questions concerning these delinquent reports. All reports must be submitted electronically via the GMS or equivalent electronic system, as specified by the SPA. Only after all of these delinquent reports have been submitted will OJP issue a Grant Adjustment Notice to remove this condition.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Maria Pressley, NEPA Coordinator

Subject: Categorical Exclusion for Vermont Department of Corrections

Awards under this program will be used to develop national demonstration, training, and technical assistance programs.

None of the following activities will be conducted either under the OJP federal action or a related third party action:

- (1) new construction;
- (2) any renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain;
- (3) a renovation that will change the basic prior use of a facility or significantly change its size;
- (4) research and technology whose anticipated and future application could be expected to have an effect on the environment; and
- (5) implementation of a program involving the use of chemicals.

Consequently, an agency-wide analysis has determined that the program meets the Office of Justice Programs' (OJP) criteria for a categorical exclusion under the provisions of 28 CFR, Part 61, Appendix D, paragraph 4(b).



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER

2007-VN-CX-0001

PAGE 1 OF 1

This project is supported under Science, State, Justice, Commerce, and Related Agencies Appropriations Act, 2006, Pub. L. No. 109-108 (Nov. 22, 2005).

1. STAFF CONTACT (Name & telephone number)

Flora D. Lawson
(202) 305-9216

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

Amy Holloway
Director of Victim Services
103 South Main St
Waterbury, VT 05671-1001
(802) 241-2302

3a. TITLE OF THE PROGRAM

BJA FY 07 Solicited Awards

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Vermont Department of Corrections Statewide Automated Victim Information and Notification (SAVIN) Project

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-1001

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2006 TO: 09/30/2008

8. BUDGET PERIOD

FROM: 10/01/2006 TO: 09/30/2008

9. AMOUNT OF AWARD

\$ 400,000

10. DATE OF AWARD

04/13/2007

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

The Vermont Department of Corrections will implement a Statewide Automated Victim Information and Notification (SAVIN) system with the intent of providing timely notification to the crime victims who request it. In addition, by transitioning from the current manual notification process to an automated system, the potential for error will decrease, allowing victims to receive more accurate information. SAVIN ensures victims of crime receive accurate and timely information regarding the status of offenders and events related to the case. Through SAVIN, victims are able to participate in the judicial process and make sound decisions to protect themselves from further victimization while maintaining total anonymity. This information-sharing capability is also available to courts, corrections, and law enforcement officials.

NCA/NCF

Budget Narrative for Vermont's Statewide Automated Victim Notification System

* Indicates Federally funded expenses

A. Personnel

*2 Fulltime Program Technicians will work 100% for this project and will be paid at a rate of \$16.86 per hour plus benefits. The Program Technicians will be responsible for the following:

- ◇ Responsible for working with the Director of Victim Services to implement the Savin Program.
- ◇ Will audit all offender files to update notification information
- ◇ Work with Victim Services Specialist and Caseworkers/Probation/Parole Officers to send letters to victims registered into the new system
- ◇ Work with Director of Victim Services and VNAG to develop a statewide training and public relations campaign to inform the state about the new program and to get new victims registered.
- ◇ Work with Vendor to make sure that contacts with appropriate DOC IT staff is made and that interfaces meet specifications
- ◇ Manage victim notification data,
- ◇ Prepare reports for VNAG, The DOC and BJA
- ◇ Send "back-up" notification letters to victims who don't receive phone calls

Victim Services Director will devote 50% of her time to this project at a rate of \$22.45 an hour plus benefits. Victim Services Program Director will do the following:

- ◇ Convene the VNAG on a monthly basis
- ◇ Work with the Program Tech to monitor Vendor contract
- ◇ Work with Program Tech to prepare monthly report for VNAG
- ◇ Provide DOC Commissioner with updates
- ◇ Work with DOC and VNAG to contact legislators to discuss ongoing funding

Victim Services Program Coordinator will devote 45% of her time to this project at a rate of \$23.57 an hour plus benefits, and will do the following.

- ◇ Work with Program Tech to develop and deliver a DOC staff training module on victim notification
- ◇ Work with Program Tech to develop and deliver a stakeholders training module
- ◇ Monitor progress of transition from old system to new and respond to victim concerns

Victim Service Specialists will commit 15% of their time at an average rate of \$23.33 an hour plus benefits to this project. They will work with the Technicians to:

- ◆ Contact victims to inform them of the new program and assist them in registering for notification
- ◆ Serve as the point of contact for any victim notified by the system who may need additional services or have questions
- ◆ Provide victims with the services they request as a result of their notification

*Administrative Assistants A – Temporary

The Administrative Assistants will provide 2359 hours of temporary administrative back-up to the Program Technicians at the rate of \$13.79 an hour. The Temporary Administrative staff will assist with the audit of offender files, track down victim contact information and put data into the victim database.

B. Fringe Benefits

The following table contains information about the benefits for each position.

Department of Corrections - Victims Notification Grant - Positions and Benefit Detail

Position	Salary	LTD	Health	Dental	Life	Retirement	FICA	EAP	Total Benefits
Director - 1	\$ 46,696.00	\$ 119.00	\$ 4,558.00	\$ 311.00	\$ 160.00	\$ 4,441.00	\$ 3,415.00	\$ 28.00	\$ 13,032.00
50% Time	\$ 23,348.00	\$ 59.50	\$ 2,279.00	\$ 155.50	\$ 80.00	\$ 2,220.50	\$ 1,707.50	\$ 14.00	\$ 6,516.00
2 Years	\$ 46,696.00	\$ 119.00	\$ 4,558.00	\$ 311.00	\$ 160.00	\$ 4,441.00	\$ 3,415.00	\$ 28.00	\$ 13,032.00
Coord - 1	\$ 49,025.60	\$ -	\$ 12,534.00	\$ 1,085.00	\$ 168.00	\$ 4,663.00	\$ 3,438.00	\$ 28.00	\$ 21,916.00
50% Time	\$ 24,512.80	\$ -	\$ 6,267.00	\$ 542.50	\$ 84.00	\$ 2,331.50	\$ 1,719.00	\$ 14.00	\$ 10,958.00
2 Years	\$ 49,025.60	\$ -	\$ 12,534.00	\$ 1,085.00	\$ 168.00	\$ 4,663.00	\$ 3,438.00	\$ 28.00	\$ 21,916.00
VSS - 4	\$ 194,105.60	\$ -	\$ 26,959.00	\$ 1,506.00	\$ 489.00	\$ 18,828.00	\$ 14,441.00	\$ 112.00	\$ 62,335.00
Cosgrove	\$ 44,283.20	\$ -	\$ 5,600.00	\$ 311.00	\$ 155.00	\$ 4,295.00	\$ 3,388.00	\$ 28.00	\$ 13,777.00
Sklar	\$ 54,142.40	\$ -	\$ 11,201.00	\$ 573.00	\$ 189.00	\$ 5,252.00	\$ 3,927.00	\$ 28.00	\$ 21,170.00
Hathorn	\$ 54,142.40	\$ -	\$ 5,600.00	\$ 311.00	\$ -	\$ 5,252.00	\$ 4,035.00	\$ 28.00	\$ 15,226.00
Andrews	\$ 41,537.60	\$ -	\$ 4,558.00	\$ 311.00	\$ 145.00	\$ 4,029.00	\$ 3,091.00	\$ 28.00	\$ 12,162.00
25% Time	\$ 48,526.40	\$ -	\$ 6,739.75	\$ 376.50	\$ 122.25	\$ 4,707.00	\$ 3,610.25	\$ 28.00	\$ 15,583.75
2 Years	\$ 97,052.80	\$ -	\$ 13,479.50	\$ 753.00	\$ 244.50	\$ 9,414.00	\$ 7,220.50	\$ 56.00	\$ 31,167.50
Prog Tech - 2	\$ 70,137.60	\$ -	\$ 16,848.00	\$ 1,088.00	\$ 288.00	\$ 6,528.00	\$ 4,826.00	\$ 56.00	\$ 29,634.00
New	\$ 35,068.80	\$ -	\$ 8,424.00	\$ 544.00	\$ 144.00	\$ 3,264.00	\$ 2,413.00	\$ 28.00	\$ 14,817.00
New	\$ 35,068.80	\$ -	\$ 8,424.00	\$ 544.00	\$ 144.00	\$ 3,264.00	\$ 2,413.00	\$ 28.00	\$ 14,817.00
2 Years	\$ 140,275.20	\$ -	\$ 33,696.00	\$ 2,176.00	\$ 576.00	\$ 13,056.00	\$ 9,652.00	\$ 112.00	\$ 59,268.00

C. Travel:

*Out of State: Cost of travel for the two Program Techs and the Victim Services Program Director to a two day conference each year to meet with other DOC victim services personnel concerning automated victim notificatio

Expenses include, \$450 for each person for airfare, \$75.00 per night for a hotel, \$32.00 per day for food (\$6.25 breakfast/\$7.25 lunch/\$18.50 dinner) and \$50 per person for miscellaneous travel expenses such as parking, taxi rental.

***Cost of travel in state:** Includes 480 miles a month @\$.45 a mile travel for the two Technicians to travel all field and jail facilities over the course of the first year to conduct audits of offender files and for the Director of Services and the Coordinator of Victim Services to travel to every facility at least once in the first year and once second year to conduct training sessions.

D. Equipment : None

E. Supplies

Supplies include

Office supplies including paper, envelopes, pens, for the general operation of the project at the rate of \$25.00 month.

Postage: We anticipate sending out several mailings to existing and newly registered victims which will rest between 3000- and 6000 pieces of mail at a rate of \$.37. This will also cover the cost of mailing out surveys as part of the evaluation section of this proposal.

Cost of 242 training manuals @\$5.00 each that will be used by the Victim Services Coordinator in trainings caseworkers/States Attorney's Victim Advocates and law enforcement officers.

*Two Laptops will purchased @\$1,500 each and will be used by the Project Technicians while working on the project. They will use the laptops to stay in contact with the Victim Services Director while they are in the field and will enter victim contact information that they get through the audit into the Servicepoint database to create a "centralized victim contact list". It will be from this list that the letters will be sent to all victims informing them of the change in victim notification system.

F. Consultant/Contracts

*The Total cost of the two contracts with SAVIN (\$112,500) and Servicepoint (\$19,550) is \$132,050.

SAVIN:

The first year cost for Savin will be \$62,500 which includes \$25,000 for the first three months of start-up which will include all computer interface work between the vendor and the DOC as well as the development and production of community awareness materials such as brochures, posters and public service announcements. The remainder of the first year will cost a total of \$37,503 (\$4167 a month for nine months).

The second year expenses will be \$4,167 per month, with a yearly total of \$50,000.

See below for a month by month breakdown:

State
Counties

Vermont

Install Rate		1	1
Grant Period		24	
Startup Cost	\$	25,000	
Recurring Cost	\$	50,000	
% of central rec.		25%	
Total Match Needed	\$	-	
Total In-Kind	\$	104,000	
Cash Needed	\$	(104,000)	
County In-Kind	\$	2,000	Per year Per County
State In-Kind		50000	Per year

Month	Startup	Central	Recurring	Sites	
1	\$ 25,000				
2					
3					
4		\$ 1,042	3,125.00	1	
5		\$ 1,042	3,125.00	1	
6		\$ 1,042	3,125.00	1	
7		\$ 1,042	3,125.00	1	
8		\$ 1,042	3,125.00	1	
9		\$ 1,042	3,125.00	1	
10		\$ 1,042	3,125.00	1	
11		\$ 1,042	3,125.00	1	
12		\$ 1,042	3,125.00	1	Year 1 \$ 62,500
13		\$ 1,042	3,125.00	1	
14		\$ 1,042	3,125.00	1	
15		\$ 1,042	3,125.00	1	
16		\$ 1,042	3,125.00	1	
17		\$ 1,042	3,125.00	1	
18		\$ 1,042	3,125.00	1	
19		\$ 1,042	3,125.00	1	
20		\$ 1,042	3,125.00	1	
21		\$ 1,042	3,125.00	1	
22		\$ 1,042	3,125.00	1	
23		\$ 1,042	3,125.00	1	
24		\$ 1,042	3,125.00	1	Year 2 \$ 50,000

Service Point

*The Vermont Department of Health currently has a contract with Service Point, to provide the database collecti capacity for its HMIS system as required by HUD. The Department of Corrections Victim Services Program wi MOU with the Health Department for the use of the software for the victim database. The total cost of the system over two years is \$19,550 which breaks down as follows:

First Year	# Users	Per user amount	Total
One Time Fee			
License	10	\$175	\$1750
Training	2	\$100	\$200
Annual Software Fee			
Hosting Fee	10	\$180	\$1800
Software Fee	10	\$50	\$500
TOTAL SOFTWARE FEE			\$2300
Support Fee	10	\$650	\$6500
TOTAL FIRST YEAR			\$10,750
Second Year			
Total Annual Software	10	\$230	\$2300
Total Support Fee	10	\$650	\$6500
TOTOL SECOND YEAR	10	\$880	\$8,800

G. Other Costs: none

H. Indirect Costs: none

F. Consultant

Contracts		Federal	rate	# Years	
Vendor	First year operation and roll-out cost	\$	62,500.00	\$62,500.00	1
Vendor	Second Year operational fee	\$	50,000.00	\$50,000.00	1
Service Point	First year		\$10,750.00	\$10,750.00	1
	Second Year		\$8,800.00	\$8,800.00	1
	Total Consultant	\$	132,050.00		

Service Point Pricing

Agencies		10	
Number of Users per Agency		1	
Total Users		10	
One Time Fees*			
License / User		\$175.00	\$1,750.00
Training Lab / Training	2	\$100.00	\$200.00
Annual Software Fees*			
Hosting Fee / User		\$180.00	\$1,800.00
Software Fee / User		\$50.00	\$500.00
Total Annual Software Fee			\$2,300.00
Support Fees**			
Support Fee / Agency		\$650.00	\$6,500.00
			\$6,500.00

First Year Total Costs

one time license user	\$1,750.00
Annual Software fee	\$2,300.00
Training	\$200.00
Annual Support fee	\$6,500.00
Total	\$10,750.00

Subsequent Years Total Costs

	\$2,300.00
	\$6,500.00
Total	\$8,800.00

Notes:

*These costs are charged by Bowman Systems for the Software

** These costs are charged by Data Remedies, LLC for system configuration, on-site configuration, support, training

BUDGET SUMMARY FOR THE VERMONT SAVIN PROJECT

Budget Category	Total	State Match	Federal
A. Personnel	\$ 319,856.00	\$ 147,051.00	\$ 172,805.00
B. Fringe Benefits	\$ 113,212.00	\$ 51,456.00	\$ 61,756.00
C. Travel	\$ 26,175.00	\$ -	\$ 26,175.00
D. Equipment	\$ -	\$ -	\$ -
E. Supplies	\$ 8,964.00	\$ 1,750.00	\$ 7,214.00
F. Consultants/Contracts	\$ 132,050.00	\$ -	\$ 132,050.00
G. Other Expenses	\$ -	\$ -	\$ -
Total Direct Costs	\$ 600,257.00	\$ 200,257.00	\$ 400,000.00
I. Indirect Costs	\$ -	\$ -	\$ -
TOTAL PROJECT COSTS	\$ 600,257.00	\$ -	\$ -
Federal Amount Request	\$ 400,000.00	\$ -	\$ -
Match	\$ 200,257.00	\$ -	\$ -

%	# years	# hours	duration
50.00%	2	22.45	1040
45.00%	2	23.57	836
15.00%	2	93.32	312
100.00%	2	33.72	2080
100.00%	1	13.79	2350

2 Federal Fund

A. Personnel

		STATE		FEDERAL	Computation		
Victim Services Program Director	\$	44,696.00	\$	46,696.00	22,752.1040		
Victim Services Program Coordinator	\$	44,123.00	\$	44,123.04	23,572.5350		
Victim Service Specialists	\$	58,232.00	\$	58,231.68	33,322.3120		
2 Project Technicians			\$	140,275.00	\$ 140,275.20	33,702,2080	
Administrative Assistant A - Temporary			\$	32,530.00	\$ 32,530.61	17,805.2350	
Subtotal	\$	147,051.00	\$	149,050.72	\$	172,805.00	\$ 172,805.81
Total Personnel	\$	319,856.00	\$	321,856.53			

Federal	rate	duration	% time
	\$ 13,032.00	2	0.5
	\$ 21,916.00	2	0.45
	\$ 62,335.00	2	0.15
\$ 59,268.00	\$ 29,634.00	2	1
\$ 2,488.00	\$ 2,488.00	1	1
\$ 61,756.00			

B. Fringe Benefits (FICA, Health, Dental, Life, Retirement)

Name/Position			State	
Victim Services Director	\$	13,032.00	\$	13,032.00
Victim Services Coordinator	\$	19,724.00	\$	19,724.40
Victim Service Specialists	\$	18,700.00	\$	18,700.50
Project Technicians (2)				
Administrative Assistants A -Temporary				
TOTAL Personnel and Fringe Benefits Subtotal	\$	51,456.00	\$	51,456.90
Total Fringe and Benefits	\$	113,212.00		

C. Travel

	Federal	amount	rate	miles/people	days/weeks	times
Instate	\$ 21,360.00		\$ 0.45	480		50 2
Out of State	\$ 2,400.00	airfare	\$ 400.00	3		1 2
Hotel	\$ 1,350.00	hotel	\$ 75.00	3		3 2
Food	\$ 768.00	food	\$ 32.00	3		4 2
Misc	\$ 297.00		\$ 50.00			
	\$ 26,175.00					
Total	\$ 26,175.00					

D. Equipment

\$0.00



E. Supplies

	Federal	State	amount/month	# or monthsor # of items
Laptops	\$3,000.00		\$ 1,500.00	2 laptops
Office supplies	\$600.00		\$ 25.00	24 months
Postage	\$2,400.00		\$ 100.00	24 months
Training Materials	\$1,200.00		\$ 5.00	240 manuals
Training Materials		\$1,750.00	\$ 5.00	350
Misc	\$14.00			
	\$7,214.00	\$1,750.00		
Total Supplies	\$8,964.00			

F. Consultant

Contracts		Federal	rate	# Years	
Vendor	First year operation and roll-out cost	\$	62,500.00	\$62,500.00	1
Vendor	Second Year operational fee	\$	50,000.00	\$50,000.00	1
Service Point	First year		\$10,750.00	\$9,440.00	1
	Second Year		\$8,800.00	\$8,340.00	1
	Total Consultant	\$	132,050.00		

Service Point Pricing

Agencies		10	
Number of Users per Agency		1	
Total Users		10	
One Time Fees*			
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Training Lab / Training	2 \$100.00		\$200.00
Annual Software Fees*			
Hosting Fee / User	\$180.00		\$1,800.00
Software Fee / User	\$50.00		\$500.00
Total Annual Software Fee			\$2,300.00
Support Fees**			
Support Fee / Agency	\$650.00		\$6,500.00
			\$6,500.00

First Year Total Costs

one time license user	\$1,750.00
Annual Software fee	\$2,300.00
Training	\$200.00
Annual Support fee	\$6,500.00
Total	\$10,750.00

Subsequent Years Total Costs

	\$2,300.00
	\$6,500.00
Total	\$8,800.00

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Month

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24		\$ 1,042	3,125.00	1	Year 2 \$ 50,000

G. Other Costs

\$0.00

