



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: May 4, 2009
Subject: JFO #2374 & #2375

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

JFO #2374 — \$20,000.00 grant from the State Justice Institute to the Judiciary. These grant monies will support the education of court managers and supervisors by funding the annual court manager college, including a partnership with the National Association of Court Managers (NACM).
[JFO received 4/03/09]

JFO #2375 — \$574,780.00 grant from the U.S. Department of Labor to the Vermont Department of Labor. These grant funds will be used to provide job training to female offenders re-entering the workforce.
[JFO received 4/03/09]

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

cc: Robert Greemore, Acting Court Administrator
Patricia Moulton Powden, Commissioner

STATE OF VERMONT
GRANT ACCEPTANCE FORM

JFO 2375

DATE: February 25, 2009

DEPARTMENT: Department of Labor

GRANT/DONATION (brief description and purpose): Federal funds will be used to provide job training to female offenders re-entering the workforce.

GRANTOR/DONOR: U.S. Department of Labor

GRANT PERIOD: 2/01/09-03/30/10

AMOUNT/VALUE: \$574,780

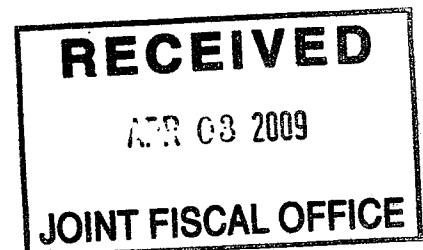
POSITIONS REQUESTED (LIMITED SERVICE): None

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None

COMMENTS:

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

(INITIAL) ~~K~~ 3/15/09
(INITIAL) ~~AM~~ 3/18/09
(DATE) 3/24/09



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

BASIC GRANT INFORMATION			
1. Agency:	Department of Labor		
2. Department:			
3. Program:	Meeting Women Where They Are		
4. Legal Title of Grant:	Earmark		
5. Federal Catalog #:	17.261		
6. Grant/Donor Name and Address: Department of Labor			
7. Grant Period:	From:	2/1/2009	To: 6/30/2010
8. Purpose of Grant: This is a female offender re-entry grant. Incarcerated women at the NWSCF (St.Albans) will receive skill and interest assessments, be provided occupational training, receive life support services and ultimately be placed in jobs.			
9. Impact on existing program if grant is not Accepted: Current state resources are not available for a successful re-entry program, nor are systems in place.			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY	
Personal Services	\$72,963	\$148,138	\$	
Operating Expenses	\$5,059	\$10,273	\$	
Grants	\$84,587	\$253,760	\$	
Total	\$162,609	\$412,171	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$144,369	\$375,137	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$18,240	\$37,034	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$162,609	\$412,171	\$	
Total	\$162,609	\$412,171	\$	

Appropriation No:	Amount:	\$
410050000		\$353,679
410060000		\$221,101
		\$
		\$
		\$
		\$
	Total	\$574,780

REC'D JAN 23 2009

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 process/policy.
 Appointing Authority Name: _____ 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: <i>Patricia Moulton Powden</i>	Date: 1/20/2009
	Title: Patricia Moulton Powden	
	Signature: _____	Date: _____
	Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	<i>[Signature]</i> (Governor's signature)	3/24/09
<input type="checkbox"/> Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Request to JFO	<i>Ronda P. McEnts</i> (Secretary's signature or designee)	3/18/09
<input type="checkbox"/> Information to JFO		Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input 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 type="checkbox"/> Notice of Award	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Grant Budget	<input type="checkbox"/> Request for Extension (if applicable)

End Form AA-1

Susanne - @ asked VDOC how the work
will be carried out to Tom Douse
Sent me in response -
Ronda

I. TECHNICAL PROPOSAL

1. Abstract

"Meeting Women Where They Are" (Vermont's Female Offender Re-Entry Program) will serve approximately 200 women. One hundred seventy-five of the women will enroll in occupational skill training. Of these, 150 will be placed in transitional employment and 125 will be placed in permanent jobs. Many of the women have no long term connection to the labor market and have not developed marketable job skills. The vast majority are single parents with 76% of their children under the age of 12. Many have substance abuse challenges.

Individuals will be identified, interviewed, assessed for skills, interests and support service needs and provided training opportunities in the Northwest State Correctional Facility (NWSCF) in St. Albans. This is where all female offenders will be housed as of January 2009. Training may include such areas as construction skills through building modular homes, food preparation, horticulture, auto mechanics and body repair. Training begun at NWSCF may be continued post release at such facilities as Vermont's technical education centers or Community College of Vermont. Additional training areas will also be identified and pursued. A skills portfolio will be developed for each woman in training.

A system of support will be developed based on the needs of individuals. Safe housing, childcare, transportation, counseling, mentoring and medical/dental/vision services are essential elements of this system.

Although the ultimate goal is self sufficiency, many of the women will first experience transitional employment, often subsidized through the Workforce Investment Act or their public assistance grant, as part of their overall training. This will allow them to better develop their work skills while establishing an on-going connection to the labor force.

"Meeting Women Where They Are" is a multi-agency/organization project. Among the organizations involved are the Vermont Departments of Labor and Corrections, Vermont Works for Women, Vermont Student Assistance Corporation and Vocational Rehabilitation. Several cross-agency staff trainings will occur including, among others, gender responsiveness, Career Decision Facilitation training, the effects of trauma, Bridges Out of Poverty, and disabilities awareness.

C. Individuals to be Served

a. Description – Who will be trained?

- The project will provide in-depth services to at least 200 female offenders over the grant period although many more female offenders will feel the effects of this project. On average, the cost per person will be approximately \$2,875 although more will be spent on some and less will be spent on others.
- There are no additional eligibility criteria other than the individuals are female offenders; however, it is important to note that many, if not most, of the women will have disabilities. All female offenders (all of whom will be housed at the Northwest Correctional Facility) will have access to this program.

b. Rationale for Selection

- As previously referenced, up until the second quarter of FY'07, the rate of female incarceration had risen dramatically. According to Corrections' records, from 2001 through 2007, the number of women incarcerated more than doubled. There has been a leveling off of the numbers with no appreciable decrease.
- The needs of female offenders are complex and multiple. Identifying educational and job skill deficits (including pre-employment and occupational skills) and providing needed training while meeting personal survival needs such as safe housing, food, a medical home, clothing, counseling, childcare, and transportation require labor intensive services.

B. Major Project Components

Component	Activity (What)	Location (When & Where)	Delivery Method (How)	Responsible Partner (Who)
Staff Training	Gender Responsiveness; Career Decision Facilitation; Effects of Trauma; Bridges Out of Poverty; Disabilities Awareness	Montpelier St. Albans Burlington Waterbury First and second quarters	Classroom VT Interactive Television (VIT) On-line/Web-based	VDOL VSAC Corrections National Institute of Corrections (NIC) VWW VR
Participant Outreach/ Enrollment	Recruitment Assessment	St. Albans Brattleboro On-going	Visits to both St. Albans and Brattleboro sites	Corrections/CHSVT VWW VR
Pre-employment Skills Training	Basic Literacy Skills, Soft Skills Self-Advocacy Career Awareness Life Skills/Habits of Mind	St. Albans Brattleboro At Release Sites Shortly after assessment	Classes given at both St. Albans and Brattleboro sites Additional classes given at Release Sites	VWW VDOL VSAC CHSVT
Occupational Skills Training	Occupational training (technical)	St. Albans Brattleboro At Release Sites After assessment On-going	Small classes given, WE, OJT	Instructors at NWSCF External training providers such as technical education centers Community College of VT
Employer Outreach	Identify future work sites for both transitional and permanent jobs	Burlington Rutland Barre/Montpelier St. Albans Brattleboro On-going	Face to face contact and by phone	VDOL VWW VR
Placement: • Transitional • Permanent	On-site job placement WIA, WE/OJT	Vermont Post-training	Through job developers	VWW VDOL VR
Follow-up and Support	Mentoring Provision of support services	Vermont After placement	Through staff follow up	VWW, VDOL, P & P, VR
Evaluation	Final Report	Vermont At end of project	Written Report	VDOL

Note: Staff training will occur in such areas as Career Decision Facilitation, Gender Responsiveness, the effects of trauma, Bridges Out of Poverty, and disabilities awareness. Staff from Corrections, Community High School of Vermont, VWW, VDOL, VR, and VSAC will participate.

5. Project Outcomes

A. Performance Measures and Planned Outcomes

1) PERFORMANCE TABLE		
Project Components/ Performance Measure	Measure Definition Formula	Planned Level of Outcomes
Staff Training	Number of staff participating in one or more trainings.	50
	Number of departments participating in trainings as indication of cross-agency buy-in.	5+
Participant Outreach	Number of women going through the assessment process offered through the facility's Career Resource Center.	200 assessed; 175 skill portfolios begun
Pre-employment Skills Training	Number of women enrolled in the CHSVT (% of total).	50 out of 200 (25%)
	Number of women participating in soft-skill/life-skill training (% of total).	150 out of 200 (75%)
	Number of women participating in Habits of Mind (% of total)	175 out of 200 (88%)
Occupational Skills Training	Number of women enrolled in occupational skills training (% of total)	175 out of 200 (88%)
	Number of and types of occupational areas in which women are participating.	10 types to be gathered and listed.
Employer Outreach	Number of employers willing to participate in either the training or hiring of female offenders.	50
	Number of employers willing to convince peers to participate.	35
Placement: Transitional Permanent	Number of women placed in transitional employment (% of total in occupational skills training).	150 out of 175 (86%)
	Number of women placed in permanent jobs, unsubsidized (% of total in transitional employment).	125 out of 150 (83%)
Follow-Up Support	Number of women supported during transitional and/or permanent employment.	150 out of 150 (100%)
	Number of organizations involved with follow-up support/types of services.	4
Evaluation	Report written.	Report written on time.

**U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION**

**GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION**

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Vermont's Female Offender Re-Entry Program*.

Name & Address of Awardee:
VT DEPARTMENT OF LABOR
5 GREEN MOUNTAIN DRIVE
P.O. BOX 488
MONTPELIER, VERMONT 05601-0488

Agreement #: EA-18191-09-60-A-50
CFDA #: 17.261
Accounting Code: A300-LKB9-4123-5PR03-000
Mod Amount: \$574,780.00
EIN: 030350861
DUNS #: 809376759

The Period of Performance shall be from **February 01, 2009 thru January 31, 2011**. Total Government's Financial Obligation is **\$574,780.00** (unless other wise amended). Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period. In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;
OMB Circular A-21, for Institutions of Higher Education; OR
OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

02/19/2009
DATE OF ACCEPTANCE

DATE OF EXECUTION

AUTHORIZED SIGNATURE FOR AWARDEE

SIGNATURE OF GRANT OFFICER

Thomas W. Douse, Deputy Commissioner
(TYPED NAME AND TITLE)

B. JAI JOHNSON
(TYPED NAME AND TITLE)

BUDGET INFORMATION-- Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 167,500.80	\$ -	\$ -	\$ -	\$ 167,500.80	
b. Fringe Benefits	53,600.26	-	-	-	53,600.26	
c. Travel	4,094.42	-	-	-	4,094.42	
d. Equipment	-	-	-	-	-	
e. Supplies	4,900.00	-	-	-	4,900.00	
f. Contractual	338,347.00	-	-	-	338,347.00	
g. Construction	-	-	-	-	-	
h. Other	6,337.52	-	-	-	6,337.52	
i. Total Direct Charges (sum of 8a - 8h)	\$ 574,780.00	\$ -	\$ -	\$ -	\$ 574,780.00	
j. Indirect Charges	-	-	-	-	-	
k. TOTALS (sum of 8i and 8j)	\$ -	\$ -	\$ -	\$ -	\$ 574,780.00	
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	

Previous Editions Usable.

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-87)
Prescribed by GMS Circular A-102

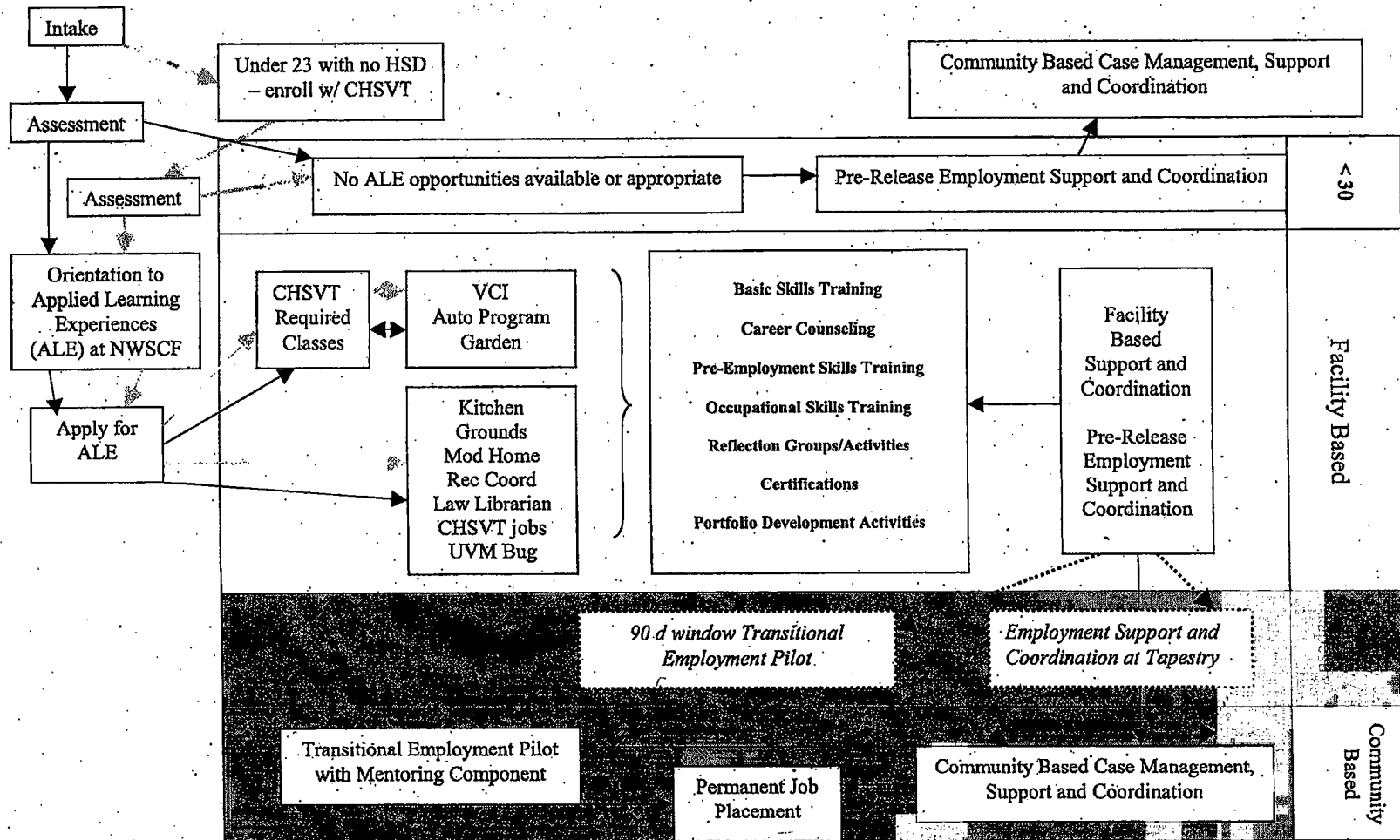
Name of Grantee Organization	Vermont Department of Labor
Amount Awarded	\$ 574,780

Funding Period	1/1/2009 to 12/31/2011
of Months:	36

Object Class Category (a): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Grant Manager	20.00%	\$ 2,841.00	24.00	\$ 13,636.80
2. Administrative Assistant	20.00%	\$ 1,458.00	24.00	\$ 6,998.40
3. Fiscal Accountant	30.00%	\$ 1,458.00	24.00	\$ 10,497.60
4. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
5. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
6.		\$		\$
7.		\$		\$
8.		\$		\$
9.		\$		\$
10.		\$		\$
11.		\$		\$
12.		\$		\$
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27.		\$		\$
28.		\$		\$
29.		\$		\$
30.		\$		\$
31.		\$		\$
32.		\$		\$
33.		\$		\$
34.		\$		\$
35.		\$		\$
36.		\$		\$
37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
TOTAL PERSONNEL				\$ 167,500.80

Object Class Category (f.): CONTRACTUAL	
A	B
Brief Description	Cost
1. Vermont Department of Corrections	\$ 66,092.00
2. Vermont Works for Women	257,095.00
3. Vermont Student Assistance Corporation	10,000.00
4. Vocational Rehabilitation	5,250.00
5.	
6.	
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20.	
TOTAL CONTRACTUAL	\$ 338,347.00

Services Flow Chart



C. Work Schedule

Project Component	Task/Activity	Year 1				Year 2				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
Staff Training	Provide cross-agency training in: Gender Responsiveness, Career Decision Facilitation, Trauma, Bridges Out of Poverty	X	X							Corrections VWW NIC VSAC VDOL VR
Participant Outreach	All women entering NWSCF will be assessed by staff in the facility's Career Center. Interests and skills will be identified and referrals to training, services and/or a facility job will take place.	X	X	X	X	X	X	X		Corrections/ CHSVT VWW VR
Pre-employment Skills Training	Participants, as needed, will receive pre-occupational skills training in soft skills, self-advocacy, career decision making, lifeskills/Habits of Mind.	X	X	X	X	X	X	X		VWW VDOL VSAC
Occupational Skills Training	Participants will participate in occupation-specific skills training depending on their interests and aptitudes.		X	X	X	X	X	X		Corrections Instructors External education providers such as tech centers and/or CCV.
Employer Outreach	Contact will be made with employers who would either serve as sites for transitional employment and/or permanent employment.	X	X	X	X	X	X	X		VDOL VWW VR
Placement in transitional jobs or permanent jobs.	Individuals may be placed in transitional jobs as part of their overall training plan or permanent jobs as appropriate. They may access WIA activities and services.			X	X	X	X	X	X	VDOL VWW VR
Follow-up and support	Participants receive mentoring and/or support services			X	X	X	X	X	X	VWW VDOL P & P, VR
Evaluation	Analyze results and write report.								X	VDOL

STATE OF VERMONT
GRANT ACCEPTANCE FORM

JFO 2375

DATE: February 25, 2009

DEPARTMENT: Department of Labor

GRANT/DONATION (brief description and purpose): Federal funds will be used to provide job training to female offenders re-entering the workforce.

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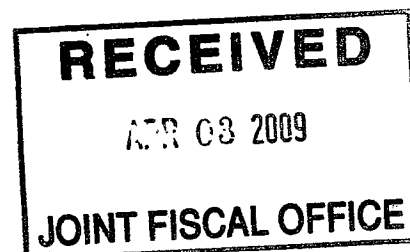
POSITIONS REQUESTED (LIMITED SERVICE): None

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None

COMMENTS:

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

(INITIAL) ~~AK~~ 2/15/09
(INITIAL) ~~AKM~~ 3/18/09
(DATE) 3/24/09



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(Form AA-1)

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			\$	
			\$	
			\$	
			\$	
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REC'D JAN 28 2009

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11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
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Total Positions		

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

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I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <i>Patricia Moulton Powden</i>	Date: 1/20/2009
	Title: Patricia Moulton Powden	
	Signature:	Date:
	Title:	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	3/24/09
<input type="checkbox"/> Rejected		Date:

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<i>Ronda P McEnts</i> (Secretary's signature or designee)	3/18/09
<input type="checkbox"/> Information to JFO		Date:

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
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- There are no additional eligibility criteria other than the individuals are female offenders; however, it is important to note that many, if not most, of the women will have disabilities. All female offenders (all of whom will be housed at the Northwest Correctional Facility) will have access to this program.

b. Rationale for Selection

- As previously referenced, up until the second quarter of FY'07, the rate of female incarceration had risen dramatically. According to Corrections' records, from 2001 through 2007, the number of women incarcerated more than doubled. There has been a leveling off of the numbers with no appreciable decrease.
- The needs of female offenders are complex and multiple. Identifying educational and job skill deficits (including pre-employment and occupational skills) and providing needed training while meeting personal survival needs such as safe housing, food, a medical home, clothing, counseling, childcare, and transportation require labor intensive services.

B. Major Project Components

Component	Activity (What)	Location (When & Where)	Delivery Method (How)	Responsible Partner (Who)
Staff Training	Gender Responsiveness; Career Decision Facilitation; Effects of Trauma; Bridges Out of Poverty; Disabilities Awareness	Montpelier St. Albans Burlington Waterbury First and second quarters	Classroom VT Interactive Television (VIT) On-line/Web-based	VDOL VSAC Corrections National Institute of Corrections (NIC) VWW VR
Participant Outreach/ Enrollment	Recruitment Assessment	St. Albans Brattleboro On-going	Visits to both St. Albans and Brattleboro sites	Corrections/CHSVT VWW VR
Pre-employment Skills Training	Basic Literacy Skills, Soft Skills Self-Advocacy Career Awareness Life Skills/Habits of Mind	St. Albans Brattleboro At Release Sites Shortly after assessment	Classes given at both St. Albans and Brattleboro sites Additional classes given at Release Sites	VWW VDOL VSAC CHSVT
Occupational Skills Training	Occupational training (technical)	St. Albans Brattleboro At Release Sites After assessment On-going	Small classes given, WE, OJT	Instructors at NWSCF External training providers such as technical education centers Community College of VT
Employer Outreach	Identify future work sites for both transitional and permanent jobs	Burlington Rutland Barre/Montpelier St. Albans Brattleboro On-going	Face to face contact and by phone	VDOL VWW VR
Placement: • Transitional • Permanent	On-site job placement WIA, WE/OJT	Vermont Post-training	Through job developers	VWW VDOL VR
Follow-up and Support	Mentoring Provision of support services	Vermont After placement	Through staff follow up	VWW, VDOL, P & P, VR
Evaluation	Final Report	Vermont At end of project	Written Report	VDOL

Note: Staff training will occur in such areas as Career Decision Facilitation, Gender Responsiveness, the effects of trauma, Bridges Out of Poverty, and disabilities awareness. Staff from Corrections, Community High School of Vermont, VWW, VDOL, VR, and VSAC will participate.

5. Project Outcomes

A. Performance Measures and Planned Outcomes

1) PERFORMANCE TABLE		
Project Components/ Performance Measure	Measure Definition Formula	Planned Level of Outcomes
Staff Training	Number of staff participating in one or more trainings.	50
	Number of departments participating in trainings as indication of cross-agency buy-in.	5+
Participant Outreach	Number of women going through the assessment process offered through the facility's Career Resource Center.	200 assessed; 175 skill portfolios begun
Pre-employment Skills Training	Number of women enrolled in the CHSVT (% of total).	50 out of 200 (25%)
	Number of women participating in soft-skill/life-skill training (% of total).	150 out of 200 (75%)
	Number of women participating in Habits of Mind (% of total)	175 out of 200 (88%)
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	Number of and types of occupational areas in which women are participating.	10 types to be gathered and listed.
Employer Outreach	Number of employers willing to participate in either the training or hiring of female offenders.	50
	Number of employers willing to convince peers to participate.	35
Placement: Transitional Permanent	Number of women placed in transitional employment (% of total in occupational skills training).	150 out of 175 (86%)
	Number of women placed in permanent jobs, unsubsidized (% of total in transitional employment).	125 out of 150 (83%)
Follow-Up Support	Number of women supported during transitional and/or permanent employment.	150 out of 150 (100%)
	Number of organizations involved with follow-up support/types of services.	4
Evaluation	Report written.	Report written on time.

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Vermont's Female Offender Re-Entry Program*.

Name & Address of Awardee:
VT DEPARTMENT OF LABOR
5 GREEN MOUNTAIN DRIVE
P.O. BOX 488
MONTPELIER, VERMONT 05601-0488

Agreement #: EA-18191-09-60-A-50
CFDA #: 17.261
Accounting Code: A300-LKB9-4123-5PR03-000
Mod Amount: \$574,780.00
EIN: 030350861
DUNS #: 809376759

The Period of Performance shall be from February 01, 2009 thru January 31, 2011. Total Government's Financial Obligation is \$574,780.00 (unless other wise amended). Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period. In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

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Cost Principles:

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OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

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29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

02/19/2009

DATE OF ACCEPTANCE

DATE OF EXECUTION

AUTHORIZED SIGNATURE FOR AWARDEE

SIGNATURE OF GRANT OFFICER

Thomas W. Douse, Deputy Commissioner
(TYPED NAME AND TITLE)

B. JAI JOHNSON
(TYPED NAME AND TITLE)

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	(5)	
a. Personnel	\$ 167,500.80	\$ -	\$ -	\$ -	\$ 167,500.80	
b. Fringe Benefits	53,600.26	-	-	-	53,600.26	
c. Travel	4,094.42	-	-	-	4,094.42	
d. Equipment	-	-	-	-	-	
e. Supplies	4,900.00	-	-	-	4,900.00	
f. Contractual	338,347.00	-	-	-	338,347.00	
g. Construction	-	-	-	-	-	
h. Other	6,337.52	-	-	-	6,337.52	
i. Total Direct Charges (sum of 8a - 8h)	\$ 574,780.00	\$ -	\$ -	\$ -	\$ 574,780.00	
j. Indirect Charges	-	-	-	-	-	
k. TOTALS (sum of 6i and 6j)	\$ -	\$ -	\$ -	\$ -	\$ 574,780.00	
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	

Previous Editions Usable.

Authorized for Local Reproduction

Standard Form 424A (Rev. 7-87)
Prescribed by OMB Circular A-102

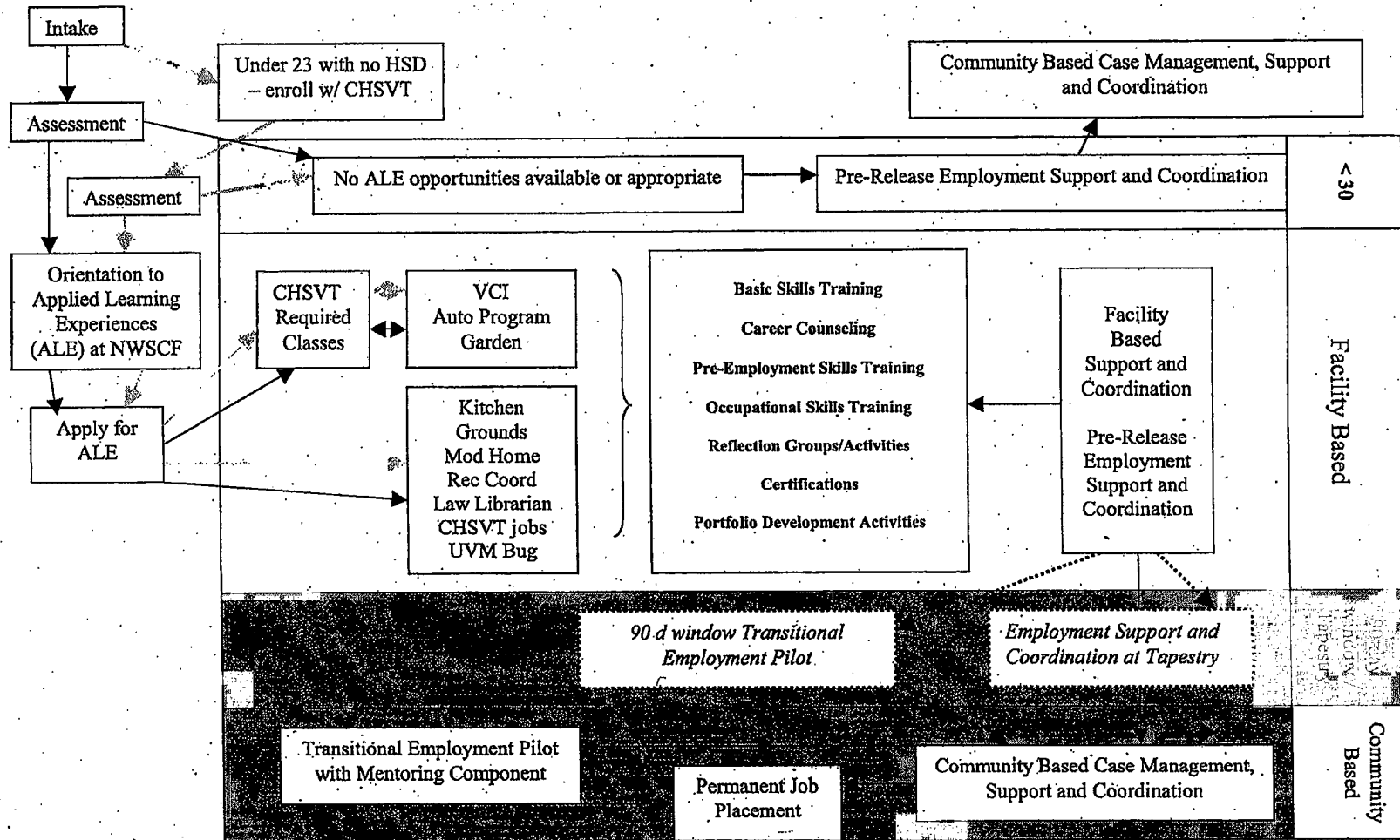
Name of Grantee Organization	Vermont Department of Labor
Amount Awarded	\$ 574,780

Funding Period	1/1/2009 to 12/31/2011
of Months:	36

Object Class Category (a): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Grant Manager	20.00%	\$ 2,841.00	24.00	\$ 13,636.80
2. Administrative Assistant	20.00%	\$ 1,458.00	24.00	\$ 6,998.40
3. Fiscal Accountant	30.00%	\$ 1,458.00	24.00	\$ 10,497.60
4. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
5. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
6.		\$		\$
7.		\$		\$
8.		\$		\$
9.		\$		\$
10.		\$		\$
11.		\$		\$
12.		\$		\$
13.		\$		\$
14.		\$		\$
15.		\$		\$
16.		\$		\$
17.		\$		\$
18.		\$		\$
19.		\$		\$
20.		\$		\$
21.		\$		\$
22.		\$		\$
23.		\$		\$
24.		\$		\$
25.		\$		\$
26.		\$		\$
27.		\$		\$
28.		\$		\$
29.		\$		\$
30.		\$		\$
31.		\$		\$
32.		\$		\$
33.		\$		\$
34.		\$		\$
35.		\$		\$
36.		\$		\$
37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
TOTAL PERSONNEL				\$ 167,500.80

Object Class Category (f.): CONTRACTUAL	
A	B
Brief Description	Cost
1. Vermont Department of Corrections	\$ 66,092.00
2. Vermont Works for Women	257,005.00
3. Vermont Student Assistance Corporation	10,000.00
4. Vocational Rehabilitation	5,250.00
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
14.	
16.	
17.	
18.	
19.	
20.	
TOTAL CONTRACTUAL	\$ 338,347.00

Services Flow Chart



C. Work Schedule

Project Component	Task/Activity	Year 1				Year 2				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
Staff Training	Provide cross-agency training in: Gender Responsiveness, Career Decision Facilitation, Trauma, Bridges Out of Poverty	X	X							Corrections VWW NIC VSAC VDOL VR
Participant Outreach	All women entering NWSCF will be assessed by staff in the facility's Career Center. Interests and skills will be identified and referrals to training, services and/or a facility job will take place.	X	X	X	X	X	X	X		Corrections/ CHSVT VWW VR
Pre-employment Skills Training	Participants, as needed, will receive pre-occupational skills training in soft skills, self-advocacy, career decision making, lifeskills/Habits of Mind.	X	X	X	X	X	X	X		VWW VDOL VSAC
Occupational Skills Training	Participants will participate in occupation-specific skills training depending on their interests and aptitudes.		X	X	X	X	X	X		Corrections Instructors External education providers such as tech centers and/or CCV.
Employer Outreach	Contact will be made with employers who would either serve as sites for transitional employment and/or permanent employment.	X	X	X	X	X	X	X		VDOL VWW VR
Placement in transitional jobs or permanent jobs.	Individuals may be placed in transitional jobs as part of their overall training plan or permanent jobs as appropriate. They may access WIA activities and services.			X	X	X	X	X	X	VDOL VWW VR
Follow-up and support	Participants receive mentoring and/or support services			X	X	X	X	X	X	VWW VDOL P & P, VR
Evaluation	Analyze results and write report.								X	VDOL

STATE OF VERMONT
GRANT ACCEPTANCE FORM

JFO 2375

DATE: February 25, 2009

DEPARTMENT: Department of Labor

GRANT/DONATION (brief description and purpose): Federal funds will be used to provide job training to female offenders re-entering the workforce.

GRANTOR/DONOR: U.S. Department of Labor

GRANT PERIOD: 2/01/09-03/30/10

AMOUNT/VALUE: \$574,780

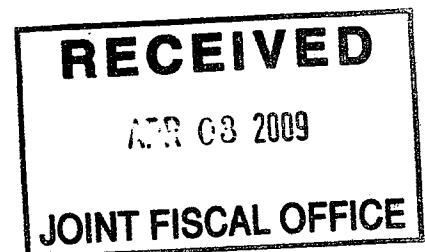
POSITIONS REQUESTED (LIMITED SERVICE): None

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None

COMMENTS:

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

(INITIAL) ~~JK~~ 3/15/09
(INITIAL) ~~JK~~ 3/18/09
(DATE) 3/24/09



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

BASIC GRANT INFORMATION

1. Agency:	Department of Labor		
2. Department:			
3. Program:	Meeting Women Where They Are		
4. Legal Title of Grant:	Earmark		
5. Federal Catalog #:	17.261		
6. Grant/Donor Name and Address:	Department of Labor		
7. Grant Period:	From:	2/1/2009	To: 6/30/2010
8. Purpose of Grant:	This is a female offender re-entry grant. Incarcerated women at the NWSCF (St.Albans) will receive skill and interest assessments, be provided occupational training, receive life support services and ultimately be placed in jobs.		
9. Impact on existing program if grant is not Accepted:	Current state resources are not available for a successful re-entry program, nor are systems in place.		

10. BUDGET INFORMATION

	SFY 1	SFY 2	SFY 3	Comments
	FY 2009	FY 2010	FY	
Expenditures:				
Personal Services	\$72,963	\$148,138	\$	
Operating Expenses	\$5,059	\$10,273	\$	
Grants	\$84,587	\$253,760	\$	
Total	\$162,609	\$412,171	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$144,369	\$375,137	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$18,240	\$37,034	\$	
Other Funds:				
Grant (source)	\$162,609	\$412,171	\$	
Total	\$162,609	\$412,171	\$	

Appropriation No:	Amount:	\$
410050000		\$353,679
410060000		\$221,101
		\$
		\$
		\$
		\$
Total		\$574,780

REC'D JAN 28 2009

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 process/policy.
 Appointing Authority Name: _____ 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: <i>Patricia Moulton Powden</i>	Date: 1/20/2009
Title: Patricia Moulton Powden	
Signature: _____	Date: _____
Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted	<i>[Signature]</i> (Governor's signature)	3/24/09
<input type="checkbox"/> Rejected		Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO	<i>Ronda P McEnts</i> (Secretary's signature or designee)	3/18/09
<input type="checkbox"/> Information to JFO		Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation	
<input 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 type="checkbox"/> Notice of Award	<input type="checkbox"/> Notice of Donation (if any)
<input type="checkbox"/> Grant Agreement	<input type="checkbox"/> Grant (Project) Timeline (if applicable)
<input type="checkbox"/> Grant Budget	<input type="checkbox"/> Request for Extension (if applicable)

End Form AA-1

Susanne - @ asked UDOE how this work
will be carried out & Tom Douse
sent me in response -
Ronda

I. TECHNICAL PROPOSAL

1. Abstract

"Meeting Women Where They Are" (Vermont's Female Offender Re-Entry Program) will serve approximately 200 women. One hundred seventy-five of the women will enroll in occupational skill training. Of these, 150 will be placed in transitional employment and 125 will be placed in permanent jobs. Many of the women have no long term connection to the labor market and have not developed marketable job skills. The vast majority are single parents with 76% of their children under the age of 12. Many have substance abuse challenges.

Individuals will be identified, interviewed, assessed for skills, interests and support service needs and provided training opportunities in the Northwest State Correctional Facility (NWSCF) in St. Albans. This is where all female offenders will be housed as of January 2009. Training may include such areas as construction skills through building modular homes, food preparation, horticulture, auto mechanics and body repair. Training begun at NWSCF may be continued post release at such facilities as Vermont's technical education centers or Community College of Vermont. Additional training areas will also be identified and pursued. A skills portfolio will be developed for each woman in training.

A system of support will be developed based on the needs of individuals. Safe housing, childcare, transportation, counseling, mentoring and medical/dental/vision services are essential elements of this system.

Although the ultimate goal is self sufficiency, many of the women will first experience transitional employment, often subsidized through the Workforce Investment Act or their public assistance grant, as part of their overall training. This will allow them to better develop their work skills while establishing an on-going connection to the labor force.

"Meeting Women Where They Are" is a multi-agency/organization project. Among the organizations involved are the Vermont Departments of Labor and Corrections, Vermont Works for Women, Vermont Student Assistance Corporation and Vocational Rehabilitation. Several cross-agency staff trainings will occur including, among others, gender responsiveness, Career Decision Facilitation training, the effects of trauma, Bridges Out of Poverty, and disabilities awareness.

C. Individuals to be Served

a. Description – Who will be trained?

- The project will provide in-depth services to at least 200 female offenders over the grant period although many more female offenders will feel the effects of this project. On average, the cost per person will be approximately \$2,875 although more will be spent on some and less will be spent on others.
- There are no additional eligibility criteria other than the individuals are female offenders; however, it is important to note that many, if not most, of the women will have disabilities. All female offenders (all of whom will be housed at the Northwest Correctional Facility) will have access to this program.

b. Rationale for Selection

- As previously referenced, up until the second quarter of FY'07, the rate of female incarceration had risen dramatically. According to Corrections' records, from 2001 through 2007, the number of women incarcerated more than doubled. There has been a leveling off of the numbers with no appreciable decrease.
- The needs of female offenders are complex and multiple. Identifying educational and job skill deficits (including pre-employment and occupational skills) and providing needed training while meeting personal survival needs such as safe housing, food, a medical home, clothing, counseling, childcare, and transportation require labor intensive services.

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Evaluation	Report written.	Report written on time.

**U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION**

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AWARD/OBLIGATION**

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5 GREEN MOUNTAIN DRIVE
P.O. BOX 488
MONTPELIER, VERMONT 05601-0488

Agreement #: EA-18191-09-60-A-50
CFDA #: 17.261
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48 CFR Part 31.

Other Requirements (As Applicable):

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29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
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Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

02/19/2009

DATE OF ACCEPTANCE

DATE OF EXECUTION

AUTHORIZED SIGNATURE FOR AWARDEE

SIGNATURE OF GRANT OFFICER

Thomas W. Douse, Deputy Commissioner
(TYPED NAME AND TITLE)

B. JAI JOHNSON
(TYPED NAME AND TITLE)

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1. Congressional Earmark 2008	17.281	\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					
	(1)	(2)	(3)	(4)	(5)	
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b. Fringe Benefits	53,600.26	-	-	-	53,600.26	
c. Travel	4,094.42	-	-	-	4,094.42	
d. Equipment	-	-	-	-	-	
e. Supplies	4,900.00	-	-	-	4,900.00	
f. Contractual	338,347.00	-	-	-	338,347.00	
g. Construction	-	-	-	-	-	
h. Other	6,337.52	-	-	-	6,337.52	
i. Total Direct Charges (sum of 6a - 6h)	\$ 574,780.00	\$ -	\$ -	\$ -	\$ 574,780.00	
j. Indirect Charges	-	-	-	-	-	
k. TOTALS (sum of 6i and 6j)	\$ -	\$ -	\$ -	\$ -	\$ 574,780.00	
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -	

Previous Editions Usable:

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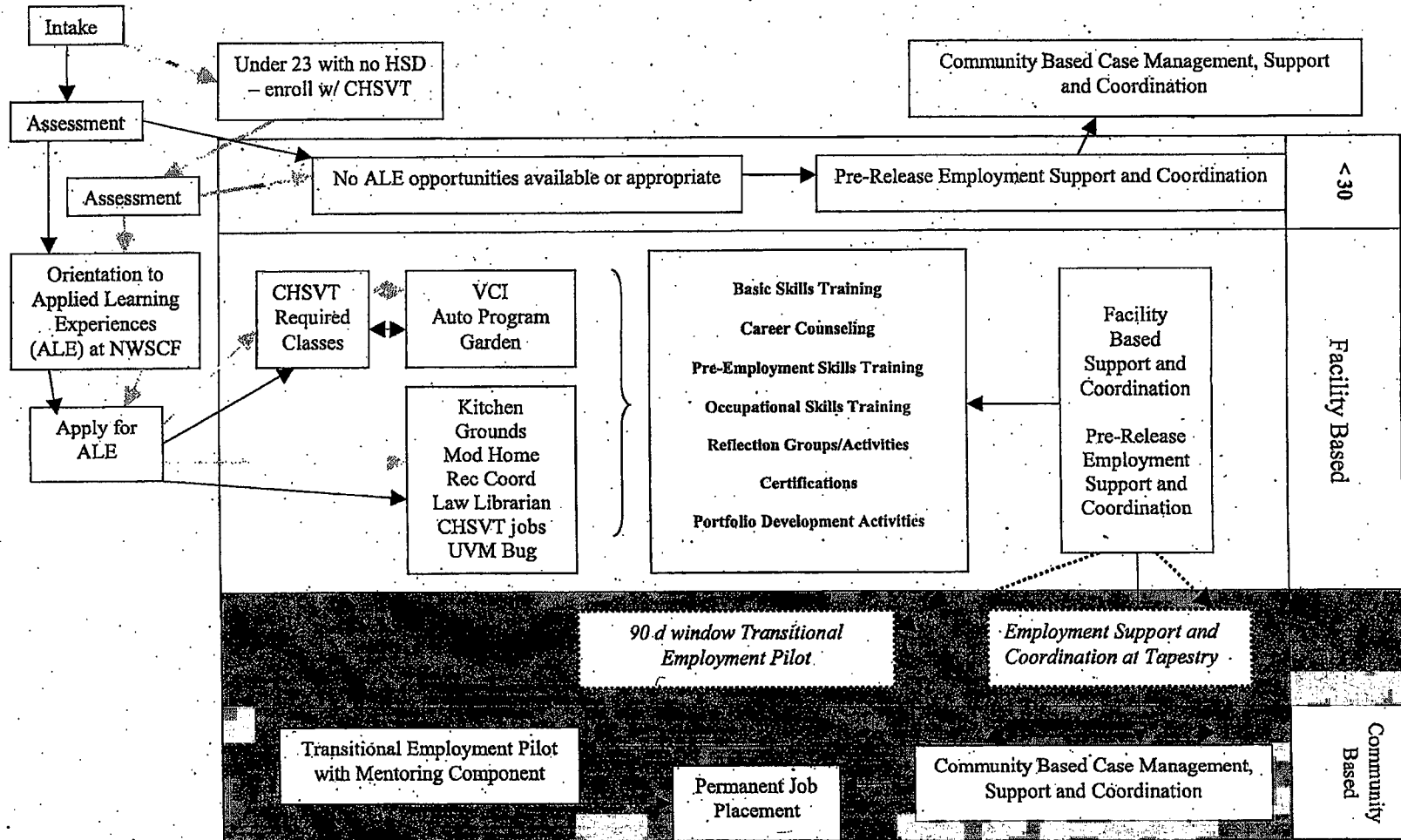
Name of Grantee Organization
Vermont Department of Labor
Amount Awarded
\$ 574,780

Funding Period
1/1/2009 to 12/31/2011
of Months: 36

Object Class Category (a): PERSONNEL				
A Position	B % of Time	C Monthly Salary/Wage	D # of Months	E Cost
1. Grant Manager	20.00%	\$ 2,841.00	24.00	\$ 13,636.80
2. Administrative Assistant	20.00%	\$ 1,458.00	24.00	\$ 6,998.40
3. Fiscal Accountant	30.00%	\$ 1,458.00	24.00	\$ 10,497.60
4. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
5. VDOL Staff	100.00%	\$ 2,841.00	24.00	\$ 68,184.00
6.		\$		\$
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37.		\$		\$
38.		\$		\$
39.		\$		\$
40.		\$		\$
TOTAL PERSONNEL				\$ 167,500.80

Object Class Category (f.): CONTRACTUAL	
A Brief Description	B Cost
1. Vermont Department of Corrections	\$ 66,092.00
2. Vermont Works for Women	257,005.00
3. Vermont Student Assistance Corporation	10,000.00
4. Vocational Rehabilitation	5,250.00
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TOTAL CONTRACTUAL	\$ 338,347.00

Services Flow Chart



C. Work Schedule

Project Component	Task/Activity	Year 1				Year 2				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
Staff Training	Provide cross-agency training in: Gender Responsiveness, Career Decision Facilitation, Trauma, Bridges Out of Poverty	X	X							Corrections VWW NIC VSAC VDOL VR
Participant Outreach	All women entering NWSCF will be assessed by staff in the facility's Career Center. Interests and skills will be identified and referrals to training, services and/or a facility job will take place.	X	X	X	X	X	X	X		Corrections/ CHSVT VWW VR
Pre-employment Skills Training	Participants, as needed, will receive pre-occupational skills training in soft skills, self-advocacy, career decision making, lifeskills/Habits of Mind.	X	X	X	X	X	X	X		VWW VDOL VSAC
Occupational Skills Training	Participants will participate in occupation-specific skills training depending on their interests and aptitudes.		X	X	X	X	X	X		Corrections Instructors External education providers such as tech centers and/or CCV.
Employer Outreach	Contact will be made with employers who would either serve as sites for transitional employment and/or permanent employment.	X	X	X	X	X	X	X		VDOL VWW VR
Placement in transitional jobs or permanent jobs.	Individuals may be placed in transitional jobs as part of their overall training plan or permanent jobs as appropriate. They may access WIA activities and services.			X	X	X	X	X	X	VDOL VWW VR
Follow-up and support	Participants receive mentoring and/or support services			X	X	X	X	X	X	VWW VDOL P & P, VR
Evaluation	Analyze results and write report.								X	VDOL

STATE OF VERMONT
GRANT ACCEPTANCE FORM

JFO 2375

DATE: February 25, 2009

DEPARTMENT: Department of Labor

GRANT/DONATION (brief description and purpose): Federal funds will be used to provide job training to female offenders re-entering the workforce.

GRANTOR/DONOR: U.S. Department of Labor

GRANT PERIOD: 2/01/09-03/30/10

AMOUNT/VALUE: \$574,780

POSITIONS REQUESTED (LIMITED SERVICE): None

ANY ON-GOING, LONG-TERM COSTS TO THE STATE: None

COMMENTS:

DEPT. FINANCE AND MANAGEMENT:

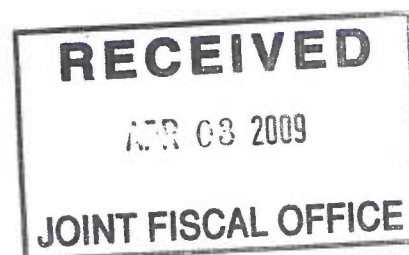
(INITIAL)

SECRETARY OF ADMINISTRATION:

(INITIAL)

SENT TO JOINT FISCAL OFFICE:

(DATE)



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

BASIC GRANT INFORMATION

1. Agency:	Department of Labor		
2. Department:			
3. Program:	Meeting Women Where They Are		
4. Legal Title of Grant:	Earmark		
5. Federal Catalog #:	17.261		
6. Grant/Donor Name and Address: Department of Labor			
7. Grant Period:	From:	2/1/2009	To: 6/30/2010
8. Purpose of Grant: This is a female offender re-entry grant. Incarcerated women at the NWSCF (St.Albans) will receive skill and interest assessments, be provided occupational training , receive life support services and ultimately be placed in jobs.			
9. Impact on existing program if grant is not Accepted: Current state resources are not available for a successful re-entry program, nor are systems in place.			

10. BUDGET INFORMATION

	SFY 1	SFY 2	SFY 3	Comments
	FY 2009	FY 2010	FY	
Expenditures:				
Personal Services	\$72,963	\$148,138	\$	
Operating Expenses	\$5,059	\$10,273	\$	
Grants	\$84,587	\$253,760	\$	
Total	\$162,609	\$412,171	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$144,369	\$375,137	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$18,240	\$37,034	\$	
Other Funds:				
Grant (source)	\$162,609	\$412,171	\$	
Total	\$162,609	\$412,171	\$	

Appropriation No:	Amount:	
410050000		\$353,679
410060000		\$221,101
		\$
		\$
		\$
		\$
	Total	\$574,780

REC'D JAN 23 2009

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 process/policy.

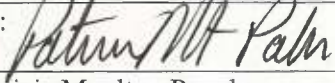
Appointing Authority Name: _____ Agreed by: _____ (initial)

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

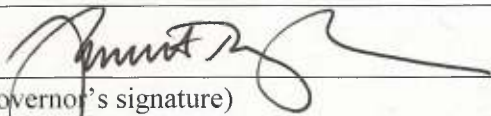
12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

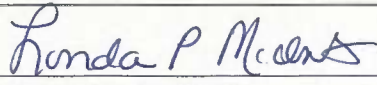
I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:

Signature: 	Date: 1/20/2009
Title: Patricia Moulton Powden	
Signature: _____	Date: _____
Title: _____	

14. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		3/24/09
<input type="checkbox"/> Rejected	(Governor's signature)	Date: _____

15. SECRETARY OF ADMINISTRATION

<input type="checkbox"/> Check One Box: Request to JFO		3/18/09
<input type="checkbox"/> Information to JFO	(Secretary's signature or designee)	Date: _____

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1

Susanne - @ asked VDOC how this work
will be carried out & Tom Douse
sent me in response -
Ronda

I. TECHNICAL PROPOSAL

1. Abstract

"Meeting Women Where They Are" (Vermont's Female Offender Re-Entry Program) will serve approximately 200 women. One hundred seventy-five of the women will enroll in occupational skill training. Of these, 150 will be placed in transitional employment and 125 will be placed in permanent jobs. Many of the women have no long term connection to the labor market and have not developed marketable job skills. The vast majority are single parents with 76% of their children under the age of 12. Many have substance abuse challenges.

Individuals will be identified, interviewed, assessed for skills, interests and support service needs and provided training opportunities in the Northwest State Correctional Facility (NWSCF) in St. Albans. This is where all female offenders will be housed as of January 2009. Training may include such areas as construction skills through building modular homes, food preparation, horticulture, auto mechanics and body repair. Training begun at NWSCF may be continued post release at such facilities as Vermont's technical education centers or Community College of Vermont. Additional training areas will also be identified and pursued. A skills portfolio will be developed for each woman in training.

A system of support will be developed based on the needs of individuals. Safe housing, childcare, transportation, counseling, mentoring and medical/dental/vision services are essential elements of this system.

Although the ultimate goal is self sufficiency, many of the women will first experience transitional employment, often subsidized through the Workforce Investment Act or their public assistance grant, as part of their overall training. This will allow them to better develop their work skills while establishing an on-going connection to the labor force.

"Meeting Women Where They Are" is a multi-agency/organization project. Among the organizations involved are the Vermont Departments of Labor and Corrections, Vermont Works for Women, Vermont Student Assistance Corporation and Vocational Rehabilitation. Several cross-agency staff trainings will occur including, among others, gender responsiveness, Career Decision Facilitation training, the effects of trauma, Bridges Out of Poverty, and disabilities awareness.

C. Individuals to be Served

a. Description – Who will be trained?

- The project will provide in-depth services to at least 200 female offenders over the grant period although many more female offenders will feel the effects of this project. On average, the cost per person will be approximately \$2,875 although more will be spent on some and less will be spent on others.
- There are no additional eligibility criteria other than the individuals are female offenders; however, it is important to note that many, if not most, of the women will have disabilities. All female offenders (all of whom will be housed at the Northwest Correctional Facility) will have access to this program.

b. Rationale for Selection

- As previously referenced, up until the second quarter of FY'07, the rate of female incarceration had risen dramatically. According to Corrections' records, from 2001 through 2007, the number of women incarcerated more than doubled. There has been a leveling off of the numbers with no appreciable decrease.
- The needs of female offenders are complex and multiple. Identifying educational and job skill deficits (including pre-employment and occupational skills) and providing needed training while meeting personal survival needs such as safe housing, food, a medical home, clothing, counseling, childcare, and transportation require labor intensive services.

B. Major Project Components

Component	Activity (What)	Location (When & Where)	Delivery Method (How)	Responsible Partner (Who)
Staff Training	Gender Responsiveness; Career Decision Facilitation; Effects of Trauma; Bridges Out of Poverty; Disabilities Awareness	Montpelier St. Albans Burlington Waterbury First and second quarters	Classroom VT Interactive Television (VIT) On-line/Web-based	VDOL VSAC Corrections National Institute of Corrections (NIC) WWW VR
Participant Outreach/ Enrollment	Recruitment Assessment	St. Albans Brattleboro On-going	Visits to both St. Albans and Brattleboro sites	Corrections/CHSVT WWW VR
Pre-employment Skills Training	Basic Literacy Skills, Soft Skills Self-Advocacy Career Awareness Life Skills/Habits of Mind	St. Albans Brattleboro At Release Sites Shortly after assessment	Classes given at both St. Albans and Brattleboro sites Additional classes given at Release Sites	WWW VDOL VSAC CHSVT
Occupational Skills Training	Occupational training (technical)	St. Albans Brattleboro At Release Sites After assessment On-going	Small classes given, WE, OJT	Instructors at NWSCF External training providers such as technical education centers Community College of VT
Employer Outreach	Identify future work sites for both transitional and permanent jobs	Burlington Rutland Barre/Montpelier St. Albans Brattleboro On-going	Face to face contact and by phone	VDOL WWW VR
Placement: • Transitional • Permanent	On-site job placement WIA, WE/OJT	Vermont Post-training	Through job developers	WWW VDOL VR
Follow-up and Support	Mentoring Provision of support services	Vermont After placement	Through staff follow up	WWW, VDOL, P & P, VR
Evaluation	Final Report	Vermont At end of project	Written Report	VDOL

Note: Staff training will occur in such areas as Career Decision Facilitation, Gender Responsiveness, the effects of trauma, Bridges Out of Poverty, and disabilities awareness. Staff from Corrections, Community High School of Vermont, WWW, VDOL, VR, and VSAC will participate.

5. Project Outcomes

A. Performance Measures and Planned Outcomes

1) PERFORMANCE TABLE		
Project Components/ Performance Measure	Measure Definition Formula	Planned Level of Outcomes
Staff Training	Number of staff participating in one or more trainings.	50
	Number of departments participating in trainings as indication of cross-agency buy-in.	5+
Participant Outreach	Number of women going through the assessment process offered through the facility's Career Resource Center.	200 assessed; 175 skill portfolios begun
Pre-employment Skills Training	Number of women enrolled in the CHSVT (% of total).	50 out of 200 (25%)
	Number of women participating in soft-skill/life-skill training (% of total).	150 out of 200 (75%)
	Number of women participating in Habits of Mind (% of total)	175 out of 200 (88%)
Occupational Skills Training	Number of women enrolled in occupational skills training (% of total)	175 out of 200 (88%)
	Number of and types of occupational areas in which women are participating.	10 types to be gathered and listed.
Employer Outreach	Number of employers willing to participate in either the training or hiring of female offenders.	50
	Number of employers willing to convince peers to participate.	35
Placement: Transitional Permanent	Number of women placed in transitional employment (% of total in occupational skills training).	150 out of 175 (86%)
	Number of women placed in permanent jobs, unsubsidized (% of total in transitional employment).	125 out of 150 (83%)
Follow-Up Support	Number of women supported during transitional and/or permanent employment.	150 out of 150 (100%)
	Number of organizations involved with follow-up support/types of services.	4
Evaluation	Report written.	Report written on time.

U.S. DEPARTMENT OF LABOR
EMPLOYMENT AND TRAINING ADMINISTRATION

GRANT / AGREEMENT
NOTIFICATION OF
AWARD/OBLIGATION

Under the authority of the *Workforce Investment Act*, this grant or agreement is entered into between the above named *Grantor Agency* and the following named *Awardee*, for a project entitled - *Vermont's Female Offender Re-Entry Program*.

Name & Address of Awardee:
VT DEPARTMENT OF LABOR
5 GREEN MOUNTAIN DRIVE
P.O. BOX 488
MONTPELIER, VERMONT 05601-0488

Agreement #: EA-18191-09-60-A-50
CFDA #: 17.261
Accounting Code: A300-LKB9-4123-5PR03-000
EIN: 030350861
DUNS #: 809376759
Mod Amount: \$574,780.00

The Period of Performance shall be from February 01, 2009 thru January 31, 2011. Total Government's Financial Obligation is \$574,780.00 (unless other wise amended). Payments will be made under the Payments Management System, and can be automatically drawn down by the awardee on an as needed basis covering a forty-eight (48) hour period. In performing its responsibilities under this grant agreement, the awardee hereby certifies and assures that it will fully comply with the following regulations and cost principles, including any subsequent amendments:

Uniform Administrative Requirements:

29 CFR Part 97, for State/Local Governments and Indian Tribes; OR
29 CFR Part 95, for Institutions of Higher Education, Hospitals and other Non-Profit Organizations and Commercial Organizations.

Cost Principles:

OMB Circular A-87, for State/Local Governments and Indian Tribes;
OMB Circular A-21, for Institutions of Higher Education; OR
OMB Circular A-122, for Non-Profit Organizations.
48 CFR Part 31.

Other Requirements (As Applicable):

29 CFR Part 96 and 99, Single Audit Act
29 CFR Part 93, Lobbying Certification
29 CFR Part 37, Nondiscrimination and Equal Opportunity Requirements
29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
20 CFR Part 652 et al., Workforce Investment Act
Wagner-Peyser Act
Grant Award Document, Parts I through IV, and attachments.

The awardee's signature below certifies full compliance with all terms and conditions as well as the above stated grant regulations and certifications, and that this document has not been altered.

Signature of Approving Official - **AWARDEE**

Signature of Approving Official - **DOL / ETA**

02/19/2009

DATE OF ACCEPTANCE

DATE OF EXECUTION

AUTHORIZED SIGNATURE FOR AWARDEE

SIGNATURE OF GRANT OFFICER

Thomas W. Douse, Deputy Commissioner
(TYPED NAME AND TITLE)

B. JAI JOHNSON
(TYPED NAME AND TITLE)

BUDGET INFORMATION - Non-Construction Programs

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Congressional Earmark 2008	17.261	\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00
2.		-	-	-	-	-
3.		-	-	-	-	-
4.		-	-	-	-	-
5. Totals		\$ -	\$ -	\$ 574,780.00	\$ -	\$ 574,780.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				
	(1)	(2)	(3)	(4)	(5)
a. Personnel	\$ 167,500.80	\$ -	\$ -	\$ -	\$ 167,500.80
b. Fringe Benefits	53,600.26	-	-	-	53,600.26
c. Travel	4,094.42	-	-	-	4,094.42
d. Equipment	-	-	-	-	-
e. Supplies	4,900.00	-	-	-	4,900.00
f. Contractual	338,347.00	-	-	-	338,347.00
g. Construction	-	-	-	-	-
h. Other	6,337.52	-	-	-	6,337.52
i. Total Direct Charges (sum of 8a - 8h)	\$ 574,780.00	\$ -	\$ -	\$ -	\$ 574,780.00
j. Indirect Charges	-	-	-	-	-
k. TOTALS (sum of 6i and 6j)	\$ 574,780.00	\$ -	\$ -	\$ -	\$ 574,780.00
7. Program Income	\$ -	\$ -	\$ -	\$ -	\$ -

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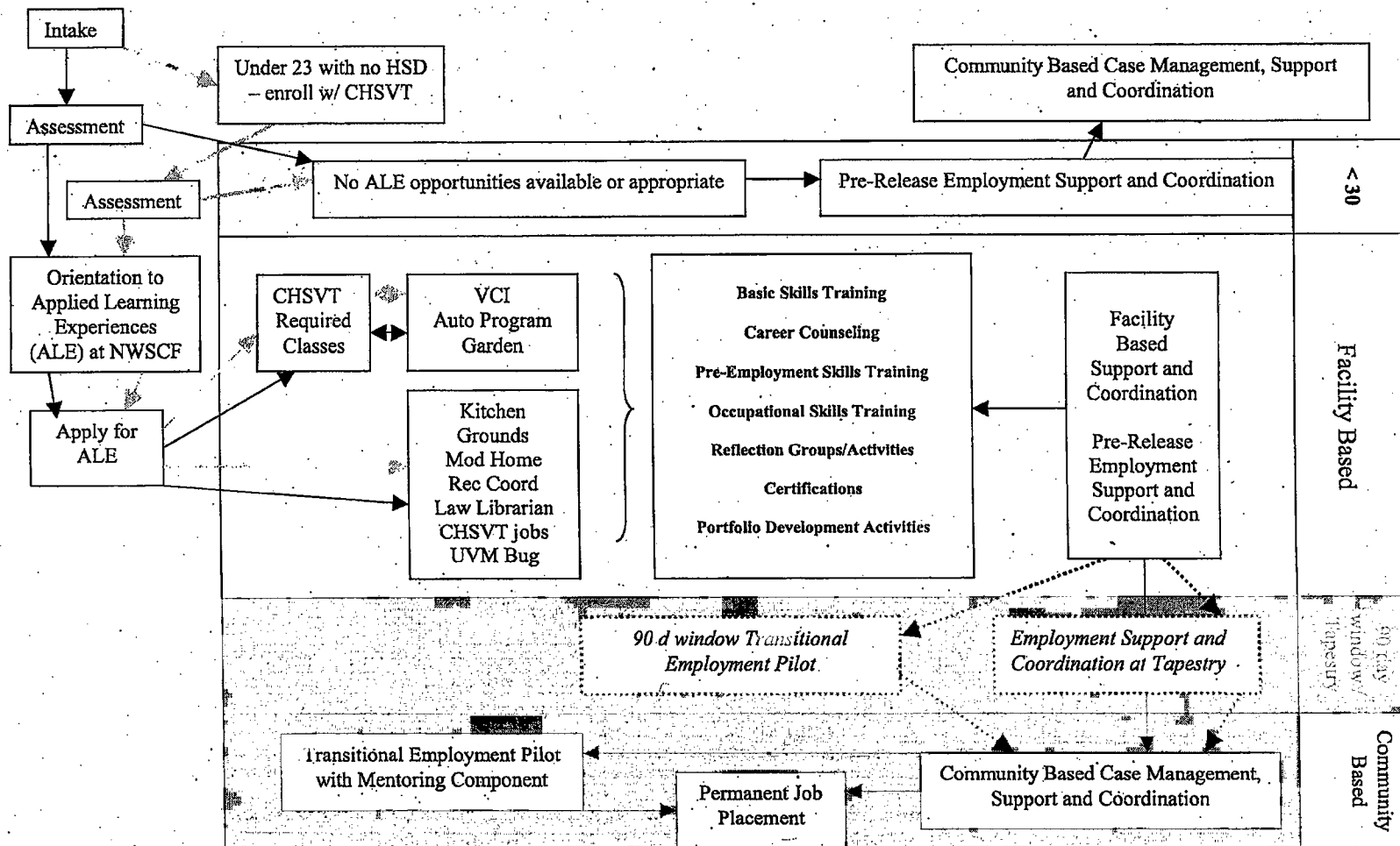
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Vermont Department of Labor
Amount Awarded
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of Months:
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39.		\$		\$
40.		\$		\$
TOTAL PERSONNEL				\$ 167,500.80

Object Class Category (f.): CONTRACTUAL	
A Brief Description	B Cost
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TOTAL CONTRACTUAL	
	\$ 338,347.00

Services Flow Chart



C. Work Schedule

Project Component	Task/Activity	Year 1				Year 2				Staff / Organization Responsible
		Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	
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Participant Outreach	All women entering NWSCF will be assessed by staff in the facility's Career Center. Interests and skills will be identified and referrals to training, services and/or a facility job will take place.	X	X	X	X	X	X	X		Corrections/ CHSVT VWW VR
Pre-employment Skills Training	Participants, as needed, will receive pre-occupational skills training in soft skills, self-advocacy, career decision making, lifeskills/Habits of Mind.	X	X	X	X	X	X	X		VWW VDOL VSAC
Occupational Skills Training	Participants will participate in occupation-specific skills training depending on their interests and aptitudes.		X	X	X	X	X	X		Corrections Instructors External education providers such as tech centers and/or CCV.
Employer Outreach	Contact will be made with employers who would either serve as sites for transitional employment and/or permanent employment.	X	X	X	X	X	X	X		VDOL VWW VR
Placement in transitional jobs or permanent jobs.	Individuals may be placed in transitional jobs as part of their overall training plan or permanent jobs as appropriate. They may access WIA activities and services.			X	X	X	X	X	X	VDOL VWW VR
Follow-up and support	Participants receive mentoring and/or support services			X	X	X	X	X	X	VWW VDOL P & P, VR
Evaluation	Analyze results and write report.								X	VDOL



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Emmons
From: Nathan Lavery, Fiscal Analyst
Date: April 6, 2009
Subject: JFO #2375

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant information and cover memo. He requests your observations regarding the enclosed item.

cc: Rep. Michael Obuchowski
Stephen Klein



STATE OF VERMONT
JOINT FISCAL OFFICE

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