



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee members
From: Sorsha Anderson, Senior Staff Associate
Date: April 11, 2023
Subject: Grant and LSP Request – JFO #3146

Enclosed please find one (1) item, which the Joint Fiscal Office has received from the Administration.

JFO #3146: \$737,685.00 to the Vermont Department of Corrections from the U.S. Department of Justice. This grant was awarded to Vermont State Colleges who will sub-grant to the VT Department of Corrections. This grant includes two (2) limited-service positions, Post-Secondary Program Coordinators, to engage Vermont's correctional facility staff in post-secondary educational opportunities and improved employment opportunities, both within and without the Department and State government. Positions are fully funded through 8/31/2025 with a potential one-year extension. *[Received April 3, 2023]*

Please review the enclosed materials and notify the Joint Fiscal Office (Sorsha Anderson: sanderson@leg.state.vt.us) if you have questions or would like this item held for legislative review. Unless we hear from you to the contrary by April 30, 2023, we will assume that you agree to consider as final the Governor's acceptance of this request.

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/Corrections Date: 1/27/2023

Name and Phone (of the person completing this request): Kristin Calver, 802-498-3206

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):

Vermont Center for Correctional Post-Secondary Education

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:

Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
Post-Secondary Program Coordinator	2 Regional Positions	Program Services	8/31/2025

*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:

These are limited-service positions created to manage key operational elements and ensure implementation of Vermont DOC's responsibilities in a multiyear Congressional Directed Spending grant with Community College of Vermont to initiate and support post-secondary education opportunities for staff and incarcerated individuals. These positions are expected to be funded through August 2025 with a potential one-year extension.

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)).

DocuSigned by: Verna W. Daloz 3/1/2023

McK DeMl 2/28/2023

Signature of Agency or Department Head Aimee Pope Date

Pope
Date: 2023.03.16
11:47:24 -04'00'

Approved/Denied by Department of Human Resources Adam Greshin Date

Greshin
Date: 2023.03.16
14:57:14 -04'00'

Approved/Denied by Finance and Management Douglas Farnham Date 3/17/2023

DocuSigned by:
41948B1C0A36415

Approved/Denied by Secretary of Administration [Signature] Date 3/29/23

Approved/Denied by Governor (required as amended by 2019 Leg. Session) [Signature] Date

Comments:

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

BASIC GRANT INFORMATION				
1. Agency:		Agency of Human Services		
2. Department:		Department of Corrections		
3. Program:		Corrections Post-Secondary Educational Programming and Support		
4. Legal Title of Grant:		Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program.		
5. Federal Catalog #:		16.753		
6. Grant/Donor Name and Address: US Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Washington DC, 20531				
7. Grant Period:		From:	3/15/2022	To: 8/15/2023
8. Purpose of Grant: This grant has been awarded to Vermont State Colleges (CCV) who will sub-grant to Vermont DOC for the funding of two limited service positions. This program will build an effective program for engaging and supporting the staff in Vermont's six correctional facilities in post-secondary coursework and programs. Grant term is 18 months with potential to extend to 36 months.				
9. Impact on existing program if grant is not Accepted: None				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 23	FY 24	FY 25	
Personal Services	\$180,000	\$189,000	\$198,450	
Operating Expenses	\$54,000	\$56,700	\$59,535	
Grants	\$	\$	\$	
Total	\$234,000	\$245,700	\$257,985	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source Community College of VT)	\$234,000	\$245,700	\$257,985	
Total	\$234,000	\$245,700	\$257,985	
Appropriation No:	3480004000		Amount:	\$737,685
				\$
				\$
				\$
				\$
				\$

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

	\$
Total	\$737,685

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.

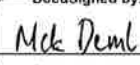
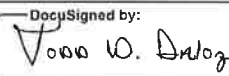
Appointing Authority Name: _____ Agreed by: _____ (initial)

12. Limited Service Position Information:	# Positions	Title
	2	Post-Secondary Program Coordinator and Liaison
Total Positions	2	

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

13. AUTHORIZATION AGENCY/DEPARTMENT


I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature: 	DocuSigned by: 4F443707809C4FD...	Date: 2/28/2023
Title: DOC Commissioner		
Signature: 	DocuSigned by: 8498AF085AC04E5...	Date: 3/1/2023
Title: AHS Deputy Secretary		

14. SECRETARY OF ADMINISTRATION

 Approved:	(Secretary or designee signature) DocuSigned by: 41948B1C0A36415...	Date: 3/17/2023
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/>	Check One Box: Accepted		
<input type="checkbox"/>	Rejected	(Governor's signature)	Date: 3/29/23

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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End Form AA-1

(*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).

2/28/2023

DocuSigned by:

E30932098A6F482...

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A



- **This form is to be used by managers and supervisors to request classification of a position (filled or vacant) when the duties have changed, and by managers and supervisors to request the creation of a new job class/title (for a filled, vacant, or new position), and by employees to request classification of their position.**
- This form was designed in Microsoft Word to download and complete on your computer. This is a form-protected document, so information can only be entered in the shaded areas of the form.
- If you prefer to fill out a hard copy of the form, contact your Personnel Officer.
- To move from field to field use your mouse, the arrow keys or press Tab. Each form field has a limited number of characters. Use your mouse or the spacebar to mark and unmark a checkbox.
- Where additional space is needed to respond to a question, you might need to attach a separate page, and number the responses to correspond with the numbers of the questions on the form. Please contact your Personnel Officer if you have difficulty completing the form.
- The form must be complete, including required attachments and signatures or it will be returned to the department's personnel office. All sections of this form are required to be completed unless otherwise stated.

INSTRUCTIONS: Tell us about the job. The information you provide will be used to evaluate the position. It will not be used in any way to evaluate an employee's performance or qualifications.

Answer the questions carefully. The information you give will help ensure that the position is fairly evaluated. Here are some suggestions to consider in completing this questionnaire:

- Tell the **facts** about what an employee in this position is actually expected to do.
- Give **specific examples** to make it clear.
- Write in a way so a person unfamiliar with the job will be able to understand it.
- Describe the job **as it is now**; not the way it was or will become.
- Before answering each question, read it carefully.

To Submit this Request for Classification Review: If this is a filled position, the employee must sign the original* and forward to the supervisor for the supervisor's review and signature. The Personnel Officer and the Appointing Authority must also review and sign this request before it is considered complete. The effective date of review is the beginning of the first pay period following the date the complete Request for Classification Review is date stamped by the Classification Division of the Department of Personnel.

*An employee may choose to sign the form, make a copy, submit original to supervisor as noted above, while concurrently sending the copy to the Classification Division, 144 State Street, Montpelier, with a cover note indicating that the employee has submitted the original to the supervisor and is submitting the copy as a **Concurrent** filing.

If this is a request (initiated by employees, VSEA, or management) for review of all positions in a class/title please contact the appropriate Classification Analyst or the Classification Manager to discuss the request prior to submitting.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

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

New Position/Vacant Position Information:

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

Type of Request:

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

1. Job Duties

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

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

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

The position will provide coordination with identified Community College of Vermont DOC Staff liason.. The position will be part of a process mapping pilot in which VDOC Office of Professional Standards and Compliance staff and CCV Corrections Post Secondary Education initiative (CPSEI) Liaison map 1. how to promote post secondary education opportunities availabe through CPSEI for all DOC staff interested in pursueing post secondary education and career path developmetn; 2. coordinate student eligibility application and review; 3. support flexible pathways and dual enrollment; 4. coordinate scheduling and support services and accessibilty 5. develop processes for sharing student information including participation

The CPSEI is a collaboration between CCV and the VDOC to support the opportunity and equity and development of Correctional staff in accessing post secondary education, which will promote improved educational competency, improved employment oppportunity both within and without the Department and State government.

2. Key Contacts

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

Community College of Vermont Llaison and Student Advisors to support and coordinate educational offerings that support the interests and career pathing of correctional staff.

Correctional training and supervisory staff to support access and prioritization if and when needed.

Correctional staff intersted in post secondary education.

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

Include any special licenses, registrations, certifications, skills; (such as counseling, engineering, computer programming, graphic design, strategic planning, keyboarding) including skills with specific equipment, tools, technology, etc. (such as mainframe computers, power tools, trucks, road equipment, specific software

packages). Be specific, if you must be able to drive a commercial vehicle, or must know Visual Basic, indicate so.

Adult learning

4. Do you supervise?

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

No

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

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

Supervisor will review process mapping as developed and approved with Community College of Vermont and will assign tasks based upon assurance with the agreed upon process map.

6. Mental Effort

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

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

Collaborating with CCV to identify priority course offerings, scheduling and modalities which best support staff interest and career growth.

7. Accountability

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

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

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

For example:

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

To promote the career development of existing staff, encourage recruitment and retention in a challenging field and labor market.

8. Working Conditions

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

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

Type	How Much of the Time?
Travel	20
communication and collaboration with stakeholders	50

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

Type	How Much of the Time?

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

Type	How Heavy?	How Much of the Time?

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

Type	How Much of the Time?

Additional Information:

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

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

Supervisor's Section:

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

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

Collaboration and coordination with multiple stakeholders, specifically CCV, VDOC local and supervisory staff to ensure access

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

Project planning - goals, activities, timelines; ability to run effective meetings and ability to establish effective working relationships and communicate both orally and in writing. Technical skills will be useful - support remote learning ability

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

4. Suggested Title and/or Pay Grade:

Post Secondary Program Coordinator and Liaison - Staff PG 25

Supervisor's Signature (required): DocuSigned by:
Tanya Barber
6366DE0BE4E048D... Date: 2/7/2023

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

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

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

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

N/A

Suggested Title and/or Pay Grade:

As determined by DHR Classification division

Personnel Administrator's Signature (**required**):

DocuSigned by:
Chaitie Tomblay Marsh
9A90C0836D1046E... Date: 2/15/2023

Appointing Authority's Section:

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

Suggested Title and/or Pay Grade:

Post Secondary Program Coordinator - Staff. Paygrade 25

DocuSigned by:
Nicholas Deml
4F443707809C4FD...

2/7/2023

Appointing Authority or Authorized Representative Signature (**required**)

Date

VERMONT DEPARTMENT OF PERSONNEL
Request for Classification Review
Position Description Form A

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**Vermont Department of Corrections
Office of Professional Standards &
Compliance**
1713 Industrial Parkway
Lyndonville, VT 05851

*Agency of Human
Services*

To: DHR Classification Division

From: Jim Rice, Executive Director, OPSC

A handwritten signature in blue ink, appearing to read 'J. Rice'.

Date: 3/14/2023

RE: Addendum to RFR Post Secondary Program Coordinator

Job Duties

Additional Key Job Duties

- Create, plan, and execute communication strategies to connect VfDOC staff with post-secondary learning opportunities available through the Community College of Vermont (CCV).
 - Develop a plan to reach DOC employees and deliver messaging about the grant. Collaborate with CCV to market the class offerings and programs available. Set timelines and benchmarks to maintain progress and meet identified goals.
- Collaborate with VfDOC executive management and stakeholders to identify areas of staff needs and/or vulnerabilities in the workplace that can be addressed through class offerings.
 - Prepare reports for review of DOC leadership and other partners such as DHR, and VSEA.
- Manage and oversee the State grant through coordination with the identified/appointed CCV Post-Secondary Education Initiative (CPSEI) staff liaison.
- Collaborate with VfDOC Office of Professional Standards & Compliance staff and the CPSEI Liaison on the mapping process for the pilot of the post-secondary education initiative program.
 - Project management, identification of key knowledge skills and abilities associated with specific positions and their demands.
- Design, prepare, and present training and informational materials to VfDOC staff to promote post-secondary education opportunities available through the CPSEI for all Department staff interested in pursuing post-secondary education and career path development.
 - Utilize a variety of methods to reach all impacted employees and ensure that accessibility is equitable for staff.
- Assess and review VfDOC staffs individual post-secondary needs through the collection of data and individual career pathing with potential students.
 - Surveys, interviews, and professional development meetings with staff and supervisors and CCV. Also engage other partners to support professional

development, and identification of training, and classes.

- Design post-secondary career paths with *VTDOC* staff to help them achieve their educational goals.
 - Identification of key knowledge skills and abilities associated with specific positions and their demands. Work to develop competencies for job classes and categories. Lots of collaboration with the training staff at OPSC.
- Collaborate with *VTDOC* managers and leadership as well as CCV staff to develop curriculum and lesson plans pertinent to *VTDOC* staff needs and interest, culminating with today's best practices in post-secondary education.
 - Identification of need areas. Connection of skills to identified deficiency, or areas of growth. Surveys, research and partnering with other stakeholders.
- Continuously assess and update employee's developmental needs and progress, and develop strategies, training plans, and delivery methods applicable to the post-secondary class offerings.
- Track staff engagement, progress, and performance throughout the post-secondary grant process.
 - Will develop a system to engage with students and set indicators of success.

Mental Demands and Accountability

This position will need to be accountable for working to manage the CCV grant and partnerships between CCV and *VTDOC*. This will require a high level of independent project management. Work assignments will come from multiple assignment sources as well as being self-initiated. Timelines, and **submit** will have to be set, met, and tracked. Job duties will need to be completed in a manner and will be a key to grant success and meeting DOC strategic priority of professional development. The job duties for this position are key to improving professional development opportunities for DOC staff. Additionally, this position will play a key role in developing the career advancement maps and professional development plans for all DOC staff. This position will be accountable to the Deputy Director of OPSC and must collaborate closely with DOC Program Services Director, and CCV. This position must maintain an effective working relationship with CCV to ensure the success of this grant. Additionally, this position will work to improve existing, and establish new relationships with partners in connection with professional development efforts. This position will need to develop strategies to leverage CCV to build course offering that need identified need areas for DOC and its staff. While this position reports to the Deputy Director they will be accountable to several different areas which can add to the level of professionalism and collaboration needed of the incumbent.

Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

Incumbent Information:

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

New Position/Vacant Position Information:

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

Type of Request:

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

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

1. Job Duties

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

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

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

The position will provide coordination with identified Community College of Vermont incarcerated student liaison and Corrections Education Supervisors and Registrar. The position will be part of a process mapping pilot in which VDOC Correction Education staff and CCV Corrections Post Secondary Education initiative (CPSEI) Liaison map 1. how to promote post secondary education opportunities available through CPSEI at each of the six correctional facilities; 2. coordinate student eligibility application and review; 3. support flexible pathways and dual enrollment; 4. coordinate scheduling and support services and accessibility 5. develop processes for sharing student information including participation and progress post incarceration

The CPSEI is a collaboration between CCV and the VDOC to support the opportunity and equity of incarcerated students in accessing post secondary education, which will promote improved educational competency, improved employment opportunity and improved ability to succeed post incarceration.

2. Key Contacts

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

Incarcerated individuals who may be interested and appropriate for participation in post secondary education.

Community College of Vermont Liaison and/or Student Advisory to support and coordinate education services

Correctional Education Supervisors for local student engagement and participation

Risk Intervention Services Coordinator for scheduling in quarterly blocks

Corrections Education Registrar for student transcript and incorporating information

Correctional Facility Security staff

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

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

adult learning

4. Do you supervise?

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

no

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

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

Supervisor will review process mapping as developed and approved with Community College of Vermont and will assign tasks based upon assurance with the agreed upon process map.

6. Mental Effort

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

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

Understanding how to maximize incarcerated individual participation in an environment with multiple scheduling and space/technology challenges. Collaborate and problem solve with CCV assigned staff.

7. Accountability

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

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

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

For example:

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

To promote a collaborative flexible educational pathway for incarcerated individuals
--

8. Working Conditions

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

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

Type	How Much of the Time?
Computer work	20
travel to/from correctional facilities	25
scheduling coordination	20

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

Type	How Much of the Time?
incarcerated individuals potentially violent	25

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

Type	How Heavy?	How Much of the Time?

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

Type	How Much of the Time?
driving	25

Additional Information:

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

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

Supervisor's Section:

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

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

Collaboration and coordination with multiple stakeholders including CCV, VDOC local and educational staff and incarcerated individuals

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

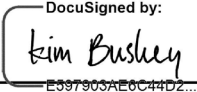
Project planning - goals, activities, timelines; ability to run effective meetings and ability to establish effective working relationships and communicate both orally and in writing. Technical skills will be useful - support remote learning ability.

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

No Change

4. Suggested Title and/or Pay Grade:

Post Secondary Program Coordinator and Liaison - Incarcerated Students PG 25

Supervisor's Signature (**required**):  Date: 2/7/2023

Personnel Administrator's Section:

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

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

Yes No If yes, please provide detailed information.

Attachments:

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

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

N/A

Suggested Title and/or Pay Grade:

As determined by DHR Classification division

Personnel Administrator's Signature (**required**):

DocuSigned by:
Christie Tomblin Marsh 2/15/2023
9A90C0836D1046E...

Appointing Authority's Section:

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

Suggested Title and/or Pay Grade:

Post Secondary Program Coordinator and Liaison - Incarcerated Students. Paygrade 25

DocuSigned by:
Nicholas Deml
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2/7/2023

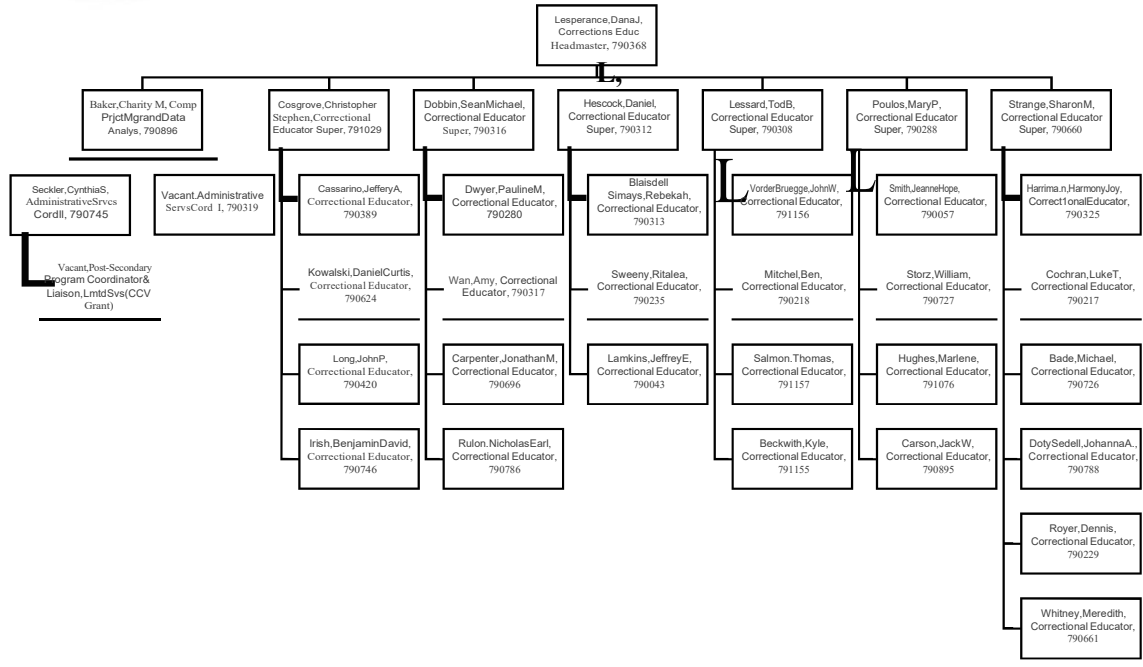
Appointing Authority or Authorized Representative Signature (**required**)

Date



VERMONT DEPARTMENT OF CORRECTIONS COMMUNITY HIGH SCHOOL OF VERMONT

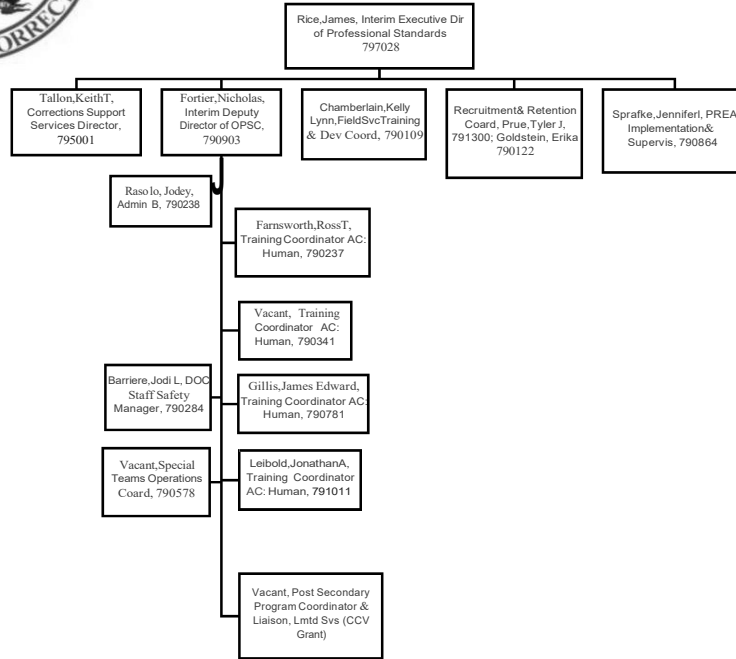
POSITION COUNT: 35





VERMONT DEPARTMENT OF CORRECTIONS OFFICE OF PROFESSIONAL STANDARDS & COMPLIANCE

POSITION COUNT: 14



Community College of Vermont

Department of Corrections – Byrne Grant limited positions (2)

May 2022

These are limited-service positions created to manage key operational elements and ensure implementation of Vermont DOC's responsibilities in a multiyear Congressional Directed Spending grant with Community College of Vermont to initiate and support post-secondary education opportunities for staff and incarcerated individuals.

These positions are expected to be funded through September 2025 with a potential one-year extension.

(Reviewed VR Program Coordinator Job Code 475900 (PG 25); Action plan for Aging Well Project Coordinator PG 23; Organizational Development Coordinator PG 23)

Post-Secondary Program Coordinator and Liaison

Pay Grade 25 proposed

Currently \$27.20/hr; \$56,576 annual and \$79,206.40 inclusive of benefits

COLA SFY 23 - 3%

January 1, 2023 - lump \$1500.00

COLA SFY 24 - 2%

January 1, 2024 - lump \$1000.00

30% in direct (travel, equipment, software licensing)

Class Definition:

Program coordination, planning, practice and procedural development in the implementation and evaluation of statewide system of post-secondary education for Department of Corrections staff and incarcerated individuals. Duties include ongoing coordination with the Office of Professional Standards and Compliance (OPSC) regarding employee needs and interest assessment and coordination with Risk Intervention Services regarding incarcerated individuals needs and interest assessment. Coordinated identification of participation barriers and challenges for both populations, and collaborative efforts to reduce those barriers.

Coordination, collaboration work with liaison staff from Community College of Vermont and DOC staff to include potential Advisory Committee meetings, participation in engagement activities and support of data collection.

Examples of Work:

Carry out administrative functions of the project for both populations. Specifically, developing a process for referral for both population, which is inclusive of any eligibility requirement verification and/or prior approval, tracking referrals made to the Community College of Vermont (CCV) liaison/advisors,

coordinating with CCV liaison specific course requests for delivery and assisting with scheduling course admission/delivery (including technical assistance) at one or more sites. May participate in a biannual planning process for both populations, specifically in years 2 and 3 of the grant. Works collaboratively with the OPSC to provide continuous updates of employee participation and contribute to data gathering of personnel retention and/professional development (including promotion opportunities).

Extensive writing, communication and attention to detail are required, including working with data from multiple sources.

Assures that any equipment provided is accessible and functional for the population and/or communicates equipment challenges with CCV staff.

Environment Factors:

Duties are performed predominantly in an office setting with frequent travel to six correctional facilities throughout the State. Work schedule will include regular scheduled hours outside State workday (7:45 am – 4:30 pm Monday – Friday) and may include some weekend support.

Knowledge, Skills, and Abilities:

Considerable knowledge of planning principles and practices of program planning and project management

Ability to evaluate planning progress in relation to project goals, activities, and timelines.

Ability to prepare, organize, run and/or participate in virtual meetings.

Ability to prepare reports.

Considerable knowledge of organizational methods and practices

Considerable knowledge of adult learning theory and practice

Ability to apply consultative skills

Ability to communicate effectively, both orally and in writing

Ability to establish and maintain effective working relationships.

Technical equipment (specifically audio/visual/internet capable)

Minimum Qualifications:

Three (3) or more years of experience in project management, or program coordination

Preferred Qualifications:

Experience as described above.

Bachelor's degree in one or more of the following and/or other related field: adult learning, education, organizational development, and/or public administration AND two (2) years or more experience that

includes any combination the following: training or staff development, teaching or facilitating programs for adults, providing consultation services to an organization.

COMMUNITY COLLEGE OF VERMONT SUBRECIPIENT AGREEMENT PART 1		
SECTION I: GRANT INFORMATION		
Subaward #: _____		OriginalL Amendment# __
Grant Title: Corrections Post-Secondary Educational Programming and Support		
Amount Previously Awarded: \$	Amount Awarded This Action: \$234,000.00	Total Subaward Amount: \$737,685.00
Award Start Date: 3/15/2022		Award End Date: 8/15/2023
Subrecipient Name: Vermont Department of Corrections		
Subrecipient Address: WSOC NOB 2 South, 280 State Drive		
City: Waterbury	State: Vermont	Zip Code: 05671
Subrecipient DUNS or UEI: YLQARK22FMQ1	Performance Measures: YES <input type="checkbox"/> NO	FFATA: YES <input type="checkbox"/> NO <input type="checkbox"/>
Indirect Rate: <u>30</u> % (Approved rate or de minimis of 10%)	Match/In-Kind: Description:	Research & Development: YES <input type="checkbox"/> NO
SECTION II: FEDERAL AWARD INFORMATION		
Federal Award #: ISPBJA-22-GG-00193- BRNO	CFDA#:	FAIN#:
Federal Awarding Agency: Office of Justice Programs - Byrne Discretionary Community Project Fund		-
Date Awarded: 7/26/2022	Amount Awarded: \$4,688,889	
SECTION III: CONTACT INFORMATION		
Community College of Vermont	Subrecipient	
Name: _____	Name: Kim Bushey	
Title: _____	Title: Program Services Director	
Phone: <C.P - 111- _____>	Phone: 802-461-6023	
E-mail: _____	E-mail: kim.bushel@vermont.gov	

SUBRECIPIENT AGREEMENT - PART 2

1. Parties: This is a Subrecipient Agreement (hereinafter referred to as "Agreement") between Community College of Vermont (hereinafter referred to as "Vermont Tech") and Vermont Department of Corrections with a principal place of business at Waterbury, Vermont (hereinafter referred to as "Subrecipient").

2. Subject Matter: The subject matter of this Agreement is work completed as part of the Corrections Post-Secondary Education and Support grant awarded to Vermont Tech.

3. Award Details: Amounts, dates and other award details are as shown in Part 1 above. A detailed scope of work covered by this award is described in Attachment A.

4. Amendment: No changes, modifications, or amendments in the terms and conditions of this Agreement shall be effective unless reduced to writing, numbered, and signed by the duly authorized representative of Vermont Tech and Subrecipient.

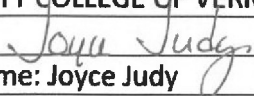
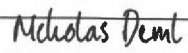
5. Monitoring, Evaluation, and Modifications: The Agreement will be monitored, analyzed, and evaluated on an on-going basis against the work statement goals, overall goals of the project, and the programmatic performance of the Subrecipient. Vermont Tech has the right to modify the grant at any time. Modifications will be done in writing, agreed upon and signed by both parties.

6. Notice of Cancellation or Termination: This Agreement may be suspended or cancelled by either party as described in Attachment C by giving written notice at least 30 days in advance.

7. Attachments: This Agreement consists of 11 pages including the following attachments that are incorporated herein:

- Sub-Award Agreement - Part 1 and 2
- Attachment A - Scope of Work to Be Performed
- Attachment B - Payment Provisions
- Attachment C - Other Contract Provisions
- Attachment D - Budget

WE THE UNDERSIGNED PARTIES, AGREE TO BE BOUND BY THIS AGREEMENT.

COMMUNITY COLLEGE OF VERMONT:	SUBRECIPIENT:	<small>DocuSigned by:</small>
Signature: 	Signature: 	11/7/2022
Printed Name: Joyce Judy	Printed Name: Nicholas Deml	<small>2F4437078D9C4FD...</small>
Title: President	Title: Commissioner	

ATTACHMENT A SCOPE OF WORK TO BE PERFORMED

CPSEI Byrne Grant Attachment A

The CPSEI project has two strands: one strand provides Community College of Vermont (CCV) classes to Vermonters incarcerated in VDOC prisons. The second strand focuses on corrections staff, extending access to post-secondary education and providing CCV classes in a format that meets the needs of these students. The proposed project will bring post-secondary educational opportunities to all six Vermont correctional facilities. The project will help CCV and VDOC develop a deliberate process of relationship building at each correctional facility, identifying the best programmatic options to address the barrier particular to each prison.

As a subcontractor, VDOC will hire two post-secondary program coordinator and liaison positions. The staff serving in this role will manage key operational elements to ensure effective implementation of VDOC's responsibilities for the CPSEI project. These staff will collaborate with the Correction's Office of Professional Standards and Compliance (OPSC) regarding employee needs and interest assessment and assist with identification and facilitation of VT VDOC employees who are interested in post-secondary educational opportunities access to CCV resources, including those designed specifically for VDOC employees. This staff will also assist in the identification of VDOC professional development and career pathway development priorities and assist in coordination of assessment of VDOC training for potential workplace experience credit. This position will support the collection of data from OPSC relevant for the grant.

A second position will coordinate with VDOC's Risk Intervention Services to help assess incarcerated individuals' interest in accessing college, address participant needs, and mitigate identified barriers to successfully participating in CCV classes. This position will focus upon coordination with Correction Education Supervisory staff for local student participation and identification and coordination of activities. The position will work with the Risk Intervention Services Registrar to verify eligibility requirements and/or educational remedial needs to support interested student participation. Incarcerated student data will be coordinated with the registrar.

VDOC will support CCV CPSEI data analyst through the post-secondary program coordinators the collection of the data which supports the performance measures identified below.

Performance Measure	Data Source	Calendar
# Applicants	CPSEI Application for Incarcerated Students, Slate through CCV admissions	January, June, September

Enrollment in CCV classes	VSCS Colleague, Informer	January, June, September
Course completion	VSCS Colleague, Informer	January, June, September
Persistence in project participation	VSCS Colleague, Informer	January, June, September
# Peer Mentor interactions	CCV Learning Center Log	January, June, September
Student experience in courses	End-of-semester course evaluations	January, June, September
VDOC staff morale, etc.	State of Vermont Employee Engagement Survey, VDOC	Annually, when available
Student experience in the CPSEI project	CPSEI Survey of Participant Satisfaction	January, June

VDOC will submit an invoice and quarterly report to CCV's CPSEI project director. The report will describe project activities during the reporting period. The subcontractor's schedule to submit reports to CCV will adhere to the following timeline:

Quarter Ending	Reports Due
September 30	October 15
December 31	January 15
March 31	April 15
June 30	July 15

ATTACHMENT B PAYMENT PROVISIONS

The maximum dollar amount payable under this Agreement does not guarantee any amount of payment to Subrecipient. The Subrecipient will be paid for services performed and outcomes achieved and approved by the contract manager, up to the maximum allowable amount listed in the Award Detail and identified in the approved line-item budget and budget narrative in Attachment D.

1. For its part, in consideration of the services delivered by Subrecipient pursuant to this Agreement, Vermont Tech agrees to make payments based on an approved invoice submitted by the Subrecipient listing the activities performed and related outcomes accomplished per Attachment A: Statement of Work. Subrecipient cannot request/receive reimbursement for expenses incurred if Subrecipient is receiving payment from another funding source for the same service.
2. Requests for reimbursement for costs under this Agreement initiated during this Agreement period will be accepted for costs incurred through 10/15/2023.
3. Final invoices must be submitted no later than 30 days after the end of the agreement.
4. Payment requests (invoices) should be sent to:

CPSEI Program Director, and David Tabaruka, Controller.
Community College of Vermont
660 Elm Street
Montpelier, VT 05602

5. Reporting Requirements: Subrecipient shall maintain financial and program records and provide Vermont Tech access to such records. Programmatic and accrual financial reports will be done on a quarterly basis and will be due no later than 25 business days after the submitted quarterly invoice and report (Oct 15, Jan 15, Mar 15 and July 15). Participant and project reporting will follow the HRSA reporting guidelines. Additional reporting data elements may be required and will be agreed upon by both parties in writing. Failure to fulfill reporting requirements may result in termination of the Agreement.

**ATTACHMENT C
OTHER CONTRACT PROVISIONS**

1. Entire Agreement: This Agreement, including all referenced Parts and Attachments, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect.
2. Applicable Law: This Agreement will be governed by the laws of the State of Vermont.
3. Availability of Federal Funds: This Agreement is dependent on the availability of federal funds. In the event the federal funds supporting this grant become unavailable or are reduced, Vermont Tech may suspend, diminish the award amount or cancel this grant immediately and without prior notice, and Vermont Tech shall have no obligations to pay the Subrecipient from its resources.
4. Independence, Liability, Insurance: The Subrecipient and Vermont Tech will each act entirely in their own individual capacities and be entirely responsible for their own acts and omissions. The Subrecipient and Vermont Tech each shall act in an independent capacity and not as officers or employees of the other party to this Agreement.
 - A. The Subrecipient and Vermont Tech, each in its sole discretion, shall decide whether or not to defend the other party and its officers and employees from liability and any claims, suits, judgments, and damages arising as a result of its own acts and/or omissions in the performance of this Agreement, including without limitation negligent acts or omissions. Vermont Tech and the Subrecipient each retains the right to participate at its own expense in the defense of any claim.
 - B. The Subrecipient and Vermont Tech each shall notify its respective insurance company and the other party to this Agreement within 10 days of receiving any claim for damages, notice of claims, pre-claims, or service of judgments or claims, for any acts or omissions in the performance of this Agreement. Each party shall provide the other with a certificate of insurance, with Vermont Tech adding the State of Vermont Agency of Commerce and Community Development, and its officers and employees as additional insureds to its policy of coverage.
5. Reliance by Vermont Tech on Representations: All payments by Vermont Tech under this Agreement will be made in reliance upon the accuracy of all prior representations by the Subrecipient including but not limited to bills, invoices, progress reports and other proofs of work.
6. Records Available for Audit: The Subrecipient will maintain all books, documents, payroll, papers, accounting records and other evidence pertaining to costs incurred, activities offered, and participants served under this Agreement and make them available at reasonable times during the period of the Agreement and for three years thereafter for inspection by any

authorized representatives of Vermont Tech, or of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved. Vermont Tech, by any authorized representative, shall have the right at all reasonable times to inspect or otherwise evaluate the work performed or being performed under this Agreement.

7. Requirement to Have a Single Audit: In the case that this Agreement is a grant that is funded in whole or in part by federal funds, the Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing Vermont Tech whether or not a Single Audit is required for the prior fiscal year per 2 CFR Chapter I, Chapter II, Part 200, and/or Subpart F. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to Vermont Tech within 9 months of its completion. If a Single Audit is not required, only the Subrecipient Annual Report is required.

8. Mandatory Disclosures: In the case that this Agreement is an award funded in whole or in part by federal funds, in accordance with 2 CFR Part II, §200.113, the Subrecipient must disclose, in a timely manner, in writing to Vermont Tech, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

9. Internal Controls: In the case that this Agreement is an award that is funded in whole or in part by federal funds, in accordance with 2 CFR Part II, §200.303, Subrecipient must establish and maintain effective internal control over the federal award to provide reasonable assurance to Vermont Tech that Subrecipient is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

10. Conflict of Interest: Subrecipient must disclose in writing any potential conflict of interest in accordance with Uniform Guidance §200.112.

11. Fair Employment Practices and Americans with Disabilities Act: The Subrecipient shall ensure, to the full extent required by the Americans with Disabilities Act of 1990, that qualified individuals with disabilities receive equitable access to the services, programs, and activities under this Agreement. The Subrecipient further agrees to include this provision in all sub-contracts.

A. Sub-Contracting: The Subrecipient shall not assign or sub-contract the performance of this Agreement or any portion thereof to any other subcontractor without the prior written approval of Vermont Tech.

- B. No Gifts or Gratuities: Subrecipient shall not give title or possession of anything of substantial value (including property, currency, travel and/or education programs) to any officer or employee of Vermont Tech during the term of this Agreement.

- C. Certification Regarding Debarment: Subrecipient certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither the Subrecipient nor its principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible or excluded from participation in federal programs or programs supported in whole or in part by federal funds.

12. Equal Employment Opportunity: Subrecipient must comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

13. Copeland "Anti-Kickback" Act (18 U.S.C. 874 and 40 U.S.C. 276c): If this Agreement includes funds in excess of \$2,000 for construction or repair, Subrecipient agrees to comply with the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations 29 CFR part 3, "Contractors and Subrecipients on Public Building or Public Work Financed in Whole or in Part by Loans or Contracts from the United States." This Act provides that each contractor or Subrecipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. It is the policy of Vermont Tech to report all suspected or reported violations to the federal awarding agency.

14. Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333): If this Agreement includes funds in excess of \$2,000 for construction or repair and funds in excess of \$2500 for other contracts involving employment of mechanics or laborers, Subrecipient agrees to comply with Sections 102 and 107 of the Contract Works Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor is required to compute wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1-1/2 times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions that are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

15. Rights to Inventions Made Under a Contract or Agreement: If this agreement involves the performance of experimental, developmental, or research work, Subrecipient hereby recognizes, and will not contest or challenge in any way, the rights of the Federal Government

and Vermont Tech in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Contracts, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

16. Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.), as amended: If this Agreement includes funds in excess of \$100,000, Subrecipient agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S. C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

17. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352): If this Agreement includes funds in excess of \$100,000, Subrecipient hereby certifies that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, contract or any other award covered by 31 U.S.C. 70 1352. Likewise, since each tier provides such certifications to the tier above it, Vermont Tech shall provide such certifications in all situations in which it acts as a Subrecipient of \$100,000 or more.

18. Remedies: If Subrecipient enters into an agreement with a third party in excess of the small purchase threshold fixed at 41 U.S.C 403 (11) - currently \$100,000 - said agreement shall contain contractual provisions or conditions that allow for administrative, contractual, or legal remedies in instances in which a contractor violates or breaches the contract terms.

19. Whistleblower Protections: The Subrecipient shall not discriminate or retaliate against any one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Subrecipient shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Subrecipient or its agents prior to reporting to any governmental entity and/or the public.

20. Termination: In addition to recognizing the exclusive right of Vermont Tech to terminate this Agreement for convenience in administering federal funds and to cancel, suspend or reduce the Award Amount, as detailed in Attachment C, paragraph 3, the Parties agree as follows:

- A. Termination for Cause: Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.
- B. No Implied Waiver of Remedies: A party's delay or failure to exercise any right, power or remedy under this Agreement shall not impair any such right, power or remedy, or be

construed as a waiver of any such right, power or remedy. All waivers must be in writing.

- C. Continuity of Performance: In the event of a dispute between the Subrecipient and Vermont Tech, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

21. Complaints: Subrecipient must meet U.S. Department of Labor's responsibilities for reporting instances of suspected fraud, program abuse and criminal conduct as described in the Employment and Training Administration's Training and Employment Guidance Letter (TEGL) No. 2-12, dated July 12, 2012.

22. Fraud, Program Abuse, Criminal Conduct, Remedies: In the event that Vermont Tech or the U.S. Department of Labor determines that Subrecipient, including its agents, officers, contractors or employees, has engaged in fraud, program abuse or criminal conduct related to any part of this Agreement, Vermont Tech, in its sole discretion, may seek reimbursement of any portion of the Award Amount along with the reasonable costs of obtaining reimbursement.

Personally Identifiable Information: Subrecipient must meet HRSA guidance on the handling and protection of personally identifiable information (PII). Subrecipient must likewise meet CODA requirements for the handling and protection

**ATTACHMENT D
BUDGET**

Vermont DOC proposes that two different populations in accessing post-secondary education and support in corrections requires local support, coordination, and development. Therefore, each position will be assigned either the employees or the incarcerated individuals. The two populations have both significant differences in educational experience, schedule, and access barriers and fundamental goals. The two positions are assigned to the team's best able to coordinate messaging, promotion accurate eligibility and coordination. Each position will liaison closely with the designated CCV-CPSEI team.

Budget line Item	Detail	Grant Year 1	Grant Year 2	Grant Year 3	Total
Salary & Benefits	Corrections Position #1	\$ 90,000.00	\$ 94,500.00	\$ 99,225.00	\$283,725.00
Salary & Benefits	Corrections Position #1	\$ 90,000.00	\$ 94,500.00	\$ 99,225.00	\$283,725.00
Operating Costs	using Indirect rate of 30%	\$ 54,000.00	\$ 56,700.00	\$ 59,535.00	\$ 567,450.00
	Total by Grant Year	\$ 234,000.00	\$245,700.00	\$ 257,985.00	\$ 737,685.00

COMMUNITY COLLEGE OF VERMONT SUBRECIPIENT AGREEMENT:

Amendment 1

The subrecipient agreement between the Community College of Vermont and the Vermont Department of Corrections, executed November 7, 2022, shall be amended with the following:

Subaward Number: CCV-CPSE1

Award Start Date: 9/1/2022

Award End Date: 8/30/2025

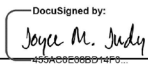

FFATA: Yes

CFDA Number: 16.753

Name of Party: Any references in the Agreement to Vermont Tech will be treated as a reference to the Community College of Vermont.

Attachment B, Payment Provisions, #2: Requests for reimbursement for costs under this Agreement initiated during this Agreement period will be accepted for costs incurred through 8/30/2025.

The remainder of the Agreement is in full force and effect, upon approval of the subaward by the U.S. Department of Justice.

COMMUNITY COLLEGE OF VERMONT	SUBRECIPIENT
Signature: 	Signature: 
Printed Name: Joyce Judy	Printed Name: Nicholas Deml
Title: President	Title: Commissioner
Date: 2/21/2023	Date: 2/21/2023

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance to give assurances that they will comply with those laws. Taken together, these civil rights laws prohibit recipients of federal financial assistance from DOJ from discriminating in services and employment because of race, color, national origin, religion, disability, sex, and, for grants authorized under the Violence Against Women Act, sexual orientation and gender identity. Recipients are also prohibited from discriminating in services because of age. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>.

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5).

The OCR is available to help you and your organization meet the civil rights requirements that are associated with DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to contact the OCR at askOCR@ojp.usdoj.gov.

Memorandum Regarding NEPA

NEPA Letter Type

OJP - Categorical Exclusion

NEPA Letter

None of the following activities will be conducted whether under the Office of Justice Programs

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(CPSEI) project seeks to build on the lessons learned as a result of the CCV/VDOC pilot. CPSEI has two primary goals:

- 1) expand access of post-secondary education to persons incarcerated in Vermont's six correctional facilities;
- 2) open access to college programs to VDOC personnel, with the goal of addressing employee recruitment and retention issues, meeting training needs, and forming pipelines for employee advancement.

The proposed Corrections Post-Secondary Education Initiative project provides funding for CCV to assess VDOC needs and programmatic priorities; conduct targeted outreach and recruitment; provide personalized academic and financial aid advising; offer specialized, contracted courses that align with learners' interests and unique needs; fund tuition and supplies for project participants; and deliver learning supports that support college persistence and successful course completion. Additionally, the funding allows for the critically important and deliberate process of relationship-building necessary to identify the best programmatic options for these students and to address the barriers particular to each Vermont prison facility and VDOC staff.

The Corrections Post-Secondary Education Initiative is a three-year project that will ultimately engage 150 VDOC personnel and 600 persons incarcerated in Vermont's correctional facilities.

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OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

§ 5

Required training for Grant Award Administrator and Financial Manager

The Grant Award Administrator and all Financial Managers for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after October 15, 2020, will satisfy this condition.

In the event that either the Grant Award Administrator or a Financial Manager for this award changes during the period of performance, the new Grant Award Administrator or Financial Manager must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after the date the Entity Administrator enters updated Grant Award Administrator or Financial Manager information in JustGrants. Successful completion of such a training on or after January 1, 2020, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

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Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

'§1&

Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at OJP.ComplianceReporting@ojp.usdoj.gov. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

'§17

Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

'§1a

Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify (www.e-verify.gov), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to OHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at E-Verify@dhs.gov. E-Verify employer agents can email E-Verify at E-VerifyEmployerAgent@dhs.gov.

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

'§21

Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

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The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

' §22

Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification

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encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

' §23

All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

' §24

Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

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recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

' §2a

Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope Grant Award Modification (GAM) to eliminate any inappropriate duplication of funding.

' §29

Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

' §30

The recipient understands that, in accepting this award, the Authorized Representative declares and certifies, among other things, that he or she possesses the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accepts (or adopts) all material requirements that relate to conduct throughout the period of performance under this

§ 35**Copyright; Data rights**

The recipient acknowledges that OJP reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General).

It is the responsibility of the recipient (and of each subrecipient (at any tier), if applicable) to ensure that the provisions of this condition are included in any subaward (at any tier) under this award.

The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

§ 35**Justice Information Sharing**

Information sharing projects funded under this award must comply with DOJ's Global Justice Information Sharing Initiative (Global) guidelines. The recipient (and any subrecipient at any tier) must conform to the Global Standards Package (GSP) and all constituent elements, where applicable, as described at: https://it.ojp.gov/gsp_grantcondition. The recipient (and any subrecipient at any tier) must document planned approaches to information sharing and describe compliance with the GSP and appropriate privacy policy that protects shared information, or provide detailed justification for why an alternative approach is recommended.

§ 37**Body-worn cameras, policies and procedures**

In accepting this award, the recipient agrees not to use award funds for purchases of body-worn cameras or related expenses for any agency unless that agency has policies and procedures in place that reinforce appropriate agency Use of Force policies

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U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



BJA FY 2022 Invited to Apply — Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program

Assistance Listing Number #	16.753
Grants.gov Opportunity Number:	O-BJA-2022-171241
Solicitation Release Date:	April 11, 2022 12:03 PM
Grants.gov Deadline:	May 23, 2022 8:59 PM
Application JustGrants Deadline:	May 26, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications to support projects designated for funding in the Consolidated Appropriations Act, 2022 (Public Law 117-103) that improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation).

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Eligible applicants are limited to those identified in the Congressional Joint Explanatory Statement (JES) for the projects designated for funding. The legal name (or "doing business as" name) associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday,

and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m. ET Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps.

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. BJA is authorized to distribute funds to support projects designated for funding in the Consolidated Appropriations Act, 2022 (Public Law 117-103) that improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation).

The explanatory statement regarding the Consolidated Appropriations Act, 2022 (Public Law 117-103) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

\$184,707,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), which shall be used for the projects, and in the amounts, specified under the heading, “Byrne Discretionary Community Project Grants/ Byrne Discretionary Grants”, in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act)[.]

Pub. L. No. 117-103, div. B, title II (2022), 136 Stat 49, 125.

Statutory Authority: Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 125)

Specific Information

This funding is for discretionary grants to improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation). Funding shall be used for the projects, and in the amounts, specified under the heading “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants” in the Joint Explanatory Statement – Division B, which is incorporated by reference into Pub. L. 117-103.

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

OJP will issue awards with a period of performance beginning date of March 15, 2022, the enactment date of the Department of Justice Appropriations Act, 2022. Costs incurred on/after March 15, 2022, but prior to issuance of an award and approval of the project budget by OJP may be reimbursed, but are incurred at the applicant’s own risk, as authorized costs will be limited to those approved by OJP.

Note: Funding will only be provided for the specific projects designated for funding in the Consolidated Appropriations Act, 2022 (Public Law 117-103). Further, BJA will not be in a position to approve any changes to the purpose of the project after an award has been made.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this program is to improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation) in geographic areas designated in the Consolidated Appropriations Act, 2022 (Public Law 117-103).

Objectives

The objectives are to:

- Improve the capacity of the criminal justice system to effectively plan, manage, and allocate resources.
- Encourage information sharing to reduce the incidence of crime and drug abuse.
- Provide responsive law enforcement services.
- Enhance local courts.

- Enhance local corrections and offender reentry.
- Prevent or combat juvenile delinquency.
- And/or, assist victims of crime (other than compensation).

Deliverables

Once the award is accepted, the award recipient must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports in JustGrants.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

General Guidance for Federal Award

Total number of awards BJA expects to make: 208

Maximum dollar amount for each award:

Total amount to be awarded under solicitation: \$158,200,000

Period of performance start date: March 15, 2022

Period of performance duration: 18 months (unless applicants request a longer project period not to exceed 36 months)

Solicitation Categories

This solicitation does not include Solicitation Categories.

Types of Awards

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

Absent sufficiently specific authorization in the Consolidated Appropriations Act, 2022 (Public Law 117-103), the use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Federal Award Information.

Application and Submission Information

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424. **The project title entered must match the project title from the Congressional Joint Explanatory Statement (JES). The legal name (or "doing business as" name) associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.**

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add: zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address. **The project title entered must match the project title from the Congressional JES. The legal name (or doing business as name) associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.**

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

Note: Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2022 (Public Law 117-103). Further, BJA will not be in a position to approve any changes to the purpose of the project. Thus, the proposal narrative must align with the project description found in the JES.

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment.

The following sections must be included as part of the proposal narrative: ect Evaluations” section in the [OJP Grant Application Resource Guide](#).

- a. Description of the Issue: Describe the nature and scope of the problem to be addressed by this project.
- b. Project Design and Implementation: Describe the proposed project and how it will be accomplished.

Digital Trust

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance should address in this section of the proposal narrative the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

c. Capabilities and Competencies: Describe the roles and responsibilities of project staff and explain the project’s organizational structure and operations. Describe how the project will be managed and staffed. Management and staffing should be clearly connected to the project design. Describe the experience and capability of the applicant’s organization and any contractors who will be used to effectively implement and manage the project. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures: Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: The applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that each successful applicant will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work’s results. The performance data directly relate to the goals, objectives, and deliverables identified under the “Goals, Objectives, and Deliverables” section. The applicant can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

BJA will require each award recipient to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, at the time of award.

A list of performance measure questions for this program can be found [here](#).

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Rewards, entertainment, prizes, trinkets, or any other monetary incentives
- Client/participant stipends
- Gift cards
- Food and beverage

Costs incurred on/after March 15, 2022, the enactment date of the FY 2022 Consolidated Appropriations Act, but prior to issuance of an award and approval of the project budget by OJP may be reimbursed, but are incurred at the applicant’s own risk, as authorized costs will be limited to those approved by OJP.

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an

attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by May 23, 2022 8:59 pm ET.

The **full application** must be submitted in JustGrants by May 26, 2022 8:59 pm ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to

the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175.

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this

solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov and JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

This application checklist has been created as an aid in developing an application. [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see [OJP Grant Application Resource Guide](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$5,000,000 (individual award amount not to exceed amount specified for project in JES)

Review Eligibility Requirement:

- Other - Entities designated to receive funding in the JES

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt validation, or if error notifications are received:

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

- Proceed to complete Application in JustGrants

Content of Application Submission

- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (web-based form)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission validation or error notifications are received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.

VERMONT

State of Vermont
Department of Corrections
NOB 2 South, 280 State Drive
Waterbury, Vt 05671-2000
www.doc.vermont.gov

[phone] 802-241-2442
[phone] 802-241-0000
[fax] 802-241-0020

Agency of Human Services

Joyce Judy, President
Community College of Vermont
POBox489
Montpelier, VT 05601

May 27, 2022

Dear President Judy:

I write this letter in support of the collaboration between the Vermont Department of Corrections (Vermont DOC) and the Community College of Vermont (CCV) on the Byrne Grant invitation.

Education is critical in the rehabilitation and reentry of Vermont's incarcerated population, and in the ability of any organization to support its workforce and make strategic improvements.

Vermont DOC and CCV's partnership on initiatives such as Project ReSet, and the Adult Reentry and Employment strategy grant effort, have been crucial to the longstanding commitment to providing educational opportunities to incarcerated Vermonters. Of equal importance, Vermont DOC staff have long benefited from CCV education and course offerings.

The CCV-proposed collaboration through the Byrne Grant offers us the chance to further our partnership and provide college-level educational offerings for the incarcerated population and Vermont DOC staff.

I look forward to this project's formal award. Vermont DOC fully supports this effort and will do everything in our power to enable mutual success. I appreciate your leadership, vision, and collegiality. Thank you for all you have done and continue to do to educate our Vermont communities.

Sincerely,



Nicholas J. Deml
Commissioner

