



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: January 3, 2011
Subject: JFO #2478, #2479, #2480, #2481

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

JFO #2478 — \$639,466 grant from the Center for Disease Control and Prevention to the Department of Health. This grant will be used to build the capacities of the Health Department's epidemiology, laboratory, and health information systems. **Three limited service positions are associated with this request.**
[JFO received 11/30/10]

JFO #2479 — \$5,500,000 grant from the Center for Disease Control and Prevention to the Department of Health. This grant will be used to build public health infrastructure and improve the delivery of public health services. **Nine limited service positions are associated with this request.**
[JFO received 11/30/10]

JFO #2480 — \$864,642 grant from the Center for Disease Control and Prevention to the Department of Health. This grant will be used to support efforts to address oral health program deficiencies and disparities. **Three limited service positions are associated with this request.**
[JFO received 11/30/10]

JFO #2481 — \$100,000 grant from the U.S. Department of Justice to State's Attorneys and Sheriffs. This grant will be used create a Model Special Investigation Unit/Child Advocacy Center in Lamoille County.
[JFO received 12/2/10]

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

cc: Roger Allbee, Secretary
Wendy Davis, Commissioner
Jim Mongeon, Executive Director



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 2, 2010
Subject: Grant Request

Enclosed please find four (4) request that the Joint Fiscal Office has received from the administration. Fifteen (15) limited service positions are associated with these items.

JFO #2478 — \$639,466 grant from the Center for Disease Control and Prevention to the Department of Health. This grant will be used to build the capacities of the Health Department's epidemiology, laboratory, and health information systems. **Three limited service positions are associated with this request.**

[JFO received 11/30/10]

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[JFO received 11/30/10]

JFO #2481 — \$100,000 grant from the U.S. Department of Justice to State's Attorneys and Sheriffs. This grant will be used create a Model Special Investigation Unit/Child Advocacy Center in Lamoille County.

[JFO received 12/2/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802-828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review.

cc: James Reardon, Commissioner
Wendy Davis, Commissioner
Jim Mongeon, Executive Director

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

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary: This grant is for creating a Model Special Investigation Unit/Child Advocacy Center(SIU/CAC) in Lamoille County. It will serve as a model for how the other SIUs in state could be configured as full SIU/CACs with co-located multidisciplinary teams of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators with a focus on investigating and prosecuting child abuse, sexual violence, domestic violence and crimes against the elderly, physically and mentally disabled. The current SIUs handle sexual violence cases and in some instances severe child abuse cases and not this full spectrum of cases.

Date: 10/20/2010

Department: States Attorneys and Sheriffs-SIUs

Legal Title of Grant: Bureau of Justice Assistance FY10 Congressionally Selected Grant

Federal Catalog #: 16.753

Grant/Donor Name and Address: US Department of Justice, Office of the Assistant Attorney General, Washington, D.C. 20531

Grant Period: **From:** 10/1/2010 **To:** 9/30/2012

Grant/Donation \$100,000

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$100,000	\$	\$	\$100,000	SFY 1 in this case is SFY2012

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments:

Department of Finance & Management <i>2H</i>	10/25/10	(Initial)
Secretary of Administration	10/25/10	(Initial)
Sent To Joint Fiscal Office	11/30	

RECEIVED
 DEC 02 2010
JOINT FISCAL OFFICE

STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		



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

BASIC GRANT INFORMATION				
1. Agency:	State's Attorneys			
2. Department:	State's Attorneys and Sheriffs			
3. Program:	SIU			
4. Legal Title of Grant:	BJA FY10 Congressionally Selected			
5. Federal Catalog #:	16.753			
6. Grant/Donor Name and Address:				
Department of Justice, Office of the Assistant Attorney General, Washington, D.C. 20531				
7. Grant Period:	From:	10/1/2010	To:	9/30/2012
8. Purpose of Grant:				
This grant is for the creation of a "Model Special Investigations Unit / Child Advocacy Center" (SIU/CAC) in Lamoille County that will be used as a blue print for 11 other SIU/CAC currently under development throughout the state which are being specifically designed to co-locate a multidisciplinary team made up of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators, whose focus will be the investigation and prosecution of crimes involving child abuse, sexual violence, domestic violence and crimes against our vulnerable populations to include the elderly, physically and mentally disabled.				
9. Impact on existing program if grant is not Accepted:				
Currently, none of the (8) existing or developing SIU/CAC's have sufficient staff, training, resources or expertise to be a fully functioning SIU/CAC as envisioned by our state's leaders. The majority of the SIU/CAC's are currently only handling cases of sexual violence with a couple units also staffed to handle cases of severe child abuse.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2012	FY	FY	
Personal Services	\$76,935	\$	\$	
Operating Expenses	\$23,065	\$	\$	
Grants	\$	\$	\$	
Total	\$100,000	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$100,000	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$100,000	\$	\$	

REC'D OCT 18 2010

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

Appropriation No:	2130400000	Amount:	\$100,000
			\$
			\$
			\$
			\$
			\$
		Total	\$100,000

PERSONAL SERVICE INFORMATION

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

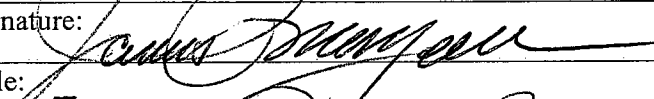
Appointing Authority Name: _____ Agreed by: _____ (initial)

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

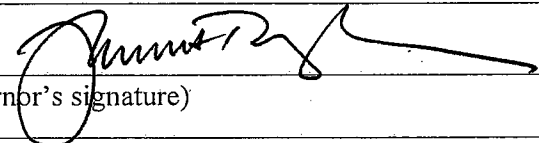
12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

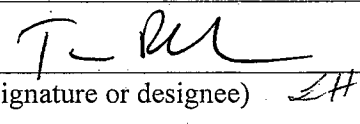
I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):

Signature:  Date: 10/14/10
 Title: EXECUTIVE DIRECTOR, Dept. of STATE'S ATTORNEY
 Signature: _____ Date: _____
 Title: _____

14. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected
 (Governor's signature)  Date: 11/29/10

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO
 Information to JFO
 (Secretary's signature or designee)  Date: 10/25/10

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

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

<input type="checkbox"/> Grant Budget	
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End Form AA-1



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 20, 2010

Mr. James Mongeon
Vermont Department of States Attorneys and Sheriffs
12 Baldwin Street
Montpelier, VT 05633-6401

Dear Mr. Mongeon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Congressionally Selected in the amount of \$100,000 for Vermont Department of States Attorneys and Sheriffs.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, LaShawn Benton, Program Manager at (202) 514-5057; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "L. Robinson", written over a horizontal line.

Laurie Robinson
Assistant Attorney General

Enclosures

JANE WOODRUFF, ESQ.
EXECUTIVE DIRECTOR



12 BALDWIN STREET
DRAWER 33
MONTPELIER, VT 05633-6401
PHONE: (802) 828-2891
FAX: (802) 828-2881

STATE OF VERMONT
DEPARTMENT OF STATE'S ATTORNEYS
AND SHERIFFS' DEPARTMENTS

United States Senator Patrick Leahy (D-VT)
199 Main Street, 4th Floor
Burlington, VT. 05401

March 24th, 2009

Ref. Letter of Support, FY2010 Earmark Proposal
Model Special Investigations Unit, Lamoille County

Dear Senator Leahy,

We the undersigned members of the Vermont State Special Investigation Unit Policy Board have reviewed and support the FY2010 Earmark Proposal that would create a "Model" Special Investigations Unit in Lamoille County. Moreover, it is our intentions to use this Model Unit as a blueprint for 11 other Special Investigation Units (SIUs) that are currently in different stages of development.

Over the past four years, building off the success of the Chittenden Unit for Special Investigations (CUSI) and the Northwest Unit for Special Investigations (NUSI), our State's Elected Official have passed two comprehensive bills that in-part created the SIU Policy Board, required that every citizen have access to a SIU, and have allocated over \$3,129,000.00 in state general funds towards this goal.

CUSI and NUSI have proven that the collaborative approach of a co-located multidisciplinary team results in more thorough and comprehensive investigations and coordinated victim services, resulting in a reduction of victim depositions, court proceedings and trials. These crimes are some of the most difficult cases to investigate and prosecute due to their secretive nature and the family relationships involved and quality investigations lead to quality plea agreements, reducing the systemic impact on victims and their families.

Vermont's elected officials recognize the value in developing additional SIUs in order to provide every citizen with access to such a unit, and to expand the roles of the established and developing SIUs to include the additional "overlapping crimes" of family violence (Sexual Assaults, Domestic Violence, Child Abuse, Elder Abuse and crimes committed against those with Physical and Mental Disabilities). The vast majority of these crimes are either committed by a family member, a trusted friend or a person in a position of authority.

Lamoille County was selected for this Model Unit for a number of reasons:

- Being a rural location, with limited local resources, which in size and anticipated case load could be fully operational within the limitations of the State's current resources and the proposed Earmark Budget.
- Being a location where the community, existing agencies, departments and services providers have a proven track record of working well together.
- Being located in close proximity to two existing well established sexual assault units/ accredited child advocacy centers (CUSI and NUSI) who will be able to assist and support the development of this model unit.

Based upon the U.S. Census Bureau, 2007 estimated population, this Model Unit will serve over 24,676 Lamoille County Residents, residing in a 460 square mile area, with 3,364 being disabled.

According to the 2007 Vermont Crime Report compiled by the Department of Public Safety and released in September of 2008, 93% of the of Vermont's violent crimes involved intimate partners, family members or acquaintances, with approximately 65% of violent crimes occurring in a residence. Of the 29,418 offences reported during 2007, 1,151 were reported to have occurred in Lamoille County.

The Vermont Network Against Domestic Violence and Sexual Abuse reported that in 2008 its sixteen member programs received and responded to 15,974 hotline and crisis calls. Wherein, 7,464 victims of domestic violence and 1,234 victims of sexual violence reached out to member programs.

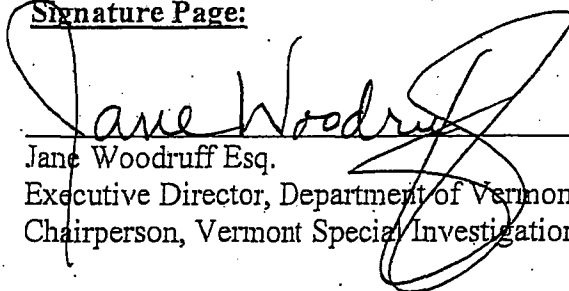
Even with Vermont being recently named as the second safest state in the nation, the above statistics indicate that Vermont still has a significant problem with crimes of "family violence".

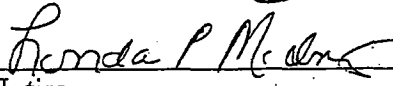
As the members of the State's SIU Policy Board, we believe that the creation of Special Investigation Units, comprised of a co-located multidisciplinary team, is the best strategy towards the reduction in crimes of family violence and in breaking the cycle of violence inherent to these crimes. The proposed "Model SIU", while serving the citizen of Lamoille County, will help create a statewide frame work and establish best practices for the rest of the State.

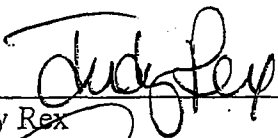
Respectfully Yours,

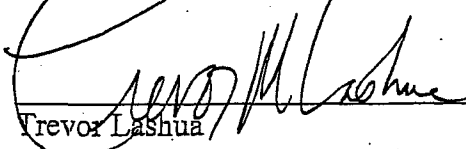
The Undersigned Vermont State Special Investigation Unit Policy Board

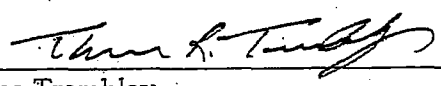
Signature Page:

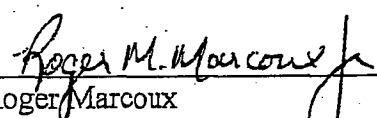

 _____ 3/26/2009
 Date
 Jane Woodruff Esq.
 Executive Director, Department of Vermont State's Attorneys and Sheriffs
 Chairperson, Vermont Special Investigation Units Policy Board

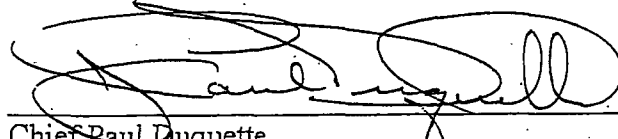

 _____ 3/30/09
 Date
 Linda McIntire
 Deputy Secretary, Agency of Administration



 _____ 3/30/09
 Date
 Judy Rex
 Executive Director, Vermont Center for Crime Victim Services


 _____ 3/26/09
 Date
 Trevor Lashua
 Executive Director, Vermont League of Cities and Towns


 _____ 3/26/09
 Date
 Thomas Tremblay
 Commissioner, Department of Public Safety


 _____ 3-27-09
 Date
 Sheriff Roger Marcoux
 President, Vermont Sheriffs Association


 _____ 03/27/09
 Date
 Chief Paul Duquette
 President, Vermont Police Chiefs Association


 _____ 3-26-09
 Date
 John Treadwell
 Vermont Assistant Attorney General's Office



STATE OF VERMONT
DEPARTMENT OF STATE'S ATTORNEYS
VERMONT SHERIFFS' DEPARTMENTS
MEMORANDUM

Thomas Pelham, Vermont
Deputy Secretary of Administration
109 State Street, 5th, Floor
Montpelier, Vermont 05609-0201

June 28th, 2010

Dear Deputy Secretary Pelham,

As part of the FY2010 Congressional Selected Awards Program application process for the so called "Lamoille County Model Special Investigation Unit Project" a letter certifying that the State's Administrative Agency has been provided with a copy of the application.

As a sitting member of the State's Special Investigation Unit's Policy Board you are very familiar with this project and, as the rest of the Board, been supportive of this project from its inception.

Attached please find a copy of the formal application being submitted on or before the June 30th, 2010 deadline.

If you have any questions or comments, please do not hesitate to contact me.

Respectively Submitted,

A handwritten signature in black ink that reads "Robert R. White".

Robert R. White
Special Investigation Unit's Project Manager
16 Jones Court
Swanton, VT. 05478
(802) 524-7961
whiter@dps.state.vt.us

Date Received

6/28/10

by:

A handwritten signature in black ink that reads "Harriet Johnson".

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as an aide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Executive Director	\$30.00per/hr x 40hrs x 35 wks	\$42,000.00
Administrative Assistant	\$19.00per/hr x 40hrs x 35 wks	\$26,600.00

TOTAL \$68,600.00

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<u>Executive Director</u>		
- FICA	7.65% x \$42,000.00	\$3,213.00
- Workers Comp & Unemployment	4.50% x \$42,000.00	\$1,890.00
<u>Administrative Assistant</u>		
- FICA	7.65% x \$26,600.00	\$2,034.90
- Workers Comp & Unemployment	4.50% x \$26,600.00	\$1,197.00

TOTAL \$ 8,334.90

Total Personnel & Fringe Benefits \$76,934.90

E. **Supplies** - List items by type (office supplies, Postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	\$200.00per/m x 8months	\$1,600.00
Postage	\$ 25.00per/m x 8months	\$ 200.00
Tape Recorders	\$112.55 x 2units	\$ 225.10
		TOTAL <u>\$2,025.10</u>

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	\$2,000.00per/m x 8months	\$16,000.00
Electric	\$ 150.00per/m x 8months	\$ 1,200.00
Telephone (Office)	\$ 250.00per/m x 8months	\$ 2,000.00
Cell Phone (Ex. Dir.)	\$ 70.00per/m x 8months	\$ 560.00
Photocopier Lease	\$ 160.00per/m x 8months	\$ 1,280.00
		TOTAL <u>\$21,040.00</u>

Budget Summary Page

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$68,600.00</u>
B. Fringe Benefits	<u>\$ 8,334.90</u>
C. Travel	_____
D. Equipment	_____
E. Supplies	<u>\$ 2,025.10</u>
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	<u>\$21,040.00</u>
Total Direct Costs	<u>\$100,000.00</u>
I. Indirect Costs	<u>\$00.00</u>

TOTAL PROJECT COSTS

Federal Request \$100,000.00
Non-Federal Amount \$0.00

Budget Narrative

This project was designed to be implemented through a three phase process, covering a two year period, with a total estimated budget of \$993,700.00. This Congressional Award of \$100,000.00 was designed to assist in the implementation of the first phase of the project, covering the first months.

As of the submission of this application a working group in Lamoille County has created a Vermont Non-profit Corporation and established a Board of Directors to oversee the continued development of the Lamoille County Special Investigation Unit / Child Advocacy Center. The Board of Director's are currently in the process of applying to the Internal Revenue Service for their 501C3 status.

The First Phase of the over all project is designed to cover an 8 month period of time, with a target beginning date of July 1st, 2011. Step 1: Prior to the beginning date, the Board of Directors will advertize for and complete the selection process to hire their Administrative Staff consisting of an Executive Director and an Administrative Assistant.

A. Personnel

Executive Director – salary for this position (\$42,000.00) is based on a 40 hour work week, at an hourly rate of \$30.00 x the 35 weeks covering the first phase of this project. This position will be task with working with the Board of Directors to:

- locate, secure and set up the physical location that will house the multidisciplinary team
- write by-laws, protocols, policy and procedures governing the operation of the non-profit corporation and the multidisciplinary team
- work with the region's department heads in the selection of the unit's multidisciplinary team members
- work with community leaders to promote the new SIU/CAC and solicit community support
- identify and partner with other key community organizations providing support to victims and families

Administrative Assistant – salary for this position (\$26,600.00) is based on a 40 hour work week, at an hourly rate of \$19.00 x the 35 weeks covering the first phase of this project. This position will be task with assisting the Executive Director to carry the above stated objectives.

B. Fringe Benefits

Executive Director – Benefits for this position for the first phase of this project will be limited to FICA, estimated @ 7.65% (\$3,213.00) and Workers Compensation and Unemployment Insurance, estimated @ 4.5% (\$1,890.00).

Administrative Assistant – Benefits for this position for the first phase of this project will be limited to FICA, estimated @ 7.65% (\$2,034.90) and Workers Compensation and Unemployment Insurance, estimated @ 4.5% (\$1,197.00).

C. Travel – Not Applicable

D. Equipment – Not Applicable

E. Supplies

General Office Supplies – (\$1,600.00) to include but not limited too, copy paper, pens, pencils, paper, batteries, DVDs, CDs, etc; estimated to average approximately \$200.00 per month x the 8 months of this first phase.

Postage – (\$200.00) estimated to average \$25.00 per month for the 8 months of this phase.

Hand Held Tape Recorders (2 Units) – (\$225.10) estimated to cost, based on current state bid, \$112.55 each, with the recorders being issued to the two positions being hired under this award.

F. Construction – Not Applicable

G. Consultants/Contracts – Not Applicable

H. Other

Rent – (\$16,000.00) a key component of this project is the ability to co-locate a multidisciplinary team consisting of criminal investigators, prosecutors, victim advocates, investigators from the

department of children and families, therapeutic services and medical referral services with the administrative staff. The estimate of \$2,000.00 per month is based on rent and/or facility costs currently being paid by other developing SIU/CACs.

Electric – (\$1,200.00) is estimated to average \$150.00 per month over the 8 months of this project phase.

Office Telephones – (\$2,000.00) is estimated to average \$250.00 per month over the 8 months of this project phase.

Cell Phone (1 Unit) – (\$560.00) to be issued to the Executive Director, is estimated to average \$70.00 per month x the 8 months of this project phase.

Photocopier – (\$1,280.00) is estimated to average \$160.00 per month x the 8 months of this project phase.

I. Indirect Costs – Not Applicable

Program Narrative

Statement of Problem:

Vermont, like most states, has historically address crimes of sexual violence, domestic violence, child abuse, elder abuse, and abuse of both the physical and mentally disabled in the traditional “silo” approach, wherein each responsible agency, entity and/or discipline would complete their portion of the process independently of each other and then forward their work and/or victim along to the next entity in the process. This disjointed approach has lent itself to the creation of multiple agencies and departments with each handling a particular crime or portion thereof, resulting in duplication of services and resources, significant gaps in victim services and, in a large majority of the cases, unnecessary delays in prosecution and/or successful resolution of the cases.

In 2006 the Vermont General Assembly, building off the success of two grass root County based sexual assault “Special Investigation Units” (SIUs), passed into law (S.15) which required every citizen of the state to have access to a special investigation unit by July 1st, 2009. The law also expanded the role of SIUs to include the above six referenced crimes and created the Special Investigation Unit’s Policy Board which now consists of the Deputy Secretary of Administration, the Commissioner of Public Safety, the Executive Director of the Center for Crime Victim Services, an Assistant Attorney General, the Executive Director State’s Attorneys and Sheriffs, the Field Operation Director of the Department for Children and Families, a representative of the League of Cities and Towns, a representative of the Police Chief’s Association and a representative of the Sheriff’s Association. Since the passage of S.15, Vermont has allocated

general fund dollars in the amounts of: \$363,000 for FY2007, \$496,000 for FY2008, \$620,000 for FY2009, \$770,000 for FY2010 and \$1,060,950 for FY2011 with an additional \$880,000 being added to the State Police budgets in FY2010 and FY2011 to add additional officers to the developing units.

The State's SIU Policy Board has developed and are implementing a state strategy to create 12 community based 501C3 non-profit entities to provide special investigation unit/child advocacy center (SIU/CAC) services to the state's 14 counties. With each of the SIU/CAC housing a co-located multidisciplinary team consisting of law enforcement, prosecution, victim advocacy, child services, therapeutic services and medical referral services.

Currently, none of the twelve (12) existing or developing SIU/CACs have sufficient staff, training, resources or expertise to be a fully functioning SIU/CAC as envisioned by our state's leaders. The majority of the SIU/CACs are currently only handling cases of sexual violence with a couple units also staffed to handle cases of severe child abuse.

This project will provide Phase 1 funding needed to help create a "Model" Special Investigations Unit/Child Advocacy Center, to serve the Lamoille County Region, that fully meets the legislative mandate and which will become the blue print to complete the full development of the eleven other Units.

Goals and Objectives:

Goal: Create a "Model Special Investigation Unit / Child Advocacy Center" in Lamoille County that will be used as a blue print for 11 other SIU/CAC currently under development throughout the state which are being specifically designed to co-locate a multidisciplinary team made up of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators, who's focus will be the investigation and prosecution of crimes involving child abuse, sexual violence, domestic violence and crimes against our vulnerable populations to include the elderly, physically and mentally disabled.

Objectives for the Lamoille County SIU/CAC:

- a.) The creation of a Vermont non-profit corporation (completed)
- b.) The creation of a corporate board of directors (completed)
- c.) The securing of 501C3 status with the IRS
- d.) The hiring of an executive director
- e.) The hiring of an administrative assistant
- f.) Secure and set up adequate space to house a co-located multidisciplinary team consisting of administrative staff (executive director and administrative assistant) three law enforcement detectives, a county prosecutor, a victim advocate, an investigator from the department for children and families and on-site therapeutic services.
- g.) Write protocols, policy and procedures governing the operation of the non-profit corporation and the multidisciplinary team
- h.) Work with the region's department heads in the selection of the unit's multidisciplinary team members

- i.) Apply to the National Children's Alliance for membership and prepare for future accreditation
- j.) Work with community leaders to promote the new SIU/CAC and solicit community support
- k.) Identify and partner with other key community organizations providing support to victims and non-offending family members

Project Strategy or Design:

This project is designed as the first phase of a 3 phase, two year program, that will create a "Model Special Investigation Unit / Child Advocacy Center" (SIU/CAC) in Lamoille County that will become the blue print for 11 other units currently planned or under development throughout the state. The State's SIU Policy Board has developed and are implementing a state strategy to create 12 community based 501C3 non-profit entities to provide SIU/CAC services to the state's 14 counties. Each SIU/CAC will be designed to co-locate a specially trained multidisciplinary team consisting of law enforcement detectives, prosecutors, victim advocates and investigators from the department for children and families, while also providing access to medical and therapeutic services. These SIU/CACs are designed to provide complete services in one location for victims, and their non-offending family members, of crimes involving sexual violence, child abuse, domestic violence and crimes against our vulnerable populations.

Vermont is taking the proven strategy of co-locating a multidisciplinary team utilized and supported by the National Children's Alliance and expanding it to provide identical services to adult victims of sexual violence, domestic violence and crimes against their vulnerable populations.

Lamoille County, in preparation for this project has created a non-profit corporation, corporate by-laws and a board of directors made-up of the Lamoille County State's Attorney, the Director of the Clarina Howard Nichols Center (Local domestic Violence Network), the Lamoille County Sheriff, the District Director for the Department for Children and Families, the chief of the Stowe Police Department, the Chief of the Morristown Police Department and a Detective representing the Vermont State Police.

This project is expected to have a significant positive impact on the level of services provided to victims and non offending family members through the coordination of services and the level of expertise and diversity of the co-located multidisciplinary team.

A similar national approach, utilized by regional child advocacy centers, has a proven track record, and Vermont has experienced similar success through the two original grass root county based sexual assault units. These two units, formed in the early and mid 1990's, were the foundation used by Vermont's 2006 Legislature and Administration to create the SIU Policy Board and task them with developing and implementing a state wide strategy to providing every citizen with access to special investigation unit.

Implementation/Time Line Task Plan (Phase 1):

Tasks – Pre Award

Time Line

- | | |
|---|--------------------------------------|
| a.) Create a Lamoille County non-profit corporation | Completed Oct. 22 nd 2009 |
| b.) Create the corporation's board of directors | Completed 2009 |
| c.) Adoption of corporate by-laws | Completed 2009 |

Tasks – Post Award (8months)

Time Line (07/01/11 – 02/28/2012)

- | | |
|---|--|
| A.) Hire Executive Director | On or before July 1 st 2011 |
| B.) Hire Administrative Assistant | On or before July 1 st 2011 |
| C.) Secure/Rent Physical SIU/CAC location | On or before Sept. 30 th , 2011 |
| D.) Prepare physical location for multidisciplinary team | On or before Feb. 28 th , 2012 |
| E.) Write & adopt unit's policy, procedures & protocols | On or before Feb. 28 th , 2012 |
| F.) Apply for Child Advocacy Center membership through the National Children's Alliance | On or before Feb. 28 th , 2012 |
| G.) Complete selection of multidisciplinary team and assignment to the unit | On or before Feb. 28 th 2012 |

Program Evaluation:

This phase covering the first 8 months of a two year 3 phase project will be initially evaluated based upon the completion of the above listed tasks within the projected time periods.

Currently the State SIU Policy Board is looking to develop assessment tools to evaluate the SIU/CAC program. These assessment tool are anticipated to contain statistical data, to include number and type of crimes/cases, victim and offender age, gender and race, as well as case resolutions. A victim survey is also under consideration to better understand the impact of the SIU/CAC program from a crime victim and their family's perspective.

Project Management Structure:

Management of the grant will be done by the Barbara Bernardini, Business Manager for the Department of State's Attorney's and Sheriffs.

General over-site and management of this project will be delegated by the State SIU Policy Board to their Program Manager, Robert White, who has experience in the development and management of a Special Investigation Unit/ Child Advocacy Center, as well as grant management experience. He is currently managing a state grants' program in excess of \$1,000,000.00.

Organizational Capability:

The State's Special Investigation Unit's Policy Board, currently consisting of 9 members to include the Deputy Secretary of Administration, the Commissioner of Public Safety, the Executive Director of State's Attorneys and Sheriffs, the Executive Director of the Center for Crime Victim Services, and the Director of Field Operations for the Department for Children and Families, all have experience and staff who have experience with managing federal, state and local grants/projects equal to or exceeding the scope of this project.

Coordination with State Administrative Agency:

The State of Vermont's Special Investigation Unit's (SIU) Policy Board created by the 2006 Legislature currently seats nine Department Level Managers, to include the Deputy Secretary of Administration. During the initial proposal process for this project through Senator Patrick Leahy the attached letter of support, dated March 24th, 2009, was written and signed by the

original eight SIU Policy Board Members to include Deputy Secretary of Administration Linda McIntire.

A copy of this Grant Application was hand delivered to the current Board seated Deputy Secretary of Administration Thomas Pelham on June 28th, 2010 by Robert White, the SIU Policy Board Program Manager. See attached Letter certifying said delivery.

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

Agency of Administration

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

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

Grant Summary: This grant is for creating a Model Special Investigation Unit/Child Advocacy Center(SIU/CAC) in Lamoille County. It will serve as a model for how the other SIUs in state could be configured as full SIU/CACs with co-located multidisciplinary teams of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators with a focus on investigating and prosecuting child abuse, sexual violence, domestic violence and crimes against the elderly, physically and mentally disabled. The current SIUs handle sexual violence cases and in some instances severe child abuse cases and not this full spectrum of cases.

Date: 10/20/2010

Department: States Attorneys and Sheriffs-SIUs

Legal Title of Grant: Bureau of Justice Assistance FY10 Congressionally Selected Grant

Federal Catalog #: 16.753

Grant/Donor Name and Address: US Department of Justice, Office of the Assistant Attorney General, Washington, D.C. 20531

Grant Period: **From:** 10/1/2010 **To:** 9/30/2012

Grant/Donation \$100,000

	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$100,000	\$	\$	\$100,000	SFY 1 in this case is SFY2012

Position Information:	# Positions	Explanation/Comments
	0	

Additional Comments:

Department of Finance & Management ³⁴	<i>10/25/10</i>	(Initial)
Secretary of Administration	<i>10/25/10</i>	(Initial)
Sent To Joint Fiscal Office	<i>11/30/10</i>	



STATE OF VERMONT FINANCE & MANAGEMENT GRANT REVIEW FORM		

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

BASIC GRANT INFORMATION

1. Agency:	State's Attorneys
2. Department:	State's Attorneys and Sheriffs
3. Program:	SIU
4. Legal Title of Grant:	BJA FY10 Congressionally Selected
5. Federal Catalog #:	16.753

6. Grant/Donor Name and Address:
 Department of Justice, Office of the Assistant Attorney General, Washington, D.C. 20531

7. Grant Period:	From: 10/1/2010	To: 9/30/2012
-------------------------	------------------------	----------------------

8. Purpose of Grant:
 This grant is for the creation of a "Model Special Investigations Unit / Child Advocacy Center" (SIU/CAC) in Lamoille County that will be used as a blue print for 11 other SIU/CAC currently under development throughout the state which are being specifically designed to co-locate a multidisciplinary team made up of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators, whose focus will be the investigation and prosecution of crimes involving child abuse, sexual violence, domestic violence and crimes against our vulnerable populations to include the elderly, physically and mentally disabled.

9. Impact on existing program if grant is not Accepted:
 Currently, none of the (8) existing or developing SIU/CAC's have sufficient staff, training, resources or expertise to be a fully functioning SIU/CAC as envisioned by our state's leaders. The majority of the SIU/CAC's are currently only handling cases of sexual violence with a couple units also staffed to handle cases of severe child abuse.

10. BUDGET INFORMATION

	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2012	FY	FY	
Personal Services	\$76,935	\$	\$	
Operating Expenses	\$23,065	\$	\$	
Grants	\$	\$	\$	
Total	\$100,000	\$	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$100,000	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$100,000	\$	\$	

OCT 18 2010

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

Appropriation No:	2130400000	Amount:	\$100,000
			\$
			\$
			\$
			\$
			\$
			\$
		Total	\$100,000

PERSONAL SERVICE INFORMATION

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


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

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

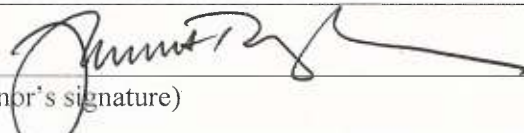
12a. Equipment and space for these positions: Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT


I/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:  Date: 10/14/10
 Title: EXECUTIVE DIRECTOR, Dept. of STATE'S ATTORNEYS
 Signature: _____ Date: _____
 Title: _____

14. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected
 (Governor's signature)  Date: 11/29/10

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO
 Information to JFO
 (Secretary's signature or designee)  Date: 10/25/10

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

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

<input type="checkbox"/> Grant Budget	
End Form AA-1	



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 20, 2010

Mr. James Mongeon
Vermont Department of States Attorneys and Sheriffs
12 Baldwin Street
Montpelier, VT 05633-6401

Dear Mr. Mongeon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Congressionally Selected in the amount of \$100,000 for Vermont Department of States Attorneys and Sheriffs.

Enclosed you will find the Grant Award and Special Conditions documents. This award is subject to all administrative and financial requirements, including the timely submission of all financial and programmatic reports, resolution of all interim audit findings, and the maintenance of a minimum level of cash-on-hand. Should you not adhere to these requirements, you will be in violation of the terms of this agreement and the award will be subject to termination for cause or other administrative action as appropriate.

If you have questions regarding this award, please contact:

- Program Questions, LaShawn Benton, Program Manager at (202) 514-5057; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

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

Laurie Robinson
Assistant Attorney General

Enclosures

JANE WOODRUFF, ESQ.
EXECUTIVE DIRECTOR



12 BALDWIN STREET
DRAWER 33
MONTPELIER, VT 05633-6401
PHONE: (802) 828-2891
FAX: (802) 828-2881

STATE OF VERMONT
DEPARTMENT OF STATE'S ATTORNEYS
AND SHERIFFS' DEPARTMENTS

United States Senator Patrick Leahy (D-VT)
199 Main Street, 4th Floor
Burlington, VT. 05401

March 24th, 2009

Ref. Letter of Support, FY2010 Earmark Proposal
Model Special Investigations Unit, Lamoille County

Dear Senator Leahy,

We the undersigned members of the Vermont State Special Investigation Unit Policy Board have reviewed and support the FY2010 Earmark Proposal that would create a "Model" Special Investigations Unit in Lamoille County. Moreover, it is our intentions to use this Model Unit as a blueprint for 11 other Special Investigation Units (SIUs) that are currently in different stages of development.

Over the past four years, building off the success of the Chittenden Unit for Special Investigations (CUSI) and the Northwest Unit for Special Investigations (NUSI), our State's Elected Official have passed two comprehensive bills that in-part created the SIU Policy Board, required that every citizen have access to a SIU, and have allocated over \$3,129,000.00 in state general funds towards this goal.

CUSI and NUSI have proven that the collaborative approach of a co-located multidisciplinary team results in more thorough and comprehensive investigations and coordinated victim services, resulting in a reduction of victim depositions, court proceedings and trials. These crimes are some of the most difficult cases to investigate and prosecute due to their secretive nature and the family relationships involved and quality investigations lead to quality plea agreements, reducing the systemic impact on victims and their families.

Vermont's elected officials recognize the value in developing additional SIUs in order to provide every citizen with access to such a unit, and to expand the roles of the established and developing SIUs to include the additional "overlapping crimes" of family violence (Sexual Assaults, Domestic Violence, Child Abuse, Elder Abuse and crimes committed against those with Physical and Mental Disabilities). The vast majority of these crimes are either committed by a family member, a trusted friend or a person in a position of authority.

Lamoille County was selected for this Model Unit for a number of reasons:

- Being a rural location, with limited local resources, which in size and anticipated case load could be fully operational within the limitations of the State's current resources and the proposed Earmark Budget.
- Being a location where the community, existing agencies, departments and services providers have a proven track record of working well together.
- Being located in close proximity to two existing well established sexual assault units/ accredited child advocacy centers (CUSI and NUSI) who will be able to assist and support the development of this model unit.

Based upon the U.S. Census Bureau, 2007 estimated population, this Model Unit will serve over 24,676 Lamoille County Residents, residing in a 460 square mile area, with 3,364 being disabled.

According to the 2007 Vermont Crime Report compiled by the Department of Public Safety and released in September of 2008, 93% of the of Vermont's violent crimes involved intimate partners, family members or acquaintances, with approximately 65% of violent crimes occurring in a residence. Of the 29,418 offences reported during 2007, 1,151 were reported to have occurred in Lamoille County.

The Vermont Network Against Domestic Violence and Sexual Abuse reported that in 2008 its sixteen member programs received and responded to 15,974 hotline and crisis calls. Wherein, 7,464 victims of domestic violence and 1,234 victims of sexual violence reached out to member programs.

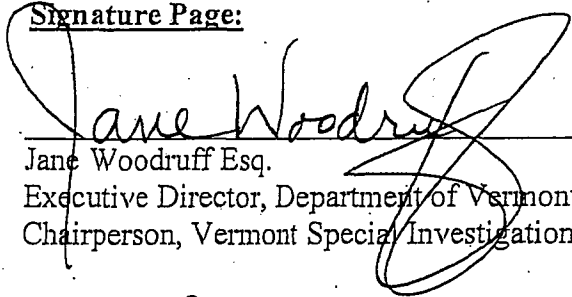
Even with Vermont being recently named as the second safest state in the nation, the above statistics indicate that Vermont still has a significant problem with crimes of "family violence".

As the members of the State's SIU Policy Board, we believe that the creation of Special Investigation Units, comprised of a co-located multidisciplinary team, is the best strategy towards the reduction in crimes of family violence and in breaking the cycle of violence inherent to these crimes. The proposed "Model SIU", while serving the citizen of Lamoille County, will help create a statewide frame work and establish best practices for the rest of the State.

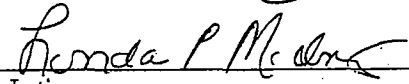
Respectfully Yours,

The Undersigned Vermont State Special Investigation Unit Policy Board

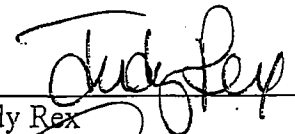
Signature Page:



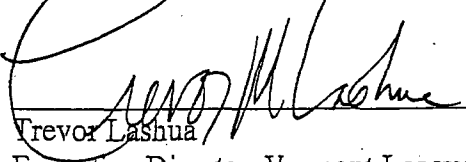
 Jane Woodruff Esq. 3/26/2009
 Executive Director, Department of Vermont State's Attorneys and Sheriffs
 Chairperson, Vermont Special Investigation Units Policy Board
 Date



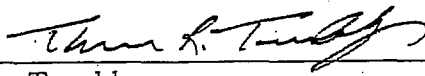
 Linda McIntire 3/30/09
 Deputy Secretary, Agency of Administration
 Date



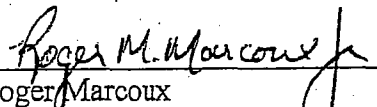
 Judy Rex 3/30/09
 Executive Director, Vermont Center for Crime Victim Services
 Date



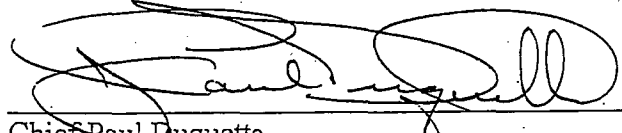
 Trevor Lashua 3/26/09
 Executive Director, Vermont League of Cities and Towns
 Date




 Thomas Tremblay 3/26/09
 Commissioner, Department of Public Safety
 Date



 Sheriff Roger Marcoux 3-27-09
 President, Vermont Sheriffs Association
 Date



 Chief Paul Duquette 03/27/09
 President, Vermont Police Chiefs Association
 Date



 John Treadwell 3.26.09
 Vermont Assistant Attorney General's Office
 Date



STATE OF VERMONT
DEPARTMENT OF STATE'S ATTORNEYS
VERMONT SHERIFFS' DEPARTMENTS
MEMORANDUM

Thomas Pelham, Vermont
Deputy Secretary of Administration
109 State Street, 5th, Floor
Montpelier, Vermont 05609-0201

June 28th, 2010

Dear Deputy Secretary Pelham,


As part of the FY2010 Congressional Selected Awards Program application process for the so called "Lamoille County Model Special Investigation Unit Project" a letter certifying that the State's Administrative Agency has been provided with a copy of the application.

As a sitting member of the State's Special Investigation Unit's Policy Board you are very familiar with this project and, as the rest of the Board, been supportive of this project from its inception.

Attached please find a copy of the formal application being submitted on or before the June 30th, 2010 deadline.

If you have any questions or comments, please do not hesitate to contact me.

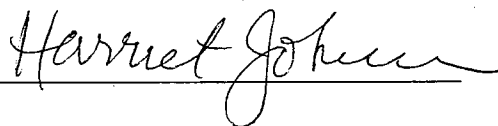
Respectively Submitted,


Robert R. White
Special Investigation Unit's Project Manager
16 Jones Court
Swanton, VT. 05478
(802) 524-7961
whiter@dps.state.vt.us

Date Received

6/28/10

by:



Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as an aide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Executive Director	\$30.00per/hr x 40hrs x 35 wks	\$42,000.00
Administrative Assistant	\$19.00per/hr x 40hrs x 35 wks	\$26,600.00

TOTAL \$68,600.00

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

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<u>Executive Director</u>		
- FICA	7.65% x \$42,000.00	\$3,213.00
- Workers Comp & Unemployment	4.50% x \$42,000.00	\$1,890.00
<u>Administrative Assistant</u>		
- FICA	7.65% x \$26,600.00	\$2,034.90
- Workers Comp & Unemployment	4.50% x \$26,600.00	\$1,197.00

TOTAL \$ 8,334.90

Total Personnel & Fringe Benefits \$76,934.90

E. **Supplies** - List items by type (office supplies, Postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	\$200.00per/m x 8months	\$1,600.00
Postage	\$ 25.00per/m x 8months	\$ 200.00
Tape Recorders	\$112.55 x 2units	\$ 225.10
		TOTAL \$2,025.10

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

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Rent	\$2,000.00per/m x 8months	\$16,000.00
Electric	\$ 150.00per/m x 8months	\$ 1,200.00
Telephone (Office)	\$ 250.00per/m x 8months	\$ 2,000.00
Cell Phone (Ex. Dir.)	\$ 70.00per/m x 8months	\$ 560.00
Photocopier Lease	\$ 160.00per/m x 8months	\$ 1,280.00
		TOTAL \$21,040.00

Budget Summary Page

Budget Summary – When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	<u>\$68,600.00</u>
B. Fringe Benefits	<u>\$ 8,334.90</u>
C. Travel	_____
D. Equipment	_____
E. Supplies	<u>\$ 2,025.10</u>
F. Construction	_____
G. Consultants/Contracts	_____
H. Other	<u>\$21,040.00</u>
Total Direct Costs	<u>\$100,000.00</u>
I. Indirect Costs	<u>\$00.00</u>

TOTAL PROJECT COSTS

Federal Request \$100,000.00
Non-Federal Amount \$0.00

Budget Narrative

This project was designed to be implemented through a three phase process, covering a two year period, with a total estimated budget of \$993,700.00. This Congressional Award of \$100,000.00 was designed to assist in the implementation of the first phase of the project, covering the first months.

As of the submission of this application a working group in Lamoille County has created a Vermont Non-profit Corporation and established a Board of Directors to oversee the continued development of the Lamoille County Special Investigation Unit / Child Advocacy Center. The Board of Director's are currently in the process of applying to the Internal Revenue Service for their 501C3 status.

The First Phase of the over all project is designed to cover an 8 month period of time, with a target beginning date of July 1st, 2011. Step 1: Prior to the beginning date, the Board of Directors will advertize for and complete the selection process to hire their Administrative Staff consisting of an Executive Director and an Administrative Assistant.

A. Personnel

Executive Director – salary for this position (\$42,000.00) is based on a 40 hour work week, at an hourly rate of \$30.00 x the 35 weeks covering the first phase of this project. This position will be task with working with the Board of Directors to:

- locate, secure and set up the physical location that will house the multidisciplinary team
- write by-laws, protocols, policy and procedures governing the operation of the non-profit corporation and the multidisciplinary team
- work with the region's department heads in the selection of the unit's multidisciplinary team members
- work with community leaders to promote the new SIU/CAC and solicit community support
- identify and partner with other key community organizations providing support to victims and families

Administrative Assistant – salary for this position (\$26,600.00) is based on a 40 hour work week, at an hourly rate of \$19.00 x the 35 weeks covering the first phase of this project. This position will be task with assisting the Executive Director to carry the above stated objectives.

B. Fringe Benefits

Executive Director – Benefits for this position for the first phase of this project will be limited to FICA, estimated @ 7.65% (\$3,213.00) and Workers Compensation and Unemployment Insurance, estimated @ 4.5% (\$1,890.00).

Administrative Assistant – Benefits for this position for the first phase of this project will be limited to FICA, estimated @ 7.65% (\$2,034.90) and Workers Compensation and Unemployment Insurance, estimated @ 4.5% (\$1,197.00).

C. Travel – Not Applicable

D. Equipment – Not Applicable

E. Supplies

General Office Supplies – (\$1,600.00) to include but not limited too, copy paper, pens, pencils, paper, batteries, DVDs, CDs, etc; estimated to average approximately \$200.00 per month x the 8 months of this first phase.

Postage – (\$200.00) estimated to average \$25.00 per month for the 8 months of this phase.

Hand Held Tape Recorders (2 Units) – (\$225.10) estimated to cost, based on current state bid, \$112.55 each, with the recorders being issued to the two positions being hired under this award.

F. Construction – Not Applicable

G. Consultants/Contracts – Not Applicable

H. Other

Rent – (\$16,000.00) a key component of this project is the ability to co-locate a multidisciplinary team consisting of criminal investigators, prosecutors, victim advocates, investigators from the

department of children and families, therapeutic services and medical referral services with the administrative staff. The estimate of \$2,000.00 per month is based on rent and/or facility costs currently being paid by other developing SIU/CACs.

Electric – (\$1,200.00) is estimated to average \$150.00 per month over the 8 months of this project phase.

Office Telephones – (\$2,000.00) is estimated to average \$250.00 per month over the 8 months of this project phase.

Cell Phone (1 Unit) – (\$560.00) to be issued to the Executive Director, is estimated to average \$70.00 per month x the 8 months of this project phase.

Photocopier – (\$1,280.00) is estimated to average \$160.00 per month x the 8 months of this project phase.

I. Indirect Costs – Not Applicable

Program Narrative

Statement of Problem:

Vermont, like most states, has historically address crimes of sexual violence, domestic violence, child abuse, elder abuse, and abuse of both the physical and mentally disabled in the traditional “silo” approach, wherein each responsible agency, entity and/or discipline would complete their portion of the process independently of each other and then forward their work and/or victim along to the next entity in the process. This disjointed approach has lent itself to the creation of multiple agencies and departments with each handling a particular crime or portion thereof, resulting in duplication of services and resources, significant gaps in victim services and, in a large majority of the cases, unnecessary delays in prosecution and/or successful resolution of the cases.

In 2006 the Vermont General Assembly, building off the success of two grass root County based sexual assault “Special Investigation Units” (SIUs), passed into law (S.15) which required every citizen of the state to have access to a special investigation unit by July 1st, 2009. The law also expanded the role of SIUs to include the above six referenced crimes and created the Special Investigation Unit’s Policy Board which now consists of the Deputy Secretary of Administration, the Commissioner of Public Safety, the Executive Director of the Center for Crime Victim Services, an Assistant Attorney General, the Executive Director State’s Attorneys and Sheriffs, the Field Operation Director of the Department for Children and Families, a representative of the League of Cities and Towns, a representative of the Police Chief’s Association and a representative of the Sheriff’s Association. Since the passage of S.15, Vermont has allocated

general fund dollars in the amounts of: \$363,000 for FY2007, \$496,000 for FY2008, \$620,000 for FY2009, \$770,000 for FY2010 and \$1,060,950 for FY2011 with an additional \$880,000 being added to the State Police budgets in FY2010 and FY2011 to add additional officers to the developing units.

The State's SIU Policy Board has developed and are implementing a state strategy to create 12 community based 501C3 non-profit entities to provide special investigation unit/child advocacy center (SIU/CAC) services to the state's 14 counties. With each of the SIU/CAC housing a co-located multidisciplinary team consisting of law enforcement, prosecution, victim advocacy, child services, therapeutic services and medical referral services.

Currently, none of the twelve (12) existing or developing SIU/CACs have sufficient staff, training, resources or expertise to be a fully functioning SIU/CAC as envisioned by our state's leaders. The majority of the SIU/CACs are currently only handling cases of sexual violence with a couple units also staffed to handle cases of severe child abuse.

This project will provide Phase 1 funding needed to help create a "Model" Special Investigations Unit/Child Advocacy Center, to serve the Lamoille County Region, that fully meets the legislative mandate and which will become the blue print to complete the full development of the eleven other Units.

Goals and Objectives:

Goal: Create a “Model Special Investigation Unit / Child Advocacy Center” in Lamoille County that will be used as a blue print for 11 other SIU/CAC currently under development throughout the state which are being specifically designed to co-locate a multidisciplinary team made up of Prosecutors, Victim Advocates, Therapeutic and Medical Services, Law Enforcement, and Child Welfare Investigators, who’s focus will be the investigation and prosecution of crimes involving child abuse, sexual violence, domestic violence and crimes against our vulnerable populations to include the elderly, physically and mentally disabled.

Objectives for the Lamoille County SIU/CAC:

- a.) The creation of a Vermont non-profit corporation (completed)
- b.) The creation of a corporate board of directors (completed)
- c.) The securing of 501C3 status with the IRS
- d.) The hiring of an executive director
- e.) The hiring of an administrative assistant
- f.) Secure and set up adequate space to house a co-located multidisciplinary team consisting of administrative staff (executive director and administrative assistant) three law enforcement detectives, a county prosecutor, a victim advocate, an investigator from the department for children and families and on-site therapeutic services.
- g.) Write protocols, policy and procedures governing the operation of the non-profit corporation and the multidisciplinary team
- h.) Work with the region’s department heads in the selection of the unit’s multidisciplinary team members

- i.) Apply to the National Children's Alliance for membership and prepare for future accreditation
- j.) Work with community leaders to promote the new SIU/CAC and solicit community support
- k.) Identify and partner with other key community organizations providing support to victims and non-offending family members

Project Strategy or Design:

This project is designed as the first phase of a 3 phase, two year program, that will create a "Model Special Investigation Unit / Child Advocacy Center" (SIU/CAC) in Lamoille County that will become the blue print for 11 other units currently planned or under development throughout the state. The State's SIU Policy Board has developed and are implementing a state strategy to create 12 community based 501C3 non-profit entities to provide SIU/CAC services to the state's 14 counties. Each SIU/CAC will be designed to co-locate a specially trained multidisciplinary team consisting of law enforcement detectives, prosecutors, victim advocates and investigators from the department for children and families, while also providing access to medical and therapeutic services. These SIU/CACs are designed to provide complete services in one location for victims, and their non-offending family members, of crimes involving sexual violence, child abuse, domestic violence and crimes against our vulnerable populations.

Vermont is taking the proven strategy of co-locating a multidisciplinary team utilized and supported by the National Children's Alliance and expanding it to provide identical services to adult victims of sexual violence, domestic violence and crimes against their vulnerable populations.

Lamoille County, in preparation for this project has created a non-profit corporation, corporate by-laws and a board of directors made-up of the Lamoille County State's Attorney, the Director of the Clarina Howard Nichols Center (Local domestic Violence Network), the Lamoille County Sheriff, the District Director for the Department for Children and Families, the chief of the Stowe Police Department, the Chief of the Morristown Police Department and a Detective representing the Vermont State Police.

This project is expected to have a significant positive impact on the level of services provided to victims and non offending family members through the coordination of services and the level of expertise and diversity of the co-located multidisciplinary team.

A similar national approach, utilized by regional child advocacy centers, has a proven track record, and Vermont has experienced similar success through the two original grass root county based sexual assault units. These two units, formed in the early and mid 1990's, were the foundation used by Vermont's 2006 Legislature and Administration to create the SIU Policy Board and task them with developing and implementing a state wide strategy to providing every citizen with access to special investigation unit.

Implementation/Time Line Task Plan (Phase 1):

Tasks – Pre Award

Time Line

- | | |
|---|--------------------------------------|
| a.) Create a Lamoille County non-profit corporation | Completed Oct. 22 nd 2009 |
| b.) Create the corporation's board of directors | Completed 2009 |
| c.) Adoption of corporate by-laws | Completed 2009 |

Tasks – Post Award (8months)

Time Line (07/01/11 – 02/28/2012)

- | | |
|---|--|
| A.) Hire Executive Director | On or before July 1 st 2011 |
| B.) Hire Administrative Assistant | On or before July 1 st 2011 |
| C.) Secure/Rent Physical SIU/CAC location | On or before Sept. 30 th , 2011 |
| D.) Prepare physical location for multidisciplinary team | On or before Feb. 28 th , 2012 |
| E.) Write & adopt unit's policy, procedures & protocols | On or before Feb. 28 th , 2012 |
| F.) Apply for Child Advocacy Center membership through the National Children's Alliance | On or before Feb. 28 th , 2012 |
| G.) Complete selection of multidisciplinary team and assignment to the unit | On or before Feb. 28 th 2012 |

Program Evaluation:

This phase covering the first 8 months of a two year 3 phase project will be initially evaluated based upon the completion of the above listed tasks within the projected time periods.

Currently the State SIU Policy Board is looking to develop assessment tools to evaluate the SIU/CAC program. These assessment tool are anticipated to contain statistical data, to include number and type of crimes/cases, victim and offender age, gender and race, as well as case resolutions. A victim survey is also under consideration to better understand the impact of the SIU/CAC program from a crime victim and their family's perspective.

Project Management Structure:

Management of the grant will be done by the Barbara Bernardini, Business Manager for the Department of State's Attorney's and Sheriffs.

General over-site and management of this project will be delegated by the State SIU Policy Board to their Program Manager, Robert White, who has experience in the development and management of a Special Investigation Unit/ Child Advocacy Center, as well as grant management experience. He is currently managing a state grants' program in excess of \$1,000,000.00.

Organizational Capability:

The State's Special Investigation Unit's Policy Board, currently consisting of 9 members to include the Deputy Secretary of Administration, the Commissioner of Public Safety, the Executive Director of State's Attorneys and Sheriffs, the Executive Director of the Center for Crime Victim Services, and the Director of Field Operations for the Department for Children and Families, all have experience and staff who have experience with managing federal, state and local grants/projects equal to or exceeding the scope of this project.

Coordination with State Administrative Agency:

The State of Vermont's Special Investigation Unit's (SIU) Policy Board created by the 2006 Legislature currently seats nine Department Level Managers, to include the Deputy Secretary of Administration. During the initial proposal process for this project through Senator Patrick Leahy the attached letter of support, dated March 24th, 2009, was written and signed by the

original eight SIU Policy Board Members to include Deputy Secretary of Administration Linda McIntire.

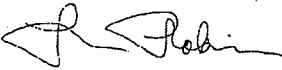
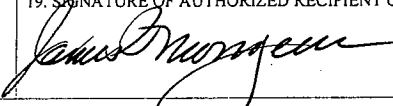
A copy of this Grant Application was hand delivered to the current Board seated Deputy Secretary of Administration Thomas Pelham on June 28th, 2010 by Robert White, the SIU Policy Board Program Manager. See attached Letter certifying said delivery.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 3

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of States Attorneys and Sheriffs 12 Baldwin Street Montpelier, VT 05633-6401		4. AWARD NUMBER: 2010-DD-BX-0595	
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012	
1A. GRANTEE IRS/VENDOR NO. 036000300		6. AWARD DATE 09/20/2010	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE The creation of a "Model" Special Investigations Unit in Vermont.		10. AMOUNT OF THIS AWARD \$ 100,000	
		11. TOTAL AWARD \$ 100,000	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under Department of Justice Appropriations Act, 2010 (Pub. L. No. 111-117)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL James Mongeon Executive Director / Administrator	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 10/4/10
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DI 80 00 00 100000		21. JDIUGT3367	

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

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



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 3

PROJECT NUMBER 2010-DD-BX-0595

AWARD DATE 09/20/2010

SPECIAL CONDITIONS

1. The recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide.
2. The recipient acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if recipient is required to submit one pursuant to 28 C.F.R. Section 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the recipient is in compliance.
3. The recipient agrees to comply with the organizational audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) from OMB Circular A-133 audits (and any other audits of OJP grant funds) are not satisfactorily and promptly addressed, as further described in the current edition of the OJP Financial Guide, Chapter 19.
4. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.
5. The recipient must promptly refer to the DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under 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 involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, DC 20530

e-mail: oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881.

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

6. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.
7. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 3

PROJECT NUMBER 2010-DD-BX-0595

AWARD DATE 09/20/2010

SPECIAL CONDITIONS

8. In accordance with applicable law, the recipient shall not use these funds for any of the following purposes:
 1. land acquisition;
 2. construction projects; or
 3. security enhancements or security equipment to non-governmental entities that do not engage in law enforcement, law enforcement support, criminal or juvenile justice, or delinquency prevention.

9. Recipient understands and agrees that it must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports through GMS (<https://grants.ojp.usdoj.gov>), and that it must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website (www.bjaperformancetools.org). For more detailed information on reporting and other requirements, refer to BJA's website. Failure to submit required reports by established deadlines may result in the freezing of grant funds and High Risk designation.

10. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.

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



Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 20, 2010

Mr. James Mongeon
Vermont Department of States Attorneys and Sheriffs
12 Baldwin Street
Montpelier, VT 05633-6401

Dear Mr. Mongeon:

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

Ensuring Access to Federally Assisted Programs

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

Providing Services to Limited English Proficiency (LEP) Individuals

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

Ensuring Equal Treatment for Faith-Based Organizations

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

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

State Administering Agencies and faith-based organizations should also note that the Safe Streets Act, as amended; the Victims of Crime Act, as amended; and the Juvenile Justice and Delinquency Prevention Act, as amended, contain prohibitions against discrimination on the basis of religion in employment. Despite these nondiscrimination provisions, the Justice Department has concluded that the Religious Freedom Restoration Act (RFRA) is reasonably construed, on a case-by-case basis, to require that its funding agencies permit faith-based organizations applying for funding under the applicable program statutes both to receive DOJ funds and to continue considering religion when hiring staff, even if the statute that authorizes the funding program generally forbids considering of religion in employment decisions by grantees.

Questions about the regulation or the application of RFRA to the statutes that prohibit discrimination in employment may be directed to this Office.

Enforcing Civil Rights Laws

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

Complying with the Safe Streets Act or Program Requirements

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

1) Meeting the EEO Plan Requirement

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

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

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

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

2) Submitting Findings of Discrimination


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

Ensuring the Compliance of Subrecipients

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

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

Sincerely,



Michael L. Alston
Director

cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Office of the Chief Financial Officer

Washington, D.C. 20531

September 20, 2010

Mr. James Mongeon
Vermont Department of States Attorneys and Sheriffs
12 Baldwin Street
Montpelier, VT 05633 - 6401

Reference Grant Number: 2010-DD-BX-0595

Dear Mr. Mongeon:

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

Category	Budget
Personnel	\$68,600
Fringe Benefits	\$8,335
Travel	\$0
Equipment	\$0
Supplies	\$2,025
Construction	\$0
Contractual	\$1,280
Other	\$19,760
Total Direct Cost	\$100,000
Indirect Cost	\$0
Total Project Cost	\$100,000
Federal Funds Approved:	\$100,000
Non-Federal Share:	\$0
Program Income:	\$0

Match is not required for this grant program.

The approved budget clearance above includes the reclassification of \$1,280 from Other to the Consultants/Contracts category.

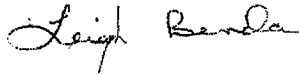
If you have questions regarding this award, please contact:

- Program Questions, LaShawn Benton, Program Manager at (202) 514-5057

- Financial Questions, the Office of Chief Financial Officer, Customer Service Center(CSC)
at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,



Leigh Benda
Chief Financial Officer





Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Orbin Terry, NEPA Coordinator

Subject: Categorical Exclusion for Vermont Department of States Attorneys and Sheriffs

The Edward Byrne Memorial Discretionary Grants Program helps local communities improve the capacity of local justice systems and provides for national support efforts. Awards under this program will be used to effectively plan, manage, and allocate resources to encourage information sharing to reduce the incidence of crime and drug abuse, to provide responsive law enforcement services to enhance local courts, and to enhance local corrections and offender reentry.

None of the following activities will be conducted whether under the Office of Justice Programs federal action or a related third party action:

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

Consequently, the subject federal action meets the Office of Justice Programs' criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of the Code of Federal Regulations. Additionally, the proposed action is neither a phase nor a segment of a project which when reviewed in its entirety would not meet the criteria for a categorical exclusion.

A handwritten signature in black ink, appearing to be "Orbin Terry".



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER
2010-DD-BX-0595

PAGE 1 OF 1

This project is supported under Department of Justice Appropriations Act, 2010 (Pub. L. No. 111-117)

1. STAFF CONTACT (Name & telephone number)

LaShawn Benton
(202) 514-5057

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

Barbara Bernardini
Business Manager
12 Baldwin Street
Montpelier, VT 05633-6401
(802) 828-2891 ext.2888

3a. TITLE OF THE PROGRAM

BJA FY 10 Congressionally Selected

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

The creation of a "Model" Special Investigations Unit in Vermont.

5. NAME & ADDRESS OF GRANTEE

Vermont Department of States Attorneys and Sheriffs
12 Baldwin Street
Montpelier, VT 05633-6401

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2010 TO: 09/30/2012

8. BUDGET PERIOD

FROM: 10/01/2010 TO: 09/30/2012

9. AMOUNT OF AWARD

\$ 100,000

10. DATE OF AWARD

09/20/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

The Congressionally Recommended Awards Program, authorized by the Department of Justice Appropriations Act, 2010 (Pub. L. 111-117), helps improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and/or assist victims of crime (other than compensation). Funds should be used for the projects recommended by Congress, in the amounts specified in the joint explanatory statement incorporated by reference into Pub. L. 111-117, and generally consistent with one or more of the following statutory purposes: improving the functioning of the criminal justice system, preventing or combating juvenile delinquency, or assisting victims of crime (other than compensation). Each of these purposes is framed using language drawn, respectively, from the former Byrne discretionary statute, the Juvenile Justice and Delinquency Prevention Act, the Victims of Crime Act, and the Violence Against Women Act. This project is authorized and funded through a line item in the FY 2010 Congressional Budget and by the joint explanatory statement that is incorporated by reference into the FY2010 Department of Justice Appropriations Act.

The Vermont Department of States Attorneys and Sheriffs will use the FY 10 Congressionally Selected grant funds to create a Model Special Investigation Unit/Child Advocacy Center, located in Lamoille County, that will be used as the blueprint for eleven other Special Investigation Units (SIU) and Child Advocacy Centers (CAC) throughout the state. The program will be specifically designed to co-locate a multidisciplinary team made up of prosecutors, victim advocates, therapeutic and medical services, law enforcement, and child welfare investigators. They will focus on the investigation and prosecution of crimes involving child abuse, sexual assaults, and domestic violence, as well as crimes that target the elderly and physically and mentally disabled.

NCA/NCF

A handwritten signature in cursive script, located in the bottom right corner of the page. The signature appears to be initials or a name, possibly "Jm".



BJA FY 10 Congressionally Selected 2010-H2510-VT-D1



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*Descriptive Title of Applicant's Project	
The creation of a "Model" Special Investigations Unit in Vermont.	
*Areas Affected by Project	
Currently none of the eight (8) existing/developing SIU's have sufficient staffing, training, resources or expertise to be a fully functioning SIU as envisioned by our state's	
Proposed Project	
*Start Date	October 01 2010
*End Date	September 30 2012
*Congressional Districts of	
Project	Congressional District 00, VT Congressional District At-Large, VT
*Estimated Funding	
Federal	\$ 100000 .00
Applicant	\$ 0 .00
State	\$ 0 .00
Local	\$ 0 .00
Other	\$ 0 .00
Program Income	\$ 0 .00
TOTAL	\$ 100000 .00

Save and Continue



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Verify that the following information filled is correct and fill out any missing information. To save changes, click on the "Save and Continue" button.

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*Is the applicant delinquent on any federal debt	Yes <input type="radio"/> No <input type="radio"/>
*Employer Identification Number (EIN)	03 - 6000264
*Type of Applicant	State
Type of Applicant (Other):	
*Organizational Unit	State's Attorney's
*Legal Name (Legal Jurisdiction Name)	State's Attorney's & She
*Vendor Address 1	12 Baldwin Street
Vendor Address 2	
*Vendor City	Montpelier
Vendor County/Parish	Washington
*Vendor State	Vermont
*Vendor ZIP	05633 - 6401 Need help for ZIP+4?
Please provide Point of Contact Information for matters involving this application	
*Contact Prefix:	Mr.
Contact Prefix (Other):	
*Contact First Name:	James
Contact Middle Initial:	
*Contact Last Name:	Mongeon
Contact Suffix:	Select a Suffix
Contact Suffix (Other):	
*Contact Title:	Administrative Director
*Contact Address Line 1:	12 Baldwin Street

Contact Address Line 2:	
*Contact City	Montpelier
Contact County:	Washington
*Contact State:	Vermont
*Contact Zip Code:	05633 - 6401 Need help for ZIP+4?
*Contact Phone Number:	802 828 2891 Ext: 2888
Contact Fax Number:	802 828 2881
*Contact E-mail Address:	jim.mongeon@state.vt.us

Save and Continue

James P. Mongeon
Curriculum Vitae

Born: Colchester, Vermont, 1948

Education:

Vermont Elementary & High School
University of Vermont, Burlington, VT
Bachelor of Arts 1970
Boston College Law School, Newton Centre, MA
Juris Doctor 1974

Admitted:

Vermont Supreme Court & all Vermont Courts 1977
U.S. District Court for District of Vermont 1978
U.S. Court of Appeals, 2nd Circuit
U.S. Supreme Court

Rutland County State's Attorney

January 2, 1980 – August 28, 2009 (Retired)
Deputy State's Attorney in that office from March 1978

Advisory Committee of the Vermont Supreme Court on Rules of Evidence

Former Member when State's Attorney

Department of State's Attorneys and Sheriffs

Administrator since September, 2009 to present

Veteran

United States Navy 1970 - 1974

Member:

American Legion, Post 31 Rutland, VT
Rutland Historical Society
Rutland United Neighborhoods (Crime Prevention)

Reference: FY2010 (Congressionally Selected Awards Program)

Resume for:

Robert R. White (DOB 09/12/1954)
16 Jones Court
Swanton, Vt. 05488
(802) 868-5140 (Home)
(802) 752-7219
whiter@dps.state.vt.us

Residence/Family:

I have resided at the above address with my wife Patricia for the past 19 years. We have two children, Amanda age 33 and Nicolas age 31, and three grandchildren, Parker age 6, Hunter age 5 and Berk age 3.

Interests:

Family, travel, hunting, fishing, other outdoor activities and work.

Education:

High School: 1968 – 1972, Ellenville Central High School, Ellenville New York. Graduation/Diploma received 1972.

College: 1974 – 1978, Ulster County Community College, Stoneridge New York. Part time studies, 60 credit hours in Criminal Justice and Accounting,

Background/Experience:

October 2004 – Present: Consultant/Contractor/Instructor:

- January 2007 to present, Special Investigation Units Grants Program Coordinator for the State of Vermont.

Created and currently managing a state wide grants program, in excess of \$1,000,000.00, for 12 developing regional Special Investigation Units under the direct supervision of the State's Special Investigation Unit's Policy/Grants Board.

Assist in facilitating the creation and continued development of 12 regional Special Investigation Units throughout the State of Vermont.

- July 2006 to Present, Consultant/Contractor for the Northwest Regional Planning Commission. Develop and facilitate table top exercises for Franklin County First Response Organizations.

- February 2005 to present, Executive Director for the Northwest Unit for Special Oversight of a non-profit organization (Special Investigation Unit/Accredited Child Advocacy) created to support a multidisciplinary team charged with the investigation, prosecution and the providing victim services in cases involving sexual violence and serve child abuse. Responsibilities include daily operations, personnel, policies, budgets and grants management.

- December 2005 to 2008, Contract Instructor – Incident Command System, for the Vermont Department of Public Safety, Homeland Security Unit.

- January 2005 to August 2005, Consultant/Contractor for the Northwest Regional Planning Commission. Developed and facilitated multiple table top exercises for Franklin County First Response Organizations, facilitated the development of Franklin County's mutual aid agreement meeting Department of Homeland Security Standards, and created a county wide resource data base for the county's first response organizations.

January 1980 to September 2004: Vermont State Police, Retired:

- 2001 – 2004 Major, Criminal Division Commander. This position had oversight of the following: Homicides and all other Untimely Deaths, Arsons, Special Investigations, Intelligence Unit, Polygraph Unit, Computer Crimes Unit, Dignitary Protection Unit and Narcotics Unit. This position was held for over three years with oversight of more than 80 employees and an annual budget exceeding 8 million dollars.

- 2000 – 2001 Captain, Chief Criminal Investigator. This position carried state wide responsibilities overseeing Homicides, Untimely Deaths, Arsons and Special Investigations.

- 1997 – 2000 Detective Lieutenant, BCI Border Troop. This position was responsible for direct supervision of detectives assigned to the St. Albans and Derby Barracks.

- 1989 – 2000 Lieutenant Station Commander, St. Albans Barracks. This position was responsible for managing law enforcement activities for Franklin and Grand Isle Counties through the supervision of 20 uniformed troopers. In 1995 was part of a two county team that created the second "Special Investigations Unit / Child Advocacy Center in the State of Vermont. This Unit is now the model being replicated throughout the state.

- 1986 – 1989 Sergeant Patrol Commander, Derby Barracks. Shift supervision of uniformed troopers.

- 1985 - 1986 Sergeant Patrol Commander, Middlebury Barracks. Shift supervision of uniformed troopers.

- 1980 - 1985 Trooper, St. Albans Barracks. First responder handling all types of law enforcement activities throughout Franklin and Grand Isle Counties.

- 1978 – 1980 Patrolmen, Ellenville Police Department, Ellenville New York. First responder handling all types of law enforcement related calls and activities.

- 1972 – 1978 Salesmen Rose and Douglas Hardware Store.

References:

James A. Hughes
Franklin County State's Attorney
(Chairmen Board of Directors, Northwest Unit for Special Investigations)
5 Lemnah Drive
St. Albans, Vt. 05478
(802) 868-7920

Captain Chris Reinfurt
Director, Vermont Department of Homeland Security
103 South Main Street
Waterbury, Vt. 05676
(802) 241-5357

Shaun Coleman
Northwest Regional Planning Commission
155 Lake Street
St. Albans, Vt. 05478
(802) 524-5958

James Mongeon, Executive Director
Department of State's Attorneys and Sheriffs
Chairperson State's Special Investigation Unit's Policy Board
12 Baldwin Street, Drawer 33
Montpelier, VT. 05633-6401
(802) 828-2891

Barbara Bernardini
Business Manager
State's Attorneys & Sheriffs Department
12 Baldwin Street, Montpelier, VT. 05633
(802) 828-2892
barbara.bernardini@state.vt.us

Business manager with combined experience in accounting, finance and customer relations.

PROFESSIONAL EXPERIENCE

State of Vermont, Montpelier, VT 2008 – Present
Business Managers duties include but are not limited to, account payables, account receivables, grant reporting, budget preparation.

Norwich University Bookstore, Northfield, VT 1996 – 2008
NU Bookstore with sales of over 2 million dollars. Serving community of over 2000. Operated by Follett Higher Education Group, largest educational supplier in America.

Vermont Technical College, Randolph, VT 1994 - 1996
Assistant Manager for VTC Bookstore with sales of 450k per year. Serving community of over 750. Operated by Follett Higher Education Group, largest educational supplier in America.

Manager

Managed 10-15 employees on a daily basis. Managed Accounting: sales, cash- ups, deposits, balancing safe. Supervised performance of Textbook Manager, General Merchandise Manager and Accounting Clerk using policies and procedures in accordance with Follett Higher Education Group.

2001 "People First Award". Nominated by store employees for putting customers First based on *Follett Values: Being Proactive. Approachable. Passionate. Innovative Having Integrity.*

2006 "Overall Financial Performance Award" for 13% increase in sales. Managed Controllable expenses including payroll, AR collection, cash flow, and inventory. Of 22 stores in the Follett group our store was #1.

2006 "Low Consistency for Shrink Award" given during move to temporary location. Managed *new shipping and receiving system* to create a paperless environment. Trained staff in new Follett processes. Accuracy assured overall low shrink.

Managed bookstore as *new online graduate school* began 2002 to present. Sales increased from 100k to 600k. Grew from a single program (MBA) to ten new programs. Texts were ordered and shipped to over 1200 students internationally.

Grand Union Family Market. Randolph, VT

1980 – 1994

Head Cashier

1983 – 1994

Managed 8 employees. Scheduled staff to accommodate a seven day week, Employee flexibility, within budget. Learned on a day-to-day basis how to manage People, handle customer inquiries and complaints.

Managed accounting office including: cash-ups, deposits, AR billing and collecting.

Processed payroll for all departments – 20 employees.

Education

No formal degrees. Interacting with all levels of management, internal and external. Interacting with professionals of all levels from sales associates to vice presidents.

13 Years of Bi-Annual formal training in:

Managing. Point of Sale System. Excel Customer Service Model. Customer Service. General Training in Sales. Merchandising. Finance and Accounting.

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name State's Attorney's & Sheriffs Department		Organizational Unit State's Attorney's	
Address 12 Baldwin Street Montpelier, Vermont 05633-6401		Name and telephone number of the person to be contacted on matters involving this application Mongeon, James (802) 828-2891	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 03-6000264		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY Bureau of Justice Assistance	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.753 CFDA TITLE: Congressionally Recommended Awards		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT The creation of a "Model" Special Investigations Unit in Vermont.	
12. AREAS AFFECTED BY PROJECT Currently none of the eight (8) existing/developing SIU's have sufficient staffing, training, resources or expertise to be a fully functioning SIU as envisioned by our state's leaders.			
13. PROPOSED PROJECT Start Date: October 01, 2010 End Date: September 30, 2012		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project VT00	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review	
Federal	\$100,000		
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	
Program Income	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
TOTAL	\$100,000	N
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

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