



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: James Reardon, Commissioner of Finance & Management  
From: Nathan Lavery, Fiscal Analyst  
Date: February 29, 2012  
Subject: JFO #2551, 2552

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

**JFO #2551** – \$262,756 grant from the U.S. Department of Agriculture to the Vermont Department of Education. This grant will be used to provide training for school food service and child care staff in the areas of nutrition education, and for implementation of wellness policies.

*[JFO received 1/19/12]*

**JFO #2552** – \$600,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant will be used to implement prevention, identification and response mechanisms aimed at reducing the incidence of sexual abuse in prison facilities. One (1) limited service position is included with this request.

*[JFO received 1/19/12]*

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: Armando Vilaseca, Commissioner  
Andrew Pallito, Commissioner



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee Members  
From: Nathan Lavery, Fiscal Analyst  
Date: January 27, 2012  
Subject: Grant Requests

Enclosed please find two (2) items that the Joint Fiscal Office has received from the administration. One (1) limited service position request is included among these items.

**JFO #2551** – \$262,756 grant from the U.S. Department of Agriculture to the Vermont Department of Education. This grant will be used to provide training for school food service and child care staff in the areas of nutrition education, and for implementation of wellness policies.  
[JFO received 1/19/12]

**JFO #2552** – \$600,000 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant will be used to implement prevention, identification and response mechanisms aimed at reducing the incidence of sexual abuse in prison facilities. One (1) limited service position is included with this request.  
[JFO received 1/19/12]

Please review the enclosed materials and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; [nlavery@leg.state.vt.us](mailto:nlavery@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by February 10 we will assume that you agree to consider as final the Governor's acceptance of these requests.

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

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

Agency of Administration

*SPO 2552*

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

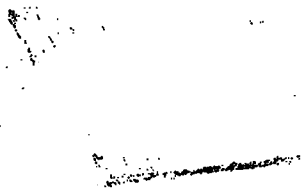
<b>Grant Summary:</b>		This is a two year Prison Rape Elimination Act (PREA) federal grant that is to be spent over three state fiscal years. It includes 1 new limited service position. It will help DOC implement prevention, identification, and response mechanisms aimed at reducing the incidence of sexual abuse in facilities.			
<b>Date:</b>		1/9/2012			
<b>Department:</b>		Department of Corrections			
<b>Legal Title of Grant:</b>		Protecting Inmates and Safeguarding Communities			
<b>Federal Catalog #:</b>		16.735 (Grant# 2011-RP-BX-0025)			
<b>Grant/Donor Name and Address:</b>		U.S. Department of Justice Programs, Bureau of Justice Assistance, office of the Attorney General, Washington, D.C. 20531			
<b>Grant Period:</b>		<b>From:</b>	<b>To:</b>		
		10/1/2011	9/30/2013		
<b>Grant/Donation</b>		\$600,000			
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Total</b>	<b>Comments</b>
<b>Grant Amount:</b>	\$225,000	\$300,000	\$75,000	\$600,000	
<b>Position Information:</b>		<b># Positions</b>	<b>Explanation/Comments</b>		
		1	PREA Compliance and Audit Trainer		
<b>Additional Comments:</b>		This federal grant is matched by \$256,893 in State Funds			
<b>Department of Finance &amp; Management</b>		<i>SH</i>		<i>1/11/12</i>	(Initial)
<b>Secretary of Administration</b>				<i>MC 1/9/12</i>	(Initial)
<b>Sent To Joint Fiscal Office</b>					<b>Date</b> <i>1/18/12</i>

**RECEIVED**  
 JAN 19 2012  
**JOINT FISCAL OFFICE**

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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		Agency of Human Services		
<b>2. Department:</b>		Department of Corrections		
<b>3. Program:</b>		Prison Rape Elimination Act; "Zero Tolerance" Culture to Ensure Victim Safety Initiative		
<b>4. Legal Title of Grant:</b>		Protecting Inmates and Safeguarding Communities		
<b>5. Federal Catalog #:</b>		16.735 (Grant # 2011-RP-BX-0025)		
<b>6. Grant/Donor Name and Address:</b> Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531				
<b>7. Grant Period:</b>		<b>From:</b> 10/1/2011	<b>To:</b> 9/30/2013	
<b>8. Purpose of Grant:</b> The goal of PREA Program is to assist priority facilities in implementing prevention, identification, and response mechanisms that will reduce the incidence of sexual abuse in confinement environments.				
<b>9. Impact on existing program if grant is not Accepted:</b> These funds will be instrumental in preparing the Department to be in compliance with the federal PREA standards that will soon be implemented. The Department is striving to achieve full compliance and these funds would help us enhance current protocol to assure compliance.				
10. BUDGET INFORMATION				
	<b>SFY 1</b>	<b>SFY 2</b>	<b>SFY 3</b>	<b>Comments</b>
	<b>FY 2012</b>	<b>FY 2013</b>	<b>FY 2014</b>	
<b>Expenditures:</b>				
Personal Services	\$180,095	\$240,127	\$60,032	
Operating Expenses	\$46,927	\$62,569	\$15,642	
Grants	\$94,313	\$125,750	\$31,438	
<b>Total</b>	\$321,335	\$428,446	\$107,112	
<b>Revenues:</b>				
State Funds:	\$96,335	\$128,446	\$32,112	
Cash	\$96,335	\$128,446	\$32,112	
In-Kind	\$-0-	\$-0-	\$-0-	
Federal Funds:	\$225,000	\$300,000	\$75,000	
(Direct Costs)	\$168,698	\$224,931	\$56,233	
(Statewide Indirect)	\$9,375	\$12,500	\$3,125	
(Departmental Indirect)	\$46,927	\$62,569	\$15,642	
Other Funds:	\$-0-	\$-0-	\$-0-	
Grant (source )	\$-0-	\$-0-	\$-0-	
<b>Total</b>	\$321,335	\$428,446	\$107,112	
<b>Appropriation No:</b>	3480004000	<b>Amount:</b>	\$225,000	
			\$	
			\$	
			\$	
			\$	

RECEIVED  
JAN 06 2012



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

		\$
		\$
	<b>Total</b>	\$600,000

**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: Andrew Pallito Agreed by: gab (initial)

12. Limited Service Position Information:	# Positions	Title
	1	PREA Compliance and Audit Trainer
<b>Total Positions</b>	1	

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

sc  
12/15/11

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: Andrew Pallito; Commissioner	Date: 12/16/11
	Title: Department of Corrections Commissioner	
	Signature: Douglas Racine; Secretary	Date: 12/21/11
	Title: Agency of Human Services Secretary	

**14. SECRETARY OF ADMINISTRATION**

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u>[Signature]</u> Deputy	Date: 1/9/12
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**15. ACTION BY GOVERNOR**

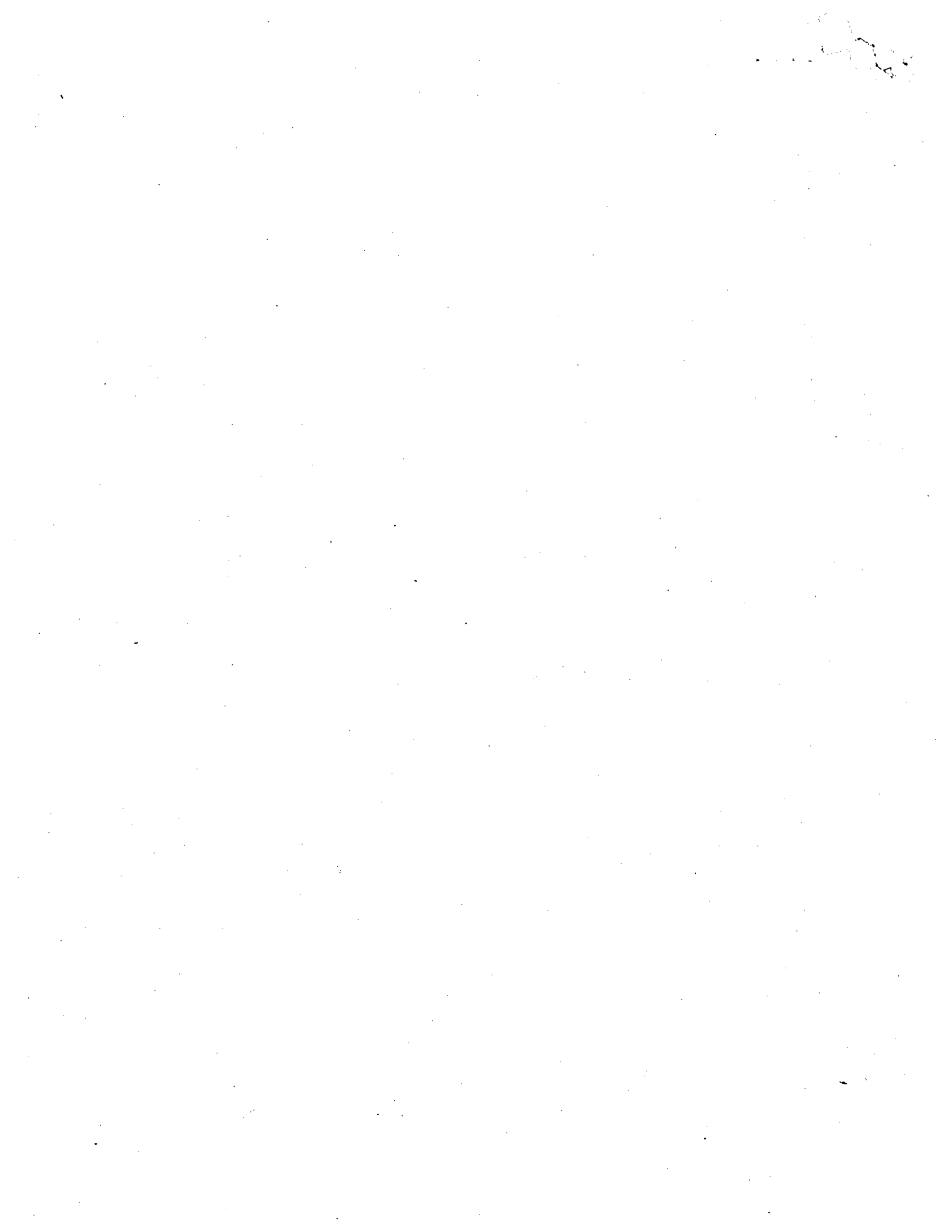
<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u>[Signature]</u>	Date: 1/17/12
<input type="checkbox"/> Rejected		

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input checked="" 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 checked="" 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)
<input type="checkbox"/> Grant Budget	

End Form AA-1



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

This form is to be used by agencies and departments when additional grant funded positions are being requested. Review and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Agency of Human Services/ Department of Corrections Date: December 15, 2011

Name and Phone (of the person completing this request): Sarah Clark, 828-2341

Request is for:

- Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):

Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, "Zero Tolerance" Culture to Ensure Victim Safety Initiative

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

<u>Title* of Position(s) Requested</u>	<u># of Positions</u>	<u>Division/Program</u>	<u>Grant Funding Period/Anticipated End Date</u>
PREA Compliance & Audit Trainer	1	Prison Rape Elimination	10/01/2011 - 09/30/2013

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:

To ensure compliance with PREA federal law and the soon to be approved federal PREA Standards. With the approval of the PREA Standards, the Department will need to incorporate audit protocol statewide to include incident protocol management, training delivery and tracking of said training, data and filing management.

I certify that this information is correct and that necessary funding, space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

[Signature] 12/16/11  
 Signature of Agency or Department Head Date

[Signature] 1/3/12  
 Approved/Denied by Department of Human Resources Date

[Signature] 1/9/12  
 Approved/Denied by Finance and Management Date

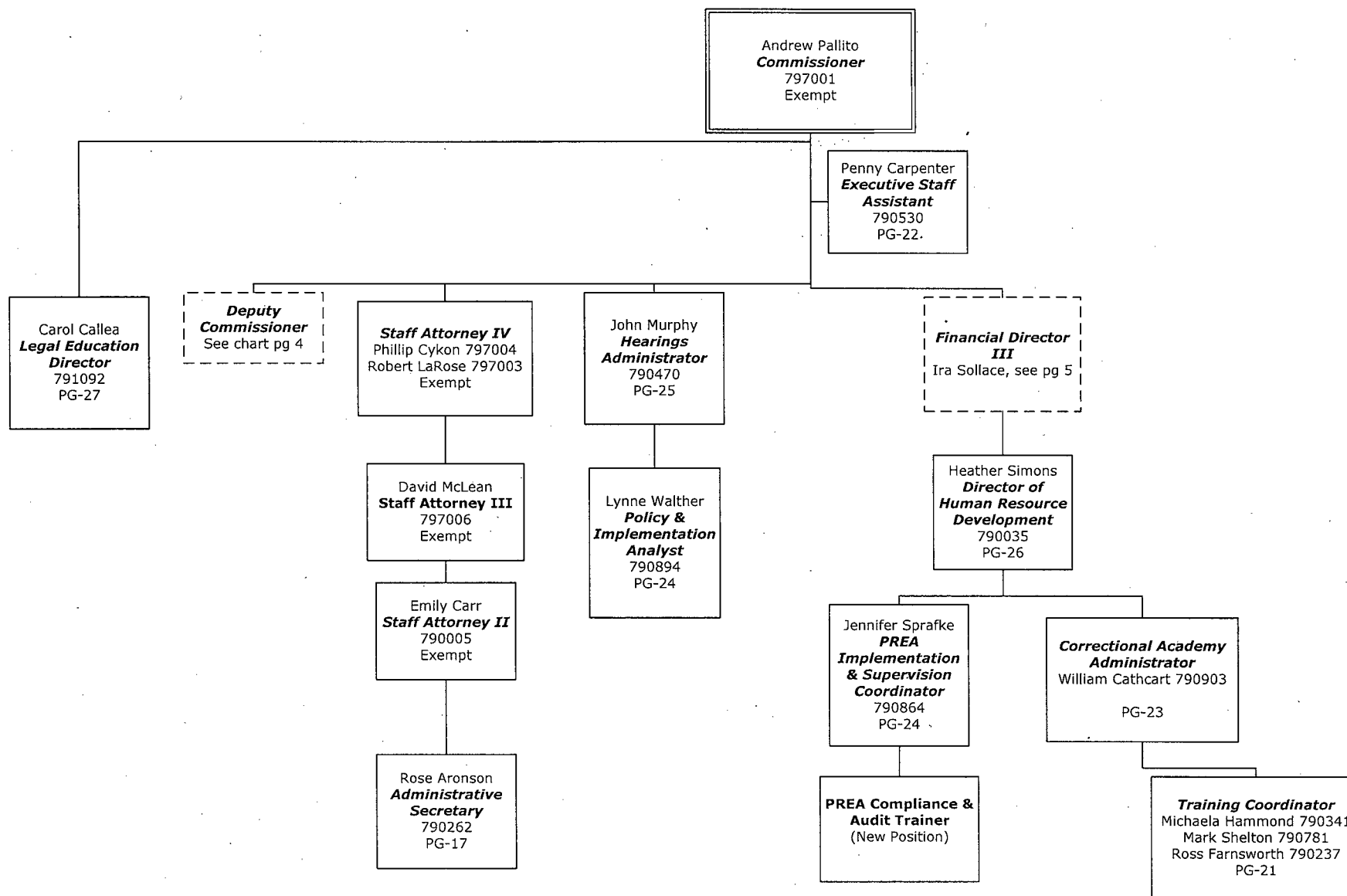
[Signature] 1/9/12  
 Approved/Denied by Secretary of Administration Date

Comments:

REC'D JAN 05 2012

SC 12/15/11





## ABSTRACT

This proposal focuses on the "Zero Tolerance" component of the program and provides an integrated approach to sexual abuse in prisons, continuing cultural transformation in Vermont's prison system, focusing on both staff and inmate safety, increasing our investigative capacity, and collaboration with community partners to increase victim care and support.

This proposal continues the path established in our previous grant in which a great deal of progress has been made. We have conducted assessments of all of our facilities to evaluate PREA standard compliance, established a full time PREA Director position, created partnerships with the Department of Human Resources Investigations Unit to ensure a collaborative and thorough investigative process, trained community partners in PREA and reporting obligations, established PREA Coordinators in our facilities, and training of staff in PREA has become a part of standard operations.

We will continue to increase our investigative capacity by collaborating with statewide Special Investigations Teams and the Vermont State Police; create an integrated database system that will communicate PREA information with Victims Services, Quality Assurance, Medical and Mental Health Services, Personnel, inmate movement, and security; create an PREA webpage that will be a statewide resource site for training information, on-line courses, forms, referral options, related policies and directives; and links to community advocates and national content.

## BUDGET NARRATIVE

The Vermont Department of Corrections has faced significant challenges in managing a shrinking State budget. Many hundreds of state jobs were cut resulting in a downsized workforce. To assist in this budgetary crisis, state employees agreed in 2010 for a 2-year freeze on step increases and a 2-year 3% salary reduction. During this time, the Department has addressed facility mission changes, an increasing inmate population and staff shortages. Yet, Vermont is committed to evolving its mission to ensure safety under the standards of PREA and we are willing to match funds to validate our resolve to eliminate prison rape, sexual abuse, and sexual misconduct in our facilities.

### **Non-Federal In-Kind Match- Total: \$256,892**

**Section A. Personnel and B. Fringe Benefits- (\$256,892):** The Department will provide \$256,892 of in-kind match from the time devoted to grant activities by involved staff. The PREA Director, 100% match, will provide overall leadership in the program and be involved with considerable public and group speaking; analysis and compilation of data; general management of the grant; recruiting community volunteers; providing and coordinating management and supervisor training; contract administration; and assist the Department of Human Resources Investigations Unit, executive management and facilities in allegation investigation. The IT Manager, 15% match, will develop and support the PREA website, online training techniques, data tracking, and build data programs to collect and analyze the information necessary for making programmatic decisions; and develop an integrated Department IT system

to incorporate PREA into inmate movement, victims services, medical and mental health, casework and security systems.

**Federal Request- Total: \$600,000**

**Section A. Personnel and B. Fringe Benefits- (\$223,362)**

The PREA Compliance and Audit Trainer will deliver training to 7, 5 week Vermont Correctional Academy sessions annually, and provide ongoing stipend training at 7 correctional facilities, quarterly. This amounts to the delivery of 196 training sessions annually. In addition, this position will provide curriculum development, reporting materials, participate in the audit process to evaluate compliance, work with facilities to assure corrective action is taken, and work with stakeholders to assure the incorporation of the PREA standards in all initiatives.

**Section C. Travel- (\$49,838):**

The PREA Trainer will be directly involved in local audits and trainings and will be travelling to each facility on a quarterly basis to deliver training. Additional compliance and corrective action visits are expected. The PREA Director will be managing statewide Grant Coordination, training initiatives, community advocacy and investigations. Costs for instate travel for the PREA Director and PREA Trainer are calculated at the approved rate of \$0.50 per mile. Some overnight travel will be necessary, and will be included in the amounts requested with \$16,200 budgeted for these trips. Two consultation visits with selected vendor, and annual trips for three staff members to conduct facility audits and training to the States of Arizona, Kentucky, and Massachusetts, where the State of Vermont has contracted out bed space for its offenders are included at \$33,638.

**Section E. Supplies- (\$25,300):**

Included in the supplies is printing to include informational PREA brochures for in-state and out-of-state inmates, and staff and the PREA pocket guide for staff which will include incident response protocol, vulnerability assessment indicators, victim care and referral, red flags, signs of unhealthy boundaries and the Daily Dozen for \$8,000. Crime scene containment and evidence collection supplies for \$1,000. Office equipment includes a personal computer, telephone, office equipment (desk, filing cabinet, table, chairs) and a projector for the PREA Trainer. A second computer and phone will be necessary for the PREA Director to facilitate documentation and aid as replacement devices with the rapid advancement in technology totaling \$10,400. Training documents, materials and general office supplies are budgeted for the remaining \$5,900.

**Section G. Contracts/Consultants- (\$251,500):**

Vermont will use a significant portion of grant funds to partner with contracted providers and consultants for training coordination, program consultations, audit preparation, evaluation of our compliance to PREA standards, victims services and advocacy, and webpage and database development.

The Department will allocate \$25,000 for Informational Technology assistance to develop a PREA webpage to incorporate access to the online training course designed by NIC and The Moss Group, PREA forms, the Department's PREA related directives, training materials, PREA standards, federal reports, Vermont statistics, and other resources. The website will also assist the public, family members, and community based offenders in having access to PREA related content through this publicly available website. Our community partners will also benefit by

having access to online forms with the ability to electronically submit via the website. A level of transparency will be realized as the website will offer increased statewide knowledge of Vermont's incidence and response to PREA.

In 2010, the Vermont Department of Corrections partnered with The Moss Group, Inc., to evaluate the Vermont prison system and its compliance to PREA standards as well as make recommendations. This consultation was integral in preparation for the upcoming standards. The Department is committed to continuing this work with this grant opportunity. Consultants will assist in investigative training, evaluation of investigative protocols, leadership development, standards readiness and compliance, training, evaluation design and implementation, and deliverable outcomes.

The Department will sub-grant \$50,000 to the Vermont Network Against Domestic and Sexual Violence and statewide Sexual Assault Nurse Examiners (SANE). The Vermont Network is the federally recognized domestic and sexual violence coalition in Vermont and is a statewide resource on domestic and sexual violence issues. Its staff provide support for Network programs through training, technical assistance and capacity building; advocate for public policy supporting victims and holding offenders accountable; and seeks to change societal attitudes and beliefs through community outreach and prevention. These programs are the cutting edge of innovation to combating prison rape and are set to continue to work with the Department for victim assistance; mental health, medical health and victims services training; victim advocacy; SANE response protocol and community collaboration. We will work collaboratively through

contractual relationships to provide services and support to incarcerated victims of sexual violence through an array of programs in concert with community-based service providers.

**Section H. Other- (\$50,000):**

In this section we are planning for symposium training for statewide investigations training; mental health, medical health and victims services training; PREA for community partners; and vulnerability assessments and indicators training for field and facility casework staff. With an eye toward cost effectiveness, these trainings will be all day events for full capacity. The total costs include room and equipment rental, food, accommodations, and travel for participants.

**Promoting a “Zero Tolerance” Culture to Ensure  
Victim Safety**

**Vermont Department of Corrections  
Application**

For

FY 2011 Demonstration Projects to Establish  
“Zero Tolerance” Cultures for Sexual Assault Program Discretionary  
Grant Programs

July 7, 2011



1

2

1) **STATEMENT OF THE PROBLEM**

The State of Vermont has been part of the PREA initiative since its 2003. In that time many changes have occurred that have improved the culture within the Vermont Department of Correction's facilities and have shown great impact on the relationship between the staff and the offenders. Though these changes mark positive strides in prevention, detection and response, they are only the first steps in implementing a safer culture. By maintaining a strong focus on PREA standards, Vermont has discovered a high level of substantiated incidents of sexual violence within its prison systems, gaps in inmate and staff training, and technological along with human resource needs that must be addressed to continue the inertia of progress.

**High level of Substantiated Incidents of Sexual Violence**

Vermont has led the nation in many ways through its history. From being one of the first states to develop youthful offender programs in the early 1900s to leading nationally recognized and award-winning Correctional Innovation through the Restorative Principles in the 1990s, Vermont has never shied away from best practices that both assist the offender population and ensure for the safety of its citizens. In 2009 Vermont had the dubious distinction of leading the nation, and in 2010 was in the top 5, in substantiated incidents of sexual violence reported through the Bureau of Justice Statistics Survey on Sexual Violence. There were a total of 36 reported incidents in 2006 (30 of which were substantiated); 87 in 2007 (36 were substantiated); 154 incidents in 2008 (55 were substantiated); 131 in 2009 (36 were substantiated); and \*64 in 2010 (19 of which have been substantiated). In the past, the culture in Vermont was one of addressing the effect of sexual abuse and staff misconduct. Once PREA was initiated, the culture became one of identifying the cause. A zero tolerance position along with diligence in record keeping has lifted the statistics dramatically. More data is needed to better define trends,

along with the nature and scope of the problem. Recognizing and developing interventions to address this along with other PREA related issues is a foundation of Vermont's dedication to a safer prison environment.

### **Staff and Inmate Training on PREA**

Vermont has done an excellent job in training its line staff, medical and mental health staff, volunteers and contracted service providers. Accumulatively since 2007, we have trained approximately 400 new correctional officers, 700 other staff members, 100 contract providers, and 120 medical and mental health personnel. Training also included various law enforcement agencies, educational staff, and the creation of an orientation program for offenders that address the entire inmate population in the State of Vermont and its contracted facilities in Kentucky, Massachusetts and Arizona. However, Vermont has discovered gaps yet to be addressed such as training for middle managers and a more efficient system of educating the inmate population in order to create a holistic approach that will weave through the professional and incarcerative culture in order to meet the PREA standards. These gaps are opportunities to continue moving forward, and the Vermont Department of Corrections has shown its innovation and dedication to develop, implement, and improve its culture, but we also understand not addressing such gaps leaves inmates vulnerable to sexual abuse and inconsistent responses by staff.

### **Technological and Human Resource Needs**

Though Vermont is among the leaders in sexual abuse in its prisons, there currently is only one staff member assigned to address the PREA standards. This position has gone from a grant funded position to state funded; it still is only a singular position. The need for more staff resources is imperative for the growth and success of PREA and safer facilities. This is also the case with technological issues, specifically in electronic database, collection, and online training

opportunities. Attending off site training is a luxury that meets resistance due to decreased staffing and several years of continuous shrinking of the State budget. Developing competent online trainings is one of the initiatives to be brought forth in addressing budgetary issues and the dynamics of the present adult learner.

In 2010, the Department partnered with The Moss Group, Inc., to evaluate and assess the Department's compliance to PREA standards and make recommendations. After completing The Moss Group Management assessment, Vermont has established various goals to impact prison violence and sexual abuse leading to establishing a culture of "zero tolerance." The goals are to incorporate PREA standards into facility and audit protocols; increase investigative capacity; and integrate the PREA database. Further goals are to integrate both internal and external websites into the Departments current redesign initiative; establishing a comprehensive process for screening inmates for risk of sexual victimization and abusiveness. This will in turn impact our ability to prevent and respond to incidents and reduce the rate of prison rape through prevention and training on all levels. These are department goals that will be fine tuned in the evolution of the Vermont correctional culture. The positive strides that Vermont has made in the first steps of incorporating PREA has progressed to the point of realizing the steps that are currently working and the need to develop the next wave of implementation to establish a zero tolerance culture throughout the Department.

## 2) **PROJECT DESIGN AND IMPLEMENTATION**

### ***GOAL #1: Incorporate PREA Standards into Facility and Audit Protocols***

#### **Objectives**

- Cultural conversations are a regular component in Facility Management Team (FMT) meetings
- Collaborative supervision practices

- PREA and cultural principles are part of standard facility operations
- PREA standards fully incorporated into the audit process
- Facilities successfully pass individual audits
- Establish PREA Compliance, Audits and Trainings Officer position
- Establish a PREA Review Team
- Technical assistance for leadership support and consultation with Superintendents
- Strategic planning for Superintendents with consultants, Corrections HR Director, PREA Director, and Facilities Director

One of the focuses of the Department has been the creation of the PREA directive.

Implementation of the PREA standards as part of the routine operation of the facility operations will lead to building a competent and aware correctional culture as it relates to the screening, prevention, and data collection in the auditing process. We will access the expertise of the consultants to assist us in the project implementation to bring PREA standards into facility audits. We have worked hand in hand with the Policy Development Unit to assure that the directive complies with existing protocol, with relevant department heads to assure that needs are addressed up front and has also worked with consultants from The Moss Group Inc., to substantiate that we are utilizing the best practices from already existing directives and policies. This process has greatly evolved Vermont's competency and focus on PREA and we will continue to partner with our consultants and partners to endeavor to improve. Our goal is to solidify a policy that meets the PREA standard and also weaves throughout all the Department's Directives and Policies.

The PREA Advisory Council was mandated by the Commissioner to meet weekly and has been tasked with addressing all PREA related issues, concerns and protocols from a Department perspective. This has included all seven facility Superintendents, Assistant Attorney General from the Legal Division, Personnel Administrator from the Personnel Division, IT staff, the Facilities Executive, Security Audits and Operations Director, and the General Council from the

Department of Human Resources, representatives from The Moss Group Inc., the Deputy Commissioner, and the Quality Assurance Director. This group has been integral in the finalizing of the staff and inmate brochures, the creation of an out of state brochure for inmates, finalizing of the PREA separation database, design of the PREA webpage, development of the PREA directive and investigative protocol, and improving the personnel investigative process. Through webinar, personal site visits and central training Vermont will continue working with the contract consultants and develop foundation building exercises with leadership centrally and with individual superintendents and supervisory staff to support PREA initiatives and training.

Over the past couple of years the Department has instituted facility audits to address security, safety and culture. This process has allowed the Department to address concerns such as policy inconsistencies, staffing patterns, blind spots, directive non-compliance, camera placement and overall inmate management. Using the expertise of the consultants, Vermont will design training plans and protocols for audits. Audits are conducted by a variety of Department staff to assure that all stakeholders are involved. With the help of previous BJA grants Vermont was able to accomplish incorporating PREA components into the audit process. This has allowed us to review our investigative protocol, inmate orientation, inmate knowledge of reporting mechanisms and overall facility response to PREA allegations. With continued assistance from BJA we will add all PREA standards to the audit process. The PREA Compliance and Audit Officer would be a standing member of the audit team working closely with the Director of Correctional Facilities and Security and Compliance Auditor to assure compliance. They would be responsible for assisting Superintendents in actions plans to ensure success. We will develop checklists for consults review and management responsibilities.

As part of the ongoing validity of our practices the Department requested the aid of The Moss Group Inc., to review our practices as they related to the PREA standards. In regards to audits, data collection and review, The Moss Group Inc., recommended that the Department develop a process that reviews, analyzes and uses all sexual abuse data, including incident-based and aggregated data to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training. Using these data the agency identifies problem areas, including racial dynamics, underpinning patterns of sexual abuse, takes corrective action on an ongoing basis, and, at least annually, prepares a report of its findings and corrective action for each facility as well as the agency as a whole.

**Measurables: PREA Standards**

- Audits
- Prevention Planning
- Training and Education
- Official Response Following an Inmate Complaint
- Responsive Planning

**GOAL #2:** *Integrate PREA database, internal and external websites into current DOC redesign initiative*

**Objectives**

- Family members have access to PREA related content through a public website
- Community partners have access to online forms and that can be directly submitted through the website
- Increased proficiency of staff response to PREA incidents
- Online DOC training capability for all staff
- Online access to national NIC and The Moss Group Inc. basic PREA trainings with connections to Agency of Human Services (AHS) Training Calendar and Registration Management System (TRMS)
- Fluid multidisciplinary response to PREA incidents
- Congruency with the PREA standards in training and incident response
- Offer introductory trainings online to allow for higher level “live” trainings
- Increased statewide knowledge of Vermont’s incidence and response to PREA
- “One-stop-shopping” for statewide resources

Vermont understands prison rape is underreported and until we have valid and immediate statistics we can't properly address the situation. Vermont has been committed to the Survey on Sexual Violence and the need for sharing statistics. As mentioned earlier, Vermont has been top in the country the last couple of years in substantiated incidents with an inmate population of 2500 which is one of the lowest in the country. BJS has informally coined the term "the Vermont effect" to refer to this phenomenon. Vermont has made great strides to create a reporting system from Correctional Officer to the Commissioner. With this grant we will go even further in gathering the data and generating reports to show executive and facility management the results. The intent is to develop a data base that will provide the means for integrating PREA data into Information Technologies in order to track information and inform staff and the public through the internet. A new database will allow staff instant access instead of counting on word of mouth, contacting other facilities or paperwork.

The ability to communicate and promote the PREA initiative to the Department's staff, service providers and the public is an important step in the continued success of protecting vulnerable staff. Engaging with IT consultants will be a constant as they will guide us the direction we need to in the Department with regards to the content that we put on the website and how we track vulnerable and predatory inmates. We met with the assigned representative from the Agencies IT department to continue the design and implementation of the PREA webpage for our employees and the public. This process includes access to the online training course designed by NIC and The Moss Group Inc., PREA forms, the Department's PREA directive, training materials, PREA standards, federal reports, Vermont statistics and other resources.

The focus of the PREA website would be to assist the public, family members; even community based offenders to have access to PREA related content through the public website.



Out community partners would also benefit by having access to online forms that can be directly submitted through the website. A level of transparency would be realized as the website would offer increased statewide knowledge of Vermont's incidence and response to PREA. The site would also offer introductory trainings online to allow for higher level "live" trainings. In an age where the public grasps and has become conditioned to instant information, the design and development of a PREA website should be a standard in operations for staff information and public relations.

Including the website, with internal and external usage, to the electronic data collection process would be part of the grant process. We will build a partnership between our technical and IT consultants and the PREA consultants for best results. This will require visits meetings consult and comprehensive needs assessments from whomever we contract with. The Department requires accurate data presented in a clear timely fashion and the Vermont technological standards need great improvement. The grant will assist us in upgrading technological solutions that will enable us to collect and analyze the information necessary to make informed programmatic decisions as well as provide the opportunity for vital updates and timely information to be provided through the data application.

**Measurables: PREA Standards**

- Training and Education
- Data Collection and Review
- Official Response Following an Inmate Complaint
- Investigations
- Audits

**GOAL #3: *Increase Investigative Capacity***

**Objectives**

- Identified and certified investigative staff
- Clearly defined investigative roles and responsibilities

- Increase predatory inmate prosecution
- Consistent sanctioning of inmate predators
- Decrease in investigative time frames
- Clearly defined roles and responsibilities for personnel actions
- Increase sexual assault prosecution rate
- Consistent sanctioning of staff guilty of engaging in misconduct
- Collaboration with local managers, state police, personnel, investigators and executive staff throughout investigations

We will implement a screening process for those interested and qualified to become local PREA Coordinators. We will collaborate with local managers for personnel recommendations and develop a comprehensive training program with our other partners, including NIC, for investigations specifically focused on PREA standards. We will develop report writing curriculum for all staff to ensure the details of incidents are complete and consistent in order to aide the investigative process. A consistent sanctioning program will provide online data for our staff to refer to during disciplinary hearings and referrals for prosecution. Working in conjunction with goal #2, data entry is paramount in order and training in data entry will occur.

The Department has no written investigations policy as noted by The Moss Group Inc. Though Vermont leads the nation in incidents of sexual abuse and assault, we have one PREA Director to oversee the entire state correctional system. The issues of prison sexual abuse, staff sexual misconduct, data tracking, training, planning, over site and various other duties are overwhelming simply by sheer volume. Therefore, important issues are recognized but there are limited resources in time and funding. There is no clear protocol on how to prosecute staff sexual misconduct or how decisions are made to refer cases for prosecution. As part of this grant, Vermont will develop such protocol in conjunction with The Moss Group Inc., Vermont State Police, and the National Institute of Corrections, along with our own experienced staff and contract providers.

Considering nearly one half of the allegations of sexual abuse in Vermont prisons are unsubstantiated or unfounded, false accusations are as serious as substantiated allegations when it comes to the effect and scarring such actions can have on staff or the inmate population. An effective and competent policy along with a protocol for false allegations should carry an equal weight of accountability during investigative procedures.

As a culture of awareness exists, increases, and evolves with the proper data collection, issues that may have gone unnoticed or underreported in the past will be brought to light in order to strengthen facility security and increase safety. One of the striking concerns regarding the prevention of sexual abuse is the recognition of predatory inmates and the consistent sanctioning of inmate predators. Identifying who is a predator along with vulnerability assessments to discover potential victims will be part of the growing astuteness that training will provide with the assistance of this grant.

The grant will assist the Department to apply state of the art technology in communication between medical, mental health, caseworkers, and correctional professionals across the spectrum that will follow inmates through the various facilities they may be transferred to.

**Measurables: PREA Standards**

- Investigations
- Discipline
- Official Response
- Responsive Planning
- Data Collection and Review

**GOAL #4:** *Establish a Comprehensive Process for Screening Inmates for Risk of Sexual Victimization and Abusiveness*

**Objectives**

- Comprehensive Victim Response and Support
- Systematic identification and case management of vulnerable and predatory inmates

- Database capacity for storing and releasing identifications
- Statewide PREA database access
- Online form center to include internet submission
- Multidisciplinary database system that will ensure comprehensive care for victims such as;
  - VANS to track inmate movement/victims needs
  - mental health (SFI) database
  - Automated medical record entry
  - Movement database , both in and out of state with notification feature
- Advocates providing direct services to victims
- Highly trained advocacy, victims services, and medical staff
- Continuing victim care from initial incident occurrence, continuing through their release and supervision in the community
- Comprehensive medical and mental health care
- Line staff trained and competent in the administration of the assessment tool
- Statewide sexual and domestic violence hotline access for institutions
- Proper evidence collection and handling training
- Consistent statewide inmate orientation and handbook
- Model positive culture components of transparency and accountability.
- Educate Inmates to PREA policy

With the ever increasing studies regarding sexual identification, competent training must be developed and implemented to identify this vulnerable population. Sexual identity; sexual orientation (heterosexuality, bisexuality, asexuality and homosexuality); gender identities (masculine, feminine, transgender, cross gender, etc) are major components in vulnerability assessments. Training will include such issues as body searches, transportation practices, property management, professional boundaries, female development and dynamics, and training to be trauma informed. Intake officers and supervisors along with medical and mental health assessors should be trained in the specific issues and statistics made known regarding various sexual and gender identifications and the escalated risk that a failure to properly screen would identify. This grant would be used for improving the initial screening assessments to improve safety and minimize victimization.

In developing a comprehensive victim response and support, the Department recognizes that, at this time, it has no comprehensive method to identify those inmates who may pose a risk of being sexually abused by other inmates or sexually abusive toward other inmates. We will work with our contract providers, research and implement best practices in the screening of this population. Given that research has demonstrated that the highest risk for suicide attempts is within the first 24 to 48 hours of intake and that gay, lesbian, and transgender populations have been found to be at three times the risk of self-harm, it is imperative to properly identify, respond and provide support to the diverse population of sexual identification.

As identified by The Moss Group Inc., most Vermont facilities will place potential known victims in segregation. If an investigation takes a significant period of time, victims can lose access to programs and other opportunities. This can be seen by victims as punishment and can significantly deter them from coming forward with reports of sexual abuse. The grant would be used to research and implement proper responses where the perpetrator will be housed in segregation and the victim remain in general population. Measuring the outcome of the research in data collection, reporting, and prevention will be part of the assessment.

The Moss Group Inc., reports additionally, the constant transfer of inmates across facilities puts a strain on all of the facilities and may affect the sexual safety of inmates. Thus, maintaining accessible information on electronic databases and training correctional staff to competently input and interpret data is a maximum priority.

**Measurables: PREA Standards**

- Screening for Risk of Sexual Victimization and Abusiveness
- Medical and Mental Health Care
- Training and Education
- Prevention Planning
- Responsive Planning
- Reporting

**GOAL #5:** *Reduce Incidents of Prison Rape through Prevention Training on all levels*

**Objectives**

- Increased proficiency of staff response to PREA incidents
- Fluid multidisciplinary response to PREA incidents
- Comprehensive and collaborative internal and external victim care
- Lower incidence of staff discipline for improper incident response
- Higher incidence of perpetrator accountability, sanctioning and/or criminal prosecution
- Use PREA standards and language in incident identification and response
- Offer introductory trainings online to allow for higher level “live” trainings

PREA standards have been implemented in the facilities throughout Vermont. These standards are part of inmate orientation and training for entry level staff as part of the Vermont Correctional Academy. We have trained over 1200 various staff members in PREA principals, however, the turn over rate in staff is exceptionally high and the training must be a constant and embedded in all levels of supervision to develop an absolute culture of awareness. Vermont was one of the first states to develop skill based training, teaching officers specific strategies to strengthen their confidence in addressing inmate sexual activity or suggestive behavior. What is now identified as a need to be addressed is training for the mid level managers, those who supervise line staff on various points. The goal is for a culture to be established that is supported, not only by training, but also by supervision in order for the new officer, and especially the veteran officer whose beliefs and subsequent actions are a strong influence on institutional culture and norms. The facility environment reflects these supervisors, who, in turn are a reflection of the vested interest of the managers who oversee the culture.

As part of our 5 week Correctional Academy new staff are trained in all the core competencies required to do the job, of which PREA and sexual misconduct are included and given an entire 8 hour day where our main topics are educating staff to the principles and

purposes of the PREA; Vermont's plan of implementation; the links between staff sexual misconduct, culture and safety; Zero Tolerance mandate and the Sexual Exploitation Bill, no such thing as consent; Professional Boundaries; how can culture lead to a sexualized environment; Code of Silence; report writing specifically focusing on the importance of professional language; Sexual Assault Responder Guidelines and Crime Scene preservation; the effects of victimization; sexualized environment and first responder protocol. Since the beginning of 2008 we have enhanced the Academy curriculum as a whole by incorporating the principles of PREA and sexual exploitation into several units to include Advanced Communication Techniques, Inmates with Mental Health needs, Suicide Prevention, Contraband and Searches, Protective Housing, Women Offenders and Offender Discipline.

We will continue to train and support within our comprehensive Field Training Officers any updates to the PREA Standards. The DOC Policy 106.06: Academy Field Training Officer (FTO) Program needs revisions to ensure that the training provided under the FTO program includes skills to address sexual abuse along with including training for officers to communicate effectively and professionally with all inmates as set forth in the PREA draft standard.

The Department has developed a PREA brochure that outlines the zero tolerance policy, inmate rights and responsibilities, prevention tips, and methods to report incidents of sexual abuse. We will continue to promote, market, and publically identify the need for awareness by printing out brochures and pocket guides and distributing them throughout the facilities. The message that the Department ascribes to is to be fair and responsive to victims and to be firm, fair and consistent in perpetrator accountability and sanctions. This approach builds a universal culture that spreads to all our facilities in the consistent message of "zero tolerance" and standard sanctions throughout corrections. This grant will assist in the culture being set as a standard.

**Measurables: PREA Standards**

- Official Response Following an Inmate Report
- Discipline
- Training and Education
- Medical and Mental Health Care
- Reporting
- Screening for Risk of Sexual Victimization and Abusiveness

3) **CAPABILITIES AND COMPETENCIES**

The Department's management structure has been enhanced by the addition of a full time PREA Director, Jennifer Sprafke. In this capacity she has coordinated and conducted training in PREA, staff sexual misconduct, first responder training and protocol, vulnerable and predatory inmates, investigative protocol, among many others. She works closely with the Department of Human Resources Investigations Unit (DHRIU) in the conduction of personnel investigations and works closely with facility staff for all PREA related allegations. The PREA Director is responsible for working with BJS in the compilation of the Survey on Sexual Violence and submitting annual report outs to the Executive Management Team. The PREA Director reports directly to the Department's Human Resources Director, Heather Simons, who managed the previous 2 PREA grants and was the driving force behind Vermont's cultural and PREA initiatives.

In the last year we have made significant progress around issues relevant to the Prison Rape Elimination Act. Our advantages of relatively small size, the quality of our personnel and significant managerial support has resulted in incorporation of PREA principles into all Department curricula for all staff. We also devote an entire day of training to new line staff and at the Vermont Correctional Academy. Executive Management has received comprehensive



cultural assessments and training and we hope to facilitate further training, particularly as it applies to workplace culture and management for Facility Management Teams.

The PREA Advisory Committee has been formed, consisting of Department stakeholders to include Security & Audits, Medical, Mental Health, Victims Services, Legal, Personnel and DHRIU. This team has worked together to create thorough and seamless policy process addressing victim care and support, incident response, data collection, investigative protocol, perpetrator accountability, inmate orientation, and vulnerability and/or predatory assessments. This committee meets weekly with the appropriate stakeholders for the agenda.

Having initiated and taken great steps in implementing the PREA precepts of “Zero Tolerance of Sexual Abuse” in its facilities the Vermont Department of Corrections partnered with The Moss Group, Inc., Inc. to evaluate its progress in compliance to the PREA standards. The Moss Group, Inc., Inc. conducted assessments at all 7 of our institutions and made recommendations to each site with specifics. They also made recommendations Department wide in these categories, 1) policy development 2) training material and delivery strategies and 3) executive level coaching. These identified need areas will be the focus of the new grant.

The Vermont Network Against Domestic and Sexual Violence (The Network) and statewide SANEs are the federally recognized domestic and sexual violence coalition in Vermont and is a statewide resource on domestic and sexual violence issues. Its staff provide support for Network programs through training, technical assistance and capacity building; advocate for public policy supporting victims and holding offenders accountable; and seeks to change societal attitudes and beliefs through community outreach and prevention. These programs are the cutting edge of innovation to combating prison rape and through this grant we will continue to work with The Network for victim assistance; mental health, medical health and victims services

training; victim advocacy; SANE response protocol and community collaboration. We have already instituted statewide sexual assault and domestic violence direct dial hotlines in all facilities to offer better victim care.

Under the leadership of Commissioner Pallito significant steps have been taken to address the issue of staff turnover through Correctional Officer position upgrades. Vermont's plan is to ensure an understanding of the PREA policy for all staff. Prior to hire, Vermont will develop screening standards, waiver, criminal background and reference checks for new hires / interview process. The training plan will include the Department to train all staff, Correctional Officers, Supervisory Staff, Medical and Mental Health, Contract Providers and Volunteers regarding the policy and monitor compliance. The necessity of developing a database and documentation of attendance at training for the offenders and for the staff is identified as a strong need for over site in compliance and accountability with PREA standards. The Vermont DOC has developed a PREA brochure that outlines the zero tolerance policy, inmate rights and responsibilities, prevention tips, and methods to report incidents of sexual abuse.

4) **PLAN FOR COLLECTING DATA FOR THIS SOLICITATION'S PERFORMANCE MEASURES**

Vermont understands the requirements for submitting specific data to the Bureau of Justice Assistance as part of our reporting requirements should we receive funding for this grant. Vermont has a deep history and experience with the PREA Grant process and has been in compliance throughout. Vermont also understands the importance of reporting sexual abuse on facility, Department and national levels. In this grant we have built in the ability to enhance and improve our database capabilities to ensure easier access for managers, service providers, quality assurance, and Department executives. This will allow us to continue to make corrective action

and have safer facilities. The PREA Director will be responsible for tracking all PREA related allegations into the PREA database, reporting annual data on the BJS Survey on Sexual Violence, and preparing annual reports to executive staff to review how we have been and plan for where we are going.

5) **BUDGET**

The budget for the implementation of the grant is designed to reflect the continuing development of a program becoming an integral part of the Department's mission that includes strategic outcomes of "Offenders are safe," and, "Victims needs are addressed."

Personnel and Fringe Benefits: Positions funded by the grant will perform a number of functions including, facility training, Vermont Correctional Academy training, curriculum development, reporting materials, participate in the audit process to evaluate compliance, work with facilities to assure corrective action is taken, and work with stakeholders to assure the incorporation of the PREA standards in all initiatives. Benefits are calculated utilizing standard Vermont formulas.

Travel: A number of expenses will be incurred, primarily in support of training and consultation. These expenses include annual PREA compliance and consultation trips to three out of state facilities that we have contracted with to house Vermont inmates. This also includes mileage, lodging, and meals for necessary training participants.

Supplies: This category consists of routine office supplies and equipment in support of investigator positions.

Consultant Expenses: These expenses will support continuation of cultural assessments, management development, increases investigative capacity, investigations training and quality assurance strategy.

# Budget Detail Worksheet

**Purpose:** The Budget Detail Worksheet may be used as a guide 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.

Name/Position	Computation	Cost
Jennifer Sprafke, PREA Director	Vermont Pay Grade 24, annual salary @ \$51,834 X 3	\$155,502.00
Paul Pratt, DOC IT Manager	Vermont Pay Grade 28, annual salary @ \$57,678 x 3	\$25,955.00
PREA Compliance and Audit Trainer	Vermont Pay Grade 22, annual salary @ \$45,989 x 3	\$137,967.00
<b>SUB-TOTAL</b>		<b>\$319,424.00</b>

**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.

Name/Position	Computation	Cost
Jennifer Sprafke, PREA Director	Benefits= base salary x 38%, x 3 years, 100% devoted	\$58,854.00
Paul Pratt, DOC IT Manager	Benefits= base salary x 38%, x 3 years, 15% devoted	\$16,581.00
PREA Compliance and Audit Trainer	Benefits= base salary x 38%, x 3 years, 100% devoted	\$85,395.00
<b>SUB-TOTAL</b>		<b>\$160,830.00</b>
<b>Total Personnel &amp; Fringe Benefits</b>		<b>\$480,254.00</b>

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
Consultation with contractors	Contractor's Location	2 trips x 2 staff, 3 days (airf	2 x (\$350 RT airfare, \$300 lg	\$2,984.00
Consultation with contractors	Contractor's Location	2 trips x 2 staff ,3 days incid	WiFi, Parking, Cab, baggage	\$763.00
Facility Audit & Training	Arizona	3 trips x 3 staff, 4 days (airf	3 x (\$300 RT airfare, \$200 X	\$12,782.00
Facility Audit & Training	Kentucky	3 trips x 3 staff, 4 days (airf	3 x (\$300 RT airfare, \$150 x	\$11,432.00
Facility Audit & Training	Massachusetts	3 trips x 3 staff, 4 days (car	\$230 2 days rental x 2, 3 x /S	\$5,677.00
Instate Travel	Various Vermont facilities	2 staff x 2 trips/month x 36	2 staff x 2 trips x 125 miles x	\$9,000.00
Instate Travel Accomodations	Various Vermont facilities	2 staff x 12 nights lodging x	2 staff x 12 nights x \$100 p/n	\$7,200.00
<b>TOTAL</b>				\$49,838.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
<b>TOTAL</b>		\$0.00

**E. Supplies** - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
Printing	Brochures & Pocket Guides	\$8,000.00
Training Materials	i.e. lesson plans, handouts, bound materials, etc.	\$3,400.00
Office Equipment	2 computers, projector, desk, filing cabinet, table & chair	\$6,500.00
General Office Supplies	General supplies	\$2,500.00
Phones	Phones & monthly charges	\$3,900.00
Crime Scene & Evidence Collection materials	tape, collection envelopes & bags, etc.	\$1,000.00
<b>TOTAL</b>		\$25,300.00

**F. Construction** - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Check with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
<b>TOTAL</b>		\$0.00

**G. Consultants/Contracts** - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

**Consultant Fees:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
PREA Consultants	Training coordination/consultations/audit preparation	3 people x 115.56 days	\$156,014.00
<i>Subtotal</i>			\$156,014.00

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
Air/ground travel	Consultant location to VT facilities	\$600.00	\$10,800.00
Travel per diem	Consultant location to VT facilities	\$66.00	\$2,376.00
Rental car	Consultant location to VT facilities	\$55.00	\$1,980.00
Incidentals	Consultant location to VT facilities	\$75.00	\$770.00
Lodging	Consultant location to VT facilities	\$80.00	\$4,560.00
<i>Subtotal</i>			\$20,486.00

**Contracts:** Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost	
PREA web page design and development.	\$25,000.00	
Sub-grant to non-profit Vermont Network Against Domestic & Sexual Violence for victims services, vulnerability assessments, victims training, advocacy	\$50,000.00	
<i>Subtotal</i>		\$75,000.00
<b>TOTAL</b>		\$251,500.00



**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, or provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Training	Food, room rental, overnight accommodations, equipment	\$50,000.00
<b>TOTAL</b>		<b>\$50,000.00</b>

**I. Indirect Costs** - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
<b>TOTAL</b>		<b>\$0.00</b>

**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.

<b>Budget Category</b>	<b>Amount</b>
<b>A. Personnel</b>	<u>\$319,424.00</u>
<b>B. Fringe Benefits</b>	<u>\$160,830.00</u>
<b>C. Travel</b>	<u>\$49,838.00</u>
<b>D. Equipment</b>	<u>\$0.00</u>
<b>E. Supplies</b>	<u>\$25,300.00</u>
<b>F. Construction</b>	<u>\$0.00</u>
<b>G. Consultants/Contracts</b>	<u>\$251,500.00</u>
<b>H. Other</b>	<u>\$50,000.00</u>
<b>Total Direct Costs</b>	<u>\$856,892.00</u>
<b>I. Indirect Costs</b>	<u>\$0.00</u>
<b>TOTAL PROJECT COSTS</b>	<u>\$856,892.00</u>
<b>Federal Request</b>	<u>\$600,000.00</u>
<b>Non-Federal Amount</b>	<u>\$256,892.00</u>

**Project Timeline**  
**Goals Objectives and Activities**  
**FY 10 Grant Application**

**Goals:** *Incorporate PREA Standards into Facility and Audit Protocols*

**PREA Standards Met:**

- Audits
- Prevention Planning
- Training and Education
- Official Response Following an Inmate Complaint
- Responsive Planning

**Objectives**

- Cultural conversations are a regular component in Facility Management Team (FMT) meetings
- Collaborative supervision practices
- PREA and cultural principles are part of standard facility operations
- PREA standards fully incorporated into the audit process
- Facilities successfully pass individual audits
- Establish PREA Compliance, Audits and Trainings Officer position
- Establish a PREA Review Team
- Technical assistance for leadership support and consultation with Superintendents
- Strategic planning for Superintendents with consultants, Corrections Employee Development Director, PREA Director, and Facilities Director

**Activities**

- Quarter 1:
  - Identify and notify local managers of quarterly meetings
  - Run tests on the direct dials from institutions for the Inmate/Offender, and statewide domestic and sexual violence hotlines
- Quarter 2:
  - Kickoff meeting with local managers to set schedule, mission, vision, and goals of quarterly meetings as it pertains to culture
- Quarter 3
  - Worksite leadership will evaluate facility training delivery to determine initiatives that can be delivered online
  - Regionalized trainings with special investigation units, law enforcement and states attorneys
  - Identify anticipated standard compliance problem areas with local managers
- Quarter 4-10

- Supervision and management training for Superintendents and FMTs
- PREA review team responsible for making personnel and incident recommendations to the commissioner
- Quarter 11
  - Audit of victim and predator assessment tool for accuracy
  - Assess the functionality and usability of database developments
  - Develop and administer PREA cultural climate staff/offender safety questionnaires
  - Contract providers will conduct independent evaluations.
- Quarter 12
  - Audit results presented to Executive Management Team (EMT) for on-going development
- Develop database capacity to store information that intake staff can access

**Responsibility**

- PREA Director
- Corrections Employee Development Director
- Director of Facilities
- Superintendents
- Security and Compliance Auditor
- Training Center Administrator
- Financial Administrator II
- PREA Compliance, Audits and Trainings Officer

**Goal:** *Integrate PREA database, internal and external websites into current DOC redesign initiative*

**PREA Standards Met:**

- Training and Education
- Data Collection and Review
- Official Response Following an Inmate Complaint
- Investigations
- Audits

**Objectives**

- Family members have access to PREA related content through a public website
- Community partners have access to online forms and that can be directly submitted through the website
- Increased proficiency of staff response to PREA incidents
- Online DOC training capability for all staff

- Online access to national NIC and The Moss Group basic PREA trainings with connections to Agency of Human Services (AHS) Training Calendar and Registration Management System (TRMS)
- Fluid multidisciplinary response to PREA incidents
- Congruency with the PREA standards in training and incident response
- Offer introductory trainings online to allow for higher level “live” trainings
- Increased statewide knowledge of Vermont’s incidence and response to PREA
- “One-stop-shopping” for statewide resources

#### Activities

- Quarter 1:
  - Issue RFP for Contract Evaluator.
  - Identify DOC requirements for replacement system
  - Obtain stakeholder approval of “Vision” document
  - Work with the state of Vermont’s Department of Information and Innovation (DII) to migrate the DOC website to use the new Enterprise Content Management System (ECMS)
- Quarter 2:
  - Evaluate online compatibility for all training plans and develop appropriate modules
  - Create “Vision” document outlining needs narrative and line item requirements
  - Submit “Vision” document as a request for proposal
  - Modify the DOC website to conform with DII’s website look and feel best practices
  - Redesign assessment tool to be compatible with online submission capabilities
- Quarter 3
  - Hold bidder(s) conference
  - Review bid(s)
  - Response coordination with regional task forces including DOC investigators, special investigation units, law enforcement and states attorneys
  - Finalize and test online assessment form with proper permissions
- Quarter 4
  - Select winning database bidder
  - Sign contract for database development
- Quarter 5-11
  - Begin system implementation project
  - Design, build, and install PREA related components
  - Complete overall system implementation
  - Identify and document the individuals who will be charged with maintaining the PREA website. Provide them with the permissions and training necessary to maintain the site. These individuals should be identified by job duty/role and the people who currently fill those roles

- Development of a PREA webpage for consumers including an online resource library, online form library, online training courses Compile data from online form submissions
- Implement all community links and resources
- Upload all training modules with links to TRMS to track compliance
- Develop database capacity to store information that intake staff can access
- Quarter 12
  - Audit of all assessment tool for accuracy
  - Assess the functionality and usability of database developments
  - Audit results presented to EMT for on-going development

### **Responsibility**

- PREA Director
- IT Manager
- Sexual Abuse Program Chief
- Director of Health Services
- Sexual violence advocates
- Statewide SANEs
- Quality Assurance Administrator
- Corrections Employee Development Director
- Director of Correctional Facilities
- Financial Administrator II
- Housing Program Coordinator
- Community and Restorative Justice Executive
- Director of Classification, Designation and Sentence Comps
- Department Executive Staff
- Training Center Administrator

**Goals:** *Increase Investigative Capacity*

### **PREA Standards Met:**

- Investigations
- Discipline
- Official Response
- Responsive Planning
- Data Collection and Review

### **Objectives**

- Identified and certified investigative staff
- Clearly defined investigative roles and responsibilities
- Increase predatory inmate prosecution
- Consistent sanctioning of inmate predators
- Decrease in investigative time frames

- Clearly defined roles and responsibilities for personnel actions
- Increase sexual assault prosecution rate
- Consistent sanctioning of staff guilty of engaging in misconduct
- Collaboration with local managers, state police, personnel, investigators and executive staff throughout investigations.

#### Activities

- Quarter 1:
  - Issue RFP for contract training of investigators
  - Develop education and training plan for PREA Coordinators to include;
    - Cross training with Department of Human Resources Investigations Unit (DHRIU) staff and law enforcement
    - Beyond the basic interview: Signs, tells, and behaviors that you might not be getting the whole story
  - Issue RFP for contract evaluator.
  - Identify DOC requirements for replacement system
  - Obtain stakeholder approval of "Vision" document
  - Work with DII to migrate the DOC website to use ECMS
  - Develop an investigative integrated personnel/investigations and DOC database
- Quarter 2:
  - Develop high level investigative training for DHRIU investigative staff
  - Create "Vision" document outlining needs narrative and line item requirements
  - Submit "Vision" document as a request for proposal
  - Modify of the DOC website to conform with DII's website look and feel best practices
  - Redesign incident form to be compatible with online submission capabilities
- Quarter 3
  - Develop investigative protocol clearly identifying involved parties responsibilities
  - Regionalized trainings with special investigation units, law enforcement and states attorneys
  - Develop education plan for States Attorneys and law enforcement agencies
  - Hold bidder(s) conference
  - Review bid(s)
  - Response coordination with regional task forces including special investigation units, law enforcement and states attorneys
  - Finalize and test online assessment form with proper permissions
- Quarter 4-10
  - Develop and deliver personnel action training for department managers

- Supervision and management training for Superintendents and FMTs
- Deliver investigation training for supervisory staff to include personnel, criminal allegations, and legal issues
- Quarter 11
  - Audit of personnel investigations for compliance with the standards
  - Develop and administer investigative survey for staff
- Quarter 12
  - Audit results presented to EMT for on-going development
  - Develop database capacity to store information that intake staff can access

**Responsibility**

- PREA Director
- Corrections Employee Development Director
- Director of Facilities
- Superintendents
- Security and Compliance Auditor
- Training Center Administrator
- Financial Administrator II

**Goals:** *Establish a Comprehensive Process for Screening Inmates for Risk of Sexual Victimization and Abusiveness*

**PREA Standards Met:**

- Screening for Risk of Sexual Victimization and Abusiveness
- Medical and Mental Health Care
- Training and Education
- Prevention Planning
- Responsive Planning
- Reporting

**Objectives**

- Comprehensive Victim Response and Support
- Systematic identification and case management of vulnerable and predatory inmates
- Database capacity for storing and releasing identifications
- Statewide PREA database access
- Online form center to include internet submission
- Multidisciplinary database system that will ensure comprehensive care for victims such as;
  - VANS to track inmate movement/victims needs
  - mental health (SFI) database
  - Automated medical record entry



- Movement database , both in and out of state with notification feature
- Advocates providing direct services to victims
- Highly trained advocacy, victims services, and medical staff
- Continuing victim care from initial incident occurrence, continuing through their release and supervision in the community
- Comprehensive medical and mental health care
- Line staff trained and competent in the administration of the assessment tool
- Statewide sexual and domestic violence hotline access for institutions
- Proper evidence collection and handling training
- Consistent statewide inmate orientation and handbook
- Model positive culture components of transparency and accountability.
- Educate Inmates to PREA policy

### Activities

- Quarter 1:
  - Design and develop “next level” training curriculum to include
  - Issue RFPs for contracts with local sexual violence advocates and SANEs
  - Issue RFP for Contract Evaluator.
  - Identify DOC requirements for replacement system
  - Obtain stakeholder approval of “Vision” document
  - Work with the State of Vermont’s Department of Innovation and Information (DII) to migrate the DOC website to use the new Enterprise Content Management System (ECMS)
  - Run tests on the direct dials from institutions for the Inmate/Offender, and statewide domestic and sexual violence hotlines
- Quarter 2:
  - Evaluate online compatibility for all training plans and develop appropriate modules
  - Create “Vision” document outlining needs narrative and line item requirements
  - Submit “Vision” document as a request for proposal
  - Collaborate with local sexual violence advocates and SANEs to develop incident response protocol
  - Modify of the DOC website to conform to DII’s website look and feel best practices
  - Redesign assessment tool to be compatible with online submission capabilities
  - Identify vulnerable population
  - Identify potential predators
  - Develop web based inmate orientation form to track data
- Quarter 3
  - Hold bidder(s) conference
  - Review bid(s)
  - Regionalized trainings with special investigation units, law enforcement, DOC investigative staff, and states attorneys

- Finalize contracted training plan for medical, mental health and victims services staff
- Finalize training plan for local sexual violence advocates and SANEs
- Finalize and test online assessment form with proper permissions
- Quarter 4-10
  - Select winning database bidder
  - Sign contract for database development
  - Begin system implementation project
  - Design, build, and install PREA related components
  - Complete overall system implementation
  - Identify and document the individuals who will be charged with maintaining the PREA website. Provide them with the permissions and training necessary to maintain the site. These individuals should be identified by job duty/role and the people who currently fill those roles
  - Development of a PREA webpage for consumers including an online resource library, online form library, online training courses
  - Compile data from online form submissions
  - Sign contract for medical, mental health and victims services training
  - Identify internal and external victims services to be on SARTs
  - Local sexual violence advocates will deliver advanced referral and advocacy training for victims services
  - Approve and implement signage for statewide hotlines for institutions
  - SANE education for institutional medical staff
  - Implement inmate handbook and orientation system into the database
- Quarter 11
  - Audit of victim and predator assessment tool for accuracy
  - Assess the functionality and usability of database developments
  - Develop and administer PREA cultural climate offender/ safety questionnaire.
  - Audit inmate orientation data for compliance
- Quarter 12
  - Audit results presented to EMT for on-going development
  - Develop database capacity to store information that intake staff can access

### **Responsibility**

- PREA Director
- IT Manager
- Sexual Abuse Program Chief
- Director of Health Services
- Director of Victims Services
- Sexual Violence Advocates
- Statewide SANEs
- Quality Assurance Administrator
- Corrections Employee Development Director

- PREA Compliance, Audits and Trainings Officer
- Director of Correctional Facilities
- Financial Administrator II

**Goals:** *Reduce Incidents of Prison Rape through Prevention Training on all levels*

**PREA Standards Met:**

- Official Response Following an Inmate Report
- Discipline
- Training and Education
- Medical and Mental Health Care
- Reporting
- Screening for Risk of Sexual Victimization and Abusiveness

**Objectives**

- Increased proficiency of staff response to PREA incidents
- Fluid multidisciplinary response to PREA incidents
- Comprehensive and collaborative internal and external victim care
- Lower incidence of staff discipline for improper incident response
- Higher incidence of perpetrator accountability, sanctioning and/or criminal prosecution
- Use PREA standards and language in incident identification and response
- Offer introductory trainings online to allow for higher level “live” trainings

**Activities**

- Quarter 1:
  - Design and develop “next level” training curriculum to include
    - Incident response protocol including SANEs, law enforcement, States Attorneys according to emergency preparedness protocol.
    - Managing confidentiality and confidential informant designation
    - Due process and inmate discipline: How to use the discipline system and definitions that have been redesigned to match the federal standards
    - Grievance system review and redesign
  - Research available online PREA training available
  - Issue RFPs for contracted training for sexual violence advocates and SANEs
- Quarter 2:
  - Evaluate online compatibility for all training plans and develop appropriate modules
  - Collaborate with local sexual violence advocates and SANEs to develop incident response protocol

- Quarter 3
  - Regionalized trainings with special investigation units, law enforcement and states attorneys
  - Finalize contracted training plan for medical, mental health and victims services staff
  - Finalize training plan for sexual violence advocates and statewide SANEs
- Quarter 4-10
  - SANE education for institutional medical staff
  - Advocacy training for victims services and mental health staff
  - Co-case management of PREA incidents with Supplemental Housing Correctional Facilities
  - Institutional response to PREA incidents for sexual violence advocates and SANEs
  - Statewide delivery of “standardized” inmate discipline to include confidential informants, confidentially as it applies to PREA incidents and appropriate behavioral classification
  - Statewide training on assessing and managing institutional sexual predators
  - PREA protocol symposium with all stakeholders covering incident response, victim care, perpetrator accountability, documentation, and debrief
- Quarter 11
  - Audit of victim care to include medical, mental health, SANE, advocate and hospital care
  - Audit disciplinary coding for consistency with PREA standards
- Quarter 12
  - Audit results presented to EMT for on-going development

**Responsibility**

- PREA Director
- Financial Administrator II
- Director of Correctional Facilities
- Training Center Administrator
- Corrections Employee Development Director
- Director of Policy Development and Due Process
- Quality Assurance Administrator
- Health Services Director
- Victims Services
- Sexual Abuse Program Chief
- PREA Compliance, Audits and Trainings Officer

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

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

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

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

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

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

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

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

## Request for Classification Review Position Description Form A

For Department of Personnel Use Only

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

### Incumbent Information:

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

### New Position/Vacant Position Information:

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

### Type of Request:

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

## 1. Job Duties

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

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

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

The DOC has submitted and was approved funding from the Bureau of Justice Assistance ("BJA") grant to ensure compliance with Prison Rape Elimination Act ("PREA") federal law and the soon to be approved federal PREA Standards. With the approval of the PREA Standards, the Department will need to incorporate audit protocol statewide to include incident protocol management, training delivery and tracking of said training, data and filing management. This position will be responsible for the implementation of these areas, therefore the submission of this RFR.

The role will encompass organizational and operations analysis functions and related consulting services to program managers. Assignments of a specific trainer may relate largely to a given program area, although involvement throughout a department or across departmental lines is predictable. The role includes development of contractual agreements and training plans, plus delivery of actual employee development activities. Specific projects may be directed at broad areas of need, focused upon particular job roles, or be skill specific. Duties are performed under general direction of a professional supervisor.

### Job Duties

- The Prison Rape Elimination Act ("PREA") Compliance and Audit Trainer provides direct service support in addressing Prison Rape Elimination for the Department of Corrections. This position provides extensive liaison with facility managers and staff, contractual parties, and program clients to provide ongoing training, staff development, and audit protocol and compliance of sexual abuse and sexualized behavior in correctional facilities and community corrections settings housing Vermont inmates and/or offenders;
- Coordination with local staff in implementing the adult prisons, jails, and community corrections "PREA" standards as they are promulgated by the United States Attorney General (anticipated in early 2012), integrating facility specific standards into operational practice. These efforts include continuing the work begun under the Bureau of Justice Assistance ("BJA") Grant to the Department working to ensure the Departments' full compliance with the federal law;
- Develop guidelines to meet problematic security and training needs identified through the PREA standards audit process;

- In coordination with the Corrections Training Center Administrator and PREA Implementation and Supervision Coordinator develop, implement, assess and modify, as needed, initial and on-going academy lesson plans and programs for new employees to include: PREA, Staff Sexual Misconduct, incident detection and appropriate response, evidence collection, compliance with applicable state policies, directives, state and federal law, standards concerning sexualized behavior and abuse;
- Ongoing collaboration with facility staff to coordinate, assess and modify a comprehensive inmate "PREA" orientation;
- In coordination with the Corrections Facility Audit and Compliance Monitor, conduct on-site inspections and review of institutional operations and programs, initiates, facility protocol, department policies, and procedures as they impact and relate to sexual abuse;
- In coordination with the Corrections Facility Audit and Compliance Monitor, conduct intensive site reviews of problem areas and situations to determine where sexual abuse may be likely to occur and recommend mitigation for those areas and situations into the annual audits process.
- Evaluate and recommend changes regarding learners, academy, and department training programs for quality assurance and compliance with the federal "PREA" standards;
- Promote a climate and culture that encourages and supports prevention, detection, reporting, investigation and prosecution of prison sexual abuse that sustains movement toward a safe environment for offenders based upon an institutional culture of "zero tolerance;"
- Conduct interviews and focus groups with offenders to achieve a more qualitative understanding of the issues;
- Coordinate with facility staff in compiling "PREA" allegation incident documentation and data in Vermont and out of state facilities housing Vermont inmates;
- On-going develop and modification of "PREA" informational materials for use by inmates, offenders, correctional facilities, and field offices to maintain compliance with the PREA Standards;
- Develop, collect, compile, and analyze data and coordinate surveys to ensure continuity of services and operational improvements;
- Collect, compile, and distribute each quarterly audit reports of "PREA" incident protocol to the PREA Implementation & Supervision Coordinator;
- Entry, maintenance, and analysis of the "PREA" database;
- Coordinate and facilitate PREA Coordinator team meetings to examine training delivery and content, incident response protocol, road blocks, best practice, incident trends with facility comparisons, resource issues and/or concerns, and provide potential solutions;

## 2. Key Contacts

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



PREA Implementation and Supervision Coordinator- to coordinate policy development, training curriculum, PREA Standards compliance, and data collection; Corrections Training Center Administrator- to ensure ongoing development and implementation of "PREA" principles into the Vermont Correctional Academy ("VCA") and Department curriculum; Training Coordinators- to ensure the ongoing implementation of "PREA" content into curriculum; DOC Superintendents and Field Managers- to ensure compliance with "PREA" principles; Corrections Facility Audit and Compliance Monitor- to ensure annual audits incorporate federal standard requirements; Supplemental Housing Administrator, Offender Placement Coordinator and Director of Classification, Designation and Sentence Comps- to facilitate information sharing as it relates to inmate movement; PREA Coordinators- to ensure statewide consistency in "PREA" standards implementation; IT staff- maintenance of the "PREA" webpage;

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

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

- Ability to speak in public and in front of large groups;
- Comfortable in discussing sexual practices that might not be considered acceptable;
- Considerable knowledge of training development and techniques, to include presentation and facilitation skills, curriculum design, and evaluation;
- Working knowledge of the principles, practices, techniques, trends, design and implementation of employee development;
- Working knowledge of the concepts and principles of organizational structures;
- Working knowledge of both individual and group dynamics;
- Considerable knowledge in state and federal law regarding prison rape, sexual misconduct, sexual abuse, and exploitation;
- Working knowledge in the adult prisons, jails, and community corrections "PREA" standards as promulgated by the United States Attorney General (anticipated in early 2011), including both agency and facility specific integration into operational practice;
- Working knowledge in Bureau of Justice Statistics (BJS) definitions used in data collection and the submission of the annual "BJS" Survey on Sexual Violence; Computer skills, to include web based programs, the Departments' database, Microsoft Word, Access, PowerPoint, Excel, and Outlook;
- Considerable knowledge and understanding of the behavioral and cultural differences of the inmate population and institutional culture;
- Considerable knowledge of security issues and practices as they relate to correctional facilities;
- Inquisitive and not easily shocked;
- Skilled in interviewing and writing reports;
- Ability to establish and maintain effective working relationships;

#### 4. Do you supervise?

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

Various facility staff assigned as "PREA" coordination to include, inmate orientation, and "PREA" related trainings.

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

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

Duties are performed under the general direction of the PREA Implementation and Supervision Coordinator. Extensive interaction occurs with Department personnel.

#### 6. Mental Effort

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

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

- Knowledge, skill and abilities in understanding the application of staff development and training needs assessments into curriculum design and development.
- Responsible for gathering large quantities of data located in a variety of different agencies and recorded in a variety of ways to include spreadsheets, prison logs, medical documentation, mental health logs, law enforcement documentation, incident reports, investigative packets, disciplinary reports, grievances and inmate files and recording the data in the "PREA" database.
- Understanding assessment, research, programs, investigations, personnel, the "PREA", state law, federal regulations, and use the information to implement effective and protective guidelines with various work groups, usually with limited time and resources.

Knowledge, skill and abilities effective in dealing with resistance and negativity;

Identifying the "PREA" training needs of the department - There are new policies coming out on a regular basis as which need to be evaluated to ensure their compliance with "PREA" principles and the federal standards.

**7. Accountability**

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

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

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

For example:

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

•Promote staff development through comprehensive training development and implementation.

•Promote a safe environment for offenders and staff through comprehensive audit protocols based upon an institutional culture of "zero tolerance."

**8. Working Conditions**

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

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

Type	How Much of the Time?
<ul style="list-style-type: none"> <li>•Considerable interaction with facility staff;</li> <li>•Considerable public speaking in a variety of settings to engage stakeholders;</li> <li>•Frequent travel in Vermont and to out of state facilities housing Vermont inmates;</li> <li>•Interview perpetrators and victims of sexual abuse;</li> <li>•Work outside traditional hours to manage "PREA" reports, conduct staff training, and interview inmates;</li> </ul>	

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

disease, cuts, falls, etc.; and **discomfort** includes exposure to such things as cold, dirt, dust, rain or snow, heat, etc.)

Type	How Much of the Time?
Considerable interaction with individuals with a strong opinion differences, defensiveness, uncooperative, and negative; •Frequent travel in Vermont and to out of state facilities housing Vermont inmates; •Interview perpetrators and victims of sexual abuse; •Review sexually explicit material to include pictures, webpage's, videos, and letters; •Work in correctional facilities with exposure to dangerous or violent persons;	

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

Type	How Heavy?	How Much of the Time?

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

Type	How Much of the Time?
Sitting	60
Standing	40

**Additional Information:**

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

Employee's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor's Section:**

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

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

Providing training and standard compliance for the Department as it pertains to Prison Rape Elimination to include curriculum and training development, worksite coordination, ongoing incident assessment and detection, and prevention through inmate orientation and facility safety audits; of sexual abuse and sexualized behavior in correctional facilities and community corrections settings housing Vermont inmates and/or offenders; worksite preparation and implementation on of adult prisons, jails, and community corrections "PREA" standards as they are promulgated by the United States Attorney General (anticipated in early 2012) into operational practice.

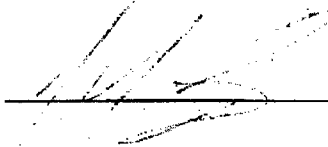
2. What do you consider the most important knowledge, skills, and abilities of an employee in this job (not necessarily the qualifications of the present employee) and why?

Motivational speaking skills, advanced communication techniques, facilitation, and de-escalation skills. Must be able to transition easily between multi levels of staff, from the state to the National level. Knowledge of Federal "PREA" standards, Federal and State law with regards to sexual abuse, assault and exploitation; Considerable knowledge of institutional culture, Bureau of Justice Statistics (BJS) definitions used in data collection, and behavioral and cultural differences of the inmate population and institutional culture. Experience and ability to communicate respectfully and assertively with violent persons who have likely been victimized themselves.

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

4. Suggested Title and/or Pay Grade:

Title: PREA Compliance and Audit Trainer      Pay Grade: 22

Supervisor's Signature (required):  Date: 12/12/11

**Personnel Administrator's Section:**

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

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

Yes  No If yes, please provide detailed information.

Attachments:

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

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

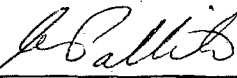
Suggested Title and/or Pay Grade:

Personnel Administrator's Signature (**required**): \_\_\_\_\_ Date: \_\_\_\_\_

**Appointing Authority's Section:**

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

Suggested Title and/or Pay Grade:

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

  
\_\_\_\_\_  
Date



Department of Justice  
Office of Justice Programs  
**Bureau of Justice Assistance**

**Grant**

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

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

4. AWARD NUMBER: 2011-RP-BX-0025

5. PROJECT PERIOD: FROM 10/01/2011 TO 09/30/2013

BUDGET PERIOD: FROM 10/01/2011 TO 09/30/2013

6. AWARD DATE 09/13/2011

7. ACTION

1A. GRANTEE IRS/VENDOR NO.

036000276

8. SUPPLEMENT NUMBER

00

Initial

9. PREVIOUS AWARD AMOUNT

\$ 0

3. PROJECT TITLE

"Zero Tolerance" Culture to Ensure Victim Safety Initiative

10. AMOUNT OF THIS AWARD

\$ 600,000

11. TOTAL AWARD

\$ 600,000

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 FY11(BJA - Prison Rape) 42 USC 15601, et seq.

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

Andrew Pallito  
Commissioner

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

10/3/11

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD ACT	DIV OFC.	REG.	SUB.	POMS	AMOUNT
X	B	RP	80	00	00		600000

21. KRPLUGT1997



PROJECT NUMBER 2011-RF-BX-0025

AWARD DATE 09/13/2011

*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.
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: [o.g.hotline@usdoj.gov](mailto:o.g.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](http://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.

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PROJECT NUMBER 2011-RP-BX-0025

AWARD DATE 09/13/2011

*SPECIAL CONDITIONS*

8. 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.
9. The recipient agrees to comply with applicable requirements regarding Central Contractor Registration (CCR) and applicable restrictions on subawards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of recipient obligations are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ccr.htm> (Award condition: Central Contractor Registration and Universal Identifier Requirements), and are incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).
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. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
12. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
13. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
14. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2011-RP-BX-0025 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, the Community Capacity Development Office, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.

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PROJECT NUMBER 2011-RP-BX-0025

AWARD DATE 09/13/2011

*SPECIAL CONDITIONS*

15. With respect to this award, federal funds may not be used to pay cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (An award recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

16. The recipient agrees to comply with applicable requirements to report first-tier subawards of \$25,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients of award funds. Such data will be submitted to the FFATA Subaward Reporting System (FSRS). The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the Office of Justice Programs web site at <http://www.ojp.gov/funding/ffata.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here. This condition, and its reporting requirement does not apply to grant awards made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own operate in his or her name).
17. Recipient agrees that funds provided under this award may not be used to operate a "pay-to-stay" program in any local jail. Recipient further agrees not to subaward funds to local jails which operate "pay-to-stay" programs.
18. The grantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith-based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).
19. Award recipients must verify Point of Contact (POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
20. Recipient may not obligate, expend or drawdown funds until the Bureau of Justice Assistance, Office of Justice Programs has reviewed and approved the Program Narrative portion of the application and has issued a Grant Adjustment Notice (GAN) informing the recipient of the approval.
21. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.

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**Department of Justice**

Office of Justice Programs

*Bureau of Justice Assistance*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Orbin Terry, NEPA Coordinator

**Subject:** Categorical Exclusion for Vermont Department of Corrections

Awards under this program will be used to implement prison-based demonstration projects. 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) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species;
- (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.

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. 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 Title 28 of the Code of Federal Regulations.

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Grant

PROJECT NUMBER  
2011-RP-BX-0025

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This project is supported under FY11 (BJA - Prison Rape) 42 USC 15601, et seq.

1. STAFF CONTACT (Name & telephone number)

Naydine Fulton-Jones  
(202) 514-6661

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

Jennifer Sprafke  
103 South Main Street  
Waterbury, VT 05671  
(802) 241-3956

3a. TITLE OF THE PROGRAM

BJA FY 11 Prison Rape Elimination Act: Demonstration Projects to Establish

3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)

4. TITLE OF PROJECT

"Zero Tolerance" Culture to Ensure Victim Safety Initiative

5. NAME & ADDRESS OF GRANTEE

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

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2011 TO: 09/30/2013

8. BUDGET PERIOD

FROM: 10/01/2011 TO: 09/30/2013

9. AMOUNT OF AWARD

\$ 600,000

10. DATE OF AWARD

09/13/2011

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 Prison Rape Elimination Act (PREA): Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault Program assists states, local governments, and federally recognized Indian tribes to implement comprehensive demonstration projects within confined settings including, adult prisons and jails, juvenile facilities, community corrections facilities; law enforcement lockups; temporary holding facilities, and tribal detention facilities. The goal of the PREA Program is to assist priority facilities in implementing prevention, identification, and response mechanisms that will reduce the incidence of sexual abuse in confinement environments.

The Vermont Department of Corrections will implement PREA program design elements that include policy and practice review, revision, and implementation; preventative infrastructure and technology enhancements; offender education; victim support services; leadership, organizational culture and performance; data collection and performance measurement; and planning, analysis, and staffing support, and evaluation. CA/NCF

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