



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

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

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

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

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

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

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



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: April 6, 2009
Subject: Grant Request

Enclosed please find two (2) requests that the Joint Fiscal Office has received from the Administration:

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

[JFO received 4/03/09]

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

[JFO received 4/03/09]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by April 20 we will assume that you agree to consider as final the Governor's acceptance of this request.

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

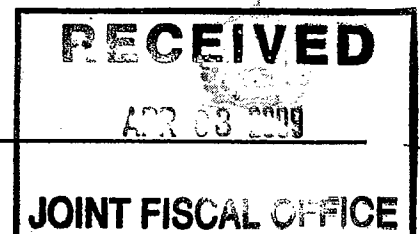
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant supports continuing education of court managers and supervisors.			
Date:		3/19/2009			
Department:		Judiciary			
Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary			
Federal Catalog #:		NA			
Grant/Donor Name and Address:		State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314			
Grant Period:	From:	2/1/2009	To:	2/1/2010	
Grant/Donation		\$20,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$20,000	\$	\$	\$20,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.			
Department of Finance & Management		[Signature]		(Initial)	
Secretary of Administration		[Signature]		(Initial)	
Sent To Joint Fiscal Office		3/30/09		Date	



Hartrich, Toni

From: Richard, Linda

Sent: Thursday, March 19, 2009 10:54 AM

To: Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

Linda

*Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us*

3/19/2009

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

BASIC GRANT INFORMATION				
1. Agency:		Judiciary		
2. Department:		Vermont Supreme Court		
3. Program:		Judicial Branch Education		
4. Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the VT Judiciary		
5. Federal Catalog #:		None		
6. Grant/Donor Name and Address: State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314				
7. Grant Period:		From: 2/1/2009	To: 2/1/2010	
8. Purpose of Grant: To support the education of court managers and supervisors.				
9. Impact on existing program if grant is not Accepted: Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.				
10. BUDGET INFORMATION				
	SFY 1 FY 2009	SFY 2 FY 2010	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$10000	\$0	\$	Cash & In-Kind
Operating Expenses	\$20000	\$0	\$	SJI
Grants	\$	\$	\$	
Total	\$30,000	\$0	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$2000	\$0	\$	
In-Kind	\$8000	\$0	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source SJI)	\$20000	\$0	\$	
Total	\$30,000	\$0	\$	
Appropriation No:	2120030312		Amount:	\$
				\$20,000
				\$
				\$
				\$
				\$
			Total	\$20,000

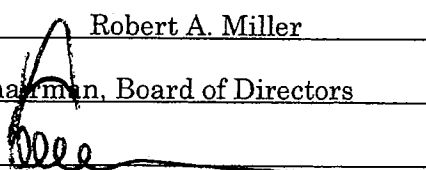
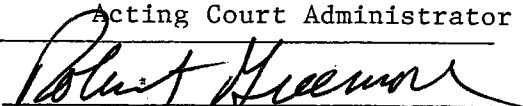
REC'D MAR 13 2009

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

PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding Appointing Authority Name: _____ Agreed by: _____ (initial)		
12. Limited Service Position Information:	# Positions	Title
Total Positions		
12a. Equipment and space for these positions: <input type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.		
13. AUTHORIZATION AGENCY/DEPARTMENT		
I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <i>Robert Seeman</i> Title: <i>Acting Court Administrator</i>	Date: <i>3/12/09</i>
14. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/>	Check One Box: Accepted	(Governor's signature) <i>[Signature]</i>
<input type="checkbox"/>	Rejected	Date: <i>3/25/09</i>
15. SECRETARY OF ADMINISTRATION		
<input type="checkbox"/>	Check One Box: Request to JFO	(Secretary's signature or designee) <i>Ronda P. M...</i>
<input type="checkbox"/>	Information to JFO	Date: <i>3/24/09</i>
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input checked="" type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable)	
End Form AA-1		

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u>1</u> of <u>1</u>
1. Grantee Name and Address Supreme Court of Vermont Office of the Court Administrator 109 State Street Montpelier, VT 05609		3. Award Number SJI-09-E-006
		4. Award Period 2/01/09 – 2/01/10
		5. Award Date 3/13/09
1a. Employer Identification No.	6. Award Amount \$20,000	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary		
9. Special Conditions <i>(Check if applicable)</i> <input type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached _____ page(s).		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature: <u></u> Date: <u>March 13, 2009</u>		11. Authorized Official of Grantee Name (typed): <u>Robert Greemore</u> Title: <u>Acting Court Administrator</u> Signature: <u></u> Date: <u>March 13, 2009</u>

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name: Vermont Supreme Court Office of the Court Administrator b. Organization Unit: Court Improvement and Innovation c. Street/P.O. Box : 109 State Street d. City : Montpelier e. State: Vermont f. Zip Code : 05609-0701 g. Phone Number : 802-828-3278 h. Fax Number : 802-828-3457 i. Web Site Address: www.vermontjudiciary.org j. Name & Phone Number of Contact Person Linda Richard 802-828-4767 k. Title : Deputy Director l. E-Mail Address: linda.richard@state.vt.us	2. TYPE OF APPLICANT (Check appropriate box) <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____														
3. PROPOSED START DATE : February 1, 2009															
4. PROJECT DURATION (months) : 12 months															
5. APPLICANT FINANCIAL CONTACT : Same as Applicant a. Organization Name _____ b. Street/P.O. Box _____ c. City _____ d. State _____ e. Zip Code _____ f. Phone Number _____ g. Fax Number _____ h. Web Site Address _____ i. Name & Phone Number of Contact Person _____ j. Title _____ k. E-Mail Address _____	6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Requested _____ Disposition (if any) or Current Status _____														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">7. a. AMOUNT REQUESTED FROM SJI</td> <td style="text-align: right;">\$ 20,000</td> </tr> <tr> <td>b. AMOUNT OF MATCH</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Cash match</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td style="padding-left: 20px;">Non-cash Match</td> <td style="text-align: right;">\$ 8,000</td> </tr> <tr> <td>c. TOTAL MATCH</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>d. OTHER CASH</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>e. TOTAL PROJECT COST</td> <td style="text-align: right;">\$ 30,000</td> </tr> </table>		7. a. AMOUNT REQUESTED FROM SJI	\$ 20,000	b. AMOUNT OF MATCH		Cash match	\$ 2,000	Non-cash Match	\$ 8,000	c. TOTAL MATCH	\$ 10,000	d. OTHER CASH	\$	e. TOTAL PROJECT COST	\$ 30,000
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b. AMOUNT OF MATCH															
Cash match	\$ 2,000														
Non-cash Match	\$ 8,000														
c. TOTAL MATCH	\$ 10,000														
d. OTHER CASH	\$														
e. TOTAL PROJECT COST	\$ 30,000														
8. TITLE OF PROPOSED PROJECT : An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary															
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">9. CONGRESSIONAL DISTRICT OF: Vermont</td> <td style="width: 50%; text-align: right;">Peter Welch</td> </tr> <tr> <td style="font-size: small;">Name of Representative; District Number</td> <td style="font-size: small; text-align: right;">Project location (if different from applicant location): Name of Representative; District Number</td> </tr> </table>		9. CONGRESSIONAL DISTRICT OF: Vermont	Peter Welch	Name of Representative; District Number	Project location (if different from applicant location): Name of Representative; District Number										
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Name of Representative; District Number	Project location (if different from applicant location): Name of Representative; District Number														
10. CERTIFICATION On behalf of the applicant, I hereby certify that to the best of my knowledge the information in this application is true and complete. I have read the attached assurances (Form D) and understand that if this application is approved for funding, the award will be subject to those assurances. I certify that the applicant will comply with the assurances if the application is approved, and that I am lawfully authorized to make these representations on the behalf of the applicant.															
_____ SIGNATURE OF RESPONSIBLE OFFICIAL <small>(For applications from State and local courts. Form B - Certificate of State Approval, must be attached)</small>	Deputy Director, CII TITLE October 29, 2008 DATE														

STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled An Introduction to NACM Core
Competencies for Managers and Supervisors of the Vermont Judiciary

prepared by VT Supreme Court, Office of the Court Administrator
Name of Applicant

approves its submission to the State Justice Institute, and

agrees to receive and administer and be accountable for all funds
awarded by the Institute pursuant to the application.

designates _____
Name of Trial or Appellate Court or Agency

as the entity to receive, administer, and be accountable for all funds
awarded by the Institute pursuant to the application.

Lee L. Suskin
Signature

October 29, 2008
Date

Lee L. Suskin
Name

Court Administrator
Title

HON. MARILYN S. SKOGLUND
Associate Justice
HON. AMY M. DAVENPORT
Administrative Judge for Trial Courts
LEE SUSKIN, Esq.
Court Administrator

PATRICIA GABEL, Esq.
Director of Court Innovation and Improvement

LINDA RYEA RICHARD
Deputy Director

ELIZABETH FINN
Education Assistant



109 State Street
Montpelier, Vermont 05609-0701
Telephone: (802) 828-3278
FAX: (802) 828-3457
TAD: (802)828-3234

(802) 828-5946
patricia.gabel@state.vt.us

(802)828-4767
linda.richard@state.vt.us

(802) 828-4766
elizabeth.finn@state.vt.us

SUPREME COURT OF VERMONT
DIVISION OF COURT INNOVATION AND IMPROVEMENT

October 29, 2008

Janice Munsterman, Executive Director
State Justice Institute
1650 King Street, Suite 600
Alexandria, VA 22314

Dear Ms. Munsterman:

The Vermont Supreme Court, through its Office of the Court Administrator, submits this curriculum adaptation and training (CAT) grant proposal to support the education of court managers and supervisors.

Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009.

How would the grant funds be used?

The total cost for the project as proposed will be \$22,000 including SJI funds and cash match. An additional \$8,000 will be provided through an in-kind match.

This \$22,000 would enable us to achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

To meet the \$8,000 in-kind contribution, we will document the time non-judicial employees spend attending and/or traveling to the conference, as well as the time that administrative staff spend making registration, hotel and travel arrangements, and preparing grant reports.

SJI FUNDS	Court Manager College	Intro to NACM Core Competencies
Airfare for faculty	\$ 500	
Faculty (consultant) fees	\$ 2,000	\$1000 per day x 2 days
Hotel (room and breakfast package)	\$15,000	\$90 per night x 34 people x 4 nights + 6 people x 5 nights
Lunch	\$ 2,000	\$10 per day x 50 people x 4 days
Supplies	\$ 500	
Total *	\$ 20,000	

* Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs. (parking, mileage, "on your own" meals, etc).

Project Management

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging and travel arrangements.

The CAO will submit quarterly progress and financial reports in accord with the requirements of the State Justice Institute. At the conclusion of the project, the CAO will submit a final report which includes evaluations of programs supported by the grant.

Thank you for your consideration of our request. If you need any further information or clarification, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Ryea Richard". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

enclosures
/lmrr

STATE JUSTICE INSTITUTE

PROJECT BUDGET

(TABULAR FORMAT)

Applicant: Vermont Supreme Court
Project Title: An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary
For Project Activity from/to: 2-15-09-2-15-10
Total Amount Requested for Project from SJI: \$20,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND FUNDS	TOTAL
Direct Costs							
Personnel						\$ 8,000.00	\$ 8,000.00
Fringe Benefits							\$ -
Consultant / Contractual		\$2,000.00					\$ 2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,500.00						\$ 19,500.00
Equipment							\$ -
Supplies	\$ 500.00						\$ 500.00
Telephone							\$ -
Postage							\$ -
Printing / Photocopying							\$ -
Audit							\$ -
Other (Tuition/Registration)							\$ -
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00
Subtotal, Indirect Costs							\$ -
Grand Total	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00

Remarks:

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR
COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:
109 State Street
Montpelier, VT 05609-0701



Telephone: (802)828-3278
FAX: (802)828-3457
TDD (802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th Floor
Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Linda Ryea Richard".

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation
Office of the State Court Administrator

Attachments
/lmrr

REC'D MAR 13 2009

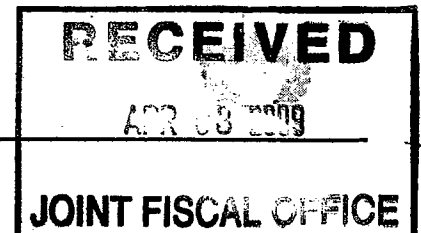
State of Vermont
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Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

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	0				
Additional Comments:		Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.			
Department of Finance & Management		[Signature]		(Initial)	
Secretary of Administration		[Signature]		(Initial)	
Sent To Joint Fiscal Office		3/30/09		Date	



Hartrich, Toni

From: Richard, Linda

Sent: Thursday, March 19, 2009 10:54 AM

To: Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

Toni:

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Linda

*Linda Ryea Richard
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Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us*

3/19/2009

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

BASIC GRANT INFORMATION				
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Appropriation No:	2120030312		Amount:	\$
				\$20,000
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			Total	\$20,000

REC'D MAR 13 2009

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

PERSONAL SERVICE INFORMATION

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

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

12. Limited Service Position Information:

# Positions	Title
Total Positions	

12a. Equipment and space for these positions:

Is presently available. Can be obtained with available funds.

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: *Robert Heumann*

Date: 3/12/09

Title: *Acting Court Administrator*

14. ACTION BY GOVERNOR

Check One Box:
Accepted

(Governor's signature) *[Signature]*

Date: 3/25/09

Rejected

15. SECRETARY OF ADMINISTRATION

Check One Box:
Request to JFO

(Secretary's signature or designee) *Ronda P. Madsen*

Date: 3/24/09

Information to JFO

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

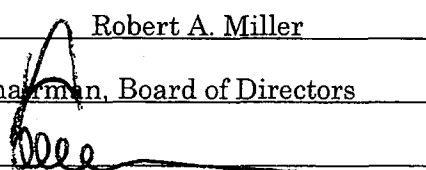
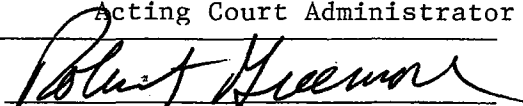
- Request Memo
- Dept. project approval (if applicable)
- Notice of Award
- Grant Agreement
- Grant Budget

- Request Memo
- Dept. project approval (if applicable)
- Notice of Donation (if any)
- Grant (Project) Timeline (if applicable)
- Request for Extension (if applicable)


End Form AA-1

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u> 1 </u> of <u> 1 </u>
1. Grantee Name and Address Supreme Court of Vermont Office of the Court Administrator 109 State Street Montpelier, VT 05609		3. Award Number SJI-09-E-006
		4. Award Period 2/01/09 – 2/01/10
		5. Award Date 3/13/09
1a. Employer Identification No.	6. Award Amount \$20,000	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary		
9. Special Conditions <i>(Check if applicable)</i> <input type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached _____ page(s).		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature: <u></u> Date: <u>March 13, 2009</u>		11. Authorized Official of Grantee Name (typed): <u>Robert Greemore</u> Title: <u>Acting Court Administrator</u> Signature: <u></u> Date: <u>March 13, 2009</u>

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name: Vermont Supreme Court Office of the Court Administrator b. Organization Unit: Court Improvement and Innovation c. Street/P.O. Box : 109 State Street d. City : Montpelier e. State: Vermont f. Zip Code : 05609-0701 g. Phone Number : 802-828-3278 h. Fax Number : 802-828-3457 i. Web Site Address: www.vermontjudiciary.org j. Name & Phone Number of Contact Person Linda Richard 802-828-4767 k. Title : Deputy Director l. E-Mail Address: linda.richard@state.vt.us	2. TYPE OF APPLICANT (Check appropriate box) <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____
3. PROPOSED START DATE : February 1, 2009	
4. PROJECT DURATION (months) : 12 months	
5. APPLICANT FINANCIAL CONTACT ; Same as Applicant a. Organization Name _____ b. Street/P.O. Box _____ c. City _____ d. State _____ e. Zip Code _____ f. Phone Number _____ g. Fax Number _____ h. Web Site Address _____ i. Name & Phone Number of Contact Person _____ j. Title _____ k. E-Mail Address _____	6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Requested _____ Disposition (if any) or Current Status _____
7. a. AMOUNT REQUESTED FROM SJI \$ 20,000 b. AMOUNT OF MATCH Cash match \$ 2,000 Non-cash Match \$ 8,000 c. TOTAL MATCH \$ 10,000 d. OTHER CASH \$ e. TOTAL PROJECT COST \$ 30,000	
8. TITLE OF PROPOSED PROJECT : An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary	
9. CONGRESSIONAL DISTRICT OF: Vermont Peter Welch <small style="display: block; text-align: center;">Name of Representative; District Number Project location (if different from applicant location): Name of Representative; District Number</small>	
10. CERTIFICATION On behalf of the applicant, I hereby certify that to the best of my knowledge the information in this application is true and complete. I have read the attached assurances (Form D) and understand that if this application is approved for funding, the award will be subject to those assurances. I certify that the applicant will comply with the assurances if the application is approved, and that I am lawfully authorized to make these representations on the behalf of the applicant.	
 SIGNATURE OF RESPONSIBLE OFFICIAL	Deputy Director, CII TITLE
October 29, 2008 DATE	
(For applications from State and local courts. Form B - Certificate of State Approval, must be attached)	

STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary

prepared by VT Supreme Court, Office of the Court Administrator
Name of Applicant

approves its submission to the State Justice Institute, and

agrees to receive and administer and be accountable for all funds awarded by the Institute pursuant to the application.

designates _____
Name of Trial or Appellate Court or Agency

as the entity to receive, administer, and be accountable for all funds awarded by the Institute pursuant to the application.

Lee L. Suskin
Signature

October 29, 2008
Date

Lee L. Suskin
Name

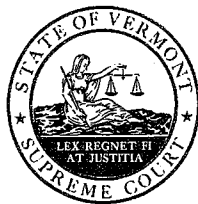
Court Administrator
Title

HON. MARILYN S. SKOGLUND
Associate Justice
HON. AMY M. DAVENPORT
Administrative Judge for Trial Courts
LEE SUSKIN, ESQ.
Court Administrator

PATRICIA GABEL, ESQ.
Director of Court Innovation and Improvement

LINDA RYEA RICHARD
Deputy Director

ELIZABETH FINN
Education Assistant



109 State Street
Montpelier, Vermont 05609-0701
Telephone: (802) 828-3278
FAX: (802) 828-3457
TAD: (802)828-3234

(802) 828-5946
patricia.gabel@state.vt.us

(802)828-4767
linda.richard@state.vt.us

(802) 828-4766
elizabeth.finn@state.vt.us

SUPREME COURT OF VERMONT
DIVISION OF COURT INNOVATION AND IMPROVEMENT

October 29, 2008

Janice Munsterman, Executive Director
State Justice Institute
1650 King Street, Suite 600
Alexandria, VA 22314

Dear Ms. Munsterman:

The Vermont Supreme Court, through its Office of the Court Administrator, submits this curriculum adaptation and training (CAT) grant proposal to support the education of court managers and supervisors.

Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009.

How would the grant funds be used?

The total cost for the project as proposed will be \$22,000 including SJI funds and cash match. An additional \$8,000 will be provided through an in-kind match.

This \$22,000 would enable us to achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

To meet the \$8,000 in-kind contribution, we will document the time non-judicial employees spend attending and/or traveling to the conference, as well as the time that administrative staff spend making registration, hotel and travel arrangements, and preparing grant reports.

SJI FUNDS	Court Manager College	Intro to NACM Core Competencies
Airfare for faculty	\$ 500	
Faculty (consultant) fees	\$ 2,000	\$1000 per day x 2 days
Hotel (room and breakfast package)	\$15,000	\$90 per night x 34 people x 4 nights + 6 people x 5 nights
Lunch	\$ 2,000	\$10 per day x 50 people x 4 days
Supplies	\$ 500	
Total *	\$ 20,000	

* Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs (parking, mileage, "on your own" meals, etc).

Project Management

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging and travel arrangements.

The CAO will submit quarterly progress and financial reports in accord with the requirements of the State Justice Institute. At the conclusion of the project, the CAO will submit a final report which includes evaluations of programs supported by the grant.

Thank you for your consideration of our request. If you need any further information or clarification, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Ryea Richard". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

enclosures
/lmrr

STATE JUSTICE INSTITUTE

PROJECT BUDGET

(TABULAR FORMAT)

Applicant: Vermont Supreme Court
Project Title: An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary
For Project Activity from/to: 2-15-09-2-15-10
Total Amount Requested for Project from SJJ: \$20,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND FUNDS	TOTAL
Direct Costs							
Personnel						\$ 8,000.00	\$ 8,000.00
Fringe Benefits							\$ -
Consultant / Contractual		\$2,000.00					\$ 2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,500.00						\$ 19,500.00
Equipment							\$ -
Supplies	\$ 500.00						\$ 500.00
Telephone							\$ -
Postage							\$ -
Printing / Photocopying							\$ -
Audit							\$ -
Other (Tuition/Registration)							\$ -
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00
Subtotal, Indirect Costs							\$ -
Grand Total	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00

Remarks:

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR
COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:

109 State Street
Montpelier, VT 05609-0701



Telephone: (802)828-3278

FAX: (802)828-3457

TDD (802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th Floor
Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Linda Ryea Richard".

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation
Office of the State Court Administrator

Attachments
/lmrr

REC'D MAR 13 2009

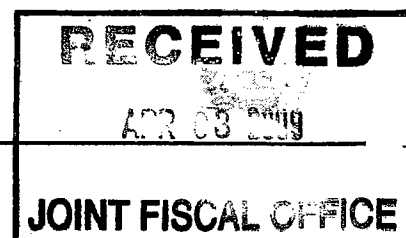
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant supports continuing education of court managers and supervisors.			
Date:		3/19/2009			
Department:		Judiciary			
Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary			
Federal Catalog #:		NA			
Grant/Donor Name and Address:		State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314			
Grant Period:		From:	To:		
		2/1/2009	2/1/2010		
Grant/Donation		\$20,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$20,000	\$	\$	\$20,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.			
Department of Finance & Management		K 3/24/09		(Initial)	
Secretary of Administration		KPM 3/24/09		(Initial)	
Sent To Joint Fiscal Office		3/30/09		Date	



Hartrich, Toni

From: Richard, Linda

Sent: Thursday, March 19, 2009 10:54 AM

To: Hartrich, Toni

Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

Linda

*Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us*

3/19/2009

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

BASIC GRANT INFORMATION				
1. Agency:		Judiciary		
2. Department:		Vermont Supreme Court		
3. Program:		Judicial Branch Education		
4. Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the VT Judiciary		
5. Federal Catalog #:		None		
6. Grant/Donor Name and Address: State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314				
7. Grant Period:		From: 2/1/2009	To: 2/1/2010	
8. Purpose of Grant: To support the education of court managers and supervisors.				
9. Impact on existing program if grant is not Accepted: Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.				
10. BUDGET INFORMATION				
	SFY 1 FY 2009	SFY 2 FY 2010	SFY 3 FY	Comments
Expenditures:				
Personal Services	\$10000	\$0	\$	Cash & In-Kind
Operating Expenses	\$20000	\$0	\$	SJI
Grants	\$	\$	\$	
Total	\$30,000	\$0	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$2000	\$0	\$	
In-Kind	\$8000	\$0	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source SJI)	\$20000	\$0	\$	
Total	\$30,000	\$0	\$	
Appropriation No:	2120030312		Amount:	\$
				\$20,000
				\$
				\$
				\$
				\$
			Total	\$20,000

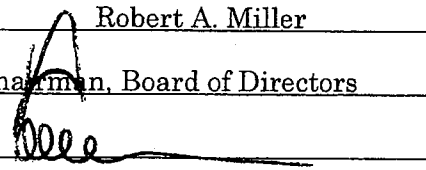
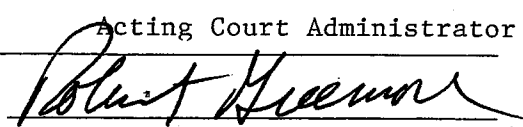
REC'D MAR 13 2009

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

PERSONAL SERVICE INFORMATION		
11. Will monies from this grant be used to fund one or more Personal Service Contracts? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding Appointing Authority Name: _____ Agreed by: _____ (initial)		
12. Limited Service Position Information:	# Positions	Title
Total Positions		
12a. Equipment and space for these positions:		<input type="checkbox"/> Is presently available. <input type="checkbox"/> Can be obtained with available funds.
13. AUTHORIZATION AGENCY/DEPARTMENT		
I certify that no funds have been expended or committed in anticipation of Joint Fiscal Committee Approval of this grant:	Signature: <i>Robert Seeman</i>	Date: <i>3/12/09</i>
	Title: <i>Acting Court Administrator</i>	
14. ACTION BY GOVERNOR		
<input checked="" type="checkbox"/> Check One Box: Accepted	(Governor's signature) 	<i>3/25/09</i>
<input type="checkbox"/> Rejected		Date:
15. SECRETARY OF ADMINISTRATION		
<input type="checkbox"/> Check One Box: Request to JFO	(Secretary's signature or designee) 	<i>3/24/09</i>
<input type="checkbox"/> Information to JFO		Date:
16. DOCUMENTATION REQUIRED		
Required GRANT Documentation		
<input checked="" type="checkbox"/> Request Memo <input checked="" type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" type="checkbox"/> Grant Budget	<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable)	
End Form AA-1		

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u>1</u> of <u>1</u>
1. Grantee Name and Address Supreme Court of Vermont Office of the Court Administrator 109 State Street Montpelier, VT 05609		3. Award Number SJI-09-E-006
		4. Award Period 2/01/09 – 2/01/10
		5. Award Date 3/13/09
1a. Employer Identification No.	6. Award Amount \$20,000	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary		
9. Special Conditions (<i>Check if applicable</i>) <input type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached _____ page(s).		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature: <u></u> Date: <u>March 13, 2009</u>		11. Authorized Official of Grantee Name (typed): <u>Robert Greemore</u> Title: <u>Acting Court Administrator</u> Signature: <u></u> Date: <u>March 13, 2009</u>

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name: Vermont Supreme Court Office of the Court Administrator b. Organization Unit: Court Improvement and Innovation c. Street/P.O. Box : 109 State Street d. City : Montpelier e. State: Vermont f. Zip Code : 05609-0701 g. Phone Number : 802-828-3278 h. Fax Number : 802-828-3457 i. Web Site Address: www.vermontjudiciary.org j. Name & Phone Number of Contact Person Linda Richard 802-828-4767 k. Title : Deputy Director l. E-Mail Address: linda.richard@state.vt.us	2. TYPE OF APPLICANT (Check appropriate box) <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; vertical-align: top;"> <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university </td> <td style="width: 50%; border: none; vertical-align: top;"> <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____ </td> </tr> </table>	<input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university	<input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____												
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3. PROPOSED START DATE : February 1, 2009															
4. PROJECT DURATION (months) : 12 months															
5. APPLICANT FINANCIAL CONTACT : Same as Applicant a. Organization Name _____ b. Street/P.O. Box _____ c. City _____ d. State _____ e. Zip Code _____ f. Phone Number _____ g. Fax Number _____ h. Web Site Address _____ i. Name & Phone Number of Contact Person _____ j. Title _____ k. E-Mail Address _____	6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Requested _____ Disposition (if any) or Current Status _____ _____														
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">7. a. AMOUNT REQUESTED FROM SJ</td> <td style="text-align: right;">\$ 20,000</td> </tr> <tr> <td>b. AMOUNT OF MATCH</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Cash match</td> <td style="text-align: right;">\$ 2,000</td> </tr> <tr> <td style="padding-left: 20px;">Non-cash Match</td> <td style="text-align: right;">\$ 8,000</td> </tr> <tr> <td>c. TOTAL MATCH</td> <td style="text-align: right;">\$ 10,000</td> </tr> <tr> <td>d. OTHER CASH</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>e. TOTAL PROJECT COST</td> <td style="text-align: right;">\$ 30,000</td> </tr> </table>		7. a. AMOUNT REQUESTED FROM SJ	\$ 20,000	b. AMOUNT OF MATCH		Cash match	\$ 2,000	Non-cash Match	\$ 8,000	c. TOTAL MATCH	\$ 10,000	d. OTHER CASH	\$	e. TOTAL PROJECT COST	\$ 30,000
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e. TOTAL PROJECT COST	\$ 30,000														
8. TITLE OF PROPOSED PROJECT : An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary															
<table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">9. CONGRESSIONAL DISTRICT OF:</td> <td style="width: 35%; text-align: center;">Vermont</td> <td style="width: 35%; text-align: center;">Peter Welch</td> </tr> <tr> <td></td> <td style="text-align: center; font-size: small;">Name of Representative; District Number</td> <td style="text-align: center; font-size: small;">Project location (if different from applicant location); Name of Representative; District Number</td> </tr> </table>		9. CONGRESSIONAL DISTRICT OF:	Vermont	Peter Welch		Name of Representative; District Number	Project location (if different from applicant location); Name of Representative; District Number								
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STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary


prepared by VT Supreme Court, Office of the Court Administrator
Name of Applicant

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agrees to receive and administer and be accountable for all funds awarded by the Institute pursuant to the application.

designates _____
Name of Trial or Appellate Court or Agency

as the entity to receive, administer, and be accountable for all funds awarded by the Institute pursuant to the application.


Signature

October 29, 2008
Date

Lee L. Suskin
Name

Court Administrator
Title

HON. MARILYN S. SKOGLUND
Associate Justice
HON. AMY M. DAVENPORT
Administrative Judge for Trial Courts
LEE SUSKIN, ESQ.
Court Administrator

PATRICIA GABEL, ESQ.
Director of Court Innovation and Improvement

LINDA RYEA RICHARD
Deputy Director

ELIZABETH FINN
Education Assistant



109 State Street
Montpelier, Vermont 05609-0701
Telephone: (802) 828-3278
FAX: (802) 828-3457
TAD: (802)828-3234

(802) 828-5946
patricia.gabel@state.vt.us

(802)828-4767
linda.richard@state.vt.us

(802) 828-4766
elizabeth.finn@state.vt.us

SUPREME COURT OF VERMONT
DIVISION OF COURT INNOVATION AND IMPROVEMENT

October 29, 2008

Janice Munsterman, Executive Director
State Justice Institute
1650 King Street, Suite 600
Alexandria, VA 22314

Dear Ms. Munsterman:

The Vermont Supreme Court, through its Office of the Court Administrator, submits this curriculum adaptation and training (CAT) grant proposal to support the education of court managers and supervisors.

Why is this grant needed?

Due to a serious shortfall in expected State revenue, the Vermont Secretary of Administration and the Vermont Legislature began imposition of an immediate rescission of the FY '09 state appropriations. That rescission equates to a reduction of general funds for the Vermont Judiciary in the amount of \$24 million. It is anticipated that Vermont State Government will experience another \$25 million in cuts in November.

In response to the initial budget cut, the Supreme Court has adopted a plan to close most courts to public operation one-half day per week, or more if necessary to meet the budget targets. The plan also eliminates funding for the Vermont Sentencing Commission and cuts the budgets for jurors, mediation, postage, assistant judges, supplies, telephone, printing and duplication, the attorneys for kids program, forensic evaluations, and the use of retired judicial officers. If additional

cuts are forthcoming, the Judiciary will likely experience a reduction in work force.

When the education planning committee developed its goals and objectives for the upcoming year, two priorities were identified. The first was to provide education and training to our front line staff. The second was to develop a closer relationship with NACM and to introduce the NACM core competencies to our managers and supervisory staff. We have thus far been successful in making training opportunities available to front line staff, however, as further budget rescissions occur, it is unlikely that our budget will support educational opportunities for managers and supervisory staff.

In addition, the Vermont Judiciary has issued an RFP for a new case management system. Three vendors have submitted proposals and product demos have taken place. A decision as to the vendor will be made by the end of the calendar year and a three month trial period will take place. A final contract will be awarded in June. The implementation of this new case management system has far-reaching implications for our managers and supervisors. The issues relating to this change will be relevant to all of the core competencies identified by NACM. For instance, there will be significant Human Resource Management issues associated with the transition to a new system. There will be Education and Training issues. There will be a need for Information Technology Management, Leadership, and Visioning and Strategic Planning. This makes our decision to partner with NACM and bring the core competencies to Vermont all the more essential.

What is the purpose of the grant?

The Vermont Judiciary has approximately 40 trial court managers and another 10-15 supervisors from our central administrative office. If awarded a CAT grant, we would utilize our annual court manager college as the venue for presenting an initial 1.5 hour overview of the core competencies generally, followed by an in-depth presentation on one of the 10 core areas identified by NACM. We would like to introduce *Purposes and Responsibilities of Courts* as the first curricula as this core competency is the "hub" which gives meaning to and grounds the other nine competencies. This primary program would be supplemented with additional workshops focusing on HR Legal Issues and Change Management. HR Legal Issues will have growing importance to our managers as we face the possibility of a reduced workforce. The Change Management workshop will assist managers and supervisors in preparing themselves, their staff, their judges, and users of the court for our new case management system. This year's college is scheduled for the week of April 27- May 1, 2009:

How would the grant funds be used?

The total cost for the project as proposed will be \$22,000 including SJI funds and cash match. An additional \$8,000 will be provided through an in-kind match.

This \$22,000 would enable us to achieve two goals- continue our annual college for managers and supervisors and begin the partnership with NACM which we have identified as a priority for our organization.

The \$20,000 in SJI grant funds would be used to support the college. The \$2000 cash match would be used to support the additional cost overruns for the college not covered by SJI funds.

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SJI FUNDS	Court Manager College	Intro to NACM Core Competencies
Airfare for faculty	\$ 500	
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Total *	\$ 20,000	

* Total for college excludes reimburseable expenses. As its CASH MATCH, the VT Judiciary would pick up these costs (parking, mileage, "on your own" meals, etc).

Project Management

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging and travel arrangements.

The CAO will submit quarterly progress and financial reports in accord with the requirements of the State Justice Institute. At the conclusion of the project, the CAO will submit a final report which includes evaluations of programs supported by the grant.

Thank you for your consideration of our request. If you need any further information or clarification, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Ryea Richard". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

enclosures
/lmrr

STATE JUSTICE INSTITUTE

PROJECT BUDGET

(TABULAR FORMAT)

Applicant: Vermont Supreme Court
Project Title: An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary
For Project Activity from/to: 2-15-09-2-15-10
Total Amount Requested for Project from SJI: \$20,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND FUNDS	TOTAL
Direct Costs							
Personnel						\$ 8,000.00	\$ 8,000.00
Fringe Benefits							\$ -
Consultant / Contractual		\$2,000.00					\$ 2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,500.00						\$ 19,500.00
Equipment							\$ -
Supplies	\$ 500.00						\$ 500.00
Telephone							\$ -
Postage							\$ -
Printing / Photocopying							\$ -
Audit							\$ -
Other (Tuition/Registration)							\$ -
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00
Subtotal, Indirect Costs							\$ -
Grand Total	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00

Remarks:

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR
COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:

109 State Street
Montpelier, VT 05609-0701



Telephone: (802)828-3278

FAX: (802)828-3457

TDD (802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th Floor
Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Linda Ryea Richard".

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation
Office of the State Court Administrator

Attachments
/lmrr

REC'D MAR 13 2009



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative Lippert

From: Nathan Lavery, Fiscal Analyst

Date: April 6, 2009

Subject: JFO #2374

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

cc: Rep. Michael Obuchowski
Stephen Klein



STATE OF VERMONT
JOINT FISCAL OFFICE

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Stephen Klein

JFO 2374



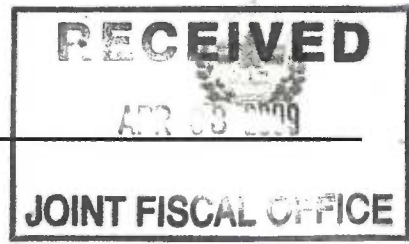
State of Vermont
Department of Finance & Management
109 State Street, Pavilion Building
Montpelier, VT 05620-0401

Agency of Administration

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

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

Grant Summary:		This grant supports continuing education of court managers and supervisors.			
Date:		3/19/2009			
Department:		Judiciary			
Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the Vermont Judiciary			
Federal Catalog #:		NA			
Grant/Donor Name and Address:		State Justice Institute, 1650 King Street, Ste 600, Alexandria, VA 22314			
Grant Period:		From:	To:		
		2/1/2009	2/1/2010		
Grant/Donation		\$20,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$20,000	\$	\$	\$20,000	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:		Judiciary is providing a cash and in-kind match of \$10,000 to do this education program.			
Department of Finance & Management		[Signature]		(Initial)	
Secretary of Administration		[Signature]		(Initial)	
Sent To Joint Fiscal Office		3/30/09		Date	



Hartrich, Toni

From: Richard, Linda
Sent: Thursday, March 19, 2009 10:54 AM
To: Hartrich, Toni
Subject: SJI Grant to Support the NACM Core Competencies for Managers and Supervisors

Toni:

To clarify our request for grant acceptance, this conference will include a contract for faculty, however, we will not be using grant funds or the cash match for grant funds for that purpose. We will be using the grant funds to support the logistical costs of the conference (hotel, meals, mileage, etc).

We will meet the required in-kind match through the time the court managers spend in training and the time administrative staff spend in planning, preparing and supporting the event. If you have other questions, please do not hesitate to contact me.

Linda

*Linda Ryea Richard
Deputy Director
Office of the Court Administrator
Division of Court Improvement and Innovation
109 State Street
Montpelier, Vermont 05609-0701
802-828-4767
linda.richard@state.vt.us*

3/19/2009

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

BASIC GRANT INFORMATION				
1. Agency:		Judiciary		
2. Department:		Vermont Supreme Court		
3. Program:		Judicial Branch Education		
4. Legal Title of Grant:		NACM Core Competencies for Managers & Supervisors of the VT Judiciary		
5. Federal Catalog #:		None		
6. Grant/Donor Name and Address: State Justice Institute, 1650 King Street, Suite 600, Alexandria, VA 22314				
7. Grant Period:		From: 2/1/2009	To: 2/1/2010	
8. Purpose of Grant: To support the education of court managers and supervisors.				
9. Impact on existing program if grant is not Accepted: Our ability to provide educational opportunities to court managers and supervisors and provide them with the skills needed to transition to a new case management system will be severely compromised.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY	
Personal Services	\$10000	\$0	\$	Cash & In-Kind
Operating Expenses	\$20000	\$0	\$	SJI
Grants	\$	\$	\$	
Total	\$30,000	\$0	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$2000	\$0	\$	
In-Kind	\$8000	\$0	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$	\$	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source SJI)	\$20000	\$0	\$	
Total	\$30,000	\$0	\$	
Appropriation No:	Amount:		\$	
	2120030312		\$20,000	
			\$	
			\$	
			\$	
			\$	
			\$	
		Total	\$20,000	

REC'D MAR 13 2009

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

PERSONAL SERVICE INFORMATION

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

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

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: *Robert Stearns* Date: *3/12/09*
 Title: *Acting Court Administrator*

14. ACTION BY GOVERNOR

Check One Box: Accepted
 Rejected

[Signature]
 (Governor's signature)

Date: *3/25/09*

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO
 Information to JFO

[Signature]
 (Secretary's signature or designee)

Date: *3/24/09*

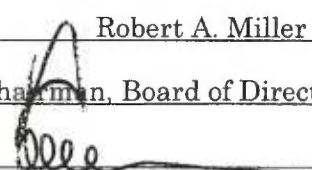
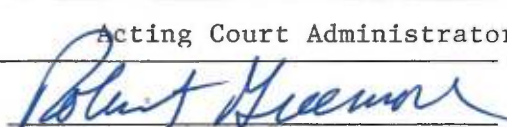
16. DOCUMENTATION REQUIRED

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

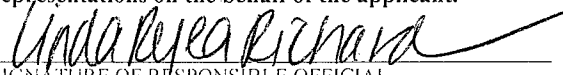
End Form AA-1

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u>1</u> of <u>1</u>
1. Grantee Name and Address Supreme Court of Vermont Office of the Court Administrator 109 State Street Montpelier, VT 05609	3. Award Number SJI-09-E-006 <hr/> 4. Award Period 2/01/09 – 2/01/10 <hr/> 5. Award Date 3/13/09	
1a. Employer Identification No.	6. Award Amount \$20,000	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input type="checkbox"/> Technical Assistance (TA) Grant <input checked="" type="checkbox"/> Curriculum Adaptation & Training (CAT) Grant <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary		
9. Special Conditions (<i>Check if applicable</i>) <input type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached _____ page(s).		
STATE JUSTICE INSTITUTE APPROVAL		GRANTEE ACCEPTANCE
10. Approving SJI Official Name (typed): <u>Robert A. Miller</u> Title: <u>Chairman, Board of Directors</u> Signature:  Date: <u>March 13, 2009</u>	11. Authorized Official of Grantee Name (typed): <u>Robert Greemore</u> Title: <u>Acting Court Administrator</u> Signature:  Date: <u>March 13, 2009</u>	

STATE JUSTICE INSTITUTE APPLICATION

1. APPLICANT a. Applicant Name: Vermont Supreme Court Office of the Court Administrator b. Organization Unit: Court Improvement and Innovation c. Street/P.O. Box : 109 State Street d. City : Montpelier e. State: Vermont f. Zip Code : 05609-0701 g. Phone Number : 802-828-3278 h. Fax Number : 802-828-3457 i. Web Site Address: www.vermontjudiciary.org j. Name & Phone Number of Contact Person Linda Richard 802-828-4767 k. Title : Deputy Director l. E-Mail Address: linda.richard@state.vt.us	2. TYPE OF APPLICANT (Check appropriate box) <input checked="" type="checkbox"/> State Court <input type="checkbox"/> National organization operating in conjunction with State court <input type="checkbox"/> National State court support organization <input type="checkbox"/> College or university <input type="checkbox"/> Other non-profit organization or agency <input type="checkbox"/> Individual <input type="checkbox"/> Corporation or partnership <input type="checkbox"/> Other unit of government <input type="checkbox"/> Other _____ (Specify) _____
5. APPLICANT FINANCIAL CONTACT : Same as Applicant a. Organization Name _____ b. Street/P.O. Box _____ c. City _____ d. State _____ e. Zip Code _____ f. Phone Number _____ g. Fax Number _____ h. Web Site Address _____ i. Name & Phone Number of Contact Person _____ _____ j. Title _____ k. E-Mail Address _____	3. PROPOSED START DATE : February 1, 2009 4. PROJECT DURATION (months) : 12 months 6. IF THIS APPLICATION HAS BEEN SUBMITTED TO OTHER FUNDING SOURCES, PLEASE PROVIDE THE FOLLOWING INFORMATION: Source _____ Date Submitted _____ Amount Requested _____ Disposition (if any) or Current Status _____ _____ 7. a. AMOUNT REQUESTED FROM SJI \$ 20,000 b. AMOUNT OF MATCH Cash match \$ 2,000 Non-cash Match \$ 8,000 c. TOTAL MATCH \$ 10,000 d. OTHER CASH \$ e. TOTAL PROJECT COST \$ 30,000
8. TITLE OF PROPOSED PROJECT : An Introduction to NACM Core Competencies for Managers and Supervisors of the VT Judiciary	
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Signature

October 29, 2008
Date

Lee L. Suskin
Name

Court Administrator
Title

HON. MARILYN S. SKOGLUND
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HON. AMY M. DAVENPORT
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SUPREME COURT OF VERMONT
DIVISION OF COURT INNOVATION AND IMPROVEMENT

October 29, 2008

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Project Management

The project will be administered by Linda Richard, the Deputy Director of Court Improvement and Innovation, in consultation with CII Director Patricia Gabel, Trial Court Operations Director Renny Perry, Human Resources Manager Christine Boraker, and the Employee Education Subcommittee. Elizabeth Finn and/or Arlene Hanson will provide staff support and assist with registration, lodging and travel arrangements.

The CAO will submit quarterly progress and financial reports in accord with the requirements of the State Justice Institute. At the conclusion of the project, the CAO will submit a final report which includes evaluations of programs supported by the grant.

Thank you for your consideration of our request. If you need any further information or clarification, please do not hesitate to contact me.

Respectfully submitted,

A handwritten signature in black ink that reads "Linda Ryea Richard". The signature is written in a cursive style with a long, sweeping horizontal line extending to the right.

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation

enclosures
/lmrr

STATE JUSTICE INSTITUTE

PROJECT BUDGET

(TABULAR FORMAT)

Applicant: Vermont Supreme Court
Project Title: An Introduction to NACM Core Competencies for Managers and Supervisors of the Vermont Judiciary
For Project Activity from/to: 2-15-09-2-15-10
Total Amount Requested for Project from SJI: \$20,000

ITEM	SJI FUNDS	STATE FUNDS	FEDERAL FUNDS	APPLICANT FUNDS	OTHER FUNDS	IN-KIND FUNDS	TOTAL
Direct Costs							
Personnel						\$ 8,000.00	\$ 8,000.00
Fringe Benefits							\$ -
Consultant / Contractual		\$2,000.00					\$ 2,000.00
Travel (Airfare/Hotel/Meals)	\$ 19,500.00						\$ 19,500.00
Equipment							\$ -
Supplies	\$ 500.00						\$ 500.00
Telephone							\$ -
Postage							\$ -
Printing / Photocopying							\$ -
Audit							\$ -
Other (Tuition/Registration)							\$ -
Subtotal, Direct Costs	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00
Subtotal, Indirect Costs							\$ -
Grand Total	\$ 20,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 8,000.00	\$ 30,000.00

Remarks:

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR
COURT IMPROVEMENT AND INNOVATION DIVISION

Mailing Address:

109 State Street
Montpelier, VT 05609-0701



Telephone: (802)828-3278

FAX: (802)828-3457

TDD (802)828-3234

Vermontjudiciary.org

March 13, 2009

Toni Hartrich, Budget & Management Analyst
Department of Finance & Management
109 State St. 5th Floor
Montpelier, VT 05609-0401

Dear Ms. Hartrich:

Attached, you will find a State of Vermont Request for Grant Acceptance form and accompanying documentation. This grant, which has been awarded by the State Justice Institute, will enable the Vermont Judiciary to provide educational opportunities to its court managers and supervisors.

Thank you for your attention to this request. If I can provide any further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Linda Ryea Richard".

Linda Ryea Richard
Deputy Director, Court Improvement and Innovation
Office of the State Court Administrator

Attachments
/lmrr

REC'D MAR 13 2009