



Mailing Address:
1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

Tel.: (802) 828-2295
Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: February 11, 2008

Subject: Status of Grant Requests

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

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.

[JFO received 01/10/08]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.

[JFO received 01/10/08]

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: Linda Morse
Lee Suskin

From: "Gabel, Patricia" <Patricia.Gabel@state.vt.us>
To: "Michael Obuchowski" <OBIE@leg.state.vt.us>
Date: 1/15/2008 2:34 PM
Subject: RE: Questions from Rep. Obuchowski re: JFO #2314 , #2315
Attachments: SJI approved budget.pdf

CC: "Steve Klein" <SKLEIN@leg.state.vt.us>, "Rebecca Buck" <rbuck@leg.state....
Dear Rep. Obuchowski -

Please find my answers in blue ink below. [In case the color differentiation doesn't work, I have also tried to place the answers in a different font.] Also, please note that I have included an attachment in PDF format to accompany the answer to Question #2.

If you need to speak with me by telephone, please do not hesitate to call me at 828-5946.

Thank you for your attention to our requests.

Sincerely,

Patricia Gabel

Director, Judicial Branch Education

Vermont Supreme Court

-----Original Message-----

From: Rebecca Buck [mailto:rbuck@leg.state.vt.us]
Sent: Monday, January 14, 2008 12:21 PM
To: Gabel, Patricia
Cc: Michael Obuchowski; Steve Klein
Subject: Questions from Rep. Obuchowski re: JFO #2314 , #2315

Happy Monday Patricia--Representative Michael Obuchowski has a few questions regarding JFO #2314 (\$18,100 State Justice Institute court interpreter grant) and JFO #2315 (\$30,000 State Justice Institute standardized word processing capabilities grant).

1) With regard to both grants, please provide some background information on the State Justice Institute.

1. The State Justice Institute ["SJI"] was established by Federal law in 1984 "to award grants to improve the quality of justice in State courts, facilitate better coordination between State and Federal courts, and foster innovative, efficient solutions to common issues faced by all courts." It offers various types of grants and scholarships. For example, Vermont judges have periodically been awarded SJI scholarships to attend education programs run by such organizations as the National Judicial College. SJI is used by most states to supplement their judicial education programs and court initiatives.

JFO #2314 concerns an SJI "Curriculum Adaptation & Training" ["CAT"] Grant. SJI CAT grants are intended to:

1) enable courts and regional or national court associations to modify and adapt model curricula, course modules, or conference programs to meet States' or local jurisdictions' education needs; train instructors to present portions or all of the curricula; and pilot-test them to determine their appropriateness, quality, and effectiveness; or 2) conduct judicial branch education and training programs, led by either expert or in-house personnel, designed to prepare judges and court personnel for innovations, reforms, and/or new technologies recently adopted by grantee courts.

JFO #2315 concerns a "Technical Assistance" Grant. SJI provides Technical Assistance Grants to state and local courts to enable them to obtain expert assistance to diagnose a problem, develop a response to that problem, and initiate implementation of any needed changes.

The availability and level of competition for SJI scholarships and grants varies from year to year depending on Congressional funding levels and changing SJI priorities.

2) The budget numbers in JFO #2314 in the AA-1 are not reflected in the backup material. The AA-1 shows the grant of \$18,100 with the in-kind and state match of \$11,900 with a total budget of \$30,000. The State Justice Institute "Project Budget" in spreadsheet format provided reflects a total budget of \$22,000 as does the "Budget Narrative" Table 1: Project Costs by Task. Please provide information regarding this difference in the budget numbers submitted in the backup material.

It appears that the backup material includes an incomplete or obsolete version of the SJI Project Budget. I contacted Jonathan Mattiello, the Deputy Director of SJI, and asked him to send to me the Project Budget

which was submitted and upon which SJI made its decision. That Project Budget, which totals \$30,000, is attached to this email in PDF format. I would be happy to provide further information as may be required; or, in the alternative, Mr. Mattiello indicated that he would be happy to provide further clarification or additional information, as well. His coordinates are indicated on the first page of the attachment.

3) JFO #2315 has sole source contract. Please provide additional information regarding the grant stipulation for KnowledgeWave as the consultant for the sole source contract. Will contract services be provided out of the South Burlington center or does KnowledgeWave have satellite offices that will be utilized?

Knowledgewave Training is a statewide provider with headquarters in South Burlington, Vermont. They have been instrumental in helping the Judicial Branch make the transition from Wordperfect to Word word processing software by providing training at various venues throughout the State. Although they do not have satellite offices, they do, on occasion, lease space from different campuses around the state (such as Marlboro College in Brattleboro) to conduct training. Instructors travel to these classrooms. In the last few years, Knowledgewave has begun to move away from their reliance on leased space. They now bring their mobile classroom to client sites. Technical assistance provided under JFO#2315 will be coordinated from the South Burlington headquarters. Knowledgewave staff will spend significant time visiting the various trial courts, working with judges and court staff throughout the state in order to facilitate the conversion of court records and documents from Wordperfect to Word software.

If you need additional clarification on these questions, don't hesitate to let me know. Please cc me on your response to Rep. Obuchowski. Thanks. --Becky

From: Rebecca Buck
To: patricia.gabel@state.vt.us
Subject: Questions from Rep. Obuchowski re: JFO #2314 , #2315

Happy Monday Patricia--Representative Michael Obuchowski has a few questions regarding JFO #2314 (\$18,100 State Justice Institute court interpreter grant) and JFO #2315 (\$30,000 State Justice Institute standardized word processing capabilities grant).

- 1) With regard to both grants, please provide some background information on the State Justice Institute.
- 2) The budget numbers in JFO #2314 in the AA-1 are not reflected in the backup material. The AA-1 shows the grant of \$18,100 with the in-kind and state match of \$11,900 with a total budget of \$30,000. The State Justice Institute "Project Budget" in spreadsheet format provided reflects a total budget of \$22,000 as does the "Budget Narrative" Table 1: Project Costs by Task. Please provide information regarding this difference in the budget numbers submitted in the backup material.
- 3) JFO #2315 has sole source contract. Please provide additional information regarding the grant stipulation for KnowledgeWave as the consultant for the sole source contract. Will contract services be provided out of the South Burlington center or does KnowledgeWave have satellite offices that will be utilized?

If you need additional clarification on these questions, don't hesitate to let me know. Please cc me on your response to Rep. Obuchowski. Thanks. --Becky

CC: Klein, Steve; Obuchowski, Michael



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1 Baldwin Street
Drawer 33
Montpelier, Vermont 05633-5701

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Fax: (802) 828-2483

STATE OF VERMONT
JOINT FISCAL COMMITTEE
1 Baldwin Street
Montpelier, Vermont 05633-5701

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: January 11, 2008

Subject: Grant Requests

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

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.
[JFO received 01/10/08]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.
[JFO received 01/10/08]

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 (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item held for legislative review. Unless we hear from you to the contrary by January 25 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Lee Suskin, Court Administrator

INFORMATION NOTICE

The following items were received by the Joint Fiscal Committee:

JFO #2314 – \$18,100 grant from the State Justice Institute to the Judiciary. These grant funds (with \$11,900 in-kind and cash matching funds) will be used to develop three curricula related to the provision of court interpreter services for legal proceedings in Vermont trial courts.
[*JFO received 01/10/08*]

JFO #2315 – \$30,000 grant from the State Justice Institute to the Judiciary. These grant funds (with \$15,000 in-kind and cash matching funds) will be used to standardize Vermont Judiciary's word processing capabilities to Microsoft Word.
[*JFO received 01/10/08*]

JFO#
2315

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant is to standardize the Judiciary's word processing to Microsoft Word. They will be converting documents from WordPerfect to Microsoft Word. Currently they use both Word Perfect and Word.

GRANT TITLE: Document Conversion for the Vermont Judiciary

FEDERAL CATALOG No.: NA

GRANTOR / DONOR: State Justice Institute
1650 King Street. Suite 600
Alexandria, Virginia 22314

DATE: 12/17/07

DEPARTMENT: Judiciary

GRANT / DONATION: This grant is for technical assistance and will be used to cover the cost of a consultant to assist the Judiciary with the document conversion.

AMOUNT / VALUE: \$30,000.00

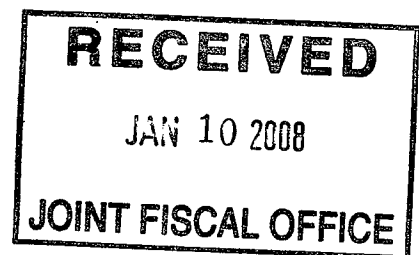
POSITIONS REQUESTED: None ✓

GRANT PERIOD: 12/1/07 to 11/30/2008

COMMENTS: This grant has a \$15,000 match from the Judiciary (\$12,000 in-kind and \$3,000 in state funds). The Grant stipulates that the Consultant contracted with for this project will be KnowledgeWave, a Microsoft authorized technical training center based in South Burlington, Vermont.

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

(INITIAL) MSV
(INITIAL) SPM
DATE: 1/8/08



STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. **Agency:** Judiciary
 2. **Department:**
 3. **Program:**
 4. **Legal Title of Grant:** Document Conversion for the Vermont Judiciary
 5. **Federal Catalog No.:** None
 6. **Grantor and Office Address:** State Justice Institute
 1650 King Street, Suite 600
 Alexandria, VA 22314

7. **Grant Period:** From: Dec 1 2007 To: Nov 30 2008

8. **Purpose of Grant:** (attach additional sheets if needed)
 The grant will help the Vermont Judiciary standardize its word processing capabilities.

9. **Impact on Existing Programs if Grant is not Accepted:**
 Many of the courts' forms, macros and templates were created in WordPerfect format. The Supreme Court has determined that the state judiciary should standardize its word processing capabilities, moving from WordPerfect to Microsoft Word. The longer we delay converting court documents to Microsoft Word the greater the likelihood that judges and court managers will lose the basic Word skills that have been provided to

10. **Budget Information:**

	(1st State FY) FY 2008	(2nd State FY) FY 2009	(3rd State FY) FY 2010
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EXPENDITURES:

Personal Services	\$ 44,250.00	\$	\$
Operating Expenses	\$ 750.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 45,000.00	\$	\$ 0.00

REVENUES:

<u>State Funds:</u>			
Cash	\$ 3,000.00	\$	\$
In-Kind	\$ 12,000.00	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
SJI Grant	\$ 30,000.00	\$	\$

TOTAL	\$ 45,000.00	\$ 0.00	\$ 0.00
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	<u>Appropriation Nos.</u>	<u>Amounts</u>
We anticipate that the project will be complete and all fund spent by 6/30/08.	2120000000	\$ 30,000.00
		\$
		\$

-over-

REC'D NOV 26 2007

11. Will grant monies be spent by one or more personal service contracts?

YES NO

See attached.

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Lee Suskin
Lee Suskin, Court Administrator

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

Is presently available.
 Can be obtained with available funds.

13. Signature of Appointing Authority

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

Lee Suskin 11/19/07
Lee Suskin (Date)
Court Administrator

14. Action by Governor:

Approved
 Rejected

[Signature] 1/7/08
(Signature) (Date)

15. Secretary of Administration:

Request to JFO
 Information to JFO

Ronda P. McEnt 1/2/08
(Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

(Signature) (Date)

Sole source justification:

The granting authority (State Justice Institute) approved our grant request based on the identification of Knowledgewave Training as the contractor for this project. Knowledgewave is a Microsoft authorized technical training center based in South Burlington, Vermont.

In May, 2006 and April, 2007, Knowledgewave provided training on transitioning from WordPerfect to Microsoft Word applications to trial court managers. In June, 2007, they presented a similar program to trial court judges. In June, 2007, we entered into a per diem contract with Knowledgewave to convert forms, macros and templates used by our appellate court.

This grant will enable us to continue the document conversion process with our trial courts. Because of their previous partnership with the Judiciary and their familiarity with our organizational needs, we believe – and the State Justice Institute concurs—that Knowledgewave Training is the best choice as contractor for this project.

State Justice Institute

Chairman
ROBERT A. MILLER
Chief Justice (Ret.)
Supreme Court of South Dakota
Pierre, South Dakota

Vice Chairman
JOSEPH F. BACA
Justice (Ret.)
New Mexico Supreme Court
Santa Fe, New Mexico

Secretary
SANDRA A. O'CONNOR
States Attorney
of Baltimore County
Towson, Maryland

Executive Committee Member
KEITH McNAMARA
McNamara & McNamara
Columbus, Ohio

TERRENCE B. ADAMSON
Executive Vice-President
The National Geographic Society
Washington, D.C.

ROBERT N. BALDWIN
Executive Vice-President and
General Counsel
National Center for State Courts
Williamsburg, Virginia

CARLOS R. GARZA
Administrative Judge (Ret.)
Round Rock, Texas

SOPHIA H. HALL
Administrative Presiding Judge
Circuit Court of Cook County
Chicago, Illinois

TOMMY JEWELL
Presiding Children's Court
Judge (Ret.)
Albuquerque, New Mexico

ARTHUR A. MCGIVERIN
Chief Justice (Ret.)
Supreme Court of Iowa
Des Moines, Iowa

JANICE MUNSTERMAN
Executive Director

JONATHAN MATTIELLO
Deputy Director

September 25, 2007

Linda Ryea Richard
Deputy Director, Judicial Branch Education
Vermont Supreme Court
Office of the Court Administrator
109 State Street
Montpelier, VT 05609-0701

Dear Ms. Richard:

On behalf of the Board of Directors of the Institute, I am pleased to inform you that the Vermont Supreme Court, Office of the Court Administrator, has been awarded a grant to support the application entitled, *Document Conversion for the Vermont Judiciary*. The project has been assigned SJI Grant Number SJI-07-T-196. Please use this number on all correspondence to the Institute regarding this grant.

Enclosed are the original and one copy of the Grant Award. Please sign both the original and copy of the Grant Award and return the signed original to the Institute.

Please also note that the Institute's Grant Guideline requires submission of two copies of the progress and financial status reports 30 days after the end of each calendar quarter. Progress reports, financial status reports, and payment requests should be mailed to the attention of the manager assigned to your project. Because original signatures are required for both payment requests and financial status reports, these items should not be sent by fax machine.

A copy of the Quarterly Progress Report, Financial Status Report and payment request forms are enclosed with the Award Documents. In addition, please review all Compliance and Financial Requirements listed in the SJI Grant Guideline. These can be found on our website at www.statejustice.org.

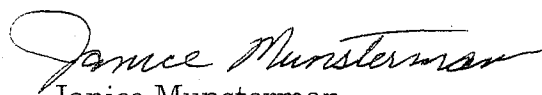
2007 SEP 28 A 8:11
COURT ADMINISTRATION

SJI

Ms. Linda Ryea Richard
Page 2

I will be the grant manager for this project. My telephone number is (703) 684-6100, Ext. 202, and my email address is jmunsterman@statejustice.org. Please contact me if you have any programmatic or financial questions. I look forward to working with you.

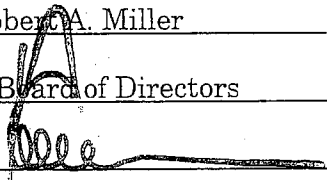
Sincerely,

A handwritten signature in cursive script that reads "Janice Munsterman". The signature is written in black ink and is positioned above the printed name.

Janice Munsterman
Executive Director

STATE JUSTICE INSTITUTE

AWARD

<input checked="" type="checkbox"/> Grant <input type="checkbox"/> Contract <input type="checkbox"/> Cooperative Agreement		Page <u>1</u> of <u>2</u>
1. Grantee Name and Address Vermont Supreme Court Office of the Court Administrator 109 State Street Montpelier, VT 05609-0701	3. Award Number SJI-07-T-196 <hr/> 4. Award Period 12/01/07 – 11/30/08 <hr/> 5. Award Date 09/25/07	
1a. Employer Identification No.	6. Award Amount \$30,000	
2. Entity to Receive Funds	7. Type of Award <input type="checkbox"/> Project Grant <input checked="" type="checkbox"/> Technical Assistance (TA) Grant <input type="checkbox"/> Curriculum Adaptation & Training (CAT) <input type="checkbox"/> Scholarship <input type="checkbox"/> Partner Grant	
2a. Employer Identification No.		
8. Project Title Document Conversion for the Vermont Judiciary		
9. Special Conditions (<i>Check if applicable</i>) <input checked="" type="checkbox"/> The above project is approved subject to such conditions or limitations as set forth on the attached <u>1</u> page.		
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>September 25, 2007</u>	11. Authorized Official of Grantee Name (typed): _____ Title: _____ Signature: _____ Date: _____	

SPECIAL CONDITION

SJI-07-T-196

1. **Consultant Contract.** The grantee shall provide the Institute with a copy of the consultant contract once it is approved.

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



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

PATRICIA GABEL, ESQ.
Director of Judicial Branch Education

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

LINDA RYEA RICHARD
Deputy Director, Judicial Branch Education

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

VICKI PUTVAIN-HILL
Judicial Education Assistant

(802)828-5340
vicki.putvain-hill@state.vt.us

KATRINA WEAR
Administrative Assistant

(802) 828-0035
katrina.wear@state.vt.us

**SUPREME COURT OF VERMONT
JUDICIAL BRANCH EDUCATION**

August 10, 2007

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

Dear Ms. Munstermann:

The Vermont Supreme Court, through its Office of the Court Administrator, submits this technical assistance application to the State Justice Institute to contract with a local consultant to standardize the Vermont Judiciary's word processing capabilities.

1. Need for Funding

In January, 2007, the Vermont Supreme Court determined that the state judiciary should standardize its word processing capabilities moving from using both Word Perfect and Microsoft Word to Microsoft Word only. For the most part our judges and staff already use many of the Microsoft Office applications (such as PowerPoint, Excel and Access), but the current version of WordPerfect (version 10) is not compatible with our Citrix MetaFrame Network.

In April, we provided Microsoft Word training for our trial court managers. This was followed by a similar program in June for some judicial officers. Through our training effort, we learned that the biggest obstacle preventing judges and court staff from transitioning from WordPerfect to Word is that many of their forms, macros, and templates had been created – and still remain-- in WordPerfect format. These documents are not easily converted from one application to the other due to incompatibilities in some features of the program.

In June, we entered into a per diem contract with KnowledgeWave, a Microsoft authorized technical training center based in South Burlington, Vermont. With their assistance, we began the conversion of the forms, macros, and templates used by our appellate court. A final review of the converted documents is underway, with an anticipated complete date of August 31.

A similar exercise needs to be conducted in converting documents, creating forms, and developing macros and custom toolbars for trial court judges and staff. Although we have provided basic Word training to some of the judges and court managers, the technical problems surrounding the conversion of documents prevents them from fully embracing this new software. We find that they continue to use WordPerfect because their documents are in this format, thus it is easier for them to do their work in this format. The longer we delay converting these documents, the greater the likelihood that judges and court managers will lose the basic Word skills that were provided to them.

While our current budget does include some funds for training, it does not include the unanticipated cost of document conversion.

2. Project Description

If this TA request is awarded, the funds would be used to contract with KnowledgeWave. The project would be performed in two phrases:

Diagnosing the need and developing a response

KnowledgeWave will develop a survey and conduct site visits to determine how many documents need to be converted, how many forms need to be created, and what type of additional automation (through macros and custom toolbars) needs to be developed. KnowledgeWave will then meet with the Court Administration staff to determine the priority of automation for the each of the 14 family and district courts. This phase will be completed within a two month time frame.

Implementation

KnowledgeWave will convert the highest priority documents first and then work with the forms and automation. KnowledgeWave will continue to work with the family and district courts to ensure that the documents and automation meet the needs of the staff. Revisions and adjustment will be made at this time. This phase of the project should be completed within a six to twelve month time frame.

3, Likelihood of Implementation

All documents will be converted to Word upon completion of the TA. We do not anticipate further implementation will be needed. In the event that additional documents are in need of conversion, we will utilize in-house staff.

4. Budget Narrative

The total cost for the project as proposed will be \$33,000 including SJI funds and cash match. An additional \$12,000 will be provided through an in-kind match.

SJI funds will be used to support consultant fees at a rate of \$750 per day and consultant travel at a rate of .485 cents per mile. Telephone / internet use by the contractor is included in the per diem rate. There are no postage or printing costs associated with this project. No equipment will be purchased.

The Vermont Judiciary will provide a \$3000 cash match. An in-kind match of \$12,000 will be met through time devoted to this project by professional and administrative employees of the Vermont Judiciary.

Consultant days at \$750 per day	Consultant mileage @ .485 per mile	Total
43 days @ 750 = 32,250	1550 miles @ .485 = 750.00	\$33,000.00

5. Project Management

The project will be administered by Christine Wood, the Deputy Director of Research and Information Services, and Linda Richard, the Deputy Director of Judicial Branch Education. Ms. Wood will oversee the delivery of the project, provide guidance to the contractor, and submit required progress reports. Ms. Richard will act as a liaison between the contractor and the courts, provide logistical assistance, and will submit required financial reports.

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 on the project which will include an evaluation form and a copy of the contractor's final written report

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

Respectfully submitted,



Linda Ryea Richard
Deputy Director, Judicial Branch Education

enclosures
/lmrr

(Form B)

STATE JUSTICE INSTITUTE

Certificate of State Approval

The Vermont Supreme Court, Office of the Court Administrator
Name of State Supreme Court or Designated Agency or Council

has reviewed the application entitled Transitioning the VT Judiciary From Wordperfect to Word

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 Suskin
Signature

August 10, 2007
Date

Lee L. Suskin
Name

Court Administrator
Title

(Form E)

STATE JUSTICE INSTITUTE

LINE-ITEM BUDGET FORM

For Curriculum Adaptation and Training and Technical Assistance Grant Requests*

<u>Category</u>	<u>SJI Funds</u>	<u>Cash Match</u>	<u>In-Kind Match</u>
Personnel	\$ _____	\$ _____	\$ _____ 8,040
Fringe Benefits	\$ _____	\$ _____	\$ _____ 3,960
Consultant/Contractual	\$ _____ 29,250	\$ _____ 3,000	\$ _____
Travel	\$ _____ 750	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____
Telephone	\$ _____	\$ _____	\$ _____
Postage	\$ _____	\$ _____	\$ _____
Printing/Photocopying	\$ _____	\$ _____	\$ _____
Audit	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____
Indirect Costs (%)	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____ 30,000	\$ _____ 3,000	\$ _____ 12,000

PROJECT TOTAL \$ _____ 45,000

Financial assistance has been or will be sought for this project from the following other sources:

* Curriculum Adaptation and Training Grant requests, and Technical Assistance Grant requests should also include a budget narrative explaining the basis for each line-item listed above.



August 9, 2007

Linda Ryea Richard
Deputy Director
Judicial Branch Education
109 State Street
Montpelier, VT 05609-0701

Re: Transitioning the Vermont Judiciary from WordPerfect to Microsoft Word

Dear Ms Richard:

Thank you for contacting us about your need for additional technical assistance with your WordPerfect transition. KnowledgeWave is very interested in working on this project with you. As we have demonstrated in the past our staff is highly trained in both Microsoft Word and WordPerfect. As the only Microsoft Gold Partner for Learning Solutions in Vermont, KnowledgeWave holds the highest credentials that can be obtained from Microsoft. Our instructors and developers have worked on many WordPerfect conversion projects and they have all the necessary skills that will be needed with in this project.

As we have discussed, this project will encompass the automation of Microsoft Word to help assist the Court Administration staff with the transition to the Microsoft Word Software. The automation will include macros and toolbars along with the development of Word Forms. The project will involve a three phase approach;

Diagnosing the need and Developing a Response

- KnowledgeWave will develop a survey and conduct site visits to determine how many documents need to be converted, how many forms need to be created and what type of additional automation through macros and custom toolbars that need to be developed. KnowledgeWave will then meet with the Court Administration staff to determine the priority of automation for the each of the 14 family and district courts. This phase will be completed within a two month time frame.



Implementation

- KnowledgeWave will convert the highest priority documents first and then work with the forms and automation. KnowledgeWave will continue to work with the family and district courts to ensure that the documents and automation meet the needs of the staff. Revisions and adjustment will be made at this time. This phase of the project should be completed within a six to twelve month time frame.

If you have any further questions please do not hesitate to contact me, we appreciate working with you.

Warm Regards,

A handwritten signature in black ink, appearing to read 'Daniel St. Hilaire', written over the 'Warm Regards,' text.

Daniel St. Hilaire
Vice President of Operations
KnowledgeWave Training
30 Community Drive
South Burlington, VT 05403