



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: March 16, 2010
Subject: JFO #2429 #2430 #2431

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

JFO #2429 — \$200,000 grant from the U.S. Department of Agriculture Rural Development to the Vermont Department of Economic, Housing & Community Development. These funds will be used to provide assistance to new/existing Vermont businesses, include \$50,000 for businesses impacted by the Addison County bridge closing.

[JFO received 2/11/10]

JFO #2430 — \$237,500 grant from the U.S. Department of Housing & Urban Development (HUD) to Buildings & General Services. These funds will be used to create war memorials in the towns of Bennington, Concord, Derby, and Weathersfield.

[JFO received 2/11/10]

JFO #2431 — \$250,000 grant from the U.S. Department of Justice to the Judiciary. These funds will be used to purchase software for, and make other configuration updates to, the Vermont Case Management and Electronic Filing system (VCase) in order to make it easier for self-represented litigants to file their cases with the court.

[JFO received 2/11/10]

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

cc: Tayt Brooks, Commissioner
Gerald Myers, Commissioner
Bob Greemore, Court Administrator

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 will cover some of the cost of the software for the new Vermont Case Management and Electronic Filing System (VCase). Funds will be used to configure and implement VCase including data exchange protocols within the criminal and juvenile justices systems and public safety entities.			
Date:		1/5/2010			
Department:		Judiciary			
Legal Title of Grant:		COPS Technology Program			
Federal Catalog #:		2009CKWX0160			
Grant/Donor Name and Address:		Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N>W>, Washington, D.C. 20530			
Grant Period:		From:	To:		
		3/11/2009	3/10/2012		
Grant/Donation		\$250,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$125,000	\$125,000	\$	\$250,000	spending is in SFY10 and SFY11
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management		[Signature]		2/1/10	(Initial)
Secretary of Administration		[Signature]		2/1/10	(Initial)
Sent To Joint Fiscal Office				2/8/10	Date

RECEIVED
 FEB 11 2010
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION

1. Agency:	Judiciary		
2. Department:	Court Administrator's Office		
3. Program:	VCase Project - Court Case Management System		
4. Legal Title of Grant:	COPS Technology Program		
5. Federal Catalog #:	2009CKWX0160		
6. Grant/Donor Name and Address:	Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530		
7. Grant Period:	From:	3/11/2009	To: 3/10/2012

8. Purpose of Grant:
 VCase, the new Vermont Case Management and Electronic Filing system, will assist litigants with greater access to the courts and will enhance the electronic flow of information among users of the courts, the legal community, justice agencies and other departments in state government. It is critical that the Judiciary case management system have the capabilities to exchange information with partners in the Vermont Justice Information Sharing System (VJISS).

The grant funds will be used to configure and implement VCase, to include data exchange protocols within the criminal and juvenile justice systems and other public safety agencies. It will be used to develop new methods to make it easier for self-represented litigants unfamiliar with legal terminology to file their cases with the court. Funding will be used to purchase licenses for the new system and to configure the generic case management system into one that comports with Vermont law and procedure.

9. Impact on existing program if grant is not Accepted:
 Reduced funding of the VCase project will result in the potential need for negative balance within the Judiciary's court technology special fund, reduction in project scope and/or elongation of project schedule. The VCase project schedule, scope and cost are tightly coupled and changes in any one facet will ripple to other facets of the project. If funding is reduced by the non-acceptance of this grant then either the current scope and/or schedule of the project must be adjusted. If negative balances are acceptable from within the court technology special fund then non-acceptance of this grant could increase the negative balance accordingly.

10. BUDGET INFORMATION

	SFY 1	SFY 2	SFY 3	Comments
	FY 2010	FY 2011	FY	
Expenditures:				
Personal Services	\$	\$	\$	
Operating Expenses	\$125,000	\$125,000	\$	
Grants	\$	\$	\$	
Total	\$125,000	\$125,000	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$125,000	\$125,000	\$	
(Statewide Indirect)	\$	\$	\$	

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

(Departmental Indirect)	\$	\$	\$
Other Funds:	\$	\$	\$
Grant (source)	\$	\$	\$
Total	\$125,000	\$125,000	\$

Appropriation No:	Amount:	\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

PERSONAL SERVICE INFORMATION

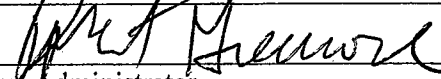
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

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

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

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

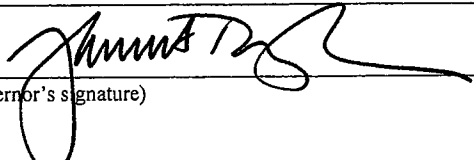
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 1-11-10
	Title: Court Administrator	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 2/1/10
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) 	Date: 2/5/10
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

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

Required GRANT Documentation

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

End Form AA-1

Hartrich, Toni

From: Harrison, Carol
Sent: Tuesday, January 05, 2010 11:44 AM
To: Hartrich, Toni
Cc: Yergeau, Robert
Subject: AA-1 for COPS Technology Program

Hi Toni,

Here is the explanation you requested during our phone conversation this morning regarding the AA-1 form for the COPS Technology Program:

This grant funding will not be used for a Personal Services contract. It will be used to help pay some of the costs related to purchasing new Case Management software and will be charged as an operating expense.

Carol

Carol P. Harrison
Finance Director, Judiciary
2418 Airport Road, Suite 3
Barre, Vermont 05641-8701
(802) 828-4912
carol.harrison@state.vt.us



U.S. Department of Justice

FILE COPY

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Ave., NW
Washington, DC 20530

September 21, 2009

Acting Court Administrator Robert Greemore
Office of the Court Administrator
109 State Street
Montpelier, VT 05609

Re: Technology Program Grant #2009CKWX0160
ORI#: VT019ZZ

2009 SEP 24 A 8:51

RECEIVED
COURT ADMINISTRATION

Dear Acting Court Administrator Greemore:

Congratulations! On behalf of Attorney General Eric Holder, I am pleased to inform you that the COPS Office has approved your agency's request for funding in the amount of \$250,000 under the COPS Technology Program. Enclosed in this packet is your grant award. **The award document must be signed and returned to the COPS Office within 90 days from the date of this letter to officially accept your grant.** On the reverse side of the grant award is a list of conditions that apply to your grant. You should read and familiarize yourself with these conditions. In addition, your Grant Owner's Manual and other important information to assist you with the implementation of your award are available online at <http://www.cops.usdoj.gov/Default.asp?Item=2200>.

The official start date of your grant is March 11, 2009. Therefore, you can be reimbursed for approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. Also, please be aware that any vendor or contractor who participated in drafting your grant application may not receive federal funding for any procurement under this award.

Within a few weeks, you will receive a financial documentation package from the Office of the Chief Financial Officer, Office of Justice Programs. This important package will contain the forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your Technology Program award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

David M. Buchanan
Acting Director



U. S. Department of Justice
 Community Oriented Policing Services
 Grants Administration Division
 Law Enforcement Technology

Treasury Account Symbol (TAS) 15X0406

Grant #: 2009CKWX0160
 ORI #: VT01922

Applicant Organization's Legal Name: Office of the Court Administrator

OJP Vendor #: 000000434
 DUNS#: 360705925

Program Official: ~~State~~ Court Administrator Robert Greemore

Address: 109 State Street
 City, State, Zip Code: Montpelier, VT 05609
 Telephone: (802) 828-3278
 Fax: (802) 828-3457

Financial Officer: Finance Manager Carol Harrison

Address: 2418 Airport Road
 City, State, Zip Code: Barre, VT 05611
 Telephone: (802) 828-4912
 Fax: (802) 828-0417

Award Start Date: 3/11/2009

Award End Date: 3/10/2012

Award Amount: \$ 250,000.00

SEP 2 2009

David Buchanan
 Acting Director

Date

By signing this Award Document, the grantee agrees to abide by all 19 Grant Terms and Conditions on the reverse side of this document and the attached pages.

Robert Greemore, Court Administrator

9/28/09

Signature of the Program Official with the Authority to Accept this Grant Award

Typed Name and Title of the Program Official Date

Carol P. Harrison, Finance Manager

9/29/09

Signature of the Financial Officer with the Authority to Accept this Grant Award

Typed Name and Title of the Financial Officer Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID: 95369

U.S. Department of Justice
Office of Community Oriented Policing Services
Technology Program Grant Terms and Conditions

17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit <http://www.itcp.gov/default.aspx?area=PolicyAndPractice&page=1046>.

18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for implementing the National Environmental Policy Act).

19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division
Law Enforcement Technology

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Acting Court Administrator Robert Greemore
Office of the Court Administrator

From: Andrew A. Dorr, Assistant Director for Grants Administration
Cristina Grossi, Grant Program Specialist
Budget Prepared By: Cristina Grossi, Grant Program Specialist

Re: Law Enforcement Technology Financial Clearance Memo

A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 000000434

ORI #: VT019ZZ DUNS #: 360705925

Grant #: 2009CKWX0160

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Consultants/Contractors	\$250,000.00	\$250,000.00	\$0.00	
Direct Costs:	\$250,000.00	\$250,000.00	\$0.00	
Grand Total	\$250,000.00	\$250,000.00	\$0.00	
Grand Total:	Federal Share:	\$ 250,000.00		
	Applicant Share:	\$ 0.00		

Cleared Date: 8/11/2009

Overall Comments:

All costs listed in this budget were programmatically approved based on the final Budget Detail Worksheets submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased and paid in full within the three-year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Agency Name: **Vermont Office of the Court Administrator**
State: **Vermont**
Point of Contact: **Robert Greemore, Acting Court Administrator**
Phone: 802-828-3278
Estimated Award Amount: **\$250,000.00**

Executive Summary

The State of Vermont Judiciary's current case management systems are based on a text-based software program known as Vermont Automated Docketing System (VTADS). VTADS has been maintained and enhanced by the Judiciary's Research & Information Services Division (RIS) since 1990. VTADS worked well but its decentralized configuration does not allow for viewing data on a statewide basis, does not easily provide court statistics or management reports, or meet data requests from other agencies.

In addition to the challenges the Judiciary faces alone, the State of Vermont does not have an integrated method for the electronic sharing of justice information, relying on the exchange of paper. The Vermont law enforcement community has recently begun implementing the architecture for querying information between disparate systems. This architecture is called VJISS (Vermont Justice Information Sharing System) and was planned with the intent of increasing the number of source databases while pushing and pulling information electronically throughout our justice community.

In response to these problems the Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. The new system will add electronic filing and data sharing and will include electronic document management and workflow.

VCase, the new Vermont Case Management and Electronic Filing system, will assist litigants with greater access to the courts and will enhance the electronic flow of information among users of the courts, the legal community, justice agencies and other departments in state government. It is critical that the Judiciary case management system have the capabilities to exchange information with partners in VJISS.

The grant funds will be used to configure and implement VCase, to include data exchange protocols within the criminal and juvenile justice systems and other public safety agencies. It will be used to develop new methods to make it easier for self-represented litigants unfamiliar with legal terminology to file their cases with the court. Funding will be used to purchase licenses for the new system and to configure the generic case management system into one that comports with Vermont law and procedure.

VCASE Budget Narrative

G. Contracts/Consultants

Contract Description: VT Judiciary Case Management & E-Filing System (VCASE)
Per Contract Subtotal: \$250,000.00

The Vermont Judiciary has requested and expects to use the grant funds as part of the overall VCASE project funding over the next three years. The Judiciary has included only the amount approved for this grant, \$250,000.00 within the Budget Detail, Section G. The total projected cost of the VCASE project is \$8,023,804.

The VCASE project encompasses the configuration and implementation of court case management, document management and electronic filing solution throughout the State of Vermont. The Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. There have been a number of milestones that have led to the current state of this project.

In 2004, the Judiciary obtained funding to study the need for a new automated case management system. The study found that a new system would allow the Judiciary to enable citizens' online access to services, tailor production of accounting information to meet reporting requirements, allow litigants to electronically file cases or pay obligations, enable the courts to electronically store documents and ensure proper support for upgrades and maintenance.

The 2004 study, "Vermont Judiciary Case Management System – Technology Feasibility Assessment and Solution Evaluation Report" was performed by the National Center for State Courts (NCSC). The NCSC is dedicated to assisting state courts' automation efforts. The study evaluated various options to upgrade the capabilities of the current Courts systems, including the functional pros and cons of each solution as well as the estimated cost comparison for each option. The NCSC recommendation was to migrate to a new case management system software package.

In 2005, the Judiciary published a Request for Information ("RFI") for pricing and project specifications for a new case management system. The information obtained from the responses to this RFI prompted the Judiciary to continue to work with the Legislature and move forward with plans to procure a new case management system.

During the 2006 Legislative session the VCASE project was given initial funding to establish the VCASE project, plus approval to hire a full-time Project Manager. The VCASE Project Manager was hired in late 2006.

In mid-2006, the Judiciary again hired the National Center for State Courts to assist with completing a "user requirements" list and helping to write an RFP for the new system. Among the user requirements meetings were three days of meetings with the many external state stakeholders in a new Judicial system, including Dept. of Motor Vehicles, Dept. of Corrections, Dept. of Finance, Office of Children and Families, State's Attorney's and Sheriffs, Defender General, Secretary of State, and others.

Based on many stakeholder meetings, and input from the NCSC, the initial 2004 study, responses from the 2005 RFI, the Department of Information and Innovation (State CIO's Office), and the

State Purchasing Division, the VCase Request for Proposal (“RFP”) was completed and published on January 2007. Due to many factors, the RFP was withdrawn in June 2007.

Still needing to move forward with the VCase project, additional research into court case management systems and extensive modifications to the RFP were completed in late 2007/early 2008. As a result a new RFP was published in June 2008. After reviewing the respondents, three vendors were asked to provide a demonstration to Judiciary staff in October 2008. A subsequent finalist was selected in December 2008. From February to April 2009, a 90-day trial of the software was conducted to ensure the proposed solution would meet the Judiciary’s requirements and work within the courts architecture. At this point in time the Judiciary and the selected vendor have begun work on a final contract for VCase configuration and implementation. As you can see full and open competition was used to find and select a vendor for the VCase project.

The projected cost of the project for the next 5 years starting with fiscal year 2010 is \$8,023,804. This includes the direct cost to the contractor as well as Judiciary personnel, equipment and training costs. The Judiciary expects that a number of funding sources are needed in order to complete VCase. Those sources include earmarks from Senator Sanders via Byrne grant and Senator Leahy via this COPS grant as well as Court Improvement Program (CIP) grant money. The Judiciary also has a court technology special fund made up of a portion of fees/fines paid for traffic and municipal tickets that will fund the bulk of the project. This special fund was specifically created for technology purchases. The Judiciary is also looking at use of an equipment revolving fund (ERF) loan. This is an interest free, internal state loan that would be paid back over 5 years.

These entire set of funding sources still falls short of the projected costs. The total funding sources projected are \$5,716,073 which is over \$1.75M short of the VCase project budget.

As stated at the beginning of this narrative, within Section G of the Budget Detail, the Judiciary has included only the amount approved for this grant, \$250,000.00. As stated above that is not the total projected cost of the project and the total funding is more than \$1.75M below the projected amount. We continue to look at additional funding sources, including the expansion of this grant to help close or eliminate that shortfall. In response to this grant submission and included budget detail, we are expecting to utilize the full \$250,000.00 as part of the payments toward configuration and implementation of VCase over the next three years.

VCase Project Description

A. Problem Identification and Justification

The current State of Vermont Judiciary's case management systems are all based on an original text-based system called Vermont Automated Docketing System (VTADS). VTADS was built originally by Relational Semantics, and has been maintained and enhanced by the Judiciary's Research & Information Services Division (RIS) since 1990. VTADS worked well but its decentralized configuration does not allow for viewing data on a statewide basis and does not easily provide court statistics, management reports and meet data requests from other state agencies. VTADS began as a system to support criminal dockets. Over time it was expanded, copied and sometimes modified to handle virtually all docket types used in the Judiciary today.

The VTADS structure in the courts is as follows:

Vermont has 14 counties so each county has its own copy of the VTADS database, actually called VTADS2 (it is an upgraded version from the original VTADS or VTADS1). There are three basic court types in each county: a District (criminal) court, a Family court (which includes the juvenile docket), and a Superior (civil) court. Therefore, each of these three courts in a county share one "copy" of VTADS. As we move to a centralized VCase, we will have to combine these 14 entity tables, plus resolve 14 copies of code/reference tables, which have the same structure, but may have some slightly different values (even across the same court types).

In addition to the challenges the Judiciary faces alone, the State of Vermont does not have an integrated method for the electronic sharing of justice information. The Vermont law enforcement community has over the past 2 years developed the architecture for querying information between disparate computer aided/records management systems (CAD/RMS). More databases need to be added to this query tool. Specifically, a problem that needs to be corrected is the lack of linkage between the Vermont Criminal Information Center, the Department of Correction and the Judiciary's databases. There also is not an electronic mechanism to *push* and *pull* information throughout the justice system. In short the system in Vermont relies on the exchange of paper.

Likewise arrest information cannot be electronically sent to the State Attorney's or the Courts. Further, deployment of resources cannot be properly distributed for crime and incident trends because pin mapping is not in place on a statewide basis.

The Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. The new system will add electronic filing and data sharing and will include electronic document management and workflow tools.

The Department of Public Safety is looking to expand their justice information system (VJISS) by adding additional databases, by developing the *pushing and pulling* information throughout our justice system, and by implementing a mapping to overlay our record of crime and incidents. They intend to focus on the pushing and pulling of information through *document exchanges*, visually depicting crime and incidents through *mapping* and adding *additional databases* to query for information. It is critical that the Judiciary case management system has the capabilities to exchange information with DPS and other partners in VJISS.

B. Project Goals and Objectives

The Judiciary is set to launch a critically important effort to bring the Courts information technology systems forward into the 21st century. This effort is called the Vermont Judiciary Case Management System and Electronic Filing Project (“VCase”).

The goal of the new system is to provide the Judiciary with the tools necessary to support an increase in the quality of service to litigants and users of court services, to provide time and cost-saving efficiencies to the staff, and to provide Judges, administrators and other decision makers with information to better manage the business of the Judiciary. The new system is expected to provide faster turn-around for inquiries and requested services, electronic filing of case information, easier access to documents, increased accuracy of information, improved data exchanges with state agencies, improved public access to appropriate information, increased security, and improved services to children and families.

In short, the VCase system will help save taxpayer dollars by reducing paper flow and paper storage, increase staff efficiency through the use of a modern web-based architecture, and allow the integration of modern technology into the courts in both the near and long terms. Time is of the essence, since the current systems are old, do not support current business needs, cannot accept new technology in the courts (e.g., digital audio and video integration), and are increasingly labor intensive to maintain.

C. Community Policing Strategies/Crime Prevention Activities

There are several interdisciplinary initiatives working with the Judiciary to improve the role of the courts within the community and public safety areas. In order to improve court operations and services it is critical to use data to drive the improvement process. For example, the Chief Justice Task Force on Mental Health and Criminal Justice Collaboration has been working to create a public health and justice model for transforming justice in Vermont by creating a criminal justice capable system of care. The new case management system and data exchange capabilities are keys to this effort.

This public health and justice model involves the application of the evidence of behavioral health science to the practice of justice decision-making. A public health and justice model involves the application of data-driven findings to the determination of the level of intervention with any individual.

(a) Community Partnerships:

The Chief Justice Task Force is a three-branch initiative with representatives from the Legislature, the Judiciary, the Commissioner of the Dept. of Corrections, Deputy Commissioner of the Vermont Department of Health/Division of Alcohol and Drug Abuse Programs, Commissioner of the Department of Mental Health, Vermont Protection & Advocacy, NAMI-VT, Department of State’s Attorneys and Sheriffs, Defender General’s office, family members and consumers. This initiative as well as others supports the improvement of the Judiciary’s case management system and data exchange process.

On the local level and as a direct service to individuals, the system will assist Vermont litigants by making it easier for them to effectively file their cases and pleadings, to make it possible to more effectively represent themselves, and by providing greater access to

case information via the internet. In order to accomplish this, work will be done with Vermont Legal Aid in creating litigant-based services. For Vermont criminal justice and other state agencies, it will reduce data entry and redundancy of records; it will accelerate data exchange.

The system will also improve access to data for analysis of the courts and the criminal and juvenile justice systems; it will help Vermont to develop sound policy based on good data. It will reduce the volume of paper records, reducing the costs of storing and retrieving paper records. By connecting with VJISS, VCase will improve the exchange of electronic information throughout the justice system in Vermont. This will be the building blocks for the data driven approaches to combating crime. Proper deployment of police personnel will be enhanced by the mapping of crime information. The data collection and analytical capabilities that VCase along with VJISS will have provide great opportunities for agencies to combat crime and will have a lasting effect on improving public safety.

(b) Related Initiatives:

As discuss earlier the Chief Justice Task Force initiative is already underway to find solutions and movement toward a public health and justice model between a number of agencies. This initiative dovetails with the improvement of the Judiciary's case management system and data exchange process. Work is in the initial stages with Vermont Legal Aid to create a web-based system to improve information capture through interactive forms. The progression of this work will lead to the capture of that information directly into the new case management system to eliminate redundant data entry and reduce errors.

A major initiative started a few years ago was the creation of the Vermont Justice Information Sharing System (VJISS) through the Department of Public Safety. The system, which connects disparate police record management systems, allows authorized individuals the ability to search for records of individuals across multiple systems. The project vision is to allow VJISS to connect associated justice systems across state agencies. The intent is that the system will provided data sharing capabilities beyond searches (push/pull/data interchange, etc). The Judiciary's case management system is expected to be a significant piece of the overall goals of that project.

(c) Organizational Transformation:

The data exchange capabilities envisioned here move this transformation of justice forward on several levels:

First, at the level of information gathering and exchange at each entry point to the criminal justice system, to allow diversion from criminal justice into the public health system, or the intervention of both systems, or if necessary, and only if necessary, the exclusive response of the public protection system.

Second, at the level of screening, assessment, and diversion to appropriate treatment at each intercept point in the criminal justice system, and to provide criminal justice with behavioral health information to support evidence-based sentencing and court process.

Third, at the level of service provision drives the intensity and duration appropriate to the assessed need of the offender, the risk of re-offense, and the duration and restriction of sanction for the criminal charge.

This model calls for evidence-based policing, prosecution, sentencing, and corrections. The implementation of the model will require significant system restructuring and dialogue, and communication at all levels. Most importantly, implementation will require interface of the data systems of justice and behavioral health.

This last is the lynchpin for system reform. Information must be available at all levels of the system, to the investigating officer on the scene, to the booking officer at the jail, to the prosecutor and defense at arraignment, to the judge at sentencing, and to corrections at entry into the system, during any confinement or supervision, and upon release. The information exchange must be seamless and the information must be available not only to the participating partners in the traditional justice system, but to the providing agencies of health, mental health, and substance abuse, to victims, to community justice, community government, community diversion, and non-profit agencies providing services in housing, parenting, mentoring children, employment assistance, transportation, and all manner of support and intervention.

D. Implementation Plan

The project is tentatively scheduled to begin early in fiscal year 2010 (July/August) upon completion of a final contract. The high-level timeline is as follows:

Year 1 (FY2010) – Court process analysis, documentation, requirements and system configuration are to be done during this year. Work will also be done on data migration, conversion and interfaces for the new system. The first year also includes completing the Vermont Judicial Bureau in order to have this statewide court operational within the year.

Year 2 (FY2011) – The second year will see the completion of the system configuration, acceptance and user testing. We plan to have the first county migrated and operational. This includes all facets of District, Family and Superior Courts in a single county. Once any issues are vetted and the first county rollout is accepted, full rollout and migration will begin for all other counties.

Year 3 (FY2012) – Once we have begun the migration of the courts in each county, the bulk of the third year will focus on that effort. It is expected that the Supreme Court and Environment Court will also be completed (analysis, configuration, and migration) during this year.

Years 4 & 5 (FY2013 & FY2014) – The VCase contract calls for a 36 month plan to complete rollout of the system to all courts except Probate. Years four and five contain vendor costs for annual support and maintenance as well as Judiciary needs for support of the new system. While continuing on to include Probate courts in the new system has been discussed, the information included here about the initial project and contract does not include those costs or requirements.

E. Evaluation Plan/Effectiveness of Program

There are many facets in measuring the overall effectiveness of VCase but there is no fully comprehensive set of measures. Ultimately, the project will be measured throughout the contract term as configuration and implementation milestones set forth in the contract requirements, are met and accepted by the Judiciary. This will be the immediate measure of success for the program.

Additionally, other areas of concern both within the project scope and indirect to the project should show some measures of success. For example, expected improvements to electronic data exchanges, including the addition of new exchanges will also measure success of the project. With the advent of electronic filing, measuring the increases in electronic filing use and use of litigant facing websites will show additional improvements as a result of the new system. The ability to connect to the proposed VJISS initiative will also provide a measure of effectiveness and success.





STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 18, 2010
Subject: Grant Requests

Enclosed please find four (3) requests that the Joint Fiscal Office has received from the administration.

JFO #2429 — \$200,000 grant from the U.S. Department of Agriculture Rural Development to the Vermont Department of Economic, Housing & Community Development. These funds will be used to provide assistance to new/existing Vermont businesses, include \$50,000 for businesses impacted by the Addison County bridge closing.

[JFO received 2/11/10]

JFO #2430 — \$237,500 grant from the U.S. Department of Housing & Urban Development (HUD) to Buildings & General Services. These funds will be used to create war memorials in the towns of Bennington, Concord, Derby, and Weathersfield.

[JFO received 2/11/10]

JFO #2431 — \$250,000 grant from the U.S. Department of Justice to the Judiciary. These funds will be used to purchase software for, and make other configuration updates to, the Vermont Case Management and Electronic Filing system (VCase) in order to make it easier for self-represented litigants to file their cases with the court.

[JFO received 2/11/10]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by March 5 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Tayt Brooks, Commissioner
Gerald Myers, Commissioner
Bob Greemore, Court Administrator

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. This is essential for ensuring the integrity of the financial statements and for providing a clear audit trail.

2. The second part of the document outlines the various methods used to collect and analyze data. These methods include interviews, surveys, and focus groups, each of which has its own strengths and limitations.

3. The third part of the document describes the process of data analysis and the interpretation of the results. This involves identifying patterns, trends, and anomalies in the data, and then relating these findings back to the research objectives.

4. Finally, the document concludes with a summary of the key findings and a discussion of the implications for practice. It also includes a list of references and an appendix with additional data and materials.

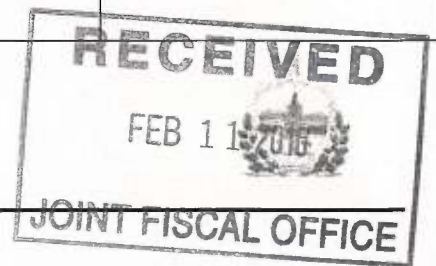
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant will cover some of the cost of the software for the new Vermont Case Management and Electronic Filing System (VCase). Funds will be used to configure and implement VCase including data exchange protocols within the criminal and juvenile justices systems and public safety entities.			
Date:		1/5/2010			
Department:		Judiciary			
Legal Title of Grant:		COPS Technology Program			
Federal Catalog #:		2009CKWX0160			
Grant/Donor Name and Address:		Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N>W>, Washington, D.C. 20530			
Grant Period:		From:	To:		
		3/11/2009	3/10/2012		
Grant/Donation		\$250,000			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$125,000	\$125,000	\$	\$250,000	spending is in SFY10 and SFY11
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management		<i>JH</i>	<i>2/1/10</i>	(Initial)	
Secretary of Administration		<i>TP</i>	<i>2/1/10</i>	(Initial)	
Sent To Joint Fiscal Office			<i>2/8/10</i>	Date	



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

BASIC GRANT INFORMATION				
1. Agency:	Judiciary			
2. Department:	Court Administrator's Office			
3. Program:	VCase Project - Court Case Management System			
4. Legal Title of Grant:	COPS Technology Program			
5. Federal Catalog #:	2009CKWX0160			
6. Grant/Donor Name and Address:				
Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530				
7. Grant Period:	From:	3/11/2009	To:	3/10/2012
8. Purpose of Grant:				
<p>VCase, the new Vermont Case Management and Electronic Filing system, will assist litigants with greater access to the courts and will enhance the electronic flow of information among users of the courts, the legal community, justice agencies and other departments in state government. It is critical that the Judiciary case management system have the capabilities to exchange information with partners in the Vermont Justice Information Sharing System (VJISS).</p> <p>The grant funds will be used to configure and implement VCase, to include data exchange protocols within the criminal and juvenile justice systems and other public safety agencies. It will be used to develop new methods to make it easier for self-represented litigants unfamiliar with legal terminology to file their cases with the court. Funding will be used to purchase licenses for the new system and to configure the generic case management system into one that comports with Vermont law and procedure.</p>				
9. Impact on existing program if grant is not Accepted:				
<p>Reduced funding of the VCase project will result in the potential need for negative balance within the Judiciary's court technology special fund, reduction in project scope and/or elongation of project schedule. The VCase project schedule, scope and cost are tightly coupled and changes in any one facet will ripple to other facets of the project. If funding is reduced by the non-acceptance of this grant then either the current scope and/or schedule of the project must be adjusted. If negative balances are acceptable from within the court technology special fund then non-acceptance of this grant could increase the negative balance accordingly.</p>				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	
	FY 2010	FY 2011	FY	
Expenditures:				
Personal Services	\$	\$	\$	
Operating Expenses	\$125,000	\$125,000	\$	
Grants	\$	\$	\$	
Total	\$125,000	\$125,000	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$125,000	\$125,000	\$	
(Statewide Indirect)	\$	\$	\$	

RECEIVED JAN 12 2010

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

(Departmental Indirect)	\$	\$	\$
Other Funds:	\$	\$	\$
Grant (source)	\$	\$	\$
Total	\$125,000	\$125,000	\$

Appropriation No:	Amount:	\$
		\$
		\$
		\$
		\$
		\$
		\$
	Total	\$

PERSONAL SERVICE INFORMATION

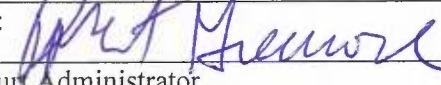
11. Will monies from this grant be used to fund one or more Personal Service Contracts? Yes No
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.

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

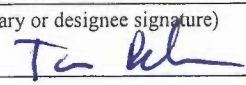
12. Limited Service Position Information:	# Positions	Title
Total Positions		

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

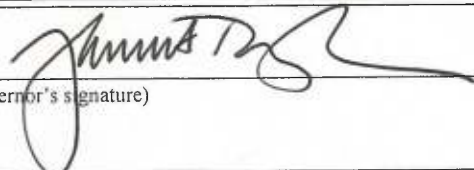
13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: 	Date: 1-11-10
	Title: Court Administrator	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) 	Date: 2/1/10
---	---	--------------

15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted		Date: 2/5/10
<input type="checkbox"/> Rejected	(Governor's signature)	Date:

16. DOCUMENTATION REQUIRED

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

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

End Form AA-1

Hartrich, Toni

From: Harrison, Carol
Sent: Tuesday, January 05, 2010 11:44 AM
To: Hartrich, Toni
Cc: Yergeau, Robert
Subject: AA-1 for COPS Technology Program

Hi Toni,

Here is the explanation you requested during our phone conversation this morning regarding the AA-1 form for the COPS Technology Program:

This grant funding will not be used for a Personal Services contract. It will be used to help pay some of the costs related to purchasing new Case Management software and will be charged as an operating expense.

Carol

Carol P. Harrison
Finance Director, Judiciary
2418 Airport Road, Suite 3
Barre, Vermont 05641-8701
(802) 828-4912
carol.harrison@state.vt.us



U.S. Department of Justice

FILE COPY

Office of Community Oriented Policing Services (COPS)

Office of the Director
1100 Vermont Ave., NW
Washington, DC 20530

September 21, 2009

Acting Court Administrator Robert Greemore
Office of the Court Administrator
109 State Street
Montpelier, VT 05609

Re: Technology Program Grant #2009CKWX0160
ORI#: VT019ZZ

2009 SEP 24 A 8:51

RECEIVED
COURT ADMINISTRATION

Dear Acting Court Administrator Greemore:

Congratulations! On behalf of Attorney General Eric Holder, I am pleased to inform you that the COPS Office has approved your agency's request for funding in the amount of \$250,000 under the COPS Technology Program. Enclosed in this packet is your grant award. **The award document must be signed and returned to the COPS Office within 90 days from the date of this letter to officially accept your grant.** On the reverse side of the grant award is a list of conditions that apply to your grant. You should read and familiarize yourself with these conditions. In addition, your Grant Owner's Manual and other important information to assist you with the implementation of your award are available online at <http://www.cops.usdoj.gov/Default.asp?Item=2200>.

The official start date of your grant is March 11, 2009. Therefore, you can be reimbursed for approved expenditures made on or after this date. Please carefully review the Financial Clearance Memorandum included in your award package to determine your approved budget, as some of your requested items may not have been approved by the COPS Office during the budget review process, and grant funds may only be used for approved items. Also, please be aware that any vendor or contractor who participated in drafting your grant application may not receive federal funding for any procurement under this award.

Within a few weeks, you will receive a financial documentation package from the Office of the Chief Financial Officer, Office of Justice Programs. This important package will contain the forms and instructions necessary to begin drawing down funds for your grant.

Once again, congratulations on your Technology Program award. If you have any questions about your grant, please do not hesitate to call your Grant Program Specialist through the COPS Office Response Center at 1.800.421.6770.

Sincerely,

David M. Buchanan
Acting Director



U. S. Department of Justice
 Community Oriented Policing Services
 Grants Administration Division
 Law Enforcement Technology

Treasury Account Symbol (TAS) 15X0406

Grant #: 2009CKWX0160
 ORI #: VT01927

Applicant Organization's Legal Name: Office of the Court Administrator

OJP Vendor #: 000000434
 DUNS#: 360705925

Program Official: Acting Court Administrator Robert Greemore
 Address: 109 State Street
 City, State, Zip Code: Montpelier, VT 05609
 Telephone: (802) 828-3278
 Fax: (802) 828-3457

Financial Officer: Finance Manager Carol Harrison
 Address: 2418 Airport Road
 City, State, Zip Code: Barre, VT 05641
 Telephone: (802) 828-4912
 Fax: (802) 828-0414

Award Start Date: 3/11/2009

Award End Date: 3/10/2012

Award Amount: \$ 250,000.00

David Buchanan

SEP 2 2009

David Buchanan
 Acting Director

Date

By signing this Award Document, the grantee agrees to abide by all 19 Grant Terms and Conditions on the reverse side of this document and the attached pages.

Robert Greemore

Robert Greemore, Court Administrator 9/28/09

Signature of the Program Official with the Authority to Accept this Grant Award

Typed Name and Title of the Program Official Date

Carol P. Harrison

Carol P. Harrison, Finance Manager 9/29/09

Signature of the Financial Officer with the Authority to Accept this Grant Award

Typed Name and Title of the Financial Officer Date

False statements or claims made in connection with COPS grants may result in fines, imprisonment, debarment from participating in federal grants or contracts, and/or any remedy available by law to the Federal Government.

Award ID: 95369

U.S. Department of Justice
Office of Community Oriented Policing Services
Technology Program Grant Terms and Conditions

17. To facilitate communication among local and state governmental agencies regarding various information technology projects, the grantee agrees to notify the appropriate State Information Technology Point of Contact of the receipt of this grant award. For a list of State Information Technology Points of Contact, visit <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

18. The grantee agrees to comply with 28 C.F.R. Part 61 (Procedures for Implementing the National Environmental Policy Act).

19. False statements or claims made in connection with COPS grants may result in fines, imprisonment, or debarment from participating in federal grants or contracts, and/or any other remedy available by law.



U. S. Department of Justice
Community Oriented Policing Services

Grants Administration Division
Law Enforcement Technology

1100 Vermont Avenue, NW
Washington, DC 20530

Memorandum

To: Acting Court Administrator Robert Greemore
Office of the Court Administrator

From: Andrew A. Dorr, Assistant Director for Grants Administration
Cristina Grossi, Grant Program Specialist
Budget Prepared By: Cristina Grossi, Grant Program Specialist

Re: Law Enforcement Technology Financial Clearance Memo
A financial analysis of budgeted costs has been completed. Costs under this award appear reasonable, allowable, and consistent with existing guidelines. Exceptions / Adjustments are noted below.

OJP Vendor #: 00000434

ORI #: VT019ZZ DUNS #: 360705925

Grant #: 2009CKWX0160

<u>Budget Category</u>	<u>Proposed Budget</u>	<u>Approved Budget</u>	<u>Adjustments</u>	<u>Disallowed/Adjusted - Reasons/Comments</u>
Consultants/Contractors	\$250,000.00	\$250,000.00	\$0.00	
Direct Costs:	\$250,000.00	\$250,000.00	\$0.00	
Grand Total	\$250,000.00	\$250,000.00	\$0.00	
Grand Total:	Federal Share:	\$ 250,000.00		
	Applicant Share:	\$ 0.00		

Cleared Date: 8/11/2009

Overall Comments:

All costs listed in this budget were programmatically approved based on the final Budget Detail Worksheets submitted by your agency to the COPS Office. Maintenance agreements (if applicable) must be purchased and paid in full within the three-year grant period. Prior to the obligation, expenditure or drawdown of grant funds for non-competitive contracts in excess of \$100,000, grantee must submit a sole source justification to the COPS Office for review and approval. Prior to the obligation, expenditure, or drawdown of grant funds for consultant fees in excess of \$550 per day when the consultant is hired through a noncompetitive bidding process, approval must be obtained from the COPS Office. If the vendor number on this form differs from the EIN number included in your application, then for administrative purposes only, we are assigning a different vendor number to your agency. The reason for this administrative change is that your original EIN number has been assigned to another agency. If this applies to your agency, please use the new vendor number on all financial documents related to this grant award. The vendor number should not be used for IRS purposes and only applies to this grant.

Agency Name: **Vermont Office of the Court Administrator**
State: **Vermont**
Point of Contact: **Robert Greemore, Acting Court Administrator**
Phone: 802-828-3278
Estimated Award Amount: **\$250,000.00**

Executive Summary

The State of Vermont Judiciary's current case management systems are based on a text-based software program known as Vermont Automated Docketing System (VTADS). VTADS has been maintained and enhanced by the Judiciary's Research & Information Services Division (RIS) since 1990. VTADS worked well but its decentralized configuration does not allow for viewing data on a statewide basis, does not easily provide court statistics or management reports, or meet data requests from other agencies.

In addition to the challenges the Judiciary faces alone, the State of Vermont does not have an integrated method for the electronic sharing of justice information, relying on the exchange of paper. The Vermont law enforcement community has recently begun implementing the architecture for querying information between disparate systems. This architecture is called VJISS (Vermont Justice Information Sharing System) and was planned with the intent of increasing the number of source databases while pushing and pulling information electronically throughout our justice community.

In response to these problems the Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. The new system will add electronic filing and data sharing and will include electronic document management and workflow.

VCase, the new Vermont Case Management and Electronic Filing system, will assist litigants with greater access to the courts and will enhance the electronic flow of information among users of the courts, the legal community, justice agencies and other departments in state government. It is critical that the Judiciary case management system have the capabilities to exchange information with partners in VJISS.

The grant funds will be used to configure and implement VCase, to include data exchange protocols within the criminal and juvenile justice systems and other public safety agencies. It will be used to develop new methods to make it easier for self-represented litigants unfamiliar with legal terminology to file their cases with the court. Funding will be used to purchase licenses for the new system and to configure the generic case management system into one that comports with Vermont law and procedure.

VCASE Budget Narrative

G. Contracts/Consultants

Contract Description: VT Judiciary Case Management & E-Filing System (VCASE)

Per Contract Subtotal: \$250,000.00

The Vermont Judiciary has requested and expects to use the grant funds as part of the overall VCASE project funding over the next three years. The Judiciary has included only the amount approved for this grant, \$250,000.00 within the Budget Detail, Section G. The total projected cost of the VCASE project is \$8,023,804.

The VCASE project encompasses the configuration and implementation of court case management, document management and electronic filing solution throughout the State of Vermont. The Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. There have been a number of milestones that have led to the current state of this project.

In 2004, the Judiciary obtained funding to study the need for a new automated case management system. The study found that a new system would allow the Judiciary to enable citizens' online access to services, tailor production of accounting information to meet reporting requirements, allow litigants to electronically file cases or pay obligations, enable the courts to electronically store documents and ensure proper support for upgrades and maintenance.

The 2004 study, "Vermont Judiciary Case Management System – Technology Feasibility Assessment and Solution Evaluation Report" was performed by the National Center for State Courts (NCSC). The NCSC is dedicated to assisting state courts' automation efforts. The study evaluated various options to upgrade the capabilities of the current Courts systems, including the functional pros and cons of each solution as well as the estimated cost comparison for each option. The NCSC recommendation was to migrate to a new case management system software package.

In 2005, the Judiciary published a Request for Information ("RFI") for pricing and project specifications for a new case management system. The information obtained from the responses to this RFI prompted the Judiciary to continue to work with the Legislature and move forward with plans to procure a new case management system.

During the 2006 Legislative session the VCASE project was given initial funding to establish the VCASE project, plus approval to hire a full-time Project Manager. The VCASE Project Manager was hired in late 2006.

In mid-2006, the Judiciary again hired the National Center for State Courts to assist with completing a "user requirements" list and helping to write an RFP for the new system. Among the user requirements meetings were three days of meetings with the many external state stakeholders in a new Judicial system, including Dept. of Motor Vehicles, Dept. of Corrections, Dept. of Finance, Office of Children and Families, State's Attorney's and Sheriffs, Defender General, Secretary of State, and others.

Based on many stakeholder meetings, and input from the NCSC, the initial 2004 study, responses from the 2005 RFI, the Department of Information and Innovation (State CIO's Office), and the

State Purchasing Division, the VCase Request for Proposal (“RFP”) was completed and published on January 2007. Due to many factors, the RFP was withdrawn in June 2007.

Still needing to move forward with the VCase project, additional research into court case management systems and extensive modifications to the RFP were completed in late 2007/early 2008. As a result a new RFP was published in June 2008. After reviewing the respondents, three vendors were asked to provide a demonstration to Judiciary staff in October 2008. A subsequent finalist was selected in December 2008. From February to April 2009, a 90-day trial of the software was conducted to ensure the proposed solution would meet the Judiciary’s requirements and work within the courts architecture. At this point in time the Judiciary and the selected vendor have begun work on a final contract for VCase configuration and implementation. As you can see full and open competition was used to find and select a vendor for the VCase project.

The projected cost of the project for the next 5 years starting with fiscal year 2010 is \$8,023,804. This includes the direct cost to the contractor as well as Judiciary personnel, equipment and training costs. The Judiciary expects that a number of funding sources are needed in order to complete VCase. Those sources include earmarks from Senator Sanders via Byrne grant and Senator Leahy via this COPS grant as well as Court Improvement Program (CIP) grant money. The Judiciary also has a court technology special fund made up of a portion of fees/fines paid for traffic and municipal tickets that will fund the bulk of the project. This special fund was specifically created for technology purchases. The Judiciary is also looking at use of an equipment revolving fund (ERF) loan. This is an interest free, internal state loan that would be paid back over 5 years.

These entire set of funding sources still falls short of the projected costs. The total funding sources projected are \$5,716,073 which is over \$1.75M short of the VCase project budget.

As stated at the beginning of this narrative, within Section G of the Budget Detail, the Judiciary has included only the amount approved for this grant, \$250,000.00. As stated above that is not the total projected cost of the project and the total funding is more than \$1.75M below the projected amount. We continue to look at additional funding sources, including the expansion of this grant to help close or eliminate that shortfall. In response to this grant submission and included budget detail, we are expecting to utilize the full \$250,000.00 as part of the payments toward configuration and implementation of VCase over the next three years.

VCase Project Description

A. Problem Identification and Justification

The current State of Vermont Judiciary's case management systems are all based on an original text-based system called Vermont Automated Docketing System (VTADS). VTADS was built originally by Relational Semantics, and has been maintained and enhanced by the Judiciary's Research & Information Services Division (RIS) since 1990. VTADS worked well but its decentralized configuration does not allow for viewing data on a statewide basis and does not easily provide court statistics, management reports and meet data requests from other state agencies. VTADS began as a system to support criminal dockets. Over time it was expanded, copied and sometimes modified to handle virtually all docket types used in the Judiciary today.

The VTADS structure in the courts is as follows:

Vermont has 14 counties so each county has its own copy of the VTADS database, actually called VTADS2 (it is an upgraded version from the original VTADS or VTADS1). There are three basic court types in each county: a District (criminal) court, a Family court (which includes the juvenile docket), and a Superior (civil) court. Therefore, each of these three courts in a county share one "copy" of VTADS. As we move to a centralized VCase, we will have to combine these 14 entity tables, plus resolve 14 copies of code/reference tables, which have the same structure, but may have some slightly different values (even across the same court types).

In addition to the challenges the Judiciary faces alone, the State of Vermont does not have an integrated method for the electronic sharing of justice information. The Vermont law enforcement community has over the past 2 years developed the architecture for querying information between disparate computer aided/records management systems (CAD/RMS). More databases need to be added to this query tool. Specifically, a problem that needs to be corrected is the lack of linkage between the Vermont Criminal Information Center, the Department of Correction and the Judiciary's databases. There also is not an electronic mechanism to *push* and *pull* information throughout the justice system. In short the system in Vermont relies on the exchange of paper.

Likewise arrest information cannot be electronically sent to the State Attorney's or the Courts. Further, deployment of resources cannot be properly distributed for crime and incident trends because pin mapping is not in place on a statewide basis.

The Vermont Judiciary intends to replace its outdated, internally-supported 1980's vintage case management system with a new system that will transform how the court does business internally, how it does business with the rest of state government, and how it does business with litigants, with the Bar, and with the public. The new system will add electronic filing and data sharing and will include electronic document management and workflow tools.

The Department of Public Safety is looking to expand their justice information system (VJISS) by adding additional databases, by developing the *pushing and pulling* information throughout our justice system, and by implementing a mapping to overlay our record of crime and incidents. They intend to focus on the pushing and pulling of information through *document exchanges*, visually depicting crime and incidents through *mapping* and adding *additional databases* to query for information. It is critical that the Judiciary case management system has the capabilities to exchange information with DPS and other partners in VJISS.

B. Project Goals and Objectives

The Judiciary is set to launch a critically important effort to bring the Courts information technology systems forward into the 21st century. This effort is called the Vermont Judiciary Case Management System and Electronic Filing Project (“VCase”).

The goal of the new system is to provide the Judiciary with the tools necessary to support an increase in the quality of service to litigants and users of court services, to provide time and cost-saving efficiencies to the staff, and to provide Judges, administrators and other decision makers with information to better manage the business of the Judiciary. The new system is expected to provide faster turn-around for inquiries and requested services, electronic filing of case information, easier access to documents, increased accuracy of information, improved data exchanges with state agencies, improved public access to appropriate information, increased security, and improved services to children and families.

In short, the VCase system will help save taxpayer dollars by reducing paper flow and paper storage, increase staff efficiency through the use of a modern web-based architecture, and allow the integration of modern technology into the courts in both the near and long terms. Time is of the essence, since the current systems are old, do not support current business needs, cannot accept new technology in the courts (e.g., digital audio and video integration), and are increasingly labor intensive to maintain.

C. Community Policing Strategies/Crime Prevention Activities

There are several interdisciplinary initiatives working with the Judiciary to improve the role of the courts within the community and public safety areas. In order to improve court operations and services it is critical to use data to drive the improvement process. For example, the Chief Justice Task Force on Mental Health and Criminal Justice Collaboration has been working to create a public health and justice model for transforming justice in Vermont by creating a criminal justice capable system of care. The new case management system and data exchange capabilities are keys to this effort.

This public health and justice model involves the application of the evidence of behavioral health science to the practice of justice decision-making. A public health and justice model involves the application of data-driven findings to the determination of the level of intervention with any individual.

(a) Community Partnerships:

The Chief Justice Task Force is a three-branch initiative with representatives from the Legislature, the Judiciary, the Commissioner of the Dept. of Corrections, Deputy Commissioner of the Vermont Department of Health/Division of Alcohol and Drug Abuse Programs, Commissioner of the Department of Mental Health, Vermont Protection & Advocacy, NAMI-VT, Department of State’s Attorneys and Sheriffs, Defender General’s office, family members and consumers. This initiative as well as others supports the improvement of the Judiciary’s case management system and data exchange process.

On the local level and as a direct service to individuals, the system will assist Vermont litigants by making it easier for them to effectively file their cases and pleadings, to make it possible to more effectively represent themselves, and by providing greater access to

case information via the internet. In order to accomplish this, work will be done with Vermont Legal Aid in creating litigant-based services. For Vermont criminal justice and other state agencies, it will reduce data entry and redundancy of records; it will accelerate data exchange.

The system will also improve access to data for analysis of the courts and the criminal and juvenile justice systems; it will help Vermont to develop sound policy based on good data. It will reduce the volume of paper records, reducing the costs of storing and retrieving paper records. By connecting with VJISS, VCase will improve the exchange of electronic information throughout the justice system in Vermont. This will be the building blocks for the data driven approaches to combating crime. Proper deployment of police personnel will be enhanced by the mapping of crime information. The data collection and analytical capabilities that VCase along with VJISS will have provide great opportunities for agencies to combat crime and will have a lasting effect on improving public safety.

(b) Related Initiatives:

As discussed earlier the Chief Justice Task Force initiative is already underway to find solutions and movement toward a public health and justice model between a number of agencies. This initiative dovetails with the improvement of the Judiciary's case management system and data exchange process. Work is in the initial stages with Vermont Legal Aid to create a web-based system to improve information capture through interactive forms. The progression of this work will lead to the capture of that information directly into the new case management system to eliminate redundant data entry and reduce errors.

A major initiative started a few years ago was the creation of the Vermont Justice Information Sharing System (VJISS) through the Department of Public Safety. The system, which connects disparate police record management systems, allows authorized individuals the ability to search for records of individuals across multiple systems. The project vision is to allow VJISS to connect associated justice systems across state agencies. The intent is that the system will provide data sharing capabilities beyond searches (push/pull/data interchange, etc). The Judiciary's case management system is expected to be a significant piece of the overall goals of that project.

(c) Organizational Transformation:

The data exchange capabilities envisioned here move this transformation of justice forward on several levels:

First, at the level of information gathering and exchange at each entry point to the criminal justice system, to allow diversion from criminal justice into the public health system, or the intervention of both systems, or if necessary, and only if necessary, the exclusive response of the public protection system.

Second, at the level of screening, assessment, and diversion to appropriate treatment at each intercept point in the criminal justice system, and to provide criminal justice with behavioral health information to support evidence-based sentencing and court process.

Third, at the level of service provision drives the intensity and duration appropriate to the assessed need of the offender, the risk of re-offense, and the duration and restriction of sanction for the criminal charge.

This model calls for evidence-based policing, prosecution, sentencing, and corrections. The implementation of the model will require significant system restructuring and dialogue, and communication at all levels. Most importantly, implementation will require interface of the data systems of justice and behavioral health.

This last is the lynchpin for system reform. Information must be available at all levels of the system, to the investigating officer on the scene, to the booking officer at the jail, to the prosecutor and defense at arraignment, to the judge at sentencing, and to corrections at entry into the system, during any confinement or supervision, and upon release. The information exchange must be seamless and the information must be available not only to the participating partners in the traditional justice system, but to the providing agencies of health, mental health, and substance abuse, to victims, to community justice, community government, community diversion, and non-profit agencies providing services in housing, parenting, mentoring children, employment assistance, transportation, and all manner of support and intervention.

D. Implementation Plan

The project is tentatively scheduled to begin early in fiscal year 2010 (July/August) upon completion of a final contract. The high-level timeline is as follows:

Year 1 (FY2010) – Court process analysis, documentation, requirements and system configuration are to be done during this year. Work will also be done on data migration, conversion and interfaces for the new system. The first year also includes completing the Vermont Judicial Bureau in order to have this statewide court operational within the year.

Year 2 (FY2011) – The second year will see the completion of the system configuration, acceptance and user testing. We plan to have the first county migrated and operational. This includes all facets of District, Family and Superior Courts in a single county. Once any issues are vetted and the first county rollout is accepted, full rollout and migration will begin for all other counties.

Year 3 (FY2012) – Once we have begun the migration of the courts in each county, the bulk of the third year will focus on that effort. It is expected that the Supreme Court and Environment Court will also be completed (analysis, configuration, and migration) during this year.

Years 4 & 5 (FY2013 & FY2014) – The VCase contract calls for a 36 month plan to complete rollout of the system to all courts except Probate. Years four and five contain vendor costs for annual support and maintenance as well as Judiciary needs for support of the new system. While continuing on to include Probate courts in the new system has been discussed, the information included here about the initial project and contract does not include those costs or requirements.

E. Evaluation Plan/Effectiveness of Program

There are many facets in measuring the overall effectiveness of VCase but there is no fully comprehensive set of measures. Ultimately, the project will be measured throughout the contract term as configuration and implementation milestones set forth in the contract requirements, are met and accepted by the Judiciary. This will be the immediate measure of success for the program.

Additionally, other areas of concern both within the project scope and indirect to the project should show some measures of success. For example, expected improvements to electronic data exchanges, including the addition of new exchanges will also measure success of the project. With the advent of electronic filing, measuring the increases in electronic filing use and use of litigant facing websites will show additional improvements as a result of the new system. The ability to connect to the proposed VJISS initiative will also provide a measure of effectiveness and success.

Opportunity Title:	COPS Technology Program
Offering Agency:	Community Oriented Policing Services
CFDA Number:	
CFDA Description:	
Opportunity Number:	COPS-OTHERTECH-2009-2
Competition ID:	
Opportunity Open Date:	05/18/2009
Opportunity Close Date:	06/22/2009
Agency Contact:	COPS Office Response Center 1-800-421-6770 askCopsRC@usdoj.gov

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)

COPS Application Attachment

COPS Budget

Optional Documents

Other Attachments Form

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
---	---	---

* 3. Date Received: <input type="text" value="06/22/2009"/>	4. Applicant Identifier: <input type="text"/>
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

*** a. Legal Name:**

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="03-6000264"/>	* c. Organizational DUNS: <input type="text" value="360705925"/>
---	--

d. Address:

* Street1:	<input type="text" value="109 State Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Montpelier"/>
County:	<input type="text"/>
* State:	<input type="text" value="VT: Vermont"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="05609-0003"/>

e. Organizational Unit:

Department Name: <input type="text" value="Research & Information Service"/>	Division Name: <input type="text"/>
--	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text"/>	* First Name: <input type="text" value="Robert"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Yergeau"/>	
Suffix: <input type="text"/>	
Title: <input type="text"/>	

Organizational Affiliation:

* Telephone Number: <input type="text" value="802-828-4918"/>	Fax Number: <input type="text"/>
--	---

*** Email:**

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

A: State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

Community Oriented Policing Services

11. Catalog of Federal Domestic Assistance Number:

CFDA Title:

*** 12. Funding Opportunity Number:**

COPS-OTHERECH-2009-2

* Title:

COPS Technology Program

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

VCase Project Leahy

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424		Version 02	
16. Congressional Districts Of:			
* a. Applicant	<input type="text" value="VT001"/>	* b. Program/Project	<input type="text" value="VT001"/>
Attach an additional list of Program/Project Congressional Districts if needed.			
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>	<input type="button" value="View Attachment"/>
17. Proposed Project:			
* a. Start Date:	<input type="text" value="10/01/2009"/>	* b. End Date:	<input type="text" value="09/30/2012"/>
18. Estimated Funding (\$):			
* a. Federal	<input type="text" value="250,000.00"/>		
* b. Applicant	<input type="text" value="0.00"/>		
* c. State	<input type="text" value="0.00"/>		
* d. Local	<input type="text" value="0.00"/>		
* e. Other	<input type="text" value="0.00"/>		
* f. Program Income	<input type="text" value="0.00"/>		
* g. TOTAL	<input type="text" value="250,000.00"/>		
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?			
<input type="checkbox"/> a.	This application was made available to the State under the Executive Order 12372 Process for review on		<input type="text"/>
<input type="checkbox"/> b.	Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input checked="" type="checkbox"/> c.	Program is not covered by E.O. 12372.		
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)			
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="text" value="Excluded"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)			
<input checked="" type="checkbox"/> ** I AGREE			
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.			
Authorized Representative:			
Prefix:	<input type="text"/>	* First Name:	<input type="text" value="Robert"/>
Middle Name:	<input type="text"/>		
* Last Name:	<input type="text" value="Greemore"/>		
Suffix:	<input type="text"/>		
* Title:	<input type="text" value="Acting Court Administrator"/>		
* Telephone Number:	<input type="text" value="802-828-3278"/>	Fax Number:	<input type="text"/>
* Email:	<input type="text" value="bob.greemore@state.vt.us"/>		
* Signature of Authorized Representative:	<input type="text" value="Karen Gennette"/>	* Date Signed:	<input type="text" value="06/22/2009"/>

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

BUDGET DETAIL WORKSHEETS

OMB Control Number: 1103-0097
Expiration Date: 5/31/2011

Applicant Legal Name:

ORI #:

Vermont Office of the Court Administrator

VT019ZZ

COPS FUNDING REQUEST

Federal assistance is being requested under the following COPS Office funding category:

Please select the funding category that was selected on the COPS Application Attachment to SF-424.

- | | |
|--|---|
| <input type="checkbox"/> Tribal Resources Grant Program | <input checked="" type="checkbox"/> Targeted-Technology Program |
| <input type="checkbox"/> Targeted-Methamphetamine Initiative | <input type="checkbox"/> Universal Hiring Program |
| <input type="checkbox"/> Community Policing Development Programs | <input type="checkbox"/> Child Sexual Predator Program |
| <input type="checkbox"/> Secure Our Schools | |

A. Sworn Officer Positions

No Sworn Officer Positions Requested

Instructions: For COPS programs which fund sworn officer positions, you may apply for entry-level salaries and benefits of newly hired, additional law enforcement officers. Please refer to the Application Guide for information on the length of the grant term for the specific program which you are applying.

This worksheet will assist your agency in properly organizing your **maximum estimated** salary and benefit costs and providing the necessary financial details for review by the COPS Office. Please list the entry-level base salary and fringe benefits **rounded to the nearest whole dollar** for one sworn officer position within your agency. COPS hiring funds may also be used to pay for entry-level salaries and benefits of newly-hired, additional officers who will backfill the positions of locally-funded veteran officers that will be deployed into community policing specialty areas (i.e., School Resource Officers). **Do not include employee contributions.**

Complete part 1 if you are requesting funds for full-time officer positions.

Officer Positions Requested:

Full-time:

Enter the number of new, entry-level full-time and/or part-time officer positions that are being requested. Do not include any officers already funded (or for which funding has been requested) under any other COPS grants or any positions otherwise funded with state, local, tribal, or BIA funds. Your request should be consistent with your agency's law enforcement needs. Do not request more positions than your agency can support and retain.

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

A. Sworn Officer Positions

Part 1: Full time sworn officer information

Total Entry-Level Base Salary for One Position \$ x Years = \$
(Base Salary Subtotal)

B. Fringe Benefit Cost % of Base Additional Information

Social Security If Exempt Check Here: Fixed Rate:
Can't Exceed 6.2% of total base salary. If less than 6.2%, exempt or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Medicare If Exempt Check Here: Fixed Rate:
Can't Exceed 1.45% of total base salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Health Insurance Family Coverage? Yes No Fixed Rate:
Can't Exceed 30% of total base salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in "Sworn Officer Position Budget Summary".

Life Insurance

Vacation Number of Hours Annually:

Sick Leave Number of Hours Annually:

Retirement Fixed Rate:
Can't Exceed 20% of the total base salary (unless a fixed rate). If a fixed rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Worker's Comp If Exempt Check Here: Fixed Rate:
Can't Exceed 10% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Unemployment Ins. If Exempt Check Here: Fixed Rate:
Can't Exceed 5% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "Sworn Officer Position Budget Summary".

Other Describe:

Other Describe:

Other Describe:

Total Salary (Part A) Total Fringe Benefits (Part B) # of Positions Sworn Officer Total
\$ + x =
Transfer to Budget Summary Line 1

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

Part 2: Sworn Officer Position Budget Summary (all applicants requesting officer position(s) must complete this section.)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below. You must check at least one.

- Cost of living adjustment (COLA) Step Raises Change in benefit costs
 Other - please explain briefly:

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Workers Compensation, and 6) Unemployment Insurance.

1) Social Security:

2) Medicare:

3) Health Insurance:

4) Retirement:

5) Worker's Compensation:

6) Unemployment Insurance:

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

B. Civilian/Other Personnel

No Civilian Personnel Positions Requested

Instructions: Each position must be listed and computed separately. On this page you can enter one civilian position and then by adding another Civilian/Other Personnel page, can enter 19 more unique positions for a total of 20. Complete each position in accordance with the instructions.

Part 1: Total Base Salary and Fringe Benefits for Civilian/Other Personnel

Civilian/Other Personnel Page 1 of 1

Position Title: []

Base Salary Computation: (([] x []) = X []) [] (Base Salary Subtotal)
((Annual Base Salary X Percent of Time Devoted to the Project) X Number of Months Devoted to the Project)

Fringe Benefit Cost % of Base Salary Subtotal Additional Information

Social Security [] [] If Exempt Check Here: [] Fixed Rate: []
Can't Exceed 6.2% of total base salary. If less than 6.2%, exempt or fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Medicare [] [] If Exempt Check Here: [] Fixed Rate: []
Can't Exceed 1.45% of total base salary. If less than 1.45%, exempt, or fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Health Insurance [] [] Family Coverage? [] Yes [] No Fixed Rate: []
Can't Exceed 30% of total base salary for individual plans, or 45% for family plans. If it exceeds these rates or is a fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Life Insurance [] []

Vacation [] [] Number of Hours Annually: []

Sick Leave [] [] Number of Hours Annually: []

Retirement [] [] Fixed Rate: []

Can't Exceed 20% of the total base salary (unless a fixed rate). If a fixed rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Worker's Comp [] [] If Exempt Check Here: [] Fixed Rate: []
Can't Exceed 10% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Unemployment Ins. [] [] If Exempt Check Here: [] Fixed Rate: []
Can't Exceed 5% of the total base salary. If exempt or if it exceeds this rate, provide an explanation in the "civilian/non-sworn personnel budget summary".

Other [] [] Describe: []

Other [] [] Describe: []

Total Fringe Benefits: []

Subtotal Position Salary and Benefits: []

CIVILIAN/OTHER PERSONNEL TOTAL: [] Total Civilian/Other Personnel Cost
(Add together all Subtotals per position) (Transfer to Budget Summary Line 2)

Please include a detailed position description for all positions listed in the Budget Narrative

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

Part 2: Civilian/Non-Sworn Personnel Budget Summary (all applicants requesting civilian/non-sworn position(s) must complete this section.)

After completing Part 1 of this form, answer the following questions. If necessary, attach an explanation of how you computed salaries and benefits for this worksheet. Be sure to answer EVERY question. Missing or erroneous information could significantly delay the review of your agency's request.

1. If your agency's second and third-year costs for salaries and/or fringe benefits are greater than the first year, check the reason(s) why in the space below. You must check at least one.

- Cost of living adjustment (COLA) Step Raises Change in benefit costs
 Other - please explain briefly:

2. If an explanation is required for any of the following categories, please provide in the space below: 1) Social Security, 2) Medicare, 3) Health Insurance, 4) Retirement, 5) Workers Compensation, and 6) Unemployment Insurance.

1) Social Security:

2) Medicare:

3) Health Insurance:

4) Retirement:

5) Worker's Compensation:

6) Unemployment Insurance:

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

C. EQUIPMENT/TECHNOLOGY

No Equipment/Technology Requested

Instructions: List non-expendable items that are to be purchased. Non-expendable equipment is tangible property (e.g., technology) having a useful life of more than two years. Expendable items should be included either in the "SUPPLIES" or "OTHER" categories. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially for high-price items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "CONTRACTS/ CONSULTANTS" category. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Pursuant to the Continuing Appropriations Resolution, 2008, (P.L.110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

For agencies purchasing items related to enhanced communications systems, the COPS Office expects and encourages that, wherever feasible, such voice or data communications equipment should be incorporated into an intra- or interjurisdictional strategy for communications interoperability among federal, state, and local law enforcement agencies.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation		Unit Cost)	Per Item Subtotal
	(# of Items/Units	X		

EQUIPMENT TOTAL:

Transfer to Budget
Summary Line 3

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

D. OTHER COSTS

No Other Costs Requested

Instructions: List other requested items that will support the project goals and objectives as outlined in your application. Other costs may include items such as overtime and background investigations for law enforcement officer positions and/or civilian positions if allowable under the program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Pursuant to the Continuing Appropriations Resolution, 2008, (P.L.110-161), be advised that, to the greatest extent practical, all equipment and products purchased with these funds must be American-made.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation (# of Items/Units X	Unit Cost)	Per Item Subtotal)
OTHER COST TOTAL:			
			Transfer to Budget Summary Line 4

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

E. SUPPLIES

No Supplies Requested

Instructions: List items by type (office supplies; postage; training materials; copying paper; books; hand-held tape recorders; etc). Generally, supplies include any materials that are expendable or consumed during the course of the project. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Unit/Item Description	Computation		Per Item Subtotal
	(# of Items/Units	X Unit Cost)	

SUPPLIES TOTAL:

Transfer to Budget
Summary Line 5

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

F. TRAVEL/TRAINING

No Travel/Training Costs Requested

Instructions: Itemize travel expenses of project personnel by purpose (e.g., mandatory training, staff to training, field interviews, advisory group meetings). Show the basis of computation (e.g., 6 staff members times the unit cost per person for lodging for 3 days). Training projects, training fees, travel, lodging and per diem rates for trainees should be listed as separate travel items. Show the number of staff attending any event and the unit costs per person involved. Identify the location of travel, when possible. Note: Any local training costs (within a 50-mile radius) should be listed under Section D ("Other Costs"). If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying.

Reason for Travel/ Training & Location of Travel/Training	Travel/ Training Item	Computation			Per Item Subtotal
		(# of Staff X	Unit Cost	# of Days/ X Trips/Events)	
TRAVEL/TRAINING TOTAL:					
					Transfer to Budget Summary Line 6

Please include a detailed description for all items listed in the Budget Narrative

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

G. CONTRACTS/CONSULTANTS

No Contracts/Consultants Costs Requested

Instructions: See the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. If awarded, requests for sole source procurements of equipment, technology or services in excess of \$100,000 must be submitted to the COPS Office for prior approval.

Contract Description	Per Contract Subtotal
VT Judiciary Case Management & E-Filing System	250,000.00
Contracts Subtotal:	250,000.00 (G1)

Consultant Fees: For each consultant enter the name (if known), service to be provided, hourly or daily fee (based upon an 8-hour day), and estimated length of time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of \$550 per day require additional written justification in the Budget Narrative and must be pre-approved in writing by the COPS Office.

Consultant Name/Title	Service Provided	Computation		Per Consultant Fee Subtotal
		(Cost	X # Days or # Hours)	
Consultant Fees Subtotal:				(G2)

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants separate from their consultant fees (e.g., travel, meals, lodging).

Consultant Name/Title	Service Provided	Computation		Per Consultant Fee Subtotal
		(Cost	X # of Days)	
Consultant Subtotal:				(G3)

CONTRACTS/CONSULTANTS TOTAL: 250,000.00

Contracts (G1) + Consultant Fees (G2) + Consultant Expenses (G3)

Transfer to Budget Summary Line 7

Please include a detailed description for all contracts listed in the Budget Narrative.

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

H. INDIRECT COSTS

No Indirect Costs Requested

Instructions: Indirect costs are allowed under a **very limited** number of specialized COPS Training and Technical Assistance programs. Please see the COPS Application Guide for a list of allowable/unallowable costs for the particular program for which you are applying. If additional budget information is required to be entered for this category please complete the information in an electronic format and attach the document using the "Other Attachments" form found in the Grants.gov forms package.

If indirect costs are requested, a copy of the agency's fully-executed, negotiated Federal Rate Approval Agreement must be attached to this application.

Indirect Cost Description

Computation

Per Indirect Cost Subtotal

INDIRECT COSTS TOTAL:

Transfer to Budget
Summary Line 8

Applicant Legal Name:

Vermont Office of the Court Administrator

ORI #:

VT019ZZ

BUDGET SUMMARY

Instructions: When you have completed the Budget Detail Worksheets, please transfer the category totals to the spaces below. Please compute the Total Project Amount, Total Federal Share Amount, and Total Local Share (if applicable). Please see the Application Guide for information on the maximum federal share and local matching requirements for the grant for which you are applying.

Budget Category	Category Total	Line #
A. Sworn Officer Positions		1
B. Civilian/Other Personnel		2
C. Equipment/Technology		3
D. Other-Costs		4
E. Supplies		5
F. Travel/Training		6
G. Contracts/Consultants	250,000.00	7
H. Indirect Costs		8
Total Project Amount:	250,000.00	
Total Federal Share Amount: (Total Project Amount X Federal Share Percentage Allowable)	250,000.00	
Total Local Share Amount (If applicable): (Total Project Amount - Total Federal Share Amount)	0.00	

Contact Information for Budget Questions

Please provide contact information of the financial official that the COPS Office may contact with questions related to your budget submission.

Authorized Official's Typed Name:

Prefix:	
First Name:	Carol
Middle Name:	
Last Name:	Harrison
Suffix:	
Title:	Finance Manager
Phone:	802-828-4912
Fax:	808-828-0414
E-mail Address:	carol.harrison@state.vt.us

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to 2 hours per response, depending upon the COPS program being applied for, including the time for reviewing instructions, searching existing data sources, gathering the budget data needed, and completing the worksheets. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0097 and the expiration date is 5/31/2011.

COPS Application Attachment to SF-424

General Instructions:

The COPS Application Attachment to SF-424 is used in conjunction with all COPS program applications. Please ensure that you have completed all of the required sections. If a section is not applicable, please check the not applicable checkbox.

Section 1: COPS PROGRAM REQUEST

Federal assistance is being requested under the following COPS program:

Select the COPS Office grant program for which you are requesting federal assistance. Please DO NOT use this form to apply for multiple grants at one time. A separate application must be completed for each COPS program for which you are applying. Please ensure that you read, understand, and agree to comply with the applicable grant terms and conditions as outlined in the COPS Application Guide before finalizing your selection.

CHECK ONE PROGRAM OPTION ONLY

- | | |
|--|---|
| <input type="checkbox"/> Targeted-Tribal Resources Grant Program | <input checked="" type="checkbox"/> Targeted-Technology Program |
| <input type="checkbox"/> Targeted-Methamphetamine Initiative | <input type="checkbox"/> Universal Hiring Program |
| <input type="checkbox"/> Community Policing Development | <input type="checkbox"/> Child Sexual Predator Program |
| <input type="checkbox"/> Secure our Schools | |

Section 2: EXECUTIVE INFORMATION

Note: Listing individuals without ultimate programmatic and financial authority for the grant could delay the review of your application, or remove your application from consideration.

A. Applicant ORI Number:

VT019ZZ

The ORI number is assigned by the FBI and is your agency's unique identifier. The first two letters are your state abbreviation, the next three numbers are your county's code, and the final two numbers identify your jurisdiction within your county. If you do not currently have an ORI number, the COPS Office will assign one to your agency for the purpose of tracking your grant.

- Check here if your agency has not been assigned an ORI #.

B. Law Enforcement Executive/Program Official Information:

For Law Enforcement Agencies: Enter the law enforcement executive's name and contact information. This is the highest-ranking official within your jurisdiction (e.g., Chief of Police, Sheriff, or equivalent). **For Non-Law Enforcement Agencies:** Enter the program official's name and contact information. If the grant is awarded, this position would be responsible for the programmatic implementation of the award. If your agency is a "start-up" this section can remain blank.

Title:	Acting Court Administrator
Prefix:	
First Name:	Robert
Middle Name:	
Last Name:	Greemore
Suffix:	
Agency Name:	Vermont Office of the Court Administrator
Street 1:	109 State Street
Street 2:	
City:	Montpelier
County:	
State:	VT: Vermont
Province:	
Zip / Postal Code:	05609-0003
Country:	USA: UNITED STATES
Telephone:	802-828-3278
Fax:	802-828-3457
E-mail:	bob.greemore@state.vt.us
Type of Agency:	State
New Startup* (please specify):	
Other* (please specify):	

Agency types that have an asterisk next to them and that are applying for COPS hiring grants must provide additional information. Please refer to the COPS Application Guide: Agency Supplemental Information section for the questions that you will need to address. Please attach this information below:

	Add Attachment	Delete Attachment	View Attachment
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C. Government Executive/Financial Official Information:

For Government Agencies: Enter the government executive's name and contact information. This is the highest-ranking official within your jurisdiction (Mayor, City Administrator, Tribal Chairman, or equivalent). **For Non-Government Agencies:** Enter the financial official's name and contact information. If the grant is awarded, this position would be responsible for the financial management of the award. Please note that information for non-executive positions (e.g. clerk, trustees, etc., are not acceptable).

Title:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Name of Government Entity/Financial Entity:

Street 1:

Street 2:

City:

County:

State:

Province:

Zip / Postal Code:

Country:

Telephone:

Fax:

E-mail:

Type of Government Entity:

Section 3: GENERAL AGENCY INFORMATION

A. General Applicant Information

1. Cognizant Federal Agency:

Enter the legal applicant's Cognizant Federal Agency. A Cognizant Federal Agency, generally, is the federal agency from which your jurisdiction receives the most federal funding. Your Cognizant Federal Agency also may have been previously designated by the Office of Management and Budget.

2. Fiscal Year: to (mo/da/yr)

3. Population served as of the 2000 US Census:

4. If the population served is not represented by the U.S. census figures, please indicate the size of the population served:

B. Law Enforcement Agency Information

1. Is your agency contracting for law enforcement services? Contractual arrangements for law enforcement services are not fundable under the Universal Hiring Program.

Yes No

If "yes," the Legal Name and address information listed on the SF-424 under section 8 (Applicant Information) should be for the jurisdiction that will be contracting to receive law enforcement services, and NOT the law enforcement agency that will actually provide those services. Also, be sure to enter the name and agency information of the contract law enforcement department under section 2, part B (law enforcement executive information) of this document. In all contracting arrangements, the jurisdiction that is applying for assistance is ultimately responsible for ensuring compliance with all grant requirements. For additional clarification on contracting guidelines, please see the program-specific section of the COPS Application Guide.

If you are a tribal law enforcement agency, instead of providing your own law enforcement services, does your tribe exclusively contract with a non-BIA local law enforcement agency for services?

Yes No

If 'Yes,' please refer to the program-specific section of the COPS Application Guide for additional eligibility information.

2. Population Served By Law Enforcement Agency

Do officers have primary law enforcement authority for the population to be served?

Yes No

An agency with primary law enforcement authority is defined as the first responder to calls for service, and has ultimate and final responsibility for the prevention, detection, and/or investigation of crime within its jurisdiction.

If yes, what is the actual population for which your department has primary law enforcement authority? [In other words, the 2000 Census population minus the incorporated towns and cities that have their own police departments.]

If no, please explain. Include the date by which your agency anticipates having primary law enforcement authority for this population. [Please limit your response to a maximum of 250 words.]

3. Current Budgeted Sworn Force Strength as of the Date of this Application:

Full Time

Part Time

Enter the budgeted sworn force strength. The budgeted sworn force strength is the number of sworn officer positions your department has allocated within its budget, including state, Bureau of Indian Affairs, and locally-funded vacancies. Do not include unpaid/reserve officers or detention staff.

4. Current Actual Sworn Force Strength as of the Date of this Application:

Full Time

Part Time

Enter the actual sworn force strength. The actual sworn force strength is the actual number of sworn officer positions employed by your department as of the date of application. Do not include vacant positions or unpaid/reserve positions.

Section 4: LAW ENFORCEMENT & COMMUNITY POLICING STRATEGY

COPS Office grants must be used to reorient the mission and activities of law enforcement agencies toward the community policing philosophy or enhance their involvement in community policing. The following is the COPS Office definition of community policing that emphasizes the primary components of community partnerships, organizational transformation, and problem solving.

Community policing is a philosophy that promotes organizational strategies, which support the systematic use of partnerships and problem-solving techniques, to proactively address the immediate conditions that give rise to public safety issues, such as crime, social disorder, and fear of crime.

The COPS Office has completed the development of a comprehensive community policing self-assessment tool for use by law enforcement agencies. Based on this work, we have developed the following list of primary sub-elements of community policing. Please refer to the COPS Office web site (www.cops.usdoj.gov) for further information regarding these sub-elements

Community Partnerships:

Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to both develop solutions to problems and increase trust in police.

- Other Government Agencies
- Community Members/Groups
- Non-Profits/Service Providers
- Private Businesses
- Media

Organizational Transformation:

The alignment of organizational management, structure, personnel and information systems to support community partnerships and proactive problem-solving efforts.

Agency Management

- Climate and culture
- Leadership
- Labor relations
- Decision-making
- Strategic planning
- Policies
- Organizational evaluations
- Transparency

Organizational Structure

- Geographic assignment of officers
- Despecialization
- Resources and finances

Personnel

- Recruitment, hiring and selection
- Personnel supervision/evaluations
- Training

Information Systems (Technology)

- Communication/access to data
- Quality and accuracy of data

Problem Solving:

The process of engaging in the proactive and systematic examination of identified problems to develop effective responses that are rigorously evaluated.

- Scanning: Identifying and prioritizing problems
- Analysis: Analyzing problems
- Response: Responding to problems
- Assessment: Assessing problem-solving initiatives
- Using the Crime Triangle to focus on immediate conditions (Victim/Offender/Location)

COMMUNITY POLICING PLAN

COPS grants must be used to initiate or enhance community policing. Please complete the following questions to describe the types of community policing activities that will be initiated or enhanced as a result of COPS funding. You may find more detailed information about community policing at the COPS Office web site (www.cops.usdoj.gov).

Community Partnerships

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to develop collaborative partnerships with individual and organizational stakeholders in communities to increase trust and to develop shared solutions to community problems.

If awarded funding, my organization will implement or enhance:

P1-Sharing of relevant crime and disorder information with community members.

Yes No Not Sure

P2-Seeking input from the community to identify and prioritize neighborhood problems.

Yes No Not Sure

P3-Engagement with the community in the development of responses to community problems.

Yes No Not Sure

P4-Collaboration with other agencies that deliver public services (e.g., parks and recreation, social services, public health, mental health, code enforcement).

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance community partnerships if awarded grant funding (150 word maximum):

There are several interdisciplinary initiatives working with the Judiciary to improve services to litigants coming through the courts described herein. To improve court operations and services it is critical to use data to drive the improvement process. For example, the Chief Justice Task Force on Mental Health and Criminal Justice Collaboration has been working to create a public health and justice model for transforming justice in Vermont by creating a criminal justice capable system of care. The new case management system and data exchange capabilities are key to this effort.

This public health and justice model involves the application of the evidence of behavioral health science to the practice of justice decision-making. A public health and justice model involves the application of data-driven findings to the determination of the level of intervention with any individual.

Problem Solving

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to use problem solving. Problem solving is an analytical process for systematically 1) identifying and prioritizing problems, 2) analyzing problems, 3) responding to problems, and 4) evaluating problem-solving initiatives. Problem solving involves an agency-wide commitment to go beyond traditional police responses to crime to proactively address a multitude of problems that adversely affect quality of life.

If awarded funding, my organization will implement or enhance:

PS1-Integration of problem solving into patrol work.

Yes No Not Sure

PS2-Identification and prioritization of crime and disorder problems by examining patterns and trends involving repeat victims, offenders, and locations.

Yes No Not Sure

PS3-Exploring the underlying factors and conditions that contribute to crime and disorder problems.

Yes No Not Sure

PS4-Developing tailored responses to crime and disorder problems that address the underlying conditions that contribute to them.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance problemsolving activities if awarded grant funding (150 word maximum):

The data exchange capabilities envisioned here move this transformation of justice forward on several levels:
First, at the level of information gathering and exchange at each entry point to the criminal justice system, to allow diversion from criminal justice into the public health system, or the intervention of both systems, or if necessary, and only if necessary, the exclusive response of the public protection system.
Second, at the level of screening, assessment, and diversion to appropriate treatment at each intercept point in the criminal justice system, and to provide criminal justice with behavioral health information to support evidence-based sentencing and court process.
Third, at the level of service provision drives the intensity and duration appropriate to the assessed need of the offender, the risk of re-offense, and the duration and restriction of sanction for the criminal charge.
This model calls for evidence-based policing, prosecution, sentencing, and corrections. The implementation of the model will require significant system restructuring and dialogue, and communication at all levels. Most importantly, implementation will require interface of the data systems of justice and behavioral health.

Organizational Transformation

The COPS Office is interested in determining if your organization will use the grant to assist in increasing the capacity to transform organizational environment, organizational structure, personnel, practices, and policies to support the community policing philosophy and community policing activities.

If awarded funding, my organization will implement or enhance:

OC1-Institutionalization of organizational changes that support the implementation of community policing strategies.

Yes No Not Sure

OC2-Incorporation of community policing principles into the agency's mission/vision statement and strategic plan

Yes No Not Sure

OC3-Institutionalization of community policing principles into a corresponding set of policies, practices and procedures.

Yes No Not Sure

OC4-Institutionalization of community policing agency-wide.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance organizational alignment towards community policing if awarded grant funding (150 word maximum):

Technology

The COPS Office is interested in determining if your organization will use the grant to assist in increasing technological capacity to better prevent and/or respond to crime and disorder incidents.

If awarded funding, my organization will implement or enhance:

T1- Ensuring that agency staff have proper access to relevant data (e.g., calls for service, incident and arrest data, etc.).

Yes No Not Sure

T2- Analysis and understanding of problems in the community.

Yes No Not Sure

T3- Improvements to the agency's overall efficiency and effectiveness.

Yes No Not Sure

T4- Providing officers with necessary equipment to better prevent and/or respond to crime and disorder incidents.

Yes No Not Sure

Please provide specific examples of the types of activities you plan to engage in to enhance alignment of technology towards community policing if awarded grant funding (150 word maximum):

Information must be available at all levels of the system, to the investigating officer on the scene, to the booking officer at the jail, to the prosecutor and defense at arraignment, to the judge at sentencing, and to corrections at entry into the system, during any confinement or supervision, and upon release. The information exchange must be seamless and the information must be available not only to the participating partners in the traditional justice system, but to the providing agencies of health, mental health, and substance abuse, to victims, to community justice, community government, community diversion, and non-profit agencies providing services in housing, parenting, mentoring children, employment assistance, transportation, and all manner of support and intervention.

The system will also improve access to data for analysis of the courts and the criminal and juvenile justice systems; it will help Vermont to develop sound policy based on good data. It will reduce the volume of paper records, reducing the costs of storing and retrieving paper records.

If your organization receives this COPS grant funding, it should use your responses to these questions as your organization's community policing plan. Your organization may be audited or monitored to ensure that it is initiating or enhancing community policing in accordance with this plan.

We understand that your community policing needs may change during the life of your COPS grant (if awarded), and we welcome minor changes to this plan without prior approval. We also recognize that this plan may incorporate a broad range of possible community policing strategies and activities, and that your agency may implement particular community policing strategies from the plan on an as-needed basis throughout the life of the grant. If your agency's community policing plan changes significantly, however, you must submit those changes in writing to the COPS Office for approval. Changes are "significant" if they deviate from the range of possible community policing activities identified and approved in this original community policing plan submitted with your application.

Section 5: CONTINUATION OF PROJECT AFTER FEDERAL FUNDING ENDS

Retention for COPS Hiring Grants

This section is applicable to applicants applying for sworn officer positions.

Check here if not applying under the Universal Hiring Program.

Hiring grantees are required to retain all additional officer positions awarded for at least one full local budget cycle following the expiration of COPS grant funding for each COPS-funded officer position. The additional officer positions should be added to your agency's law enforcement budget with state, local, or tribal funds for at least one full local budget cycle, over and above all other locally-funded officer positions (including other school resource officers) that would have existed regardless of the grant, from the time that the thirty-six (36) months of grant funding for each COPS position expires. Absorbing COPS-funded officers through attrition (rather than adding the extra positions to your budget with additional funding) does not meet the retention requirement. Please be aware that if your agency has additional sworn officer hiring grants that are active when one hiring grant expires, the officer positions that were awarded under the expired grant are added to your baseline of locally-funded officer positions and must be maintained throughout the implementation of all additional hiring grants.

Use the space below to explain how your agency currently plans to retain any additional officer positions awarded. Please be as specific as possible about the source(s) of retention funding (General Fund revenues, local ballot item, etc.) your agency plans to utilize. A missing or incomplete response could affect your ability to receive funding. Please limit your response to a maximum of 250 words.

Section 6: NEED FOR FEDERAL ASSISTANCE

All applicants are required to provide a brief explanation of their agency's public safety needs and an explanation of their agency's inability to implement this project and/or address these public safety needs without federal assistance.

In the space below, please provide a brief explanation of your agency's inability to implement this project without federal assistance. [Please limit your response to a maximum of 250 words.]

The funding will be used to develop and implement the VCase court case management system and data exchange protocols within the criminal and juvenile justice systems and with other state agencies, in particular law enforcement. It will be used to develop

new methods to make it easier for self-represented litigants unfamiliar with legal terminology to file their cases with the court. It will be used to purchase licenses for the new system and to tailor the generic case management system into one that comports with Vermont law and procedure. It will be used to train court staff throughout the state on how to use the new system efficiently and effectively. The development of VCase and the proposed interface with VJISS (Vermont Justice Information Sharing System) will improve the exchange of electronic information throughout the justice system in Vermont. Without funding we will be limited in our ability to provide sufficient licensing and configuration necessary for such changes. Lack of funding will limit the creation of interfaces to other law enforcement agencies through VJISS, the extent of configuration within the case management system and limit our capacity reach out to the public.

Section 7: WAIVERS OF THE LOCAL MATCH

Please refer to the Application Guide for information on whether waivers of the local match, are available under the grant program for which you are applying.

Check here if not applicable

Are you requesting a waiver of the local match based upon severe fiscal distress?

Yes No

If requesting a waiver, you are required to attach a detailed waiver justification below. Please refer to the COPS Application Guide – “Waiver of the Local Match” section for information on what to include in your justification, as well as the program-specific portion of the Guide to review the local match requirements for the grant program under which you are applying.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Section 8: EXECUTIVE SUMMARY

This section is applicable to COPS applicants applying under the COPS Methamphetamine Initiative, Secure Our Schools, Child Sexual Predator Program, Technology Program and Community Policing Development Programs.

Check here if not applicable

Please attach a brief summary of how your agency will use this federal funding. Be sure to include a description of how you expect this grant to impact public safety and/or crime prevention in your community. Please refer to the COPS Application Guide for clarification on specific information to include in your summary. The Executive Summary may be used to keep Congress or other executive branch agencies informed on law enforcement strategies to deter crime in your community. [Please limit your response to a maximum of 400 words.]

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Section 9: PROJECT DESCRIPTION (NARRATIVE)

This section is applicable to all COPS applicants.

Please attach to your application an in-depth narrative response detailing your proposed project. Please refer to the program-specific section of the COPS Application Guide: “How to Apply” section for information on what should be included in your response, as well as any additional formatting requirements and page length limitations.

[Add Attachment](#)[Delete Attachment](#)[View Attachment](#)

Section 10: BUDGET NARRATIVE (EXCLUDING SWORN OFFICER POSITIONS)

This section is applicable to COPS applicants applying under the Community Policing Development Programs, the Methamphetamine Initiative, Secure Our Schools, the Tribal Resources Grant Program, Child Sexual Predator Program and the Technology Program.

Check here if not applicable

Please attach a budget narrative describing each item proposed for purchase, its purpose, and how the items relate to the overall project. Like items may be grouped together for ease of reporting. The structure of the Budget Narrative must mirror the structure of the Budget Detail Worksheet included in this application. In other words, each item reported in the Budget Narrative must fall under one of the following budget categories: Civilian/Other Personnel, Equipment/Technology, Other Costs, Supplies, Travel/Training, Contracts/Consultants, and Indirect Costs. For your information, a sample Budget Narrative and a sample Budget Detail Worksheet are included in the COPS Application Guide. Every item included on the Budget Detail Worksheet must be included in the Budget Narrative.

Note that allowable/unallowable costs will vary widely between different COPS grant programs and cooperative agreements. Please ensure that you refer to the program-specific portion of the COPS Application Guide – “Federal Funding: Allowable & Unallowable Costs” section for a complete list of the allowable and unallowable costs associated with the particular program for which you are applying. Including unallowable items on your application may delay the processing of your application and could ultimately result in the denial of your request.

COPS Budget Narrative.doc

Add Attachment

Delete Attachment

View Attachment

Section 11: MEMORANDUM OF UNDERSTANDING

Check here if not applicable

Please attach a Memorandum of Understanding (MOU) to your application that defines the roles and responsibilities of the individuals and partner(s) involved in your proposed project. Please refer to the program-specific portion of the Guide for a complete description of information pertaining to the required MOU.

Add Attachment

Delete Attachment

View Attachment

Section 12: OFFICIAL PARTNER(S) CONTACT INFORMATION

Check here if not applicable.

An official "partner" under the grant may be a governmental or private entity that has established a legal, contractual, or other agreement with the applicant for the purpose of supporting and working together for mutual benefits of the grant. Please refer to the Application Guide for a complete description of partnership requirements under the grant program for which you are applying.

Official Partner 1 of 1

Title:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Name of Partner Agency (e.g., School District)

Type of Partner Agency (e.g., School District)

Partner Agency Address

Street 1:

Street 2:

City:

County:

State:

Province:

Zip / Postal Code:

Country:

Telephone:

Fax:

E-mail:

Section 13: INCIDENT DATA

Incident data is required for the Secure Our Schools grant program. The data reported should cover the time period of September 1, 2006 to August 31, 2007 and should only include incidents that took place in and around the partnering schools. Please refer to the program guide for specific information and instructions regarding the data required for this submission.

Check here if not applicable.

Type of Incident	<i># of Incidents Reported</i>
Homicide	
Sexual Offenses	
Aggravated/Major Assaults—for example, an attack with hands, fist, feet, or weapons on an individual.	
Simple/Minor Assaults—stalking, intimidation/bullying/coercion, etc.	
Thefts (Includes Reports of Stolen Property)	
Possession/Sale of Illegal Weapons	
Vandalism/Destruction of Property	
Alcohol-Related Offenses	
Possession, Use or Sale of Drugs	
Disorderly Conduct	

School Data	<i>Totals</i>
Truancy	
Detentions	
Suspensions	
Expulsions	
Threats to School Property	
# of schools involved in project	
Total Student Population for Involved Schools	

Section 14: CERTIFICATION OF REVIEW AND REPRESENTATION OF COMPLIANCE WITH REQUIREMENTS

Certification of Review of 28 C.F.R. Part 23/Criminal Intelligence Systems

You must answer this question regardless of the type of COPS grant you are applying for. Please review the COPS Application Guide: Legal Requirements Section for additional information.

Please check one of the following, as applicable to your agency's intended use of this grant:

- Yes, my agency will use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system. By signing below, we assure that our agency will comply with the requirements of 28 C.F.R. Part 23.
- No, my agency will not use these COPS grant funds (if awarded) to operate an interjurisdictional criminal intelligence system.

The signatures of the applicant's Authorized Organizational Representative (on-line applications only), Law Enforcement Executive/Program Official and Government Executive/Financial Official, and any applicable program partners on the Certification of Review and Representation of Compliance with Requirements:

- 1) Assures the COPS Office that the applicant will comply with all legal, administrative, and programmatic requirements that govern the applicant for acceptance and use of federal funds as outlined in the applicable COPS Application Guide; AND
- 2) Attests to the accuracy of the information submitted with this application (including the Budget Detail Worksheets).

The signatures below must be made by the actual executives named on this application unless there is an officially documented authorization for a delegated signature. If your jurisdiction has such an official document, it must be attached to this application. Applications with missing, incomplete, or inaccurate signatures or responses may not be considered for funding. Stamped or electronic signatures (unless applying online via Grants.gov) also will not be accepted. Original signatures are required. Faxed copies will not be accepted. Applications postmarked after the final application deadline date may not be considered for funding.

Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

Please be advised that a hold may be placed on this application if it is deemed that the applicant agency is not in compliance with federal civil rights laws, and/or is not cooperating with an ongoing federal civil rights investigation, and/or is not cooperating with a COPS Office compliance investigation concerning a current grant award.

By signing below, I certify that I have read, understand, and agree, if awarded, to abide by all of the applicable grant compliance terms and conditions as outlined in the COPS Application Guide. In addition, I certify that the information provided on this form and any attached forms is true and accurate to the best of my knowledge. I understand that false statements or claims made in connection with COPS programs may result in fines, imprisonment, debarment from participating in federal grants, cooperative agreements, or contracts, and/or any other remedy available by law to the federal government.

Authorized Organizational Representative's Signature:

Karen Gennette

Date:

06/22/2009

Law Enforcement Executive/Program Official:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Signature: _____

Date:

Government Executive/Financial Official:

Prefix:

First Name:

Middle Name:

Last Name:

Suffix:

Signature: _____

Date:

[Assurances & Certifications Click here to read and print](#)

Signing this page also assures the COPS Office that you have read, understand, and agree, if awarded, to abide by the grant terms and conditions as outlined in the Assurances and Certifications. The signed hard copy of the Assurances and Certifications should be kept in the agency's files and furnished upon request.

GRANTS.GOV NOTE:

When applying online via Grants.gov, the Authorized Organizational Representative's signature will be the only signature submitted online. However, the Law Enforcement Executive/Program Official and the Government Executive/Financial Official signatures, as well as any applicable program partners' signatures, are MANDATORY and a hard copy of the Certification of Review and Representation of Compliance with Requirements should be kept in the agency's files and furnished upon request. Signatures shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

PAPERWORK REDUCTION ACT NOTICE

The public reporting burden for this collection of information is estimated to be up to eight average hours per response, depending upon the COPS program being applied for including time for searching existing data sources, gathering the data needed, and completing and reviewing the application. Send comments regarding this burden estimate or any other aspects of the collection of this information, including suggestions for reducing this burden, to the Office of Community Oriented Policing Services, U.S. Department of Justice, 1100 Vermont Avenue, N.W., Washington, D.C. 20530; and to the Public Use Reports Project, Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

You are not required to respond to this collection of information unless it displays a valid OMB control number. The OMB control number for this application is 1103-0098 and the expiration date is 08/31/2011.

SECTION 15: ASSURANCES

Several provisions of federal law and policy apply to all grant programs. We (the Office of Community Oriented Policing Services) need to secure your assurance that the applicant will comply with these provisions. If you would like further information about any of these assurances, please contact your state's COPS Grant Program Specialist at (800) 421-6770.

By the applicant's authorized representative's signature, the applicant assures that it will comply with all legal and administrative requirements that govern the applicant for acceptance and use of federal grant funds. In particular, the applicant assures us that:

1. It has been legally and officially authorized by the appropriate governing body (for example, mayor or city council) to apply for this grant and that the persons signing the application and these assurances on its behalf are authorized to do so and to act on its behalf with respect to any issues that may arise during processing of this application.

2. It will comply with the provisions of federal law, which limit certain political activities of grantee employees whose principal employment is in connection with an activity financed in whole or in part with this grant. These restrictions are set forth in 5 U.S.C. § 1501, et seq.

3. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, if applicable.

4. It will establish safeguards, if it has not done so already, to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.

5. It will give the Department of Justice or the Comptroller General access to and the right to examine records and documents related to the grant.

6. It will comply with all requirements imposed by the Department of Justice as a condition or administrative requirement of the grant, including but not limited to: the requirements of 28 CFR Part 66 and 28 CFR Part 70 (governing administrative requirements for grants and cooperative agreements); 2 CFR Part 225 (OMB Circular A-87), 2 CFR 220 (OMB Circular A-21), 2 CFR Part 230 (OMB Circular A-122) and 48 CFR Part 31.000, et seq. (FAR 31.2) (governing cost principles); OMB Circular A-133 (governing audits) and other applicable OMB circulars; the applicable provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; 28 CFR Part 38.1; the current edition of the COPS Grant Monitoring Standards and Guidelines; the applicable COPS Grant Owners Manuals; and with all other applicable program requirements, laws, orders, regulations, or circulars.

7. If applicable, it will, to the extent practicable and consistent with applicable law, seek, recruit and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions in the agency.

8. It will not, on the ground of race, color, religion, national origin, gender, disability or age, unlawfully exclude any person from

participation in, deny the benefits of or employment to any person, or subject any person to discrimination in connection with any programs or activities funded in whole or in part with federal funds. These civil rights requirements are found in the non-discrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (42 U.S.C. § 3789 (d)); Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794); Title II, Subtitle A of the Americans with Disabilities Act (ADA) (42 U.S.C. § 12101, et seq.); the Age Discrimination Act of 1975 (42 U.S.C. § 6101, et seq.); and Department of Justice Non-Discrimination Regulations contained in Title 28, Parts 35 and 42 (subparts C, D, E and G) of the Code of Federal Regulations.

A. In the event that any court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability or age against the applicant after a due process hearing, it agrees to forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs, 810 7th Street, NW, Washington, D.C. 20531.

B. Grantees that have 50 or more employees and grants over \$500,000 (or over \$1,000,000 in grants over an eighteen-month period), must submit an acceptable Equal Employment Opportunity Plan ("EEO Plan") or EEO Plan short form (if grantee is required to submit an EEO Plan under 28 CFR 42.302), that is approved by the Office of Justice Programs, Office for Civil Rights within 60 days of the award start date. For grants under \$500,000, but over \$25,000, or for grantees with fewer than 50 employees, the grantee must submit an EEO Certification. (Grantees of less than \$25,000 are not subject to the EEO Plan requirement.)

9. Pursuant to Department of Justice guidelines (June 18, 2002 Federal Register (Volume 67, Number 117, pages 41455-41472)), under Title VI of the Civil Rights Act of 1964, it will ensure meaningful access to its programs and activities by persons with limited English proficiency.

10. It will ensure that any facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify us if advised by the EPA that a facility to be used in this grant is under consideration for such listing by the EPA.

11. If the applicant's state has established a review and comment procedure under Executive Order 12372 and has selected this program for review, it has made this application available for review by the state Single Point of Contact.

12. It will submit all surveys, interview protocols, and other information collections to the COPS Office for submission to the Office of Management and Budget for clearance under the Paperwork Reduction Act of 1995 if required.

13. It will comply with the Human Subjects Research Risk Protections requirements of 28 CFR Part 46 if any part of the funded project contains non-exempt research or statistical activities which involve human subjects and also with 28 CFR Part 22, requiring the safeguarding of individually identifiable information collected from research participants.

14. Pursuant to Executive Order 13043, it will enforce on-the-job seat belt policies and programs for employees when operating agency-owned, rented or personally-owned vehicles.

15. It will not use COPS funds to supplant (replace) state, local, or Bureau of Indian Affairs funds that otherwise would be made available for the purposes of this grant, as applicable.

16. If the awarded grant contains a retention requirement, it will retain the increased officer staffing level and/or the increased officer redeployment level, as applicable, with state or local funds for a minimum of one full local budget cycle following expiration of the grant period.

17. It will not use any federal funding directly or indirectly to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law ratification, policy or appropriation whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law, ratification, policy or appropriation as set forth in the Anti-Lobby Act, 18 U.S.C. 1913.

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Signature of Law Enforcement Executive (or Official with
Programmatic Authority, as applicable)

Date

Signature of Government Executive (or Official with
Financial Authority, as applicable)

Date

SECTION 16: CERTIFICATIONS

Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements Coordination with Affected Agencies

Although the Department of Justice has made every effort to simplify the application process, other provisions of federal law require us to seek your agency's certification regarding certain matters. Applicants should read the regulations cited below and the instructions for certification included in the regulations to understand the requirements and whether they apply to a particular applicant. Signing this form complies with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 28 CFR Part 67, "Government-Wide Debarment and Suspension (Nonprocurement)," 28 CFR Part 83 Government-Wide Requirements for Drug-Free Workplace (Grants)," and the coordination requirements of the Public Safety Partnership and Community Policing Act of 1994. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered grant.

1. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

A. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement;

B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. Debarment, Suspension and Other Responsibility Matters (Direct Recipient)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Part 2867, Section 2867.437 -

A. The applicant certifies that it and its principals:

(i) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency;

(ii) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) or private agreement or transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects your present responsibility.

(iii) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (A)(ii) of this certification; and

(iv) Have not within a three-year period preceding this application had one or more public transactions (federal, state or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. Drug-Free Workplace (Grantees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, for grantees, as defined at 28 CFR Part 83, Sections 83 and 83.510 -

A. The applicant certifies that it will, or will continue to, provide a drug-free workplace by:

(i) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(ii) Establishing an on-going drug-free awareness program to inform employees about -

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug- abuse violations occurring in the workplace;
- (iii) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (i);
- (iv) Notifying the employee in the statement required by paragraph (i) that, as a condition of employment under the grant, the employee will -
- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- (v) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (iv)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: COPS Office, 1100 Vermont Ave., NW, Washington, D.C. 20530. Notice shall include the identification number(s) of each affected grant.
- (vi) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (iv)(b), with respect to any employee who is so convicted -

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
- (vii) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (i), (ii), (iii), (iv), (v) and (vi).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of performance (street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

4. Coordination

The Public Safety Partnership and Community Policing Act of 1994 requires applicants to certify that there has been appropriate coordination with all agencies that may be affected by the applicant's grant proposal if approved. Affected agencies may include, among others, the Office of the United States Attorney, state or local prosecutors, or correctional agencies. The applicant certifies that there has been appropriate coordination with all affected agencies.

Grantee Agency Name and Address:

Vermont Office of the Court Administrator
109 State Street, Montpelier, VT 05609-0003

Grantee IRS/ Vendor Number:

False statements or claims made in connection with COPS grants (including cooperative agreements) may result in fines, imprisonment, disbarment from participating in federal grants or contracts, and/or any other remedy available by law.

I certify that the assurances provided are true and accurate to the best of my knowledge.

Elections or other selections of new officials will not relieve the grantee entity of its obligations under this grant.

Typed Name and Title of Law Enforcement Executive (or Official with Programmatic Authority, as applicable):

Robert Greemore
Acting Court Administrator

Signature: _____ Date: _____

Typed Name and Title of Government Executive (or Official with Financial Authority, as applicable):

Carol Harrison
Finance Manager

Signature: _____ Date: _____



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery, Fiscal Analyst

Date: February 18, 2010

Subject: JFO #2431

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

cc: Rep. Michael Obuchowski