



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: March 18, 2011
Subject: JFO #2483, #2484, #2485, #2486, #2488, #2489, #2490, #2491

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

JFO #2483 — \$194,800 grant from the U.S. Department of Housing and Urban Development (HUD) to the Vermont Department of Economic, Housing and Community Development. These funds will be used to support repair and restoration work on 13 landmark historic buildings around the state. *[JFO received 2/09/11]*

JFO #2484 — \$561,915 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to establish an evidence-based nurse home visiting program for families with young children who are identified to be “at risk” by pre-set parameters. This grant is awarded under the Affordable Care Act. **One limited service position is associated with this request.** *[JFO received 2/09/11]*

JFO #2485 — \$211,840 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant funds two modules for the Vermont Automated Notification Service (VANS) to provide services to victims of domestic violence, and expand services currently available to victims. *[JFO received 2/09/11]*

JFO #2486 — \$420,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to expand the capacity of the Office of Minority Health by funding **one limited service position.** *[JFO received 2/09/11]*

JFO #2488 — \$1,250,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to establish evidence-based comprehensive sexuality education for high risk and vulnerable youth in Vermont. This grant is awarded under the Affordable Care Act. **One limited service position is associated with this request.** *[JFO received 2/14/11]*

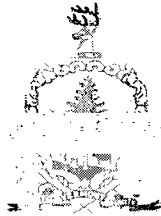
JFO #2489 — \$2,803,443 grant from the U.S. Department of Health and Human Services to the Vermont Department of Children and Families. These funds will be used to implement the Learning Together Program, a parent training initiative for adolescent parents and parents-to-be.
[JFO received 2/14/11]

JFO #2490 — \$48,505 grant from the U.S. Department of Agriculture to the Vermont Department Education. These funds will be used to provide grants to low-income designated schools for investment in their food service programs.
[JFO received 2/14/11]

JFO #2491 — \$33,393,402 grant from the U.S. Department of Commerce to the Vermont Telecommunications Authority (VTA). These funds will be used to construct an approximately 770 mile fiber optic communications network designed to provide high-capacity connections to specific community anchor institutions.
[JFO received 2/23/11]

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: Noelle MacKay, Commissioner
Harry Chen, Commissioner
Andrew Pallito, Commissioner
Dave Yacovone, Commissioner
Armando Vilaseca, Commissioner
Chris Campbell, Executive Director



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: February 10, 2011
Subject: Grant Requests

Enclosed please find five (5) grants that the Joint Fiscal Office has received from the administration. Two limited service position requests are associated with these items.

JFO #2483 — \$194,800 grant from the U.S. Department of Housing and Urban Development (HUD) to the Vermont Department of Economic, Housing and Community Development. These funds will be used to support repair and restoration work on 13 landmark historic buildings around the state. *[JFO received 2/09/11]*

JFO #2484 — \$561,915 grant from the U.S. Department of Health and Human Services to the Vermont Health. These funds will be used to establish an evidence-based nurse home visiting program for families with young children who are identified to be “at risk” by pre-set parameters. This grant is awarded under the Affordable Care Act. *[JFO received 2/09/11]*

JFO #2485 — \$211,840 grant from the U.S. Department of Justice to the Vermont Department of Corrections. This grant funds two modules for the Vermont Automated Notification Service (VANS) to provide services to victims of domestic violence, and expand services currently available to victims. *[JFO received 2/09/11]*

JFO #2486 — \$420,000 grant from the U.S. Department of Health and Human Services to the Vermont Department of Health. These funds will be used to expand the capacity of the Office of Minority Health by funding **one limited service position**. *[JFO received 2/09/11]*

JFO #2487 — Request to establish **one limited service position** in the Department of Economic, Housing and Community Development (DEHCD). This position will be funded through a grant previously approved by the Joint Fiscal Committee (JFO #2325, approved June 4, 2008). The original grant is for the Barns Census Project. This position was not requested as part of the original submission to JFC because DEHCD envisioned using a contractor for this work. DEHCD subsequently learned that a limited service position was the appropriate staffing mechanism. **Expedited review of this item has been requested. Joint Fiscal Committee members will be contacted by February 24 with a request to waive the statutory review period and accept this item.** *[JFO received 2/09/11]*

Please review the enclosed materials 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 February 24 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Noelle MacKay, Commissioner
Harry Chen, Commissioner
Andrew Pallito, Commissioner

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

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

Agency of Administration

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

Grant Summary:	This grant funds two additional modules for the Vermont Automated Notification Service (VANS) providing services for victims of domestic violence and expand the services available to other victims. The required 50% in-kind match includes current staff time, some operating costs and a portion of contractors time related to this project.				
Date:	12/15/2010				
Department:	Department of Corrections				
Legal Title of Grant:	VANS(Vermont Automated Notification Service) Enhancement Project				
Federal Catalog #:	16.740				
Grant/Donor Name and Address:	Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531				
Grant Period:	From:	10/1/2010	To:	9/30/2012	
Grant/Donation	\$211,840				
Grant Amount:	SFY 1	SFY 2	SFY 3	Total	Comments
	\$141,569	\$70,271	\$	\$211,840	
Position Information:	# Positions	Explanation/Comments			
	0				
Additional Comments:					

Department of Finance & Management	<i>[Signature]</i> 12/16/10	(Initial)
Secretary of Administration	<i>[Signature]</i> 12/16/10	(Initial)
Sent To Joint Fiscal Office <i>24</i>	<i>[Signature]</i> 12/21/10	Date

RECEIVED
 FEB 09 2011
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION			
1. Agency:	Agency of Human Services		
2. Department:	Department of Corrections		
3. Program:	Victim Services		
4. Legal Title of Grant:	VANS (Vermont Automated Notification Service) Enhancement Project		
5. Federal Catalog #:	16.740 (Grant Award #2010-VN-CX-0007)		
6. Grant/Donor Name and Address: Department of Justice, Office of Justice Programs, Bureau of Justice Assistance, Office of the Attorney General, Washington, D.C. 20531			
7. Grant Period:	From:	10/1/2010	To: 9/30/2012
8. Purpose of Grant: To improve the services of the Vermont Automated Notification Service (VANS) by adding two modules that would provide services to victims of domestic violence, and expand the services now available to victims who are registered to receive notification			
9. Impact on existing program if grant is not Accepted: The program will remain as it is and will not be able to expand its services to victims of domestic violence in particular and to victims of all crimes in general			

10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2011	FY 2012	FY	
Personal Services	\$231,976	\$166,976	\$	
Operating Expenses	\$17,308	\$7,420	\$	
Grants	\$	\$	\$	
Total	\$249,284	\$174,396	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$107,715	\$104,125	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$141,569	\$70,271	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$249,284	\$174,396	\$	
Appropriation No:	3480004000	Amount:	\$211,840	
			\$	
			\$	
			\$	
			\$	

REC'D NOV 24 2010

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

		\$
		\$
	Total	\$211,840

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: Andrew Pallito Agreed by: *AP* (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: <u><i>Andrew Pallito</i></u>	Date: <u>11/15/10</u>
	Title: Department of Corrections Commissioner	
	Signature: <u><i>Robert O'Neil</i></u>	Date: <u>11/24/10</u>
	Title: Agency of Human Services Secretary	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tim Sullivan</i></u>	Date: <u>12/16/10</u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u><i>John D. Fay</i></u>	Date: <u>12/20/10</u>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

Supporting Data for SAVIN Enhancement Grant

	SFY 11	SFY 12	Totals
Media Campaign	\$ 15,000		
Vendor Court Event	\$ 25,000		
	\$ 34,250	\$ 34,250	
Vendor Protective Order	\$ 25,000		
	\$ 34,250	\$ 34,250	
Service Point	\$ 2,730	\$ 2,730	
Appris	\$ 27,000	\$ 27,000	\$ 261,460
Amy (salary & benefits)	\$ 44,758	\$ 44,758	\$ 89,515
	\$ 23,989	\$ 23,989	\$ 47,977
Personal Services	\$ 231,976	\$ 166,976	\$ 398,952
Travel	\$ 4,169	\$ 871	\$ 5,040
Travel (Match)	\$ 7,075	\$ 3,485	\$ 10,560
Equipment	\$ 3,000		\$ 3,000
Supplies	\$ 1,620	\$ 1,620	\$ 3,240
Photocopying			\$ -
Training Materials			\$ -
Promotional Materials	\$ 900	\$ 900	\$ 1,800
Other Costs	\$ 544	\$ 544	\$ 1,088
Operating	\$ 17,308	\$ 7,420	\$ 24,728
	\$ 249,284	\$ 174,396	\$ 423,680
State Share	\$ 107,715	\$ 104,125	\$ 211,840
Federal Funds	\$ 141,569	\$ 70,271	\$ 211,840
	\$ 249,284	\$ 174,396	\$ 423,680

ATTACHMENT 3

Budget Narrative for VANS Enhancement Project

Total Budget: \$423,680 Federal \$211,840 Match \$211,840

* Indicates Federal funded expenses

A. Personnel \$89,515

Salary: Victim Services Program Director

\$26.39 / hour * 64 hours per pay period * 53 pay periods = \$89,514.88

The Vermont Department of Corrections Victim Services Director will devote 80% of her time to this project as the VANS Enhancement Grant Project Director at a rate of \$26.39 an hour plus benefits. The Victim Services Program Director will do the following:

- ◇ Serve as point person for the VANS Enhancement Project
- ◇ Organize and coordinate the kick off Summit and work group meetings
- ◇ Negotiate contracts
- ◇ Provide training to law enforcement, court personnel and advocacy staff
- ◇ Work with Vendor to create interfaces for the VAN Service
- ◇ Write reports/Manage the grant

The VAN Service Administrative Coordinator and the Victim Services Specialists throughout the state will back fill the Victim Services Director's position and take over much of the responsibility of providing direct services to victims.

B. Fringe Benefits \$47,977

The following table contains salary and benefit information for the Project Director position.

Department of Corrections - VANS Enhancement Grant Project Director - Position and Benefit Detail

Position	Salary 80% Time	LTD	Health	Dental	Life	Retirement	FICA	EAP	Total Benefits	Total Salary & Benefits
Project Director	\$89,515	\$224	\$27,531	\$1,933	\$386	\$11,010	\$6,848	\$45	\$47,977	\$137,492

C. Travel: \$15,600

In-state: \$13,200

Average 1,100 miles a month @\$0.50/mile – Two years travel by the Project Director to conduct meetings, trainings and public awareness events throughout the state; Reimbursement to members of the Enhancement Work Group, many of whom will be traveling long distance to participate in the meetings/trainings.

21,120 miles @\$0.50/mile \$10,560

*5,280 miles @\$0.50/mile \$ 2,640

Summit: \$2,400 (\$40 per person * 60 = \$2,400) Cost of 60 participants attending the VANS Enhancement Kick-Off Summit. Costs include rental of space, food, invitations, and training materials.

ATTACHMENT 3

D. *Equipment : \$3,000

Necessary equipment to facilitate statewide training processes, produce documents and record minutes:

Laptop	\$2,000	Training presentations
Printer/scanner	\$ 200	
Projector	\$ 800	Training presentations

E. Supplies \$5,040

Postage: \$960

Disburse 250 packets of materials to law enforcement agencies, courts, domestic violence agencies, libraries, and town offices throughout the course of the project.

Photo-copying: \$1,500

Produce 30,000 copies of VANS related materials (training manuals and information packets) at \$.05 each.

Training materials: \$780

Purchase 390 binders for law enforcement and court personnel training manuals at \$2.00 each.

***Promotional Materials: *\$1,800**

Purchase 3,000 pens, magnets, chip clips and other promotional items at \$0.60 each to distribute throughout the state during displays, presentations, health fairs, meetings, and conferences.

F. Consultant/Contracts \$261,460

***Media Consultant/ Television Ad: \$15,000**

Produce a television/radio ad campaign to advertise the VAN Service Enhancement throughout the State. Public Service announcements do not seem to have the same impact as a more extensive media campaign.

***Vendor Contract for Court Events and Protective Order features: \$187,000**

Includes start-up and annual maintenance:

Court Events Technology Contract	\$25,000 Start-up	\$34,250 x 2 Yearly Maintenance Contract	\$ 68,500
Protective Order Contract	<u>\$25,000 Start-up</u>	\$34,250 x 2 Yearly Maintenance Contract	<u>\$ 68,500</u>
	\$50,000		\$137,000

Service Point : \$5,460 50 % of hosting the Victim Services Database for two years

The Vermont Department of Health currently contracts with ServicePoint to provide the database collection capacity for its HMIS system as required by HUD. The Department of Corrections Victim Services Program uses ServicePoint as a case management tool in conjunction with VANS. The Victim Services Program will maintain a MOU with the Department of Health for the use of the software for the victim services database. Yearly total for 5 users is \$5,460.

Appris Contract to support the VAN Service; \$54,000 (54% of contract @ \$50,000/year for two years)

G. Other Costs:

Indirect Costs: \$1,088

\$45.33/month for 24 months for office overhead including rent and telephone



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 17, 2010

Ms. Marcey Hodgdon
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-0000

Dear Ms. Hodgdon:

On behalf of Attorney General Eric Holder, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the FY 10 Statewide Automated Victim Information and Notification (SAVIN) Enhancement in the amount of \$211,840 for Vermont Department of Corrections.

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

If you have questions regarding this award, please contact:

- Program Questions, E. Tracey A. Willis, Program Manager at (202) 305-1766; and
- Financial Questions, the Office of the Chief Financial Officer, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at ask.ocfo@usdoj.gov.

Congratulations, and we look forward to working with you.

Sincerely,

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

Laurie Robinson
Assistant Attorney General

Enclosures

MLH



Statewide Automated Victim Information Notification (SAVIN) Program

SAVIN

Number: 16.740

Agency: Department of Justice

Office: Bureau of Justice Assistance

PROGRAM INFORMATION

Authorization (040):

Consolidated Appropriations Act, 2008, Public Law 110-161.

Objectives (050):

The purpose of the SAVIN grant program is to assist States in building, implementing or improving their statewide automated victim notification system, thereby enabling them to provide critical information to victims in near-real time and to build a nationwide information sharing capability.

Types of Assistance (060):

PROJECT GRANTS

Uses and Use Restrictions (070):

Technology improvement programs. SAVIN grantees are required to use the National Information Exchange Model (NIEM) (www.niem.gov), follow associated SAVIN implementation guidelines, and adopt the guidelines as part of their SAVIN program planning. Funds may not be used to supplant State and local funds.

Eligibility Requirements (080)

Applicant Eligibility (081):

Qualified agencies of State governments or other agencies authorized by State governments are eligible to apply for grant funds to establish new statewide automated victim notification programs in their States, or to expand the functionality of existing statewide automated victim notification programs. American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Beneficiary Eligibility (082):

States, Territories and Tribal governments.

Credentials/Documentation (083):

Each applicant must submit a completed application that meets the requirements specified in the program guidance. OMB Circular No. A-87 applies to this program.

Application and Award Process (090)

Preapplication Coordination (091):

The standard application forms (SF-424) as furnished by the Federal agency in accordance with 28 CFR, Part 66 must be used with this program. Environmental impact information is not required for this program. This program is excluded from coverage under E.O. 12372.

Application Procedures (092):

This program is excluded from coverage under OMB Circular No. A-102. This program is excluded from coverage under OMB Circular No. A-110. All competitive grant applications must be submitted electronically through the Grant Management System (GMS) at: <http://grants.ojp.usdoj.gov>. Applications or supplemental materials received by facsimile or postal mail will not be accepted.

Award Procedure (093):

A letter and copies of the grant award are sent to the applicant agency upon approval by the Assistant Attorney General. One copy of the grant award must be signed by the grantee's authorized official and returned to the Office of Justice Programs.

Deadlines (094):

Contact the headquarters or regional office, as appropriate, for application deadlines.

Range of Approval/Disapproval Time (095):

The Bureau of Justice Assistance shall not finally disapprove any application (or amendment to that application) without affording the applicant reasonable notice of any deficiencies and providing an opportunity to correction and reconsideration.

Appeals (096):

Hearing and appeal procedures will follow 28 CFR Part 18, Code of Federal Regulations.

Renewals (097):

Renewals are subject to annual appropriations.

Assistance Consideration (100)

Formula and Matching Requirements (101):

Statutory formulas are not applicable to this program.

Matching Requirements: Percent: 50.%. Congress has mandated that Federal funds provided under the SAVIN program "require a 50 percent match from State, local or private sources." For each Federal dollar awarded, the managing agency must provide \$0.50 towards the planning, implementation, operation and/or assessment of the project from state, local or private sources. Matching contributions may be a cash match, an 'in-kind' match, or a combination of the two. For the purpose of this grant, cash match contributions consist of cash funds contributed to the planning, implementation, operation and/or assessment of the SAVIN project. For the purpose of this grant, in-kind matching contributions consist of indirect expenditures in support of the SAVIN project, including the cost of state/local program staffing, facilities, communication infrastructure, and equipment used in the planning,

implementation, operation, management or assessment of the program.
MOE requirements are not applicable to this program.

Length and Time Phasing of Assistance (102):

BJA will award funding to deploy and operate the program for 24 months from the date of award. See the following for information on how assistance is awarded/released: Reimbursement.

Post Assistance Requirements (110)

Reports (111):

No program reports are required. No cash reports are required. Progress reports are required in accordance with the Office of Justice Programs Financial Guide. Financial reports are required in accordance with the Office of Justice Programs Financial Guide. To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work.

Audits (112):

In accordance with the provisions of OMB Circular No. A-133 (Revised, June 27, 2003), "Audits of States, Local Governments, and Non-Profit Organizations," nonfederal entities that expend financial assistance of \$500,000 or more in Federal awards will have a single or a program-specific audit conducted for that year. Nonfederal entities that expend less than \$500,000 a year in Federal awards are exempt from Federal audit requirements for that year, except as noted in Circular No. A-133.

Records (113):

In accordance with the requirements set forth in 28 CFR Parts 66 and 70, grantees must maintain all financial reports and other supporting documents pertinent to the award for at least 3 years following the close of the most recent audit.

Financial Information (120)

Account Identification (121):

15-0401-0-1-754.

Obligations (122):

(Project Grants) FY 09 \$11,365,519; FY 10 est \$11,900,000; FY 11 est \$12,000,000

Range and Average of Financial Assistance (123):

BJA will determine the number of awards based on available resources, the number of submissions received, and criteria set forth in this grant announcement.

Program Accomplishments (130):

Fiscal Year 2009: No Current Data Available Fiscal Year 2010: No Current Data Available Fiscal Year 2011: No Current Data Available

Regulations, Guidelines, and Literature (140):

Office of Justice Programs Financial Guide.

Information Contacts (150)

Regional or Local Office (151) :

None.

Headquarters Office (152):

Michael Dever, 810 7th Street, N.W., 4th Floor, Washington, District of Columbia 20531 Email:

AskBJA@usdoj.gov Phone: (202) 616-6500 or 1-866-859-2687

Website Address (153):

<http://www.ojp.usdoj.gov/BJA/>

Related Programs (160):

Not Applicable.

Examples of Funded Projects (170):

Not Applicable.

Criteria for Selecting Proposals (180):

Applications are reviewed to determine compliance with applicable guideline requirements.

3/17/2010

10/10/2010 10:10:10 AM
10/10/2010 10:10:10 AM





Department of Justice
Office of Justice Programs
Office for Civil Rights

Washington, D.C. 20531

September 17, 2010

Ms. Marcey Hodgdon
Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-0000

Dear Ms. Hodgdon:

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

Ensuring Access to Federally Assisted Programs

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

Providing Services to Limited English Proficiency (LEP) Individuals

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

Ensuring Equal Treatment for Faith-Based Organizations

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

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

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

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

Enforcing Civil Rights Laws

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

Complying with the Safe Streets Act or Program Requirements

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

1) Meeting the EEO Requirement

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

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

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

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

2) Submitting Findings of Discrimination

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

Ensuring the Compliance of Subrecipients

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

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

Sincerely,



Michael L. Alston
Director


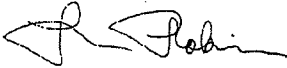
cc: Grant Manager
Financial Analyst



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Corrections 103 South Main Street Waterbury, VT 05671-0000		4. AWARD NUMBER: 2010-VN-CX-0007	
		5. PROJECT PERIOD: FROM 10/01/2010 TO 09/30/2012 BUDGET PERIOD: FROM 10/01/2010 TO 09/30/2012	
		6. AWARD DATE 09/17/2010	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 036000276		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT	\$ 0
3. PROJECT TITLE VANS Enhancement Project		10. AMOUNT OF THIS AWARD	\$ 211,840
		11. TOTAL AWARD	\$ 211,840
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10603(e)(a) (BJA - SAVIN)			
15. METHOD OF PAYMENT GPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Laurie Robinson Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Marcey Hodgdon Business Administrator 	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL	19A. DATE
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES		21. JVNUGT3209	
FISCAL YEAR	FUND CODE	BUD. ACT.	DIV. OFC.
			REG.
			SUB.
			POMS
			AMOUNT
X	C	VN	80 00 00
			211840

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

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



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 2 OF 5

PROJECT NUMBER 2010-VN-CX-0007

AWARD DATE 09/17/2010

SPECIAL CONDITIONS

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

mail:

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

e-mail: oig.hotline@usdoj.gov

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

or hotline fax: (202) 616-9881

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

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

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 3 OF 5

PROJECT NUMBER 2010-VN-CX-0007

AWARD DATE 09/17/2010

SPECIAL CONDITIONS

8. The recipient agrees to submit to BJA for review and approval any curricula, training materials, proposed publications, reports, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) working days prior to the targeted dissemination date. Any written, visual, or audio publications, with the exception of press releases, whether published at the grantee's or government's expense, shall contain the following statements: "This project was supported by Grant No. 2010-VN-CX-0007 awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the SMART Office, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice." The current edition of the OJP Financial Guide provides guidance on allowable printing and publication activities.
9. To avoid duplicating existing networks or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
10. To promote information exchange and coordinate technical assistance, the Bureau of Justice Assistance requires grant recipients to obtain written approval from the BJA State Policy Advisor prior to using Federal grant funds to travel to non-OJP conferences and trainings.
11. Any Web site that is funded in whole or in part under this award must include the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: "This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any of its components operate, control, are responsible for, or necessarily endorse, this Web site (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.
12. Award recipients must verify Point of Contact(POC), Financial Point of Contact (FPOC), and Authorized Representative contact information in GMS, including telephone number and e-mail address. If any information is incorrect or has changed, a Grant Adjustment Notice (GAN) must be submitted via the Grants Management System (GMS) to document changes.
13. The recipient agrees to participate in BJA-sponsored training events, technical assistance events, or conferences held by BJA or its designees, upon BJA's request.
14. The recipient agrees that any information technology system funded or supported by OJP funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if OJP determines this regulation to be applicable. Should OJP determine 28 C.F.R. Part 23 to be applicable, OJP may, at its discretion, perform audits of the system, as per the regulation. Should any violation of 28 C.F.R. Part 23 occur, the recipient may be fined as per 42 U.S.C. 3789g(c)-(d). Recipient may not satisfy such a fine with federal funds.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 5

PROJECT NUMBER 2010-VN-CX-0007

AWARD DATE 09/17/2010

SPECIAL CONDITIONS

15. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
16. All contracts under this award should be competitively awarded unless circumstances preclude competition. When a contract amount exceeds \$100,000 and there has been no competition for the award, the recipient must comply with rules governing sole source procurement found in the current edition of the OJP Financial Guide.
17. Approval of this award does not indicate approval of any consultant rate in excess of \$450 per day. A detailed justification must be submitted to and approved by the Office of Justice Programs (OJP) program office prior to obligation or expenditure of such funds.
18. The recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditure period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.
19. To support public safety and justice information sharing, OJP requires the grantee to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Grantee shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this special condition, visit <http://www.niem.gov/implementationguide.php>.
20. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on-line through the Internet at <https://grants.ojp.usdoj.gov/>.
21. Recipient may not obligate, expend, or drawdown funds until it has downloaded and signed the OJP Standard Assurances (available at www.ojp.usdoj.gov/forms.htm), returned that signed document by fax to the grant office, and a Grant Adjustment Notice has been issued to remove this condition.
22. OJP reserves the right to conduct periodic on-site monitoring visits upon reasonable notice to the grantee (at least fourteen days) prior to each such site visit.
23. Grant funds may be used only for the purposes in the recipient's approved application. The recipient shall not undertake any work or activities that are not described in the grant application, and that use staff, equipment, or other goods or services paid for with OJP grant funds, without prior written approval from OJP.
24. No federal funds shall be used to pay for any part of air travel that includes business or first class seating except as authorized for government travel (as described in OMB Circular A-122) and authorized by the grant manager prior to booking such tickets.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

**AWARD CONTINUATION
SHEET
Grant**

PAGE 5 OF 5

PROJECT NUMBER 2010-VN-CX-0007

AWARD DATE 09/17/2010

SPECIAL CONDITIONS

25. The recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ff_report.pdf), not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the award period.
26. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
27. Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the Department encourages recipients and sub recipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

Memorandum To: Official Grant File
From: Orbin Terry, Environmental Coordinator
Subject: Categorical Exclusion for Vermont Department of Corrections

The Statewide Automated Victim Information and Notification (SAVIN) program ensures victims of crime receive accurate and timely information regarding the status of offenders and events related to their cases. None of the following activities will be conducted either under the OJP federal action or a related third party action:

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

Consequently, an agency-wide analysis has determined that the program meets the Office of Justice Programs (OJP) criteria for a categorical exclusion under the provisions of 28 CFR, Part 61, Appendix D, paragraph 4(b).

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Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

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

Grant

PROJECT NUMBER
2010-VN-CX-0007

PAGE 1 OF 1

This project is supported under 42 U.S.C. 10603e(a) (BJA - SAVIN)

1. STAFF CONTACT (Name & telephone number)

E. Tracey A. Willis
(202) 305-1766

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

Amy Holloway
Director of Victims' Services
103 South Main Street
Waterbury, VT 05671-1001
(802) 241-2302

3a. TITLE OF THE PROGRAM

BJA FY 10 Statewide Automated Victim Information and Notification (SAVIN): Enhancement

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

VANS Enhancement Project

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Corrections
103 South Main Street
Waterbury, VT 05671-0000

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

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

8. BUDGET PERIOD

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

9. AMOUNT OF AWARD

\$ 211,840

10. DATE OF AWARD

09/17/2010

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

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

The Statewide Automated Victim Information and Notification (SAVIN) program ensures victims of crime receive accurate and timely information regarding the status of offenders and events related to their cases. Through SAVIN, victims are able to participate in the judicial process and make sound decisions to protect themselves from further victimization while maintaining total anonymity. This information-sharing capability is also available to courts, corrections, and law enforcement officials.

The Vermont Department of Corrections will use their 2010 SAVIN funds to transform the current VAN Service into a seamless "one-stop" statewide notification and information system. The enhancement will be able to update and inform victims, survivors, affected persons, and the general public about the status and progress of offenders throughout the entire criminal justice process. When completed, the project will be expanded to provide information and notification about the custody status of the offender, the scheduling and status of court events, and the status of cases during the protective order process. This project will create an

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interface between VANS and the courts and State's Attorney's databases. It will create a centralized protective order data collection and notification system, which will be used by court and law enforcement personnel and plaintiffs in domestic violence cases.

CA/NCF

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