

STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 19, 2008
Subject: JFO #2352, #2353, #2354, #2355, #2356, #2357, #2360, #2361, #2362,
#2363, #2364, #2365, #2366

At the December 19, 2008 meeting of the Joint Fiscal Committee, the following grant requests were approved:

JFO #2352 — \$807,500 grant from the U.S. Department of Health and Human Services to the Vermont Agency of Human Services - Department of Health.

JFO #2353 — \$9,000 grant from the U.S. Environmental Protection Agency to the Agency of Natural Resource – Environmental Conservation.

JFO #2354 — \$161,407 grant from the U.S. Department of Justice to the Department of Corrections.

JFO #2355 — \$20,000 grant from the State Justice Institute to the Judiciary – Vermont Supreme Court.

JFO #2356 — \$333,002 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

JFO #2357 — \$212,408 grant from the U.S. Department of Justice to the Judiciary – Court Administrator's Office.

JFO #2360 — \$2,000,000 grant from Substance Abuse and Mental Health Services Administration to the Agency of Human Services – Department of Mental Health.

JFO #2361 — \$21,000 grant from the State Justice Institute to the Judiciary.

JFO #2362 — \$32,125 grant from the U.S. Department of Education to the Vermont Department of Education.

JFO #2363 — \$166,160 grant from the Center for Applied and Special Technology to the Vermont Department of Education.

JFO #2364 — \$12,000 grant from the National Governor's Association to the Agency of Human Services – Department of Children and Families. **This grant was approved with the understanding that expenditure of the \$9,885 in state funds, as originally proposed, was no longer considered necessary and would not occur.**

JFO #2365 — \$19,140 donation from the Vermont Veterinary Medical Association (VVMA) to the Agency of Agriculture, Food and Markets.

JFO #2366 — \$500,000 grant from the U.S. Department of Homeland Security to the Agency of Transportation – Department of Motor Vehicles.

In accordance with 32 V.S.A. §5, these grants were placed on the Joint Fiscal Committee agenda and subsequently approved by vote of the Committee. We ask that you inform the Secretary of Administration and your staff of this action.

cc: Robert Hofmann, Secretary
Wendy Davis, Commissioner
Michael Hartman, Commissioner
Stephen Dale, Commissioner
Andrew Pallito, Acting Commissioner
Armando Vilaseca, Commissioner
Lee Suskin, Court Administrator
Roger Allbee, Secretary
David Dill, Secretary
Bonnie Rutledge, Commissioner
George Crombie, Secretary
Laura Pelosi, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: December 4, 2008
Subject: Grant Requests

Enclosed please find three (3) requests which the Joint Fiscal Office recently received from the Administration:

JFO #2355 — \$20,000 grant from the State Justice Institute to the Judiciary – Vermont Supreme Court. These grant funds will be used to fund scholarships for out of state training and education of trial court judges.
[JFO received 12/04/08]

JFO #2356 — \$333,002 grant from the U.S. Department of Justice (DOJ) to the Judiciary – Court Administrator's Office. These grant funds will be used to fund enhancements to the treatment courts by supporting coordination, case management, and other activities. Some funding will also be used to support local efforts to explore alternatives to the criminal justice system.
[JFO received 12/04/08]

JFO #2357 — \$212,408 grant from the U.S. Department of Justice (DOJ) to the Judiciary – Court Administrator's Office. These grant funds will be used to partially fund the Judiciary's new case management system.
[JFO received 12/04/08]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at 802/828-1488; nlavery@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by December 18 we will assume that you agree to consider as final the Governor's acceptance of this request.

cc: James Reardon, Commissioner
Lee Suskin, Court Administrator



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery

Date: December 4, 2008

Subject: JFO #2355, #2356, #2357 (Judiciary grants)

Representatives Michael Obuchowski and Shap Smith asked that I forward to you a copy of the enclosed requests and cover memo. They are requesting you provide them with your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski
Rep. Shap Smith
Stephen Klein

JFO 2357



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 partially funds the Judiciary's new case management system.			
Date:		11/18/2008			
Department:		Judiciary- Office of the Court Administrator			
Legal Title of Grant:		Vermont VCase Project			
Federal Catalog #:		16.580			
Grant/Donor Name and Address:		U.S. Department of Justice, Bureau of Justice Assistance, 810 7 th St. NW, Washington, DC 20531			
Grant Period:		From:	To:		
		7/1/2008	12/31/2010		
Grant/Donation		\$212,408			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$54,130	\$144,148	\$14,130	\$212,408	
Position Information:		# Positions	Explanation/Comments		
		0	There are no new positions.		
Additional Comments:		The budget breakout in the original grant request to the Dept. of Justice was for \$212,400. However, the actual award is for \$8 more or \$212,408.			
Department of Finance & Management			<i>[Signature]</i> 11/20/08	(Initial)	
Secretary of Administration			<i>[Signature]</i> 11/20/08	(Initial)	
Sent To Joint Fiscal Office				Date	

RECEIVED
 DEC 04 2008
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 / Research and Information Services		
3. Program:		VT Judiciary Case Management System & Electronic Filing Project (VCase)		
4. Legal Title of Grant:		Vermont VCase Project		
5. Federal Catalog #:		16.580		
6. Grant/Donor Name and Address: Department of Justice, Bureau of Justice Assistance, 810 7th St. NW, Washington, DC 20531				
7. Grant Period:		From: 7/1/2008	To:	12/31/2010
8. Purpose of Grant: The purpose of the grant is to partially fund the new case management system in order to give the Judiciary the tools necessary to support an increase in the quality of service to litigants and users of court services, to provide timely 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.				
9. Impact on existing program if grant is not Accepted: Not accepting this grant would delay and impair the ability of the Judiciary to fund the new case management system. The current system is archaic. Data collection, data sharing and using data for reports and evaluation challenging at best.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2009	FY 2010	FY 2011	
Personal Services	\$4130	\$4148	\$4130	
Operating Expenses	\$50000	\$140000	\$10000	
Grants	\$	\$	\$	
Total	\$54,130	\$144,148	\$14,130	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$54130	\$144148	\$14130	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$54,130	\$144,148	\$14,130	
Appropriation No:		Amount:	\$212408	
			\$	
			\$	
			\$	
			\$	

REC'D NOV 18 2008

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

		\$
		\$
	Total	\$212,408

PERSONAL SERVICE INFORMATION

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

Appointing Authority Name: Robert Freeman Agreed by: RF (initial)

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

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

13. AUTHORIZATION AGENCY/DEPARTMENT

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

Signature: Robert Freeman Date: 11/13/08
 Title: _____

14. ACTION BY GOVERNOR

Check One Box: Accepted Rejected

(Governor's signature) [Signature] Date: 11/24/08

15. SECRETARY OF ADMINISTRATION

Check One Box: Request to JFO Information to JFO

(Secretary's signature or designee) [Signature] Date: 11/20/08

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

End Form AA-1



Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Grant

PAGE 1 OF 2

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Office of the Governor 109 State Street Montpelier, VT 05609-0001		4. AWARD NUMBER: 2008-DD-BX-0185	
		5. PROJECT PERIOD: FROM 07/01/2008 TO 12/31/2010 BUDGET PERIOD: FROM 07/01/2008 TO 12/31/2010	
1A. GRANTEE IRS/VENDOR NO. 036000264		6. AWARD DATE 09/08/2008	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Vermont VCase Project		10. AMOUNT OF THIS AWARD \$ 212,408	
		11. TOTAL AWARD \$ 212,408	
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 FY08(BJA - Byrne Discretionary Grants) P.L. 110-161			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Jeffrey L. Sedgwick Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Jim Douglas Governor	
17. SIGNATURE OF APPROVING OFFICIAL <i>Jeffrey L. Sedgwick</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Lee Swisher</i>	19A. DATE 9/25/08
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B D1 80 00 00 212408		21. HD1UGT0101	

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 2

PROJECT NUMBER 2008-DD-BX-0185

AWARD DATE 09/08/2008

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, 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. 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.

RS

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR

LEE SUSKIN, ESQ.
Court Administrator
lee.suskin@state.vt.us

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

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



www.vermontjudiciary.org

PATRICIA GABEL, ESQ., DIRECTOR
Court Improvement & Innovation
patricia.gabel@state.vt.us

ROBERT GREEMORE, DIRECTOR
Administrative Services
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RENNY PERRY, DIRECTOR
Trial Court Operations
renny.perry@state.vt.us

ROBERT YERGEAU, DIRECTOR
Research & Information Services
robert.yergeau@state.vt.us

October 29, 2008

Flora D. Lawson
State Policy Advisor, ME, NH, VT
U.S. Department of Justice
810 7th Street NW
Washington, DC 20531

Re: Grant 2008-F3795-VT-DD
Award 2008-DD-BX-0185

Dear Ms. Lawson:

Please be advised that the authorized representative on the above referenced grant should be changed:

From: James Douglas, Governor, former authorized representative

To: Lee Suskin, Court Administrator, current authorized representative

For the following reason:

The grant was awarded to the Vermont Judicial Branch of Government, where the Court Administrator would be the appropriate authorized representative. The Governor is the authorized representative for the Executive Branch.

Sincerely,

A handwritten signature in cursive script that reads "Lee Suskin".

Lee Suskin
Court Administrator



All Active

Change Requested



US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information			
Grantee Name:	Vermont Office of the Governor	Project Period:	07/01/2008 - 12/31/2010
Grantee Address:	109 State Street Montpelier, 05602	Program Office:	BJA
Grantee DUNS Number:	36-070-5925	Grant Manager:	Flora Lawson
Grantee EIN:	03-6000264	Application Number (s):	2008-F3795-VT-DD
Vendor #:	036000264	Award Number:	2008-DD-BX-0185
Project Title:	Vermont VCase Project	Award Amount:	\$212,408.00
GAN Number:	001	Date:	10/29/2008

Help/Frequently Asked Questions

Change Grantee Authorized Signing Official				
Specific documentation is required for changes to a Grantee Authorized Signing Official. Documentation can be the legal document that effected the change or a letter noting the official change authenticated (signed) by a proper official of the state having jurisdiction. Documentation must be electronically attached. If you cannot attach the documentation, please contact your Grant Manager.				
Current Authorized Signing Official	New Authorized Signing Official			
Prefix: Governor	Prefix: Mr.			
Prefix (Other):	Prefix (Other):			
First Name: Jim	First Name: Lee			
Middle Initial:	Middle Initial:			
Last Name: Douglas	Last Name: Suskin			
Suffix:	Suffix:			
Suffix (Other):	Suffix (Other):			
Title: Governor	Title: Court Administrator			
Address Line 1: 109 State Street	Address Line 1: 109 State St			
Address Line 2:	Address Line 2:			
City: Montpelier	City: Montpelier			
State: Vermont	State: Vermont			
Zip: 05609 - 0001	Zip: 05609 - 0001			
Phone: (802) 828-3333 Ext	Phone: (802) 828-3278 Ext			
Fax: (802) 828-3339	Fax: (802) 828-3457			
Email: jim.douglas@state.vt.us	Email: lee.suskin@state.vt.us			
Required Justification for Change Grantee Authorized Signing Official				
The Grant was awarded to the Vermont Judicial Branch rather than the Executive Branch. The Governor is the authorized representative for the Executive Branch. The Court Administrator is the authorized representative for the Judicial Branch.				
Attachments:				
Filename:	User:	Timestamp:	Action:	
floralawson letter.pdf	ryergeau	10/29/2008 10:38 AM		
Actions:				
Close				
Printer Friendly Version				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Approved-Final	PO - Grant Manager	lawsonf	10/29/2008 11:24 AM	
Submitted	PO - Grant Manager	ryergeau	10/29/2008 10:39 AM	

SUPREME COURT OF VERMONT
OFFICE OF THE COURT ADMINISTRATOR

LEE SUSKIN, ESQ.
Court Administrator
lee.suskin@state.vt.us

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

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

ROBERT GREEMORE
Director - Administrative Services
bob.greemore@state.vt.us

PATRICIA GABEL, Esq.
Director - Court Improvement & Innovation
patricia.gabel@state.vt.us

ROBERT YERGEAU
Director - Research & Info. Services
robert.yergeau@state.vt.us

www.vermontjudiciary.org

November 12, 2008

Flora D. Lawson
State Policy Advisor, ME, NH, VT
U.S. Department of Justice
810 7th Street NW
Washington, DC 20531

Re: Award 2008-DD-BX-0185
Award 2008-DD-BX-0618

Dear Ms. Lawson,

Please be advised that the name of the grantee in the above referenced grants should be changed:

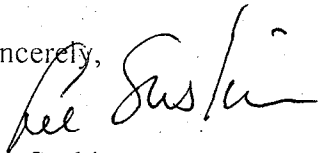
From: Office of the Governor

To: Office of the Court Administrator

For the following reason:

The grant was awarded to the Vermont Office of the Court Administrator which is the Judicial Branch of Government. The Office of the Governor is the Executive Branch. Lee Suskin, Court Administrator, is the correct authorized representative for both grants.

Sincerely,



Lee Suskin
Court Administrator



Admitted



Approved

Approved

Denied

Draft

Create Grant Adjustment

US DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

Grantee Information	
Grantee Name:	Vermont Office of the Governor
Grantee Address:	109 STATE ST. MONTPELIER, 05602
Grantee DUNS Number:	36-070-5925
Grantee EIN:	03-6000264
Vendor #:	036000264
	Award Numbers: 2008-DD-BX-0618 2008-DD-BX-0185

Help/Frequently Asked Questions

Change Grantee Name				
Specific documentation is required for changes to a Grantee Name. Documentation can be the legal document that effected the change or a letter noting the official change authenticated (signed) by a proper official of the state having jurisdiction. Documentation must be electronically attached. If you cannot attach the documentation, please contact your Grant Manager.				
Current Grantee Name		New Grantee Name		
Organization Name	Vermont Office of the Governor	Organization Name	Vermont Office of the Court Administrator	
For OJP Use Only				
Current Legal FMIS2 Name		New Legal FMIS2 Name		
Required Justification for Grantee Name Change				
The Vermont Court Administrator's Office applied for the above referenced grants. The Office of the Governor is a separate branch of government and was not involved in the grant proposals. The Grantee should be changed to the Vermont Court				
Attachments:				
Filename:	User:	Timestamp:	Action:	
floralawson granteechanged (2).pdf	ksgennette	11/13/2008 9:01 AM		
Actions:				
Close				
Printer Friendly Version				
Audit Trail:				
Description:	Role:	User:	Timestamp:	Note:
Submitted	OCFMD - Financial Analyst	ksgennette	11/13/2008 9:03 AM	

ATTACHMENT 1

Program Narrative - Abstract

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 purpose of the new case management 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 future case management system will allow litigants to file court documents electronically, with particular focus on creating on-site access for victims of domestic violence.

Placing equipment in the courthouses, developing the electronic forms, and creating the electronic interfaces between the Judiciary and the law enforcement community are substantial undertakings. Funding to develop the system described will be instrumental in helping the Judiciary provide better service and safety to victims of domestic violence and accountability for offenders. This funding will support a JIEM/Gap analysis to identify the necessary elements design the system and get it ready to "go live". The initial focus will be the criminal domestic violence cases in the District Court, the civil domestic abuse protection order cases in the Family Court and the civil stalking and sexual assault protection order cases in the Superior Court.

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.

Program Narrative - Statement of the Problem

Overview of the Vermont Court System: The Vermont Judiciary is composed of seven jurisdictions: Supreme, Superior, District, Family, Judicial Bureau, Probate, and Environmental. The State of Vermont Judiciary, referenced in this document as the Judiciary, is organized as follows:

- Vermont has 1 appellate court, the Supreme Court, which has 1 clerk's office.
- Vermont has 6 types of trial courts: (1) district court; (2) environmental court; (3) family court; (4) judicial bureau; (5) probate court; and (6) superior court. The judicial bureau and environmental court each have 1 clerk's office. The district court, family court, and superior court each have 14 clerk's offices, which are located in Vermont's 14 counties. The probate court has 18 clerk's offices.
- Vermont has 31 courthouses. Each courthouse contains at least 1 clerk's office, but may include as many as 4 clerk's offices (district court, family court, probate court, and superior court).
- Vermont has approximately 90 judicial officers: 1 chief justice, 4 associate justices, 15 superior court judges, 17 district court judges, 2 environmental court judges, 6 family magistrates, 2 judicial bureau hearing officers, 18 probate judges, and 28 assistant judges. Many of these judicial officers work in multiple courts and counties.
- Vermont has 53 court managers: Each court manager is responsible for at least 1 clerk's office, but may be responsible for as many as 4 clerk's offices co-located within a courthouse (district court, family court, probate court, and superior court). Court managers include "court managers", "superior court clerks", and "probate court registers". The state court administrator's office has direct supervision of the court

managers for the district court, environmental court, family court, judicial bureau, and supreme court. Elected assistant judges supervise the superior court clerks. Elected probate judges supervise the probate court registers.

- Vermont has approximately 250 court staff members working in various courts. Court staff members tend to have duties parallel to their respective court manager.
- Vermont has a centralized court administrator's office with approximately 35 administrative staff members. This includes the Court Improvement and Innovation Division (which includes training), the Administrative Division (which includes the finance department), and the Research and Information Services ("RISD") division which is responsible for all LAN/WAN/Helpdesk/Web/ and programming services for the Judiciary.

Current state of the Judiciary's case management system: The state of Vermont Judiciary's case management systems are all based on the original text-based 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 (RISD) 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. Each county has its own copy of the VTADS database, actually called VTADS2 (it is an upgraded version from the original VTADS1). There are three basic court types in each county: a District (criminal) court (which processes domestic assault cases), a Family court (which includes the juvenile docket and processes Protective Orders), and a Superior (civil) court. Therefore, each of these three courts in a county share one “copy” of VTADS, e.g., one central entity (“person”) table per county. 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). Notes/exceptions:
 - While the 14 District and Family courts use VTADS, only 12 of the Superior courts use it. Two Superior courts (Chittenden and Franklin) have their own systems.
 - There are 18 Probate courts, some counties have two Probate courts. However, the Probate courts do not use VTADS. In fact, they have no formal case management system. All of their work is done via WordPerfect macros, spreadsheets, etc. Five of the 18 Probate courts use CITRIX environments; others currently have their own PCs and servers. The assumption is that when Probate courts are rolled into VCase they will move to the CITRIX system.
 - While each county has a database, each copy of the database is not physically in each county. Rather, the system is served to the users via a central CITRIX farm based in Montpelier, and therefore all VTADS servers are in Montpelier.

- Vermont is beginning to develop a Treatment Court system (drug courts, mental health courts and integrated domestic violence courts, juvenile drug courts and family treatment courts), which currently tracks its data on copies of an MS Access database, where each program location has their own database. The data volume is very small, and we will assess the new system's "program definition" capabilities to determine when/if we convert over the data from the Treatment Court database.
- There is one appellate court, the Supreme Court. It has its own server, and uses an old version of VTADS (VTADS1). This version runs on an old version of Informix and is unique to the Supreme Court.
- There is one Environmental Court with a modified version of VTADS2 specific to this court.
- There is one statewide traffic court, called the Judicial Bureau. It has a modified version of VTADS2 for processing traffic tickets (Vermont Civil Violation Complaints) and a few other document types. In addition, the Municipal Ordinance system is also housed at the Judicial Bureau, another modified version of VTADS2. Note:
 - The Judicial Bureau is the only court in the state that has scanning. Since Vermont has no e-citation program, paper tickets come to the Judicial Bureau from the police. Paper tickets are scanned into a standalone imaging system from Image Software, Inc. The ticket images are stored separately from the VTADS database. However, custom routines link the ticket image to the corresponding case record in VTADS, the user can press F1 from a VTADS screen and pull up the corresponding image. Data from the ticket image is manually entered into the case record in VTADS.

In 2000/2001, the Judiciary implemented a data warehouse to combine data specifically from the District, Family and Superior Courts to support statistic generation and data access and

sharing among the courts and state agencies. The system was built on Business Objects WebIntelligence and Oracle 8i. A web-based application called Vermont Case Access System (VCAS) allows end-users to search for court case information on a statewide basis. But while the data warehouse has provided improved functionality in some areas, the underlying case management system continues to limit the ability of the Judiciary to move ahead with the flexibility inherent with today's technologies.

The new VCase system will provide the Judiciary with the tools necessary to increase the quality of service to litigants and users of court services, provide time and cost-saving efficiencies to the staff, and provide judges, administrators and other decision makers with information to better manage the business of the Judiciary. The future case management system will allow litigants to file court documents electronically and will create electronic interfaces between the Judiciary and the law enforcement community enabling the transfer of orders of protection more quickly and efficiently. Funding to develop the system described will be instrumental in helping the Judiciary provide better service and safety to victims of domestic violence and accountability for offenders. The initial focus will be on Family and District Courts to support a JIEM/Gap analysis to determine the needed elements of the system and will get the court ready to go live.

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. Vermont has the need for a case management and electronic filing system with the same functionality and capabilities as systems being developed and implemented in larger states. However, small states such as Vermont do not have the same

economic base and resources needed to develop and implement such a system. We must rely on assistance from the federal government to supplement what Vermont taxpayers can afford.

Program Narrative: Goals, Objectives, Performance Measures

The Vermont Judiciary has a long term vision to transform the case managing process from a paper-driven business model to an electronic-focused business model that leverages the power of the latest technologies. The Judiciary is looking for a case management solution that is web based, contains flexible workflow and business rules definition, and security features, and is tightly integrated with electronic filing and document management capabilities. Integration with digital audio and video systems will be incorporated into the system and will be available in the future. Required is an n-tier thin-client deployment that achieves the Vermont Courts' goals of reducing complexity for users and administrators, expanding access to the Courts and improving the reliability of results. The Vermont Courts anticipate offerings of Web-based solutions that integrate with users and outside systems using modern technologies such as XML/NIEM, Microsoft Exchange for email and calendar integration, Microsoft Share Point, non-proprietary programming language and database management system, and flexible report writing features.

The Judiciary's vision is to define, code, test, document, and implement the proposed solution in all jurisdictions statewide. The first step will be a JIEM/Gap analysis and in Family and District Courts, which include Relief from Abuse/Protection Orders and the criminal dockets for domestic assault. The goals of this project are:

- Access To Justice – A high priority for the Judiciary is to improve access to the courts by litigants through improving our web capabilities, with particular attention to victims of domestic violence who may not have immediate access to a computer. This includes a combination of electronic filing, electronic forms, and document management

functionality to implement the *electronic* interchange of information between the courts and external stakeholders (e.g., certain members of the Bar, pro-se litigants, law enforcement) to the maximum extent possible.

- Improve inter-agency communication – The Judiciary, the State of Vermont, and the Federal government all share the goal of improving the timeliness and effectiveness of inter-agency communication through the increased use of standards. Data “exchanges” between the new courts system and other agencies will be based on the NIEM standard. Since the current system cannot generate NIEM-standard XML interfaces, the new VCase system will provide a much more robust and flexible platform to send and receive information in the common, standard format. The electronic transfer of protective orders has been identified as a priority data exchange.
- Replace the current, aging case management system – The Judiciary is at risk for failure of its main record keeping and source of information by continuing with its current case management system that is more than 18 years old. The proposed solution must allow the Judiciary to completely turn off all versions of its current case management (and related) systems – without losing any of the current VTADS functionality that users require. Merely by installing a single, modern system we expect to improve the usability of the Judiciary systems in virtually every major functional area.

Goal 1: Citizens in Vermont have improved access to justice through web capabilities.			
Objectives	Strategies	Performance Measures	Data
1.1 Improve access to the courts by citizens through improving web capabilities.	Contract with a Vendor to perform a JIEM/Gap Analysis in Family, District and Superior Courts	Vendor contracted with JIEM/Gap Analysis performed	Documentation of JIEM/Gap Analysis

	<p>Conduct a JIEM/Gap Analysis in Family, District and Superior Courts</p> <p>Design the new case management and e-filing systems</p>	Case management and e-filing design completed	Design approved.
1.2 Improve access to pro se litigants who are victims of domestic violence	<p>Place public access terminals in the courthouses</p> <p>Develop electronic data entry processes (e-filing) and forms for the domestic violence dockets</p> <p>Create electronic interfaces between the Judiciary and Law Enforcement for protective orders (see below)</p>	<p>Number of courthouses with public access terminals</p> <p>Number and types of forms created and available electronically</p> <p>Number of courts where e-filing is available</p>	<p>Number of courthouses with public access terminals</p> <p>Number and type of forms created and available electronically and those left to be created</p> <p>Number of litigants using e-filing.</p>
Goal 2: Data exchanges between the new court system and other agencies will be based on NIEM standard			
Objective 2.1 Improve inter-agency communication beginning with law enforcement	Create data exchange between the Judiciary and law enforcement with particular attention to protective orders	<p>Provide faster turn-around for protection orders</p> <p>Improve services to victims of domestic violence</p>	<p>Electronic exchange created.</p> <p>Number of protective orders transferred electronically.</p>
Goal 3: The Judiciary operates a new comprehensive case management system with e-filing capabilities.			
Objective 3.1: Replace the current aging case management system and improve the usability of the	<p>Install infrastructure and encourage paperless case files.</p> <p>Create electronic filing and electronic</p>	<p>Electronic filing of case information</p> <p>Easier access to documents,</p>	<p>Number of electronic forms created for Family, District and Superior Courts</p> <p>Family, District and</p>

judiciary system in every major functional area	forms for Family, District and Superior Courts Document management functionality is ready to go live in Family, District and Superior Courts	Increased accuracy of information, Provide time and cost-saving efficiencies to the staff, and to provide judges, administrators and other decision makers with timely information	Superior Courts go live with electronic document management. Number of Family, District and Superior Courts with document management functionality/ number without functionality
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The Vermont Judiciary intends to replace its outdated, not-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 funding will be used to develop and implement data exchange protocols within the criminal and juvenile justice systems and with other state 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. It will be used to train court staff throughout the state on how to use the new system efficiently and effectively.

The system will be the first in the nation to accept electronic filings from pro se litigants through an advanced user-friendly interface that enables getting the litigant's case properly before the court. It will also help Vermont to implement federal legislation, including federal law related to helping children in foster care to achieve permanency in a timely manner, to protect victims of domestic abuse, to assist custodial parents to obtain child support, to keep convicted

felons from purchasing firearms, and to ensure that law enforcement has timely and accurate information on people convicted of crime.

The system will incorporate national standards on data transfer and will be a model on how the courts can communicate and exchange data with state agencies. 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. However, not all litigants have the necessary computer and internet access to do so. This may be especially true where the litigant is a person forced out of a home due to domestic violence. The Judiciary will equip each courthouse with a public terminal where litigants may have access to the convenience of preparing and filing documents online. In addition, the Judiciary will develop an electronic summons and complaint form. The form will be easy to use – using a question and answer format (e.g. the TurboTax model), which would allow people without attorneys to file with minimal assistance. The Judiciary will develop a method for electronically routing a request for a protection order to a judge for a prompt decision. And once that decision is made, the resulting court order will be routed to law enforcement agencies for prompt implementation.

For Vermont criminal justice and other state agencies, it will reduce data entry and redundancy of records and will accelerate data exchange.

VCASE will also 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.

Project Design

What is a case management system?: A high-quality case management system is the cornerstone of a court's effectiveness in managing caseload. A good system usually takes years to develop and refine, and courts receive a high return on their investment. Case management systems combine docketing or event processing, calendaring, scheduling, noticing, statistical and managerial reporting, and the financial aspect of a case into one process by eliminating repetitive procedures. When courts first automated, systems were proprietary with little or no integration capabilities with other courts, or with other related agencies, such as law enforcement, the prosecutor's office, corrections, social agencies, and probation. Courts are now very aware of the importance of systems being able to "talk" to each other via a modern case management system. As technology moves forward, the court case management systems will be fed directly from law enforcement systems or attorneys' offices or other Web-based facilities, while access to court records will be immediately available via the Internet.

What is e-filing?: In our VCase project, we define electronic filing ("e-filing") broadly as the ability of the court to remove as much paper as possible from case information. The VCase project goal is a "paperless case file" capability for all courts. The paperless case file will enable litigants, the Bar, law enforcement, other State agencies and potentially other participants in a court case to use the Internet to file case data and pleadings with the court through electronic data interchange files and electronic web-based forms. In addition, the VCase system will have an integrated document management system that will allow, where required, the scanning/imaging of paper-based information that cannot come into the system via a file or electronic form. VCase will enable court staff to review the electronic information before deciding whether or not to accept the data. Fees can be collected when the case data is

submitted. The information contained in electronically filed pleadings will populate the court case management system database.

What is the VCase Project?: VCase will transform the case managing process from a paper-driven business model to an electronic-focused business model that leverages the power of the latest technologies. The case management “software package based” solution will tightly integrate with an electronic filing solution, with an imaging and document management system, and with digital audio and video systems. The VCase project will achieve the Vermont Courts’ goals of reducing complexity for users and administrators, expanding access to the Courts and improving the reliability of results. VCase will integrate with users and outside systems using modern technology (e.g., GJXDM or NIEM, Microsoft Exchange for both email and calendar integration, Microsoft Share Point, non-proprietary programming language and database management system, “n-tier” system architecture design).

The VCase project will be implemented on two simultaneous “tracks”: (a) the “CMS Track” will deliver the analysis, design, conversion, training, and implementation tasks necessary to install a new case management system software package (and turn off the current systems); and, (b) the “Paperless Track” will explore, develop, train, and implement the more advanced electronic filing interfaces with system stakeholders. Both Tracks will start at the beginning of the project; the CMS Track will take about three years while the Paperless Track will take about five years.

Integration with Law Enforcement and other State Agencies: The new VCase technology is essential to supporting the goals of the Vermont Justice Information Sharing (“VJISS”) initiative. Without a new system that supports popular electronic information transfer standards, such as

Global Justice XML, the Judiciary cannot participate in information sharing with other agencies that, in today's world, is both necessary and expected.

The vision for information sharing within the Vermont justice community is to provide accurate, timely and complete information to the right person, at the right time, or the right purpose. The mission of VJISS is to develop a system that will electronically query, push, pull, subscribe or publish information between the courts, law enforcement, state's attorneys, corrections, the office of the defender general and other justice agencies such as the Department of Motor Vehicles. The goal of VJISS, with the integration of VCase and other state systems, is to create the infrastructure to allow the electronic transfer of crime data in real time, and support the incident related information necessary for the increased protection of the citizens and travelers within Vermont. The VJISS and VCase initiatives combine to enhance justice system efficiencies and provide cost savings to Vermont citizens.

Why the focus on domestic violence? The victims of domestic violence are some of our most vulnerable citizens. Many women and children are still at risk after leaving abusive households. It is critically important that the Relief from Abuse or stalking requests and subsequent Protective Orders be processed in a timely and efficient manner. Law enforcement officers will have immediate access to existing orders of protection through the new case management system increasing enforcement of the orders, increasing victims' safety and holding offenders accountable. Not all litigants will have the necessary computer and internet access to file electronically. This may be especially true where the litigant is a person forced out of a home due to domestic violence. Because of this each courthouse will be equipped with a public terminal where litigants may have access to the convenience of preparing and filing documents online. The form will be easy to use allowing people without attorneys to file with minimal

assistance. The Judiciary will develop a method for electronically routing a request for a protection order to a judge for a prompt decision. And once that decision is made, the resulting court order should be routed to law enforcement agencies for prompt implementation.

The Vermont Judiciary will contract with a vendor to conduct a JIEM/gap analysis and a design for implementation. The District, Family and Superior Court systems will be the first systems to have the JIEM/Gap analysis completed and will include the relief from abuse docket in Family Court, the domestic abuse dockets in District Court and stalking and sexual assault protective orders in Superior Court. An A2J Script will also be developed for the domestic violence docket. It is anticipated that this will take approximately 6 - 12 months to accomplish after signing the contract. Once the JIEM/Gap analysis and design are completed, a District and Family Court will be selected to "go live". Staff training will be conducted and the kinks will be worked out of VCase. It is anticipated that implementation will take approximately 12 - 18 months. The following is the anticipated schedule for the request for proposal for the case management system of which this proposal is a part:

RFP Published	June 12, 2008
Initial Questions on RFP document due	
Intent To Bid Notification due	
Judiciary replies to Initial Questions	July 2?
Bidder's Conference (<i>Mandatory</i>)	July 9, 2008
Proposal Due	Friday, September 5, 2pm
Notification letters sent to Finalists chosen for Vendor Presentations	Late Sept
Vendor Presentation timeframe	October
State site visit	Early Nov
Best-And-Final Changes due to the Judiciary (Optional: based on final questions and demonstrations)	November
Winning Firm Selection Notification	December 5, 2008
<i>Pre-Award Trial period</i>	Jan – March, 2009
State Independent Review of Project	Feb – April, 2009
Contract Negotiation Period	Feb – June, 2009
Contract Signed	June, 2009?
Estimated Start work date	July 1, 2009 (FY 2010)
Estimated Project Completion	36 months from the date the contract is signed.

Organizational Capacity

The Vermont Judiciary has been in the process of exploring the development of a new case management system for quite some time. During this time, the available case management systems have improved dramatically as have the knowledge and skills of the members of the Judiciary conducting this exploration.

In 2004, the Legislature appropriated \$60,000 to the Judiciary 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 2004 NCSC study evaluated five options to upgrade the capabilities of the current Courts systems:

- Continue to maintain the current case management systems (known as “VTADS”);
- Develop a new, custom case management system in-house;
- Enhance and integrate the current VTADS systems by using more modern tools (e.g., use a tool to replace the current character-based screens with new GUI screens);
- Expand the current data warehouse; and,
- Migrate to a new “off-the-shelf” case management system software package.

The 2004 study evaluated each option, including the functional pros and cons of each solution as well as the estimated cost comparison for each option. The NCSC recommendation was:
Migrate to a new case management system software package.

Those documents were used as a basis for publishing a Request for Information (RFI) in 2005. The RFI was used to gauge the state of the market and potential success of replacing VTADS. Using the information gathered from the responses to the RFI and several other sources (e.g., CTC-10, calls to other states to learn about their CMS projects, informal discussions with several members of the CMS vendor community, consulting with the NCSC), the Judiciary has embarked on the process of not just replacing VTADS, but implementation of a state-of-the-art courts management system, we call a “CMS framework”, to include case management, document management, and e-filing.

The Department of Information and Innovation collaborated with Judiciary to review the results. While the market for commercial judicial case management system packages is small, approximately eleven vendors replied to the RFI with information on how the system could be accomplished and cost estimates.

During the 2006 Legislative session the Judiciary was given \$400,000 as the first of four or five annual appropriations necessary to establish the VCase project. The Judiciary also received \$65,000 for a full-time Project Manager. The VCase Project Manager was hired in late 2006. (See attached resume).

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 Attorneys and Sheriffs, Defender General, Secretary of State, and others.

Based on many stakeholder meetings, and input from the NCSC, the Department of Information and Innovation, and the Purchasing Division, the VCase Request for Proposals Document (“RFP”) was completed and published in January, 2007. However, due to several market factors, the Judiciary did not receive satisfactory bids on this RFP, so in June, 2007, this first RFP was recalled.

Since June, 2007, the Judiciary has taken the lessons learned from the first RFP effort as a guide to refining the VCase project requirements and rewriting and enhancing all parts of the prior RFP to make it more concise. In addition, the Judiciary staff has been doing further research into the CMS marketplace, talking with major vendors in the field to “market” our project to them, sending a team to the Court Technology Conference, and working with the National Center for State Courts on a new RFP which is due to be published in June, 2008. In the last two years, the Judiciary has learned a great deal about what it takes, from all concerned, to set in place a solid project foundation with a governance structure that will lead to

project successes for all parties. We intend that this current RFP, while requiring a similar scope to the last one, will facilitate more focused and less risky bids in a number of areas.

The status of the VCase project as of May 2008 is:

- Funding: The Vermont Legislature has established an Information Technology Special Fund that is expected to accumulate \$4 million over 5 years.
- Project Management: The Judiciary has hired an experienced, full-time IT Project Manager dedicated to the VCase project. Additional staffing will be assigned to the project as required.
- Project Consulting: The Judiciary is working with the Enterprise Project Management Office in the Department of Information and Innovation. In addition, the Judiciary continues to work with the National Center for State Courts for expert consulting assistance in the area of judiciary case management systems.
- Reworking the RFP: The Judiciary has several analysis teams reworking all major areas of the prior RFP to make it more concise, thereby enhancing the ability of the major vendors in the “courts CMS” marketplace to provide high-quality bids.
- VCase RFP will be posted in June, 2008: We expect to sign a contract by the end of the calendar year 2008.

BJA-2008 -Byrne Grant Congressional Earmark
 Vermont VCase System Task/ Timeline

Goal 1: Citizens in Vermont have improved access to justice through web capabilities.			
Objectives	Strategies	Date	Person(s) Responsible
1.1 Improve access to the courts by citizens through improving web capabilities.	JIEM/Gap Analysis Consultation	Oct 08 - April 09	Rick Conklin, Rob Yergeau
	Vendor presentations	October 2008	
	Winning firm selection notification	December 2008	
	Pre-award trial period	Jan 09 - March 09	
	Contract negotiation period to perform a JIEM/Gap Analysis in Family, District and Superior Courts	April 09 - June 09	Rick Conklin & Rob Yergeau
	Contract signed	June 2009	Vendor, RISD
1.2 Improve access to pro se litigants who are victims of domestic violence	Conduct a JIEM/Gap Analysis in Family, District and Superior Courts	July 09 - Dec 09	Vendor, Rick Conklin and Rob Yergeau
	Design the new case management and e-filing systems	July 09 - Dec 09	Vendor, Rick Conklin and Rob Yergeau
	Develop electronic data entry processes (e-filing)	Jan 10 - April 10	Vendor
	Develop forms for the domestic violence dockets	Jan 10 - June 10	Sheila Lowe and Sandra Seidel / Dept of Trial Court Operations
	Identify and purchase hardware	July 10 - Oct 10	Rick Conklin and Rob Yergeau
	Place public access terminals in the courthouses	Oct 10 - Dec 10	RISD, Court Staff

BJA-2008 -Byrne Grant Congressional Earmark
 Vermont VCase System Task/ Timeline

	Create electronic interfaces between the Judiciary and Law Enforcement for protective orders	June 10 - Dec 10	Vendor, RISD & Law Enforcement
Goal 2: Data exchanges between the new court system and other agencies will be based on NIEM standard			
Objectives	Activities	Timeline	Person(s) Responsible
2.1 Improve inter-agency communication beginning with law enforcement	Work with law enforcement to develop data exchange	June 10 - Sept 10	Rick Conklin, Rob Yergeau & Vendor
	Create data exchange between the Judiciary and law enforcement with particular attention to protective orders	Sept 10 - Dec 10	Vendor
Goal 3: The Judiciary operates a new comprehensive case management system with e-filing capabilities.			
Objectives	Activities	Timeline	Person(s) Responsible
3.1: Replace the current aging case management system and improve the usability of the judiciary system in every major functional area	Develop the process and determine the readiness of the courts for rolling out VCase	January 10 - June 10	Vendor, Rick Conklin & Rob Yergeau
	Install infrastructure and begin electronic filing of case information in the first set of courts. Repeat as necessary.	1st set of courts. June 10 - Sept 10 2nd set of courts. Sept 10 - Dec.10 3rd set of courts. Dec.10 - April 10 and so on.	Venfor, Rick Conklin & Rob Yergeau

BJA-2008 -Byrne Grant Congressional Earmark
 Vermont VCase System Task/ Timeline

	<p>Create electronic forms for Family Court</p> <p>Create electronic forms for District Court</p> <p>Create electronic forms for Superior Court</p>	<p>Domestic violence forms in all courts will be developed by June 2010.</p> <p>Other forms will be developed based on the determination of readiness of the Family, District and Superior Courts</p>	<p>Sheila Lowe, Sandra Seidel and RISD</p> <p>Family Court Oversight Committee</p> <p>District Court Oversight Committee</p> <p>Superior Court Oversight Committee</p>
	<p>Identify training and technical assistance needs</p> <p>Train staff</p>	<p>Training begins in June 2010 and continues quarterly until all staff are trained no later than September 2011.</p>	<p>RISD, Court Managers, Vendor</p>
	<p>Document management functionality goes live in Family, District and Superior Courts</p>	<p>Beginning in January 2010 and continues through September 2011.</p>	<p>RISD, Court Managers</p>

Vermont VCase Project Budget for FFY2009-2011		Federal Funds			Total
		2009	2010	2011	
A	Personnel				
	CAO Program/Grants Manager	\$4,100	\$4,130	\$4,136	\$12,400
	Total Personnel	\$4,130	\$4,130	\$4,130	\$12,400
B	Fringe Benefits				
C	Travel				
	Total Travel				
D	Equipment				
	Hardware, Software				
	Total Equipment				
E	Supplies				
	Office supplies				
	Total Supplies				
F	Consultants/Contracts				
	Gap Analysis - As-Is/To-Be Documentation; System Configuration	\$50,000	\$140,000	\$10,000	\$200,000
	Total Consultants/Contracts	\$50,000	\$140,000	\$10,000	\$200,000
H	Other Costs				
	Total Other Costs				
	Project Subtotal				
J	Total Yearly Costs	\$54,200	\$144,200	\$14,200	
	Total 3 -Year Costs				\$212,400

While there are many more activities associated with the VCase project to enhance the Vermont Judiciary's capabilities, the focus of this grant will be completion of configuration activities for the criminal domestic violence cases in the District Court, the civil domestic abuse protection order cases in the Family Court and the civil stalking and sexual assault protection order cases in the Superior Court. This funding will support a Gap Analysis to identify the necessary configuration changes necessary in the new case management system to support those cases.

Budget Narrative

A. Personnel

CAO Program / Grants Manager .70 x \$59,000/year \$4,130 x 3 years

Total Personnel: \$12,400

This individual will assist with the data collection, financial reporting and ensuring adherence to the grant requirements.

F. Consultants / Contracts

The Vermont Judiciary is currently working on a Request for Proposals for the new VCase System. Distribution of the RFP will take place in mid-June. The initial work of the successful vendor will be to conduct the gap analysis, documentation and system configuration described in this grant.

Year 1: \$50,000

Year 2: \$140,000

Year 3; \$10,000

Total Consultants / Contracts: \$200,000