



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

Tel.: (802) 828-2295  
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**STATE OF VERMONT**  
**JOINT FISCAL COMMITTEE**  
1 Baldwin Street  
Montpelier, Vermont 05633-5701

## MEMORANDUM

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**To:** James Reardon, Commissioner of Finance & Management

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** February 24, 2006

**Subject:** Status of Position Requests

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

**JFO #2246** – Request from the Department of Public Safety to establish one (1) new limited service position: Evidence Technician. This sponsored position is 100% federally funded and associated with a continuing Forensic Science Improvement grant from the U.S. Department of Justice. Last year the grant was used to fund contractual services and related expenses. This year the grant will be used to: train laboratory staff in new areas of forensic analysis; provide continuing education in established and new forensic disciplines; maintain accreditation; and fund the requested Evidence Technician position.

[JFO received 01/25/06]

**JFO #2247** – Request from the Department of Public Safety to establish one (1) new limited service position: Forensic Chemist II. This sponsored position is 75% federally funded and associated with a continuing DNA Capacity Enhancement Program Formula grant from the U.S. Department of Justice. Last year the grant was used to fund the replacement of equipment used in DNA analysis. This year the grant (with 25% state general funds available in the Department budget) will be used to fund the requested Forensic Chemist II position to screen cases for DNA and assist DNA analysts.

[JFO received 01/25/06]

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

cc: Linda Morse  
Kerry Sleeper  
Molly Paulger  
Laurie Grimm



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

## MEMORANDUM

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**To:** Joint Fiscal Committee Members

**From:** Rebecca Buck, Staff Associate *RB*

**Date:** January 27, 2006

**Subject:** Position Requests

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

**JFO #2246** – Request from the Department of Public Safety to establish one (1) new limited service position: Evidence Technician. This sponsored position is 100% federally funded and associated with a continuing Forensic Science Improvement grant from the U.S. Department of Justice. Last year the grant was used to fund contractual services and related expenses. This year the grant will be used to: train laboratory staff in new areas of forensic analysis; provide continuing education in established and new forensic disciplines; maintain accreditation; and fund the requested Evidence Technician position.

*[JFO received 01/25/06]*

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*[JFO received 01/25/06]*

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; [rbuck@leg.state.vt.us](mailto:rbuck@leg.state.vt.us) or Stephen Klein at 802/828-5769; [sklein@leg.state.vt.us](mailto:sklein@leg.state.vt.us)) if you would like any item(s) held for legislative review. Unless we hear from you to the contrary by February 10 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: Charles Smith, Secretary  
James Reardon, Commissioner  
Linda Morse, Administrative Assistant  
Kerry Sleeper, Commissioner  
Molly Paulger, Classification Manager  
Laurie Grimm, Human Resources Specialist

## INFORMATION NOTICE

The following items were recently received by the Joint Fiscal Committee:

**JFO #2246** – Request from the Department of Public Safety to establish one (1) new limited service position: Evidence Technician. This sponsored position is 100% federally funded and associated with a continuing Forensic Science Improvement grant from the U.S. Department of Justice. Last year the grant was used to fund contractual services and related expenses. This year the grant will be used to: train laboratory staff in new areas of forensic analysis; provide continuing education in established and new forensic disciplines; maintain accreditation; and fund the requested Evidence Technician position.  
[JFO received 01/25/06]

**JFO #2247** – Request from the Department of Public Safety to establish one (1) new limited service position: Forensic Chemist II. This sponsored position is 75% federally funded and associated with a continuing DNA Capacity Enhancement Program Formula grant from the U.S. Department of Justice. Last year the grant was used to fund the replacement of equipment used in DNA analysis. This year the grant (with 25% state general funds available in the Department budget) will be used to fund the requested Forensic Chemist II position to screen cases for DNA and assist DNA analysts.  
[JFO received 01/25/06]

STATE OF VERMONT  
GRANT POSITION ACCEPTANCE FORM

JFO #  
2247

GRANT SUMMARY: Employing Personnel to Increase DNA Capacity  
DATE: January 18, 2006  
DEPARTMENT: Department of Public Safety  
GRANT AMOUNT: \$38,366  
GRANT PERIOD: October 1, 2005 - September 30, 2006  
GRANTOR/DONOR: U.S. Department of Justice (DOJ)

POSITIONS REQUESTED (LIMITED SERVICE):  
One (1) Forensic Chemist II

ANY ON-GOING, LONG-TERM COSTS TO THE STATE:  
None for the period of the agreement.

COMMENTS:

The Department of Public Safety applied for this grant to assist in processing the forensics lab's DNA cases. The chemist position will be 75% federally funded and 25% other funds, which are available in the DPS budget. *DPS*

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

(INITIAL) *1/23/06*

(INITIAL) *SKY 1/23/06*

(DATE) *1/23/06*

RECEIVED  
JOINT FISCAL OFFICE

*my*  
JAN 25 2006

## STATE OF VERMONT Position Request Form

This form is to be used by agencies and departments when additional positions are being requested. The *Request for Temporary Position Form* should be used for temporary positions. Review and approval by the Department of Personnel must be obtained prior to review by the Department of Finance and Management. An updated organizational chart showing to whom the new position(s) would report must be attached to this form, as must a justification for this request as an essential program need. Please attach additional pages as necessary to provide enough detail.

Agency/Department Public Safety Program/Appropriation No.:

1. Check the type of Position being requested and enter the anticipated end date for limited service positions.

- Permanent Classified Limited Service Classified 9/30/06 (end date)  
 Permanent Exempt Limited Service Exempt \_\_\_\_\_ (end date)

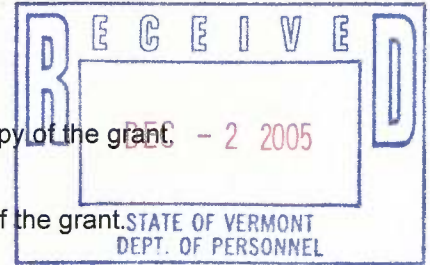
2. List below the number(s) and titles of each position being requested. Specify the source and percent of funds for the position(s), giving as much detail as possible (e.g. 85% general funds; 15% special fund). This will enable the Department of Personnel to place the position into the correct category: core, partnership, or sponsored.

Number of Positions	Title of Position Requested	Funding Source and Percent
1	Forensic Chemist II	75% federal, 25% general funds DNA Capacity Enhancement Program Formula grant

NOTE: Final determination of title and pay grade to be made by the Department of Personnel Classification Division upon submission and review of a PER-10 Request for Classification Action form.

3. Funds for this position request are available as follows:

- State Funds in FY 06 budget allocation.



XXX Federal Funds. List the source of federal funds and if a grant, submit a copy of the grant.  
 75% federal, DNA Capacity Enhancement Program Formula grant  
 25% GF

- Grant funds (non-federal). List the source of grant funds and submit a copy of the grant.

4. List below the source of grant funds and attach a copy of the grant proposal to this form:

5. If this request is for conversion of a temporary position or a personal services contract that is performing the on-going and continued work of State Government, please indicate below.

- Temporary Position -- Position No.: \_\_\_\_\_ Job Title: \_\_\_\_\_

- Personal Services Contract -- Contract No.: \_\_\_\_\_  On Payroll at Present

I certify that this information is correct and that necessary space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Signature of Agency or Department Head

Date

Approved/Denied by Department of Personnel

Date

Approved/Denied by Finance and Management

Date

Approved/Denied by Secretary of Administration

Date

**RECEIVED DEC 14 2005**



## Job Specifications

### FORENSIC CHEMIST II

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**Job Code:** 142900

**Pay Plan:** CLS Salary Administration Plan

**Pay Grade:** 22

**Occupational Category:** Life, Physical & Social Science

**Effective Date:** 01/12/2003

**Class Definition:**

Professional laboratory and field work involving chemical and criminological analysis of materials, samples, and evidence for the State Forensic Laboratory. Work includes laboratory material comparisons and examinations in conjunction with police investigations. Work is performed under the supervision of the Senior Forensic Chemist

**Examples of Work:**

Performs chemical, criminalistic, microscopic, and physical analysis and comparisons of materials and samples, interprets data, draws conclusions, and formulates opinions using techniques and instrumentation as necessary in order to identify link, compare, and discover their individuality and relationships to persons, place, or objects for use as evidence in criminal proceedings. Conducts on-scene collection and preservation of evidence. Receives, maintains, records, and keeps custody of incoming physical samples and legal or criminal evidence in order to preserve and maintain chain of custody of evidence and information for use in future criminal proceedings. Holds, returns, or disposes of materials and samples after analysis. Prepares interpretative reports of findings. Testifies under oath as an expert witness. Prepares reagents, including those of a hazardous nature. Instructs and lectures on the recognition, collection, and preservation of evidence. Evaluates technical literature and analytical procedures. Attends training courses, conferences, and seminars. Performs related work as required.

**Environmental Factors:**

Must be able to work in laboratory conditions with exposure to noxious or harmful fumes and chemicals and operate sophisticated laboratory equipment. Work requires some travel and incumbents should possess a



valid Vermont operator's license.

### **Minimum Qualifications:**

#### Knowledge, Skills and Abilities

Considerable knowledge of organic chemistry.

Considerable knowledge of the principles and practices of analytical chemistry by bench analysis and instrumental analysis techniques.

Knowledge of biochemistry.

Knowledge of modern chemical laboratory methods, equipment, and materials.

Knowledge of inorganic physical chemistry and genetics.

Knowledge of the properties of hazardous and toxic material substances, their physiological effects, and proper methods and procedures for disposal.

Knowledge of the principles and practices of criminalistics in a major discipline such as arson, drugs, and serology.

Knowledge of the rules of evidence.

Knowledge of proper sample collection procedures in a major discipline as described.

Knowledge of basic forensic methods.

Skill in the use and care of chemical laboratory equipment and materials.

Ability to interpret raw data.

Ability to formulate valid conclusions on the basis of tests and data.

Ability to make and defend decisions.

Ability to communicate effectively orally and in writing.

Ability to pass a moot court in a major discipline.

#### Education and Experience

Education: BA including 18 hrs in chemistry.

Experience: Two years professional chemical laboratory experience performing biochemical, organic, physical, or toxicological chemical analysis.

OR

One year professional forensic chemical laboratory experience performing biochemical, organic, physical, or toxicological chemical analysis on items of forensic evidence.

Note: Graduate work in forensic chemistry may be substituted for the experience on a semester for six months basis.

Must pass in-house background check.

Special Requirements

n/a

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[Back](#)



Department of Justice  
Office of Justice Programs

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Office of the Assistant Attorney General

Washington, D.C. 20531

September 19, 2005

Commissioner Kerry Sleeper  
Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101

Dear Mr. Sleeper:

On behalf of Attorney General Alberto Gonzales, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the DNA Capacity Enhancement Program Formula Grant Announcement in the amount of \$38,366 for Vermont Department of Public Safety. This funding is for the project titled "DNA Capacity Enhancement Program FY 2005".

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, Natalie Lu, Program Manager at (202) 616-5209; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Regina B. Schofield".

Regina B. Schofield  
Assistant Attorney General

Enclosures



Department of Justice  
Office of Justice Programs  
Office for Civil Rights

Washington, D.C. 20531

September 19, 2005

Commissioner Kerry Sleeper  
Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101

Dear Mr. Sleeper:

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.

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.

In addition to these general prohibitions, your 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), must meet two additional requirements: (1) complying with Federal regulations pertaining to the development of an Equal Employment Opportunity Plan (EEOP), 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)).

#### Complying with the EEOP Requirement

In accordance with Federal regulations, and Assurance No. 6 in the Standard Assurances, your organization must comply with the following EEOP 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 EEOP and submit it to OCR for review **within 60 days from the date of this letter**. For assistance in developing an EEOP, please consult OCR's website at <http://www.ojp.usdoj.gov/ocr/>. You may also request technical assistance from an EEOP 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 EEOP, but it does not have to submit the EEOP to OCR for review. Instead, your organization has to maintain the EEOP on file and make it available for review on request. In addition, your organization has to complete Section B of the enclosed Certification Form and return it to OCR.

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 EEOP requirement. However, your organization must complete Section A of the enclosed Certification Form and return it to OCR.

### **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.

### **Providing Services to Limited English Proficiency (LEP) Individuals**

In accordance with recent Department of Justice Guidance pertaining to Title VII 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 [www.lep.gov](http://www.lep.gov).

### **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.

### **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.

### **Ensuring Equal Treatment for Faith-Based Organizations**

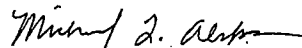
The Department of Justice has published a regulation specifically pertaining to the funding of faith-based organizations. In general, the regulation, 28 C.F.R. part 38, requires State Administering Agencies to treat these organizations the same as any other applicant or recipient. The regulation prohibits 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 direct 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 directly 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. These employment provisions have been specifically incorporated into 28 C.F.R. Part 38.1(f) and 38.2(f). Consequently, in many circumstances, it would be impermissible for faith-based organizations seeking or receiving funding authorized by these statutes to have policies or practices that condition hiring and other employment-related decisions on the religion of applicants or employees. Programs subject to these nondiscrimination provisions may be found on OCR's website at <http://www.ojp.usdoj.gov/ocr/>. Questions about the regulation or the statutes that prohibit discrimination in employment may be directed to this Office.

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  
National Institute of Justice

Cooperative Agreement

PAGE 1 OF 5

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101		4. AWARD NUMBER: 2005-DA-BX-K096	
		5. PROJECT PERIOD: FROM 10/01/2005 TO 09/30/2006 BUDGET PERIOD: FROM 10/01/2005 TO 09/30/2006	
1A. GRANTEE IRS/VENDOR NO. 036000274		6. AWARD DATE 09/19/2005	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Employing Personnel to Increase DNA Capacity		10. AMOUNT OF THIS AWARD	\$ 38,366
		11. TOTAL AWARD	\$ 38,366
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 Consolidated Appropriations Act 2005, Pub. L. No. 108-447, div. B, tit. 1, 118 Stat. 2809, 2853, 2865 (NIJ DNA Initiative)			
15. METHOD OF PAYMENT LOCES			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Regina B. Schofield Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Kerry Sleeper Commissioner	
17. SIGNATURE OF APPROVING OFFICIAL <i>Regina B. Schofield</i>		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL <i>Kerry Sleeper</i>	19A. DATE 9/23/05
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X B DA 60 00 00 38366		21. DA05S0106	



Department of Justice  
Office of Justice Programs  
National Institute of  
Justice

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 2 OF 5

PROJECT NUMBER 2005-DA-BX-K096

AWARD DATE 09/19/2005

*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. Quality assurance

The Recipient shall ensure that each government-owned laboratory that will receive funding under this award either (1) is accredited by a nonprofit professional association actively involved in forensic science that is nationally recognized within the forensic science community (e.g., American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB), or Forensic Quality Services (FQS)), (2) undergoes external audits, not less than once every 2 years, that demonstrate compliance with DNA Quality Assurance Standards established by the Director of the Federal Bureau of Investigation (FBI), or (3) will undergo an external audit to seek to demonstrate compliance with the DNA Quality Assurance Standards established by the Director of the FBI by the end of the award period, September 30, 2006; with the intent of seeking accreditation within 2 years of the date of this award.

The Recipient agrees to notify NIJ immediately upon any change in the accreditation or certification status of its forensic science laboratory.

6. No research; nonsupplanting of State or local funds

The Recipient shall ensure that none of the funds provided under this award are used for research or statistical projects or activities as defined by 28 CFR Part 22 or for research as defined by 28 CFR Part 46. Any questions concerning this provision should be directed to the NIJ Program Manager for the award.

The Recipient shall ensure that Federal funds made available through this award will not supplant State or local funds, but instead will be used to increase the amount of funds that would, in the absence of Federal funds, be available from State or local sources for activities funded through this award.

The Recipient agrees to notify NIJ immediately if the Recipient receives new State or local funding for any of the purposes included in the approved application for this award.





Department of Justice  
Office of Justice Programs  
National Institute of  
Justice

AWARD CONTINUATION  
SHEET  
Cooperative Agreement

PAGE 3 OF 5

PROJECT NUMBER 2005-DA-BX-K096

AWARD DATE 09/19/2005

*SPECIAL CONDITIONS*

7. (A) Quarterly performance metric reports

The Recipient agrees to submit quarterly performance metric reports. These reports will be submitted within 45 days after the end of the calendar quarter. The reports shall be submitted on-line through the Office of Justice Programs Grants Management System. The reports should contain information regarding changes during the reporting quarter in (1) the number of days between submission of a DNA sample to a lab and the delivery of the test results to the requesting agency, and (2) the number of DNA samples analyzed per analyst.

(B) Final Report – DNA Capacity Enhancement

The Recipient shall submit a report within 120 days of the end of the award period that, at a minimum, (1) includes a summary and assessment of the program carried out with the Fiscal Year 2005 award, citing the improvement in DNA analysis capacity and infrastructure as a result of the Fiscal Year 2005 award, (2) cites information on the reduction in the average number of days between submission of DNA samples to the laboratory and delivery of the test results to the requesting agency, and (3) cites information on the increase in the DNA analysis throughput of the laboratory. The Recipient shall ensure that all data and information necessary for the report are collected throughout the award period.

8. The recipient agrees to submit quarterly financial reports on Standard Form SF 269A. These reports will be submitted within 45 days after the end of the calendar quarter, and a final report is due 120 days following the end of the award period. The reports can be filed online through the Internet at: <https://grants.ojp.usdoj.gov/>.
9. 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 online through the Office for Justice Programs Grants Management System.
10. Due to the substantial Federal involvement contemplated in completion of this project, the National Institute of Justice (NIJ) has elected to enter into a Cooperative Agreement rather than a Grant. This decision is based on NIJ's ongoing responsibility to assist and coordinate projects that deal with DNA analysis and capacity enhancement. NIJ will provide input and re-direction to the program, as needed, in consultation with the Recipient, and will actively monitor the project by methods including but not limited to ongoing contact with the Recipient. In meeting programmatic responsibilities, NIJ and the Recipient will be guided by the following principles: Responsibility for the day-to-day operations of this project rests with the Recipient in implementation of the Recipient's approved proposal, the Recipient's budget (as approved by OJP and NIJ), and the terms and conditions specified in this award. Responsibility for general oversight and redirection of the project, if necessary, rests with NIJ. In addition to its programmatic reporting requirements, the Recipient agrees to provide necessary information as requested by OJP and NIJ. These information requests may include, but are not limited to specific submissions related to: performance, including measurement of project outputs/outcomes; meeting performance specifications; developmental decision points; changes in project scope or personnel; budget modifications and/or coordination of related projects.
11. The recipient agrees to cooperate with any assessments, national evaluation efforts, or information or data collection requests, including, but not limited to, the provision of any information required for the assessment or evaluation of any activities within this project.



Department of Justice  
Office of Justice Programs  
National Institute of  
Justice

**AWARD CONTINUATION  
SHEET**  
Cooperative Agreement

PAGE 4 OF 5

PROJECT NUMBER 2005-DA-BX-K096

AWARD DATE 09/19/2005

*SPECIAL CONDITIONS*

12. The Recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. Environmental Assessment (EA): The Recipient agrees and understands that funded activities may require the preparation of an environmental assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts. Modifications: Throughout the term of this award, the Recipient agrees that for any activity that is the subject of a completed Environmental Assessment (EA), it will inform NIJ of (1) any change(s) that it is considering making to the previously assessed activity; (2) any changed circumstances, such as a change in the project site's conditions; or (3) any significant new information. The Recipient will not implement a proposed change until NIJ, with the assistance of the Recipient, has determined whether the proposed change will require additional review under NEPA. Likewise, in the case of new circumstances or information arising, NIJ, with the assistance of the Recipient, will determine if any additional environmental impact analysis is necessary. The approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.
13. To assist in information sharing, the grantee shall provide the grant manager with a copy of all interim and final reports and proposed publications (including those prepared for conferences and other presentation) resulting from this agreement. Submission of such materials prior to or simultaneous with their public release aids NIJ in responding to any inquiries that may arise. Any publications (written, visual, or sound) - excluding press releases and newsletters - whether published at the grantee's or government's expense, shall contain the following statement: This project was supported by Award No. \_\_\_\_\_ awarded by the National Institute of Justice, Office of Justice Programs, US Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Justice.  
  
NIJ defines publications as any planned, written, visual or sound material substantively based on the project, formally prepared by the grant recipient for dissemination to the public.
14. Recipient acknowledges that the Office of Justice Programs reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes: (1) the copyright in any work developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support.  
  
Recipient acknowledges that the Office of Justice Programs has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.
15. The Recipient agrees not to obligate, expend, or draw down any funds under this cooperative agreement, unless prior written approval has been granted, until any funds remaining under any previous award from NIJ for DNA capacity enhancement either have been expended by the Recipient for authorized purposes or deobligated by NIJ and OJP.
16. Pursuant to 28 C.F.R. Part 18, OJP may suspend or terminate funding under this award, at any time before the completion of the project funded by this award, for the recipient's failure to comply with these special conditions or with the projects goals, plans and methodology set forth in the approved application. The recipient will be unable to draw down funds until OJP determines that the recipient is in compliance.



Department of Justice  
Office of Justice Programs  
National Institute of  
Justice

**AWARD CONTINUATION  
SHEET**  
**Cooperative Agreement**

PAGE 5 OF 5

PROJECT NUMBER 2005-DA-BX-K096

AWARD DATE 09/19/2005

*SPECIAL CONDITIONS*

17. The recipient agrees not to obligate, expend, or draw down any funds until the program office has verified that the recipient has submitted all necessary documentation required to comply with the Department of Justice Procedures for Implementing the National Environmental Policy Act found at 28 CFR Part 61 and a Grant Adjustment Notice has been issued removing this condition.



Department of Justice  
Office of Justice Programs  
*National Institute of Justice*

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Washington, D.C. 20531

**Memorandum To:** Official Grant File

**From:** Cheryl Crawford-Watson, NIJ NEPA Coordinator

**Subject:** Environmental Assessment for Vermont Department of Public Safety

The Recipient agrees to comply with all Federal, State, and local environmental laws and regulations applicable to the development and implementation of the activities to be funded under this award. Environmental Assessment (EA): The Recipient agrees and understands that funded activities may require the preparation of an environmental assessment (EA) as defined by the Council on Environmental Quality's Regulations for implementing the Procedural Provisions of the National Environmental Policy Act (NEPA), found at 40 CFR Part 1500. An EA is a concise public document that briefly provides sufficient analysis for determining whether to prepare an environmental impact statement (EIS) or a finding of no significant impact for the proposed activity. If in completing an EA for a proposed activity, potential adverse environmental impacts are identified, the EA will serve as a vehicle for developing either alternative approaches or mitigation measures for avoiding or reducing the identified adverse environmental impacts. Modifications: Throughout the term of this award, the Recipient agrees that for any activity that is the subject of a completed Environmental Assessment (EA), it will inform NIJ of (1) any change(s) that it is considering making to the previously assessed activity; (2) any changed circumstances, such as a change in the project site's conditions; or (3) any significant new information. The Recipient will not implement a proposed change until NIJ, with the assistance of the Recipient, has determined whether the proposed change will require additional review under NEPA. Likewise, in the case of new circumstances or information arising, NIJ, with the assistance of the Recipient, will determine if any additional environmental impact analysis is necessary. The approval will not be unreasonably withheld as long as any requested modification(s) is consistent with eligible program purposes and found acceptable under an NIJ conducted environmental impact review process.



Department of Justice  
Office of Justice Programs  
**National Institute of Justice**

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

PROJECT NUMBER

2005-DA-BX-K096

PAGE 1 OF 1

This project is supported under Consolidated Appropriations Act 2005, Pub. L. No. 108-447, div. B, tit. 1, 118 Stat. 2809, 2853, 2865 (NIJ DNA Initiative)

1. STAFF CONTACT (Name & telephone number)

Natalie Lu  
(202) 616-5209

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

Eric Buel  
Director  
103 South Main Street  
Waterbury, VT 05671-2101  
(802) 244-8788

3a. TITLE OF THE PROGRAM

DNA Capacity Enhancement Program

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

Employing Personnel to Increase DNA Capacity

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2005 TO: 09/30/2006

8. BUDGET PERIOD

FROM: 10/01/2005 TO: 09/30/2006

9. AMOUNT OF AWARD

\$ 38,366

10. DATE OF AWARD

09/19/2005

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)

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

nca/ncf

*Funding Source = DCEP. 2005  
PG = 2/1/55  
Posted to Union 10/5/05 TP.*

<b>APPLICATION FOR FEDERAL ASSISTANCE</b>		2. DATE SUBMITTED June 22, 2005	Applicant Identifier
1. TYPE OF SUBMISSION Application Non-Construction	3. DATE RECEIVED BY STATE		State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier
5. APPLICANT INFORMATION			
Legal Name Vermont Department of Public Safety		Organizational Unit Department of Public Safety	
Address 103 South Main Street Waterbury, Vermont 05671-2101		Name and telephone number of the person to be contacted on matters involving this application  Buel, Eric (802) 244-8788	
6. EMPLOYER IDENTIFICATION NUMBER (EIN) 03-6000274		7. TYPE OF APPLICANT State	
8. TYPE OF APPLICATION New		9. NAME OF FEDERAL AGENCY National Institute of Justice	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 16.560 CFDA TITLE: CRIME JUST R & D PROJ		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT Employing Personnel to Increase DNA Capacity	
12. AREAS AFFECTED BY PROJECT State of Vermont			
13. PROPOSED PROJECT Start Date: October 01, 2005 End Date: September 30, 2006		14. CONGRESSIONAL DISTRICTS OF a. Applicant b. Project VT00	
15. ESTIMATED FUNDING		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? Program has not been selected by state for review	
Federal	\$38,366		
Applicant	\$0		
State	\$0		
Local	\$0		

Other	\$0	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?  N
Program Income	\$0	
TOTAL	\$38,366	
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS REQUIRED.		

Close Window

## Budget Narrative

### Employing Personnel to Increase DNA Capacity

#### A) Personnel

The principal investigator will be Eric Buel, Ph.D., director of the Vermont Forensic Laboratory. Dr. Buel has directed this laboratory since 1998 and has been in the field of forensics for over 20 years. He was an active member of the Technical Working Group for DNA Analysis Methods, currently on the Journal of Forensic Sciences' editorial review board and has published a number of peer-reviewed publications in the forensic field including DNA analysis. Dr. Buel will oversee that the grant work will be preformed.

We are requesting 71% salary for a Forensic chemist to screen cases for DNA and assist DNA analysts. This will include serological screening and the screening of cases destined for DNA analysis. The State of Vermont has approved money for the residual salary. The total amount of salary we are requesting is **\$26,781**.

\$ 30 FF

#### B) Fringe Benefits

We are requesting 71% fringe benefits for the above Forensic chemist. The total amount of fringe benefits we are requesting is **\$11,585**.

#### C) Travel - NONE

#### D) Equipment - NONE

#### E) Supplies - NONE

#### F) Construction - N/A

#### G) Contractual/Consultants - NONE

#### H) Other - NONE

#### I) Indirect Charges N/A



**Budget Detail Worksheet - DNA Capacity 2005**

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel--List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Name/Position	Computation			Cost
Forensic Chemist	\$17.66	740	hr	\$13,068
	\$18.53	740	hr	\$13,712
			<b>TOTAL</b>	<b>\$26,781</b>

B. Fringe Benefits--Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

**FORENSIC LAB**

Forensic Chemist				
FICA	\$26,780.60	gross pay	0.0765 factor	\$2,049
retirement	\$26,780.60	gross pay	0.097 factor	\$2,598
health	\$185.67	/pay period	26 pay periods	\$4,827
dental	\$20.94	/pay period	26 pay periods	\$544
life	\$26,780.60	gross pay	0.0043 factor	\$115
EAP	\$1.05	/pay period	26 pay periods	\$27
work comp	\$26,780.60	gross pay	0.0532 factor	\$1,425

**Total Personnel & Fringe Benefits** **TOTAL \$11,585**

C. Travel-- Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meetings, etc. Show the basis of computation (e.g., six people 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects travel and meals for trainees should be listed separately. Show the number of trainees and unit cost involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost
NONE				\$0.00
			<b>TOTAL</b>	<b>\$0.00</b>

D. Equipment-- List non-expendable items that are to be purchased. (Note: Organization's own capitalization policy for classification of equipment should be used. Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
NONE		\$0.00

TOTAL \$0.00

**E.-Supplies-**List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Supply Items	Computation	Cost
NONE		\$0.00
	TOTAL	\$0.00

**F. Construction-** As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
NONE		\$0.00
	TOTAL	\$0.00

**G. Consultants/Contracts-** Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisitions

**Consultant Fee:** For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Name of Consultant	Service Provided	Computation	Cost
NONE			\$0.00
		Subtotal	\$0

**Consultant Expenses:** List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
NONE			\$0.00
		Subtotal	\$0

**Contracts:** Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

Item	Cost
	\$0
	Subtotal \$0

CONSULTANTS/ CONTRACTS TOTAL\$0

**H. Other Costs--** List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
NONE		\$0.00
	TOTAL	\$0.00

**I. Indirect Cost**--Indirect costs are allowed only if the applicant has Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

Description	Computation	Cost
NA	\$0.00 1%	\$0.00
	TOTAL	\$0.00

**Budget Summary**--When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$26,781
B. Fringe Benefits	\$11,585
C. Travel	\$0
D. Equipment	\$0
E. Supplies	\$0
F. Construction	\$0
G. Consultants/Contracts	\$0
H. Other	\$0
Total Direct Costs	\$38,366
I. Indirect Costs	\$0
<b>TOTAL PROJECT COSTS</b>	<b>\$0</b>
<b>Federal Request</b>	<b>\$38,366</b>
<b>Non-Federal Amount</b>	<b>\$0</b>

**NOTE:** If a Non-Federal amount is entered, make sure those items for which they will be used must be incorporated into your overall budget. Indicate clearly throughout your budget narrative and detail worksheet for which items these funds will be used.

# Employing Personnel to Increase DNA Capacity

## TABLE OF CONTENTS

### BASE FUNDS

	Page
Abstract	2
Program Narrative	3-6

### APPENDICES

	Page
1) List of Key Personnel	8
2) Resumes of Key Personnel	9-15
3) Certification Letter	16
4) Vermont Plan for Improving the Quality and Timeliness of Forensic Science	17-21
5) Accreditation Certificate	22

**Abstract**

The analysis of DNA casework and the uploading of DNA profiles to NDIS are of paramount importance to the Vermont Forensic Laboratory (VFL). Previous NIJ grant programs have allowed the VFL to attack the growing casework and convicted offender backlog problem through outsourcing cases to vendor laboratories, evaluating backlog cases by contract personnel, and by the implementation of the use of new instrumentation. We wish to continue to make progress in reducing our backlog by applying the grant funds from this 2005 Capacity Enhancement Program into the method which has yielded the most success, notably the use of personnel. We believe the use of personnel to assist in evaluating and processing cases is the best use for these funds. One individual will be hired to assist in the handling and screening of cases. It is our practice to contact the officers or prosecuting attorneys prior to the start of case analysis to screen the active from the non-active cases. This person, a forensic chemist, will assist in this process, in the screening of sexual assault cases and will also assist our DNA casework analysts. This combination of efforts will assist our laboratory meet the needs of the Vermont Criminal Justice System.

## **Program Narrative**

The objectives of the program are to develop and implement a casework flow that speeds the analysis of evidence containing biological material and promotes DNA profiling of forensic stains. The major bottlenecks in our laboratory are the screening of serology cases, prioritizing those cases with biological evidence for possible DNA and the processing of samples for DNA. The major request is, thus, for a person to screen cases for biological material suitable for DNA analysis and to evaluate backlogged cases to determine which cases should have DNA profiling performed. Use of such a person will allow timely screening of more cases with biological stains to reduce the backlog of those cases and establish priorities for further DNA analysis. The timely screening of cases is critical for law enforcement and the backlog must be prioritized and sorted so that unnecessary examinations, e.g. on adjudicated cases, are not performed. Through experience with our current "no-suspect" contractual case manager, we have found that many of the backlog cases no longer require DNA analysis. To optimize limited resources, we will focus the activities of individuals according to their abilities, as we will develop a casework flow to attempt to prioritize cases by need and by the quality of the biological evidence. This individual will examine certain cases for biological material and will speed the analysis of cases through serology.

The State of Vermont has just recently passed an all felon DNA databank law. This will increase the yearly number of convicted offender samples by a factor of 4. The backlog of samples requiring DNA profiling will immediately increase by 6 fold since the law requires convicted felons presently under the Department of Corrections' control to give a sample. As we confront

this additional work for the laboratory, we will have to develop a plan to maintain the analysis of cases required by the criminal justice system. We believe the best way to do this is through our continued use of personnel in conjunction with the automation we have in place. The individual we intend to hire from this grant funding will allow us to process cases through serology in a more timely fashion, prioritize cases for DNA and assist DNA case analysts. Assisting in the analysis of sexual assault cases will reduce our serology backlog and speed the analysis of cases in general. The need to prioritize cases has become very apparent the last year as we employed a DNA case manager to review cases destined for DNA analysis. We intend to have the newly hired forensic chemist screen cases prior to DNA analysis. This will be done through interaction with police officers as they bring evidence to the laboratory and through contacting them and prosecuting attorneys after serological analysis. This individual will also review the serological work sheets and the evidence obtained from a casework serological analysis to determine which cases have sufficient DNA for further analysis. From that review we can prioritize cases based on the likely hood of obtaining a DNA profile. After both the administrative and evidence evaluation process is complete, we will have a prioritized list of cases destined for DNA. These cases should stand the best chance of yielding a DNA profile that could be entered into CODIS and include cases where the likelihood of re-offense is highest and which will be taken forward for eventual adjudication by the criminal justice system.

In addition to the duties described above, the forensic chemist will assist DNA analysts. Since the funding for this position may be limited to one year, we believe it would be best to employ someone to assist trained DNA analysts instead of entering them into the mandatory 6 month DNA training program to become a DNA analyst. The forensic chemist, after appropriate

training, could assist our experienced DNA examiners so that they could fully focus on forensic casework DNA analysis and not on reagent preparation or QC activities that can be separated from casework. This individual could also be trained to provide technical support to DNA analysts such as preparing reagents, doing simple QC work or setting up instruments.

Hiring the forensic chemist will allow the identification of cases that need to be DNA profiled along with speeding the analysis of serological cases for possible DNA analysis. It will be difficult, however, to determine the impact this individual will have on the average case at this point. As mentioned above, the State of Vermont's legislature has just passed an all felon law. This will dramatically affect the laboratory's ability to meet case work demands. Even if the laboratory seeks federal funds to out-source the samples, or does some of these in-house with federal funding, there will be a large increase in sample profiles that must be reviewed and entered into CODIS. We will continue to meet the need of prosecutors throughout the state in which DNA is an essential component of their case. We will continue to perform as many no-suspect cases as time allows through in-house testing and out-sourcing. Currently our casework management plan requires that an exemplar be obtained from both suspect and victim before a case destined for court is started. The State's Attorney must submit a letter to the laboratory requesting an analysis and then the case will be started. This complete process can take several months. If there is a particular need to have a case analyzed, the laboratory is able to complete the analysis in 2-3 weeks, where as there are other cases which may not be analyzed for over 6-9 months. Samples required for ongoing investigations such as homicide investigations are done within a week.



On average we performed 188 casework samples per analyst last year. We hope that by employing the additional forensic chemist that we can improve sample per analyst number. But one must realize that the number is dependent upon a wider variety of variables. If we validate a new instrument or new STR typing system, these numbers will change because the same examiners who do casework also do these validations and hence there will be variations from year to year, much of which may be hard to quantify. Court time is also a variable, which changes from year to year, and which can drastically affect the time an analyst may spend on the bench. However, in a small laboratory with limited staff (1½ serologists, 2½ DNA analysts, 23 total staff), addition of a forensic chemist will make a big difference for the Vermont Criminal Justice System. We find it difficult, however, under the circumstances described above, to give a good overall estimate of how many more cases we will be able to complete but realize that without this forensic chemist, we would be very challenged to meet the growing demands for DNA casework.

**Management Plan and Organization**

Eric Buel, Ph.D. will oversee the project as principal investigator. A to-be-hired forensic chemist will perform serological and DNA analysis of backlog cases.

**Timetable**

ITEM	TIME PERIOD
Hire and train forensic chemist	Month 1
Perform serological analysis, DNA extraction and support DNA analysts with QA/QC	Months 2-12

## **APPENDICES**

- 1) **List of Key Personnel**
- 2) **Resumes of Key Personnel**
- 3) **Certification Letter**
- 4) **Vermont Plan for Improving the Quality and  
Timeliness of Forensic Science**
- 5) **Accreditation Certificate**

LIST OF KEY PERSONNEL

Eric Buel, Ph.D., Laboratory Director - Principal Investigator  
VT Forensic Lab, 103 S. Main St. Burlington, VT 05671  
ebuel@dps.state.vt.us, 802-244-8788, FAX 802-241-5557  
point-of-contact for the grant, the progress reports and financial reports

Forensic Chemist – TBN

## CURRICULUM VITAE

ERIC BUEL

### EDUCATION:

University of Delaware, Newark, Delaware, 1971-1975, B.A. Chemistry.

University of Missouri-Kansas City, Kansas City, Missouri, 1975-1979, Ph.D. in Chemistry (Biochemistry emphasis).

### Continuing Education:

Drug Enforcement Administration Seminar on Drug Analysis (1980).

Serological Research Institute course on Blood Stain Analysis (3 weeks) (1981).

Serological Research Institute course on Semen Stain Analysis (2 weeks) (1982).

FBI Symposium "A Forensic science symposium on the Analysis of Sexual Assault Evidence" (1983).

FBI course on HPLC (1983).

LKB course on Isoelectric Focusing (1983).

FBI Symposium "An International Symposium on the Forensic Applications of Electrophoresis" (1984).

Bowdoin College course on Infrared Spectroscopy (1985).

FBI Symposium "An International Symposium on Forensic Immunology" (1986).

FBI Symposium "An International Symposium on The Forensic Aspects of Controlled Substances" (1988).

Northeastern Association of Forensic Scientists Workshop: "DNA Polymorphisms and DNA Typing" (1988).

FBI course: "Laboratory Application of DNA Typing Methods School" (1989).

FBI course: "Forensic Application of DNA Typing Methods School" (1989).

FBI "Visiting Scientist Program" - research on DNA methods and validation at the FBI Academy, Quantico, VA, January-April 1989.

FBI course: "Advanced DNA Typing" (June 10-14, 1991).

FBI Symposium: " An International Seminar on the Forensic Applications of PCR Technology " (May 24-31, 1991).

FBI Symposium: "The Second International Symposium on the Forensic Aspects of DNA Analysis" (March 29-April 2, 1993).

Promega "Statistics Workshop", September 16-18, 1996, Scottsdale, Arizona.

Promega "Presenting DNA Statistics in Court", September 15-16, 1997, Scottsdale, Arizona.

"Statistics Workshop for Forensic Scientists", November 19-20, 1997, Albany, New York.

Management courses: Supervisory Training in Sexual Harassment 1988-1996, Management in State Government (late 1980s), 26<sup>th</sup> Annual Symposium on Crime Laboratory Development, Memphis, Tennessee, 1998 which included: "State of the Art of Preventing Misconduct", "Safety Communication", "Mastering Performance Management".

#### RESEARCH:

Undergraduate Research at University of Delaware: Selenium determination on various salt water marsh plants. Director: Dr. T. M. Church, College of Marine Studies.

Enzymatic Modification of E. Coli asparaginase. Director: Dr. J. C. Wriston, Department of Chemistry.

Graduate Research at University of Missouri: Doctoral dissertation on "Purification and Properties of the Normal and Variant Forms of Adenosine Deaminase from Human Red Blood Cells." Director: Dr. R. A. MacQuarrie.

#### Employment:

1975-1979: University of Missouri 9/75-5/78 Teaching Assistant: Supervised student labs and led discussion sections in general chemistry, organic chemistry, and biochemistry. 6/78-8/78 Research Assistant 9/78-8/79 Teaching Assistant

1979 to present: State of Vermont Forensic Laboratory 12/79-2/82 Chemist-Criminalist: Performed chemical biochemical and serological analyses on evidence using wet, instrumental, and electrophoretic techniques; testified on results as expert witness in court.

3/83-4/98: Senior Forensic Chemist: Supervisor of chemistry unit, performing supervisory duties in addition to chemist-criminalist duties.

5/98: Laboratory Director

## PROFESSIONAL ORGANIZATION AFFILIATIONS:

Northeastern Association of Forensic Scientists.  
American Chemical Society.  
American Academy of Forensic Sciences.  
Editorial Board of the Journal of Forensic Sciences  
Member of the "Technical Working Group On DNA Analysis Methods" 1990-1998  
Member of the "Technical Working Group on Crime Scene Investigation" 1998  
National Institute of Justice Grant Review Board for Forensic Projects  
Guest Editor for Forensic Science International, 1999

## GRANTS/AWARDS:

2002- Forensic DNA Research and Development, National Institute of Justice, grant for "Simple, Rapid and Accurate Quantitation of Human DNA."

2000- Forensic DNA Research and Development, National Institute of Justice, grant for "A Microplate Assay for the Quantitation of Human DNA."

1998 - Forensic DNA Laboratory Program, National Institute of Justice, grant for "Increasing DNA Sample Analysis Throughput: Enhancement of DNA Specimen Identification and Processing Coupled with STR Analysis."

1997- Forensic DNA Laboratory Program, National Institute of Justice, grant for "Capillary Electrophoresis for STR Analysis: "Validation and Cost Effectiveness - Part Two"

1996- Forensic DNA Laboratory Program, National Institute of Justice, grant for "Capillary Electrophoresis for STR Analysis: "Validation and Cost Effectiveness"

1995 - U.S. Department of Justice, STOP Violence Against Women Grant, for "Expanding Availability of PCR Analysis for Sexual Assaults and Other Crimes Against Women"

1994 - Forensic Sciences Foundation, Acorn Grant Program, for "Gender Determination for Deer and Moose Specimens"

1992 - Forensic Sciences Foundation, Acorn Grant Program, for "Application of DNA Technology to Deer Family Identity and Sex"

## SCIENTIFIC PRESENTATIONS AND PAPERS:

"Purification and Properties of Human Red Blood Cell Adenosine Deaminase," E. Buel and R. A. MacQuarrie, Missouri Academy of Sciences, April 1979

"Purification and Properties of the Normal and Variant Forms of Adenosine Deaminase from Human Red Blood Cells," E. Buel and R. A. MacQuarrie, 178th ACS National Meeting, September 1979

"Purification of Adenosine Deaminase from Human Red Blood Cells," E. Buel and R. A. MacQuarrie, Preparative Biochemistry, 11(4), 363-380 (1981)

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STATE OF VERMONT  
DEPARTMENT OF PUBLIC  
SAFETY  
**VERMONT FORENSIC  
LABORATORY**  
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June 15, 2005

Dear NIJ,

The DNA Capacity Enhancement Program requires that an official offer a certification to a number of items detailed within the grant application. I would like this letter to serve as that certification. I will address each issue in turn as detailed in the application announcement:

- Each DNA analysis conducted by the Vermont Forensic Laboratory will be maintained pursuant to all applicable Federal and State privacy requirements, including those described in 42 U.S.C. § 14132(b)(3),
- Each analysis of forensic DNA samples from the Vermont Forensic Laboratory conducted under the DNA Capacity Enhancement Program will be carried out in a forensic science laboratory that complies with the Federal quality assurance standards for forensic DNA testing and will either be accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) or certified as accredited by the National Forensic Science Technology Center (NFSTC) for compliance with the Federal standards. The Vermont Forensic Laboratory will be conducting forensic DNA analysis and is accredited by ASCLD/LAB. Our accreditation certificate number is 208 and a copy of the certificate is enclosed.
- Any funds remaining under any previous award from NIJ for DNA Capacity Enhancement will be used for authorized purposes before any funds are drawn down from any award made under this Fiscal Year 2005 announcement.
- The Vermont Criminal Information Center, VCIC, has reported crime statistics to the FBI for the year 2003 which includes forcible rape, murder and non-negligent manslaughter. The VCIC reports these numbers to the best of their ability given the information collected.

Please feel free to contact me if there are any questions concerning this or any aspect of our grant application.

Sincerely,

A handwritten signature in black ink that reads "Eric Buel". The signature is written in a cursive style.

Eric Buel, Ph.D  
Director  
Vermont Forensic Laboratory  
[ebuel@dps.state.vt.us](mailto:ebuel@dps.state.vt.us)

## VERMONT FORENSIC LABORATORY PLAN FOR IMPROVING THE QUALITY AND TIMELINESS OF FORENSIC SCIENCE

The Vermont Forensic Laboratory has a written plan to improve the quality and timeliness of the forensic science conducted at the laboratory. Within that plan is the major goal of maintaining laboratory accreditation for each discipline of the laboratory. The laboratory has different disciplines (Latent Prints, Firearms/Toolmarks, Photography, Trace Analysis, Drug Analysis, Serology/DNA), each of which has different needs and different access to funding. The DNA section has received considerable Federal funding, has made a number of changes recently and hence has been able to implement new activities enhance casework throughput. The other sections have not realized the same level of funding and, therefore, could only make limited plans. Portions of our plan include items that benefit the entire laboratory (i.e., LIMS) whereas other parts are very discipline specific. Below is a description of our plan and the actions which we are taking to implement this plan.

On a laboratory-wide basis, we need to maintain our accreditation. Some of the items contained in our plan that will aid us in this endeavor is the hiring of scientists with appropriate training, acquiring necessary tools for analysis, providing necessary training, and providing the proper space to perform analyses. We have made progress in all of these areas. Currently we are at a full organization staff level with trained examiners, we have acquired some funding which has allowed us to purchase the necessary tools for analysis, we have used the NFSIA funding for training (and as a result have a viable training program in place) and we have made progress in obtaining a new building for the laboratory. In the interim before a new building is completed, we have renovated space to improve efficiency.

Specifically on a laboratory wide basis, we have or are in the process of implementing many changes which will affect the laboratory's productivity and quality. We have started the implementation of a laboratory information management system (LIMS). The LIMS will provide a central location for the capture of laboratory information. One of the problems we experienced with the last accreditation was the chain of custody of laboratory evidence maintained by the laboratory. The paper system we currently have in place is very cumbersome and at times confusing. In order to determine where a piece of evidence has traveled during its "lifetime" in the laboratory, one must consult several pieces of paper, each containing a piece of the total chain of custody transaction. The LIMS will replace all this by collecting each transfer, allowing the total chain of custody to be revealed on one document. This will reduce if not eliminate chain of custody questions. This is critical to our accreditation efforts and to the successful prosecution of a case in court. Cases have been lost or not pursued due to chain of custody issues. Such issues will no longer be a concern with the new LIMS. We also see the LIMS as a mechanism to capture all relevant data concerning casework analysis. This will also assist in our efforts to ensure consistency of data collected between analysts in a discipline, which is important, from both scientific and accreditation standpoints. Lastly, the LIMS will also save each discipline valuable time with barcode labeling and report templates. The implementation of the LIMS will involve laboratory manpower which could be offset with the requested funded position. Without the additional personnel a lab examiner will be assigned as point person to assist with the LIMS process.

Additionally, we have renovated our facility to improve our analysis. Currently we are located in an old building with limited analytical space. We have recently moved some non-analytical

functions to another location to free that space for casework analysis. Other storage space was converted to work space and appropriate desks, and bench work was ordered to provide an improved working space. As a result of these renovations, more space is be available for analysts to write reports, DNA has seen a large increase in work area, the serology section received an additional room for examination of clothing and the latent print section obtained additional space for photo-documentation and latent comparisons. Ventilation within the lab is also an issue which is currently being addressed with new ductwork. A new laboratory has also been discussed with a plan in place for the laboratory to move to a new facility in 2008.

What follows is a brief discussion of plans within disciplines.

#### Latent Prints:

The latent print unit is in the rebuilding stage and has just recently become fully staffed. Two years ago we had no examiners in the latent print section which should have a staffing level of 2 individuals, forcing us to shut down the unit. Through a national search we were able to find a qualified individual to re-build our program. As mentioned above, some changes will occur to the unit as a result of the renovation project. We have purchased an alternative light source that has allowed us to provide better latent print services and will shortly purchase an AFIS which will allow the quick analysis of latent prints from cases where no suspect exists. Further we have been able to send the examiners to a number of courses that has allowed them to perform their job more effectively. For example, training in photographic recovery of latent prints has sped their analyses. We plan to further their training with NFSIA funding by continuing to broaden their background in the development of latent prints and in the comparison of those prints. It is also important to become very familiar with Daubert hearing material since the field will be under considerable scrutiny in the near future. The examiners need to stay current with these issues by attending meetings, workshops etc. We also want to expand our services. We plan to train another individual in latent print analysis to offer a faster turn around time and we will develop expertise in additional areas such as footwear and tiretrack analysis. These two areas are not currently offered by our laboratory and through additional training and experience we plan to begin offering these services to the criminal justice community.

#### Firearms/toolmarks:

The firearms/toolmark section is also in the rebuilding stage. Last year we lost two trained examiners. Through an international search we were able to find a qualified individual who started in March, 2004 to re-build our program. We have recently added a second individual to this section. We are bringing our casework analysis back on-line and implementing the use of IBIS. We intend to initiate additional casework analyses by this section. One additional service would be crime scene reconstruction. In-line with this would be to work in conjunction with the trace section to develop procedures for collection and analysis of un-burned gun powder and identification of trace metals important in firearms analysis. This work will come with time as we reduce the firearms backlog and find time for these activities. We have renovated this space and are also working on ventilation issues for this space and a hood to allow use of toxic chemicals in the processing of distance determination evidence and in the analysis of serial number restoration cases. Photo-documentation equipment has also been purchased and will improve the documentation done in the past. We also are concerned with the Daubert challenges to this discipline. We intend to keep current with this through the attendance at national meetings and by going to local firearms manufacturers to review current practices. This will enable us to

appropriately anticipate defense challenges. In sum, we plan to make the space better for this unit, provide appropriate training to meet casework, court and accreditation requirements. Within the next year we hope to meet our casework demands and, with time, expand our services.

#### Photography:

The Photography section is also in the process of its transformation into a digital imaging lab as well as upgrade its photography equipment. Last year we lost one trained technician. We have hired a replacement for the section and now are implementing a new digital film-processor/print system. The photography section handles all the photography processing for the Vermont State Police and is also planning on offering new services. We plan to offer video analysis and digital evidence analysis and imaging. The photography examiners will be sent to course work to give them the necessary training to develop these programs. The digital field is a new and complex area for us as for many in forensics and the training required for this is important as we undertake work in this field. We are also assisting other law enforcement agencies in any migration to digital photography as well as production of training videos to supplement agency training needs.

#### Trace Analysis:

The laboratory currently offers limited trace analysis in the areas of arson and paint examination. We have recently upgraded our instrumentation for both of these analytical areas. We have very recently obtained a new GC-MS for arson analysis and have an IR and scanning electron microscope for paint and polymer analysis. We can use these instruments to move into gun shot residue analysis and polymer type trace cases. The analysts will take the course work necessary to allow us to develop these programs. As with any planned examination, the implementation will depend upon the staff time available for pursuit of this discipline. We plan to move some individuals into different duties to make time for this work.

#### Drug Analysis:

The laboratory has hired a new individual last year to work with the drug backlog. The drug unit receives the greatest number of cases and currently maintains the highest backlog in the laboratory. This new person has been brought on-line for several types of analyses but still needs some further training. This person will be trained through an in-house training program and through external courses and seminars. We have purchased new microscopes to update the old microscopes which is allowing us to quickly review marijuana morphology and speed our analysis.

#### Serology/DNA:

The Vermont Forensic Laboratory (VFL) has a comprehensive plan to increase the level of DNA analysis services to the criminal justice community through a three-pronged approach. One prong of this approach was the careful review of the analytical procedures used for DNA analysis to determine what critical steps in this procedure could be streamlined or automated with existing technology. After this review, steps necessary to implement this technology would be undertaken. The second prong was to obtain additional staff, and finally the third approach was to use a vendor laboratory to reduce current backlogs.

The VFL has made significant progress on this plan and each of the three goals detailed above have seen real change. We feel the approach we have taken will work in Vermont. The progress to date and future steps in this plan are detailed below.

- Streamlining/Automation: Through our review, we identified a number of areas where the DNA analysis could be streamlined or automated and are in the midst of implementing these ideas.
  - Keeping track of and labeling evidence is a crucial but time-consuming process. We will be installing a new LIMS system including barcoding/labeling of all evidence. This system will save the DNA analyst a great deal of time which was previously spent filling out chain of custody forms and labeling tubes. In addition, this system will have forms and the ability to store results which will save a great deal of time generating reports.
  - Examination of evidence for stains is a laborious process. We have renovated space to make a new larger secondary evidence examination room so both serologists can work in separate rooms on separate cases at the same time. We have purchased an additional camera and ALS to facilitate this process. We have also received a grant to automate scanning of slides for sperm. This technique will greatly expedite this analysis.
  - The DNA quantitation step, using the slot blot approach, has been a very time consuming step in DNA analysis. This has been replaced with a real-time PCR approach which has streamlined DNA analysis. Implemented: June 2003
  - The DNA extraction step is a very labor intensive, time consuming step in the process. Through the last No-Suspect Grant, we sought and received funds to purchase an extraction robot to expedite this step. We have essentially validated the robot for use on exemplar samples and are currently validating the process for crime scene samples.
  - DNA amplification set-up for either quantification or typing is a repetitive and time consuming step. We have purchased a robot designed for this and are in the process of validation of this piece of equipment.
  - We currently have only one old ABI 310 capillary electrophoresis unit. This is a single capillary unit which can analyze only one sample at a time. Through Federal funding, we have just purchased an ABI 3130 Avant, a four capillary CE unit. This will allow us to run four samples at a time which will speed our analysis.
  - Currently we use a two amplification system to obtain profiles for all 13 core STR loci. We plan to validate a single amplification system which will save considerable time in the preparation and analysis of samples. (To be completed by January 2006)
- Additional staff: We have been able to add additional staff to assist in the analysis of casework samples.
  - The No-Suspect Grant funded an individual to validate the extraction robot allowing fully trained DNA analysts to continue to work cases while the robot is undergoing validation. Implemented: March, 2004.
  - Another individual was funded through the No-Suspect Grant as a DNA case manager. Previously this work was only performed on a part time basis and would take time away from case working analysts. Implemented March, 2004. Through the 2004 Backlog Reduction Program, this case manager position will be continued
  - We have received overtime funding for existing staff from a number of different grants. Although this is not truly “additional staff”, overtime for existing DNA

staff allows the review and interpretation of more cases and we are seeking funding from the 2004 Backlog Reduction Program to continue to fund this overtime program.

- Vendor laboratory: Vendor laboratories have been used to assist in the analysis of backlogged cases,
  - We have used a vendor laboratory to analyze no-suspect cases. Funds for this originated from the 2002 No-Suspect grant, 2003 No-Suspect Grant and the 2004 Backlog Reduction grant. Casework review of the results obtained from some of these cases is still on-going and a number of cases yielded results suitable for submission to CODIS.
  - We have used a vendor laboratory to process convicted offender samples using both Federal CLIP money and State funds. The backlog of convicted offender samples should be completed by November of 2005.



The American Society of Crime Laboratory Directors



**Laboratory Accreditation Board**

*declares to all Advocates of Truth, Justice and the Law  
that the management, personnel, and facilities of the*

**Vermont Forensic Laboratory  
Department of Public Safety**

*have been found satisfactory and that the other requirements of this  
Board have been fulfilled, and therefore grants this*

**CERTIFICATE OF ACCREDITATION**

*in the disciplines of*

**Controlled Substances, Trace Evidence (fire debris and paint only), Biology,  
Firearms/Toolmarks and Latent Prints**

*[Signature]*  
REGULATORY CHIEF

*[Signature]*  
EXECUTIVE DIRECTOR

*Certificate number*  
208.

*effective date*  
3<sup>rd</sup> day of December, 2004  
*expires on the*  
4<sup>th</sup> day of December, 2009

2-1



## U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 21, 2004

Mr. Kerry Sleeper  
Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671

Dear Mr. Sleeper:

On behalf of Attorney General John Ashcroft, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the DNA Capacity Enhancement Program Formula Grant Announcement, FY04 in the amount of \$71,286 for Vermont Department of Public Safety.

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, John Behun, Program Manager at (202) 616-9794; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).

Congratulations, and we look forward to working with you.


Sincerely,

Handwritten signature of Deborah J. Daniels in cursive.


Deborah J. Daniels  
Assistant Attorney General

Enclosures

2-2

 <p>U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS</p> <p><b>National Institute of Justice</b></p>	<p><b>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</b></p> <p><b>Cooperative Agreement</b></p>	
	<p>PROJECT NUMBER 2004-DN-BX-K174</p>	<p>PAGE 1 OF 1</p>
<p>This project is supported under Omnibus Crime Control</p>		
<p>1. STAFF CONTACT (Name &amp; telephone number)</p> <p>John Befma (202) 616-9794</p>	<p>2. PROJECT DIRECTOR (Name, address &amp; telephone number)</p> <p>Eric Buel Director 103 South Main Street Waterbury, VT 05671-2101 (802) 244-8788</p>	
<p>3a. TITLE OF THE PROGRAM</p> <p>DNA Capacity Enhancement Program Formula Grant Announcement, FY04</p>	<p>3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE)</p>	
<p>4. TITLE OF PROJECT</p> <p>DNA Capacity Enhancement Program Formula Grant Announcement, FY04</p>		
<p>5. NAME &amp; ADDRESS OF GRANTEE</p> <p>Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671</p>	<p>6. NAME &amp; ADDRESS OF SUBGRANTEE</p>	
<p>7. PROGRAM PERIOD</p> <p>FROM: 09/01/2004 TO: 02/28/2006</p>	<p>8. BUDGET PERIOD</p> <p>FROM: 09/01/2004 TO: 02/28/2006</p>	
<p>9. AMOUNT OF AWARD</p> <p>\$ 71,286</p>	<p>10. DATE OF AWARD</p> <p>09/21/2004</p>	
<p>11. SECOND YEAR'S BUDGET</p>	<p>12. SECOND YEAR'S BUDGET AMOUNT</p>	
<p>13. THIRD YEAR'S BUDGET PERIOD</p>	<p>14. THIRD YEAR'S BUDGET AMOUNT</p>	
<p>15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)</p> <p>NIJ's DNA Capacity Enhancement Program seeks to improve the infrastructure and analysis capacity of existing State and local crime laboratories that conduct DNA analysis, so they can process DNA samples efficiently and cost-effectively. These improvements are critical to preventing future DNA backlogs, and to helping the criminal justice system realize the full potential of DNA technology.</p>		

23

 <p>U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS</p> <p><b>National Institute of Justice</b></p>		<p><b>Cooperative Agreement</b></p>		<p>PAGE 1 OF 5</p>																
<p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code)</p> <p>Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671</p>		<p>4. AWARD NUMBER: 2004-DN-BX-K174</p>																		
		<p>5. PROJECT PERIOD: FROM 09/01/2004 TO 02/28/2006</p> <p>BUDGET PERIOD: FROM 09/01/2004 TO 02/28/2006</p>																		
		<p>5. AWARD DATE 09/21/2004</p>	<p>7. ACTION</p>																	
<p>1A. GRANTEE IRS/VENDOR NO. 036000274</p>		<p>8. SUPPLEMENT NUMBER 00</p>		<p>Initial</p>																
		<p>9. PREVIOUS AWARD AMOUNT \$ 0</p>																		
<p>3. PROJECT TITLE DNA Capacity Enhancement Program Formula Grant Announcement, FY04</p>		<p>10. AMOUNT OF THIS AWARD \$ 71,286</p>																		
		<p>11. TOTAL AWARD \$ 71,286</p>																		
<p>12. SPECIAL CONDITIONS</p> <p>THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).</p>																				
<p>13. STATUTORY AUTHORITY FOR GRANT</p> <p>This project is supported under Omnibus Crime Control</p>																				
<p>15. METHOD OF PAYMENT</p> <p>LOCES</p>																				
<p>AGENCY APPROVAL</p>		<p>GRANTEE ACCEPTANCE</p>																		
<p>16. TYPED NAME AND TITLE OF APPROVING OFFICIAL</p> <p>Deborah J. Daniels Assistant Attorney General</p>		<p>18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL</p> <p>Kerry Sleeper Commissioner</p>																		
<p>17. SIGNATURE OF APPROVING OFFICIAL</p> <p><i>Deborah Daniels</i></p>		<p>19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL</p> <p><i>Kerry Sleeper</i></p>		<p>19A. DATE</p> <p>9/30/04</p>																
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X	B	DN	60	00	00		71286													

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

OJP FORM 4600/2 (REV. 4-88)

Posted To Union  
F 54 PG  
12/10/04 TA  
DEEP-04  
PG 21150

2-4



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

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

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

*A 12/9/04  
waiting for Admin  
approval*

# MEMORANDUM

**To:** Robert Hofmann, Commissioner of Finance & Management  
**From:** Rebecca Buck, Staff Associate *RB*  
**Date:** December 6, 2004  
**Subject:** Status of Grant Request

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

**JFO #2181 - \$71,286 grant from the U.S. Department of Justice to the Department of Public Safety.** This grant will be used by the Criminal Services Division to replace equipment used in DNA analysis.

*[JFO received 11/05/04]*

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

cc: Linda Morse  
Kerry Sleeper ✓





Department of Justice  
Office of Justice Programs

---

Office of the Assistant Attorney General

Washington, D.C. 20531

September 19, 2005

Commissioner Kerry Sleeper  
Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101

Dear Mr. Sleeper:

On behalf of Attorney General Alberto Gonzales, it is my pleasure to inform you that the Office of Justice Programs has approved your application for funding under the DNA Capacity Enhancement Program Formula Grant Announcement in the amount of \$38,366 for Vermont Department of Public Safety. This funding is for the project titled "DNA Capacity Enhancement Program FY 2005".

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, Natalie Lu, Program Manager at (202) 616-5209; and
- Financial Questions, the Office of the Comptroller, Customer Service Center (CSC) at (800) 458-0786, or you may contact the CSC at [ask.oc@usdoj.gov](mailto:ask.oc@usdoj.gov).

Congratulations, and we look forward to working with you.

Sincerely,

A handwritten signature in cursive script, reading "Regina B. Schofield".

Regina B. Schofield  
Assistant Attorney General

Enclosures

1-2



Department of Justice  
Office of Justice Programs  
**National Institute of Justice**

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

PROJECT NUMBER  
2005-DA-BX-K096

PAGE 1 OF 1

This project is supported under Consolidated Appropriations Act 2005, Pub. L. No. 108-447, div. B, tit. I, 118 Stat. 2809, 2853, 2865 (NIJ DNA Initiative)

**1. STAFF CONTACT (Name & telephone number)**

Natalie Lu  
(202) 616-5209

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

Eric Bucl  
Director  
103 South Main Street  
Waterbury, VT 05671-2101  
(802) 244-8788

**3a. TITLE OF THE PROGRAM**

DNA Capacity Enhancement Program

**3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)**

**4. TITLE OF PROJECT**

Employing Personnel to Increase DNA Capacity

**5. NAME & ADDRESS OF GRANTEE**

Vermont Department of Public Safety  
103 South Main Street  
Waterbury, VT 05671-2101

**6. NAME & ADDRESS OF SUBGRANTEE**

**7. PROGRAM PERIOD**

FROM: 10/01/2005 TO: 09/30/2006

**8. BUDGET PERIOD**

FROM: 10/01/2005 TO: 09/30/2006

**9. AMOUNT OF AWARD**

\$ 38,366

**10. DATE OF AWARD**

09/19/2005

**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)**

Funds are to be used by States and units of local government with existing crime laboratories that conduct DNA analysis to improve laboratory infrastructure and analysis capacity so that DNA samples can be processed efficiently and cost effectively. These improvements are critical to preventing future DNA backlogs and to helping the criminal justice system use the full potential of DNA technology.

nca/nef

*Funding Source = DCEP 2005  
PG = 21155  
Heskel to Union 10/15/05*

1-3

 <p>Department of Justice Office of Justice Programs National Institute of Justice</p>		<p>Cooperative Agreement</p>		<p>PAGE 1 OF 5</p>															
<p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code)</p> <p>Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-2101</p>		<p>4. AWARD NUMBER: 2005-DA-BX-K096</p>		<p>5. PROJECT PERIOD: FROM 10/01/2005 TO 09/30/2006 RUDGET PERIOD: FROM 10/01/2005 TO 09/30/2006</p>															
<p>1A. GRANTEE IRS/VENDOR NO. 036000274</p>		<p>6. AWARD DATE 09/19/2005</p>		<p>7. ACTION Initial</p>															
<p>8. SUPPLEMENT NUMBER 00</p>		<p>9. PREVIOUS AWARD AMOUNT \$ 0</p>		<p>10. AMOUNT OF THIS AWARD \$ 38,366</p>															
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