



**STATE OF VERMONT**  
JOINT FISCAL OFFICE

**MEMORANDUM**

To: Joint Fiscal Committee members  
From: Daniel Dickerson, Fiscal Analyst *DMD*  
Date: October 9, 2018  
Subject: Position and Grant Requests – JFO #2929 - #2931

Enclosed please find three (3) items, which the Joint Fiscal Office has received, two from the Administration and one from the Judiciary.

**JFO #2929** – \$1,001,577 from the Federal Emergency Management Agency to the VT Dept. of Public Safety. The funds will be used to provide public assistance to Chittenden, Grand Isle, Lamoille, Orange and Orleans counties, which were impacted by severe storms and flooding that occurred on May 4-5, 2018. Approximately \$1.34 million in damages were estimated and the FEMA funding would cover 75% of the costs. The remainder of funding would come from state and local sources. The state source of funding would be the Emergency Relief and Assistance Fund and the Department has estimated that \$142,150 would be funded from this source over three state fiscal years, \$85,290 of which would be spent in the current fiscal year.

*[JFO received 10/02/18]*

**JFO #2930** – \$2,041,347 from the U.S. Dept. of Health and Human Services (HHS) to the Vermont Judiciary. The funds would be used to expand the Windsor DUI court docket to include Windham and Orange Counties. The funding would also be used to increase capacity in the existing Windsor County docket area. Funding for this program was previously provided through the Governor's Highway Safety Program but now the funding will be coming from the Substance Abuse and Mental Health Services Administration (SAMSHA) at HHS. One (1) limited-service position was authorized under the previous grant and the Judiciary has requested that the position be re-authorized under the new grant. The position is titled Treatment Court Coordinator and is tasked with coordinating and implementing the day-to-day activities of the treatment court docket.

*[JFO received 9/28/18]*

**JFO #2931** – \$143,455 from the U.S. Dept. of Homeland Security to the Vermont Dept. of Public Safety. The funds have been granted as part of the Nonprofit Security Grant Program for the purpose of integrating the preparedness activities of nonprofit organizations that are at a high risk of terrorist attacks with broader state and local preparedness efforts. The entities that are slated to receive these funds are: Castleton University, Copley Health Systems, Essex Alliance Church and Springfield Area Parent Child Center. The state would serve as a pass-through entity for the funding, which would go out to the nonprofits in state FY2019.

*[JFO received 10/09/18]*

Please review the enclosed materials and notify the Joint Fiscal Office (Daniel Dickerson at (802) 828-2472; [ddickerson@leg.state.vt.us](mailto:ddickerson@leg.state.vt.us)) if you have questions or would like an item held for legislative review. Unless we hear from you to the contrary by October 23, 2018 we will assume that you agree to consider as final the Governor's acceptance of these requests.

JFO 2930

STATE OF VERMONT  
Joint Fiscal Committee Review  
Limited Service - Grant Funded  
Position Request Form

RECEIVED  
SEP 28 2018  
JOINT FISCAL OFFICE

This form is to be used by agencies and departments when additional grant funded ~~positions are being requested. Review~~ and approval by the Department of Human Resources must be obtained prior to review by the Department of Finance and Management. The Department of Finance will forward requests to the Joint Fiscal Office for JFC review. A Request for Classification Review Form (RFR) and an updated organizational chart showing to whom the new position(s) would report must be attached to this form. Please attach additional pages as necessary to provide enough detail.

Agency/Department: Judiciary Date: 9/25/2018

Name and Phone (of the person completing this request): Kim Owens (802) 786-8857

Request is for:  
 Positions funded and attached to a new grant.  
 Positions funded and attached to an existing grant approved by JFO # \_\_\_\_\_

1. Name of Granting Agency, Title of Grant, Grant Funding Detail (attach grant documents):  
Granting Agency: Department of Health & Human Services-Substance Abuse & Mental health Services;  
Title of Grant: SAMHSA Treatment Drug Courts

2. List below titles, number of positions in each title, program area, and limited service end date (information should be based on grant award and should match information provided on the RFR) position(s) will be established only after JFC final approval:

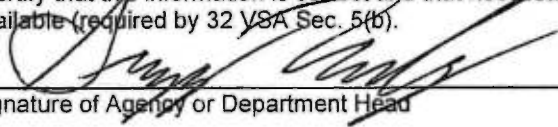
Title* of Position(s) Requested	# of Positions	Division/Program	Grant Funding Period/Anticipated End Date
<del>Regional Docket Coordinator</del> Treatment Court Coordinator	1	Planning & Court Services	September 30, 2023

*-DWA change requested by Judiciary*

\*Final determination of title and pay grade to be made by the Department of Human Resources Classification Division upon submission and review of Request for Classification Review.

3. Justification for this request as an essential grant program need:  
From 2014 - 9/2018 the DUI docket was funded by GHSP Edu Grants and included funding for a program c (position#2806). this position ensures fidelity to the DUI model and ensures best practices/outcomes. This is a request to continue the position under a new funding source through September 2023 to expand the program to Orange and Windham counties.

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

  
Signature of Agency or Department Head Date: 9/28/18

Approved/Denied by Department of Human Resources Date

Approved/Denied by Finance and Management Date

Approved/Denied by Secretary of Administration Date

Comments:

RECEIVED  
JUN 10 1964  
U.S. DEPARTMENT OF AGRICULTURE

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

BASIC GRANT INFORMATION				
<b>1. Agency:</b>		The Vermont Judiciary		
<b>2. Department:</b>		Court Administrator's Office		
<b>3. Program:</b>		Windsor DUI Court Docket		
<b>4. Legal Title of Grant:</b>		Southeast Regional DUI Court Docket - Treatment Expansion Project		
<b>5. Federal Catalog #:</b>		93.243		
<b>6. Grant/Donor Name and Address:</b> Department of Health and Human Services - Mental Health & Substance Abuse Service Grants				
<b>7. Grant Period:</b>		<b>From:</b> 9/30/2018	<b>To:</b> 9/29/2023	
<b>8. Purpose of Grant:</b> To expand the Windsor DUI court docket to include the South Eastern region of Orange and Windham counties, to increase access to and capacity in the existing Windsor Adult DUI Treatment Docket. It will also expand the availability of evidence-based substance use disorder treatment in the region through training and collaboration to meet the relatively greater needs of an expanded target population.				
<b>9. Impact on existing program if grant is not Accepted:</b> If the grant funds are not accepted the program will cease to exist and opportunity to expand the docket to include additional counties would be lost. The Windsor DUI program is the only DUI docket in Vermont and is a grant funded initiative. General fund dollars do not support the program directly. With out grant funding, the judiciary could not maintain the regional coordinator position that is integral to the functioning of the program. The grant funds support the cost of the team defense attorney, clinical case managers, treatment director and specific targeted treatment modalities for the DUI docket population that would not otherwise be provided in Windsor, Orange and Windham counties.				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
<b>Expenditures:</b>	<b>FY 18 - 21</b>	<b>FY 22</b>	<b>FY 23</b>	
Personal Services	\$273,152	\$99,707	\$104,331	
Operating Expenses	\$897,728	\$300,103	\$294,516	
Grants	\$	\$	\$	
<b>Total</b>	<b>\$1,170,880</b>	<b>\$399,810</b>	<b>\$398,847</b>	
<b>Revenues:</b>				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$43,086	\$14,362	\$14,362	
Federal Funds:	\$1,170,880	\$399,810	\$398,847	
(Direct Costs)	\$1,127,794	\$385,448	\$384,485	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source )	\$	\$	\$	
<b>Total</b>	<b>\$1,213,966</b>	<b>\$414,172</b>	<b>\$413,209</b>	
<b>Appropriation No:</b>		<b>Amount:</b>	\$2,041,347	

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

			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
		<b>Total</b>	<b>\$2,041,347</b>

**PERSONAL SERVICE INFORMATION**

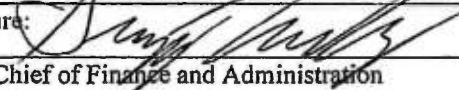

**11. Will monies from this grant be used to fund one or more Personal Service Contracts?**  Yes  No  
 If "Yes", appointing authority must initial here to indicate intent to follow current competitive bidding process/policy.  
 Appointing Authority Name: Patricia Gabel Agreed by: \_\_\_\_\_ (initial)

12. Limited Service Position Information:	# Positions	Title
	1	Regional Treatment Coordinator
<b>Total Positions</b>	1	

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

**13. AUTHORIZATION AGENCY/DEPARTMENT**

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

Signature:  Title: Chief of Finance and Administration	Date: 4/28/18
Signature:  Title: Programs Manager, Court Administrator's Office	Date: 9/20/2018

**14. SECRETARY OF ADMINISTRATION**

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

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

**16. DOCUMENTATION REQUIRED**

**Required GRANT Documentation**

<input type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input type="checkbox"/> Notice of Award <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Grant Budget	<input type="checkbox"/> Notice of Donation (if any) <input type="checkbox"/> Grant (Project) Timeline (if applicable) <input type="checkbox"/> Request for Extension (if applicable) <input type="checkbox"/> Form AA-1PN attached (if applicable)
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STATE OF VERMONT REQUEST FOR GRANT (\*) ACCEPTANCE (Form AA-1)

End Form AA-1

(\*) The term "grant" refers to any grant, gift, loan, or any sum of money or thing of value to be accepted by any agency, department, commission, board, or other part of state government (see 32 V.S.A. §5).



SAMHSA Treatment Drug Courts  
Department of Health and Human Services  
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

**Grant Number:** 1H79TI081055-01  
**FAIN:** H79TI081055  
**Program Director:** Kim Owens

**Project Title:** Southeast Regional DUI Court Docket - Treatment Expansion Project

Grantee Address	Business Address
JUDICIARY COURTS OF THE STATE OF VERMONT Vermont Office of the Court Administrator 109 State Street Montpelier, VT 056090701	Vermont Office of the Court Administrator 109 State Street Montpelier, VT 056090701

**Budget Period:** 09/30/2018 – 09/29/2021

**Project Period:** 09/30/2018 – 09/29/2023

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$1,170,880 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to JUDICIARY COURTS OF THE STATE OF VERMONT in support of the above referenced project. This award is pursuant to the authority of PHS, Title V, Section 509; 42 U.S.C 290bb-2 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at [www.samhsa.gov](http://www.samhsa.gov) (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,  
Eileen Bermudez  
Grants Management Officer  
Division of Grants Management

See additional information below



**SECTION I – AWARD DATA – 1H79TI081055-01**

**Award Calculation (U.S. Dollars)**

Salaries and Wages	\$159,481
Fringe Benefits	\$113,671
Personnel Costs (Subtotal)	\$273,152
Equipment	\$4,000
Materials & Supplies	\$3,900
Contractual	\$828,261
Travel	\$23,472
Other	\$38,095
 Direct Cost	 \$1,170,880
Approved Budget	\$1,170,880
Federal Share	\$1,170,880
Cumulative Prior Awards for this Budget Period	\$0
 AMOUNT OF THIS ACTION (FEDERAL SHARE)	 \$1,170,880

SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$1,170,880
2	\$399,810
3	\$398,847

\*Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

**Fiscal Information:**

CFDA Number: 93.243  
 EIN: 1036000264D6  
 Document Number: 18TI81055A  
 Fiscal Year: 2018

IC	CAN	Amount
TI	C96N306	\$1,170,880

IC	CAN	2018	2021	2022
TI	C96N306	\$1,170,880	\$399,810	\$398,847

**TI Administrative Data:**

PCC: DC-AD18 / OC: 4145

**SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI081055-01**

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-

800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

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### SECTION III – TERMS AND CONDITIONS – 1H79TI081055-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

#### **Treatment of Program Income:**

##### **Additional Costs**

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

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### SECTION IV – TI Special Terms and Conditions – 1H79TI081055-01

## **REMARKS**

#### **New Multi-Year Award**

**1. This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts and Adult Tribal Healing to Wellness Courts Funding Announcement TI-18-008 has been selected for funding.**

This award reflects multi-year funding for **three** 12-month incremental periods within the budget period, from **9/30/2018 – 9/29/2021**, in the amount of **\$1,170,880**. Following this multi-year funded period, the recipient may apply for annual continuation funding for the next **two** budget periods. Annual funding is based on the availability of funds.

Further, this award reflects approval of the **revised budget** submitted on May 25, 2018 by your organization.

#### **2. Multi-Year Grant Award Funding Amounts**

Funding for each of the 12-month incremental period(s) is restricted and the recipient organization may not expend more than the following:

\*9/30/2018 – 9/29/2019: \$392,919

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\*9/30/2019 – 9/29/2020: \$380,863

\*9/30/2020 – 9/29/2021: \$397,098

\*Remaining 12-month incremental periods

### 3. Key Staff

Key staff (or key staff positions, if staff has not been selected) are listed below:

Kim Owens, Project Director @ 20% level of effort (in-kind)

Any changes to key staff—including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project—requires prior approval and must be submitted as a post-award amendment in eRA Commons. For additional information on how to submit a post-award amendment, please visit the SAMHSA website: <https://www.samhsa.gov/grants/grants-management/post-award-changes>. Any technical questions regarding the submission process should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>.

### 4. All Post-Award Amendments must be submitted in eRA Commons for prior approval.

Please refer to the SAMHSA website for specific SAMHSA guidance on how to submit a post-award amendment in eRA Commons: <https://www.samhsa.gov/grants/grants-management/post-award-changes>

Prior approval is required for, but is not limited to: a change in key personnel and level of effort, a budget revision, a change in scope, a formal carryover request, and a no cost extension.

Reference the full prior approval term on the SAMHSA website under Standard Terms and Conditions at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Technical questions regarding the submission of a post-award amendment in eRA Commons should be directed to the eRA Service Desk: <http://grants.nih.gov/support/>

**Recipients are expected to plan their work and ensure that available funds are expended within the current 12-month incremental period.**

## **SPECIAL TERMS**

### **Disparity Impact Statement (DIS)**

By **November 30, 2018** you must:

Submit an electronic copy of a DIS to the Government Project Officer (GPO) and Grants Management Specialist (GMS) as identified under Contacts on this notice of award.

The DIS should be consistent with information in your application regarding access, \*service use and outcomes for the program and include three components as described below. Questions about the DIS should be directed to your GPO. Examples of DIS can be found on the SAMHSA website at <http://www.samhsa.gov/grants/grants-management/disparity-impactstatement>.

\*Service use is inclusive of treatment services, prevention services as well as outreach,

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engagement, training, and/or technical assistance activities.

The disparity impact statement, in response to the Special Term of Award, consists of three components:

1. Proposed number of individuals to be served and/or reached by subpopulations in the grant implementation area should be provided in a table that covers the entire grant period. The disparate population(s) should be identified in a narrative that includes a description of the population and rationale for how the determination was made.
  
2. A quality improvement plan for how you will use your program (GPRA) data on access, use and outcomes to monitor and manage program outcomes by race, ethnicity and LGBT status, when possible. The quality improvement plan should include strategies for how processes and/or programmatic adjustments will support efforts to reduce disparities for the identified sub-populations.
  
3. The quality improvement plan should include methods for the development and implementation of policies and procedures to ensure adherence to the Enhanced Culturally and Linguistically Appropriate Services (CLAS) Standards and the provision of effective care and services that are responsive to:
  - a. Diverse cultural health beliefs and practices;
  - b. Preferred languages; and
  - c. Health literacy and other communication needs of all sub-populations within the proposed geographic region.

## **SPECIAL CONDITIONS**

### **Multi-Year Award Submission**

#### **1. Multi-Year Incremental Period Submission**

By **May 1, 2019**, for the next incremental period **9/30/2019 – 9/29/2020**, you must submit in eRA Commons the following three (3) documents:

#### **A. SF-424A - BUDGET INFORMATION - Non-Construction Programs**

Recipients must identify in Section B – Budget Categories, federal dollars in column 1 and non-federal dollars in column 2 for the next 12-month incremental period.

The SF-424A BUDGET INFORMATION - Non-Construction Programs can be found at:  
<https://apply07.grants.gov/apply/forms/sample/SF424A-V1.0.pdf>

Upload the completed .pdf of the SF-424A Budget Page to the “View Terms Tracking Details” page in eRA Commons.

#### **B. HHS Checklist (part C)**

Recipients must submit and update, as necessary, the name and contact information for the business official and project director.

The HHS Checklist can be found at:  
[https://apply07.grants.gov/apply/forms/sample/HHS\\_CheckList\\_2\\_1-V2.1.pdf](https://apply07.grants.gov/apply/forms/sample/HHS_CheckList_2_1-V2.1.pdf)

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Upload the completed .pdf of the HHS Checklist to the "View Terms Tracking Details" page in eRA Commons.

### **C. Detailed Budget or Attestation Letter**

1. Recipients must submit a budget narrative and justification if the next 12-month incremental period budget has changed by more than 25% from the previously approved 12-month incremental period budget; or,
2. Recipients must submit an attestation letter on the organization's letterhead, signed and dated by the authorized representative. The letter must include the statement, "The budget has not changed by more than 25% from the previously approved budget."

Upload the completed .pdf of the detailed budget or the attestation letter to the "View Terms Tracking Details" page in eRA Commons.

For more information on how to upload a document in response to a tracked term, please reference under heading "4 Additional Materials – grantee" in the User Guide located at: [https://era.nih.gov/files/TCM\\_User\\_Guide\\_Grantee.pdf](https://era.nih.gov/files/TCM_User_Guide_Grantee.pdf)

## **STANDARD TERMS AND CONDITIONS**

### **Multi-Year Award Reporting Requirements**

#### **1. Multi-Year Programmatic Report**

**By December 30, 2019, submit via eRA Commons.**

The submission of an Annual Programmatic Report is due no later than **December 30, 2019. Annual Programmatic Reports must be submitted in eRA Commons.** Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

The Annual Programmatic Report must, at a minimum, include the following information:

- Data and progress for performance measures as reflected in your application regarding goals and evaluation activities.
- A summary of key program accomplishments to-date.
- Description of the changes, if any, that were made to the project that differ from the application for this incremental period.
- Description of any difficulties and/or problems encountered in achieving planned goals and objectives including barriers to accomplishing program objectives, and actions to overcome barriers or difficulties.

#### **2. Multi-Year Federal Financial Report (SF-425)**

**By December 30, 2019, submit via eRA Commons.**

The Federal Financial Report (FFR) (SF-425) is required on an annual basis and must be submitted as a .pdf to the "View Terms Tracking Details" page in the eRA Commons System no later than 90 days after the end of each 12-month incremental period.

The SF-425 Federal Financial Report is available at:  
[https://apply07.grants.gov/apply/forms/sample/SF425\\_2\\_0-V2.0.pdf](https://apply07.grants.gov/apply/forms/sample/SF425_2_0-V2.0.pdf).

Additional guidance to complete the FFR can be found: <https://www.samhsa.gov/grants/grants->

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management/reporting-requirements.

**Note:** Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA. This information is needed in order to comply with PL 102-62, which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs.

Additional information about reporting requirements is available at:  
<https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

**All responses to award terms and conditions must be submitted as .pdf documents in the “View Terms Tracking Details” page in eRA Commons.**

For more information on how to upload a document in response to a tracked term, please reference under heading “**4 Additional Materials – grantee**” in the User Guide located at:  
[https://era.nih.gov/files/TCM\\_User\\_Guide\\_Grantee.pdf](https://era.nih.gov/files/TCM_User_Guide_Grantee.pdf)

### **3. Standard Terms for Awards FY 2018**

Your organization must comply with the Standard Terms and Conditions for grants awarded in Fiscal Year 2018.

SAMHSA's Terms and Conditions Webpage is located at:  
<https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

You must also comply with the following applicable Terms and Conditions:

- New Grant
- Multi-Year Grant

### **4. Fixed Year Appropriation**

Awards funded using a 2013 fixed appropriation will cancel on September 30, 2018. Undrawn award funding issued from 2013 fixed appropriation account funds will no longer be available for program expenditures, obligations, or payment requests in the PMS. **The last day to draw funds on awards issued using 2013 fixed appropriation funds is September 27, 2018.**

**Additional information regarding cancelled awards is available at**  
<https://pms.psc.gov/grant-recipients/cancelled-awards.html>.

### **5. Compliance with Terms and Conditions**

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH 45 CFR 75.372, REMEDIES FOR NON-COMPLIANCE AND 45 CFR 75.372 TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

**All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.**

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**Staff Contacts:**

Jon Berg, Program Official

**Phone:** (240) 276-1609 **Email:** Jon.Berg@samhsa.hhs.gov

Lesley Schrier, Grants Specialist

**Phone:** 240-276-0566 **Email:** lesley.schrier@samhsa.hhs.gov

**VERMONT JUDICIAL BRANCH**  
**TREATMENT COURT COORDINATOR**

**Court:** Criminal

**Supervisor:** Planning & Court Services

**Job Code:** 94297J

**Exempt/Non-exempt:** Non-Exempt

**Pay Grade:** 23

**Union Eligible:** Yes

**PURPOSE:**

The position involves administrative, coordination, and technical responsibilities in the Vermont Judiciary's drug treatment courts. Responsibilities include coordination of community service providers who work towards intervening and breaking the cycle of substance abuse addiction and crime. Responsibilities include but are not limited to, coordination of grant activities, facilitation of meetings, encouraging best practices across services, the collection of data and documentation to measure performance and outcomes, and manage the day-to day operations of the treatment court, which includes tracking cases and records retention. Extensive interaction with judicial officers and judicial branch staff, representatives from other branches of government and various public and private groups will occur.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates and implements the day-to-day activities of the treatment court docket;
- Manage and resolve conflicts between parties;
- Collects, coordinates, and reviews data using an MIS to measure compliance with interagency MOU's, ensures performance outcomes are met under established policies and procedures, and works closely with program evaluator;
- Research, compile and write reports describing progress and funds;
- Plans, implements, and monitors the daily court schedule and ensures the treatment court docket is implementing best practice while serving the appropriate target population;
- Ensures maintenance of accurate court records and timely preparation of court cases including notices of hearings, transport orders, docket entries and conditions of release, interpreters, and accommodations for physically challenged participants, and addressing other needs as they arise;
- Works well with court staff to ensure that the appropriate cases are identified and transferred into the treatment court docket;
- Maintains cooperative customer service oriented relationships with program service providers including, treatment agencies, community organizations, probation department, defense counsel, prosecution, judicial officers, and other court staff, promoting program integrity;
- Assists the judge in monitoring participants' compliance, treatment court docket efficiency, and monitoring internal and external quality assurance;
- Convenes and facilitates team meetings including developing the agenda and taking minutes. Organizes and facilitates interdisciplinary training; participates in conferences, community presentations.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.



Ensures that team and treatment providers adhere to program policies and protocols, as well as to 42 C.F.R. Part 2, HIPAA, and other Federal and State confidentiality laws.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Education: Bachelor's Degree (Public Administration, Business Administration, Public Health, Health Administration, Criminal Justice, Sociology, Behavioral Science, Social Work, Psychology preferred).

Experience: One year in a judicial/legal or social services setting with administrative duties or two years in social work, counseling, or related field with administrative duties, or one year in drug court administration.

OR

Education: Associate's Degree in Criminal Justice, Public Administration or related field.

Experience: Three years in a judicial/legal or social services setting with administrative duties or three years of work in counseling, social work or related field with administrative duties, or three years of work in drug court administration.

Additional years of related judiciary experience, or experience as defined above may be substituted for a bachelor's degree on a semester for six months basis.

# CAO- PLANNING & COURT SERVICES October, 2018



## Chief, Planning & Court Services

- Access to justice programs (SRI's)
- Data analysis & reporting
- Strategic planning

