



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

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: February 24, 2006

Subject: Status of Position Requests

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

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: January 27, 2006

Subject: Position Requests

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.

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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 or Stephen Klein at 802/828-5769; 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.

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[JFO received 01/25/06]

STATE OF VERMONT
GRANT POSITION ACCEPTANCE FORM

JFO #
2246

GRANT SUMMARY: Paul Coverdell Forensic Science Improvement Grant FY2006
#2005-DN-BX-0065

DATE: January 13, 2006

DEPARTMENT: Department of Public Safety

GRANT AMOUNT: \$82,639

GRANT PERIOD: December 1, 2005 - November 30, 2006

GRANTOR/DONOR: U.S. Department of Justice (DOJ)

POSITIONS REQUESTED (LIMITED SERVICE):
One (1) Evidence Technician. (\$45,104 of the grant)

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 evidence technician will speed the intake and final disposition of evidence and will be 100% federally funded. *DWP*

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

(INITIAL) *1/23/06*

(INITIAL) *1/23/06*

(DATE) *1/23/06*

FEB
JUN

CMY
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 11/30/06 (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.

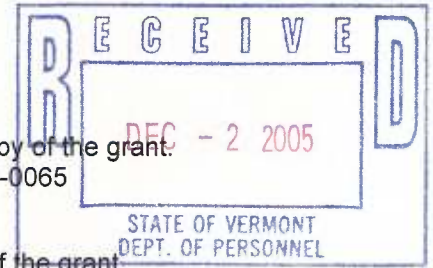
| <u>Number of Positions</u> | <u>Title of Position Requested</u> | <u>Funding Source and Percent</u> |
|----------------------------|------------------------------------|--|
| 1 | Evidence Technician I | 100% federal, Paul Coverdale Forensic Science Improvement Grant Award #2005-DN-BX-0065 |

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.
 100% federal, Paul Coverdale Forensic Science Improvement Grant, #2005-DN-BX-0065



- 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

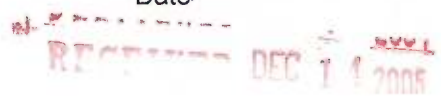
I certify that this information is correct and that necessary space and equipment for the above position(s) are available (required by 32 VSA Sec. 5(b)).

Kenneth Rogers 11/30/05
 Signature of Agency or Department Head Date

Molly Paul 12/2/05
 Approved/Denied by Department of Personnel Date

for bank 1/23/06
 Approved/Denied by Finance and Management Date

Stacy Gold 1/23/06
 Approved/Denied by Secretary of Administration Date





Job Specifications

EVIDENCE TECHNICIAN I

Job Code: 415000

Pay Plan: CLS Salary Administration Plan

Pay Grade: 19

Occupational Category: Protective Services

Effective Date: 05/12/2003

Class Definition:

Professional laboratory evidence assistant. Work involves maintaining chain of custody of laboratory evidence and associated work and crime scene search. Work is performed under the supervision the Senior Forensic Chemist in the laboratory and by the leader of the crime scene search unit.

Examples of Work:

Incumbents must be knowledgeable about various aspects of evidence handling as it pertains to a forensic laboratory. This includes the handling of serology, drug, firearm, DNA, fingerprint, trace and associated evidence. Incumbents receive, maintain, record, and keep custody of incoming physical samples and legal and criminal evidence in order to preserve and maintain chain of custody of evidence and information for use in future legal and criminal proceedings. The incumbent will hold, return, or dispose of materials and samples after analysis. Prepares drug samples for destruction, coordinates associated paper work, tracks evidence either manually or through computer records. Uses computer databases to locate, update and compile information concerning evidence status. May testify under oath concerning chain of custody. Dries evidence containing biological stains using approved methods. Examines weapons for submission to the laboratory, prepares safe for laboratory handling. Prepares supply orders, sorts supplies and documents the quality control information pertaining to the received supplies. Performs laboratory wide quality control. Works as a member of the crime scene search unit. Properly identifies and collects evidence at a crime scene. Properly documents, sketches and writes detailed crime scene reports. Testifies concerning actions taken at a crime scene. Trouble shoots Laboratory information management system and assists the system administrator. Assists in photographic processing, and takes

photographs of laboratory evidence. Assists in the preparation of DNA database samples for storage and processing.

Environmental Factors:

Duties are performed in a laboratory setting and in the field. Must be able to work in laboratory conditions with exposure to noxious or harmful fumes and chemicals. Extensive travel may be involved for which a valid Vermont driver's license is required. Exposure to inclement weather may occur during on-scene searches. On-scene investigation may require walking considerable distances on unimproved roads, or into wilderness areas. Exposure to unknown chemicals, unsanitary conditions, infectious disease, physical hazards and noise are present. Standby status applies for significant periods of time. Response time to duty station when on standby must be one hour or less. Incumbents may be required to give testimony before courts.

Minimum Qualifications:Knowledge, Skills and Abilities

Basic scientific knowledge.

Considerable knowledge of filing systems and practices.

Ability to learn photographic development techniques and methods.

Ability to perform mathematical calculations.

Ability to maintain records, and establish record keeping systems.

Ability to understand and follow complex oral and written instructions.

Ability to read, understand, and apply rules, regulations, and policies.

Ability to communicate effectively, both orally and in writing.

Ability to work independently and make decisions.

Ability to establish and maintain effective working relationships.

Ability to work effectively with computer software.

Working knowledge of photography.

Education and Experience

Education: Bachelors degree preferably in a science related field.

Experience: none

Note: Must pass in-house background check.

Special Requirements

n/a

[Back](#)



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 16, 2005

Mr. Kerry Sleeper
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

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 Paul Coverdell Forensic Science Improvement Grants in the amount of \$82,639 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, Dale Heideman, Program Manager at (202) 514-9240; 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.

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 16, 2005

Mr. Kerry Sleeper
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

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.



Department of Justice
Office of Justice Programs
National Institute of Justice

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

PROJECT NUMBER
2005-DN-BX-0065

PAGE 1 OF 1

This project is supported under 42 U.S.C. 3797j - 3797o (NIJ - Coverdell Forensic Science Improvement)

1. STAFF CONTACT (Name & telephone number)

Dale Heideman
(202) 514-9240

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

Coverdell Forensic Science Improvement

3b. POMS CODE (SEE INSTRUCTIONS
ON REVERSE)

4. TITLE OF PROJECT

Paul Coverdell - 2005

5. NAME & ADDRESS OF GRANTEE

Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 12/01/2005 TO: 11/30/2006

8. BUDGET PERIOD

FROM: 12/01/2005 TO: 11/30/2006

9. AMOUNT OF AWARD

\$ 82,639

10. DATE OF AWARD

09/16/2005

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)

Coverdell funds are to be used to improve the quality and timeliness of forensic science and medical examiner services and/or to eliminate backlogs in the analysis of forensic evidence, including controlled substances, firearms examination, forensic pathology, latent prints, questioned documents, toxicology, and trace evidence.

nca/ncf

*posted to
Funding source = CFSI - 05
P 10/15/05*



Department of Justice
Office of Justice Programs
National Institute of Justice

Washington, D.C. 20531

Memorandum To: Official Grant File

From: Cheryl Crawford-Watson, NIJ Environmental Coordinator

Subject: Incorporates NEPA Compliance in Further Developmental Stages 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.

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

Grant

PAGE 1 OF 4

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

4. AWARD NUMBER: 2005-DN-BX-0065

5. PROJECT PERIOD: FROM 12/01/2005 TO 11/30/2006

BUDGET PERIOD: FROM 12/01/2005 TO 11/30/2006

6. AWARD DATE 09/16/2005

7. ACTION

1A. GRANTEE IRS/VENDOR NO.
036000274

8. SUPPLEMENT NUMBER
00

Initial

9. PREVIOUS AWARD AMOUNT \$ 0

3. PROJECT TITLE
Paul Coverdell - 2005

10. AMOUNT OF THIS AWARD \$ 82,639

11. TOTAL AWARD \$ 82,639

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under 42 U.S.C. 3797j - 3797o (NIJ - Coverdell Forensic Science Improvement)

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

Regina B. Schofield

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

Kerry Sleeper 9/16/05

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

| FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. OFC. | DIV. REG. | SUB. | POMS | AMOUNT |
|-------------|-----------|-----------|-----------|-----------|------|------|--------|
| X | B | DN | 60 | 00 | 00 | | 82639 |

21. DN05S00241



Department of Justice
Office of Justice Programs
National Institute of
Justice

**AWARD CONTINUATION
SHEET**
Grant

PAGE 2 OF 4

PROJECT NUMBER 2005-DN-BX-0065

AWARD DATE 09/16/2005

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. A. Generally Accepted Laboratory Practices. The recipient shall ensure that any forensic laboratory, forensic laboratory system, medical examiner's office, or coroner's office that will receive any portion of the award uses generally accepted laboratory practices and procedures as established by accrediting organizations or appropriate certifying bodies.

B. Use of Funds; No Research. Funds provided under this award shall be used only for the purposes and types of expenses set forth in the fiscal year 2005 grant announcement. Funds shall not be used for general law enforcement functions or nonforensic investigatory functions, and shall not be used for research or statistical projects or activities. Use of award funds for construction of new facilities is restricted by statute. Any questions concerning this provision should be directed to the NIJ Program Manager prior to incurring the expense or commencing the activity in question.

C. Performance Measures. To ensure compliance with the Government Performance and Results Act (Pub. L. No. 103-62), program performance under this fiscal year 2005 award is measured by the following: (1) change in the number of days between submission of a sample to a forensic science laboratory and delivery of test results to a requesting office or agency; (2) the number of backlogged forensic cases analyzed with fiscal year 2005 Coverdell funds, if applicable to the award; and (3) the number of forensic science or medical examiner personnel who completed appropriate training or educational opportunities with fiscal year 2005 Coverdell funds, if applicable to the award. Recipients are required to collect and report data relevant to this measure.
6. 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.
7. 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/>.



Department of Justice
Office of Justice Programs
National Institute of
Justice

AWARD CONTINUATION
SHEET
Grant

PAGE 3 OF 4

PROJECT NUMBER 2005-DN-BX-0065

AWARD DATE 09/16/2005

SPECIAL CONDITIONS

8. The recipient agrees to submit a final report, at the end of this award, documenting all relevant project activities during the entire period of support under this award. This report will include the following: (1) a summary and assessment of the program carried out with the grant, which shall include a comparison of pre-grant and post-grant forensic science capabilities; (2) the average number of days between submission of a sample to a forensic science laboratory or forensic science laboratory system in that State operated by the State or by a unit of local government and the delivery of test results to the requesting office or agency; and (3) an identification of the number and type of cases currently accepted by the laboratory. The recipient is required to collect data necessary for this report. This report is due no later than 45 days following the close of the award period or the expiration of any extension periods. The reports can be filed online through the Internet at: <https://grants.ojp.usdoj.gov/>.
9. The recipient shall transmit to the grant monitor copies of all official grant-related press releases at least ten (10) working days prior to public release. Advance notice permits time for coordination of release of information by NIJ where appropriate and to respond to press or public inquiries.
10. 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.
11. 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.

12. 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.

13. 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.

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.

WTD



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

**AWARD CONTINUATION
SHEET
Grant**

PAGE 4 OF 4

PROJECT NUMBER 2005-DN-BX-0065

AWARD DATE 09/16/2005

SPECIAL CONDITIONS

14. The recipient agrees not to obligate, expend, or draw down any funds until a revised budget reflecting the final award amount has been received by the National Institute of Justice and a Grant Adjustment Notice has been issued removing this condition.

**“IMPROVING FORENSIC SCIENCE IN VERMONT, 2005”
VERMONT FORENSIC LABORATORY AND OFFICE OF THE CHIEF
MEDICAL EXAMINER**

**APPLICATION TO THE PAUL COVERDELL FORENSIC
IMPROVEMENT GRANT PROGRAM, FISCAL YEAR 2005**

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| 6) Accreditation Certificate – VT Office of the Chief Medical Examiner | 25 |

Project Design and Methodology

The Forensic Laboratory will send analysts to a variety of meetings and training programs to acquire state-of-the-art information and skills. Our priorities are to train examiners (photographers and fingerprint examiners) especially in the fields of digital evidence and fingerprints, train the new drug chemist, and allow several serologists and other chemists attend the New England Forensic Science meeting. The examiners in the physical comparison unit will attend a latent print comparison class, a ridgeology class, the Fingerprint Examiners Conference (IAI) and a digital evidence and imaging class. The Drug chemist will receive important training at the DEA Drug Seminar. The CODIS manager and another technician from the DNA section will attend the CODIS meeting. Other examiners in the laboratory need to attend a yearly meeting to refresh their skills and meet accreditation requirements and the New England Forensic Science meeting allows the examiners to meet those goals as well as interacting with other local forensic examiners. Lastly, six analysts from the laboratory, representing each section, will attend a workshop on improving testimony. The laboratory will also hire a full time evidence technician to log evidence into the laboratory and perform other duties in order to allow the examiners to focus on the examination of evidence.

The Vermont OCME phase of this project is designed to enhance OCME's opportunities for training local medical examiners (LMEs) with funds to provide attendance at a national standardized training program for death scene investigators. Funds will also support training to an OCME office staff member in PathAssist™ to enhance the efficiency and scope of services provided by the OCME case management database application used to accession cases, track case data, case specimens, as well as toxicology requests, analyses and results. Intensive, week-long education at the St. Louis University Medicolegal Death Investigator Training Course by a

1. PROPOSAL ABSTRACT

Project Goals and Objectives

The Vermont Forensic Laboratory is the only forensic laboratory in the State of Vermont and all evidence of a criminal nature is submitted to the laboratory for analysis. Skilled analysis of evidence and successful testimony in a court of law requires analysts to be fully trained within their discipline. This requires both fundamental course work in addition to advanced courses and seminars designed to keep analysts abreast with current technology and court challenges. Further, training is a necessary requirement to maintain ASCLD accreditation which is essential in today's forensic laboratory. As a small laboratory in the past, we have had examiners act as evidence technicians; however, this is very disruptive to the efficient analysis of evidence as technicians are continually interrupted to receive evidence. We would like to change that practice by employing an evidence technician to perform routine evidence handling duties and some DNA database duties. Thus, the goal of this proposal is to provide training to our analysts and also to fund an evidence technician. Both of these will improve the performance of the laboratory.

The Vermont Office of the Chief Medical Examiner (OCME) is located in Burlington, Vermont, and oversees medicolegal death investigation for the entire state of Vermont. The main goal of this proposal is to assist the OCME in training Medical Examiner investigation staff to improve timeliness and quality of death scene investigations throughout the state. This proposal also includes funding for supplies that the OCME uses to obtain and archive DNA samples during body exams.

Project Design and Methodology

The Forensic Laboratory will send analysts to a variety of meetings and training programs to acquire state-of-the-art information and skills. Our priorities are to train examiners (photographers and fingerprint examiners) especially in the fields of digital evidence and fingerprints, train the new drug chemist, and allow several serologists and other chemists attend the New England Forensic Science meeting. The examiners in the physical comparison unit will attend a latent print comparison class, a ridgeology class, the Fingerprint Examiners Conference (IAI) and a digital evidence and imaging class. The Drug chemist will receive important training at the DEA Drug Seminar. The CODIS manager and another technician from the DNA section will attend the CODIS meeting. Other examiners in the laboratory need to attend a yearly meeting to refresh their skills and meet accreditation requirements and the New England Forensic Science meeting allows the examiners to meet those goals as well as interacting with other local forensic examiners. Lastly, six analysts from the laboratory, representing each section, will attend a workshop on improving testimony. The laboratory will also hire a full time evidence technician to log evidence into the laboratory and perform other duties in order to allow the examiners to focus on the examination of evidence.

The Vermont OCME phase of this project is designed to enhance OCME's opportunities for training local medical examiners (LMEs) with funds to provide attendance at a national standardized training program for death scene investigators. Funds will also support training to an OCME office staff member in PathAssist™ to enhance the efficiency and scope of services provided by the OCME case management database application used to accession cases, track case data, case specimens, as well as toxicology requests, analyses and results. Intensive, week-long education at the St. Louis University Medicolegal Death Investigator Training Course by a

core group of six local medical examiners will enhance decision-making time during of death investigations and provide for a local source of expertise for police investigators and medical examiners throughout the state. Attendance at PathAssist™ Users' Group Meeting training will result in improved turn-around time

PROGRAM NARRATIVE – VT FORENSIC LABORATORY

I. Introduction

The Vermont Forensic Laboratory is the only forensic laboratory in the State of Vermont and, therefore, all evidence collected in connection with a criminal investigation comes to the laboratory for analysis. The laboratory offers a wide range of forensic analyses and it is our intention to continue to offer more services as instrumentation and additional personnel become available. In the past few years, the laboratory has received federal grants that have allowed it to purchase necessary instrumentation for DNA analysis. This instrumentation, funding and training in DNA analysis methods permitted the laboratory to perform state of the art DNA analysis of short tandem repeat DNA (STRs). Having this level of DNA analysis has been of tremendous help to the criminal justice system by allowing the laboratory to accept a wider range of cases and reducing the turnaround time for a case. The application of this DNA technology to solve real crimes demonstrates how state of the art forensic analysis, supported by well-trained examiners, can be of considerable assistance to the law enforcement community.

The other forensic disciplines within our laboratory have not been as fortunate to receive the same level of funding as the DNA section. We have recently received funding to support additional instrumentation for the remaining disciplines and with additional training, these sections will be able to offer state of the art forensic analyses. The funding we seek through the

funding to update much of our laboratory instrumentation. Further instrumentation is still required but our current and future needs are focused in the area of training. Training is essential in any discipline of science, but it is especially required for those practicing forensic science and applying a particular analysis to evidence. The proper analysis of evidence can lead to the conviction of a guilty individual. Personal liberties are at stake based upon the results obtained when an examination is or is not undertaken in a forensic laboratory. Training is paramount in recognizing what may be evidence and understanding the importance and the limitations of a particular piece of evidence. Through appropriate education, evidence may be recognized, properly collected and evaluated resulting in testimony rendered by a well-trained examiner. Training will allow us to recognize additional items that may be useful as evidence and properly collect the items for examination. The specialized schooling of analysts will allow us to offer a more complete and broader range of analytical services than what we offer today. One must be aware that without proper training, critical evidence may be overlooked, and analytical evaluations may be conducted without a full appreciation of analysis shortfalls or recent analytical developments. It is with these concerns in mind that this federal funding will be used.

Forensic science is a very specialized area and considerable training is required to allow an analyst to offer selected services to the criminal justice community. Discipline related courses are essential to allow the analyst to obtain this specific training. There is much to understand in a forensic analysis before one can offer that service and be considered an expert in court. The training we seek would be in areas that would give foundation type information in addition to specifics on the analysis. It is critical to understand the respective forensic assay with all the associated caveats that may result from environmental influences prior to offering such to the criminal justice community. Also, we feel it is important to seek out meetings offering a wide

proposed grant will allow our examiners to gain further knowledge of new technologies and methods that will allow us to offer efficient laboratory analyses using methods appropriate for the discipline. We intend to have all members of the laboratory attend appropriate training that will further their knowledge in the field which will allow us to efficiently and effectively provide analysis of evidence that spans all disciplines of forensic science.

The evidence technician will support the activities of the laboratory in such a way as to allow examiners to efficiently analyze evidence. One of the major duties of the evidence technician will be to administratively assist in the DNA database. With the passage of the All Felon expansion of the DNA database, the volume of submission has increased exponentially. The evidence technician will assist by logging specimens into the laboratory, and when out-sourcing is used to assist in shipping to and receiving back from out-source vendors. The evidence technician will receive essentially all evidence from law enforcement agencies, and the Department of Correction in conjunction with the DNA database, allowing the examiners to stay at the bench. The evidence technician will assist in the documentation and shipping of database samples when a vendor is used.

II. Project Objectives

The goals of this project are: 1) to train laboratory staff in new areas of forensic analysis, 2) to provide continuing education in established and new forensic disciplines, 3) to maintain accreditation, and 4) to hire, train and employ an evidence technician.

The analysis of forensic evidence relies upon the abilities of well-trained scientists and access to modern instrumentation and equipment. We have been fortunate to receive state and federal

variety of information in a particular discipline to allow analysts and managers the opportunity to understand current problems in the field and new developments that may impact the forensic community. Forensic science takes developments from other scientific fields and applies that knowledge and technology to solve forensic problems. Such developments are often detailed first at scientific meetings which thus provide an opportunity to learn about cutting edge technologies and to discuss such with the authors to learn more about the development of these new technologies. Problems associated with established technologies are often first aired at these meeting. This allows for the quick dissemination of information and the opportunity to discuss in person the problem and possible solutions.

Not only is training is required to allow examiners to perform their respective analyses but it is also an accreditation issue. Analysts must meet certain training and continuing educational requirements as required by our accrediting body, ASCLD-LAB. Failure to meet these training requirements could mean the loss of laboratory accreditation, which would impact the entire Vermont criminal justice system. During the next year, we feel that this training will be very important to our laboratory and from economic indicators within our state; however, we feel that state funding for the immediate future will not monies for such training. This grant will allow our laboratory to meet ASCLD training requirements and also give us the opportunity to fulfill our mission to provide excellent analytical services to the people of the state of Vermont. In addition to training, we wish to use some of the funding to employ an evidence technician. The evidence technician will perform a variety of activities to reduce the amount of non-analytical work currently undertaken by examiners. These duties are distracting to our examiners and take precious time that could be used to perform casework analysis. The evidence technician will receive evidence and maintain proper chain of custody documentation. The technician will also:

assist in the destruction of adjudicated drug evidence, assist in daily and monthly lab quality control activities, place laboratory orders, assist with photography- processing film, and provide DNA database assistance. We have just become an all felon DNA database state and as such our work load has increased from 500 samples per year to about 1700 samples per year. In addition there are probably 4 to 5,000 individuals who are currently required to provide a sample as a result of the new legislation. The evidence tech will play a large role in the administrative processing of those samples and will assist in getting the samples ready for DNA profiling.

III. Implementation Approach

To meet our goals, a number of classes, workshops and meetings have been identified that will enable our staff to obtain the required training. This training covers a wide variety of forensic disciplines that we feel are currently the most important for our state.

The previous Coverdell grant allowed us to hire a temporary evidence technician and we would like to continue this program that allows a good division of duties and an efficient operation of the forensic laboratory.

We are in the process of training an additional individual in the area of latent print analysis. The courses required for this are detailed in the budget narrative. Attendance at these courses plus in-house training will permit the laboratory to bring on-line an additional person for the latent print section. This will shorten casework turnaround time for routine casework.

We have a new examiner training in drug analysis and one of the best courses for the beginning drug analyst is the Drug Enforcement Seminar on drug analysis. This is useful as a credential for court and also provides practical approaches to drug analysis, from wet chemical to instrumental methods. New procedures are discussed at these seminars along with issues that are pertinent to each laboratory. Efficient methods discussed at this seminar may replace more laborious methods currently in place in our laboratory.

While examination of evidence is crucial to the laboratory, the results must be clearly presented to the jury in order for the examination to have been worthwhile. Attendance at the Testimony workshop, will improve the skills of the analysts in this vital endeavor.

- Improved court room qualifications and testimony training - imperative to the testimony of examiners is the training and experience that supports his/her opinion and training in how to best present results.
- Increase the efficiency of the forensic laboratory through the use of the services of an evidence technician.

to statistical queries by state and federal agencies using OCME data. Funds will also be used to purchase DNA kits and test tubes to process samples for DNA analysis.

IV. Expected results

- Improved timeliness and quality of death scene investigations throughout the state.
- Enhanced efficiency and scope of services provided by the OCME case management database application used to accession cases, track case data, case specimens, as well as toxicology requests, analyses and results.
- Increased ability to prepare samples for DNA analysis

STATE OF VERMONT
DEPARTMENT OF PUBLIC SAFETY
VERMONT FORENSIC
LABORATORY
P.O. BOX 47
WATERBURY, VERMONT 05676-0047



TEL: 802-244-8788
FAX: 802-241-5557
E-MAIL: cjs0lab@dps.state.vt.us
<http://www.dps.state.vt.us/cjs/>

May 15, 2005

Dear NIJ,

The Paul Coverdell Forensic Science Improvement Grant Program Grant Announcement requires that an official offer a certification to several items detailed within the grant application. I would like this letter to serve as that certification for the Vermont Forensic Laboratory. I will address each issue in turn as detailed in the application announcement:

- The Vermont Forensic Laboratory has a plan for improving the quality and timeliness of forensic science. A copy of this plan is attached.
- The funds received as a Coverdell grant will be used to carry out a substantial part of that program.
- Our laboratory follows Federal quality assurance standards for forensic DNA testing.
- Each analysis of forensic DNA samples conducted by the Vermont Forensic Laboratory complies with the Federal quality assurance standards for forensic DNA testing
- Laboratory is accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB) (certificate number 208). We follow generally accepted laboratory practices and procedures.
- 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).

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 cursive script that reads "Eric Buel".

Eric Buel, Ph.D
Director
Vermont Forensic Laboratory
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.

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.

- 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.



Vermont Department of Health
Agency of Human Services

May 12, 2005

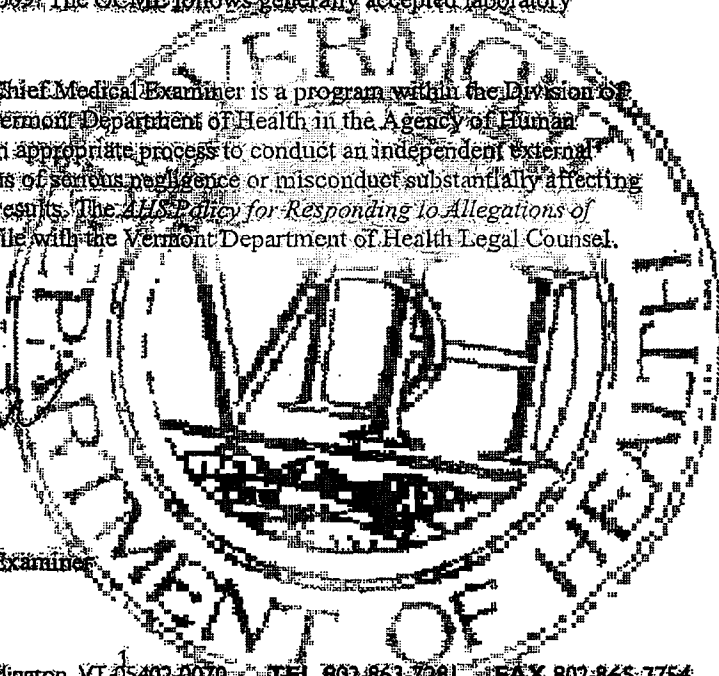
Dear NH:

The Paul Coverdell Forensic Science Improvement Grant Program Grant Announcement requires that an official offer a certification to several items detailed within the grant application. This letter will serve as that certification for the Vermont Office of the Chief Medical Examiner. Each issue is addressed in turn as detailed in the application announcement:

- The Vermont Forensic Laboratory has a plan for improving the quality and timeliness of forensic science. A copy of this plan is attached.
- The funds received as a Coverdell grant will be used to carry out a substantial part of that plan.
- The Office of the Chief Medical Examiner (OCME) is accredited by the National Association of Medical Examiners, established June 20, 2004 and effective from June 10, 2004 through June 10, 2009. The OCME follows generally accepted laboratory practices and procedures.
- The Vermont Office of the Chief Medical Examiner is a program within the Division of Health Surveillance in the Vermont Department of Health in the Agency of Human Services. There is in place an appropriate process to conduct an independent external investigation into allegations of serious negligence or misconduct substantially affecting the integrity of the forensic results. The *AHS Policy for Responding to Allegations of Scientific Misconduct* is on file with the Vermont Department of Health Legal Counsel.

Sincerely,

Sharon Moffatt
Sharon Moffatt
Deputy Commissioner of Health



cc: Office of the Chief Medical Examiner

108 Cherry Street • PO Box 70 • Burlington, VT 05402-0070 • TEL 802-863-7281 • FAX 802-865-7754

NATIONAL ASSOCIATION OF MEDICAL EXAMINERS⁷

Has Accredited

Vermont Office of the Chief Medical Examiner – Burlington, Vermont

For the Years

June 10, 2004 TO June 10, 2009

**Which has been surveyed and meets the Standards established by the National Association of
Medical Examiners for providing an effective medico-legal investigative system**

GIVEN THIS 20th DAY OF June 2004

Janice M. Galby

Executive Director



Budget Narrative – Coverdell 2005

FORENSIC LAB

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. No charges will be made to this grant for Dr. Buel.

We have requested funding for an evidence technician to speed the intake and final disposition of evidence. This individual will also assist in the DNA databank in the administrative processing of samples and will supply DNA collection kits to the Department of Corrections. As we have just started an all felon DNA database, this individual will have a large role in the administrative portion of the database. This will save analysts from interruptions in analysis of casework to receive evidence. We have requested 6 months (1040 hours) of salary at level 19, step 1 (\$15.03/hr) and 6 months at level 19, step 2 (\$16.03/hr) (a one step promotion occurs after 6 mo of service).

B) Fringe Benefits

Fringe benefits for the evidence technician (FICA, retirement, health, dental and life insurance, employee assistance and worker's compensation) are included.

C) Travel

DEA School

One of the best courses for the beginning drug analyst is the Drug Enforcement Seminar on drug analysis. This is useful as a credential for court but also provides practical approaches to drug analysis from wet chemical, to instrumental methods suitable for drug analysis. We hope that by taking this course that we will be able to implement some new procedures that will make the analysis of drugs more efficient.

| ITEM | COST |
|--|----------------------|
| Round trip coach airfare to Washington, DC | \$400/person |
| Per Diem of \$32 per day, 5 days | \$160/person |
| Room cost, approx \$179 per day, 5 days | \$895/person |
| Cost \$1455 per person X 1 | <u>\$1455</u> |

New England Assoc Forensic Scientists

Budget Detail Worksheet - Coverdell

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 LAB | | | | |
| Evidence Technician <i>→</i> | \$15.03 | 1040 | hr | \$15,631.20 |
| | \$16.03 | 1040 | hr | \$16,671.20 |
| TOTAL | | | | \$32,302.40 |

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 | | | | |
| Evidence Technician | | | | |
| FICA | \$32,302.40 | gross pay | 0.0765 factor | \$2,471.13 |
| retirement | \$32,302.40 | gross pay | 0.097 factor | \$3,133.33 |
| health | \$183.40 | /pay period | 26 pay periods | \$4,768.40 |
| dental | \$20.94 | /pay period | 26 pay periods | \$544.44 |
| life | \$32,302.40 | gross pay | 0.0043 factor | \$138.90 |
| EAP | \$1.05 | /pay period | 26 pay periods | \$27.30 |
| work comp | \$32,302.40 | gross pay | 0.0532 factor | \$1,718.49 |

Total Personnel & Fringe Benefits **TOTAL** **\$12,801.99**

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 |
|------------------------------|----------------|----------------------|-------------|---|------------|
| FORENSIC LAB | | | | | |
| DEA School | Washington, DC | Airfare | \$400.00 | 1 | \$400.00 |
| | | Lodging (5 days) | \$179.00 | 5 | \$895.00 |
| | | Subsistence (5 days) | \$32.00 | 5 | \$160.00 |
| | | sub total | | | \$1,455.00 |
| | | (1 person) total | | 1 | \$1,455.00 |
| New England Forens Scientist | New England | Lodging (4 days) | \$119.00 | 4 | \$476.00 |
| | | Subsistence (4 days) | \$32.00 | 4 | \$128.00 |
| | | sub total | | | \$604.00 |
| | | (4 people) total | | 4 | \$2,416.00 |

| 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 |
|------------------|-------------------------|-------------------|
| ME OFFICE | | |
| DNA kits | \$211.00 4 cases of 100 | \$844.00 |
| Test tubes | \$60.00 5 packs of 100 | \$300.00 |
| TOTAL | | \$1,144.00 |

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

4-1



U.S. Department of Justice

Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 2, 2004

Mr. Kerry Sleeper
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

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 PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS GRANT ANNOUNCEMENT FISCAL YEAR 2004 in the amount of \$57,052 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, Susan Narveson, Program Manager at (202) 305-4884; 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.


Congratulations, and we look forward to working with you.

Sincerely,


Deborah J. Daniels
Assistant Attorney General

Enclosures

4-2

| | | |
|---|--|-------------|
|  <p>U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS</p> <p>National Institute of Justice</p> | GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY | |
| | Grant | |
| | PROJECT NUMBER 2004-DN-BX-0207 | PAGE 1 OF 1 |
| This project is supported under Paul Coverdell National Forensic Sciences Improvement Act | | |
| 1. STAFF CONTACT (Name & telephone number) Susan Narveson (202) 305-4884 | 2. PROJECT DIRECTOR (Name, address & telephone number) Eric Buel Director 103 South Main Street Waterbury, VT 05671-0001 (802) 244-8788 | |
| 3a. TITLE OF THE PROGRAM PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS GRANT ANNOUNCEMENT FISCAL YEAR 2004 | 3b. POMS CODE (SEE INSTRUCTIONS ON REVERSE) | |
| 4. TITLE OF PROJECT PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS GRANT ANNOUNCEMENT FISCAL YEAR 2004 | | |
| 5. NAME & ADDRESS OF GRANTEE Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-0001 | 6. NAME & ADDRESS OF SUBGRANTEE | |
| 7. PROGRAM PERIOD FROM: 09/01/2004 TO: 08/31/2005 | 8. BUDGET PERIOD FROM: 09/01/2004 TO: 08/31/2005 | |
| 9. AMOUNT OF AWARD \$ 57,052 | 10. DATE OF AWARD 09/02/2004 | |
| 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) Coverdell grants are intended to improve the quality and timeliness of forensic science and medical examiner services, including services provided by laboratories operated by States and those operated by units of local government. ca/ncf | | |

4-3

|  <p>U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS</p> <p>National Institute of Justice</p> | | <p>Grant</p> | | <p>PAGE 1 OF 4</p> | | | | | | | | | | | | | | | | | |
|---|-----------|---|--|--------------------|---------------------------------|-----------|--------|------|------|--------|---|---|----|----|----|----|--|-------|-----------------------|--|--|
| <p>1. RECIPIENT NAME AND ADDRESS (Including Zip Code)</p> <p>Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-0001</p> | | <p>4. AWARD NUMBER: 2004-DN-BX-0207</p> | | | | | | | | | | | | | | | | | | | |
| | | <p>5. PROJECT PERIOD: FROM 09/01/2004 TO 08/31/2005</p> <p>BUDGET PERIOD: FROM 09/01/2004 TO 08/31/2005</p> | | | | | | | | | | | | | | | | | | | |
| | | <p>6. AWARD DATE 09/02/2004</p> | | <p>7. ACTION</p> | | | | | | | | | | | | | | | | | |
| <p>1A. GRANTEE IRS/VENDOR NO.</p> <p>036000274</p> | | <p>8. SUPPLEMENT NUMBER</p> <p>00</p> | | <p>Initial</p> | | | | | | | | | | | | | | | | | |
| | | <p>9. PREVIOUS AWARD AMOUNT \$ 0</p> | | | | | | | | | | | | | | | | | | | |
| <p>3. PROJECT TITLE</p> <p>PAUL COVERDELL FORENSIC SCIENCE IMPROVEMENT GRANTS GRANT ANNOUNCEMENT FISCAL YEAR 2004</p> | | <p>10. AMOUNT OF THIS AWARD</p> | | <p>\$ 57,052</p> | | | | | | | | | | | | | | | | | |
| | | <p>11. TOTAL AWARD</p> | | <p>\$ 57,052</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 Paul Coverdell National Forensic Sciences Improvement Act</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>Daborn 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>Daborn J. 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> | | | | | | | | | | | | | | | | |
| <p>AGENCY USE ONLY</p> | | | | | | | | | | | | | | | | | | | | | |
| <p>20. ACCOUNTING CLASSIFICATION CODES</p> <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>DN</td> <td>50</td> <td>00</td> <td>00</td> <td></td> <td>57052</td> </tr> </tbody> </table> | | | FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. OFC. | REG. | SUB. | POMS | AMOUNT | X | B | DN | 50 | 00 | 00 | | 57052 | <p>21. DN04S00133</p> | | |
| FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. OFC. | REG. | SUB. | POMS | AMOUNT | | | | | | | | | | | | | | |
| X | B | DN | 50 | 00 | 00 | | 57052 | | | | | | | | | | | | | | |

4-4



U. S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

GRANT ADJUSTMENT NOTICE

CHECK APPROPRIATE BOX OJP BJS BJA NJJ OJDP OVC Page 1 of 1

1. GRANTEE NAME AND ADDRESS (Including Zip Code)

Vermont Department of Public Safety
103 South Main Street
WATERBURY, VT 05671

3. GRANT NUMBER

2004-DN-BX-0207

4. ADJUSTMENT NUMBER

4

1A. GRANTEE IRS/VENDOR NUMBER

036000274

5. DATE

MAY 4 2005

2. PROJECT TITLE

Improving Forensic Science in Vermont, 2004

6. GRANT MANAGER

Dale Heideman

SECTION I. DEOBLIGATIONS, REOBLIGATIONS

7. ACCOUNTING CLASSIFICATION CODE

| FISCAL YEAR | FUND CODE | BUD. ACT | DIV. OFC. | DIV. REG. | SUB. | MRO |
|-------------|-----------|----------|-----------|-----------|------|-----|
| X | B | DN | 60 | 00 | 00 | |

9. PREVIOUS GRANT AWARD AMOUNT \$ 57,052.00

10. DEOBLIGATION AMOUNT \$ 0.00

DOCUMENT CONTROL NUMBER

11. ADJUSTED AWARD AMOUNT \$ 57,052.00

SECTION II. CHANGES

12. CHANGE GRANT MANAGER

FROM _____ TO _____

13. CHANGE GRANT PERIOD

FROM _____ TO _____

SECTION III. OTHER ADJUSTMENTS INFORMATION

14. This GAN authorizes the following changes to the program budget:

| | Original | Change | Revised |
|--------------------------|----------|----------|----------|
| A. Personnel | 0 | | 0 |
| B. Fringe Benefits | 0 | | 0 |
| C. Travel | \$22,741 | -\$1,700 | \$21,041 |
| D. Equipment | 0 | | 0 |
| E. Supplies | 0 | | 0 |
| F. Construction | 0 | | 0 |
| G. Consultants/Contracts | \$20,740 | +\$5,700 | \$26,440 |
| H. Other | \$13,571 | -\$4,000 | \$9,571 |
| I. Indirect Costs | 0 | | 0 |
| Total | \$57,052 | | \$57,052 |

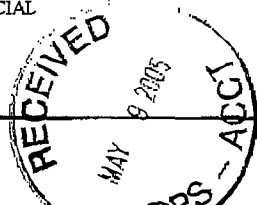
Posted 5/11/05
PP
PC-21284
Fin 5/11/05

15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL

John Morgan
Assistant Director for Science and Technology

16. SIGNATURE OF AUTHORIZED OFFICIAL

[Handwritten Signature]
5/2/05



3-1



Department of Justice
Office of Justice Programs

Office of the Assistant Attorney General

Washington, D.C. 20531

September 16, 2005

Mr. Kerry Sleeper
Vermont Department of Public Safety
103 South Main Street
Waterbury, VT 05671-0001

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 Paul Coverdell Forensic Science Improvement Grants in the amount of \$82,639 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, Dale Heideman, Program Manager at (202) 514-9240; 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.

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

3-2


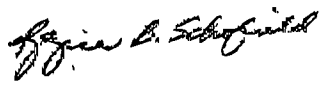

| | | |
|--|---|---|
|  <p>Department of Justice Office of Justice Programs National Institute of Justice</p> | <p>GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY</p> <p>Grant</p> | |
| | <p>PROJECT NUMBER 2005-DN-BX-0065</p> | <p>PAGE 1 OF 1</p> |
| <p>This project is supported under 42 U.S.C. 3797j - 3797o (NJI - Coverdell Forensic Science Improvement)</p> | | |
| <p>1. STAFF CONTACT (Name & telephone number)</p> <p>Dale Heideman (202) 514-9240</p> | <p>2. PROJECT DIRECTOR (Name, address & 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 Coverdell Forensic Science Improvement</p> | | <p>3b. FOMS CODE (SEE INSTRUCTIONS ON REVERSE)</p> |
| <p>4. TITLE OF PROJECT Paul Coverdell - 2005</p> | | |
| <p>5. NAME & ADDRESS OF GRANTEE Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-0001</p> | | <p>6. NAME & ADDRESS OF SUBGRANTEE</p> |
| <p>7. PROGRAM PERIOD FROM: 12/01/2005 TO: 11/30/2006</p> | | <p>8. BUDGET PERIOD FROM: 12/01/2005 TO: 11/30/2006</p> |
| <p>9. AMOUNT OF AWARD \$ 82,639</p> | | <p>10. DATE OF AWARD 09/16/2005</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>Coverdell funds are to be used to improve the quality and timeliness of forensic science and medical examiner services and/or to eliminate backlogs in the analysis of forensic evidence, including controlled substances, firearms examination, forensic pathology, latent prints, questioned documents, toxicology, and trace evidence.</p> <p>nca/ncf</p> | | |

posted to CFSI - PG

Funding source = CFSI - PG

OS - 10/14/05

3-3

|  Department of Justice Office of Justice Programs National Institute of Justice | | Grant | | PAGE 1 OF 4 | | | | | | | | | | | | | | | | | |
|---|-----------|----------------------------------|--|---|----------------------|-----------|-----------|------|------|------|--------|---|---|----|----|----|----|--|-------|----------------|--|
| 1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Department of Public Safety 103 South Main Street Waterbury, VT 05671-0001 | | 4. AWARD NUMBER: 2005-DN-BX-0065 | | 3. PROJECT PERIOD: FROM 12/01/2005 TO 11/30/2006 BUDGET PERIOD: FROM 12/01/2005 TO 11/30/2006 | | | | | | | | | | | | | | | | | |
| 1A. GRANTEE IRS/VENDOR NO. 036000274 | | 6. AWARD DATE 09/16/2005 | | 7. ACTION Initial | | | | | | | | | | | | | | | | | |
| 8. SUPPLEMENT NUMBER 00 | | 9. PREVIOUS AWARD AMOUNT \$ 0 | | 3. PROJECT TITLE Paul Coverdell - 2003 | | | | | | | | | | | | | | | | | |
| 10. AMOUNT OF THIS AWARD \$ 82,639 | | 11. TOTAL AWARD \$ 82,639 | | 12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S). | | | | | | | | | | | | | | | | | |
| 13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 3797j - 3797o (NIJ - Coverdell Forensic Science Improvement) | | | | | | | | | | | | | | | | | | | | | |
| 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  | | | 19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL  | | 19A. DATE 9/10/05 | | | | | | | | | | | | | | | | |
| AGENCY USE ONLY | | | | | | | | | | | | | | | | | | | | | |
| 20. ACCOUNTING CLASSIFICATION CODES <table border="1"> <thead> <tr> <th>FISCAL YEAR</th> <th>FUND CODE</th> <th>BUD. ACT.</th> <th>DIV. OFC.</th> <th>REG.</th> <th>SUB.</th> <th>POMS</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>X</td> <td>B</td> <td>DN</td> <td>60</td> <td>00</td> <td>00</td> <td></td> <td>32639</td> </tr> </tbody> </table> | | | | FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. OFC. | REG. | SUB. | POMS | AMOUNT | X | B | DN | 60 | 00 | 00 | | 32639 | 21. DN03S00241 | |
| FISCAL YEAR | FUND CODE | BUD. ACT. | DIV. OFC. | REG. | SUB. | POMS | AMOUNT | | | | | | | | | | | | | | |
| X | B | DN | 60 | 00 | 00 | | 32639 | | | | | | | | | | | | | | |