



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management
From: Nathan Lavery, Fiscal Analyst
Date: December 9, 2009
Subject: JFO #2408, #2409, #2410, #2411, #2412, #2413

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

JFO #2408 — \$26,190 grant from the U.S. Health Resources and Services Administration to the Department of Health. These grant funds will be used to support the recruitment and retention of primary care providers via a subgrant to the Vermont State Primary Care Offices (PCO).
[JFO received 11/09/09]

JFO #2409 — \$217,504 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be distributed to the Vermont Network Against Domestic and Sexual Violence for direct services to victims of sexual assault.
[JFO received 11/09/09]

JFO #2410 — \$695,147 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be used to aid adult and child victims of domestic violence and sexual assault, etc., by expanding safety and support services in five of Vermont's rural.
[JFO received 11/09/09]

JFO #2411 — \$71,216 grant from the U.S. Department of Justice to the Center for Crime Victim Services. These funds will be used for outreach and education about services available to crime victims. The focus of this outreach will be underserved populations from diverse cultural backgrounds who may not speak English.
[JFO received 11/09/09]

JFO #2412 — \$1,000,000 grant from the U.S. Department of Justice to the Department of Public Safety. These funds will be used to support the work of the Vermont Drug Task Force to disrupt the flow of illegal drugs into Vermont.
[JFO received 11/09/09]

JFO #2413 — \$96,477 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to fund necessary IT upgrades and staff training for the transition to the new federal apprenticeship program mandates.

[JFO received 11/09/09]

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 this action.

cc: Wendy Davis, Commissioner
Judy Rex, Executive Director
Thomas Tremblay, Commissioner
Patricia Moulton Powden, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Joint Fiscal Committee Members
From: Nathan Lavery, Fiscal Analyst
Date: November 12, 2009
Subject: Grant Requests

Enclosed please find seven (7) requests that the Joint Fiscal Office has received from the administration:

JFO #2407 — \$612,000 grant from the U.S. Environmental Protection Agency (EPA) to the Agency of Commerce & Community Development. These grant funds will be used to establish a special revolving loan fund for brownfield projects that are “shovel-ready”. **This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.
[JFO received 11/09/09]

JFO #2408 — \$26,190 grant from the U.S. Health Resources and Services Administration to the Department of Health. These grant funds will be used to support the recruitment and retention of primary care providers via a subgrant to the Vermont State Primary Care Offices (PCO). **This grant is a competitive award under the American Recovery and Reinvestment Act (ARRA) and expedited approval of this item has been requested.** The Joint Fiscal Committee members will be contacted within two weeks with a request to waive the statutory review period and accept this item.
[JFO received 11/09/09]

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[JFO received 11/09/09]

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[JFO received 11/09/09]

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[JFO received 11/09/09]

JFO #2413 — \$96,477 grant from the U.S. Department of Labor to the Vermont Department of Labor. These funds will be used to fund necessary IT upgrades and staff training for the transition to the new federal apprenticeship program mandates.

[JFO received 11/09/09]

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Nathan Lavery at (802) 828-1488; nlavery@leg.state.vt.us) if you have questions or would like an item held for Joint Fiscal Committee review. Unless we hear from you to the contrary by November 26 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Kevin Dorn, Secretary
Joan Senecal, Commissioner
Judy Rex, Executive Director
Thomas Tremblay, Commissioner
Patricia Moulton Powden, Commissioner



STATE OF VERMONT
JOINT FISCAL OFFICE

MEMORANDUM

To: Representative William Lippert

From: Nathan Lavery, Fiscal Analyst

Date: November 12, 2009

Subject: JFO #2409, #2410, #2411, #2412

Representative Michael Obuchowski asked that I forward to you a copy of the enclosed grant materials and cover memo. He requests your observations regarding the enclosed items.

cc: Rep. Michael Obuchowski
Stephen Klein

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

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant to the Center for Crime Victim's Services is a two year discretionary grant for outreach and education of underserved populations about crime, victimization and to design these services to assist non-english speakers or victims from diverse cultural backgrounds.			
Date:		10/22/09			
Department:		Vermont Center for Crime Victim's Services			
Legal Title of Grant:		Outreach for Underserved Victims.			
Federal Catalog #:		16.582			
Grant/Donor Name and Address:		Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, Washington DC 20531			
Grant Period:		From:	To:		
		10/1/2009	3/31/2011		
Grant/Donation		\$71,516			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$31,785	\$39,731	\$	\$71,216	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>[Signature]</i>	(Initial)
Secretary of Administration				<i>[Signature]</i>	(Initial)
Sent To Joint Fiscal Office				11/5/09	Date

RECEIVED
 NOV 09 2009
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION				
1. Agency:	Vermont Center for Crime Victim Services			
2. Department:	N/A			
3. Program:	Outreach for Underserved Victims			
4. Legal Title of Grant:	Outreach for Underserved Victims			
5. Federal Catalog #:	16.582			
6. Grant/Donor Name and Address:	Office for Victims of Crime, Office of Justice Programs, Department of Justice, Washington D.C. 20531			
7. Grant Period:	From:	10/1/2009	To:	3/31/2011
8. Purpose of Grant:	To design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.			
9. Impact on existing program if grant is not Accepted:				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 2010	FY 2011	FY	
Expenditures:				
Personal Services	\$29,857	\$37,322	\$	
Operating Expenses	\$1,928	\$2,409	\$	
Grants	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Revenues:				
State Funds:				
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:				
(Direct Costs)	\$31,785	\$39,731	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:				
Grant (source)	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Appropriation No:	2160010000	Amount:	\$31,785	
	2160010000		\$39,731	
			\$	
			\$	
			\$	

REC'D OCT 12 2009

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

			\$
		Total	\$71,516

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: Judy Rex Agreed by: *JR* (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u><i>Judy Rex</i></u>	Date: 10/9/2009
	Title: Executive Director	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tim Bell</i></u>	Date: 12/24/09
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted*	(Governor's signature) <u><i>Christine Todd Whitman</i></u>	Date: 11/3/09
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

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

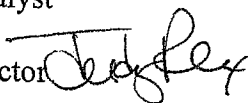
**Vermont Center
for Crime Victim Services**

**Victims Compensation Program
Vermont Victim Assistance Academy
Victim Assistance Program
www.ccvv.state.vt.us**

October 9, 2009

To: Toni Hartrich, Financial Analyst

From: Judy Rex, Executive Director



Re: Permission to accept new federal grants

The Center is seeking state approval to accept three new federal grant programs. I have attached form AA-1 for each grant along with the federal grant award notice, conditions of grant award, grant application or summary and budget detail when applicable.

The first grant is a new formula grant from the Office on Violence against Women (OVW) for sexual assault services. OVW requested that this grant program be administered by states' sexual assault coalitions, which in Vermont is the Vermont Network Against Domestic and Sexual Violence. This new grant program is timely as the Network received a \$150,000 cut in their state funding for state FY 2010. Based on the federal formula, Vermont will receive an annual grant award of \$108,752. Because OVW was not able to get this grant award out during FFY 08, Vermont will receive two awards for a total of \$217,504 during FFY 09. The impact of not accepting the grant will mean fewer services to victims of sexual assault. Of this grant, the Center plans to disburse \$163,128 to the Network in FY 2010 and \$54,376 in 2011 (in addition to the FFY 2010 grant award of \$108,752). The Network will be responsible for disbursing the monies to member programs according to a funding formula.

The second grant is a discretionary grant from OVW that we refer to as the Rural Domestic Violence and Child Abuse grant. Vermont had been receiving a Rural grant since 1995 to fund DCF's Domestic Violence Unit and children services in domestic violence shelters in the most rural counties in Vermont. Vermont's continuation application was rejected in October of 2008. However, the current grant award that was slated to end 3/31/09 was able to secure a no-cost extension through 9/30/09. We reapplied this past January and received a new grant award effective 10/1/09. The two-year award is for \$695,147. The abstract and budget detail is attached. The impact of not accepting this grant will mean fewer children who witness or experience domestic violence will receive the services and education needed to break the inter-generational cycle of family violence.

The third grant is a discretionary grant from the Office on Victims of Crime (OVC) to do outreach and education to underserved populations about crime, victimization and

10/9/2009

Page 2

services available to assist crime victims who may not speak English or who come from diverse cultural backgrounds. This is a two-year grant for a total of \$71,516. This grant award is also very timely since the Center had to drastically cut back on its operating cost in FY 2010 due to declining revenue. This grant will allow the Center to target certain populations, such as refugees who come to Vermont through the Refugee Resettlement Project, and design and print posters and brochures in different languages, as well as to hire Interpreters for our educational presentations. The goal is to increase the number of non-English speaking and culturally diverse crime victims who seek services from victim service providers in Vermont.

FAX



Department of Justice
Office of Justice Programs
Office for Victims of Crime

Cooperative Agreement

PAGE 1 OF 6

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Center for Crime Victim Services 58 South Main Street, Suite One Waterbury, VT 05676		4. AWARD NUMBER: 2009-VF-GX-K013	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 03/31/2011 BUDGET PERIOD: FROM 10/01/2009 TO 03/31/2011	
1A. GRANTEE IRS/VENDOR NO. 036000262		6. AWARD DATE 09/16/2009	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Outreach for Underserved Victims		10. AMOUNT OF THIS AWARD \$ 71,516	
		11. TOTAL AWARD \$ 71,516	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10603 (c)(1)(A)			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Judith Rex Executive Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/22/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X G V3 40 00 00 71516		21. IV3PGT0373	

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

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

ABSTRACT: Federal Application 16.582

As Vermont's immigrant and refugee population has increased over the past ten years, the need for specially adapted information about victims' rights and services has become urgent.

The Vermont Center for Crime Victim Services ("the Center") proposes to design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.

The objectives of this project are: to provide accurate, culturally appropriate information to immigrants about their rights as victims of crime and existing local resources and services; to enhance the existing network of programs who currently serve these populations; and to create an opportunity for members of these underserved communities to participate as community advocates and liaisons to these programs. Activities planned to achieve these objectives are:

1. Convene an advisory group to inform the development of a victim-focused public awareness campaign;
2. develop culturally and linguistically accessible materials in eight languages, which will be distributed to immigrants through community centers, houses of worship, markets, and other local venues, including printed materials in accessible formats, public service announcements, web-based videos, and articles in local foreign-language media;
3. create a traveling theater performance and video in six languages, addressing issues of crime victimization and assistance, which will include performers from immigrant communities;
4. conduct informational workshops about crime victimization with the assistance of community advocates and interpreters;
5. create a strategy for sustainability and replication.

A. Personnel N/A
B. Fringe Benefits N/A

C. Travel

Purpose of Travel	Location	Item	Computation	Cost
OVC discretionary Grantee meeting				
Washington D.C. Hotel		\$233 * 2 nights		\$466
Flight RT per person from Burlington, VT to Washington D.C.				\$297
Per Diem meals and incidentals		\$64 * 1 day and 48 * 2 travel days		\$160
Mileage for interpreters:				
1 interpreter for 5 rehearsals & 20 shows		* 60 miles RT * .505 per mile		\$758
8 interpreters for production of PSAs		* 60 miles RT * .505 per mile		\$242
8 interpreters for production of video		* 60 miles RT * .505 per mile		\$242
8 interpreters for training		* 60 miles RT * .505 per mile		\$242
8 interpreters * 4 outreach meetings		* 60 miles RT * .505 per mile		\$970

U.S General Service Administration per diem rate was used to estimate travel.

TOTAL \$3,377

D. Equipment N/A

E. Supplies N/A

F. Construction N/A

G. Consultants /Contracts

Consultant	Service Provided	Computation	Cost
Graphic Designer for branding and design work of deliverables including outreach materials, posters, brochure, info cards, matchbooks and flashlights			
	Program tag line, branding and design	\$75* 33.33 hours	\$2,500
	Outreach posters	\$75*16 hours	\$1,200
	Wallet cards	\$75 * 12 hours	\$ 900
	Matchbooks & flashlights	\$75 * 4 hours	\$ 300
	Brochure	\$75*16 hours	\$1,200
	Purchase rights of photos	\$200/photo * 3 photos	\$ 600

VT OVC-2009-1999

Translation services for outreach posters, wallet cards and brochures \$100 per page* 11 pages * 8 languages	\$8,800
Printing of deliverables:	
Outreach posters full color 11 x 17 inch 100 each * 8 * \$1.50	\$1,200
Outreach pads 2000 each * 50 sheets per pad at \$.015 per page	\$1,500
Info cards 5000 each of 8 languages * .03 per card	\$1,200
Matchbooks .0384 per book * 5000	\$ 192
Flashlights 1,000 * \$1.35/flashlight	\$1,350
Brochure 5000 * 8 languages 2 pages each *.019 per page	\$1,520
Subtotal for design and printing	\$22,462

Awareness Theater Company Show production:

Director of Show:

Research & planning show 25 hrs * \$50/hr	\$1,250
Outreach and meetings with immigrant service providers 30 hrs * \$50/hr	\$1,500
Recruitment of actors, musicians, dancers for show 20 hrs * \$50/hr	\$1,000
Creation of show (writing and revisions) 25 hrs * \$50/hr	\$1,250
Creation of artwork for show 25 hrs * \$50/hr	\$1,250
Show rehearsals 5 hours each * 5 rehearsals * \$50/hr	\$1,250
Administration for shows including scheduling and evaluation 25 hrs * \$50	\$1,250

Company members & community actors:

Company members \$25 stipends * 6 Actors * 5 rehearsals	\$ 750
Company members \$25 stipends * 6 Actors * 20 shows	\$ 3,000
Community actors \$25 stipends * 3 actors * 5 rehearsals	\$ 375
Community actors \$25 stipends * 3 actors * 20 shows	\$ 1,500
Show performances 20 shows * \$650 per show	\$13,000

Supplies for show creation: paint, cardboard, fabric, banner, etc. \$ 600

Videotaping of show:

Production, editing/graphics, tape stock and duplication, including \$4.00 per DVD * 30 DVDs	\$ 3,000
Director's time for Video creation 10 hrs * \$50/hr	\$ 500

Design and printing of publicity materials for show:

VT OVC-2009-1999

100 posters * \$1.00 per poster	\$ 100
600 postcards * .50 per postcard	\$ 300
600 programs * .50 per program	\$ 300
Subtotal for theater production	\$32,175

Language interpreting services for deliverables:

Interpreting services for 5 rehearsals & 20 shows \$28 /hr * 25 hours rehearsals and 20 hours for shows	\$1,260
Travel time for interpreters 1 hr per rehearsal and 1 hr per show * 25 hrs * \$14/hr	\$ 350
Interpreting services for 8 public service announcements \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per public service announcement * 8 persons * \$14/hr	\$ 112
Interpreting services for web-based video \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per video * 8 persons * \$14/hr	\$ 112
Interpreting services for training \$28 /hr * 8 hours each * 8 languages	\$1,792
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Interpreting services for outreach to 8 communities \$28 /hr * 10 hours each * 8 languages	\$2,240
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Subtotal for interpreting services	\$7,434

Advisory group participants:

Erin Shea, Migrant Education Program 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Arthur Edersheim, Esq. South Royalton Legal Clinic 4 meetings * 2 hrs each * \$56.25 per hour	\$ 450
6 hours consultation * \$56.25 per hour	\$ 338
Yacouba Bogre, Association of Africans Living in Vermont 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Karen Vastine, Parallel Justice Project 4 meetings * 2 hrs each * \$30 per hour	\$ 240

VT OVC-2009-1999

8 hours consultation * \$30 per hour		\$ 240
Michelle Jenness, Vermont Refugee Assistance		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
8 hours consultation * \$30 per hour		\$ 240
Foresta Castanada, Addison Migrant Workers Coalition/WomenSafe		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
8 hours consultation * \$30 per hour		\$ 240
Mohamed Abdi, Somali Bantu Community Association		
4 meeting * 2 hrs each * \$30 per hour		\$ 240
8 hours consultation * \$30 per hour		\$ 240
Representative, Women's Rape Crisis Center		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
Representative, Women Helping Battered Women		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
Representative, Voices Against Violence		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
Addison County Police Chief		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
Representative, VT Refugee Resettlement Program		
4 meetings * 2 hrs each * \$30 per hour		\$ 240
Anera Foco, Coordinator, Addison Council on Domestic Violence		
4 meetings * 2 hours * \$30 per hour		\$ 240
	Subtotal for Advisory Group	\$5,108
	TOTAL	\$67,179
H. Other costs		
Description	Computation	Cost
Training of project partners and staff:		
30 people * 1 training * \$30 per person for breakfast & lunch		\$ 900
CDs copies of training curriculum 30 copies * \$2.00 per copy		\$ 60
	TOTAL	\$ 960
I. Indirect Costs		N/A

Budget Summary

Budget Category	Amount
A. Personnel	N/A
B. Fringe Benefits	N/A
C. Travel	\$ 3,377
D. Equipment	N/A
E. Supplies	N/A
F. Construction	N/A
G. Consultants/Contracts	\$67,179
H. Other	\$ 960
Total Direct Costs	\$71,516
I. Indirect Costs	N/A
TOTAL PROJECT COSTS	\$71,516
Federal Request	\$71,516
Non-Federal Amount	\$ 0

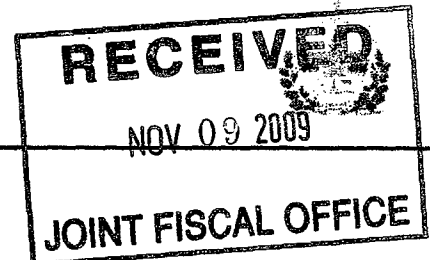
State of Vermont
 Department of Finance & Management
 109 State Street, Pavilion Building
 Montpelier, VT 05620-0401

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant to the Center for Crime Victim's Services is a two year discretionary grant for outreach and education of underserved populations about crime, victimization and to design these services to assist non-english speakers or victims from diverse cultural backgrounds.			
Date:		10/22/09			
Department:		Vermont Center for Crime Victim's Services			
Legal Title of Grant:		Outreach for Underserved Victims.			
Federal Catalog #:		16.582			
Grant/Donor Name and Address:		Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, Washington DC 20531			
Grant Period:		From:		To:	
		10/1/2009		3/31/2011	
Grant/Donation		\$71,516			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$31,785	\$39,731	\$	\$71,216	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				10/22/09	(Initial)
Secretary of Administration				TY 10/26/09	(Initial)
Sent To Joint Fiscal Office				11/5/09	Date



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

BASIC GRANT INFORMATION				
1. Agency:	Vermont Center for Crime Victim Services			
2. Department:	N/A			
3. Program:	Outreach for Underserved Victims			
4. Legal Title of Grant:	Outreach for Underserved Victims			
5. Federal Catalog #:	16.582			
6. Grant/Donor Name and Address:	Office for Victims of Crime, Office of Justice Programs, Department of Justice, Washington D.C. 20531			
7. Grant Period:	From:	10/1/2009	To:	3/31/2011
8. Purpose of Grant:	To design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.			
9. Impact on existing program if grant is not Accepted:				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY	
Personal Services	\$29,857	\$37,322	\$	
Operating Expenses	\$1,928	\$2,409	\$	
Grants	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$31,785	\$39,731	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Appropriation No:	2160010000	Amount:	\$31,785	
	2160010000		\$39,731	
			\$	
			\$	
			\$	

REC'D OCT 1 2 2009

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

			\$
		Total	\$71,516

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: Judy Rex Agreed by: *JR* (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u><i>Judy Rex</i></u>	Date: 10/9/2009
	Title: Executive Director	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tom All</i></u>	Date: <u>10/24/09</u>
---	---	-----------------------

15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Check One Box: Accepted*	(Governor's signature) <u><i>Annex</i></u>	Date: <u>11/3/09</u>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" 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)
---	--

End Form AA-1

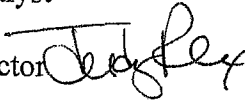
**Vermont Center
for Crime Victim Services**

**Victims Compensation Program
Vermont Victim Assistance Academy
Victim Assistance Program
www.ccvv.state.vt.us**

October 9, 2009

To: Toni Hartrich, Financial Analyst

From: Judy Rex, Executive Director



Re: Permission to accept new federal grants

The Center is seeking state approval to accept three new federal grant programs. I have attached form AA-1 for each grant along with the federal grant award notice, conditions of grant award, grant application or summary and budget detail when applicable.

The first grant is a new formula grant from the Office on Violence against Women (OVW) for sexual assault services. OVW requested that this grant program be administered by states' sexual assault coalitions, which in Vermont is the Vermont Network Against Domestic and Sexual Violence. This new grant program is timely as the Network received a \$150,000 cut in their state funding for state FY 2010. Based on the federal formula, Vermont will receive an annual grant award of \$108,752. Because OVW was not able to get this grant award out during FFY 08, Vermont will receive two awards for a total of \$217,504 during FFY 09. The impact of not accepting the grant will mean fewer services to victims of sexual assault. Of this grant, the Center plans to disburse \$163,128 to the Network in FY 2010 and \$54,376 in 2011 (in addition to the FFY 2010 grant award of \$108,752). The Network will be responsible for disbursing the monies to member programs according to a funding formula.

The second grant is a discretionary grant from OVW that we refer to as the Rural Domestic Violence and Child Abuse grant. Vermont had been receiving a Rural grant since 1995 to fund DCF's Domestic Violence Unit and children services in domestic violence shelters in the most rural counties in Vermont. Vermont's continuation application was rejected in October of 2008. However, the current grant award that was slated to end 3/31/09 was able to secure a no-cost extension through 9/30/09. We reapplied this past January and received a new grant award effective 10/1/09. The two-year award is for \$695,147. The abstract and budget detail is attached. The impact of not accepting this grant will mean fewer children who witness or experience domestic violence will receive the services and education needed to break the inter-generational cycle of family violence.

The third grant is a discretionary grant from the Office on Victims of Crime (OVC) to do outreach and education to underserved populations about crime, victimization and

10/9/2009

Page 2

services available to assist crime victims who may not speak English or who come from diverse cultural backgrounds. This is a two-year grant for a total of \$71,516. This grant award is also very timely since the Center had to drastically cut back on its operating cost in FY 2010 due to declining revenue. This grant will allow the Center to target certain populations, such as refugees who come to Vermont through the Refugee Resettlement Project, and design and print posters and brochures in different languages, as well as to hire Interpreters for our educational presentations. The goal is to increase the number of non-English speaking and culturally diverse crime victims who seek services from victim service providers in Vermont.



Department of Justice
Office of Justice Programs
Office for Victims of Crime

Cooperative Agreement

PAGE 1 OF 6

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Center for Crime Victim Services 58 South Main Street, Suite One Waterbury, VT 05676		4. AWARD NUMBER: 2009-VF-GX-K013	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 03/31/2011 BUDGET PERIOD: FROM 10/01/2009 TO 03/31/2011	
		6. AWARD DATE 09/16/2009	7. ACTION
1A. GRANTEE IRS/VENDOR NO. 036000262		8. SUPPLEMENT NUMBER 00	Initial
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Outreach for Underserved Victims		10. AMOUNT OF THIS AWARD \$ 71,516	
		11. TOTAL AWARD \$ 71,516	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10603 (e)(1)(A)			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Judith Rex Executive Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/22/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X G V3 40 00 00 71516		21. IV3PGT0373	

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

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

ABSTRACT: Federal Application 16.582

As Vermont's immigrant and refugee population has increased over the past ten years, the need for specially adapted information about victims' rights and services has become urgent.

The Vermont Center for Crime Victim Services ("the Center") proposes to design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.

The objectives of this project are: to provide accurate, culturally appropriate information to immigrants about their rights as victims of crime and existing local resources and services; to enhance the existing network of programs who currently serve these populations; and to create an opportunity for members of these underserved communities to participate as community advocates and liaisons to these programs. Activities planned to achieve these objectives are:

1. Convene an advisory group to inform the development of a victim-focused public awareness campaign;
2. develop culturally and linguistically accessible materials in eight languages, which will be distributed to immigrants through community centers, houses of worship, markets, and other local venues, including printed materials in accessible formats, public service announcements, web-based videos, and articles in local foreign-language media;
3. create a traveling theater performance and video in six languages, addressing issues of crime victimization and assistance, which will include performers from immigrant communities;
4. conduct informational workshops about crime victimization with the assistance of community advocates and interpreters;
5. create a strategy for sustainability and replication.

A. Personnel N/A
B. Fringe Benefits N/A

C. Travel

Purpose of Travel	Location	Item	Computation	Cost
OVC discretionary Grantee meeting				
Washington D.C. Hotel		\$233 * 2 nights		\$466
Flight RT per person from Burlington, VT to Washington D.C.				\$297
Per Diem meals and incidentals		\$64 * 1 day and 48 *2 travel days		\$160
Mileage for interpreters:				
1 interpreter for 5 rehearsals & 20 shows		* 60 miles RT * .505 per mile		\$758
8 interpreters for production of PSAs		* 60 miles RT * .505 per mile		\$242
8 interpreters for production of video		* 60 miles RT * .505 per mile		\$242
8 interpreters for training		* 60 miles RT * .505 per mile		\$242
8 interpreters * 4 outreach meetings		* 60 miles RT * .505 per mile		\$970
U.S General Service Administration per diem rate was used to estimate travel.				
TOTAL				\$3,377

D. Equipment N/A

E. Supplies N/A

F. Construction N/A

G. Consultants /Contracts

Consultant	Service Provided	Computation	Cost
Graphic Designer for branding and design work of deliverables including outreach materials, posters, brochure, info cards, matchbooks and flashlights			
	Program tag line, branding and design	\$75* 33.33 hours	\$2,500
	Outreach posters	\$75*16 hours	\$1,200
	Wallet cards	\$75 * 12 hours	\$ 900
	Matchbooks & flashlights	\$75 * 4 hours	\$ 300
	Brochure	\$75*16 hours	\$1,200
	Purchase rights of photos	\$200/photo * 3 photos	\$ 600

VT OVC-2009-1999

Translation services for outreach posters, wallet cards and brochures \$100 per page* 11 pages * 8 languages	\$8,800
Printing of deliverables:	
Outreach posters full color 11 x 17 inch 100 each * 8 * \$1.50	\$1,200
Outreach pads 2000 each * 50 sheets per pad at \$.015 per page	\$1,500
Info cards 5000 each of 8 languages * .03 per card	\$1,200
Matchbooks .0384 per book * 5000	\$ 192
Flashlights 1,000 * \$1.35/flashlight	\$1,350
Brochure 5000 * 8 languages 2 pages each *.019 per page	\$1,520
Subtotal for design and printing	\$22,462
Awareness Theater Company Show production:	
Director of Show:	
Research & planning show 25 hrs * \$50/hr	\$1,250
Outreach and meetings with immigrant service providers 30 hrs * \$50/hr	\$1,500
Recruitment of actors, musicians, dancers for show 20 hrs * \$50/hr	\$1,000
Creation of show (writing and revisions) 25 hrs * \$50/hr	\$1,250
Creation of artwork for show 25 hrs * \$50/hr	\$1,250
Show rehearsals 5 hours each * 5 rehearsals * \$50/hr	\$1,250
Administration for shows including scheduling and evaluation 25 hrs * \$50	\$1,250
Company members & community actors:	
Company members \$25 stipends * 6 Actors * 5 rehearsals	\$ 750
Company members \$25 stipends * 6 Actors * 20 shows	\$ 3,000
Community actors \$25 stipends * 3 actors * 5 rehearsals	\$ 375
Community actors \$25 stipends * 3 actors * 20 shows	\$ 1,500
Show performances 20 shows * \$650 per show	\$13,000
Supplies for show creation: paint, cardboard, fabric, banner, etc.	\$ 600
Videotaping of show:	
Production, editing/graphics, tape stock and duplication, including \$4.00 per DVD * 30 DVDs	\$ 3,000
Director's time for Video creation 10 hrs * \$50/hr	\$ 500
Design and printing of publicity materials for show:	

VT OVC-2009-1999

100 posters * \$1.00 per poster	\$ 100
600 postcards * .50 per postcard	\$ 300
600 programs * .50 per program	\$ 300
Subtotal for theater production	\$32,175

Language interpreting services for deliverables:

Interpreting services for 5 rehearsals & 20 shows \$28 /hr * 25 hours rehearsals and 20 hours for shows	\$1,260
Travel time for interpreters 1 hr per rehearsal and 1 hr per show * 25 hrs * \$14/hr	\$ 350
Interpreting services for 8 public service announcements \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per public service announcement * 8 persons * \$14/hr	\$ 112
Interpreting services for web-based video \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per video * 8 persons * \$14/hr	\$ 112
Interpreting services for training \$28 /hr * 8 hours each * 8 languages	\$1,792
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Interpreting services for outreach to 8 communities \$28 /hr * 10 hours each * 8 languages	\$2,240
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Subtotal for interpreting services	\$7,434

Advisory group participants:

Erin Shea, Migrant Education Program 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Arthur Edersheim, Esq. South Royalton Legal Clinic 4 meetings * 2 hrs each * \$56.25 per hour	\$ 450
6 hours consultation * \$56.25 per hour	\$ 338
Yacouba Bogre, Association of Africans Living in Vermont 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Karen Vastine, Parallel Justice Project 4 meetings * 2 hrs each * \$30 per hour	\$ 240

VT OVC-2009-1999

8 hours consultation * \$30 per hour	\$ 240
Michelle Jenness, Vermont Refugee Assistance	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Foresta Castanada, Addison Migrant Workers Coalition/WomenSafe	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Mohamed Abdi, Somali Bantu Community Association	
4 meeting * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Representative, Women's Rape Crisis Center	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Women Helping Battered Women	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Voices Against Violence	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Addison County Police Chief	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, VT Refugee Resettlement Program	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Anera Foco, Coordinator, Addison Council on Domestic Violence	
4 meetings * 2 hours * \$30 per hour	\$ 240
Subtotal for Advisory Group	\$5,108

	TOTAL	\$67,179
H. Other costs		
Description	Computation	Cost
Training of project partners and staff:		
30 people * 1 training * \$30 per person for breakfast & lunch		\$ 900
CDs copies of training curriculum 30 copies * \$2.00 per copy		\$ 60
	TOTAL	\$ 960
I. Indirect Costs		N/A

Budget Summary

Budget Category	Amount
A. Personnel	N/A
B. Fringe Benefits	N/A
C. Travel	\$ 3,377
D. Equipment	N/A
E. Supplies	N/A
F. Construction	N/A
G. Consultants/Contracts	\$67,179
H. Other	\$ 960
Total Direct Costs	\$71,516
I. Indirect Costs	N/A
TOTAL PROJECT COSTS	\$71,516
Federal Request	\$71,516
Non-Federal Amount	\$ 0

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

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

Agency of Administration

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant to the Center for Crime Victim's Services is a two year discretionary grant for outreach and education of underserved populations about crime, victimization and to design these services to assist non-english speakers or victims from diverse cultural backgrounds.		
Date:		10/22/09		
Department:		Vermont Center for Crime Victim's Services		
Legal Title of Grant:		Outreach for Underserved Victims.		
Federal Catalog #:		16.582		
Grant/Donor Name and Address:		Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, Washington DC 20531		
Grant Period:		From: 3/31/2011		
Grant/Donation				
	SFY	SFY 3	Total	Comments
Grant Amount:	\$31,		\$71,216	
Position Information:		Comments		
Additional Comments:				
Department of Finance & Management		<i>[Signature]</i>	(Initial)	
Secretary of Administration		<i>[Signature]</i>	(Initial)	
Sent To Joint Fiscal Office		<i>[Signature]</i>	Date	

2-2 stapled
 17 copies

RECEIVED
 NOV 09 2009
JOINT FISCAL OFFICE

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

BASIC GRANT INFORMATION				
1. Agency:	Vermont Center for Crime Victim Services			
2. Department:	N/A			
3. Program:	Outreach for Underserved Victims			
4. Legal Title of Grant:	Outreach for Underserved Victims			
5. Federal Catalog #:	16.582			
6. Grant/Donor Name and Address: Office for Victims of Crime, Office of Justice Programs, Department of Justice, Washington D.C. 20531				
7. Grant Period:	From:	10/1/2009	To:	3/31/2011
8. Purpose of Grant: To design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.				
9. Impact on existing program if grant is not Accepted:				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
Expenditures:	FY 2010	FY 2011	FY	
Personal Services	\$29,857	\$37,322	\$	
Operating Expenses	\$1,928	\$2,409	\$	
Grants	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$31,785	\$39,731	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Appropriation No:	2160010000	Amount:	\$31,785	
	2160010000		\$39,731	
			\$	
			\$	
			\$	

REC'D OCT 12 2009

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

			\$
		Total	\$71,516

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: Judy Rex Agreed by: *JR* (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u><i>Judy Rex</i></u>	Date: 10/9/2009
	Title: Executive Director	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tim All</i></u>	Date: 10/24/09
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u><i>Janet King</i></u>	Date: 11/3/09
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

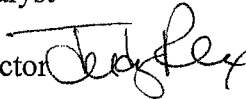
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---	--

End Form AA-1

October 9, 2009

To: Toni Hartrich, Financial Analyst

From: Judy Rex, Executive Director



Re: Permission to accept new federal grants

The Center is seeking state approval to accept three new federal grant programs. I have attached form AA-1 for each grant along with the federal grant award notice, conditions of grant award, grant application or summary and budget detail when applicable.

The first grant is a new formula grant from the Office on Violence against Women (OVW) for sexual assault services. OVW requested that this grant program be administered by states' sexual assault coalitions, which in Vermont is the Vermont Network Against Domestic and Sexual Violence. This new grant program is timely as the Network received a \$150,000 cut in their state funding for state FY 2010. Based on the federal formula, Vermont will receive an annual grant award of \$108,752. Because OVW was not able to get this grant award out during FFY 08, Vermont will receive two awards for a total of \$217,504 during FFY 09. The impact of not accepting the grant will mean fewer services to victims of sexual assault. Of this grant, the Center plans to disburse \$163,128 to the Network in FY 2010 and \$54,376 in 2011 (in addition to the FFY 2010 grant award of \$108,752). The Network will be responsible for disbursing the monies to member programs according to a funding formula.

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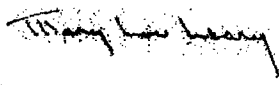
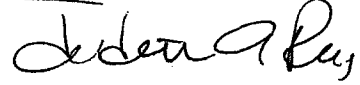
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10/9/2009

Page 2

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FAY

 Department of Justice Office of Justice Programs Office for Victims of Crime		Cooperative Agreement		PAGE 1 OF 6
1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Center for Crime Victim Services 58 South Main Street, Suite One Waterbury, VT 05676		4. AWARD NUMBER: 2009-VF-GX-K013		
		5. PROJECT PERIOD: FROM 10/01/2009 TO 03/31/2011 BUDGET PERIOD: FROM 10/01/2009 TO 03/31/2011		
		6. AWARD DATE 09/16/2009	7. ACTION	
1A. GRANTEE IRS/VENDOR NO. 036000262		8. SUPPLEMENT NUMBER 00	Initial	
		9. PREVIOUS AWARD AMOUNT \$ 0		
3. PROJECT TITLE Outreach for Underserved Victims		10. AMOUNT OF THIS AWARD		\$ 71,516
		11. TOTAL AWARD		\$ 71,516
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).				
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10603 (c)(1)(A)				
15. METHOD OF PAYMENT PAPRS				
AGENCY APPROVAL		GRANTEE ACCEPTANCE		
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Judith Rex Executive Director		
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/22/09	
AGENCY USE ONLY				
20. ACCOUNTING CLASSIFICATION CODES FISCAL YEAR FUND CODE BUD. ACT. DIV. OFC. REG. SUB. POMS AMOUNT X G V3 40 00 00 71516		21. IV3PGT0373		

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

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

ABSTRACT: Federal Application 16.582

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4. conduct informational workshops about crime victimization with the assistance of community advocates and interpreters;
5. create a strategy for sustainability and replication.

VT OVC-2009-1999

A. Personnel N/A
B. Fringe Benefits N/A

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Purpose of Travel	Location	Item	Computation	Cost
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Flight RT per person from Burlington, VT to Washington D.C.				\$297
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U.S General Service Administration per diem rate was used to estimate travel.				
TOTAL				\$3,377

D. Equipment N/A

E. Supplies N/A

F. Construction N/A

G. Consultants /Contracts

Consultant	Service Provided	Computation	Cost
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	Matchbooks & flashlights	\$75 * 4 hours	\$ 300
	Brochure	\$75*16 hours	\$1,200
	Purchase rights of photos	\$200/photo * 3 photos	\$ 600

VT OVC-2009-1999

Translation services for outreach posters, wallet cards and brochures \$100 per page* 11 pages * 8 languages	\$8,800
Printing of deliverables:	
Outreach posters full color 11 x 17 inch 100 each * 8 * \$1.50	\$1,200
Outreach pads 2000 each * 50 sheets per pad at \$.015 per page	\$1,500
Info cards 5000 each of 8 languages * .03 per card	\$1,200
Matchbooks .0384 per book * 5000	\$ 192
Flashlights 1,000 * \$1.35/flashlight	\$1,350
Brochure 5000 * 8 languages 2 pages each *.019 per page	\$1,520
Subtotal for design and printing	\$22,462

Awareness Theater Company Show production:

Director of Show:

Research & planning show 25 hrs * \$50/hr	\$1,250
Outreach and meetings with immigrant service providers 30 hrs * \$50/hr	\$1,500
Recruitment of actors, musicians, dancers for show 20 hrs * \$50/hr	\$1,000
Creation of show (writing and revisions) 25 hrs * \$50/hr	\$1,250
Creation of artwork for show 25 hrs * \$50/hr	\$1,250
Show rehearsals 5 hours each * 5 rehearsals * \$50/hr	\$1,250
Administration for shows including scheduling and evaluation 25 hrs * \$50	\$1,250

Company members & community actors:

Company members \$25 stipends * 6 Actors * 5 rehearsals	\$ 750
Company members \$25 stipends * 6 Actors * 20 shows	\$ 3,000
Community actors \$25 stipends * 3 actors * 5 rehearsals	\$ 375
Community actors \$25 stipends * 3 actors * 20 shows	\$ 1,500
Show performances 20 shows * \$650 per show	\$13,000

Supplies for show creation: paint, cardboard, fabric, banner, etc. \$ 600

Videotaping of show:

Production, editing/graphics, tape stock and duplication, including \$4.00 per DVD * 30 DVDs	\$ 3,000
Director's time for Video creation 10 hrs * \$50/hr	\$ 500

Design and printing of publicity materials for show:

VT OVC-2009-1999

100 posters * \$1.00 per poster	\$ 100
600 postcards * .50 per postcard	\$ 300
600 programs * .50 per program	\$ 300
Subtotal for theater production	\$32,175

Language interpreting services for deliverables:

Interpreting services for 5 rehearsals & 20 shows \$28 /hr * 25 hours rehearsals and 20 hours for shows	\$1,260
Travel time for interpreters 1 hr per rehearsal and 1 hr per show * 25 hrs * \$14/hr	\$ 350
Interpreting services for 8 public service announcements \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per public service announcement * 8 persons * \$14/hr	\$ 112
Interpreting services for web-based video \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per video * 8 persons * \$14/hr	\$ 112
Interpreting services for training \$28 /hr * 8 hours each * 8 languages	\$1,792
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Interpreting services for outreach to 8 communities \$28 /hr * 10 hours each * 8 languages	\$2,240
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Subtotal for interpreting services	\$7,434

Advisory group participants:

Erin Shea, Migrant Education Program 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Arthur Edersheim, Esq. South Royalton Legal Clinic 4 meetings * 2 hrs each * \$56.25 per hour	\$ 450
6 hours consultation * \$56.25 per hour	\$ 338
Yacouba Bogre, Association of Africans Living in Vermont 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Karen Vastine, Parallel Justice Project 4 meetings * 2 hrs each * \$30 per hour	\$ 240

VT OVC-2009-1999

8 hours consultation * \$30 per hour	\$ 240
Michelle Jenness, Vermont Refugee Assistance	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Foresta Castanada, Addison Migrant Workers Coalition/WomenSafe	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Mohamed Abdi, Somali Bantu Community Association	
4 meeting * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Representative, Women's Rape Crisis Center	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Women Helping Battered Women	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Voices Against Violence	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Addison County Police Chief	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, VT Refugee Resettlement Program	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Anera Foco, Coordinator, Addison Council on Domestic Violence	
4 meetings * 2 hours * \$30 per hour	\$ 240
Subtotal for Advisory Group	\$5,108

	TOTAL	\$67,179
H. Other costs		
Description	Computation	Cost
Training of project partners and staff:		
30 people * 1 training * \$30 per person for breakfast & lunch		\$ 900
CDs copies of training curriculum 30 copies * \$2.00 per copy		\$ 60
	TOTAL	\$ 960
I. Indirect Costs		N/A

Budget Summary

Budget Category	Amount
A. Personnel	N/A
B. Fringe Benefits	N/A
C. Travel	\$ 3,377
D. Equipment	N/A
E. Supplies	N/A
F. Construction	N/A
G. Consultants/Contracts	\$67,179
H. Other	\$ 960
Total Direct Costs	\$71,516
I. Indirect Costs	N/A
TOTAL PROJECT COSTS	\$71,516
Federal Request	\$71,516
Non-Federal Amount	\$ 0

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

Agency of Administration

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

STATE OF VERMONT
FINANCE & MANAGEMENT GRANT REVIEW FORM

Grant Summary:		This grant to the Center for Crime Victim's Services is a two year discretionary grant for outreach and education of underserved populations about crime, victimization and to design these services to assist non-english speakers or victims from diverse cultural backgrounds.			
Date:		10/22/09			
Department:		Vermont Center for Crime Victim's Services			
Legal Title of Grant:		Outreach for Underserved Victims.			
Federal Catalog #:		16.582			
Grant/Donor Name and Address:		Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice, Washington DC 20531			
Grant Period:		From:	To:		
		10/1/2009	3/31/2011		
Grant/Donation		\$71,516			
	SFY 1	SFY 2	SFY 3	Total	Comments
Grant Amount:	\$31,785	\$39,731	\$	\$71,216	
Position Information:		# Positions	Explanation/Comments		
		0			
Additional Comments:					
Department of Finance & Management				<i>[Signature]</i>	(Initial)
Secretary of Administration				<i>[Signature]</i>	(Initial)
Sent To Joint Fiscal Office				11/5/09	Date



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

BASIC GRANT INFORMATION				
1. Agency:		Vermont Center for Crime Victim Services		
2. Department:		N/A		
3. Program:		Outreach for Underserved Victims		
4. Legal Title of Grant:		Outreach for Underserved Victims		
5. Federal Catalog #:		16.582		
6. Grant/Donor Name and Address: Office for Victims of Crime, Office of Justice Programs, Department of Justice, Washington D.C. 20531				
7. Grant Period:		From: 10/1/2009	To: 3/31/2011	
8. Purpose of Grant: To design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.				
9. Impact on existing program if grant is not Accepted:				
10. BUDGET INFORMATION				
	SFY 1	SFY 2	SFY 3	Comments
	FY 2010	FY 2011	FY	
Expenditures:				
Personal Services	\$29,857	\$37,322	\$	
Operating Expenses	\$1,928	\$2,409	\$	
Grants	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Revenues:				
State Funds:	\$	\$	\$	
Cash	\$	\$	\$	
In-Kind	\$	\$	\$	
Federal Funds:	\$	\$	\$	
(Direct Costs)	\$31,785	\$39,731	\$	
(Statewide Indirect)	\$	\$	\$	
(Departmental Indirect)	\$	\$	\$	
Other Funds:	\$	\$	\$	
Grant (source)	\$	\$	\$	
Total	\$31,785	\$39,731	\$	
Appropriation No:	2160010000	Amount:	\$31,785	
	2160010000		\$39,731	
			\$	
			\$	
			\$	

REC'D OCT 1 2 2009

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

			\$
		Total	\$71,516

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: Judy Rex Agreed by: *JR* (initial)

12. Limited Service Position Information:	# Positions	Title
	0	
Total Positions		

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

13. AUTHORIZATION AGENCY/DEPARTMENT

I/we certify that no funds beyond basic application preparation and filing costs have been expended or committed in anticipation of Joint Fiscal Committee approval of this grant, unless previous notification was made on Form AA-1PN (if applicable):	Signature: <u><i>Judy Rex</i></u>	Date: 10/9/2009
	Title: Executive Director	
	Signature:	Date:
	Title:	

14. SECRETARY OF ADMINISTRATION

<input checked="" type="checkbox"/> Approved:	(Secretary or designee signature) <u><i>Tom Bell</i></u>	Date: <u>10/24/09</u>
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15. ACTION BY GOVERNOR

<input checked="" type="checkbox"/> Accepted	(Governor's signature) <u><i>Christine</i></u>	Date: <u>11/3/09</u>
<input type="checkbox"/> Rejected		

16. DOCUMENTATION REQUIRED

Required GRANT Documentation

<input checked="" type="checkbox"/> Request Memo <input type="checkbox"/> Dept. project approval (if applicable) <input checked="" type="checkbox"/> Notice of Award <input checked="" type="checkbox"/> Grant Agreement <input checked="" 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)
---	--

End Form AA-1

October 9, 2009

To: Toni Hartrich, Financial Analyst

From: Judy Rex, Executive Director



Re: Permission to accept new federal grants

The Center is seeking state approval to accept three new federal grant programs. I have attached form AA-1 for each grant along with the federal grant award notice, conditions of grant award, grant application or summary and budget detail when applicable.

The first grant is a new formula grant from the Office on Violence against Women (OVW) for sexual assault services. OVW requested that this grant program be administered by states' sexual assault coalitions, which in Vermont is the Vermont Network Against Domestic and Sexual Violence. This new grant program is timely as the Network received a \$150,000 cut in their state funding for state FY 2010. Based on the federal formula, Vermont will receive an annual grant award of \$108,752. Because OVW was not able to get this grant award out during FFY 08, Vermont will receive two awards for a total of \$217,504 during FFY 09. The impact of not accepting the grant will mean fewer services to victims of sexual assault. Of this grant, the Center plans to disburse \$163,128 to the Network in FY 2010 and \$54,376 in 2011 (in addition to the FFY 2010 grant award of \$108,752). The Network will be responsible for disbursing the monies to member programs according to a funding formula.

The second grant is a discretionary grant from OVW that we refer to as the Rural Domestic Violence and Child Abuse grant. Vermont had been receiving a Rural grant since 1995 to fund DCF's Domestic Violence Unit and children services in domestic violence shelters in the most rural counties in Vermont. Vermont's continuation application was rejected in October of 2008. However, the current grant award that was slated to end 3/31/09 was able to secure a no-cost extension through 9/30/09. We reapplied this past January and received a new grant award effective 10/1/09. The two-year award is for \$695,147. The abstract and budget detail is attached. The impact of not accepting this grant will mean fewer children who witness or experience domestic violence will receive the services and education needed to break the inter-generational cycle of family violence.

The third grant is a discretionary grant from the Office on Victims of Crime (OVC) to do outreach and education to underserved populations about crime, victimization and

10/9/2009

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services available to assist crime victims who may not speak English or who come from diverse cultural backgrounds. This is a two-year grant for a total of \$71,516. This grant award is also very timely since the Center had to drastically cut back on its operating cost in FY 2010 due to declining revenue. This grant will allow the Center to target certain populations, such as refugees who come to Vermont through the Refugee Resettlement Project, and design and print posters and brochures in different languages, as well as to hire Interpreters for our educational presentations. The goal is to increase the number of non-English speaking and culturally diverse crime victims who seek services from victim service providers in Vermont.

FAX



Department of Justice
Office of Justice Programs
Office for Victims of Crime

Cooperative Agreement

PAGE 1 OF 6

1. RECIPIENT NAME AND ADDRESS (Including Zip Code) Vermont Center for Crime Victim Services 58 South Main Street, Suite One Waterbury, VT 05676		4. AWARD NUMBER: 2009-VF-GX-K013	
		5. PROJECT PERIOD: FROM 10/01/2009 TO 03/31/2011 BUDGET PERIOD: FROM 10/01/2009 TO 03/31/2011	
1A. GRANTEE IRS/VENDOR NO. 036000262		6. AWARD DATE 09/16/2009	7. ACTION Initial
		8. SUPPLEMENT NUMBER 00	
		9. PREVIOUS AWARD AMOUNT \$ 0	
3. PROJECT TITLE Outreach for Underserved Victims		10. AMOUNT OF THIS AWARD \$ 71,516	
		11. TOTAL AWARD \$ 71,516	
12. SPECIAL CONDITIONS THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).			
13. STATUTORY AUTHORITY FOR GRANT This project is supported under 42 U.S.C. 10603 (c)(1)(A)			
15. METHOD OF PAYMENT PAPRS			
AGENCY APPROVAL		GRANTEE ACCEPTANCE	
16. TYPED NAME AND TITLE OF APPROVING OFFICIAL Mary Lou Leary Acting Assistant Attorney General		18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL Judith Rex Executive Director	
17. SIGNATURE OF APPROVING OFFICIAL 		19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL 	19A. DATE 9/22/09
AGENCY USE ONLY			
20. ACCOUNTING CLASSIFICATION CODES FISCAL FUND BUD. DIV. YEAR CODE ACT. OFC. REG. SUB. POMS AMOUNT X G V3 40 00 00 71516		21. IV3PGT0373	

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

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



Department of Justice
Office of Justice Programs
Office for Victims of Crime

**AWARD CONTINUATION
SHEET**
Cooperative Agreement

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PROJECT NUMBER 2009-VF-GX-K013

AWARD DATE 09/16/2009

SPECIAL CONDITIONS

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

mail:

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

e-mail: oig.hotline@usdoj.gov

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

or hotline fax: (202) 616-9881

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

6. The recipient may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition.
7. The grantee agrees to submit any print or electronic promotional materials concerning any OVC-funded project that are intended for public dissemination to OVC for review seven (7) working days in advance of release. This includes, but is not limited to: fact sheets, newsletters, press releases, Web-based materials, and listserv announcements.



Department of Justice
Office of Justice Programs
Office for Victims of Crime

**AWARD CONTINUATION
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Cooperative Agreement

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PROJECT NUMBER 2009-VF-GX-K013

AWARD DATE 09/16/2009

SPECIAL CONDITIONS

8. The grantee agrees that it may not disseminate drafts of training curricula and other grant-supported materials beyond pilot testing of the material, unless otherwise specifically approved by OVC in writing in advance. Such materials must be clearly marked "DRAFT" and the OVC disclaimer must be included on all such documents. The OVC logo shall not be displayed until the document is final and has been approved by OVC for final publication or electronic dissemination. Grantees are advised not to assume that products submitted to OVC will be ready for immediate release. Contact your grant monitor for more information.
9. The grantee agrees to notify the State VOCA Assistance and Compensation program administrators and appropriate United States Attorneys' Victim-Witness Coordinators of all training events that will be held in their states as a result of this grant. Notification will include information regarding the content, location, and scheduled time. The state VOCA contacts can be found at <http://www.ojp.usdoj.gov/ovc/help/links.htm>
10. The grantee agrees to submit the final draft of any publication, product, or electronic information at least 120 days before the end date of the grant for OVC review. The grantee agrees to use grant funds to make any substantive corrections, if appropriate, to a publication or product in response to comments generated through either the OVC peer review process or the internal Department of Justice review process. Any grant-funded products (written, Web-based, audio-visual, or any other media format), whether produced at the grantee's or government's expense, shall contain the following statement: This _____ was produced by _____ under [add contract or grant number, as appropriate], awarded by the Office for Victims of Crime, Office of Justice Programs, U.S. Department of Justice. The opinions, findings, and conclusions or recommendations expressed in this _____ are those of the contributors and do not necessarily represent the official position or policies of the U.S. Department of Justice.
11. The grantee agrees that OVC retains the right to make a final determination whether to publish or produce any grant-funded product as an OVC- sponsored product. Only after OVC decides against official publication, can the grantee independently release a publication or product for sale or dissemination, at its own expense. However, if the grantee releases this information, it may not include use of the OVC logo, or other indicia that it is an official OVC publication.
12. Grantees producing (1) all videos or (2) any products for grantee's independent release must follow the OVC Publishing Guidelines for placement of logos, inclusion of funding/disclaimer statement, and, if relevant, product barcodes. Check with your grant monitor for tip sheet, "The Essentials," for detailed instructions.
13. The grantee agrees to coordinate, through its OVC program manager, with the Office of the Chief Information Officer (OCIO) of the Office of Justice Programs on any information technology related products, including web-based systems, that will be developed in whole or in part with OVC grant funding. Grantees will obtain OCIO's review and concurrence with the proposed design and implementation to ensure compatibility with the OJP enterprise architecture.
14. Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. The program solicitation is hereby incorporated by reference into the Cooperative Agreement making it part of the overall agreement, requiring adherence to its overall design.
15. Responsibility for the coordination of topics addressed or services rendered is shared jointly with the OVC and the recipient. Where appropriate, the recipient will act jointly with OVC in accomplishing the following tasks: 1) determination of modifications to the program plan or budget; and, 2) design of data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions.

Key



Department of Justice
Office of Justice Programs
Office for Victims of Crime

**AWARD CONTINUATION
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Cooperative Agreement

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PROJECT NUMBER 2009-VF-GX-K013

AWARD DATE 09/16/2009

SPECIAL CONDITIONS

16. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis and interpretation.
17. The recipient authorizes the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, papers, or documents related to this grant.
18. OVC reserves the right to take appropriate action in instances when the grantee fails to initiate activity on the grant or misses multiple time tasklines. OVC action may include, but is not limited to, termination or suspension of the grant.
19. The grantee agrees to comply with the requirements set forth in the current edition of the OVC Publishing Guidelines Handbook at <http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html>.
20. Within 90 days of the date of award, the grantee will submit to the Office for Victims of Crime for review and approval its policies and procedures that it has established to maintain the confidentiality of victims' names, addresses, telephone numbers, or any other identifying information, and its policies and procedures relating to information sharing between partners. In addition, the grantee must submit a signed, written certification that data privacy and sharing protocols comport with the confidentiality and privacy rights and obligations of federal law or the grantee jurisdiction's laws, court rules, or rules of professional conduct applicable to the work performed by the grantee.
21. The grantee agrees that all products developed with or supported by an OVC grant will be sold at a price no higher than actual reproduction and distribution costs.
22. The grantee agrees to provide summary data to OVC on individual results and outcomes of funded grants in accordance with the Government Performance and Results Act. The data should reflect program/project successes and impact. The grantee organization must provide information in progress and final reports which is consistent with outcomes identified in the solicitation and the grantee's application for funding. The OVC project specialist is available to offer guidance on performance measures to grantees.
23. The recipient agrees to submit a final report at the end of this award documenting all relevant project activities during the entire period of support under this award. This report will include detailed information about the project(s) funded, including, but not limited to, information about how the funds were actually used for each purpose area, data to support statements of progress, and data concerning individual results and outcomes of funded projects reflecting project successes and impacts. The final report is due no later than 90 days following the close of this award period or the expiration of any extension periods. This report will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.
24. 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.
25. The Project Director and key program personnel designated in the application shall be replaced only for compelling reasons and with the concurrence of OJP. OJP will not unreasonably withhold concurrence. All successors to key personnel must be approved, and such approval is contingent upon submission of appropriate information, including, but not limited to, a resume. Changes in other program personnel require only notification to OJP and submission of resumes, unless otherwise designated in the award document.



Department of Justice
Office of Justice Programs
Office of Victims of Crime

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PROJECT NUMBER 2009-VF-GX-K013

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SPECIAL CONDITIONS

26. The 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 (in whole or in part, including in connection with derivative works), for Federal 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.

The 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 or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award.

27. Grantee agrees to comply with the requirements of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
28. "Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov."
29. The grantee agrees to submit to OVC, within 30 days of award, a revised time-task plan. This revised time-task plan should be developed in consultation with the OVC program specialist assigned to the project, and should clearly indicate the following: (1) each of the stated project objectives and the tasks to be performed to achieve those objectives; (2) the completion dates for tasks and delivery dates for products; (3) the project staff responsible for accomplishing each task; (4) submission dates for financial and programmatic progress reports, consistent with the requirements of the OJP Financial Guide; and (5) incorporation of development schedule for print, video, and multimedia products to assure periodic OVC reviews of products (see Product Submission Requirements).
30. The recipient shall submit semiannual progress reports. Progress reports shall be submitted within 30 days after the end of the reporting periods, which are June 30 and December 31, for the life of the award. These reports will be submitted to the Office of Justice Programs, on line-through the Internet at <https://grants.ojp.usdoj.gov/>.
31. The recipient agrees to submit quarterly financial status reports to OJP. At present, these reports are to be submitted on-line (at <https://grants.ojp.usdoj.gov>) using Standard Form SF 269A, not later than 45 days after the end of each calendar quarter. The recipient understands that after October 15, 2009, OJP will discontinue its use of the SF 269A, and will require award recipients to submit quarterly financial status reports within 30 days after the end of each calendar quarter, using the government-wide Standard Form 425 Federal Financial Report form (available for viewing at www.whitehouse.gov/omb/grants/standard_forms/ffr.pdf). Beginning with the report for the fourth calendar quarter of 2009 (and continuing thereafter), the recipient agrees that it will submit quarterly financial status reports to OJP on-line (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. The final report shall be submitted not later than 90 days following the end of the grant period.



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PROJECT NUMBER 2009-VF-GX-K013

AWARD DATE 09/16/2009

SPECIAL CONDITIONS

32. Within 45 days after the end of any conference, meeting, retreat, seminar, symposium, training activity, or similar event funded under this award, and the total cost of which exceeds \$20,000 in award funds, the recipient must provide the program manager with the following information and itemized costs:

- 1) name of event;
- 2) event dates;
- 3) location of event;
- 4) number of federal attendees;
- 5) number of non-federal attendees;
- 6) costs of event space, including rooms for break-out sessions;
- 7) costs of audio visual services;
- 8) other equipment costs (e.g., computer fees, telephone fees);
- 9) costs of printing and distribution;
- 10) costs of meals provided during the event;
- 11) costs of refreshments provided during the event;
- 12) costs of event planner;
- 13) costs of event facilitators; and
- 14) any other costs associated with the event.

The recipient must also itemize and report any of the following attendee (including participants, presenters, speakers) costs that are paid or reimbursed with cooperative agreement funds:

- 1) meals and incidental expenses (M&IE portion of per diem);
- 2) lodging;
- 3) transportation to/from event location (e.g., common carrier, Privately Owned Vehicle (POV)); and,
- 4) local transportation (e.g., rental car, POV) at event location.

Note that if any item is paid for with registration fees, or any other non-award funding, then that portion of the expense does not need to be reported.

OJP will provide further instructions regarding the submission of this data at a later time.

ABSTRACT: Federal Application 16.582

As Vermont's immigrant and refugee population has increased over the past ten years, the need for specially adapted information about victims' rights and services has become urgent.

The Vermont Center for Crime Victim Services ("the Center") proposes to design and implement a culturally and linguistically appropriate public awareness campaign about crime victims' rights and services for immigrants, refugees and asylees whose original language is not English ("immigrants") in Vermont's three counties that are home to nearly 80% of these underserved populations. The overall goal of this project is to raise their awareness about their rights as victims of crime and to increase their knowledge of, and access to, existing services.

The objectives of this project are: to provide accurate, culturally appropriate information to immigrants about their rights as victims of crime and existing local resources and services; to enhance the existing network of programs who currently serve these populations; and to create an opportunity for members of these underserved communities to participate as community advocates and liaisons to these programs. Activities planned to achieve these objectives are:

1. Convene an advisory group to inform the development of a victim-focused public awareness campaign;
2. develop culturally and linguistically accessible materials in eight languages, which will be distributed to immigrants through community centers, houses of worship, markets, and other local venues, including printed materials in accessible formats, public service announcements, web-based videos, and articles in local foreign-language media;
3. create a traveling theater performance and video in six languages, addressing issues of crime victimization and assistance, which will include performers from immigrant communities;
4. conduct informational workshops about crime victimization with the assistance of community advocates and interpreters;
5. create a strategy for sustainability and replication.

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A. Personnel N/A
B. Fringe Benefits N/A

C. Travel

Purpose of Travel	Location	Item	Computation	Cost
OVC discretionary Grantee meeting	Washington D.C.	Hotel	\$233 * 2 nights	\$466
Flight RT per person from Burlington, VT to Washington D.C.				\$297
Per Diem meals and incidentals			\$64 * 1 day and 48 *2 travel days	\$160
Mileage for interpreters:				
1 interpreter for 5 rehearsals & 20 shows			* 60 miles RT * .505 per mile	\$758
8 interpreters for production of PSAs			* 60 miles RT * .505 per mile	\$242
8 interpreters for production of video			* 60 miles RT * .505 per mile	\$242
8 interpreters for training			* 60 miles RT * .505 per mile	\$242
8 interpreters * 4 outreach meetings			* 60 miles RT * .505 per mile	\$970
U.S General Service Administration per diem rate was used to estimate travel.				
TOTAL				\$3,377

D. Equipment N/A

E. Supplies N/A

F. Construction N/A

G. Consultants /Contracts

Consultant	Service Provided	Computation	Cost
Graphic Designer for branding and design work of deliverables including outreach materials, posters, brochure, info cards, matchbooks and flashlights			
	Program tag line, branding and design	\$75* 33.33 hours	\$2,500
	Outreach posters	\$75*16 hours	\$1,200
	Wallet cards	\$75 * 12 hours	\$ 900
	Matchbooks & flashlights	\$75 * 4 hours	\$ 300
	Brochure	\$75*16 hours	\$1,200
	Purchase rights of photos	\$200/photo * 3 photos	\$ 600

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Translation services for outreach posters, wallet cards and brochures
\$100 per page* 11 pages * 8 languages \$8,800

Printing of deliverables:

Outreach posters full color 11 x 17 inch 100 each * 8 * \$1.50 \$1,200

Outreach pads 2000 each * 50 sheets per pad at \$.015 per page \$1,500

Info cards 5000 each of 8 languages * .03 per card \$1,200

Matchbooks .0384 per book * 5000 \$ 192

Flashlights 1,000 * \$1.35/flashlight \$1,350

Brochure 5000 * 8 languages 2 pages each *.019 per page \$1,520

Subtotal for design and printing \$22,462

Awareness Theater Company Show production:

Director of Show:

Research & planning show 25 hrs * \$50/hr \$1,250

Outreach and meetings with immigrant service providers 30 hrs * \$50/hr \$1,500

Recruitment of actors, musicians, dancers for show 20 hrs * \$50/hr \$1,000

Creation of show (writing and revisions) 25 hrs * \$50/hr \$1,250

Creation of artwork for show 25 hrs * \$50/hr \$1,250

Show rehearsals 5 hours each * 5 rehearsals * \$50/hr \$1,250

Administration for shows including scheduling and evaluation 25 hrs * \$50 \$1,250

Company members & community actors:

Company members \$25 stipends * 6 Actors * 5 rehearsals \$ 750

Company members \$25 stipends * 6 Actors * 20 shows \$ 3,000

Community actors \$25 stipends * 3 actors * 5 rehearsals \$ 375

Community actors \$25 stipends * 3 actors * 20 shows \$ 1,500

Show performances 20 shows * \$650 per show \$13,000

Supplies for show creation: paint, cardboard, fabric, banner, etc. \$ 600

Videotaping of show:

Production, editing/graphics, tape stock and duplication, including
\$4.00 per DVD * 30 DVDs \$ 3,000

Director's time for Video creation 10 hrs * \$50/hr \$ 500

Design and printing of publicity materials for show:

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100 posters * \$1.00 per poster	\$ 100
600 postcards * .50 per postcard	\$ 300
600 programs * .50 per program	\$ 300
Subtotal for theater production	\$32,175

Language interpreting services for deliverables:

Interpreting services for 5 rehearsals & 20 shows \$28 /hr * 25 hours rehearsals and 20 hours for shows	\$1,260
Travel time for interpreters 1 hr per rehearsal and 1 hr per show * 25 hrs * \$14/hr	\$ 350
Interpreting services for 8 public service announcements \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per public service announcement * 8 persons * \$14/hr	\$ 112
Interpreting services for web-based video \$28 /hr * 3 hours each * 8 languages	\$ 672
Travel time for interpreters 1 hr per video * 8 persons * \$14/hr	\$ 112
Interpreting services for training \$28 /hr * 8 hours each * 8 languages	\$1,792
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Interpreting services for outreach to 8 communities \$28 /hr * 10 hours each * 8 languages	\$2,240
Travel time for interpreters 1 hr per interpreter * 8 persons * \$14/hr	\$ 112
Subtotal for interpreting services	\$7,434

Advisory group participants:

Erin Shea, Migrant Education Program 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Arthur Edersheim, Esq. South Royalton Legal Clinic 4 meetings * 2 hrs each * \$56.25 per hour	\$ 450
6 hours consultation * \$56.25 per hour	\$ 338
Yacouba Bogre, Association of Africans Living in Vermont 4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Karen Vastine, Parallel Justice Project 4 meetings * 2 hrs each * \$30 per hour	\$ 240

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8 hours consultation * \$30 per hour	\$ 240
Michelle Jenness, Vermont Refugee Assistance	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Foresta Castanada, Addison Migrant Workers Coalition/WomenSafe	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Mohamed Abdi, Somali Bantu Community Association	
4 meeting * 2 hrs each * \$30 per hour	\$ 240
8 hours consultation * \$30 per hour	\$ 240
Representative, Women's Rape Crisis Center	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Women Helping Battered Women	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, Voices Against Violence	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Addison County Police Chief	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Representative, VT Refugee Resettlement Program	
4 meetings * 2 hrs each * \$30 per hour	\$ 240
Anera Foco, Coordinator, Addison Council on Domestic Violence	
4 meetings * 2 hours * \$30 per hour	\$ 240
Subtotal for Advisory Group	\$5,108

	TOTAL	\$67,179
H. Other costs		
Description	Computation	Cost
Training of project partners and staff:		
30 people * 1 training * \$30 per person for breakfast & lunch		\$ 900
CDs copies of training curriculum 30 copies * \$2.00 per copy		\$ 60
	TOTAL	\$ 960
I. Indirect Costs		N/A

Budget Summary

Budget Category	Amount
A. Personnel	N/A
B. Fringe Benefits	N/A
C. Travel	\$ 3,377
D. Equipment	N/A
E. Supplies	N/A
F. Construction	N/A
G. Consultants/Contracts	\$67,179
H. Other	\$ 960
Total Direct Costs	\$71,516
I. Indirect Costs	N/A
TOTAL PROJECT COSTS	\$71,516
Federal Request	\$71,516
Non-Federal Amount	\$ 0