



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

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

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

MEMORANDUM

To: James Reardon, Commissioner of Finance & Management

From: Rebecca Buck, Staff Associate *RB*

Date: September 7, 2007

Subject: Status of Requests

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

JFO #2297 - \$5,100 grant from the Vermont Bar Foundation to the Center for Crime Victim Services. These grant funds will support a public outreach and education campaign to disseminate information about the Parallel Justice Pilot Project in the City of Burlington for crime victims (JFO #2273 approved November 24, 2006).

[JFO received 08/08/07]

JFO #2298 - \$19,908 grant from the U.S. Department of Agriculture to the Agency of Agriculture, Food and Markets. This one year grant will be used to purchase and operate a mobile individual quick freeze unit, identify a system to address multiple forms of fruit and vegetable processing and develop a system for aggregation of supply and distribution of Vermont grown fruits and vegetables.

[JFO received 08/08/07]

JFO #2299 - \$25,000 grant from the State Justice Institute and \$5,000 grant from the National Center for State Courts to the Judiciary. This combined \$30,000 grant will be used to develop and test a disaster response/Continuity of Operations (COOP) Plan for all courts statewide.

[JFO received 08/08/07]

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

cc: Linda Morse
Judy Rex
Roger Albee
Lee Suskin

From: Judy Rex <jrex@ccvs.state.vt.us>
To: Rebecca Buck <rbuck@leg.state.vt.us>
Date: 8/23/2007 3:48 PM
Subject: Re: Questions/Information requests from Rep. Obuchowski re: JFO #2297
Attachments: Bar foundation info for JFO.doc

CC: Michael Obuchowski <OBIE@leg.state.vt.us>, Steve Klein <SKLEIN@leg.state...

Hi Becky,

Here's the information that was requested. Let me know if you have trouble opening the attachment.

Judy

Rebecca Buck wrote:

> Good morning Judy. Representative Michael Obuchowski has the following questions/information request regarding JFO #2297 (\$5,100 grant from VT Bar Foundation for Parallel Justice Pilot outreach):

>

> 1) Would like information on the Vermont Bar Foundation. What is the organization? How is it funded?

>

> 2) The materials will be translated into six languages to help with the outreach effort. What are those languages?

>

> 3) Please provide a detailed budget as to how the funding will specifically be spent.

>

> Please cc me on your response to Representative Obuchowski. Thanks. --Becky

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>

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>

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Judith A. Rex
Executive Director
VT Center for Crime Victim Services
58 S. Main Street, Suite 1
Waterbury, VT 05676
802-241-1250 (phone)
802-241-1253 (fax)
1-800-750-1213 (VT only)
TTY 1-800-845-4874 (VT only)

I. The Vermont Bar Foundation is a charitable foundation sponsored by the Vermont Bar Association.

II. Funding source: The Foundation's revenue is the interest from attorney's IOLTA or "Interest on Lawyers' Trust Accounts." This is a program mandated by the Vermont Supreme Court. It requires lawyers or law firms to establish pooled interest-bearing accounts for client deposits which are nominal in amount or expected to be short-term. The interest generated by these accounts is then passed onto the Foundation. The Foundation distributes these funds in a grants process to programs who provide legal services to the disadvantaged and for educational programs relating to the courts and legal matters.

The Vermont Bar Foundation's by-laws state the purpose of the Foundation thus:

ARTICLE III. Purposes

The objects for which the Foundation is established are:

(a) To advance the science of jurisprudence and improve the administration of justice; to seek uniformity in judicial decisions; to contribute to schools, foundations and colleges and their departments engaged in the teaching and study of law, and their law libraries and law scholarship funds; to support legal aid facilities for the indigent and legal services corporations established under the provisions of Title 11 V.S.A., Chapter 19; to expend funds to provide for the defense of persons accused of unpopular crimes, acts or beliefs who are financially unable to employ counsel or defray the cost of proper defense; to contribute to public law libraries; to contribute to public programs providing for the physical improvement of courts and other agencies engaged in the administration of justice.

III. The languages we will translate our materials into are: French, Russian, Chinese, Vietnamese, Bosnian, and Swahili/Somali. (Somali is not commonly "known" as a written language, but rather a spoken language, but many people who speak Somali can read in Swahili.) These are the non-English languages currently most frequently spoken and written in Burlington, where the Parallel Justice Project is located.

IV. BUDGET

Translations of posters and brochures into six languages:	\$1,000.00
Text formatting of brochures in six languages:	\$1,000.00
Printing of posters and wallet cards, including messages in six languages:	\$1500.00
Design and printing of volunteer brochure:	\$ 500.00
Print media outreach about Parallel Justice (Burlington Free Press, Seven Days, Vermont Times, North End News, college newspapers)	\$1100.00
Total	\$5100.00

From: Rebecca Buck
To: jrex@ccvs.state.vt.us
Subject: Questions/Information requests from Rep. Obuchowski re: JFO #2297

Good morning Judy. Representative Michael Obuchowski has the following questions/information request regarding JFO #2297 (\$5,100 grant from VT Bar Foundation for Parallel Justice Pilot outreach):

- 1) Would like information on the Vermont Bar Foundation. What is the organization? How is it funded?
- 2) The materials will be translated into six languages to help with the outreach effort. What are those languages?
- 3) Please provide a detailed budget as to how the funding will specifically be spent.

Please cc me on your response to Representative Obuchowski. Thanks. --Becky

CC: Klein, Steve; Obuchowski, Michael



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

MEMORANDUM

To: Joint Fiscal Committee Members

From: Rebecca Buck, Staff Associate *RB*

Date: August 14, 2007

Subject: Grant Requests

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

JFO #2297 – \$5,100 grant from the Vermont Bar Foundation to the Center for Crime Victim Services. These grant funds will support a public outreach and education campaign to disseminate information about the Parallel Justice Pilot Project in the City of Burlington for crime victims (JFO #2273 approved November 24, 2006).
[JFO received 08/08/07]

JFO #2298 - \$19,908 grant from the U.S. Department of Agriculture to the Agency of Agriculture, Food and Markets. This one year grant will be used to purchase and operate a mobile individual quick freeze unit, identify a system to address multiple forms of fruit and vegetable processing and develop a system for aggregation of supply and distribution of Vermont grown fruits and vegetables.
[JFO received 08/08/07]

JFO #2299 - \$25,000 grant from the State Justice Institute and \$5,000 grant from the National Center for State Courts to the Judiciary. This combined \$30,000 grant will be used to develop and test a disaster response/Continuity of Operations (COOP) Plan for all courts statewide.
[JFO received 08/08/07]

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

In accordance with the procedures for processing such requests, we ask you to review the enclosed and notify the Joint Fiscal Office (Rebecca Buck at 802/828-5969; rbuck@leg.state.vt.us or Stephen Klein at 802/828-5769; sklein@leg.state.vt.us) if you would like any item held for committee review. Unless we hear from you to the contrary by August 28 we will assume that you agree to consider as final the Governor's acceptance of these requests.

cc: James Reardon, Commissioner
Linda Morse, Administrative Assistant
Judy Rex, Executive Director
Roger Albee, Secretary
Lee Suskin, Court Administrator

JFO #
2297

STATE OF VERMONT
GRANT ACCEPTANCE FORM

GRANT SUMMARY: This grant from the Vermont Bar Foundation to the Center for Crime Victim Services is to support media outreach and education about the Parallel Justice Pilot Project in the City of Burlington. It will be used on radio and print media, posters, public service announcements about Parallel Justice Pilot Project services.

FEDERAL CATALOG No.: NA

GRANTOR / DONOR: Vermont Bar Foundation
35-37 Court Street PO Box 1170
Montpelier VT 05601-1170

DATE: 7/3/07

DEPARTMENT: Center for Crime Victims Services

GRANT / DONATION: This grant is in support of Parallel Justice Center services and focuses on a media and education campaign to reach out to underserved victims of crime who do not qualify for Victim's Compensation or other established programs. Materials will be translated into six languages to help with the outreach effort.

AMOUNT / VALUE: \$5,100.00

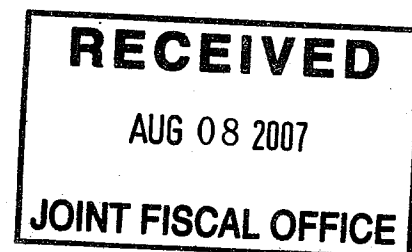
POSITIONS REQUESTED: None

GRANT PERIOD: 7/1/07 to 6/30/08

COMMENTS: The grant award material is attached.

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

(INITIAL) 7/3/07
(INITIAL) MB 8-1-08
DATE: 8/3/07





**Vermont Center
for Crime Victim Services**

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

June 13, 2007

TO: Commissioner Reardon

FROM: Judy Rex

RE: Request for Grant Acceptance

The Center for Crime Victim Services applied for and received a grant from the Vermont Bar Foundation's Iolta Fund in support of the Parallel Justice Pilot Project in the City of Burlington. This Grant is for \$5,100 and will support a public outreach and education campaign to disseminate information to the general public, and to underserved crime victims in particular, about the new services that are available to them. A copy of the grant award letter and the AA-1 form are attached. This is a one-time grant and there is no financial impact on the Center or the state.

The Parallel Justice Pilot project was created to help better serve crime victims. During its first year the project hired two Parallel Justice specialists, one at the Burlington Police Department and one at the Community Justice Center, encouraged local businesses to donate goods and services, and established a Parallel Justice Commission. Lastly, the project launched a media campaign. This grant will be used solely in support of the education and media campaign. The goal of the campaign is to reach out to underserved victims of crime who do not qualify for Victims Compensation or other established programs with information about the Parallel Justice Project. Materials are being translated into six languages with the help of the Vermont Refugee Resettlement Program and the Association of Africans Living in Vermont.

If you have any questions, please don't hesitate to call me.

cc. Toni Hartrich

REC'D JUN 16 2007

STATE OF VERMONT
REQUEST FOR GRANT ACCEPTANCE
 (use additional sheets as needed)

FORM AA-1
 (Rev. 9-90)

1. Agency: VT CENTER FOR CRIME VICTIM SERVICES
 2. Department:
 3. Program:

4. Legal Title of Grant: VERMONT BAR FOUNDATION GRANT

5. Federal Catalog No.: N/A

6. Grantor and Office Address:
 VERMONT BAR FOUNDATION
 35-37 COURT ST. PO BOX 1170
 MONTPELIER, VT 05601-1170

7. Grant Period: From: July 1, 2007 To: June 30, 2008

8. Purpose of Grant: (attach additional sheets if needed)
 To support the public education/outreach efforts of the Parallel Justice Pilot Project in Burlington, Vermont. The grant will be used to create radio and print media to direct crime victims to new services that inform them of their legal rights, explain the criminal justice system, and address their needs. This will include posters that will be translated in to six languages. It will also be used for newspaper advertisements, public service announcements.

9. Impact on Existing Programs if Grant is not Accepted:
 No impact on state programs.

10. Budget Information: (1st State FY) (2nd State FY) (3rd State FY)
 FY 2008

EXPENDITURES:

Personal Services	\$	\$	\$
Operating Expenses	\$ 5,100.00	\$	\$
Grants	\$	\$	\$
TOTAL	\$ 5,100.00	\$ 0.00	\$ 0.00

REVENUES:

<u>State Funds:</u>			
Cash	\$	\$	\$
In-Kind	\$	\$	\$
<u>Federal Funds:</u>			
(Direct Costs)	\$	\$	\$
(Statewide Indirect)	\$	\$	\$
(Department Indirect)	\$	\$	\$
<u>Other Funds:</u>			
(source) Grant	\$ 5,100.00	\$	\$

TOTAL \$ 5,100.00 \$ 0.00 \$ 0.00

<u>Appropriation Nos.</u>	<u>Amounts</u>
216001000	\$ 5,100.00
	\$
	\$

-over-

REC'D JUL 03 2007

11. Will grant monies be spent by one or more personal service contracts?

YES NO

If YES, signature of appointing authority here indicates intent to follow current guidelines on bidding.

X Judy Kay

12a. Please list any requested Limited Service positions:

Titles	Number of Positions
TOTAL Positions	0

12b. Equipment and space for these positions:

- Is presently available.
- Can be obtained with available funds.

13. Signature of Appointing Authority

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

Judy Kay 6/28/07
 (Signature) (Date)
Executive Director
 (Title)

14. Action by Governor:

- Approved
- Rejected

[Signature] 8/1/07
 (Signature) (Date)

15. Secretary of Administration:

- Request to JFO
- Information to JFO

[Signature] 8-1-07
 (Signature) (Date)

16. Action by Joint Fiscal Committee:

(Dates)

- Request to be placed on JFC agenda
- Approved (not placed on agenda in 30 days)
- Approved by JFC
- Rejected by JFC
- Approved by Legislature

 (Signature) (Date)

Vermont Bar Foundation

35-37 Court St, PO Box 1170
Montpelier, VT 05601-1170
(802) 223-1400
Fax: (802) 229-4051

June 4, 2007

Sarah Page
Vermont Center for Crime Victim Services
58 South Main St.
Waterbury, VT 05676-1599

Dear Ms. Page;

I am pleased to inform you that the Board of Directors of the Vermont Bar Foundation has approved a grant to fund your Parallel Justice project in the amount of \$5,100. The Board, with the Grants Committee's suggestion, requests that these funds be used for the printing of translations of your informational brochures; printing of posters, including messages in other languages; design and printing of volunteer brochures and print media. This condition is listed in section VIII. Special Conditions of your Grant Agreement. Please review your Agreement, sign and return to us at the above address.

Do not hesitate to contact me if you have any questions.

Sincerely yours,

JUN - 5 2007



Deborah S. Bailey
Executive Director

dsb

Enclosure

Vermont Bar Foundation

GRANT AGREEMENT

This Grant Agreement (the "Agreement") is made this day by and between the Vermont Bar Foundation ("Foundation") and Vermont Center for Crime Victim Services ("Grantee") to fund the Parallel Justice (the "Grant") in the amount of \$5,100 (the "Grant Funds").

The grant period covered by this Agreement is from July 1, 2007 to June 30, 2008.

I. INTRODUCTION

The provisions of this Agreement are applicable to and binding upon Grantee. The Grantee understands that the acceptance of the Grant creates a legal duty on the part of the Grantee to use the Grant Funds in accordance with the terms of this Agreement and to comply with all provisions and conditions of this Agreement.

It is understood and agreed by the Grantee that:

A. Grantee will use the Grant Funds awarded solely and specifically for the purposes specified in its application and approved by the Vermont Bar Foundation. In the event Grantee cannot or does not use the funds in accordance with the approved use, all subsequent disbursements will be denied and Grantee agrees to return any funds improperly used.

B. Grantee will immediately report to the Foundation any significant changes in the project funded by the Grant. "Significant changes" include, but are not limited to, the fact that the project cannot, for any reason, be undertaken or accomplished, or undertaken or accomplished at the time stated in the grant application.

II. GRANT CONDITIONS

The Grantee agrees to administer the Grant in compliance with the following terms and conditions:

A. With the understanding and agreement that the Foundation, at its sole discretion, may grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested by the Grantee in its application.

B. With the understanding that before the disbursement of the Grant Funds, the Foundation has the right to impose further conditions in the form of an addendum to this Agreement.

JUL 30 2007

C. With the understanding and agreement that, in the unlikely event that funds supporting this Agreement become unavailable or are reduced, the Foundation may terminate or amend this Agreement and shall not be obligated to pay any amounts awarded but not disbursed.

D. With the understanding and agreement that the Grantee will deliver services in a non-discriminatory manner and without regard to race, sex, age, ethnicity, religion, sexual preference, gender identity or national origin.

III. GRANT ACCOUNTING AND RECORDS

A. The Grantee will maintain records and accounts consistent with generally accepted accounting principles for organizations of its type, and provide for such physical control as is necessary to assure proper disbursing of an accounting for Grant Funds.

B. The Grantee certifies that accounts and supporting documentation relating to Grant expenditures will be adequate to permit an accurate and expeditious audit by the Foundation or by its designated representative.

IV. GRANT REPORTS

A. The Grantee will provide an interim status report no later than **January 30, 2008** which shall include the following information:

1. A summary of receipts and disbursements of all VBF Grant Funds incurred during the reporting period.
2. A narrative account of the Grant status, including a summary of the Grant goals articulated in its application versus accomplishments.

B. The Grantee will provide a final report to the Foundation no later than **August 31, 2008**. The final report must include:

1. A final financial report summarizing the use of the VBF Grant Funds, including a complete statement of income and expenses.
2. A report of any Grant Funds surplus, including a refund of any unexpended Grant Funds remaining at the completion of the Grant. Refunds should be made by check payable to the "Vermont Bar Foundation."
3. A final narrative report providing a detailed description of the Grant goals and its actual accomplishments.
4. A copy of all audio/visual, literary products or publications resulting from the Grant.

5. Two or three brief summary descriptions, or vignettes, of how Grantee was able to assist individuals or educate Vermonters in the grant reporting year. Information to be used for publicity purposes by the Grantor. Grantee need not provide personal identifying information of those assisted by Grantee.
6. For Grantees who provide direct assistance to clients (e.g., representation, advice, support for pro se representation, lay advocacy) report the following information about individuals served using grant funds.:
 - * List by county the number of individuals served
 - * If grant funds provide partial support for larger efforts to provide direct client services, the percentage of clients served with grant funds.
 - * Types of cases or legal issues
 - * Outcomes of assistance
 - * Demographics of individuals served, to extent that you already collect this information:¹
 - ▶ Age
 - ▶ Ethnicity
 - ▶ Gender
 - ▶ Race
 - ▶ Income

V. ACKNOWLEDGMENT OF SUPPORT

A. All informational brochures, printed programs, publications, public reports and publicity releases printed with funding from the Foundation must acknowledge support of the **Vermont Bar Foundation**.

B. The following disclaimer must be included in all informational brochures, printed programs, publications, public reports, films, audio and video recordings produced under the Grant, or announced at any public program concerning the Grant or its resultant product:

"The views expressed herein do not necessarily represent those of the Vermont Bar Foundation."

VI. LIABILITY

In making this Grant, the Foundation does not assume any liability or responsibility for the actions of the Grantee in carrying out the purposes of the Grant. By accepting Grant funds, the Grantee agrees to indemnify and hold harmless the Foundation from any and all claims of causes of action which are asserted against the Foundation as a result of the Grant.

¹This information will be compiled with demographic information from other VBF grantees to illustrate the extent to which VBF grants promote access to justice to a diverse population. Information from individual grantees will not be shared with any other agency or organization.

VII. NONCOMPLIANCE AND TERMINATION

Failure of the Grantee to comply promptly with any and all provisions of this Agreement shall be sufficient cause for the Foundation to terminate this Agreement. Such termination shall be effective on receipt by the Grantee of written notice from the Foundation. In the event of termination, the Grantee must still comply with the reporting, refund and reimbursement portions of this Agreement.

VIII. SPECIAL CONDITIONS

Notwithstanding any other provision of this Agreement, the Grantee accepts the following conditions:

Grant Funds will be used for the printing of translations of informational brochure, printing of posters, design and printing of volunteer brochures and print media.

IX. ACCEPTANCE

By execution hereof, Grantee hereby signifies its acceptance of the Grant Funds in the amount of \$5,100 from the Foundation under the terms and conditions stated in this Agreement, and hereby acknowledges that the undersigned is authorized to execute this Agreement on behalf of the Grantee and to bind the Grantee to the terms of this Agreement.

X. CONTROLLING LAW & JURISDICTION

This Agreement is governed by Vermont State Law. The exclusive jurisdiction for any litigation arising from this Agreement shall be Vermont State Courts. In the event of any such litigation, the prevailing party shall be entitled to reasonable attorney's fees.

VERMONT BAR FOUNDATION

By: Donald Bailey

Date: 7/19/07

Vermont Center for Crime Victim Services

By: Judith A. Key

Title: Executive Director

Date: 7/16/07